Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers

Candidate Handbook

This Certified Fire Alarm ITM Specialist (CFAITMS) Candidate Handbook contains important program information, along with the following documents:

- Candidate application form
- Examination retest form
- Recertification form

Please carefully review this handbook and retain it for future reference.
Certified Fire Alarm Inspection, Testing, and Maintenance Specialist (CFAITMS) for Facility Managers

Program Summary

Program Overview - The NFPA Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers credential, highlights a facility manager’s knowledge of the many challenges associated with a proper fire alarm system inspection, testing, and maintenance program and how to keep a facility in compliance with the 2016 edition of NFPA 72®, National Fire Alarm and Signaling Code.

Program Application & Duration - The CFAITMS application form is found in the CFAITMS candidate handbook as well as online at www.nfpa.org/cfaitms. You have 12 months after you are accepted as an applicant to take and pass the exam. The 12 month timer starts on the day your application is accepted by the NFPA Certification Department.

Program Fees - $350 USD for the initial exam. $150 USD to recertify at the end of each three (3) year certification period. The most up to date fee schedule may be found on the applicable forms at www.nfpa.org/cfaitms.

Payment – Payment must be received before any exam is taken. NFPA accepts credit cards and checks. Please ensure all checks are made payable to “NFPA” and are sent to the mailing address listed below.

IMPORTANT: When emailing this application to NFPA, you must use the NFPA secure email server. Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter cfaitms@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

Exam - The CFAITMS exam is a computer-based, three hour, open book examination, containing 100 multiple-choice questions. It is designed to evaluate the candidate’s knowledge of fire alarm ITM principles and code application skills. The exam is only available in English. You may only bring a printed 2016 edition of NFPA 72® into the testing area during the exam. No photocopied or other duplicated or electronic versions of NFPA 72® are permitted in the testing area during the exam.

Exam Results -The computer based exam provides candidates with their results upon completion.

Retesting – If you fail your exam, you are permitted to retest two additional times (completing a retest application and paying a retest fee each time) within 12 months from the day your original CFAITMS application was accepted. If you fail the examination three times within this period, you must wait until the 12 month testing period expires before you will be allowed to restart the registration process. The retest application is found in the CFAITMS candidate handbook as well as online at www.nfpa.org/cfaitms. The cost to retest is $125 USD.

Recertification – Once you become CFAITMS certified, you must recertify every three years. The recertification form is available in the CFAITMS candidate handbook as well as online at www.nfpa.org/cfaitms. The NFPA Certification Department will email you a reminder approximately three months prior to your recertification date. You must earn a specific number of continuing education points within the three year recertification period. The fee for recertification is $150 USD.

NFPA Certification Department
One Batterymarch Park, Quincy, MA 02169
(Phone) 617-984-7509 • (Fax) 617-984-7127
cfaitms@nfpa.org • www.nfpa.org/cfaitms

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NFPA’s VISION
NFPA is the leading global advocate for the elimination of death, injury, property, and economic loss due to fire, electrical and related hazards.

MISSION OF NFPA CERTIFICATION PROGRAMS
The overall mission of NFPA’s certification program is to enhance human and organizational performance as related to the use and application of NFPA codes and standards.

CERTIFIED FIRE ALARM ITM SPECIALIST PROGRAM
The NFPA Certified Fire Alarm ITM Specialist Program (CFAITMS) for Facility Managers was created in 2016 after extensive market research was conducted with facility managers from a wide range of industries. The research indicated a strong desire to have a credential that highlights knowledge of the many challenges associated with the inspection, testing, and maintenance of fire alarm systems, as well as how to keep facilities in compliance with the 2016 edition of NFPA 72®, National Fire Alarm and Signaling Code.

