

NFPA Certified Fire Plan Examiner

PRACTICUM PHASE EXERCISES



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The practicum is the heart of any worthwhile certification program and allows the CFPE candidate the opportunity to demonstrate that they have the requisite skills and knowledge. This practicum requires the candidate to perform a series of activities that align with the job performance requirements found in chapter seven of NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner.

DIRECTIONS

Candidates are required to complete the seven activities, in accordance with the steps listed below. The candidate is responsible for obtaining appropriate plans to be used for the practicum activities.

1. Site plan
2. Fire alarm system
3. Water-based fire protection system
4. Alternative fire protection system
5. Building / life safety plan
6. Delivery of plan review services
7. Participate in legal proceedings

Step 1: Complete the seven activity worksheets.

- Activities 1-5:
 - Use the activity worksheets to note all deficiencies and/or areas of concern identified on the associated plans (not provided by NFPA), along with applicable reference(s) from the NFPA codes or standards.
 - Mark any deficiencies or areas of concern on each of the related plans in red.
- Activities 6-7:
 - Provide all the required information as stated in the directions

Step 2: Complete a written summary report for the first five activities. The summaries must include detailed information on all of the sections of the activity worksheets, and all deficiencies or areas of concern marked on the plans for activities 1-5. The appropriate references from NFPA codes and standards must be cited. An example of a written summary is included in this practicum handbook.

Step 3: Obtain the proper signature for the verification/Evaluation section. The signatory must be knowledgeable in plans review, the use of codes and standards, and the policies and procedures of the organization or jurisdiction. The activity verification section should be completed by an impartial individual such as a training officer, fire chief, fire marshal, chief building official, an NFPA Certified Fire Plan Examiner or an NFPA approved individual with verifiable fire plan examination experience. In the case of a partnering agency, an approved evaluator may sign the form.

Step 4: Submit all practicum materials to NFPA (or your certification program's administrator) using one of the following options:

- adminsvecs@nfpa.org
- NFPA Admin. & Support Services
11 Tracy Drive
Avon, MA
02322

Candidates have 12 months from the date they entered the certification program to complete and submit the practicum.

ACTIVITY VERIFICATION

For each activity you must obtain the proper signature for verification purposes. The signatory for activity verification must have a fire protection background or fire safety credential and be knowledgeable in fire plan review, the use of codes and standards, and the policies and procedures of the jurisdiction or organization.

- For candidates in the fire service, the activity verification section must be signed by a training officer, fire chief, fire marshal, or chief building official that meets the above requirements.
- For candidates that are not part of the fire service, the form should be signed by an individual that meets the above requirements and represents the interests of the candidate's employer.

In all cases, the signatory must have no conflict of interest, real or apparent, in signing the activity verification sections within this document.

RECOMMENDED READINGS:

IFSTA Plans Examiner for Fire and Emergency Services, 2nd Edition

Activity 1 - Site Plan Review Worksheet

Job Performance Requirement(s) Addressed:

- Primary JPRs – 7.3.6 (RK, RS) Evaluate code compliance for required fire flow and hydrant location and spacing; 7.3.7 (RK, RS) Evaluate code compliance of emergency vehicle access;
- Secondary JPRs - 7.2.1 (RK, RS) Prepare reports; 7.2.2 (RK, RS) Facilitate the resolution of deficiencies identified during the plan review; 7.2.4 (RK, RS) Determine the applicable code or standard; 7.3.2 (RK, RS) Verify the occupancy classification; 7.3.3 (RK, RS) Verify the construction type.

Directions: Use this site plan review worksheet to evaluate the elements listed below as they relate to a site plan (not provided). Make notes on what you find during the review, including any deficiencies or areas of concern that you come across. The notes you compile in this worksheet should form the foundation for your written summary report, make sure to include the NFPA documents used, and specific references cited.

Candidate's name:

Property name:

Property address:

Type of building construction

- Type I (442) Type I (332) Type II (222) Type II (111) Type II (000)
 Type III (211) Type III (200) Type IV (2HH) Type V (111) Type V (000)

Occupancy type:

Contours and grades:

Notes:

Building height and gross area:

Notes:

Fire department access to the building (width, length, radius of turnaround, surface material, height limitations)

Notes:

Hydrant placement (location, number required, number available)

Notes:

Required fire flow / available fire flow

Notes:

Fire department connections

Notes:

Permits

List any required permits associated with this plan review:

Recommend permits be issued? Yes No

Written Summary

The summary must include detailed information on all of the sections of the activity worksheets, and all deficiencies or areas of concern marked on the plan used for this activity. The appropriate references from NFPA codes and standards must be cited. An example of a written summary is included in this practicum handbook.

