

CERTIFIED FIRE PROTECTION SPECIALIST BOARD



APPLICANT & CERTIFICATE HOLDER HANDBOOK

2011

The CFPS Applicant and Certificate Holders Handbook contains important program information and the following documents:

- *Candidate Application Form*
- *Examination Re-Test Form*
- *Recertification Form*

Please carefully review this handbook and retain it for reference.

DO NOT DISCARD THIS DOCUMENT



ANSI Accredited Program
PERSONNEL CERTIFICATION

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INTRODUCTION

Program Description

The purpose of the Certified Fire Protection Specialist Board is to recognize, through certification, qualified individuals who are dedicated to curtailing fire loss, both physical and financial, and who have acquired a level of professionalism through applied work experiences and related education opportunities, and through successful completion of a certification examination.

The goal of the CFPS Board is to promote the discipline of fire protection and prevention. A specific degree is not mandatory for obtaining your CFPS designation. The credential is a balance of education and experience and provides an opportunity for the fire protection specialist to achieve professional recognition. The CFPS Board maintains certification and recertification criteria as related to fire protection specialists.

CFPS certification provides two distinct opportunities for candidates. First, the process provides the individual with a period of self-assessment and self-improvement during the process of preparing for the examination and documenting professional experience. Second, achievement of certification provides the individual with recognition by his or her peers and employers or potential employers.

Eligibility

To be eligible to take the CFPS examination, candidates must demonstrate on the CFPS examination application that they meet one of the following criteria.

1. Bachelor's degree in engineering, technology, or other related discipline from an accredited college or university, plus two years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.
2. Associate's degree in engineering, technology or other related discipline from an accredited college or university, plus four years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.
3. High school diploma, plus six years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.

Eligibility Audit

A percentage of accepted applications are randomly selected for an eligibility audit by the NFPA certification staff. Submission of your application indicates your agreement to comply with audit terms. Any incorrect information or misrepresentation provided in the

application process may result in sanctions in accordance with the CFPS discipline policy.

CFPS FEES

Application Fee

The CFPS application fee is \$350.

The appropriate fee must be enclosed with your application. Make checks payable to the **NFPA Certification Department**. You may also pay by credit card-Visa, Discover, Master Card, or American Express. **Do not send cash.** Do not staple your check to your application form, but do include your payment in the envelope along with the other application materials and mail to:

National Fire Protection Association
c/o Certification Department
1 Batterymarch Park
Quincy, MA 02169

Important Note: Returned checks and invalid credit cards are subject to a \$25 administration fee.

Applications, supporting documentation and credit card information may also be scanned and e-mailed to cfps@nfpa.org or faxed to (617) 984-7127.

Applicants are allowed one year from the date of their Exam Authorization Letter to take the CFPS exam. After the one-year period has expired, applicants are required to submit a new application and examination fee.

Re-Test Fee

Candidates who do not pass the exam may retake the examination up to three times within a twelve-month period from the date of their initial examination date. The Retest Fee is \$125. After the one-year period has expired, candidates are required to submit a new CFPS application and examination fee.

Annual Renewal Fee

An Annual Renewal Fee of \$90 is assessed beginning with the certificate holder's one-year anniversary. The absence of a renewal reminder does not waive this requirement and will not serve as an appeal to certification expiration.

Appeal Fee

The fee for appeal and complaint is \$50. See the CFPS Appeal Process on page 10.

The fee will be refunded to the candidate if the Appeal and Complaint Committee resolves the appeal in favor of the

Candidate or Certificate Holder.

Refunds

Any request for a refund must be submitted in writing and signed to the CFPS administrative office prior to the date of the examination. A \$50.00 non-refundable administration fee will be assessed in computing each item refund.

No refund will be made to any candidate who takes the examination or fails to show for the scheduled examination.

CERTIFICATION POLICIES

Non-Discrimination

The CFPS Board evaluates all CFPS candidates without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age or disability.

Applicant Eligibility Timeframes

Applicants are allowed one year from the date of their Examination Authorization Letter to take the CFPS examination. After the one-year period has expired, applicants are required to submit a new application and fee.

Individuals who do not pass the exam may retake the examination up to three times within a twelve-month period from the date of their initial examination.

Certificate holders are required to submit an annual fee commencing 12 months after their initial certification. (See Fees Page 4).

Recertification is required every three years as described below.

Recertification

In order to maintain currency and relevancy in the profession, CFPS certificate holders are required to demonstrate their continuing participation in professional development activities in the fire protection field of practice.

Points are awarded for various activities. Fifty (50) points of professional development activities related to the fire/safety profession must be earned and submitted during the 3-year recertification cycle. (See page 27).

Certificate holders are required to complete and return the Summary of Recertification Points Form attesting that they have 50-recertification points. Back up documentation is not required at this time. (See page 26).

No Recertification Fee

There is no 3-year recertification fee. The absence of a recertification reminder does not waive the recertification requirement and will not serve as an appeal to certification expiration.

Recertification Audit

Certificate holders will be subject to a random audit of their CFPS recertification documentation for a period of up to six (6) months after their recertification date.

Accordingly, certificate holders are expected to retain recertification documentation in their possession for six (6) months beyond their recertification date.

Recertification Forms are available at www.nfpa.org/certification and pages 26/27.

Recertification Period Extension

Certificate holders may extend their recertification due date up to one year by submitting a written request to the NFPA Director of Certification. If approved, the next recertification cycle will be shortened accordingly, e.g., a certificate holder is granted a one-year extension. The following recertification period is shortened by one year. Therefore, 50 recertification points for their next recertification of two years are required.

APPLICATION PROCESS

Submission of Application Deadlines

The CFPS application is included in this handbook (See page 23) and is also available at www.nfpa.org/certification.

Please submit the following at least four weeks prior to the anticipated exam dates:

- Completed and Signed Application
- Examination Fee
- Documentation supporting applicant's eligibility
 - Resume reflecting work experience in the field of practice
 - Copy of college diploma or an official transcript showing awarding of appropriate degree
 - Signed copy of Declaration of Ethics (see Page 28)

Special Accommodations

Candidates with sensory, visual, orthopedic, or other handicaps that would prevent them from taking the examination under standard conditions may request special accommodations and considerations.

Written requests for such accommodations must accompany the registration application.

The CFPS Board reserves the right to request reasonable documentation from healthcare or other professionals to support requests for special accommodations.

NFPA provides special accommodations in accordance with the Americans with Disabilities Act of 1991 (ADA). If a disability prevents you from taking the examination under normal conditions, you may request special accommodations. You must submit a written request, along with your application form for special accommodations that explains the name of the disability (i.e., the diagnosis), the type of accommodation you feel is appropriate, and attach supporting documentation of the diagnosis from a qualified healthcare professional. After receiving the request and appropriate documentation, you will be contacted to make the special accommodation arrangements.

EXAMINATION ADMINISTRATION

Development of the CFPS Examination

The Certified Fire Protection Specialist Board was formed in 1971. Since that time the profession has continued to change and along with it the job tasks of those who constitute the field of practice.

Under the governance of the CFPS Board the program has grown into the only certification program of its kind designed for fire protection specialists.

