This Fire Inspector II 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 reference.
NFPA’s MISSION

Our vision: We are the leading global advocate for the elimination of death, injury, property and economic loss due to fire, electrical and related hazards.
Our mission: To help save lives and reduce loss with information, knowledge and passion.

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.

FIRE INSPECTOR CERTIFICATION PROGRAM
The NFPA fire inspector certification program was created in response to repeated requests by local entities, state agencies, and national organizations for certification programs founded on the NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner, and other applicable NFPA codes and standards. These requests suggested that NFPA be the main catalyst and ultimate certifying body for such programs.

In late 1996, an independent organization conducted research that validated this need, and in 1998 the current fire inspector I certification program became operational. Soon after, NFPA developed the certified fire inspector II and the certified fire plan examiner programs. NFPA received its Pro Board accreditation in 2015.

PRO BOARD ACCREDITATION
NFPA received its Pro Board accreditation on April 1, 2015. CFI-I, CFI-II, and CFPE certifications are now recognized by the Pro Board. Those candidates taking the NFPA exam after April 1, 2015, will be entered into the Pro Board registry and receive a certificate with both the NFPA and Pro Board seals.

CFI-II PROGRAM GOALS:
• Enhance professionalism within the fire inspection community
• Ensure a uniform, fair process for certification that is accessible to everyone who is eligible
• Ensure proficiency in the use of codes and standards
• Facilitate success for those seeking certification
• Promote professional development through continuous learning
• Recognize and provide evidence of competence as related to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner

FEATURES & BENEFITS
CFI-II credential holders receive the following benefits:
• A Pro Board recognized certification
• Recognition as an expert by your colleagues
• Greater confidence in your abilities
• Improved job performance
• Career advancement opportunities
Certificate holders also receive a NFPA / Pro Board CFI-II certificate, wallet card and lapel pin that further highlights their accomplishment.

ELIGIBILITY
To be eligible to take the CFI-II examination, candidates must demonstrate on the CFI-II application that they meet the following criteria:
• Attainment of a high school diploma or equivalent
• Current certification at the level of fire inspector I
APPLICATIONS & FORMS
All CFI-II applications including the program application, and retest application can be found in the Applications and Forms section. They are also available at www.nfpa.org/cfi2, or by contacting NFPA’s certification department at (617) 984–7432.

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 exam fee is processed by NFPA

Following the receipt of your CFI-II application form and exam fee, the NFPA will send you an authorization letter with instructions on how to schedule your computer based exam. A list of test center locations may be found at www.isoqualitytesting.com. For NFPA CFI-II seminar attendees, the paper and pencil exam takes place the day after the seminar concludes.

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/cfi2.

VETERANS AFFAIRS BENEFITS
The U.S. Department of Veterans Affairs (VA) has approved the CFI-II certification program for reimbursement of exam fees. Contact your local veterans’ affairs office for details.

NON-DISCRIMINATION
NFPA evaluates all CFI-I candidates without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, or family/parental status.

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 exam 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 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
• Step 1 – Application – Submit your application online at www.nfpa.org/cfiiapply, using a credit card or mail your application with a check to the address on the application form. Candidate must be a current CFI-I credential holder.
• Step 2 - Exam - You will have to sit for an exam within four months of entering the CFI-II 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 CFI-II application was accepted. If you fail the exam 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.
• Step 3 - Practicum - Complete the required CFI-II practicum and submit the required practicum verification forms to NFPA within 6 months of passing the exam. For those candidates working with a partnering agency, please submit practicum verification forms to your program administrator.
REFERENCE MATERIALS
It is the candidate’s responsibility to obtain materials needed for study purposes and to have present during the exam. The following list contains resources that may be used in preparing for and taking the exam. All exam questions are compatible with these code sets. Please verify which set you require, with your jurisdiction or certification partnership agency.

2015 NFPA Code Set:
• NFPA 1, Fire Code - 2015 Ed.
• NFPA 13, Installation of Sprinkler Systems - 2013 Ed.
• NFPA 25, Standard for the ITM of Water-Based Fire Protection Systems - 2014 Ed.
• NFPA 72, National Fire Alarm Code® - 2013 Ed.

2018 NFPA Code Set:
• NFPA 1, Fire Code - 2018 Ed.
• NFPA 13, Installation of Sprinkler Systems - 2016 Ed.
• NFPA 25, Standard for the ITM of Water-Based Fire Protection Systems - 2017 Ed.
• NFPA 72, National Fire Alarm Code® - 2016 Ed.

These NFPA codes and standards have been conveniently packaged into reference sets and are available for those registering for the examination, at a discounted price, only through the NFPA certification department. Refer to the CFI-II application form or to www.nfpa.org/cfi2 to order these references. Please be sure to indicate which set you would like on your order form.

A portion of the exam questions are based on content found in the IFSTA Fire Inspection and Code Enforcement Manual, 8th Edition. This publication may be purchased on the International Fire Service Training Association’s website at www.ifsta.org

EXAM PREPARATION
The NFPA fire inspector II examination is based on the job performance requirements for the fire inspector II level that are defined in Chapter 5 of NFPA 1031, Standard for Professional Qualification for Fire Inspector and Plans Examiner.
(See Exam Study Guide section)

Review Reference Materials - It is not necessary to memorize the references, but it is important to know what content is found in each of the referenced NFPA documents. For example, NFPA 101 covers egress requirements among other topics.

Know the general format of the NFPA documents. Each NFPA document is laid out in the same way and divided into similar sections, beginning with administration and definitions, followed by the specific requirements in the code. Look for tables in the reference materials that summarize requirements. These tips will help you find specific information quickly during the examination.

Sample Code Research Problem - (See Research Problem section) this sample problem is designed to guide the candidate through solving a problem by researching a code. The ability to look at a question or problem related to a code issue, identify the relevant code or standard, and then locate the correct answer is one of the most essential skills a fire inspector must develop.
Try the activity on your own, and then look at the solution that is provided to see if you are on track. Follow the path through the codes until you can see how the problem was addressed and answered. During the examination, understanding this process will help you to identify the issue, and use code documents to answer the questions.


Sample Questions – The Exam Study Guide section contains 20 sample questions to help you become familiar with similar types of questions found on the examination. The answers to the sample questions can be found in the same section.

Sample Question - What is the occupant load factor used for determining the required means of egress for an existing business occupancy?
(A) 20 sq ft (1.9 sq m)
(B) 50 sq ft (4.6 sq m)
(C) 100 sq ft (9.3 sq m)
(D) 200 sq ft (18.6 sq m)

Analyze the Question - This is an occupancy question that deals with means of egress.


Find the right reference – Chapter 7 deals with means of egress, and Table 7.3.1.2 lists occupant load factors

EXAM FORMATS

The exam designed to evaluate the candidate’s knowledge of fire inspection principles and code application skills at the level of fire inspector II (as defined in NFPA 1031). The exam is a four hour, 100 multiple-choice question, open-book exam. It is compatible with the 2015 and 2018 reference sets listed above, and only available in English.

• Computer Based Exam - is available on demand at test centers throughout the world. Upon receipt of the application and test fee, the applicant will receive their authorization letter with instructions on how to schedule their computer-based exam. A list of test center locations may be found at www.isoqualitytesting.com

• Paper and Pencil Exam - is available for candidates who attend NFPA’s CFI-II seminar. The exam is held on the morning after the seminar concludes.

EXAM RULES AND PROCEDURES

The following suggestions, regulations, and procedures pertain to every candidate taking the exam. Failure to comply will be grounds for dismissal from the exam location:

• You must present a valid photo ID.
• Smart phones and other electronic devices are not permitted in the testing area.
• You are permitted to use a silent, hand-held, battery-operated calculator. Calculator malfunction during a test does not constitute grounds for challenging test scores or requesting additional testing time.
• You will not be permitted to continue the test beyond the established four-hour time limit.
• You should bring only the approved, published and copyrighted NFPA documents identified in this handbook into the exam room. Photocopies of NFPA documents, 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 proctor.
• Electronic versions of the NFPA documents are not permitted to be used at the test site.
• You may highlight, tab, and make notations within your NFPA documents 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 documents during the exam.
• 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 testing location.
• Smoking is not permitted in the testing area.
• For the paper and pencil exam, bring three sharpened soft-lead (No. 2) pencils or mechanical pencils and a good eraser. Pencils and erasers will not be furnished.
• Candidates may provide comments on exam items. All comments will be reviewed by NFPA certification staff. Candidates will not receive responses to their comments. For computer-based exams, comments may be entered on screen. For paper and pencil exams, comments may be submitted on a form available from the proctor.

