# CERTIFICATION PROGRAM

# Certified Fire Alarm ITM Specialist (CFAITMS)

## for Facility Managers

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# Candidate Handbook

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

- Recertification Points Table
- CFAITMS Weighted Criteria Table

Please carefully review this handbook and retain it for future reference.

2/23/2021

# CERTIFIED FIRE ALARM ITM SPECIALIST (CFAITMS) for Facility Managers

## 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

The CFAITMS application can be found 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 the day your application is accepted by NFPA Admin. & Support Services.

## APPLICATION ACCEPTANCE

An application is accepted only when both the completed and signed application is received by NFPA, and when the examination fee has been processed.

**IMPORTANT:** When emailing this application to NFPA, you must use the NFPA secure email server at https://web1.zixmail.net/s/welcome.jsp?b=nfpa. 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 adminsvcs@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 https://www.prometric.com/nfpacert.

## 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 NFPA Admin. & Support Services (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 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 https://www.prometric.com/nfpacert.

## 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.

## EXAM RESCHEDULE / CANCEL POLICY

If you wish to change your exam date or time, you may do so through the Prometric scheduling portal at https://proscheduler.prometric.com/?prg=NFPA2&path=confirm or by contacting Prometric's contact centers listed on https://www.prometric.com/nfpacert.

There is no charge for reschedule or cancellation of an appointment if the change is made 30 or more days prior to your appointment date. Between 29 and 5 calendar days prior to your appointment date, you may cancel or reschedule your appointment, but you will be required to pay a $50 fee (to Prometric). Four (4) or fewer days prior to your appointment date, you may not reschedule.  If you cancel your appointment during this period or fail to appear for your appointment, you will be considered a no-show, and will need to submit a retest application with NFPA and pay applicable fees prior to scheduling a new appointment. Information on how to submit retest application can be found on the applicable certification program website at https://www.nfpa.org/certification.

## 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 $175 USD.

## CONFIDENTIALITY
The identity and information concerning all candidates is confidential. Information regarding exam results are only communicated in writing from NFPA Admin. & Support Services 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. This form is available at www.nfpa.org/cfaitms. 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. 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:

| PROFESSIONAL DEVELOPMENT CATEGORY | POINT ALLOTMENT | MINIMUM POINTS | MAXIMUM POINTS |
|---|---|---|---|
| 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 attestment from course sponsors, college transcripts, and letters from employers. The certification holder is required to sign the descriptive materials as an attestment of their attendance.

## 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 NFPA Admin. & Support Services at adminsvcs@nfpa.org.

## CONTACT INFORMATION
NFPA Admin. & Support Services
11 Tracy Drive
Avon, MA  02322

Email:  adminsvcs@nfpa.org

# 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:**

## I. General Knowledge        26%

| | |
|---|---|
| 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        18%

| | |
|---|---|
| 14.3 | Inspection |

## III. Testing        25%

| | |
|---|---|
| 14.4 | Testing |
| 18.4.1 | Notification Appliances - General Requirements |
| 18.5* | Visible Characteristics — Public Mode |

## IV. Maintenance        13%

| | |
|---|---|
| 10.20 | Impairments |
| 10.5.3.3 | Service Personnel |
| 10.5.3.4 | Means of Qualification |
| 14.5 | Maintenance |

## V. Records        18%

| | |
|---|---|
| 7.2* | Minimum Required Documentation |
| 7.5.5 | Record Drawings (As-Builts) |
| 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 Inspection, Testing, and Maintenance Specialist
For Facility Managers Program

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