The most recent examination materials for the CFPS credentialing program were developed based on a comprehensive job analysis of the current state of knowledge in fire protection. A national survey of fire protection specialists was conducted to define the body of knowledge of fire protection specialists and determine the content areas appropriate for the examination. The survey was designed to identify the knowledge used by fire protection specialists in the day-to-day performance of their jobs.

A representative group of subject matter experts worked with a professional test development contractor to design the survey, review the results, and identify the body of knowledge. The content of the examination is based on the

body of knowledge and reflects the day-to-day practice of fire protection specialists nationally.

The examination questions were developed by experienced fire protection specialists. The questions were then reviewed by a panel of subject matter experts prior to being selected for the examination. The examination questions are continually analyzed to assure they are accurately measuring and performing correctly.

The test question bank will be updated on a regular basis to reflect current fire protection specialist practices. Questions that have been identified statistically to be unclear or inaccurate will be modified or deleted from the test question bank. The process of writing, reviewing, and pre-testing examination questions is ongoing.

The CFPS examination has been designed to meet testing industry standards for validity and reliability. Validity is the degree to which the content of the examination reflects the knowledge and skills to perform the duties of a fire protection specialist in an accurate and efficient manner. Reliability is the accuracy of the examination results.

The CFPS designation is obtained only after an individual has completed an application, met the eligibility requirements and successfully completed the examination. Submission of an application does not guarantee that an applicant will be deemed eligible to take the CFPS examination or become certified.

English Language Only

The CFPS examination has been prepared for the English language only.

Examination

The CFPS examination is developed and administered in accordance with the 1999 “Standards for Educational and Psychological Testing” (American Education Research Association, American Psychological Association and National Council on Measurement in Education) as well as the 1978 “Uniform Guidelines on Employee Selection Procedures” (Equal Employment Opportunity Commission).

The examination consists of 100 multiple choice questions, each of which has four possible answers presented as choices A, B, C, or D. One answer represents the single best response. Candidates are provided three hours to complete the examination.

The CFPS examination assesses the competence of fire protection specialists. The CFPS Board determines the content of the examination by conducting a job analysis of the profession to ensure that the examination reflects and tests current practices in the field of fire protection and safety. Practitioners in the fire protection industry

complete a survey of job tasks, knowledge requirements and skills as part of the job analysis study. Respondents are asked to rate how relevant the job tasks are to their daily practice of fire protection and safety. The result of the study is a detailed description of job activities, with a performance rating of their significance with regard to professional competence and public protection. The blueprint of the examination is derived from this study, as are the questions on the examination (see Pages 14 & 15).

The questions on the examination undergo an extensive development and review process by fire protection experts and experts in test development. These experts assure that the CFPS exam actually measures the candidate's level of knowledge. Once questions (items) have been selected, they are pre-tested so only questions that actually measure knowledge and competence appear on the examination. Item writing, reviewing and pre-testing is an ongoing process conducted to assure that knowledge and competence are measured in a fair and reliable way. There are no trick questions. Candidates are permitted to use the NFPA Fire Protection Handbook, 19th or 20th Editions during the examination as it is impossible and unrealistic for candidates to commit to memory the documentation contained in the Handbook. Therefore one objective of the examination is to determine the candidate's related knowledge and ability to use the handbook as a reference in selecting the correct response to the examination.

Only items that are answered correctly are scored on the examination. A minimum scaled score of 70 is required to pass the examination. A scaled score is an accepted practice in assessment that utilizes a statistical procedure to compare the difficulty of forms of the test. This method of scoring is used so that no matter what test form is taken, candidates will be scored fairly and equally regarding their performance on the exam.

In order to ensure the examination is current and relevant, a validation investigation typically is conducted about every five years or sooner if significant changes in the fire protection field of practice have occurred.

Test Format Options & Examination Locations

Paper and Pencil

The CFPS examination is available in a paper and pencil format in conjunction with scheduled NFPA events shown on the Application Form. The CFPS application must be submitted at least four weeks prior to the scheduled examination date.

Once you have submitted your completed application and are approved, you will receive a letter advising you of your candidate status and confirmation of your test date

selection.

You will be mailed an examination notification letter approximately ten business days prior to the date of your paper and pencil examination. It is your responsibility to contact the CFPS administrative office if you do not receive this notification letter seven business days before the scheduled date of the exam.

Computer-Based

The CFPS examination is available on demand as a computer based test at over 200 test assessment centers throughout the USA, Canada and Puerto Rico. CFPS has contracted through Schroeder Measurement Technologies (SMT) for computer-based test delivery services. Upon receipt of the completed CFPS application and examination fee, the applicant will receive an authorization letter with instructions on how to schedule the computer-based exam. Please visit www.isoqualitytesting.com for a list of CBT examination centers.

Once the CFPS application has been received, reviewed and approved, you will receive a password to access the SMT online registration site www.isoqualitytesting.com.

Candidates receive an e-mail confirmation from SMT with the cancel/reschedule test date. If a CFPS candidate tries to cancel/reschedule within the cancellation time period, the system will instruct the candidate that the examination cannot be cancelled or rescheduled and to contact the NFPA Certification Department.

A 7-business day notice is required if it is necessary to cancel or reschedule the examination, not including the day of the exam. The deadline date to cancel/reschedule is posted on the SMT Website. The candidate is required to check a box to finalize the scheduling process.

Examination Security

A significant component of a successful and respected professional certification credential is maintaining the security of the examination. The CFPS Board relies upon the ethical behavior of certificate holders and applicants to maintain the security of CFPS examinations. When those who seek to obtain the credential, or those who hold the CFPS credential reveal information about CFPS examination content (other than that information published by NFPA or the CFPS Board), they violate the Affirmation and Authorization agreement all candidates agree to and accept when they apply for certification and take the examination. They also violate the CFPS Code of Ethics. The CFPS Board will take action against individuals who violate CFPS Board Policies and the Code of Ethics. Actions taken may include permanently barring individuals from pursuing the CFPS credential and revoking certifications from those who have been awarded the credential. CFPS will also pursue legal action against

individuals or organizations who infringe upon our copyrights, proprietary rights, and intellectual property.

Examination Preparation

While review courses for the CFPS examination may be provided by various training entities, the CFPS Board does not presently endorse any such program.

The CFPS Board employs strict measures to prevent the possession, reproduction, and removal of examination materials. Use caution when purchasing study guides or paying for preparation courses that may claim to address actual examination questions.

A CFPS Practice Examination is available for \$40 and can be purchased through NFPA Customer Sales at 800-344-3555 or online at the NFPA Online Catalog at www.nfpa.org.

Although the fire protection specialist accumulates a wealth of knowledge and experience over the years, it remains impossible and unrealistic for anyone to commit to memory the documentation found in the NFPA *Fire Protection Handbook*.

The objective of the CFPS examination is to determine the candidate's related knowledge, and the ability to use the handbook as a reference in locating the correct response to the examination questions.