**FAILURE TO APPEAR FOR YOUR EXAM**

No application fees will be refunded if you fail to appear on your registered exam 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 (i.e. withdrawing from the program), 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 exam date. All refund requests must be made in writing and you will be assessed a $50.00 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 exam date. See Cancellation and Rescheduling Exceptions.

**RESCHEDULING COMPUTER-BASED EXAMS**

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.

**RESCHEDULING PAPER-BASED EXAMS**

You may reschedule your paper-based exam for a different date, by notifying the NFPA certification department in writing, at least seven (7) business days (U.S. New York time) prior to your previously scheduled exam date. All requests will be assessed a $50.00 USD non-refundable rescheduling fee. You will forfeit your entire application fee if you fail to contact the NFPA certification department within the aforementioned time period. **All rescheduled exams will be conducted as computer-based exams.** See Cancellation and Rescheduling Exceptions.

**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 appropriate 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 exam security will result in your application being voided and forfeiture of your application fee. Conduct that results in violation of exam security or disrupts the administration of the exam could result in cancellation of your exam and dismissal from the testing center. In addition, your exam will be considered void and will not be scored.

Examples of misconduct include, but are not limited to, the following: writing on anything other than the margins of your test booklet, looking at another candidate's exam, or talking with other candidates anytime during the entire exam period. You are particularly cautioned not to do so after you have completed the exam, as other candidates in the area might be taking a break and still have not completed the exam. You may not attend the exam only to review or audit test materials. You may not copy any portion of the exam for any reason. No exam 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 exam content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate forms provided within the exam delivery system. At no other time, before, during or after the exam, may you communicate orally, electronically or in writing with any person or entity about the content of the exam or individual exam questions.

The NFPA shall have the right to revoke or invalidate any exam 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 exam was compromised.

COPYRIGHT
CFI-I 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.

EXAM RESULTS
Computer based exams provide candidates with their results upon completion of the exam. For paper and pencil exams, the results are communicated to candidates by mail within 3 weeks of the exam date. Results are not provided via telephone.

The CFI-II 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 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 CFI-II exam weighted criteria table in the appendix section of this handbook for a listing of the 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 CFI-II application was accepted. If you fail
the exam 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 CFI-II candidate handbook as well as online at www.nfpa.org/cfi2. 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 the NFPA certification department directly to the candidate. Exam results are never provided over the phone.

PRACTICUM PHASE
Inspection 1: Life Safety
Inspect a multi-use building for life safety compliance. During the inspection: identify the construction type of the building and separation walls, analyze the egress components provided in the building, evaluate the emergency planning and preparedness measures provided, determine the fire growth potential for the building and its contents, and calculate the occupant load for all spaces in the building.

Inspection 2: Fire Protection Systems
For this inspection the building must be provided with automatic sprinklers and at least one additional fire suppression system, such as a kitchen hood, CO₂, ESFR, deluge, clean agent, dry chemical, or other similar systems. (Portable fire extinguishers do not satisfy this requirement.)

Inspection 3: Hazardous Process and Materials
Inspect a facility that has a process or operation that utilizes flammable or hazardous materials. During the inspection; evaluate the equipment, process and operations; verify the compliance of the storage, handling and use of the materials involved; and verify that the fire protection and suppression systems provided are operational and appropriate for the application.

Inspection Notes:
Candidates from jurisdictions without suitable properties should arrange to complete the required inspections in a jurisdiction with available locations. At least one of the properties included in the submittal package should be a building that is under construction or major renovation.

Practicum Submittal Package
A practicum submittal checklist and a detailed inspection report must be completed for each of the practicum inspections. In addition, the submittal shall include the following items for each property:

A. The name and a description of the property used for the practicum inspection. The descriptions should include the occupancy classification, building construction classification, fire protection systems provided, hazards associated with the property and the specific occupancy type, and the fire growth potential of the property.

B. A job aid or checklist designed to assist in this inspection.

C. A draft written procedure for inspections in each of the occupancy types included in the practicum exercise. Each procedure should include instructions for the use of the checklist developed for the inspection.

D. A list of codes, standards and local ordinances applicable for each inspection must be presented.

E. Draft written correspondence to the property owner outlining the findings of the inspection.

F. The submittal package must include a public input submittal (only one required per package) for one of the codes or standards identified in item D above. The public input will be identified and the technical rationale for the change documented using the online public input form.

To use the NFPA online submission system:

- Go to www.nfpa.org and click on the “Codes & Standards” tab
Choose a document from the list of NFPA codes and standards or use the search feature in the upper right gray box to select a document.

Once you are on the document page, select the "Next Edition" tab.

Choose the link "The next edition of this standard is now open for Public Input". You will be asked to sign-in or create a free online account with NFPA before using this system.

Follow the online instructions to submit your Public Input. See instructions on how to use the electronic submission system (PDF, 119 KB)

Once a Public Input is saved or submitted in the system, it can be located on the "My Profile" page by selecting "My Public Input / Comments" in the left navigation bar.

You must submit a screen shot of your online Public Input submittal, along with your other required practicum materials.

The completed package will be evaluated for technical accuracy by the candidate’s supervisor or mentor using the supervisory attestation form provided. The completed package, practicum submittal checklist, and the supervisory attestation form are then submitted to NFPA or the program partnering agency for evaluation and credit.

Once the audit is successfully completed, you will receive your certification by mail from NFPA.

USE OF YOUR CFI-II CREDENTIAL
Once you are granted the CFI-II credential, you may refer to yourself as a CFI-II credential holder as long as you have an active certification status. You are authorized to use the CFI-II designation after your name on business cards, personal letterhead, resumes, websites and in your email signature.

RECERTIFICATION
Once a candidate has been certified as a fire inspector II, recertification every three years is required. In order to maintain currency and relevancy in the profession, CFI-II certification holders are required to demonstrate their continuing participation in professional development activities in the fire inspection field of practice.

NFPA awards points towards recertification for various activities. Sixty (60) points of professional development activities related to fire inspection must be earned and submitted during the 3-year recertification cycle. Certification holders are required to complete and return the Summary of Recertification Points Form attesting that they have 60 recertification points. Back up documentation is not required when submitting the Summary of Recertification Points Form.

Recertification Audit
Certification holders may be subject to a random audit of their CFI-II recertification documentation for a period of up to six (6) months after their recertification date. Accordingly, certification holders are expected to retain recertification documentation in their possession for six (6) months beyond their recertification date.

In order to recertify, the certificant must accumulate continuing education points. It is important that you begin accumulating the required points as soon as possible. All activities must be clearly related to the fire inspector and plan examiner field of practice. 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.

The certified must submit documented evidence of a total of 60 credit points from the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Allotment</th>
<th>Minimum Points</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>One point per contact hour</td>
<td>Fifteen (15)</td>
<td>Sixty (60)</td>
</tr>
<tr>
<td>Teaching</td>
<td>Two points per contact hour</td>
<td>Zero (0)</td>
<td>Forty-five (45)</td>
</tr>
</tbody>
</table>
Professional Practice  ½ point per inspection  Zero (0)  Thirty (30)
Writing for Publication  Five points per article  Zero (0)  Fifteen (15)
Writing for Publication  Ten points per book  Zero (0)  Fifteen (15)
Association Membership  One point per membership per year  Zero (0)  Ten (10)

**Documentation** – Reasonable proof of attendance or participation in the described categories will be accepted. Reasonable includes:

- Course certificates
- Letters of attestation from course sponsors
- College transcripts
- Letters from employers
- Other evidence as required

**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 inspector, and will no longer be entitled to use the CFI-II credential in professional communications. To regain certification, the candidate must successfully complete the entire CFI-II certification program (subject to the applicable application fees).