Activity 1 Verification: By signing below, you affirm that you meet the requirements to sign this document as specified on page three. You further affirm that the work being submitted by the candidate was completed without assistance from others. Please check the boxes below if the related evaluation criteria have been fulfilled in a manner acceptable to the organization or jurisdiction. Do **not** sign this form if any of the criteria listed below do not meet your jurisdiction's or organization's standards.

- The report is clear and concise, and reflects the findings of the site plan review
- The candidate identified deficiencies (if any) associated with the site plan
- The candidate verified the construction type, occupancy type, building height and gross area
- The candidate properly evaluated code compliance for required fire flow and hydrant location and spacing
- The candidate properly evaluated emergency vehicle access
- The candidate cited applicable references from the relevant codes and standards and applied them properly
- The candidate's site plan review was in accordance with the policies and procedures of the jurisdiction

To what degree do you believe the activity measures the candidate's ability to evaluate code compliance for required fire flow and hydrant location and spacing? (1 = not at all, 5 = completely) 1 2 3 4 5

Do you feel the activity provides an adequate and representative sample supporting the content from NFPA 1031? Yes No

Please provide any feedback regarding the thoroughness of this assessment:

Name of person verifying activity:

CFPE certified? Yes No

If "No", list other qualifications:

Title:

Organization:

Address:

State:

Zip code:

Phone:

Email:

Signature:

Date:

Activity 2 - Fire Alarm System Plan Review

Job Performance Requirement(s) Addressed:

- Primary JPR - 7.3.10 (RK, RS) Evaluate plans for the installation of fire protection and life safety systems
- Secondary JPRs - 7.2.1 (RK, RS) Prepare reports; 7.2.2 (RK, RS) Facilitate the resolution of deficiencies identified during the plan review; 7.2.4 (RK, RS) Determine the applicable code or standard; 7.3.1 (RK, RS) Identify the requirements for fire protection or a life safety system; 7.3.2 (RK, RS) Verify the occupancy classification; 7.3.3 (RK, RS) Verify the construction type

Directions: Use this fire alarm system plan review worksheet to evaluate the elements listed below as they relate to a fire alarm system plan (not provided). Make notes on what you find during the review, including any deficiencies or areas of concern that you come across. The notes you compile in this worksheet should form the foundation for your written summary report. Make sure you include the NFPA documents used, and specific references cited.

Candidate's name:

Property name:

Property address:

Type of building construction

- Type I (442) Type I (332) Type II (222) Type II (111) Type II (000)
 Type III (211) Type III (200) Type IV (2HH) Type V (111) Type V (000)

Occupancy type:

Alarm coverage: Total Partial

Type of fire alarm system

- Smoke-sensing Heat-sensing Radiant Energy-sensing Combination
 Multi-criteria Multi-sensor

Notification appliances: Audible Visual Combination

Initiating devices:

- Manual pull stations Smoke detectors Duct smoke detectors Heat detectors
 Tamper switches Waterflow switches Gas detectors

Location(s):

Location of panel:

Monitored? Yes No

Monitoring method:

Power supply:

Permits

List any required permits associated with this plan review:

Recommend permits be issued? Yes No

Written summary

The summary must include detailed information on all of the sections of the activity worksheets, and all deficiencies or areas of concern marked on the plan used for this activity. The appropriate references from NFPA codes and standards must be cited. An example of a written summary is included in this practicum handbook.

Activity 2 Verification: By signing below, you affirm that you meet the requirements to sign this document as specified on page three. You further affirm that the work being submitted by the candidate was completed without assistance from others. Please check the boxes below if the related evaluation criteria have been fulfilled in a manner acceptable to the organization or jurisdiction. Do **not** sign this form if any of the criteria listed below do not meet your jurisdiction's or organization's standards.

- The report is clear and concise, and reflects the findings of the fire alarm system plan review
- The candidate identified deficiencies (if any) associated with the fire alarm system plan
- The candidate demonstrated the ability to review specifications, and read plans
- The candidate cited applicable references from the relevant codes and standards and applied them properly
- The candidate's fire alarm system plan review was in accordance with the policies and procedures of the jurisdiction

To what degree do you believe the activity measures the candidate's ability to evaluate plans for the installation of fire protection and life safety systems? (1 = not at all, 5 = completely) 1 2 3 4 5

Do you feel the activity provides an adequate and representative sample supporting the content from NFPA 1031? Yes No

Please provide any feedback regarding the thoroughness of this assessment:

Name of person verifying activity:

CFPE certified? Yes No

If "No", list other qualifications:

Title:

Organization:

Address:

State:

Zip code:

Phone:

Email:

Signature:

Date:

Activity 3 - Water-based Fire Protection System Plan Review

Job Performance Requirement(s) Addressed:

- Primary JPR - 7.3.10 (RK, RS) Evaluate plans for the installation of fire protection and life safety systems
- Secondary JPRs - 7.2.1 (RK, RS) Prepare reports; 7.2.2 (RK, RS) Facilitate the resolution of deficiencies identified during the plan review; 7.2.4 (RK, RS) Determine the applicable code or standard; 7.3.1 (RK, RS) Identify the requirements for fire protection or a life safety system; 7.3.3 (RK, RS) Verify the construction type

Directions: Use this water-based fire protection system plan review worksheet to evaluate the elements listed below as they relate to a water-based fire protection system plan (not provided). Make notes on what you find during the review, including any deficiencies or areas of concern that you come across. The notes you compile in this worksheet should form the foundation for your written summary report, and include the NFPA documents used, and specific references cited.

Candidate's name:

Occupancy name:

Occupancy address:

Type of building construction

- Type I (442) Type I (332) Type II (222) Type II (111) Type II (000)
 Type III (211) Type III (200) Type IV (2HH) Type V (111) Type V (000)

Occupancy classification (for purposes of sprinkler protection)

- Light hazard Ordinary hazard (Group 1) Ordinary hazard (Group 2)
 Extra hazard (Group 1) Extra hazard (Group 2)

System type (e.g. wet pipe, dry pipe, deluge)

Notes:

Sprinkler type (e.g. quick response, CMSA, ESFR)

Notes:

Sprinkler coverage Total Partial

Notes:

Sprinkler spacing:

Notes:

Permits

List any required permits associated with this plan review:

Recommend permits be issued? Yes No

Written summary

The summary must include detailed information on all of the sections of the activity worksheets, and all deficiencies or areas of concern marked on the plan used for this activity. The appropriate references from NFPA codes and standards must be cited. An example of a written summary is included in this practicum handbook.

Activity 3 Verification: By signing below, you affirm that you meet the requirements to sign this document as specified on page three. You further affirm that the work being submitted by the candidate was completed without assistance from others. Please check the boxes below if the related evaluation criteria have been fulfilled in a manner acceptable to the organization or jurisdiction. Do **not** sign this form if any of the criteria listed below do not meet your jurisdiction's or organization's standards.

- The report is clear and concise, and reflects the findings of the sprinkler system plan review
- The candidate identified deficiencies (if any) associated with the sprinkler system plan
- The candidate demonstrated the ability to review specifications, and read plans
- The candidate cited applicable references from the relevant codes and standards and applied them properly
- The candidate's sprinkler system plan review was in accordance with the policies and procedures of the jurisdiction

To what degree do you believe the activity measures the candidate's ability to evaluate plans for the installation of fire protection and life safety systems? (1 = not at all, 5 = completely) 1 2 3 4 5

Do you feel the activity provides an adequate and representative sample supporting the content from NFPA 1031? Yes No

Please provide any feedback regarding the thoroughness of this assessment:

Name of person verifying activity:

CFPE certified? Yes No

If "No", list other qualifications:

Title:

Organization:

Address:

State:

Zip code:

Phone:

Email:

Signature:

Date:

Activity 4 - Alternative Fire Protection System Plan Review

Job Performance Requirement(s) Addressed:

- Primary JPR - 7.3.10 (RK, RS) Evaluate plans for the installation of fire protection and life safety systems
- Secondary JPRs - 7.2.1 (RK, RS) Prepare reports; 7.2.2 (RK, RS) Facilitate the resolution of deficiencies identified during the plan review; 7.2.4 (RK, RS) Determine the applicable code or standard; 7.3.1 (RK, RS) Identify the requirements for fire protection or a life safety system; 7.3.3 (RK, RS) Verify the construction type

Directions: Use this alternative fire protection system plan review worksheet to evaluate the elements listed below as they relate to an alternative fire protection system plan (not provided). Make notes on what you find during the review, including any deficiencies or areas of concern that you come across. The notes you compile in this worksheet should form the foundation for your written summary report, and include the NFPA documents used, and specific references cited.