A strategy for taking this examination is:

1. Prepare in advance by becoming familiar with the contents of the NFPA *Fire Protection Handbook*. Tabbing sections of the handbook is allowed. However, only commercial permanent adhesive type tabs similar to those provided with the Fire Protection Handbook are allowed. Post-it type notes and flags or other type of easily moveable tabs are NOT permitted at any time. Additionally, no photocopies of any sections of the handbook are allowed.
2. When you receive your exam, review it in its entirety answering any questions you can with out the use of the reference.
3. On the second review, focus on those questions you can easily and quickly reference in the document using the table of contents or index.
4. Use remaining time for research using the *Fire Protection Handbook* to determine the proper reference and answer.

Admission to the Examination

You are responsible to bring your notification letter with

you to the examination and a valid photo ID. Candidates who do not possess valid identification will be denied access to the examination. Identification must be a current government issued picture ID bearing the candidate's signature. Acceptable forms of government issued ID include a driver's license, passport, military ID, federal state or county issued ID.

You will not be permitted to take the examination without a valid photo ID.

Exam Rules and Procedures

The following rules and procedures will be strictly enforced on the day of the examination.

- The examination will begin promptly at the hour designated by the proctor and end at the stated time allowed for each particular exam offering.
- Candidates must report to the testing center 30 minutes prior to the start of the examination time to insure proper check-in procedures.
- Candidates will not be allowed to enter the examination after it starts.
- Visitors are not permitted in the test room.
- Pencils are not provided.
- Candidates are allowed to leave the room during the examination with the proctor's permission. Lost time cannot be made up.
- Candidates should bring the NFPA *Fire Protection Handbook* with them to the examination. No photo copies of any part of the volumes or any other loose paper will be permitted at the test site. CD version is not allowed.
- Calculators and other such aids are NOT permitted.
- Scratch paper will not be permitted.
- No cellular phones, pagers, or other audible electronic devices, including watches with alarms are permitted to be used during the examination.
- Highlighters, pens, Post-it type notes and flags or other type of easily moveable tabs or marking devices are NOT permitted at any time.

The CFPS Board will invalidate your examination and take action in accordance with the disciplinary procedure if you access prohibited materials, have contact with anyone except examination management staff, or engage in disruptive, unprofessional, or conduct that violates the Code of Ethics at any testing facility.

Actions/Disqualification

The test center proctor or the CFPS Board will take appropriate actions, up to and including disqualification from taking the examination and withdrawal or revocation of certification when a candidate:

- Impersonates a candidate;
- Creates a disturbance;
- Gives or receives help on the examination;
- Uses a calculator or other such aid, which is prohibited during the examination;
- Attempts to remove examination material or notes about the examination from the examination room;
- Exhibits irregular test taking behavior, including consulting or attempting to consult with or give or obtain assistance during the examination; bringing in or using unauthorized materials including cheat sheets, printed and/or other handwritten materials;
- Provides false, misleading, or incomplete information on the application form.

See - CFPS Appeal Process – page 10.

Examinee Conduct

All candidates are required to sign a statement agreeing not to disclose the contents of the examination nor remove examination materials from the testing room. All candidates are also required to attest to the authenticity of their credentials and the accuracy of all statements made in their application.

Cheating will not be tolerated, and all instances of suspected cheating will be fully investigated. Examinees that are caught cheating will have their examination invalidated -see Examination Security on page 7.

Test Scoring

Paper & Pencil Score Reporting

Answers are recorded on a separate answer sheet using a No. 2 pencil. No credit will be given for an answer written or indicated in the test booklet. A no response or multiple responses to a single question will be scored as incorrect. A previous mark for a changed answer must be completely erased. The proctor will provide instructions for entering information on the answer sheet. The candidate's name and other requested information, must appear on the answer sheet, and must be entered correctly to assure that scores will be reported correctly and promptly.

By signing the answer sheet, the candidates are certifying that they are the person whose name appears on the answer sheet and that they will not copy or retain examination questions or transmit them in any form to anyone else. Scores of candidates sharing such examination information will automatically be invalidated. If an individual has obtained the CFPS certification, that certification will be forfeited for such actions.

The proctor is not allowed to respond to any inquiries about the examination questions. If you would like to make a comment about any examination question, raise

your hand and the proctor will provide you with a Question Comment Form. All Question Comment Forms are reviewed, but you will not receive a response to your comment.

Computer Based Scoring

Answers are recorded directly on the computer screen.

If you have questions on any content specific to the examination, the Proctor is to inform you that he/she is unable to answer content questions, and that you should complete the *SMT Question/Comment Form* by clicking on the button on each item screen. This form is automatically transmitted to SMT when you select "submit."

Examination Results

A minimum scaled-score of 70 is required for passing. Scaled-scoring relates to a statistical procedure used to compare the difficulty of alternate forms of a test, such that no matter what form of a test is taken, candidates will be treated fairly and consistently.

CFPS policy prohibits release of any examination scores. Candidates taking the examination receive only a "Pass" or "Did Not Pass" Status notification.

Candidates taking the CFPS examination as a computer-based test receive a test result print-out from the test provider at the end of the examination. This print-out reflects an unofficial test result. The official result letter will be mailed approximately four weeks after the examination.

Candidates taking the CFPS examination as a Paper and Pencil test will be mailed exam results approximately four weeks after the examination.

Successful candidates will receive a certificate; wallet card and lapel pin from the CFPS Board and NFPA and may then use the CFPS credential. They are also entered into the CFPS Directory located on the CFPS homepage at www.nfpa.org/certification.

See - CFPS Confidentiality Statement below.

Confidentiality Statement

Examination results are confidential. CFPS shall not disclose information regarding examination results or other information without the applicant's consent except: 1. as necessary for staff, legal consultants, or others with a need to know; 2. when verifying references provided by the applicant; or 3. as required by law. Candidates must request disclosure of examination information in writing and identify the person to whom the disclosure should be made.

CFPS will publish the names of all individuals who have passed the examination and maintain current certification. The CFPS Board reserves the right to publish on the CFPS website the name of any certificate holder when a complaint about them has been upheld.

Diagnostic Reports

Candidates who do not pass the examination receive a diagnostic report. The diagnostic report rank orders their performance on a percentage basis for each of the content areas. For example, if a candidate had the most correct responses in Content Area 9, Detection and Alarm, that area would be ranked as #1. Actual scores or percent correct are not reported.

Information Release Policy

The CFPS Board will not release any information regarding a candidate's application or examination administration without written authorization from the candidate.

Examination materials and answer sheets remain the sole property of the CFPS Board. The materials are confidential and are not available for review by any persons or agency for any reason. See the Confidentiality Statement – page 9.

Rescheduling, Cancellations, and Withdrawals

Should you be unable to sit for the examination, NFPA must receive notification in writing not later than seven (7) business days prior to the examination date. Your fees will be held until you reschedule. There is a \$25 reschedule fee.

Candidates withdrawing or canceling after the deadline or not sitting for the examination will forfeit all application fees with no refund. No shows who re-take the exam are assessed a Re-Test Fee.

Emergency Cancellations or Withdrawals

Only the following situations will be accepted for emergency cancellations or withdrawals:

1. Candidate Illness- documentation required: physician's note
2. Family Death-documentation: death certificate or obituary notice

Retaking the Examination

Candidates who do not pass the examination may retake

the examination up to three times within a twelve month period from the date of their initially taking the examination. (See Re-Test Fee page 4). After the twelve-month period has expired, candidates who did not pass the examination must submit a new CFPS application and fee.

