CERTIFIED FIRE PROTECTION SPECIALIST
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	MAXIMUM POINTS ALLOWED	ACCEPTABLE DOCUMENTATION
PROFESSIONAL PRACTICE	1 per month	36 per cycle	Letter from supervisor or client(s)
MEMBERSHIP IN FIRE/SAFETY ORGANIZATIONS	2 per organization	4 per year	Proof of membership
OTHER FIRE/SAFETY CERTIFICATIONS	5 each year certification is maintained	15 per cycle	Proof of certification for each year held
VOLUNTARY PROFESSIONAL SERVICE – CFPS OR OTHER ORGANIZATION	5 per organization Exception for CFPS - points allocated per activity	15 per cycle	Letter from organization
A MINIMUM OF 16 POINTS ARE REQUIRED IN THE FOLLOWING CATEGORIES. AT LEAST 8 POINTS MUST BE EARNED FROM A COMBINATION OF THE FIRST TWO CATEGORIES: Training-Professional Development/Seminar & Conferences or, Taking College Credit Courses.			
TRAINING-PROFESSIONAL DEVELOPMENT/SEMINAR & CONFERENCES	1 per contact hour	36 per cycle	Certificate or proof of attendance
TAKING COLLEGE CREDIT COURSES	3 points per credit hour (e.g. 9 points for 3 credit course)	36 per cycle	Official Transcript from College
TEACHING A COURSE OR SEMINAR	Teaching a Course 4 points per credit hour (e.g. 12 points for a 3 credit course) Teaching a Seminar 1 point per hour taught	36 per cycle	Letter from college verifying details of course and your teaching it or documentation describing seminar and your participation
PUBLICATIONS (FIRE/SAFETY RELATED)	Paper or article in peer-reviewed publication (minimum of 1,000 words) Single Author: 4 points Multiple Authors: 2 points Published article or paper (minimum of 1,000 words) Single Author: 2 points Multiple Authors: 1 point Published book Single Author or Editor: 25 points Author of a Chapter, Single Author 3 points Author of a Chapter, Multiple Authors 1 point Published review of a book in a fire/safety journal or magazine: 1 point	30 per cycle	Article/Paper: Copy of first page of article/paper indicating the title, name & date of publication, your name as author, and other authors names (if applicable). Book: Copy of the title page of book indicating the title, publisher, date of publication, your name as author, and other authors names (if applicable).

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