**REPLACEMENT CERTIFICATES**

Replacement certificates are available at a charge of $15.00 per certificate by contacting the certification department at 617-984-7432.

**CONTACT INFORMATION**

NFPA Certification Department  
1 Batterymarch Park  
Quincy, MA  02169  
Telephone: +1 (617) 984-7432  
Email: cfi@nfpa.org
CFI-II Program Application

IF YOU ARE PAYING BY CREDIT CARD, YOU MUST USE THE FOLLOWING LINK:
https://www.nfpa.org/cfiiapply

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IF YOU ARE PAYING BY CHECK PLEASE CONTINUE

APPLICANT NAME: ___________________________ (As name will be printed on certificate)
(TYPE OR PRINT ALL INFORMATION; INCOMPLETE APPLICATIONS WILL BE RETURNED)

Last 4 Digits of social security #: _________ (we must have this to issue a Pro Board certification)

BUSINESS INFORMATION:

Business Name: ___________________________ E-mail: ___________________________

Business Mailing Address: ____________________________________________________________

City: _________________________ State: ______ Zip: __________ Business Phone: _____________________________

HOME INFORMATION:

Home E-mail: ___________________________

Mailing Address: _________________________________________________________________

City: __________________________ State: _____ Zip: _________ Home Phone: ________________________

□ COMPUTER BASED TEST: The fire inspector II examination is available on demand as a computer-based test at test assessment centers throughout the world. Upon receipt of the application and examination fee, the applicant will receive their authorization letter with instructions on how to schedule the computer-based examination. A list of computer-based test centers is located at the test administrator’s website at www.isoqualitytesting.com.

Please verify the following – you must be CFI-I certified before you can move on to CFI-II:

□ I am currently an NFPA CFI-I.

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: ___________________________
CFI-II Program Application - Page Two

Payment Information:

☐ $350 USD exam fee

CFI-II Complete Reference Set
If you need the entire CFI-II reference set, please select one of the two following options:

☐ US $240 2015 NFPA CFI-II Reference Set:

OR

☐ US $240 2018 NFPA CFI-II Reference Set:

IFSTA Fire Inspection and Code Enforcement, 8th edition (can be purchased through IFSTA https://www.ifsta.org/)

Total Amount Enclosed: $______________ (An additional fee for international shipping may apply.)

☐ Check. Please make checks payable to NFPA Certification Department and mail to:
  NFPA
  Attn: Certification Dept.
  1 Batterymarch Park
  Quincy, MA 02169-7471
CERTIFIED FIRE INSPECTOR II RETEST APPLICATION

<table>
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<th>APPLICANT NAME</th>
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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 cfi@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

- [ ] $175.00 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).

Send completed application (1-19) to:
NFPA Certification Department
1 Batterymarch Park, Quincy, Ma 02169
(P) 617-984-7432
Email: cfi@nfpa.org
Web Page: [www.nfpa.org/certification](http://www.nfpa.org/certification)
CFI-I, CFI-II and CFPE
Approved Reference List

Only the following reference materials are allowed in the examination room. All other reference materials are not permitted.

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**CFI-I EXAMINATION ONLY**

- NFPA 1, Fire Code – 2015 or 2018 Editions
- NFPA 13, Standard for the Installation of Sprinkler Systems – 2013 or 2016 Editions
- NFPA 72, National Fire Alarm Code® - 2013 or 2016 Editions
- IFSTA Fire Inspection and Code Enforcement, 8th edition (can be purchased through IFSTA https://www.ifsta.org/)

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**CFI-II EXAMINATION ONLY**

- NFPA 1, Fire Code – 2015 or 2018 Editions
- NFPA 13, Standard for the Installation of Sprinkler Systems – 2013 or 2016 Editions
- NFPA 72, National Fire Alarm Code® - 2013 or 2016 Editions
- IFSTA Fire Inspection and Code Enforcement, 8th edition (can be purchased through IFSTA https://www.ifsta.org/)

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**CFPE EXAMINATION ONLY**

- NFPA 1, Fire Code – 2015 or 2018 Editions
- NFPA 13, Standard for the Installation of Sprinkler Systems – 2013 or 2016 Editions
- NFPA 72, National Fire Alarm Code® - 2013 or 2016 Editions
- IFSTA Plans Examiner for Fire and Emergency Services, 2nd edition (can be purchased through IFSTA https://www.ifsta.org/)

*Please verify which code edition is appropriate for your jurisdiction.*
SUMMARY OF RECERTIFICATION POINTS FORM

NFPA Certified Fire Inspector I & II and Certified Fire Plan Examiner

Certification Type:  
_____ Fire Inspector I  
_____ Fire Inspector II  
_____ Fire Plan Examiner

Name:  
Certificate #:  
Certificate Date:  

Business Name:  
Address:  
Business  
Residence  

City:  
State:  
Zip Code:  

Tel #:  
Fax #:  
Email:  

Instructions:

1. Collect your documentation of 60 hours of professional development. Refer to the Recertification Requirements Chart for information about the allowed categories and point allotments.
2. Complete and sign this form. *see below
3. Submit your Summary of Recertification Points Form, and the recertification fee to the NFPA Certification Department by e-mail to: cfi@nfpa.org or by mail to: NFPA Certification Department, One Batterymarch Park, Quincy, MA 02169

* Do not submit documentation of your 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Points Claimed</th>
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<tbody>
<tr>
<td>Training</td>
<td></td>
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<tr>
<td>Professional Practice</td>
<td></td>
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<tr>
<td>Association Membership</td>
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<tr>
<td>Instructing or Lecturing</td>
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<tr>
<td>Publication</td>
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Total Points Claimed

Amount Enclosed $__________ (please include the $150 recertification fee)

☐ Check: (Please make checks payable to NFPA Certification Department)

☐ Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ American Express

IMPORTANT: NFPA wants to partner with you to protect your personal information – NEVER INCLUDE PERSONAL AND/OR CREDIT CARD PAYMENT INFORMATION IN THE BODY OF ANY EMAIL – if you wish to email your application or other personal documentation, it must be placed within an attached document, and you must use the NFPA secure email server (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 lsolomon@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

Credit Card #: ___________________________ Card Exp. Date: ___________________________  

Name on Card: ___________________________ Signature: ___________________________

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: ___________________________
NFPA CERTIFIED FIRE INSPECTOR I & II
AND CERTIFIED FIRE PLAN EXAMINER
RECERTIFICATION REQUIREMENTS CHART (3-year cycle)

In order to maintain currency and relevancy in the Fire Inspector and Fire Plan Examiner fields of practice, certificate holders are required to submit a minimum of sixty (60) points of documented professional development for recertification. The 60 points must be submitted during the 3-year recertification cycle and must be related to the specified fire inspector or fire plan examiner profession.