CFPS APPEAL PROCESS

Right to Appeal

Candidates for the Certified Fire Protection Specialist Program and Certificate Holders have the right to file an appeal on matters relating to their application, examination, certification, annual renewal, recertification or other matters affecting their status as a Candidate or Certificate Holder. There are generally three types of appeals, an eligibility appeal, administrative appeal, and a personal appeal.

Eligibility Appeal

Candidates for the Certified Fire Protection Specialist credential who feel they were unjustly denied eligibility for the examination may file an Eligibility Appeal in accordance with the Appeal Procedures listed below.

Administrative Appeal

Candidates for the Certified Fire Protection Specialist program who allege inappropriate administration procedures, severe environmental testing conditions, or for other reason challenge results of an examination have the right to file an administrative appeal in accordance with the appeal procedures.

Certificate Holders who believe they were unjustly denied recertification, placed on "inactive" status for non-payment of annual renewal, or for other reasons have the right to an administrative appeal in accordance with the appeal procedures.

Appeal Procedures

All such appeals must be filed in the office set out below within the earlier of 30 days of the examination or notice of non-certification or recertification.

The appeal fee is \$50. The fee will be refunded to the candidate if the Appeal and Complaint Committee resolves the appeal in favor of the Candidate or Certificate Holder.

Each appeal must include a written and signed statement of no more than five typed pages setting out the basis of the appeal, including information as specific as the Candidate feels necessary why he or she is entitled to the relief requested. The Appeal and Complaint Committee will consider each such written statement. The Appeal and

Complaint Committee is entitled to seek further information from the applicant or any other person, organization or office that it feels appropriate and review any materials that it feels appropriate to determine the appeal. The Appeal and Complaint Committee will determine the appeal and respond to the applicant. Appeals will be resolved within 90 days of submission.

The Appeal and Complaint Committee reserves the right to waive or extend any time period set out in the procedure, or modify any process as it deems appropriate to properly determine any appeal. All steps of the Appeal and Complaint process will take place in writing unless otherwise determined by the Appeal and Complaint Committee. Submit all Appeals along with the \$50 fee to:

NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169

Personal Appeal

Candidates and Certificate Holders dissatisfied with the actions of the Appeal and Complaint Committee have the right to a Personal Appeal with the CFPS Board. A Personal Appeal must be submitted in writing and sent to the above address. A meeting of the Board will be set up within 180 days of receipt of the Personal Appeal. Appeal and Complaint Committee members are recused from the Personal Appeal process. Any action taken by a majority of a quorum of the Board pursuant to such appeal shall be final. The Board decision shall be sent to the person submitting the appeal within ninety (90) days of the decision of the Board.

CODE OF ETHICS

All fire protection professionals recognize that such certification is a privilege that must be earned and maintained. The protection of life and property is a responsibility of the highest order. This document sets forth the code of ethics to be observed by Certified Fire Protection Specialist (CFPS) certificate holders and applicants.

1. Place the safety and health of people, the protection of the environment and the protection of property above all other interests.
2. Demonstrate integrity, honesty and fairness in all activities and strive for excellence in all matters of ethical conduct.
3. Maintain professional competence in all areas of employment responsibility. Undertake assignments only when qualified by education or experience in the specific technical fields involved.

4. Consistently maintain and improve professional competence regular assessment of skills, improve continuing education, experience and professional training.
5. Avoid deceptive acts which misrepresent academic or professional qualifications.
6. Avoid compromise of professional judgment by conflicts of interest.
7. Avoid unauthorized possession, distribution, discussion, or use of any confidential or proprietary CFPS testing or examination materials, including but not limited to: copying, transmitting, or reproducing in any medium any CFPS examination questions or test related materials; or disclosing to any others any examination questions or test related materials **(Note: all CFPS exam questions and related materials are proprietary and confidential unless they have been expressly released in writing by the CFPS Board for use as training and review materials).**
8. Avoid any conduct that would undermine the value and integrity of the CFPS credential.
9. Issue public statements only in an objective and truthful manner and only when founded upon knowledge of the facts and competence of the subject matter.
10. Represent qualifications honestly and provide only those services qualified to perform.
11. Accept responsibility of maintaining the credential through recertification.
12. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin or disability.
13. Uphold and follow all policies and procedures required to remain in good standing with the CFPS.

Certificate holders shall, in their professional fire protection activities, sustain and advance the integrity, honor and prestige of the fire protection profession by adherence to this Code of Ethics. Certificate holders who intentionally or knowingly violate any provision of the Code of Ethics will be subject to action by a peer review panel, which may result in revocation of the certification.

Ethics Complaint Process

CFPS certificate holders are expected to be professionals and as such to conduct themselves in an ethical manner. The Board recognizes its responsibility to maintain the integrity of the certification.

The Board accepts that the good of the profession may require it to take action against a particular certificate holder upon receipt, investigation, and finding a violation(s) of the Code of Ethics.

This procedure describes the steps to be taken when complaints are presented. By publishing this procedure, the Board does not expect, invite, solicit or encourage such complaints. The use of these procedures is for the sole purpose of protecting the reputation of the profession and safeguarding the public's trust.

The Board will consider only complaints that specify the part(s) of the Code of Ethics that has allegedly been violated.

Complaint

1. Complaints will be accepted only from those who claim to be injured or harmed by the alleged behavior.
2. All complaints must be in writing and signed by the complainant(s). Only information submitted in writing and signed will be considered.
3. Complaints and supporting evidence must be in the form of sworn affidavits.
4. At a minimum, the affidavit should specify the respondent, the alleged inappropriate behavior referencing the specific section of the Code of Ethics allegedly violated, the standing of the complainant and any corroborating evidence.

Actions

1. All complaints shall be reviewed by the Executive Secretary and the CFPS Board Chairperson, who will determine if the complaint is valid and actionable. Valid and actionable complaints will be forwarded to the Chair of the CFPS Appeal and Complaint Committee.
2. Complaints not deemed valid and actionable will be returned to the complainant with written notice stating the deficiencies of the complaint.
3. Complaints deemed valid and actionable will be investigated.
4. The CFPS Board reserves the right to publish on the CFPS website the name of any certificate holder when a complaint about them has been upheld.

Terms and Conditions of the Disciplinary Policy

The CFPS Board shall undertake sanctions against applicants, candidates, or CFPS certificate holders only in relation to their failure to meet Board requirements for initial certification, annual renewal, recertification, or Code of Ethics violations. The CFPS certification is a voluntary process, not required by law for employment in the field. Monitoring and evaluating actual job performance is beyond the scope of the CFPS Board.

Applications may be refused, candidates may be barred from future examinations, or candidates or individuals already certified may be sanctioned, including revocation of the CFPS designation, for the following reasons:

1. Attesting to false information on the application or on recertification documents.
2. Giving or receiving information to or from another candidate during the examination.
3. Removing or attempting to remove examination material from the testing site.
4. Unauthorized possession and or distribution (oral, written, or any other medium) of any official testing or examination materials.
5. Representing oneself falsely as a designated CFPS.
6. Violation of the CFPS standards, policies, or procedures.

