

Fire Plan Examiner

Candidate Handbook



This Fire Plan Examiner 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





FIRE PLAN EXAMINER CERTIFICATION PROGRAM

FIRE PLAN EXAMINER - CANDIDATE HANDBOOK

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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 PLAN EXAMINER CERTIFICATION PROGRAM

The NFPA Fire Plan Examiner Certification program was created in response to repeated requests by local entities, state agencies, and national organizations to develop certification programs founded on *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. Their findings supported broad-based appeal for the NFPA to create fire inspector and plan examiner related certification programs.

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.

CFPE 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

CFPE credential holders receive the following features & 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 CFPE certificate, and lapel pin that further highlights their accomplishment.

ELIGIBILITY

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

APPLICATIONS & FORMS

All CFPE applications including the program application, and retest application can be found online at www.nfpa.org/cfpe.

APPLICATION ACCEPTANCE

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

Important: When emailing this application to NFPA, you must use the NFPA secure email server at <https://web1.zixmail.net/s/welcome.jsp?b=nfpa>. Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter adminsvcs@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

Following the receipt of your CFPE 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 CFPE 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/cfpe.

VETERANS AFFAIRS BENEFITS

The U.S. Department of Veterans Affairs (VA) has approved the CFPS, CFI and CFPE certification programs for reimbursement of examination fees. Contact your local veterans' affairs office for details.

NON-DISCRIMINATION

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

STEPS TO CERTIFICATION

- **Step 1 – Application** – Submit your application online at <https://www.nfpa.org/adminsvcs>, using a credit card or mail your application with a check to the address on the application form.
- **Step 2 – Exam Study Guide** - Once your application has been accepted, it is recommended that you review the Exam Study Guide in this candidate handbook. The guide will help you prepare to sit for the exam by providing recommendations for exam preparation, testing and scoring information, sample exam questions, and an exam blueprint.

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

- **Step 3 - Exam** - You will have to sit for an exam within four months of entering the CFPE 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 CFPE 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 4 - Practicum** - Complete the required CFPE practicum and submit the required practicum verification forms to NFPA within 6 months of passing the exam. In the case of those 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 examination. The following list contains the resources to be used in preparing for and taking the examination. All items in the examination are compatible with both 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 72, National Fire Alarm Code® - 2013 Ed.
- NFPA 101®, Life Safety Code® - 2015 Ed.

2018 NFPA Code Set:

- NFPA 1, Fire Code - 2018 Ed.
- NFPA 13, Installation of Sprinkler Systems - 2016 Ed.
- NFPA 72, National Fire Alarm Code® - 2016 Ed.
- NFPA 101®, Life Safety Code® - 2018 Ed.

These NFPA CFPE reference materials have been conveniently packaged into two reference sets and are available for individuals registering for the exam to purchase at a special price. Refer to the CFPE application form to order your reference materials, and be sure to indicate which set you would like on your order form.

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

A portion of the exam questions are based on content found in the *IFSTA Plans Examiner for Fire and Emergency Services, 2nd Edition*. This publication may be purchased on the International Fire Service Training Association's website at www.ifsta.org

EXAM PREPARATION

The NFPA fire plan examiner examination is based on the job performance requirements for the fire plan examiner level I as defined in Chapter 7 of NFPA 1031, *Standard for Professional Qualification for Fire Inspector and Plans Examiner*.

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 Questions – the exam study guide contains 20 sample questions to help you become familiar with similar types of questions found on the examination. Answers to the sample questions can be found on the last page of this 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. Means of egress provisions and other occupancy questions are addressed by *NFPA 101*[®], *Life Safety Code*[®].

EXAM FORMAT

The exam is designed to evaluate the candidate’s knowledge of fire plans examiner principles and code application skills at the level of fire plan examiner I (as defined in NFPA 1031). The exam is a four hour open-book exam, containing 100 multiple-choice questions. 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 CFPE 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 examination. 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 documents identified in this handbook into the exam room. Photocopies of 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.

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

- 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 the screen. For paper and pencil exams, comments may be submitted on a form available from the proctor.