<table>
<thead>
<tr>
<th>PROFESSIONAL DEVELOPMENT CATEGORY</th>
<th>POINT ALLOTMENT</th>
<th>MINIMUM POINTS</th>
<th>MAXIMUM POINTS</th>
<th>REQUIRED DOCUMENTATION*</th>
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</thead>
<tbody>
<tr>
<td>Professional Practice of Certificate Holder</td>
<td>½ point per inspection or plan review</td>
<td>0</td>
<td>30</td>
<td>Letter from employer/supervisor</td>
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<tr>
<td>Association Membership of Certificate Holder</td>
<td>1 point per association membership per year</td>
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<td>10</td>
<td>Copy of membership for period</td>
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<tr>
<td>Instructing or Lecturing by Certificate Holder</td>
<td>2 points per contact hour</td>
<td>0</td>
<td>45</td>
<td>Letter from employer</td>
</tr>
<tr>
<td>Publication by Certificate Holder</td>
<td>5 points per article 10 points per book</td>
<td>0</td>
<td>15</td>
<td>Copy of article Copy of title page identifying author</td>
</tr>
</tbody>
</table>

A MINIMUM OF 15 POINTS IS REQUIRED IN THE FOLLOWING CATEGORY

| Training received by certificate holder | 1 point per contact hour | 15 | 60 | Certificate copy, letter from presenter or description of training with letter from supervisor |

*DOCUMENTATION
Reasonable proof of attendance/participation in the described categories will be accepted. Reasonable includes copies of agendas, rosters, or other descriptive program materials which have been signed and dated by the presenter/sponsor indicating the certificate holder’s attendance. The certificate holder is required to sign the descriptive materials as an attestation of their attendance.
NFPA® 1031

Standard for Professional Qualifications for Fire Inspector and Plan Examiner

2014 Edition
NFPA 1031

Standard for

Professional Qualifications for Fire Inspector and Plan Examiner

2014 Edition

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NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

Changes other than editorial are indicated by a vertical rule beside the paragraph, table, or figure in which the change occurred. These rules are included as an aid to the user in identifying changes from the previous edition. Where one or more complete paragraphs have been deleted, the deletion is indicated by a bullet (•) between the paragraphs that remain.

A reference in brackets [ ] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in mandatory sections of the document are given in Chapter 2 and those for extracts in informational sections are given in Annex F. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex F.

Chapter 1 Administration

1.1* Scope. This standard identifies the minimum job performance requirements (JPRs) for fire inspectors and plan examiners.

1.2 Purpose. The purpose of this standard is to specify the minimum job performance requirements for serving as a fire inspector and plan examiner.

1.2.1 This standard shall define three levels of progression for fire inspectors and two levels of progression for plan examiners.

1.2.2* This standard shall not address management responsibility.

1.2.3 It is not the intent of this standard to restrict any jurisdiction from exceeding or combining these minimum requirements.

1.3 General.

1.3.1* The Fire Inspector I or Plan Examiner I candidate shall provide evidence of knowledge of characteristics and behavior of fire, fire prevention principles, written and oral communications, public relations, and basic mathematics.

1.3.2 The job performance requirements for each level of progression shall be completed in accordance with recognized practices and procedures or as defined by law or by the authority having jurisdiction.

1.3.3 The job performance requirements need not be mastered in the order in which they appear. The local, state/provincial, or federal training programs shall establish the instructional priority and the training program content to prepare individuals to meet the job performance requirements of this standard.

1.3.4* Evaluation of job performance requirements shall be by individuals approved by the authority having jurisdiction.

1.3.5 A person assigned the duties of Fire Inspector shall meet all of the requirements defined in Chapter 4 prior to being qualified as a Fire Inspector I.

1.3.6 A person assigned the duties of Fire Inspector I shall meet all of the requirements defined in Chapter 5 prior to being qualified as a Fire Inspector II.

1.3.7* A person assigned the duties of Fire Inspector II shall meet all of the requirements defined in Chapter 6 prior to being qualified as a Fire Inspector III.

1.3.8 A person assigned the duties of Plan Examiner shall meet all of the requirements defined in Chapter 7 prior to being qualified as a Plan Examiner I.

1.3.9 A person assigned the duties of Plan Examiner I shall meet all of the requirements defined in Chapter 8 prior to being qualified as a Plan Examiner II.

1.3.10* The fire inspector and plan examiner at all levels of progression shall remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and applicable codes and standards.

1.3.11* The fire inspector and plan examiner at all levels shall perform assigned duties in accordance with applicable safety standards. The authority having jurisdiction shall provide personal protective clothing and the equipment necessary to conduct assigned inspections and plan review.

1.3.12* The fire inspector and plan examiner at all levels shall be provided with codes, standards, policies, and procedures applicable to the jurisdiction and the assignment.

1.3.13 The fire inspector and plan examiner at all levels shall complete inspections, plan review duties, and perform other related activities, so that available time is used efficiently.

1.3.14* The fire inspector and plan examiner at all levels shall be able to develop written correspondence to communicate fire protection and fire and life safety code requirements, so that the correspondence provides an accurate interpretation of applicable codes and standards and is for the intended audience.

1.3.15* The fire inspector and plan examiner at all levels shall maintain records and related documents, so that information can be retrieved and is filed in compliance with the record-keeping policies of the organization.

1.3.16 The fire inspector and plan examiner at all levels shall be able to read plans.
Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

2.3 Other Publications.

2.4 References for Extracts in Mandatory Sections.

Chapter 3 Definitions

3.1* General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. Merriam-Webster's Collegiate Dictionary, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 Labeled. Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of labeled equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

3.2.4* Listed. Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

3.2.5 Shall. Indicates a mandatory requirement.

3.2.6 Should. Indicates a recommendation or that which is advised but not required.

3.2.7 Standard. A document, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the Manual of Style for NFPA Technical Committee Documents.

3.5 General Definitions.

3.5.1 Applicable Codes and Standards. Those codes and standards that are legally adopted and enforced by a jurisdiction at the time of construction of an occupancy or installation of a system or of equipment. These applicable codes and standards can include ordinances, statutes, regulations, or other legal documents adopted by the jurisdiction.

3.5.2 Building Service Equipment. The items or components that provide lighting, heating, ventilation, and air conditioning, along with elevators and escalators.

3.5.3 Candidate. A person who has applied to become a fire inspector or plan examiner.

3.5.4 Construction Documents. See 3.5.12, Plan.

3.5.5 Fire Growth Potential. The potential size or intensity of a fire over a period of time based on the available fuel and the fire's configuration.

3.5.6 Fire Inspector I. An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Fire Inspector I conducts basic fire inspections and applies codes and standards.

3.5.7 Fire Inspector II. An individual at the second or intermediate level of progression who has met the job performance requirements specified in this standard for Level II. The Fire Inspector II conducts most types of inspections and interprets applicable codes and standards.

3.5.8 Fire Inspector III. An individual at the third and most advanced level of progression who has met the job performance requirements specified in this standard for Level III. The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues.

3.5.9 Job Performance Requirement. A statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

3.5.10* Means of Egress. A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge. [101, 2012]

3.5.11 Personal Protective Clothing. Clothing provided for the fire inspector's personal protection, including a helmet/hard hat, safety glasses, safety shoes/boots, gloves, and coveralls.

3.5.12* Plan. A graphic representation of a building structure or portion of a building structure, fire protection system, or fire assembly or equipment.

3.5.13 Plan Examiner I. An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Plan Examiner I conducts basic plan reviews and applies codes and standards.

3.5.14 Plan Examiner II. An individual at the second or most advanced level of progression who has met the job performance requirements specified in this standard for Level II. The Plan Examiner II conducts plan reviews and interprets applicable codes and standards.
3.3.15 **Process and Operations.** Include the manufacture, storage, and transportation of goods and chemicals; the storage and dispensing of flammable and combustible liquids, solids, and gases; and the manufacture, use, storage, and transportation of explosives, spray painting, milling, and the like.

3.3.16 **Qualified.** A determination by an AHJ that an individual has demonstrated compliance with this standard through evaluation of the individual’s knowledge, skills, and abilities.

3.3.17 **Requisite Knowledge.** Fundamental knowledge one must have in order to perform a specific task.

3.3.18 **Requisite Skills.** The essential skills one must have in order to perform a specific task.

3.3.19 **Shop Drawings.** Scaled working drawings, equipment cut sheets, and design calculations. (See 3.3.12, Plant.)

3.3.20 **Systems.**

3.3.20.1 **Fire Protection Systems.** Systems, devices, and equipment used to detect a fire and its by-products, actuate an alarm, or suppress or control a fire and its by-products, or any combination thereof.

3.3.20.2 **Life Safety Systems.** Those systems that enhance or facilitate evacuation, smoke control, compartmentalization, and/or isolation.

3.3.20.3 **Security Systems.** Several items of equipment, processes, design features, and actions or behaviors intended to discover, report, deter, or delay criminal acts from being perpetrated against persons or property.

3.3.21 **Task.** A specific job behavior or activity.