Before any sanction occurs, CFPS Candidates or Certificate Holders will be provided notice of the reason for the proposed revocation and an opportunity to explain their position to the CFPS Appeal and Complaint Committee and in accordance with such other policies as may be established by the CFPS Board.

Candidates and Certificate Holders subject to sanctions set out by the Appeals and Complaint Committee have the right to file a Personal Appeal in accordance with the CFPS Appeals Process. See the CFPS Appeal process page 10.

CFPS LOGO

As a CFPS Certificate Holder (CH) in good standing, you may want to utilize the official CFPS Certificate Holder logo to place on your letterhead and business cards to emphasize your CFPS affiliation.

To request an electronic version of the CFPS color logo JPG (28 KB) or CFPS B & W logo (25 KB) of the CFPS logo please contact:

CFPS
1 Batterymarch Park
Quincy, MA 02169
Phone: +1 617-984-7484 Fax: +1 617 984-7127
E-mail: cfps@nfpa.org

Please adhere to the following guidelines when using the CFPS logo. The logo may not be revised or altered in any way. The logo must be displayed in the same form as produced by CFPS and cannot be reproduced unless such reproduction is identical to the logos provided by CFPS.

The CFPS logo is meant to identify a certificate holder (CH) as opposed to a business entity. The logo may be used only on the CH's business cards, stationery, forms showing the CH's letterhead, inspection tags, and similar documents on which the name and address of the CH is prominently displayed.

The logo may not be used in any manner that detracts from the high ideals of the CFPS.

The CFPS logo may not be used in any manner which would tend to imply a connection between CFPS and the CH which, in fact, may not exist. This includes any use of the logo the public might construe as an endorsement, approval, or sponsorship by CFPS of a CH or a CH's business, or which might be taken to support or encourage a CH's sale of product, process, or installation. A CH is allowed to print the logo on an advertisement or product literature. Without limiting the foregoing restrictions, the logo may in not be shown larger than 1.5 inches or 4 centimeters on a full page or proportionally on a smaller page.

If you have any questions regarding use of the logo, please contact the CFPS Administration Office at 617-984-7484 or cfps@nfpa.org.

Affirmation of Proper Usage of CFPS Logo

All CFPS applicants and certificate holders sign an agreement that they will comply with the relevant provision of the CFPS program described in the CFPS Applicant Handbook.

No person gains any rights whatsoever in the logo or its use; it remains the property of NFPA and the CFPS Board. NFPA and the CFPS Board reserves the right in its sole

discretion to require the removal of the logo from any location or thing NFPA or the CFPS Board feels does not comply with these guidelines.

NFPA and the CFPS Board acts to challenge those who use the CFPS designation without authority from NFPA. Penalties may include barred from pursuing the certification and publishing the names of the violators.

The Board may authorize the use of the symbol, the phrase "Certified Fire Protection Specialist", and the initials "C.F.P.S." by certificate holders only; provided such holder currently possesses a valid certificate issued by the Board.

An applicant/candidate who has had their applicant status terminated may appeal to the CFPS Board in accordance with the Appeal and Complaint Process described in the CFPS Applicant Handbook. Certificate Holders whose CFPS status is terminated are entitled to the same Appeal Process. See - CFPS Appeal Process on page 10.

VERIFICATION OF PERSONAL DATA

Candidates and Certificate Holders wishing to verify any personal data on file other than scores may contact the CFPS Administrative Office c/o NFPA Certification Department, 1 Batterymarch Park, Quincy, MA 02169. Tel. 617-984-7484.

All inquiries about examination eligibility and procedures should be directed to the CFPS Administration Office.

Certified Fire Protection Specialist Program

CFPS Examination Content Area Weighting

The following shows the relative importance of each content domain on the certification exam. When preparing for the exam, candidates should spend proportionately more time studying the content domains that are more heavily weighted.

- | | | |
|------------|--|--------------|
| I | Safety in the Built Environment | (2%) |
| | A Identify challenges to safety in the built environment | |
| | B Apply fundamentals of safe building design | |
| | C Be familiar with the local and regional codes and standards for the built environment | |
| II | Basics of Fire and Fire Science | (10%) |
| | A Identify the chemistry and physics of fire | |
| | B Identify dynamics of fire growth | |
| III | Information and Analysis for Fire Protection | (3%) |
| | A Conduct fire loss investigation | |
| | B Collect and use fire incident data and statistics | |
| | C Conduct fire analysis | |
| | D Apply data and analysis | |
| IV | Human Behavior in Fire Emergencies | (5%) |
| | A Identify principles of human behavior and fire | |
| | B Identify concepts of egress design | |
| | C Use calculation methods for egress prediction | |
| V | Fire Prevention | (10%) |
| | A Develop policies, procedures, and training programs to inform and educate population in fire prevention principles and fire and life safety practices | |
| | B Understand proper design, installation, and maintenance of electrical systems and appliances | |
| | C Identify the components that, alone or in combination, form emergency and standby power systems | |
| | D Understand the dynamics of heating systems | |
| | E Identify basic components of and the hazards associated with 'hot work' and the following manufacturing processes: | |
| | F Practice proper storage and handling procedures | |
| | G Identify the fire hazards of grinding processes | |
| | H Identify common types of refrigeration and associated hazards | |
| | I Identify the unique hazards of semiconductor manufacturing | |
| | J Identify fire prevention housekeeping basics | |
| | K Initiate and track corrective action for life safety and fire protection deficiencies and coordinate hazard abatement solutions with building managers, physical plant personnel, and engineering department | |
| | L Safety Control Systems (PLC Safety Controllers, Hardwired Interlock Systems) as it applies to: NFPA 70E, 79, 85 and 86 ANSI/ISA 84.00.01-2003 (IEC 61511) Safety Integrity Levels 1, 2 or 3 | |

- VI** Facility Fire Hazard Management **(10%)**
- A Possess knowledge of property fire insurance, building construction and/or field experience in performing fire/property surveys involving detailed analyses
 - B Be able to observe, examine, inspect, gather data and describe all aspects of a property/building and business
 - C Conduct complex inspection surveys of commercial and residential properties to evaluate physical characteristics of a property and business
 - D Understand and apply related NFPA standards and company requirements and standards
 - E Possess knowledge of fire services, environmental hazards, and building construction
 - F Oversee acquisition, installation, operation, maintenance and disposition of building systems
 - G Manage the maintenance of building structures
 - H Evaluate code, law, and regulation compliance of a facility's operations
 - I Develop and manage emergency preparedness procedures and assure all emergency systems and procedures are tested as planned
 - J Understand public protection class and municipal and private water systems
- VII** System Approaches to Property Classes **(8%)**
- A Assess life safety as it relates to:
 - B Understand fire protection in special occupancies
 - C Understand fire protection in warehouse and storage operations
 - D Understand fire protection of electronic equipment
- VIII** Organizing for Fire and Rescue Services **(5%)**
- A Perform pre-incident planning for industrial and commercial facilities
 - B Understand operations of fire loss prevention and emergency organizations
 - C Understand operations of emergency medical services
 - D Understand municipal fire prevention and code enforcement operations
 - E Train fire and emergency services
 - F Understand operations of fire department facilities and fire training facilities
 - G Understand operations of public emergency services communication systems
 - H Understand fire department apparatus and equipment
 - I Understand the use and function of fire and emergency services protective clothing and protective equipment
 - J Evaluate fire department resources and the placement thereof
- IX** Materials, Products and Environments **(10%)**
- A Understand the hazards of:
 - B Understand explosion prevention and protection
 - C Understand the precautionary need for various types of air-moving equipment
 - D Selection, operation, and maintenance of materials-handling equipment
- X** Detection and Alarm **(10%)**
- A Understand operational characteristics of the modern fire alarm systems
 - B Understand operational characteristics and proper application of automatic fire detectors
 - C Understand the benefits and requirements of fire alarm systems interfaced to other systems
 - D Understand inspection, testing, and maintenance of fire alarm systems
 - E Plan and administer surveillance and fire guard services for fire protection
 - F Provide plans review for detection and alarm systems
- XI** Water-Based Suppression **(17%)**
- A Evaluate need for water distribution systems