EXAM CANCELTION

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 examination 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 examination date. No application fees will be refunded if you fail to appear on your registered exam date. See Cancellation and Rescheduling Exceptions below.

CANCELLATION AND RESCHEDULING EXCEPTIONS

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

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

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

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 NFPA Admin. & Support Services 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 NFPA Admin. & Support Services within the aforementioned time period. **All rescheduled exams will be conducted as computer-based exams.** See Cancellation and Rescheduling Exceptions.

EXAMINATION SECURITY

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

Failure to follow candidate instructions regarding examination security will result in your application being voided and forfeiture of your application fee. Conduct that results in violation of examination security or disrupts the administration of the examination could result in cancellation of your examination and dismissal from the testing center. In addition, your examination will be considered void and will not be scored. Examples of misconduct include, but are not limited to, the following: writing on anything other than the margins of your test booklet, looking at another candidate's examination, or talking with other candidates anytime during the entire examination period. You are particularly cautioned not to do so after you have completed the examination, as other candidates in the area might be taking a break and still have not completed the examination.

You may not attend the examination only to review or audit test materials. You may not copy any portion of the examination for any reason. No examination information may leave the test room under any circumstances. This includes memorizing questions for distribution to any other person. No unauthorized persons will be admitted into the testing area. It is very important for you to note all examination content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate forms provided within the examination delivery system. At no other time, before, during or after the examination, may you communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions.

NFPA shall have the right to revoke or invalidate any examination score with or without a finding of fault or misconduct if data forensic analysis or other credible evidence establishes a reasonable possibility that a score is not valid or the integrity or security of the examination was compromised.

COPYRIGHT

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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 CFPE 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 CFPE 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 CFPE application was accepted. If you fail the examination three times within this period, you must wait until the 12 month testing period expires before you will be allowed to restart the registration process. The retest application is found in the CFPE candidate handbook as well as online at www.nfpa.org/cfpe. The cost to retest is \$175 USD.

CONFIDENTIALITY

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

PRACTICUM PHASE EXPLANATION

After successfully completing the examination, candidates will work on the 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 practicum phase is designed to ensure that an individual demonstrates experience in the particular field prior to becoming certified. A competency-based certification program without a practicum phase holds little weight with regard to determining whether or not an individual should be deemed capable of completing his/her duties correctly.

The evaluation parameters are based on the standards and practices identified in *NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner*.

Procedures - of the five required fire plan reviews, you must complete at least two site plan reviews. For each fire plan review, a copy of the title block or other plan identification must be provided along with the plan review report.

Please refer to the practicum phase section of this handbook for more details about the practicum phase of the CFPE program. This section of the handbook contains:

- Detailed instructions
- Performance checklist
- Plan report submission guidelines
- Verification forms for submittal.

Mandatory Activities - five plan reviews must be conducted and reported, including two site plan reviews. The candidate will check-off items identified in the performance checklist, and then must have each verification form signed by a supervisor, fire chief, fire prevention officer, or partnering agency program administrator.

The signer of the verification forms is responsible for confirming the fire plan reviews were completed, including:

- Two site plans reviewed and reported;
- Three other plans reviewed and reported.

For each fire plan review, a copy of the title block or other plan identification must be provided along with the plan review report.

Verification - after the practicum phase requirements have been fulfilled; the practicum phase documents must be submitted to NFPA (or to your partnering agency program administrator) for auditing. The audit verifies the quantity and quality of the plan reviews that you conducted. For each fire plan review, please submit the fire plan review checklist, a written report, the signed verification form, and a copy of the title block or other plan identification. Once this audit is complete and approved, the candidate will receive their certification by mail from NFPA.

USE OF YOUR CFPE CREDENTIAL

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

Once you are granted the CFPE credential, you may refer to yourself as a CFPE credential holder as long as you have an active certification status. You are authorized to use the CFPE 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 plan examiner, recertification every three years is required. In order to maintain currency and relevancy in the profession, CFPE 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 plan examination 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 CFPE 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. Recertification forms are available at www.nfpa.org/cfpe.