PROGRAM GOALS:
- Recognize and provide evidence of knowledge with the inspection, testing, and maintenance of fire alarm systems
- Enhance professionalism within the facility management community
- Ensure a uniform, fair process for certification that is accessible to everyone who is eligible
- Ensure proficiency in the use of NFPA 72®, National Fire Alarm and Signaling Code
- Facilitate success for those seeking certification
- Promote professional development through continuous learning

FEATURES & BENEFITS
CFAITMS credential holders receive the following benefits:
- A nationally recognized certification
- Recognition as an expert by your colleagues
- Greater confidence in your abilities
- Improved job performance
- Career advancement opportunities
Certificate holders also receive an NFPA certificate that highlights their accomplishment.

ELIGIBILITY
A candidate for the CFAITMS certification must have attained a high school diploma or equivalent before being allowed to sit for the exam.

APPLICATIONS & FORMS
All CFAITMS applications including the program application, and retest application can be found at the back of this handbook. They are also available at www.nfpa.org/cfaitms, or by contacting NFPA’s certification department at (617) 984–7509.

APPLICATION ACCEPTANCE
An application is accepted only when both of the following requirements are met:
- The completed and signed application is received by NFPA
- The examination fee is processed by NFPA
IMPORTANT: When emailing this application to NFPA, you must use the NFPA secure email server. Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter cfaitms@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

Following the receipt of your CFAITMS application form and examination fee, NFPA will send you an authorization letter with instructions on how to schedule your computer based exam. A list of test centers may be found at www.isoqualitytesting.com.

PROGRAM FEES
$350 USD for the initial exam. $150 USD to recertify at the end of each three (3) year certification period. The most up to date fee schedule may be found on the applicable forms at www.nfpa.org/cfaitms.

NON-DISCRIMINATION
NFPA evaluates all CFAITMS candidates without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age or disability.

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 standard conditions, you may request special accommodations. Written requests explaining the nature of the disability (i.e. the diagnosis), the type of accommodation you feel is appropriate, and any supporting documentation of the diagnosis from a qualified healthcare professional must accompany the registration application. NFPA reserves the right to request reasonable documentation from healthcare or other professionals to support requests for special accommodations.

STEPS TO CERTIFICATION
• Submit your application with the appropriate examination fee to the NFPA certification department (see application form for details).
• Examination - You will have to sit for a computer based examination within 12 months of entering the CFAITMS program.
• If you fail your exam, you are permitted to retest two (2) additional times (completing a retest application and paying a retest fee each time) within twelve (12) months from the day your original CFAITMS application was accepted. If you fail the examination three (3) times within this period, you must wait until the twelve (12) month testing period expires before you will be allowed to restart the registration process. The retest application is found in this CFAITMS candidate handbook as well as online at www.nfpa.org/cfaitms. The current retest fee can be found on the retest application form.

REFERENCE MATERIAL
The exam is based on the 2016 edition of NFPA 72®, National Fire Alarm and Signaling Code. It is the candidate’s responsibility to obtain this reference source for study purposes and to have present during the examination. It is the only reference source allowed in the examination room. If you would like to purchase this NFPA document please go to the NFPA website at www.nfpa.org/catalog.

REVIEW REFERENCE MATERIALS
It is not necessary to memorize the reference material, but it is important to know the general format of NFPA 72®. The standard begins with chapters on administration, referenced publications, and definitions, followed by the specific requirements covered in the code. For the examination, it is helpful to look for tables in the document that summarize different requirements.
Sample Question:
An inspection of fixed-temperature heat detectors shall be conducted at what **minimum** frequency?

A. Weekly
B. Monthly
C. Quarterly
D. Semiannually

**Analyze the Question** – This is an inspection question.

**Find the right reference** – Turn to the table of contents or the index in NFPA 72® to determine that inspection is covered in chapter 14. Section 14.3 covers inspection. It is good practice to use any tables provided to find requirements. Table 14.3.1 contains a list of tests and the frequencies. The correct response is found in Table 14.3.1 under section 17. The correct answer is “D” Semiannually.

These tips will help you find specific information quickly during the examination.

**EXAM FORMAT**
The CFAITMS exam is a three (3) hour, open-book examination, containing 100 multiple-choice questions. The examination is only available in English. It is designed to evaluate the candidate’s knowledge of fire alarm inspection, testing, and maintenance principles, as well as code application skills.