- B Provide plans review for water-based systems
- C Identify and understand water supply system requirements
- D Identify and understand design criteria for hydraulics for fire protection
- E Determine water supply adequacy
- F Identify and understand the operating principles of stationary fire pumps
- G Understand fine water mist systems and their applications
- H Identify and understand the operating principles of automatic sprinkler systems

XII Fire Suppression without Water (5%)

- A Identify and understand halogen and direct halogen replacement agents and systems
- B Provide plans review for non water-based systems
- C Identify and understand the properties, proper use/application, and the limitations of carbon dioxide extinguishing agents and application systems
- D Identify and understand the properties, proper use/application, and the limitations of both dry and wet chemical extinguishing agents and application systems
- E Identify and understand the basic characteristics and applications of various foam extinguishing agents and the methods for producing fire-fighting foam systems
- F Identify and understand proper use and maintenance of portable fire extinguishers
- G Identify and understand the proper extinguishing agents and application techniques for combustible metal fires
- H Care and maintenance of non water-based extinguishing systems

XIII Confining Fires (5%)

- A Understand building construction elements for fire protection
- B Understand the following elements of confinement of fire in buildings
- C Identify and describe the structural damage factors to be evaluated after a fire

Identify fire hazards of construction, alteration and demolition of buildings

Certified Fire Protection Specialist: Sample Examination Questions

The following questions are provided for your reference when preparing to take the CFPS exam. These questions will not appear on the CFPS Examination. Answers to the sample examination questions are located on page 19.

1. What type of electrically powered industrial truck can be used in Class 1, Division 1, Group D locations?
 - A. Type EX
 - B. Type ES
 - C. Type EE
 - D. Type E

2. What is the minimum acceptable flow at the base of a riser including hose streams, ordinarily acceptable for pipe schedule sprinkler systems required for ordinary hazard (Group I) classified occupancies?
 - A. 100 GPM
 - B. 850 GPM
 - C. 700 GPM
 - D. 500 GPM

3. The pressure produced by a column of water 1 foot high is:
 - A. 0.433 psi
 - B. 2.31 psi
 - C. 14.7 psi
 - D. 29.9 psi

4. The total head of a fire pump is:
 - A. the energy imparted to the liquid as it passes through the pump
 - B. psi rating as the liquid passes through the pipe
 - C. the energy imparted to the liquid as it passes through the orifice
 - D. the static pressure of water at the intake of the pump

5. Proper exit design permits everyone to leave the fire-endangered area:
 - A. without fear of loss of life
 - B. prior to an untenable atmosphere
 - C. in the shortest travel distance
 - D. in the shortest possible time

6. The Life Safety Code included the term “Exit” in an overall definition of means of egress. A means of egress is a continuous path of travel from any point in a building or structure to the open air outside at ground level. Egress consists of which three separate and distinct parts?
 - A. Access to the exit, lighting, signage
 - B. Access to the exit, floor construction, door swing
 - C. Access to the exit, the exit, and area outside the building
 - D. Access to the exit, the exit, and the exit discharge

7. In Type II, (111) construction and columns supporting more than one floor are required to have a fire resistance rating of:
 - A. 0 hour
 - B. 3/4 hour
 - C. 1 hour
 - D. 3 hours

8. The intensity of the illumination of means of egress should be not less than?
 - A. 1 foot candle measured at the floor
 - B. 1 foot candle measured 3’ above the floor
 - C. 3 foot candles measured at the floor
 - D. 3 foot candles measured 3’ above the floor

9. An oxygen-enriched atmosphere is defined as any atmosphere in which the concentration of oxygen exceeds 21% by volume or the partial pressure of the oxygen exceeds what pressure?
 - A. 1.6 psi
 - B. 16 KpA
 - C. 16 Atmospheres
 - D. 160 TORR

10. Water is most effective and most commonly used for which of the following type of fire?
 - A. Class A-ordinary combustibles
 - B. Class B-flammable and combustible liquids
 - C. Class C-electrical
 - D. Class D-combustible metals

11. Which of the following is NOT a basic method for heating gravity tank water?
 - A. Direct discharge of steam into water
 - B. Gravity circulation of hot water
 - C. Steam coils inside tanks
 - D. Warm air in internal jacket

12. An important limitation to consider when using pressure tanks in automatic sprinkler protection is the:
- A. small volume of water stored
 - B. dependence upon outside power sources to maintain pressure
 - C. lack of training of fire department personnel
 - D. inadequate pipe sizing
13. Which one of the following principles is used to determine the necessary exit width?
- A. Design and application
 - B. Flow and capacity
 - C. Width and movement
 - D. Construction and design
14. As a type of automatic fire detection device, heat detectors are the:
- A. oldest
 - B. newest
 - C. most reliable
 - D. least reliable
15. The first principle of good storage practice for chemicals is:
- A. limiting quantity
 - B. segregation
 - C. containment
 - D. concentration

ANSWER KEY FOR SAMPLE EXAMINATION

- | | | | | | |
|----|---|-----|---|-----|---|
| 1. | A | 6. | D | 11. | D |
| 2. | B | 7. | C | 12. | A |
| 3. | A | 8. | A | 13. | B |
| 4. | A | 9. | D | 14. | A |
| 5. | D | 10. | A | 15. | B |

CFPS APPLICATION CHECKLIST

To avoid potential delays in the processing of your application, use this checklist to carefully review your application form for accuracy and completeness prior to mailing.

Incomplete forms will not be accepted.

Make sure to save the important program information found in the front part of this bulletin for your use, and only return the application form and required fees.

Have you...

- Read this Applicant Handbook cover-to-cover?
- Used the application form provided with this brochure?
- Completed the “Verification of Eligibility”?
- Answered **every** question on the application?
- Signed the Application Form?
- Enclosed the correct registration fee in the form of a check made payable to NFPA or provided accurate credit card information?
- Enclosed copies of all certificates and degrees to document your eligibility?
- Obtained the NFPA *Fire Protection Handbook* 19th or 20th Edition for use during the examination.
- Completed and signed the CFPS Ethics Declaration

Note: Incomplete applications will be returned. If corrected applications are not submitted prior to the application deadline, your examination date will be moved to the next scheduled examination.

Mail the completed application and payment to CFPS at the address indicated on the application.