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 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:

<u>Category</u>	<u>Allotment</u>	<u>Minimum Points</u>	<u>Maximum Points</u>
Training (in person or online)	One point per contact hour	Fifteen (15)	Sixty (60)
Teaching	Two points per contact hour	Zero (0)	Forty-five (45)
Professional Practice	½ point per hour of plan review	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 year	Zero (0)	Ten (10)

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

- Course certificates (in person or online)
- Letters of attestation from course sponsors
- College transcripts
- Letters from employers
- Other evidence as required

RENEWAL

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

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 plan examiner, and will no longer be entitled to use the CFPE credential in professional communications. To regain certification, the candidate must successfully complete the entire CFPE certification program (subject to the applicable application fees).

REPLACEMENT CERTIFICATES

Replacement certificates are available at a charge of \$15.00 per certificate by contacting NFPA Admin. & Support Services at adminsvcs@nfpa.org.

CONTACT INFORMATION

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

Email: adminsvcs@nfpa.org.

CFPE Exam Weighted Criteria Table

The following table indicates the approximate percentage (%) of exam content (exam items) for the five (5) major domains and the job performance requirements of those domains. This information is taken from the 2014 edition of NFPA 1031, Professional Qualifications for Fire Inspector and Plan Examiner. This exam weighted criteria is in effect as of March 1, 2019.

- | | |
|--|------------|
| I. Administrative | 10% |
| <ul style="list-style-type: none"> A. Prepare reports given observations from a plan review, so that the report is clear and concise, and reflects the findings of the plan review in accordance with applicable codes and standards and the policies and procedures of the jurisdiction. (7.2.1) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Codes and standards, legal requirements for plan review reports, and accepted practices, policies, and procedures of the jurisdiction. ii. (B) Requisite Skills. The ability to conduct code-related research and write reports. B. Facilitate the resolution of deficiencies identified during the plan review, given a submittal and the established policies and procedures of the jurisdiction, so that deficiencies are identified, documented, and reported to the plan submitter with applicable references to codes and standards. (7.2.2) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Policies and procedures of the jurisdiction regarding the communication of discrepancies, the appeals process, and codes and standards. ii. (B) Requisite Skills. The ability to communicate orally and in writing. C. Process plan review documents given a set of plans and specifications, so that required permits are issued in accordance with the policies of the jurisdiction. (7.2.3) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Plan review policies and procedures of the jurisdiction. ii. (B) Requisite Skills. The ability to review applications for completeness. D. Recommend policies and procedures for the delivery of plan review services, given management objectives, so that plan reviews are conducted in accordance with the policies of the jurisdiction and due process of the law is followed. (7.3.8) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Policies and procedures of the jurisdiction related to plan review and sources of detailed and technical information relating to fire protection and life safety. ii. (B) Requisite Skills. The ability to identify construction methods and materials related to fire safety, read and interpret construction plans and specifications, communicate orally and in writing, educate, research, make decisions, recognize problems, and resolve conflicts. | |
| II. General Knowledge | 15% |
| <ul style="list-style-type: none"> A. Determine the applicable code or standard given a fire protection issue, so that the proper document, edition, and section are referenced. (7.2.4) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, format of codes and standards, interrelationship of codes and standards, and procedures adopted by the organizations responsible for promulgating these documents. ii. (B) Requisite Skills. The ability to conduct code-related research, apply codes and standards, and make decisions. | |

- B.** Participate in legal proceedings given the findings of a plan review and consultation with legal counsel, so that testimony is accurate and the plan reviewer’s demeanor is appropriate to the proceeding. (7.3.9)
 - i.** (A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and the types of legal proceedings.
 - ii.** (B) Requisite Skills. Familiarity with courtroom demeanor, communication and listening skills and the ability to differentiate fact from opinions