3.3.22 **Third Party.** A professional qualified as a result of training, education, and experience who can perform a compliance and hazard analysis.
Chapter 5  Fire Inspector II

5.1* General. The Fire Inspector II shall meet the job performance requirements defined in Chapter 4 and Sections 5.2 through 5.4.

5.2* Administration. This duty involves conducting research, interpreting codes, implementing policy, testifying at legal proceedings, and creating forms and job aids, according to the following job performance requirements.

5.2.1 Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.

(A) Requisite Knowledge. Permit application process and applicable codes, standards, policies, and procedures of the jurisdiction.

(B) Requisite Skills. The application of the requisite knowledge.

5.2.2 Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) Requisite Knowledge. Plan review application process, code requirements of the jurisdiction, and policies and procedures of the jurisdiction.

(B) Requisite Skills. The ability to communicate orally and in writing on matters related to code requirements, policies, and procedures of the jurisdiction.

5.2.3* Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to interpret codes and standards, recognize problems, and refer complaints to other agencies when required.

5.2.4* Recommend modifications to the adopted codes and standards of the jurisdiction, given a fire safety issue, so that the proposed modifications address the problem, need, or deficiency.

(A) Requisite Knowledge. State statutes or local ordinances establishing or empowering the agency to adopt, enforce, and
revise codes and standards; the legal instruments establishing or adopting codes and standards; and the development and adoption process for fire and life safety legislation or regulations.

(B) **Requisite Skills.** The ability to recognize problems, collect and develop potential solutions, and identify cost/risk benefits.

5.2.5 Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.

(A) **Requisite Knowledge.** Policies and procedures of the jurisdiction related to code enforcement as well as sources of detailed and technical information relating to fire protection and life safety.

(B) **Requisite Skills.** The ability to identify approved construction methods and materials related to fire safety, read and interpret construction plans and specifications, educate, conduct research, make decisions, recognize problems, and resolve conflicts.

5.3 **Field Inspection.** This duty involves code enforcement inspections and analyses of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.

5.3.1 Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.

(A) **Requisite Knowledge.** How to calculate occupant loads for an occupancy and for building use, and code requirements, regulations, operational features, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to calculate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, read plans, and use a calculator.

5.3.2 Identify the occupancy classifications of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards.

(A) **Requisite Knowledge.** Occupancy classification, applicable codes and standards, operational features, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to interpret code requirements and recognize building uses that fall into each occupancy classification.

5.3.3 Evaluate a building’s area, height, occupancy classification, and construction type, given an approved set of plans and construction features, so that it is verified that the building is in accordance with applicable codes and standards.

(A) **Requisite Knowledge.** Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer’s specifications.

(B) **Requisite Skills.** The ability to identify characteristics of each type of building construction and occupancy classification.

5.3.4 Evaluate fire protection systems and equipment provided for life safety and property protection, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected.

(A) **Requisite Knowledge.** Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, implications and hazards associated with system operation, installation techniques and acceptance inspection, testing and reports of maintenance of completed installations, and use and function of various systems.

(B) **Requisite Skills.** The ability to recognize problems, use codes and standards, and read reports, plans, and specifications.

5.3.5 Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Acceptable means of egress devices.

(B) **Requisite Skills.** The ability to calculate egress requirements, read plans, and make decisions related to the adequacy of egress.

5.3.6 Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards, accepted fire protection practices, fire behavior, ignition sources, safe housekeeping practices, and additional reference materials related to protection of hazardous processes and code enforcement.

(B) **Requisite Skills.** The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.7 Evaluate emergency planning and preparedness procedures, given existing or proposed plans and procedures and applicable codes and standards, so that compliance is determined.

(A) **Requisite Knowledge.** Occupancy requirements for emergency evacuation plans, fire safety programs for crowd control, roles of agencies and individuals in implementation and development of emergency plans.

(B) **Requisite Skills.** The ability to compare submitted plans and procedures with applicable codes and standards adopted by the jurisdiction.

5.3.8 Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Flammable and combustible liquids properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, and storage compatibility.
(B) **Requisite Skills.** The ability to identify typical fire hazards associated with processes or operations utilizing flammable and combustible liquids and to observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.9 Evaluate code compliance for the storage, handling, and use of hazardous materials, given field observations, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Hazardous materials properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, chemical reactions, and storage compatibility.

(B) **Requisite Skills.** The ability to identify fire hazards associated with processes or operations utilizing hazardous materials and to observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.10* Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements are evaluated for compliance, and deficiencies are identified, documented, and corrected in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings; and safe housekeeping practices.

(B) **Requisite Skills.** The ability to observe, communicate, interpret codes and standards, recognize hazardous conditions, and make decisions.

5.3.11* Verify compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building services equipment.

(B) **Requisite Skills.** The ability to witness and document tests of fire protection systems and building services equipment.

5.3.12* Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Types, installation, maintenance, and use of building service equipment; operation of smoke and heat vents; installation of kitchen cooking equipment (including hoods and ducts), laundry chutes, elevators, and escalators; and applicable codes and standards adopted by the jurisdiction.

(B) **Requisite Skills.** The ability to observe, recognize problems, interpret codes and standards, and write reports.

5.4 **Plans Review.** This duty involves field verification of shop drawings, plans, and construction documents to ensure that they meet the intent of applicable codes and standards for fire and life safety, according to the following job performance requirements.

5.4.1* Classify the occupancy, given a set of plans, specifications, and a description of a building, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Occupancy classification, applicable codes and standards, regulations, operational features, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to read plans.

5.4.2* Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** How to calculate occupant loads for an occupancy and building use, code requirements, regulations, operational features such as fixed seating, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, read plans, and use a calculator.

5.4.3* Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.

(B) **Requisite Skills.** The ability to read basic floor plans or shop drawings and identify symbols used by the jurisdiction.

5.4.4 Review the installation of fire protection systems, given an installed system, shop drawings, and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.

(B) **Requisite Skills.** The ability to read basic floor plans or shop drawings.
5.4.5 Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, the identification of standard symbols used in plans, and field verification practices.

(B) **Requisite Skills.** The ability to read plans and research codes and standards.

5.4.6* Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.

(A) **Requisite Knowledge.** Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer’s specifications.

(B) **Requisite Skills.** The ability to identify characteristics of each type of building construction.
A.5.1 The intent of the committee is that individuals at the Fire Inspector II level perform fire safety inspections with moderate technical challenges. This level can include Fire Inspector I individuals who through experience and formal continuing education have achieved the prerequisite knowledge and skills noted and graduates of degree programs in associated fields who can demonstrate the prerequisite knowledge and skills noted. Formal continuing education is essential to maintain the skill level of a Fire Inspector II and to continue an individual’s advancement to the more skilled Fire Inspector III level.

A.5.2 The responsibilities and duties of this position are at a higher level than that of Fire Inspector I. If functions are similar or overlapping, it is assumed that those performed at this level will be at a higher technical level and will require more professional expertise, as should be visible in presentation, performance, and quality.

A.5.2.3 The objective of a complaint investigation is the recognition and correction or removal of a fire or life safety hazard. At this professional level, the resolution of the complaint will depend heavily on the technical evaluation of the complaint and the selection of possible corrective actions. More than one solution might be available.

A.5.2.4 Local or regional modifications to codes and standards developed through the consensus process can be made to address specific local environmental and societal factors with adequate input from affected parties and oversight by the jurisdiction's governing body. Such modifications should be based on substantiated information, compiled and presented to justify the impacts of the regulation or modification proposed. Data professionally presented can support a request for a governing body to modify a code or a standard far more effectively than supposition or fear.

A.5.2.5 Mandated inspection frequencies, follow-up visits, and timely response to complaints require good time-management skills of the individual and a coordinated management program. Improvements in the delivery of inspection services can often be originated at the inspector level.

A.5.3.2 Judgment should be exercised in the classification of occupancies within a mixed-use building. Small uses that are accessory to a major occupancy should be evaluated within the framework of the adopted codes and standards, recognizing that not all spaces require separation while some spaces will always require separation.