The examination is available in a computer-based format at test centers throughout the world. Upon receipt of the CFAITMS examination application and test fee, the candidate will receive their authorization letter with instructions on how to schedule the computer based examination. A list of computer based test centers is available on the test administrator’s website at [www.isoqualitytesting.com](http://www.isoqualitytesting.com).

**EXAM RULES AND PROCEDURES**
The following suggestions, regulations, and procedures pertain to every candidate taking the examination:

- You must present a valid photo ID at the test center.
- Smart phones and other electronic devices are not permitted in the testing area.
- You will not be permitted to continue the test beyond the established three-hour time limit.
- You should bring only the approved, published and copyrighted NFPA document identified in this handbook into the exam room. Photocopies of the NFPA document, additional pages with notations, and other test taking aids are not permitted. All materials taken into the exam room are subject to review by the test center proctor.
- You may highlight, tab, and make notations within your NFPA document prior to entering the exam room. Only commercial permanent adhesive type tabs are allowed. Post-it type notes and flags or other types of easily moveable tabs are **not** permitted. You may **not** write on, mark in, or tab the pages of your NFPA document during the examination.
- Electronic versions of the NFPA document are not permitted to be used at the test site.
- If you wish to leave the room during the test, you must secure the proctor’s permission. You will not be allowed to make up lost time.
- Visitors are not permitted at the test center.
- Smoking is not permitted in the testing area.
- Candidates may provide comments on exam items. All comments will be reviewed by NFPA certification staff. Candidates will not receive responses to their comments. Comments may be entered directly on the computer screen.

**FAILURE TO APPEAR FOR EXAM**
No application fees will be refunded if you fail to appear on your registered examination date. See Cancellation and Rescheduling Exceptions below.
EXAM CANCELLATION
If you must cancel your exam and you have no plan to reschedule that exam for another date, you may be eligible for a partial refund of your application fee. In this situation, you must contact the NFPA certification administrative office (in writing) at least seven (7) business days (U.S. New York time) prior to your previously scheduled examination date. All refund requests must be made in writing and you will be assessed a $50 USD non-refundable administrative fee. You will forfeit your entire application fee if you fail to contact the NFPA certification administrative office at least seven (7) business days (U.S. New York time) prior to your previously scheduled examination date. See “Cancellation and Rescheduling Exceptions” below.

EXAM RESCHEDULING
You may reschedule your computer-based examination for a different date and time by notifying the NFPA test delivery partner (ISO Quality Testing) at least five (5) calendar days (U.S. New York time) prior to your previously scheduled examination date. You will be assessed a $25 rescheduling fee (IMPORTANT: See related computer-based exam rescheduling instructions located in your ISO Quality Testing – Candidate Admission Letter). You will forfeit your entire application fee if you fail to contact ISO Quality Testing at least five (5) business days (U.S. New York time) prior to your previously scheduled examination date. See “Cancellation and Rescheduling Exceptions” below.

CANCELLATION AND RESCHEDULING EXCEPTIONS
NFPA may waive the rescheduling fee or cancellation penalties in the event of one of the following emergency or special circumstances:

- Jury duty
- Death of an immediate family member
- Military deployment
- Serious illness or injury

If you experience any of the above, you must provide relevant documentation (doctor’s note, military orders, death certificate or obituary, jury summons, etc.) to the NFPA Certification Department (and ISO Quality Testing if you scheduled a computer-based test through them) before you will be allowed to reschedule your exam.

EXAM SECURITY
Failure to follow candidate instructions regarding examination security will result in your application being voided and forfeiture of your application fee. Conduct that results in violation of examination security or disrupts the administration of the examination could result in cancellation of your examination and dismissal from the testing center. In addition, your examination will be considered void and will not be scored.

Examples of misconduct include, but are not limited to, the following: looking at another candidate’s examination, or talking with other candidates anytime during the entire examination period. You are particularly cautioned not to do so after you have completed the examination, as other candidates in the area might be taking a break and still have not completed the examination. You may not attend the examination only to review or audit test materials. You may not copy any portion of the examination for any reason. No examination information may leave the test room under any circumstances. This includes memorizing questions for distribution to any other person. No unauthorized persons will be admitted into the testing area. It is very important for you to note all examination content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate means provided within the examination delivery system.