III. Site Plan Review

20%

- A.** Evaluate code compliance for required fire flow and hydrant location and spacing, given a plan, codes and standards, and fire flow test results , so that hydrants are correctly located, required fire flow is determined, and deficiencies are identified , documented, and reported in accordance with the policies and procedures of the jurisdiction (7.3.6)
 - i.** (A) Requisite Knowledge. Standard civil engineering symbols; types of water supply and distribution systems; water distribution system test methods; characteristics of public and private water supply systems, water meters, backflow prevention, and other devices that can impact on fire flow; the effects of friction loss and elevation on water flow; potential impact of state health regulations on fire flow; and the applicable codes and standards related to fire flow in the jurisdiction.
 - ii.** (B) Requisite Skills. The ability to interpret fire flow test results, determine fire hydrant locations and spacing, and read fire flow graphs.
- B.** Evaluate emergency vehicle access, given a plan, so that emergency access is provided in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.7)
 - i.** (A) Requisite Knowledge. Operating requirements for fire department apparatus, planning and zoning requirements, and emergency access requirements of applicable codes and standards.
 - ii.** (B) Requisite Skills. The ability to interpret and use plan scale.

IV. Building Plan Review

35%

- A.** Verify the occupancy classification, given a set of plans, specifications, and a description of a building and its intended use, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction. (7.3.2)
 - i.** (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.
 - ii.** (B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools.
- B.** Verify the construction type, given a set of plans, including the occupancy classification area, height, number of stories, and location, so that the building is in accordance with applicable codes and standards and deficiencies are identified, documented, and reported. (7.3.3)
 - i.** (A) Requisite Knowledge. Types of construction, fire-rated construction components, typical building construction methods and materials, and code requirements related to construction types.

- ii. (B) Requisite Skills. The ability to read plans, determine construction types, and conduct code-related research.
 - C. Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with the applicable codes and standards. (7.3.4)
 - i. (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.
 - ii. (B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools.
 - D. Verify that required egress is provided, given a set of plans and an occupant load, so that all required egress elements are provided and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.5)
 - i. (A) Requisite Knowledge. Applicable code requirements for means of egress elements, occupancy egress requirements, and the relationship of fixed fire protection systems to egress requirements.
 - ii. (B) Requisite Skills. The ability to determine egress requirements based on occupant load and research codes.
- V. **Fire Protection and Life Safety Systems Review** **20%**
 - A. Identify the requirements for fire protection or a life safety system given a set of plans, so that deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction. (7.3.1)
 - i. (A) Requisite Knowledge. Applicable code requirements for life safety systems, interior finish, and third-party testing and evaluation.
 - ii. (B) Requisite Skills. The ability to read basic floor plans or shop drawings and identify symbols used and apply codes and standards.
 - B. Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the fire protection systems, including pre-engineered systems, and equipment are reviewed and deficiencies are identified, documented, and reported in accordance with the policies and procedure of the jurisdiction. (7.3.10)
 - i. (A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, basic system design criteria, material listing requirements, material specifications, installation techniques, acceptance inspection/testing of completed installations, construction types and techniques, and classification of occupancies.
 - ii. (B) Requisite Skills. The ability to review specifications, read plans, classify occupancies, and apply standards.

CFPE EXAMINATION

STUDY GUIDE



The objective of this examination study guide is to provide resource materials and study recommendations relating to preparation for the NFPA Fire Plan Examiner Examination. This document is designed to help you improve your test taking skills.

To make the task of preparing for the examination more manageable, this examination study guide has been organized into five steps:

1. Using the examination study guide
2. Recommended preparation
3. Testing and scoring
4. Sample exam questions
5. Final preparation

USING THE EXAMINATION STUDY GUIDE

To maximize the efficiency of your preparation, begin by studying this section of the examination study guide. It has been carefully organized and written to provide you with important information to assist you in successfully completing the NFPA Fire Plan Examiner Examination. There is no easy approach to prepare for the written examination. However, through the use of this examination study guide, your approach will be more systematic and logical.

The examination study guide provides you with preparation recommendations including good study habits, resources you will need for the examination, what is important to know and understand for taking the examination, and additional references that are useful as you prepare. The examination study guide provides you with a sample examination, 20 questions, and an answer key.

A good study strategy includes preparation. To prepare, determine first what you need to learn, choose your study materials, and select a quiet, comfortable place that allows you to focus. Before you begin, check to make sure you have everything you need. Try to avoid interruptions for any reason.