Candidate's name:

Occupancy name:

Occupancy address:

Type of building construction

- Type I (442) Type I (332) Type II (222) Type II (111) Type II (000)
 Type III (211) Type III (200) Type IV (2HH) Type V (111) Type V (000)

Occupancy classification (for purposes of sprinkler protection)

- Light hazard Ordinary hazard (Group 1) Ordinary hazard (Group 2)
 Extra hazard (Group 1) Extra hazard (Group 2)

Type of suppression system:

Notes:

Design type (e.g. total flooding, local application)

Notes:

Sprinkler coverage Total Partial

Sprinkler spacing:

Notes:

Permits

List any required permits associated with this plan review:

Recommend permits be issued? Yes No

Written summary

The summary must include detailed information on all of the sections of the activity worksheets, and all deficiencies or areas of concern marked on the plan used for this activity. The appropriate references from NFPA codes and standards must be cited. An example of a written summary is included in this practicum handbook.

Activity 5 - Building / Life Safety Plan Review

Job Performance Requirement(s) Addressed:

- Primary JPR – 7.3.5 (RK, RS) Verify that required egress is provided
- Secondary JPRs - 7.2.1 (RK, RS) Prepare reports; 7.2.2 (RK, RS) Facilitate the resolution of deficiencies identified during the plan review; 7.2.4 (RK, RS) Determine the applicable code or standard; 7.3.1 (RK, RS) Identify the requirements for fire protection or a life safety system; 7.3.2 (RK, RS) Verify the occupancy classification; 7.3.3 (RK, RS) Verify the construction type; 7.3.4 (RK, RS) Verify the occupant load; 7.3.10 (RK, RS) Evaluate plans for the installation of fire protection and life safety systems

Directions: Use this building/life safety plan review worksheet to evaluate the elements listed below as they relate to a building/life safety plan (not provided). Make notes on what you find during the review, including any deficiencies or areas of concern that you come across. The notes you compile in this worksheet should form the foundation for your written summary report, and include the NFPA documents used, and specific references cited.

Candidate's name:

Occupancy name:

Occupancy address:

Type of building construction

- Type I (442) Type I (332) Type II (222) Type II (111) Type II (000)
 Type III (211) Type III (200) Type IV (2HH) Type V (111) Type V (000)

Building height and gross area:

Total number of stories:

Number of stories below grade:

Occupancy classification:

Occupant load and calculations:

Means of egress (travel distance, dimensions, dead ends, common path of travel, stairs and ramps)

Notes:

Exits (number, distance, widths, signage, illumination)

Notes:

Door and window openings (escape, swing, panic devices, self-closers, automatic closers)

Notes:

Interior finish

Notes:

Permits

List any required permits associated with this plan review:

Recommend permits be issued? **Yes** **No**

Written summary

The summary must include detailed information on all of the sections of the activity worksheets, and all deficiencies or areas of concern marked on the plan used for this activity. The appropriate references from NFPA codes and standards must be cited. An example of a written summary is included in this practicum handbook.

Activity 5 Verification: By signing below, you affirm that you meet the requirements to sign this document as specified on page three. You further affirm that the work being submitted by the candidate was completed without assistance from others. Please check the boxes below if the related evaluation criteria have been fulfilled in a manner acceptable to the organization or jurisdiction. Do not sign this form if any of the criteria listed below do not meet your jurisdiction's or organization's standards.

- The report is clear and concise, and reflects the findings of the building and life safety plan review
- The candidate identified deficiencies (if any) associated with the plan for the building and life safety review
- The candidate correctly verified the occupant load of the occupancy
- The candidate verified that required egress is provided
- The candidate verified the construction type, occupancy type, building height and gross area
- The candidate cited applicable references from the relevant codes and standards and applied them properly
- The candidate's building and life safety plan review was in accordance with the policies and procedures of the jurisdiction

To what degree do you believe the activity measures the candidate's ability to verify that required egress is provided? 1 2 3 4 5
(1 = not at all, 5 = completely)

Do you feel the activity provides an adequate and representative sample supporting the content from NFPA 1031? Yes No

Please provide any feedback regarding the thoroughness of this assessment:

Name of person verifying activity:

CFPE certified? Yes No

If "No", list other qualifications:

Title:

Organization:

Address:

State:

Zip code:

Phone:

Email:

Signature:

Date:

Activity 6 – Delivery of Plan Review Services

Job Performance Requirement(s) Addressed:

- Primary JPR – 7.3.8 (RK, RS) Recommend policies and procedures for the delivery of plan review services
- Secondary JPR - 7.2.3 (RK, RS) Process plan review documents

Directions: The candidate must describe a policy or procedure recommendation for the delivery of plan review services. The recommendation must be in accordance with the policies of the jurisdiction and follow due process of the law. The submittal must include written responses to the following:

Candidate's name:

Jurisdiction:

1. State the service issue that the recommended policy or procedure addresses.

2. Provide a clear and concise description of the proposed recommendation.

3. Describe how the recommendation aligns with management objectives.

4. Describe how the recommendation is in accordance with the policies of the jurisdiction.

5. Describe how the recommended policy and/or procedure follows due process of the law.

6. Describe how the recommended policy and/or procedure improves the delivery of plan review services.

Activity Verification: By signing below, you affirm that you meet the requirements to sign this document as specified on page three. You further affirm that the work being submitted by the candidate was completed without assistance from others. Please check the boxes below if the related evaluation criteria have been fulfilled in a manner acceptable to the organization or jurisdiction. Do **not** sign this form if any of the criteria listed below do not meet your jurisdiction's or organization's standards.