Examination Reference

Candidates use the NFPA Fire Protection Handbook 20th (2008) Edition as the reference for the CFPS examination.



Authoritative and comprehensive, the 20th edition *FPH* provides encyclopedic coverage of the full spectrum of fire and life safety topics. No other reference matches the scope, depth, and reliability of the *Fire Protection Handbook*:

- Two volumes comprising more than 3,400 pages ensure that no aspect is overlooked.
- 211 chapters put the latest facts at your fingertips.
- 247 authors who are leaders in their fields provide trustworthy, field-tested advice.
- 21 in-depth sections organize information for fast easy data retrieval.
- Thousands of illustrations, photos, tables, and graphs will help deepen your understanding of essential concepts.

The CFPS reference (NFPA Fire Protection Handbook 20th ed.) and Practice Examination are available from the NFPA Customer Sales Department at 800-344-3555 or the NFPA online catalog www.nfpa.org/catalog/.

Practice Examination (Item# CFPS-PE) - provides details on examination content and strategy as well as 100 retired examination practice questions.

NFPA Fire Protection Handbook 20th ed. (Item# FPH2008)

NFPA Fire Protection Handbook and Practice Examination (Item # CFPS-Set)

CFPS FORMS

Please photocopy the following forms for your use in applying for the CFPS examination, annual renewal, recertification, or changing your contact information. These forms are also available at www.nfpa.org/certification

- **Candidate Application Form**
- **Candidate Re-test Form**
- **Recertification Form**
- **Recertification Points Guide**
- **Code of Ethics Declaration**

**Send completed CFPS application to:
CFPS c/o NFPA Certification Dept.
1 Batterymarch Park, Quincy, MA 02169
(P) 617-984-7484 (F) 617-984-7127
Email: cfps@nfpa.org
Web Page: www.nfpa.org/certification**



For Internal Use Only

Date Postmarked: _____
Database: _____ Payment Rcvd: _____
New: _____ Retest: _____
Meets eligibility criteria: _____
NFPA: _____ CBT: _____ Private: _____

CFPS Application (Page 1 of 2)

TYPE OR PRINT ALL INFORMATION - INCOMPLETE APPLICATIONS WILL BE RETURNED

Name: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

(√ One) **PLEASE SELECT only ONE OF THE FOLLOWING CFPS EXAM OPTIONS**

COMPUTER BASED TEST: The CFPS examination is available on demand as a computer-based test at test assessment centers throughout the United States, Canada and Puerto Rico. Upon receipt of the CFPS examination application and test fee, the applicant will receive their authorization letter with instructions on how to schedule the computer-based exam. A list of Computer-based test centers and a sample computer based test are located at the test administrator's website at www.isoqualitytesting.com.

PAPER AND PENCIL FORMAT the CFPS examination is offered in paper & pencil format from **8am-11am** on the following dates: ***Please submit application at least 4 weeks prior to test date.***

2011 Exam Dates - Please select date choice.

- | | |
|---|---|
| <input type="checkbox"/> March 2, 2011 Cincinnati, OH | <input type="checkbox"/> July 20, 2011 San Francisco, CA |
| <input type="checkbox"/> March 23, 2011 Atlanta, GA | <input type="checkbox"/> October 12, 2011 Hasbrouck Heights, NJ |
| <input type="checkbox"/> March 30, 2011 Oak Brook, IL | <input type="checkbox"/> October 19, 2011 Denver, CO |
| <input type="checkbox"/> April 20, 2011 Atlantic City, NJ | <input type="checkbox"/> November 9, 2011 Quincy, MA |
| <input type="checkbox"/> May 18, 2011 Quincy, MA | <input type="checkbox"/> November 30, 2011 Dallas, TX |
| <input type="checkbox"/> June 12, 2011, Boston MA | <input type="checkbox"/> December 14, 2011 Orlando, FL |

Please visit www.nfpa.org/certification for the most current CFPS application

CURRENT EMPLOYMENT

Company Name: _____ Dates of Employment: _____ to present

Company Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Title and Job Description: _____

Field of Expertise: _____

Supervisor's Name (Print): _____ Title: _____

I verify that _____ is performing the duties and responsibilities as identified above.

Signature of Supervisor _____ Date _____

CFPS Application (Page 2 of 2)

VERIFICATION OF ELIGIBILITY CRITERIA

(√ one) Candidates must meet one of the following criteria to be eligible to take the CFPS examination.

1. High school diploma, plus s years of verifiable work experie dedicated to curtailing fire loss, both physical and financial.

Resume required.

2. Associate's degree in engineering, technology or other related discipline from an accredited college or university, plus four years verifiable work experience dedicated to curtailing fire loss, both physical and financial.

Copy of College Diploma or Transcript AND Resume required.

3. Bachelor's degree in engineering, technology, or other related discipline from an accredited college or university, plus two years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.

Copy of College Diploma or Transcript AND Resume are required.

The CFPS Practice Examination (Item # CFPS-PE) can be purchased from NFPA Customer Sales at 800-344-3555 or online at the NFPA Online Catalog at www.nfpa.org. The NFPA Fire Protection Handbook, 19th ed., and CFPS Practice Examination is also available as a set.

PAYMENT INFORMATION

Certification Exam Fee: \$350.00

Please Note: We DO NOT accept Purchase Orders

Amount Enclosed \$ _____

Check. *(Please make checks payable to NFPA Certification Department)*

Credit Card: MasterCard VISA Discover American Express

Credit Card # : _____ Card Exp. Date: _____

Name on Card: _____ Signature: _____

Please Note: No shows forfeit all application fees.

AFFIRMATION AND AUTHORIZATION: I agree to inform and release to the CFPS or its agents all pertinent information related to situations that arise in connection with my application and/or certification, both now and in the future. I understand the CFPS reserves the right to verify any and all information in this application or in connection with my certification. Therefore, I understand and agree that my failure to provide accurate, true and correct information, respond to authorized CFPS requests for additional information, or abide by CFPS policies, procedures or Code of Ethics shall constitute grounds for rejection of my application or denial or revocation of my certification. I understand the demographic information provided on this application is confidential and will be used for aggregate purposes only. I understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity, and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me. I understand that my name, address and contact information will become part of the registry of the CFPS upon successful completion of the examination, unless I specifically request that my name not be released.