Developing a study plan will allow you to learn the most as you study. Include setting goals in your study plan. Review what you have studied as often as possible. The more you review, the more you will retain.

When you begin studying, learn the layout of the codes and standards that will be used as reference material during the examination. While it is not necessary to memorize the specific requirements contained in the codes and standards, it is important to know what information is covered by the documents and how to quickly locate information in them. Look for tables that summarize requirements, these could save you valuable time during the examination. Know the format of documents such as the Life Safety Code® occupancy chapters. This will assist in finding specific information rapidly during the examination.

The Fire Plan Examiner Examination is a four-hour open-book exam. The open-book examination will require you to respond to questions that are tied to a plan set that will be provided to you at the examination site.

The following list contains the resources to be used in preparing for the examination. Remember, it is your responsibility to obtain materials you will need for study purposes and to have present during the examination. No references will be provided at the exam locations.

Reference material **allowed** at test site:

- NFPA 1, Fire Code®, 2015 or 2018 edition
- NFPA 13, Installation of Sprinkler Systems, 2013 or 2016 edition
- NFPA 72, National Fire Alarm & Signaling Code®, 2013 or 2016 edition
- NFPA 101, Life Safety Code®, 2015 or 2018 edition
- IFSTA Plan Examiner for Fire and Emergency Services, 2nd Edition

► Once you have access to, or have obtained, all the resource materials necessary for study, what are the important points to focus on? Begin by learning the layout of your resource materials. Each NFPA document is divided into similar parts, beginning with administration and definitions, followed by the specific requirements in the code. The better you understand the layout of the resources, the easier it will be to find answers to questions during the examination.

Develop an understanding of the general content of each resource. For example, *NFPA 1, Fire Code*, covers all aspects of fire protection and prevention utilized in other NFPA codes and standards. With an

understanding of the resource, it will be easier to determine the applicable document for answers to questions during the examination.

It is important to know how to find things quickly in your resource materials. The better you know the layout, and general content of each resource, the quicker you will be able to find what you are looking for. It is extremely important that you pace yourself during the examination. This is one reason why review of materials is so important.

This examination study guide provides a sample question that takes you step-by-step through a code research problem. 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 for the fire plan examiner. While this step-by-step review may not be enough to make the user an expert at code research, it is intended to demonstrate a process that can be used during the examination and on-the-job. Follow the path through the codes and standards until you can see how the problem was addressed and answered. After reviewing this sample question and analysis, think of similar issues and use the format introduced to reach an answer to the question.

During the examination, this process may assist you in quickly identifying the issue and the related document that must be used to correctly answer specific questions.

During the examination, you will interpret and apply code-related material in response to selected test questions. As previously stated, pacing yourself and knowing the general layout and content of the NFPA codes and standards are very important to your strategy for success.

► Practice Exam

There is a 100-question practice exam available for purchase on the NFPA website using retired CFPE exam questions, and new questions written specifically for the practice exam. The practice exam may help you become familiar with the structure and content of the actual CFPE exam. Your results should help identify strengths and weaknesses in your knowledge of the content covered by the actual CFPE exam and can help you tailor your study strategy.

► Scoring the Examination

For individuals taking the computer-based exam, the results are available at the conclusion of the exam. When taking the written exam the day after the NFPA CFPE seminar, the test is securely forwarded to NFPA's third party, test administration partner. There, it is scored and the results reported to the applicant, and the NFPA Certification administrator. All examination scores are reported as pass or fail and results will be forwarded to you within 30 days. Results are not made available by telephone.

► Marking the Answer Sheet

The answer sheet for the written examination involves filling in circles for your answer. The following instructions always apply:

- Make heavy black marks that fill the circle completely.
- Erase clearly any answer you wish to change.
- Be careful to not make stray marks on the answer sheet.
- Use a black lead number 2 pencil.

The following sample question will show you how to correctly fill in the answer sheet.

Question 1: Another name for a canine is?

- (A) Ferret
- (B) Elephant
- (C) Dog
- (D) Cat

The correct answer is (C) Dog. On the answer sheet under Question 1, you would fill in the circle for the “C” as shown below.