At no other time, before, during or after the examination, may you communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions.

The NFPA shall have the right to revoke or invalidate any examination score with or without a finding of fault or misconduct if data forensic analysis or other credible evidence establishes a reasonable possibility that a score is not valid or the integrity or security of the examination was compromised.
COPYRIGHT
Exam questions are copyrighted by the NFPA. All rights reserved. Reproduction, distribution or display in any form or by any means, electronic, mechanical or otherwise, is strictly prohibited.

RESULTS
The computer based examination allows candidates to receive their results immediately upon completion of the examination.

The CFAITMS exam is a pass/fail exam. Your actual number (%) exam score will never be reported to you for either a passing score or a failed score. If you pass the exam, you will only be told that you passed. If you fail the exam, you will be provided with a list of the five (5) exam domains and the percent (%) of items you answered correctly within each domain. Note: This is not your exam score – it is just a percent (%) correct value for each domain. This domain percent (%) correct information is provided so you may focus on areas of improvement for your retest. See the CFAITMS exam weighted criteria table in the appendix section of this handbook for a listing of the CFAITMS exam domains.

RETEST
If you fail your exam, you are permitted to retest two additional times (completing a retest application and paying a retest fee each time) within 12 months from the day your original CFAITMS application was accepted. If you fail the examination three times within this period, you must wait until the 12 month testing period expires before you will be allowed to restart the registration process. The retest application is found in the CFAITMS candidate handbook as well as online at www.nfpa.org/cfaitms. The cost to retest is $125 USD.

IMPORTANT: When emailing this application to NFPA, you must use the NFPA secure email server. Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter cfaitms@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

CONFIDENTIALITY
The identity and information concerning all candidates is confidential. Information regarding exam results are only communicated in writing from the NFPA certification department directly to the candidate. Exam results are never provided over the phone.

USE OF YOUR CFAITMS CREDENTIAL
Once granted the CFAITMS credential, the certified may refer to themselves as a CFAITMS credential holder as long as the certified has an active certification status. The certified is authorized to use the CFAITMS designation after their name on business cards, personal letterhead, resumes, websites and in their email signature.

RECERTIFICATION
Once a candidate has been certified, to remain active, they must recertify every three years. In order to maintain currency and relevancy with fire alarm and signaling systems, CFAITMS certification holders are required to demonstrate their continuing participation in professional development activities.

NFPA awards points towards recertification for various activities. Ten points of professional development activities related to fire alarm and signaling systems must be earned and submitted during the three year recertification cycle. Certification holders must complete the Summary of Recertification Points Form, and submit it to NFPA for processing. It is important that you begin accumulating the required points as soon as possible. If college courses are declared for training hours, the same course cannot be taken twice within the 3-year period, and the candidate must convert credit hours to actual hours spent in the classroom.
Recertification Audit
Certification holders will be subject to a random audit of their CFAITMS recertification documentation for a period of up to six months after their recertification date. Accordingly, certification holders are expected to retain recertification documentation in their possession for six months beyond their recertification date. Recertification Points Forms are available at www.nfpa.org/cfaitms. Back up documentation is not required when submitting the Summary of Recertification Points Form.

The certified must submit documented evidence of a total of ten (10) credit points from the following categories:

<table>
<thead>
<tr>
<th>PROFESSIONAL DEVELOPMENT CATEGORY</th>
<th>POINT ALLOTMENT</th>
<th>MINIMUM POINTS</th>
<th>MAXIMUM POINTS</th>
</tr>
</thead>
</table>
| Participation in training related to inspection, testing, and maintenance of fire alarm systems | 1 point per contact hour  
1 CEU = 10 contact hours | 1 | 10 |
| Participation in the initial acceptance testing, reacceptance testing or the periodic testing of a fire alarm system | 1 points per year | 0 | 3 |
| Participation in the initial acceptance inspection, reacceptance inspection or the periodic visual inspection of a fire alarm system | 1 point per year | 0 | 3 |
| Membership in a related industry association | 1 point per year | 0 | 3 |