A.5.3.3 The Fire Inspector II should be able to assess proper construction type based on new construction or changes to a building that have occurred since the original occupancy of the building. Examples of such changes can include renovations or additions, changes in storage commodity, changes in occupancy classification, and similar changes that might occur throughout the life of a building.

A.5.3.4 This requirement includes buildings under construction or demolition. Building documentation includes performance-based design documents to ensure input features remain applicable to the building as it is currently configured. The design documentation should include an Operations and Maintenance Manual, which acts as a user guide to the performance-based design. The Operations and Maintenance
Manual includes the assumptions and estimates made during the design regarding concepts such as selected fire scenarios and fuel loads, building use, occupant characteristics, and system reliability. The inspector should be able to compare these original assumptions and estimates to those that would be used to evaluate the building as it is currently configured.

A.5.3.6 The Fire Inspector II is expected to have knowledge of processes and operations that include milling operations and the manufacture, storage, and use of hazardous chemicals and explosives.

A.5.3.7 Emergency planning might include components for building evacuation, sheltering of occupants in place, and securing occupants from outside threats.

A.5.3.10 Fire growth is dependent on several factors, including heat content of the materials involved, exposed surface area, material height and array, continuity of combustible materials within a space, ceiling height, and ventilation or openness of the space. Availability of an ignition source is usually not considered since fire growth is evaluated on the assumption that a fire has already begun and is not predicated on whether a fire will or will not start.

A.5.3.11 Performance-based design involves the evaluation of risk through a systematic process. See Rose, Flamberry, and Leverenz, Guidance Document for Incorporating Risk Concepts into NFPA Codes and Standards, for further information.

A.5.3.12 The Fire Inspector II should coordinate that have other agencies within the jurisdiction with expertise in the area of mechanical equipment to provide a uniform approach to achieve a fire-safe environment.

A.5.4.1 For facilities that might qualify for more than one occupancy classification, additional information should be sought from the applicant following the initial review of a given set of plans. Occupancy classifications affect the construction type permitted or might limit the use of the building in the future. A different construction type or a more flexible future use of the building might be possible. Judgment should be exercised in the classification of occupancies within a mixed-use building. Small uses that are accessory to a major occupancy should be evaluated within the framework of the adopted building code, recognizing that not all spaces might require separation while some spaces will always require separation.

A.5.4.2 Occupant load calculation procedures should recognize the intended use of a given space and are determined in the model codes based on applying a load factor to either the net or gross area of the space. Except for public assembly occupancies, these factors are based on the overall use of a facility and do not guarantee a minimum space allocation per individual in a space.

A.5.4.3 The Fire Inspector II is expected to be able to evaluate proposed fire protection systems and equipment for moderately technical applications. Knowledge of the compatibility and effectiveness of the protection systems and equipment with the hazard to be protected is essential.

A.5.4.6 The Fire Inspector II should be familiar with current building materials, concepts, and technologies. New building materials, processes, and technologies are continually being introduced in new building systems. The individual should be able to recognize new systems; research information relevant to the fire, life safety, and security impacts of a new system; and request a professional evaluation of a new system from the design engineer-of-record or architect-of-record. The individual should also be able to determine when further evaluation by an independent third party might be required.
Sample Exam Questions

1. A direct pumping system for water supplies does which of the following?
   A. Provides water by draft connection to a private water supply.
   B. Delivers water from the source to the distribution system without pumping equipment.
   C. Pumps water into the distribution system and into elevated storage tanks so demand pressure is maintained.
   D. Provides water with a pump placed close to the water source to create pressure within the distribution system.

2. What is the minimum height of vertical clearance for fire lanes?
   A. 12 ft 6 in. (3.8 m)
   B. 13 ft 6 in. (4.1 m)
   C. 14 ft 6 in. (4.4 m)
   D. 15 ft 6 in. (4.7 m)

3. Facilities that provide surgical treatment requiring general anesthesia on an outpatient basis are classified as an ambulatory health care facility when used to provide services at the same time to how many patients?
   A. One patient
   B. Two patients
   C. Three patients
   D. Four patients

4. Which of the following construction types is permitted for a new, sprinklered, health care facility housed in a two-story building?
   A. Type II (000)
   B. Type II (111)
   C. Type III (211)
   D. Type III (200)

5. A 75 ft by 60 ft (22.8 m by 18.3 m), single story, grocery store would have an occupant load of how many people?
   A. 75 people
   B. 150 people
   C. 300 people
   D. 642 people

Sample Exam Questions and Answer Key (12-2018)
6. Before a connection is made to sprinkler piping, underground mains and lead-in connections to system risers shall be:
   A. pressurized with 30 psi air to dislodge particulates.
   B. flushed through a hose for a minimum of three minutes.
   C. flushed for sufficient time to ensure a thorough cleaning.
   D. continuously flushed for a minimum of 10 minutes unless on a public water supply.

7. Which of the following is true regarding the level of a fire escape balcony, landing or platform?
   A. They may be 10 in. (254 mm) below the level of the windowsill
   B. They may be 18 in. (457 mm) below the level of the windowsill
   C. They may be 20 in. (508 mm) below the level of the windowsill
   D. They may be 24 in. (610 mm) below the level of the windowsill

8. Which of the following activities involving fire protection systems does not require a permit?
   A. Maintenance
   B. Installation
   C. Rehabilitation
   D. Modification

9. Personnel responsible for the use and operation of fire protection equipment provided in tank storage areas shall be trained:
   A. to operate and maintain the equipment with no additional training.
   B. in the use and operation of the equipment with annual refresher training.
   C. to operate and maintain the equipment with refresher training every two years.
   D. in the use and operation of the equipment with refresher training every two years.

10. Which of the following is NOT considered an assembly occupancy?
    A. Gymnasium
    B. Courthouse
    C. Library
    D. Museum

11. Who shall maintain records of examinations, approvals, and variances, granted?
    A. Authorized building owner
    B. Commercial project architect
    C. Construction project manager
    D. Authority having jurisdiction

Sample Exam Questions and Answer Key (12-2018)
12. What does a plot plan depict?
   A. Architectural details and systems of the building
   B. Layout of the building’s individual floors and the roof
   C. Number of floors in the building and the grade around the building
   D. Location of the building with respect to other buildings and streets

13. Remaining impartial in legal proceedings is an important element of which of the following?
   A. Current codes and standards
   B. Enforcement procedures
   C. Courtroom behavior
   D. Complaint handling

14. Who shall retain original records of sprinkler system tests for the life of the system?
   A. Owner
   B. Manufacturer
   C. Testing agency
   D. Fire department

15. In a light hazard occupancy, what is the maximum floor area on any one floor that may be protected by sprinklers on each riser system?
   A. 12,000 ft² (1,115 m²)
   B. 42,000 ft² (3,902 m²)
   C. 52,000 ft² (4,831 m²)
   D. 72,000 ft² (6,689 m²)

16. Dry chemical extinguishing systems are required to be installed in accordance with which NFPA document?
   A. NFPA 12
   B. NFPA 17
   C. NFPA 33
   D. NFPA 2001

CONTINUED ON NEXT PAGE
17. What is the gross floor area of the function hall shown in plan A-1?
   A. 2,045 ft² (190 m²)
   B. 2,205 ft² (205 m²)
   C. 2,315 ft² (215 m²)
   D. 2,625 ft² (244 m²)

18. What is the occupant load of the dance floor shown on Plan A-1?
   A. 18 people
   B. 39 people
   C. 45 people
   D. 90 people

19. Which of the following factors would be used to calculate the occupant load of the function hall shown on drawing A-1?
   A. 3 net ft² (0.28 m²)
B. 7 net ft$^2$ (0.65 m$^2$)
C. 15 gross ft$^2$ (1.4 m$^2$)
D. 100 gross ft$^2$ (9.3 m$^2$)

20. What is the required interior finish rating for walls and ceilings of the function hall shown on drawing A-1?
   I. Class A
   II. Class B
   III. Class C
   IV. No requirements

   A. I only
   B. IV only
   C. I and II
   D. I, II and III

   **Answers to the sample questions are at the end of this section**
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<thead>
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<th>Question</th>
<th>Answer</th>
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<td>A</td>
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<td>NFPA 101: 12.3.3.3 (2015, 2018)</td>
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Sample Code Research Problem

A fire inspector is reviewing plans for a modification to existing business occupancy. The facility is provided with automatic sprinklers that met the requirements of NFPA 13 when they were installed. The system is being updated to provide coverage for all areas modified during this project. During the review a dead-end corridor leading to a new interior office area is noted. The plans indicate that the dead-end portion of the corridor is 28 feet (8.5 m) in length. Is this corridor permissible?