1. (A) (B) (C) (D)

Sample Question and Analysis

The following sample outlines a typical process that may help you to find the correct answer during the exam.

Question - What is the occupant load factor used for determining the required means of egress for an existing business occupancy?

- (A) 20 ft² (1.9 m²)
- (B) 50 ft² (4.6 m²)
- (C) 100 ft² (9.3 m²)
- (D) 200 ft² (18.6 m²)

Analyze the Question – This question refers to the requirement of occupancy load factors for determining means of egress.

Find the right reference document – Means of egress provisions are addressed by *NFPA 101*[®], *Life Safety Code*[®]. Check the contents page and/or index – By scanning the contents and/or the index pages, you should be able to find the appropriate chapter or section. In this case, checking the content pages, you will find it listed under Section 7.3, Capacity of Means of Egress. The index also gives you an additional reference. Under **Occupant load** there is reference to “**Existing Business Occupancies**,” in Section 39.1.7. This section sends you to table 7.3.1.2.

Use the information to answer the question – Based on the information provided, the correct answer to the sample question would be: (C) 100 ft² (9.3 m²).

SAMPLE EXAMINATION QUESTIONS

Test-taking skills are as important as study skills. Practice tests are invaluable in preparing for the examination. When taking the examination, it is important to read and follow the directions, budget your time and pace yourself, and read carefully and literally each question and all the answer choices.

The following sample examination questions are multiple-choice questions similar to those on the actual examination. Before you begin, prepare yourself as you would for the actual examination. Organize your resource materials, obtain pencils, and situate yourself in a quiet, comfortable location.

1. Which of the following should **not** be included on a certificate of fitness?
 - (A) Expiration date
 - (B) Signature of applicant
 - (C) Purpose of certificate
 - (D) Notary public seal

2. What is the **minimum** per occupant floor area requirement for a new educational classroom facility?
 - (A) 7 ft² (0.6 m²)
 - (B) 15 ft² (1.4 m²)
 - (C) 20 ft² (1.9 m²)
 - (D) 50 ft² (4.6 m²)

3. Which of the following occupancies and occupant loads are **not** properly paired?

<u>Type of Occupancy</u>	<u>Number of sq ft (sq m) required per person</u>
(A) Library (reading room)	100 (9.3)
(B) Conference Room (unconcentrated)	15 (1.4)
(C) Swimming Pool (water surface)	50 (4.6)
(D) Lodge Hall (concentrated use)	7 (0.65)

4. What is the wall that separates a legitimate stage from the auditorium seating area?
 - (A) Curtain wall
 - (B) Parapet wall
 - (C) Proscenium wall
 - (D) Panel wall

5. A non-sprinklered boiler room in an existing business occupancy must be separated from the rest of the building by fire barriers having what **minimum** fire resistance rating?
 - (A) 3/4 hour
 - (B) 1 hour
 - (C) 1-1/2 hours
 - (D) 2 hours

6. What is the **minimum** thickness required for a solid bonded-wood-core door with a 20-minute fire protection rating, used between a living unit and corridor in an existing apartment building?
 - (A) 1-1/4 in. (31 mm)
 - (B) 1-1/2 in. (38 mm)
 - (C) 1-3/4 in. (44 mm)
 - (D) 2 in. (51 mm)

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

7. How often are fire drills required for each shift of facility personnel in acute care hospitals?
- (A) Monthly
 - (B) Quarterly
 - (C) Semiannually
 - (D) Annually
8. Which of the following devices are required to activate the smoke-control system in a new atrium?
- (I) Automatic sprinkler systems
 - (II) Smoke detectors
 - (III) Manual controls for fire departments use
 - (IV) A manual fire-protective signaling system
- (A) I + II
 - (B) I + III
 - (C) II + III
 - (D) II + IV
9. In a fire resistance rated assembly, what is the **minimum** fire-resistive rating for a door in an exit access corridor?
- (A) 20 minutes
 - (B) 30 minutes
 - (C) 45 minutes
 - (D) 60 minutes
10. A Class B interior wall or ceiling finish has which of the following flame-spread ratings?
- (A) 0-25
 - (B) 26-75
 - (C) 76-200
 - (D) 201-400
11. What is the **maximum** allowable smoke-developed rating of an interior wall or ceiling finish material?
- (A) 25
 - (B) 75
 - (C) 200
 - (D) 450
12. In theaters, during times that seats are not available, people will be allowed to wait in lobbies based on how many square feet (square meters) per person?
- (A) 3 ft² (0.3 m²)
 - (B) 5 ft² (0.5 m²)
 - (C) 7 ft² (0.6 m²)
 - (D) 10 ft² (0.9 m²)