DOCUMENTATION
Reasonable proof of attendance/participation in the described categories will be accepted. Reasonable proof includes copies of agendas, rosters, or other descriptive program materials which have been signed and dated by the presenter/sponsor indicating the certification holder’s attendance, course certificates, letters of attestation from course sponsors, college transcripts, and letters from employers. The certification holder is required to sign the descriptive materials as an attestation of their attendance.

Note: A copy of the Summary of Recertification Points Form and the points form are found in this handbook and at www.nfpa.org/cfaitms.

RENEWAL
If NFPA does not receive the necessary recertification materials within the three year period, the certification holder will no longer be considered a Certified Fire Alarm ITM Specialist, and will no longer be entitled to use the CFAITMS credential in professional communications. To regain certification, the candidate must successfully complete the entire CFAITMS certification program (subject to the applicable application fees).

REPLACEMENT CERTIFICATES
Replacement certificates are available at a charge of $15 USD per certificate by contacting the NFPA certification department at 617-984-7509.

CONTACT INFORMATION
NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169
Telephone: +1 (617) 984-7509
Email: cfaitms@nfpa.org
APPENDIX

- CFAITMS Exam Weighted Criteria Table
- Program Application
- Program Retest Application
- Program 3-Year Recertification Submittal Form
- CFAITMS Recertification Points Form
- Recertification Requirements Chart
### CFAITMS Exam Weighted Criteria Table

The following table indicates the approximate percentage (%) of exam content (from NFPA 72®) for the five (5) major domain areas and the sub-components of those domain areas:

<table>
<thead>
<tr>
<th>Domain Area</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. General Knowledge</td>
<td>26%</td>
</tr>
<tr>
<td>II. Inspection</td>
<td>18%</td>
</tr>
<tr>
<td>III. Testing</td>
<td>25%</td>
</tr>
<tr>
<td>IV. Maintenance</td>
<td>13%</td>
</tr>
<tr>
<td>V. Records</td>
<td>18%</td>
</tr>
</tbody>
</table>

#### I. General Knowledge
- **Chapter 3 Definitions**
  - 10.1 Application
  - 10.2 Purpose
  - 10.3 Equipment
  - 10.5.3 Inspection, Testing, and Service Personnel
  - 10.6.5.2 Circuit Identification and Accessibility
  - 10.6.5.3 Mechanical Protection
  - 10.6.5.4 Circuit Breaker Lock
  - 10.6.7.2 Capacity
  - 10.6.10.1 Marking
  - 10.6.10.2 Arrangement
  - 10.12 Fire Alarm Notification Appliance Deactivation
  - 14.1 Application
  - 14.2 General
  - 21.3 Elevator Phase I Emergency Recall Operations
  - 21.4 Elevator Shutdown
  - 23.2.2 Software and Firmware Control
  - 26.6.4.1 Digital Alarm Communicator Transmitter (DACT)

#### II. Inspection
- 14.3 Inspection

#### III. Testing
- 14.4 Testing
- 18.4.1 Notification Appliances - General Requirements
- 18.5* Visible Characteristics — Public Mode

#### IV. Maintenance
- 10.20 Impairments
- 10.5.3.3 Service Personnel
- 10.5.3.4 Means of Qualification
- 14.5 Maintenance

#### V. Records
- 7.2* Minimum Required Documentation
- 7.5.5 Record Drawings (As-Buils)ts
- 7.5.6 Record of Completion
- 7.5.7 Site-Specific Software
- 7.6 Inspection, Testing, and Maintenance Documentation
- 7.7 Records, Record Retention, and Record Maintenance
- 7.8 Forms
- 14.6 Records
- 14.2.10* Test Plan