(Signature) _____ (Date) _____

**Send completed CFPS application to:
 CFPS c/o NFPA Certification Dept.
 1 Batterymarch Park Quincy, MA 02169
 (P) 617-984-7484 (F) 617-984-7127
 Email: cfps@nfpa.org
 Web Page: www.nfpa.org/certification**



For Internal Use Only

Date Postmarked: _____
 Database: _____ Payment Rcvd: _____
 New: _____ Retest: _____
 Meets eligibility criteria: _____
 NFPA: _____ CBT: _____ Private: _____

CFPS RE-TEST APPLICATION: PRINT ALL INFORMATION (Page 1 of 1)

INCOMPLETE APPLICATIONS WILL BE RETURNED

Name: _____ Email: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____ Home Phone: _____
 Business/Organization: _____
 Business Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____

(√ One) **PLEASE SELECT only ONE OF THE FOLLOWING CFPS EXAM OPTIONS**

- COMPUTER BASED TEST:** The CFPS examination is available on demand as a computer-based test at test assessment centers throughout the United States, Canada and Puerto Rico. Upon receipt of the CFPS examination application and test fee, the applicant will receive their authorization letter with instructions on how to schedule the computer-based exam. A list of Computer-based test centers and a sample computer based test are located at the test administrator's website at www.isoqualitytesting.com.
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| <input type="checkbox"/> March 23, 2011 Atlanta, GA | <input type="checkbox"/> October 12, 2011 Hasbrouck Heights, NJ |
| <input type="checkbox"/> March 30, 2011 Oak Brook, IL | <input type="checkbox"/> October 19, 2011 Denver, CO |
| <input type="checkbox"/> April 20, 2011 Atlantic City, NJ | <input type="checkbox"/> November 9, 2011 Quincy, MA |
| <input type="checkbox"/> May 18, 2011 Quincy, MA | <input type="checkbox"/> November 30, 2011 Dallas, TX |
| <input type="checkbox"/> June 12, 2011, Boston MA | <input type="checkbox"/> December 14, 2011 Orlando, FL |

Please visit www.nfpa.org/certification for the most current CFPS application

CFPS Retest Fee - \$ 125.00 – Please Note: we do not accept Purchase Orders

- Check. (Please make checks payable to NFPA Certification Department)
 Credit Card: MasterCard VISA Discover American Express

Credit Card # : _____ Card Exp. Date: _____
 Name on Card: _____ Signature: _____

Please Note – No shows forfeit all application fees.

AFFIRMATION AND AUTHORIZATION:

I agree to inform and release to the CFPS or its agents all pertinent information related to situations that arise in connection with my application and/or certification, both now and in the future. I understand the CFPS reserves the right to verify any and all information in this application or in connection with my certification. Therefore, I understand and agree that my failure to provide accurate, true and correct information, respond to authorized CFPS requests for additional information, or abide by CFPS policies, procedures or Code of Ethics shall constitute grounds for rejection of my application or denial or revocation of my certification. I understand the demographic information provided on this application is confidential and will be used for aggregate purposes only. I understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity, and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me. I understand that my name, address and contact information will become part of the registry of the CFPS upon successful completion of the examination, unless I specifically request that my name not be released.

(Signature) _____ (Date) _____

The CFPS Practice Examination can be purchased through NFPA Customer Sales at 800-344-3555 or online at the NFPA Online Catalog at www.nfpa.org.

Summary of Recertification Points Form



Certified Fire Protection Specialist

Please mail only this completed form to:
CFPS
C/O NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169

*See note below regarding supporting documentation.

Telephone: 617-984-7484 Fax: 617-984-7127 Email: cfps@nfpa.org
 Web Page: www.nfpa.org/certification

Please indicate below the address for which you would like to receive correspondence.

Name _____ Certificate # _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone _____ Fax _____ Email _____

Check if this is a change of address Current Certification Period Ending _____
 Month/Year

Check if you wish to be listed on the official CFPS Web Site Membership Directory

**Note: Credit is permitted only for those points earned during the three-year recertification period. You must document at least fifty (50) points in accordance with the Recertification Requirements Table to maintain certification. Do not submit documentation of your points at this time. However, it is important that you maintain your documentation in the event you are selected for a random audit. You will then be required to provide this documentation.*

Category	Points Claimed

TOTAL POINTS CLAIMED *(Total from all categories)* _____

I attest that the above claimed points are accurate and reflect my professional development during the recertification period. I understand that I need to maintain documentation of these points for possible submission in the event I am audited.

 Name

 Date

RECERTIFICATION REQUIREMENTS TABLE

In order to maintain currency and relevancy in the profession, CFPS certificate holders are required to submit fifty (50) points of documented professional development. The fifty (50) points must be submitted during the 3-year recertification cycle and *related to the fire/safety profession*.

CATEGORY	ALLOTTED POINTS	MINIMUM POINTS	MAXIMUM POINTS	ACCEPTABLE DOCUMENTATION*
Professional Practice	12 per year	12	36	Letter from supervisor or client(s).
Membership in Fire Safety Organization	2 per organization	4	per year	Copy of membership for period.
Other fire/safety Certifications, viz., CSP(Safety Prof.), CHP(Health Prof.), CIH(Ind. Hygienist), NICET II or III.	15 per certification	15		Proof of current certification
Service on a Technical Committee or Professional Association Officer	5 per year	15		Letter from organization
Training-Professional Development/Seminars & Conferences	1 per contact hour**	38		Certificate or letter from presenter
College Credit Course	10 per course	30		Transcript
Teaching a Course	12 per course	36		Letter from employer
Teaching a Seminar	5 per seminar	15		Letter from employer
Publication	10 per article	30		Copy of 1st page of article

***ACCEPTABLE DOCUMENTATION**

Reasonable proof of attendance/participation in the described categories will be accepted. Reasonable includes copies of agenda, rosters or other descriptive materials, which have been signed by the presenter/sponsor indicating the CFPS certificate holder's attendance. The CFPS participant must also sign these materials as evidence of attendance.

****CONTACT HOUR**

1 CEU (continuing education unit) = 10 contact hours

**Approved by the CFPS Board
May 19, 2002**

CERTIFIED FIRE PROTECTION SPECIALIST ETHICS DECLARATION

I recognize and acknowledge that obtaining the CFPS credential is a privilege that must be earned and maintained. The protection of life and property is a responsibility of the highest order. For this reason I agree to:

1. Place the safety and health of people, the protection of the environment and the protection of property above all other interests.
2. Demonstrate integrity, honesty and fairness in all activities and strive for excellence in all matters of ethical conduct.
3. Maintain professional competence in all areas of employment responsibility. Undertake assignments only when qualified by education or experience in the specific technical fields involved.
4. Consistently maintain and improve professional competence regular assessment of skills, improve continuing education, experience and professional training.
5. Avoid deceptive acts which misrepresent academic or professional qualifications.
6. Avoid compromise of professional judgment by conflicts of interest.
7. Avoid unauthorized possession, distribution, discussion, or use of any confidential or proprietary CFPS testing or examination materials, including but not limited to: copying, transmitting, or reproducing in any medium any CFPS examination questions or test related materials; or disclosing to any others any examination questions or test related materials (**Note: all CFPS exam questions and related materials are proprietary and confidential unless they have been expressly released in writing by the CFPS Board for use as training and review materials**).
8. Avoid any conduct that would undermine the value and integrity of the CFPS credential.
9. Issue public statements only in an objective and truthful manner and only when founded upon knowledge of the facts and competence of the subject matter.
10. Represent qualifications honestly and provide only those services qualified to perform.
11. Accept responsibility of maintaining the credential through recertification.
12. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin or disability.
13. Uphold and follow all policies and procedures required to remain in good standing with the CFPS.

I understand that my failure to comply with these requirements could result in disciplinary action against me in accordance with the CFPS Board Disciplinary Policy.

Signature: _____ Date: _____

Printed Name: _____



Certified Fire Protection Specialist Program

NFPA Certification Department

**1 Batterymarch Park
Quincy, MA 02169
Phone: 617-984-7484
Fax: 617-984-7127
email: cfps@nfpa.org
website: www.nfpa.org/certification**