- The candidate has made a recommendation to improve the delivery of plan review services
- The recommendation is aligned with management objectives.
- The recommendation is in accordance with the policies of the jurisdiction
- The recommended policy follows due process of the law

To what degree do you believe the activity measures the candidate's ability to recommend policies and procedures for plan review services? (1 = not at all, 5 = completely) 1 2 3 4 5

Do you feel the activity provides an adequate and representative sample supporting the content from NFPA 1031? Yes No

Please provide any feedback regarding the thoroughness of this assessment:

Name of person verifying activity:

CFPE certified? Yes No

If "No", list other qualifications:

Title:

Organization:

Address: **State:** **Zip code:**

Phone: **Email:**

Signature: **Date:**

Activity 7 – Participate in a Legal Proceeding

Job Performance Requirement(s) Addressed:

- Primary JPR – 7.3.9 (RK, RS) Participate in legal proceedings

Directions: Chose to complete either Option 1 or Option 2. Option 1, is for candidates that are able to actively participate in a legal proceeding involving a plan review. Option 2, is for candidates that do not have a plan review case pending within their jurisdiction during the practicum phase, or are not able to actively participate in a legal proceeding involving a plan review.

Option 1: Document your participation in a legal proceeding involving a plan review. Submit written responses to the following questions and statements.

What type of legal proceeding did you participate in?

What sets this type of legal proceeding apart from other types of legal proceedings?

What evidence did you present during the proceeding?

How did the specific sections of the codes and standards you cited during the proceeding support your position?

Provide an example of what would constitute fact versus opinion in the dispute being adjudicated in the proceeding.

Describe how your demeanor was appropriate for the proceeding.

Report your observations on the outcome of proceedings.

Option 2: Observe a legal proceeding involving a plan review in another jurisdiction. Submit written responses to the following questions and statements.

What type of legal proceeding was witnessed?

What sets this type of legal proceeding apart from other types of legal proceedings?

How do the specific sections of the codes and standards cited by both sides during the proceeding support each side's position?

Were the codes and standards and specific sections applied properly? Why or why not?

Would any other codes and standards references have better supported either position? Explain.

Provide an example of what would constitute fact versus opinion in the dispute being decided in the proceeding.

Report your observations on the outcome of proceedings including the accuracy of the testimony and the demeanor of the participants.

Activity Verification: By signing below, you affirm that you meet the requirements to sign this document as specified on page three. You further affirm that the work being submitted by the candidate was completed without assistance from others. Please check the boxes below if the related evaluation criteria have been fulfilled in a manner acceptable to the organization or jurisdiction. Do **not** sign this form if any of the criteria listed below do not meet your jurisdiction's or organization's standards.

This section is for Option 1 only:

- The candidate participated in a legal proceeding
- The candidate's demeanor was appropriate for the proceeding
- The candidate is able to distinguish between different types of legal proceedings
- Required evidence was provided, and the evidence supported the case being made
- Specific sections of the codes and standards were cited in preparation for, and during the proceeding, and they supported the case being made
- The candidate provided an accurate example of what constitutes fact versus opinion
- The candidate accurately reported on the outcome of proceeding

This section is for Option 2 only:

- The candidate witnessed a legal proceeding
- The candidate described evidence that was presented during the proceeding
- The candidate identified the codes and standards and specific sections cited by both sides during the proceeding.
- Were the codes and standards and specific sections applied properly? Why or why not?
- Would any other codes and standards references have better supported either position? Explain.
- Provide an example of what would constitute fact versus opinion in the dispute being decided in the proceeding?
- Report your observations on the outcome of proceedings including the accuracy of the testimony and the demeanor of the participants.

To what degree do you believe the activity measures the candidate's ability to participate in legal proceedings? (1 = not at all, 5 = completely) 1 2 3 4 5

Do you feel the activity provides an adequate and representative sample supporting the content from NFPA 1031? Yes No

Please provide any feedback regarding the thoroughness of this assessment:

Name of person verifying activity:

CFPE certified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If “No”, list other qualifications:		
Title:		
Organization:		
Address:	State:	Zip code:
Phone:	Email:	
Signature:	Date:	