The NFPA 72® references listed above, also include the subsections listed under those references. For example, reference 14.3 Inspection also includes subsections 14.3.1 – 14.3.5. Reference 7.5.6 would also include 7.5.6.1 – 7.5.6.7.2, etc…
Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers

Program Application

APPLICANT NAME: ________________________________ (As name will be printed on certificate)

BUSINESS INFORMATION:

Business Name: ___________________________________________ E-mail: _______________________

Business Mailing Address: _________________________________

City: ___________________________ State: __________ Country: ___________ Zip Code: ___________

Business Phone: ________________ Mobile Phone: ________________

HOME INFORMATION:

Home E-mail: ______________________

Home Mailing Address: _________________________________

City: ___________________________ State: __________ Country: ___________ Zip Code: ___________

Home Phone: ________________ Mobile Phone: ________________

Note: The CFAITMS exam is available on demand as a computer-based test at assessment centers throughout the world. Upon receipt of this CFAITMS program application and your test fee, the NFPA will mail your authorization letter with instructions on how to schedule the computer-based exam. A list of computer-based test centers is located at the test administrator’s website at www.isoqualitytesting.com.

Please attest to the following:

☐ I have attained the minimum of a high school diploma or equivalent education

I, ____________________________________________, certify that all information contained in this application, is accurate and truthful, to the best of my knowledge, and that I am aware that any false entry will be considered sufficient cause for revocation of my certification at any time during the certification term. I agree to be bound by and to adhere to all written policies and procedures of the certification program to which I am herewith applying, and I understand that at any time during the term of certification any improper conduct on my behalf will result in my certification being revoked. I understand that the certification examination that I will take as prerequisite to certification is confidential and is protected by federal copyright and other intellectual property and trade secret laws. I understand and agree that I will strictly preserve the confidentiality of the examination and that I am prohibited from copying or distributing the examination or from transmitting information regarding examination questions or content in any form, written or oral, to any person or entity. I further understand that my failure to comply with this prohibition may result in my certification being permanently revoked and/or legal action being taken against me. I agree to accept the decision of the NFPA as to my eligibility for certification. I authorize verification of all information in this application. I also hereby release the NFPA and all of its agents, employees, officers, directors, heirs, and assigns from any liability arising whatsoever from or in connection with any action taken or decision made with regard to the awarding, suspension or revocation of my certification. I acknowledge and agree that the NFPA shall have the right to revoke or invalidate any examination score, with or without finding of fault or misconduct on my part, if data forensic analysis or other credible evidence establishes a reasonable possibility that a score is not valid or that the integrity or security of the examination was compromised.

SIGNATURE: ___________________________ DATE: ______________

Electronic Signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application.
Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers
Program Application

Payment Information – The following fee is attached:

**IMPORTANT:** When emailing this application to NFPA, you must use the NFPA secure email server. Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter cfaits@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

- $350 (USD) Testing fee

Total 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: _______________________

**Electronic Signature agreement:** In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application. By selecting the credit card button above and entering your name in the signature block, you authorize NFPA to charge your credit card the applicable fee(s).

Note: the 2016 editions of **NFPA 72®, National Fire Alarm and Signaling Code**, is available for ordering through the NFPA printed catalog, on the Web at www.nfpa.org/catalog, or by phone at 1-800-344-3555.
Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers Program
Retest Application

<table>
<thead>
<tr>
<th>APPLICANT NAME</th>
</tr>
</thead>
</table>

Note that in accordance with the Electronic Signature Agreement below, a manual signature is not required – simply typing your name into the fillable form is sufficient.

Applicant Notification Address

______________________________________________
______________________________________________

SIGNATURE: ______________________________ DATE: __________________

Electronic Signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application.

Payment Information – The following fee is attached:
IMPORTANT: When emailing this application to NFPA, you must use the NFPA secure email server. Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter csitmsfm@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

- □ $125.00 USD Retest Fee
- □ 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: ____________________________
Electronic Signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application. By selecting the credit card button above and entering your name in the signature block, you authorize NFPA to charge your credit card the applicable fee(s).