A. Key Information (What information is necessary to determine the answer?)

B. Type of issue?

C. Where do you start?
   1. Which document(s) address the issue based on the response to A above?
   2. What are the applicable code/standard sections? (List them and summarize details.)

D. Based on the applicable documents is the plan acceptable as submitted?
Sample Code Research Problem

Suggested Solution

A fire inspector is reviewing plans for a modification to existing business occupancy. The facility is provided with automatic sprinklers that met the requirements of NFPA 13 when they were installed. The system is being updated to provide coverage for all areas modified during this project. During the review a dead-end corridor leading to a new interior office area is noted. The plans indicate that the dead-end portion of the corridor is 28 feet (8.5 m) in length. Is this corridor permissible?

A. Key Information (What information is necessary to determine the answer?)
   - existing business occupancy/new business occupancy
   - automatic sprinklers
   - dead end corridor
   - 28 feet (8.5 m) in length

B. Type of Issue?
   Life Safety. Is a 28 ft (8.5 m) dead end corridor permissible in this occupancy?

C. Where do you start?
   1. Which document(s) address the issue based on response to A above?
      NFPA 101 or NFPA 1
   2. What are the applicable code/standard sections? (List them and summarize details.)
      NFPA 1 – 14.10.1.5– Exit access shall be arranged so that there are no dead ends in corridors, unless permitted by, and limited to the lengths specified in, Chapters 11 through 43 of NFPA 101. The fire inspector II candidate will note that this is extracted information from NFPA 101. Based on the fact that the dead-end corridor is part of the modification it needs to comply with the new business occupancy requirements in Chapter 38 of NFPA 101. Looking at new business occupancies 38.2.5.2 permits a 20 foot dead end, 50 feet is permissible where automatic sprinklers are provided.

D. Based on the applicable documents is the plan acceptable as submitted?
   The dead end corridor in this case is permissible.
CFI - II Exam Weighted Criteria Table

The following table indicates the approximate percentage (%) of exam content (exam items) for the four (4) major domain areas and the sub-components of those domain areas. For detailed information on the individual JPRs please refer to the 2014 edition of NFPA 1031. This exam weighted criteria is in effect as of March 1, 2019.

I. Administrative

A. Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction. (5.2.1)
   i. Requisite Knowledge. Permit application process and applicable codes, standards, policies, and procedures of the jurisdiction
   ii. Requisite Skills. The application of the requisite knowledge

B. Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.2.2)
   i. Requisite Knowledge. Plan review application process, code requirements of the jurisdiction, and policies and procedures of the jurisdiction
   ii. Requisite Skills. The ability to communicate orally and in writing on matters related to code requirements, policies and procedures of the jurisdiction

II. General Knowledge

A. Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.2.3)
   i. Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction
   ii. Requisite Skills. The ability to interpret codes and standards, recognize problems, and refer complaints to other agencies when required

B. Recommend modifications to the adopted codes and standards of the jurisdiction, given a fire safety issue, so that the proposed modifications address the problem, need, or deficiency. (5.2.4)
   i. Requisite Knowledge. State statutes or local ordinances establishing or empowering the agency to adopt, enforce, and revise codes and standards; the legal instruments establishing or adopting codes and standards; and the development and adoption process for fire and life safety legislation or regulations
   ii. Requisite Skills. The ability to recognize problems, collect and develop potential solutions, and identify cost/risk benefits

C. Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are conducted in accordance with the policies of the jurisdiction, and due process of the law is followed. (5.2.5)
   i. Requisite Knowledge. Policies and procedures of the jurisdiction related to code enforcement as well as sources of detailed and technical information relating to fire protection and life safety
   ii. Requisite Skills. The ability to identify approved construction methods and materials related to fire safety, read and interpret construction plans and specifications, educate, conduct research, make decisions, recognize problems, and resolve conflicts
III. Field Inspection

A. Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with the applicable codes and standards. (5.3.1)
   i. Requisite Knowledge. How to calculate occupant loads for an occupancy and for building use; and code requirements, regulations, operational features, and fire hazards presented by various occupancies
   ii. Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, read plans, and use a calculator

B. Identify the occupancy classification of a mixed-use building, given a description of the uses, so that each area is classified in accordance with the applicable codes and standards. (5.3.2)
   i. Requisite Knowledge. Occupancy classification, applicable codes and standards, operational features, and fire hazards presented by various occupancies
   ii. Requisite Skills. The ability to interpret code requirements and recognize building uses that fall into each occupancy classification

C. Evaluate fire protection systems and equipment provided for life safety and property protection, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected. (5.3.4)
   i. Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, implications and hazards associated with system operation, installation techniques and acceptance inspection, testing and reports of maintenance of completed installations, and use and function of various systems
   ii. Requisite Skills. The ability to recognize problems, use codes and standards, and read reports, plans, and specifications

D. Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.5)
   i. Requisite Knowledge. Acceptable means of egress devices
   ii. Requisite Skills. The ability to calculate egress requirements, read plans, and make decisions related to the adequacy of egress

E. Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that equipment, processes, or operations are installed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.6)
   i. Requisite Knowledge. Applicable codes and standards, accepted fire protection practices, fire behavior, ignition sources, safe housekeeping practices, and additional reference materials related to protection of hazardous processes and code enforcement
   ii. Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions

F. Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.3.8)
i. Requisite Knowledge. Flammable and combustible liquids properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, and storage compatibility

ii. Requisite Skills. The ability to identify typical fire hazards associated with processes or operations utilizing flammable and combustible liquids and to observe, communicate, interpret codes, recognize problems, and make decisions

G. Evaluate code compliance for storage, handling, and use of hazardous materials, given field observations, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and policies of the jurisdiction. (5.3.9)

i. Requisite Knowledge. Hazardous materials properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, chemical reactions, and storage compatibility

ii. Requisite Skills. The ability to identify fire hazards associated with processes or operations utilizing hazardous materials and to observe, communicate, interpret codes, recognize problems, and make decisions

H. Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements are evaluated for compliance, and deficiencies are identified, documented, and corrected in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.3.10)

i. Requisite Knowledge. Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings; and safe housekeeping practices

ii. Requisite Skills. The ability to observe, communicate, interpret codes and standards, recognize hazardous conditions, and make decisions

I. Verify compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.3.11)

i. Requisite Knowledge. Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building services equipment

ii. Requisite Skills. The ability to witness and document tests of fire protection systems and building services equipment

J. Verify code compliance of heating, ventilation, air conditioning and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction (5.3.12)

i. Requisite Knowledge. Types, installation, maintenance, and use of building service equipment; operation of smoke and heat vents; installation of kitchen cooking equipment (including hoods and ducts), laundry chutes, elevators, and escalators; and applicable codes and standards adopted by the jurisdiction

ii. Requisite Skills. The ability to observe, recognize problems, interpret codes and standards, and write reports
IV Plans Review  

A. Evaluate a building’s area, height, occupancy classification and construction type, given an approved set of plans and construction features, so that it is verified that the building is in accordance with applicable codes and standards. (5.3.3)
   i. Requisite Knowledge. Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer's specifications
   ii. Requisite Skills. The ability to identify characteristics of each type of building construction and occupancy classification

B. Evaluate emergency planning and preparedness procedures, given existing or proposed plans and procedures and applicable codes and standards, so that compliance is determined. (5.3.7)
   i. Requisite Knowledge. Occupancy requirements for emergency evacuation plans, fire safety programs for crowd control, roles of agencies and individuals in implementation and development of emergency plans
   ii. Requisite Skills. The ability to compare submitted plans and procedures with applicable codes and standards adopted by the jurisdiction

C. Classify the occupancy, given a set of plans, specifications, and a description of a building, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.1)
   i. Requisite Knowledge. Occupancy classification, applicable codes and standards, regulations, operational features, and fire hazards presented by various occupancies
   ii. Requisite Skills. The ability to read plans.

D. Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.2)
   i. Requisite Knowledge. How to calculate occupant loads for an occupancy and building use, code requirements, regulations, operational features such as fixed seating, and fire hazards presented by various occupancies
   ii. Requisite Skills. The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, read plans, and use a calculator

E. Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.3)
   i. Requisite Knowledge. Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices
   ii. Requisite Skills. The ability to read basic floor plans or shop drawings and identify symbols used by the jurisdiction

F. Review the installation of fire protection systems, given an installed system, shop drawings, and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.4)
i. Requisite Knowledge. Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices

ii. Requisite Skills. The ability to read basic floor plans or shop drawings

G. Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and deficiencies are discovered and communicated in accordance with the policies of the jurisdiction. (5.4.5)

i. Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, the identification of standard symbols used in plans, and field verification practices

ii. Requisite Skills. The ability to read plans and research codes and standards

H. Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards. (5.4.6)

i. Requisite Knowledge. Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer’s specifications

ii. Requisite Skills. The ability to identify characteristics of each type of building construction
PRACTICUM PHASE
Successful completion of the practicum is a requirement for certification. Candidates have 6 months from passing the examination to complete and submit the practicum phase.

The evaluation parameters are based on the requirements of chapter 5 in NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner.

Procedures – The practicum phase requires that the fire inspector II candidate complete three comprehensive inspections. Properties selected for the required inspections should be complex and provide multiple issues to address. Suggested properties include hardware stores, auto repair/auto body shops, and places of assembly, high schools, or hospitals. The candidate must complete the practicum inspections with separate properties used in each inspection.

Practicum Inspections
Inspection 1: Life Safety
Inspect a multi-use building for life safety compliance. During the inspection: identify the construction type of the building and separation walls, analyze the egress components provided in the building, evaluate the emergency planning and preparedness measures provided, determine the fire growth potential for the building and its contents, and calculate the occupant load for all spaces in the building.

Inspection 2: Fire Protection Systems
For this inspection the building must be provided with automatic sprinklers and at least one additional fire suppression system, such as a kitchen hood, CO₂, ESFR, deluge, clean agent, dry chemical, or other similar systems. (Portable fire extinguishers do not satisfy this requirement.)

Inspection 3: Hazardous Process and Materials
Inspect a facility that has a process or operation that utilizes flammable or hazardous materials. During the inspection; evaluate the equipment, process and operations; verify the compliance of the storage, handling and use of the materials involved; and verify that the fire protection and suppression systems provided are operational and appropriate for the application.

Inspection Notes:
Candidates from jurisdictions without suitable properties should arrange to complete the required inspections in a jurisdiction with available locations. At least one of the properties included in the submittal package should be a building that is under construction or major renovation.

Practicum Submittal Package
A practicum submittal checklist (appendix I) and a detailed inspection report must be completed for each of the practicum inspections. In addition, the submittal shall include the following items for each property:

A. The name and a description of the property used for the practicum inspection. The descriptions should include the occupancy classification, building construction classification, fire protection systems provided, hazards associated with the property and the specific occupancy type, and the fire growth potential of the property.
B. A job aid or checklist designed to assist in this inspection.
C. A draft written procedure for inspections in each of the occupancy types included in the practicum exercise. Each procedure should include instructions for the use of the checklist developed for the inspection
D. A list of codes, standards and local ordinances applicable for each inspection must be presented.
E. Draft written correspondence to the property owner outlining the findings of the inspection.
F. The submittal package must include a proposed code change (appendix I, only one required per package) for one of the codes or standards identified in item D above. The proposed code change will be identified and the technical rationale for the change documented using the format required by the code development organization, e.g., a completed NFPA proposal form.

The completed package will be evaluated for technical accuracy by the candidate’s supervisor or mentor using the supervisory attestation form (appendix I) provided. The completed package, practicum submittal checklist, and the supervisory attestation form are then submitted to NFPA or the program partnering agency for evaluation and credit.

Once the audit is successfully completed, you will receive your certification by mail from NFPA.
**Submitting Public Input & Comments**

To use the NFPA online submission system:

- Go to [www.nfpa.org](http://www.nfpa.org) and click on the “Codes & Standards” tab
- Choose a document from the list of NFPA codes and standards or use the search feature in the upper right gray box to select a document.
- Once you are on the document page, select the "Next Edition" tab.
- Choose the link "The next edition of this standard is now open for Public Input". You will be asked to sign-in or create a free online account with NFPA before using this system.
- Follow the online instructions to submit your Public Input. [See instructions on how to use the electronic submission system](http://example.com) (PDF, 119 KB)
- Once a Public Input is saved or submitted in the system, it can be located on the "My Profile" page by selecting "My Public Input / Comments" in the left navigation bar.

Please submit a screen shot of your online Public input submittal, along with your other required practicum materials.
NFPA FIRE INSPECTOR II CERTIFICATION PROGRAM

As part of the NFPA Fire Inspector II Certification Program, the candidate named below must complete three inspection activities during the practicum phase of the program. The inspector is required to identify three locations and complete comprehensive inspections of the facilities. These reports must be reviewed for technical accuracy by the individual’s supervisor or program mentor.

Your completion of this form and signature attest that you have reviewed the report, and concur with the findings.

**DO NOT** sign or submit this form if the evaluation criteria listed below are not fulfilled satisfactorily and/or you have checked NO on any item listed in the performance criteria.

**CANDIDATE NAME:**
____________________________________________________

**PROPERTIES INSPECTED:**

1. ______________________________________ DATE: _______

2. ______________________________________ DATE: _______

3. ______________________________________ DATE: _______

**Performance Evaluation Criteria**

*Did the Candidate:*

- Complete the inspection in accordance with the policies of the jurisdiction? □ Yes □ No
- Develop a checklist that is in accordance with the applicable requirements for the occupancy? □ Yes □ No
- Identify and properly document issues appropriate to the property being inspected? □ Yes □ No
- Complete the inspection without overlooking code violations? □ Yes □ No
- Complete the submittal package without assistance? □ Yes □ No

My signature below attests that I have reviewed the inspector’s reports for the properties listed above and that the reports are satisfactory and technically correct.

Name (please print) ______________________________

Address: ______________________________ _ Phone: ______________________________

________________________________________ Email: ______________________________

________________________________________ Fax: ______________________________

Signed: _______________________________ Date: _______________________________
PRACTICUM SUBMITTAL CHECKLIST

NOTE: The fire inspector II should complete this checklist for each inspection package submitted as part of the practicum phase of the certification process.

Candidate Name: __________________________________________

Date of Inspection: __________________________________________

Assignment Topic: __________________________________________

Submittal Package Elements:

☐ Inspection Report Detailing All Findings
☐ Detailed Description of Property
  ☐ Occupancy Classification
  ☐ Building Construction Classification
  ☐ Fire Protection Systems Provided
  ☐ Hazards Associated with Property
  ☐ Hazards Associated with Occupancy Type
  ☐ Fire Growth Potential for Property

☐ Job Aid or Checklist
☐ Draft Inspection Procedure
☐ List of Applicable Codes/Standards/Ordinances
☐ Inspection Report Letter to Property Owner
☐ Submit Public Input Online (provide a screenshot)
☐ Package reviewed by Supervisor/Mentor

The above materials have been completed by the undersigned without assistance as part of the NFPA Fire Inspector II Certification Practicum.

Signed: ___________________________ Date: ________________
NFPA FIRE INSPECTOR II CERTIFICATION PROGRAM

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Signed: ________________________________ Date: ________________
Certified Fire Inspector II Program
NFPA Certification Department

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