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SUMMARY OF RECERTIFICATION POINTS FORM
Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers Program

Name: __________________________ Certificate #: __________ Certificate Date: __________
Address: __________________________ Business _____ Residence ______
City: __________________________ State/Province: ________ Zip Code: __________
Tel #: __________________________ Fax #: __________________________ Email: __________

<table>
<thead>
<tr>
<th>Category</th>
<th>Points Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in Fire Alarm ITM Training</td>
<td></td>
</tr>
<tr>
<td>Participation in Testing Process</td>
<td></td>
</tr>
<tr>
<td>Participation in Inspection Process</td>
<td></td>
</tr>
<tr>
<td>Professional Membership</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Instructions:
1. Collect documentation for your 10 points of professional development. Refer to the Recertification Requirements Table for information regarding the categories and point allotments.
2. Complete this Summary of Recertification Points Form, and submit it along with the recertification fee to the NFPA Certification Department.

IMPORTANT:
Do not submit documentation of your recertification points at this time. NFPA conducts random audits for recertification documentation. It is important that you maintain your documentation in the event that you are selected for a random audit. If you are selected, you will then be required to provide this documentation.

When emailing this application to NFPA, you must use the NFPA secure email server. Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter cfaitms@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

☐ $150 (USD) Recertification Fee
☐ 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: __________________________

Electronic signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application. By Selecting the Credit Card button above and entering your name in the signature block, you authorize NFPA to charge your credit card the applicable fee(s).

I, __________________________, certify that all information contained in this application, is accurate and truthful, to the best of my knowledge, and that I am aware that any false entry will be considered sufficient cause for revocation of my certification at any time during the certification term. I agree that at any time during the term of certification any improper conduct on my behalf will result in my certification being revoked. 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 agree to accept the decision of the NFPA as to my eligibility for certification. I authorize verification of all information in this application. I also release all concerned from any liability arising from this application or certification.
Signature: __________________________ Date: ________________

Electronic signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application.

1 of 2

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## Certified Fire Alarm ITM Specialist (CFAITMS) for Facility Managers

### RECERTIFICATION POINTS FORM

<table>
<thead>
<tr>
<th>Professional/Work Development Category</th>
<th># of Points</th>
<th>Description</th>
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</thead>
<tbody>
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</table>

**Sum Total Points Here >>**
In order to maintain currency and relevancy with the inspection, testing and maintenance of fire alarm systems, certificate holders are required to submit a minimum of ten (10) points of documented professional development for recertification. The 10 points must be submitted during the 3-year recertification cycle and must be related to the inspection, testing, and maintenance of fire alarm systems.

<table>
<thead>
<tr>
<th>PROFESSIONAL DEVELOPMENT CATEGORY</th>
<th>POINT ALLOTMENT</th>
<th>MINIMUM POINTS</th>
<th>MAXIMUM POINTS</th>
<th>REQUIRED DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in training related to inspection, testing, and maintenance of fire alarm systems</td>
<td>1 point per contact hour 1 CEU = 10 contact hours</td>
<td>7</td>
<td>10</td>
<td>Copy of Certificate, letter from presenter, or description of training with letter from supervisor</td>
</tr>
<tr>
<td>Participation in the initial acceptance testing, reacceptance testing or the periodic testing of a fire alarm system</td>
<td>1 points per year</td>
<td>0</td>
<td>3</td>
<td>Description of the type of testing conducted with a letter from supervisor documenting participation</td>
</tr>
<tr>
<td>Participation in the initial acceptance inspection, reacceptance inspection or the periodic visual inspection of a fire alarm system</td>
<td>1 point per year</td>
<td>0</td>
<td>3</td>
<td>Description of the type of testing conducted with a letter from supervisor documenting participation</td>
</tr>
<tr>
<td>Membership in a related industry association</td>
<td>1 point per year</td>
<td>0</td>
<td>3</td>
<td>Copy of membership showing active status during the three year term (not limited to NFPA membership)</td>
</tr>
</tbody>
</table>

**Note:** NFPA reserves the right to alter any recertification requirements as deemed necessary