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

13. In a new nursing home sleeping area, the occupant load for which a means of egress is provided shall be the **maximum** number of persons intended to occupy that floor, but not less than one person for each:
- (A) 100 ft² (9 m²)
 - (B) 120 ft² (11 m²)
 - (C) 140 ft² (13 m²)
 - (D) 240 ft² (22 m²)
14. What is the **minimum** allowable per-person floor area on either side of a horizontal exit in an educational occupancy?
- (A) 3 ft² (0.3 m²)
 - (B) 7 ft² (0.6 m²)
 - (C) 20 ft² (1.8 m²)
 - (D) 30 ft² (2.8 m²)
15. What is the **minimum** required total stair width in a non-sprinklered hotel with an occupancy capacity of 650?
- (A) 130 in. (330 cm)
 - (B) 195 in. (495 cm)
 - (C) 217 in. (551 cm)
 - (D) 455 in. (1156 cm)
16. What is the occupant load of a 6,000 ft² (557 m²) restaurant dining room?
- (A) 60 people
 - (B) 100 people
 - (C) 400 people
 - (D) 600 people
17. A board of appeals must meet within how many days of the filing of a notice of appeal?
- (A) 30 days
 - (B) 60 days
 - (C) 90 days
 - (D) 120 days
18. When is an applicant for plan review relieved of responsibility for compliance with NFPA 1?
- A. Under no circumstances
 - B. When the project has been reviewed by an architect
 - C. When the project has been approved by the AHJ
 - D. When the project has been reviewed by an engineer
19. Which of the following is true regarding the ground enclosed by any tents or temporary membrane structures?
- A. It shall not be a maximum of 5,000 ft² (464 m²)
 - B. It shall be designed to support fire apparatus
 - C. It shall be cleared of all flammable or combustible material
 - D. It shall be a maximum of 80 percent of the premises

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

20. What use classification is a community college classroom with an occupant load of 60 persons or more?
- A. Business
 - B. Educational
 - C. Assembly
 - D. Institutional

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

Question	Answer	Reference Source
1	D	NFPA 1: 1.13.10, 2015, 2018
2	C	NFPA 101: 14.1.7.1, Table 7.3.1.2, 2015, 2108
3	A	NFPA 101: 12.1.7.1, Table 7.3.1.2, 2015, 2018
4	C	NFPA 101: 3.3.288.2, 2015; 3.3.299.2, 2018
5	B	NFPA 101: 39.3.2.1, & 8.7.1.1 (1) 2015, 2018
6	C	NFPA 101: 31.3.6.2 & 8.3.4.4, 2015; 31.3.6.2.1 & 8.3.3.2.4, 2018
7	B	NFPA 101: 18.7.1.6 & 19.7.1.6, 2015, 2018
8	B	NFPA 101: 8.6.7(6), 2015, 2018
9	A	NFPA 101: 8.5 & Table 8.3.4.2, 2015; 8.5 & Table 8.3.3.2.2, 2018
10	B	NFPA 101: 10.2.3.4.2, 2015; 10.2.3.3, 2018
11	D	NFPA 101: 10.2.3.4.1 – 10.2.3.4.3, 2015; 10.2.3.3, 2018
12	A	NFPA 101: 12.1.7.2(3) & 13.1.7.2(3), 2015, 2018
13	B	NFPA 101: 18.1.7, & Table 7.3.1.2, 2015, 2018
14	A	NFPA 101: 14.2.2.5, 15.2.2.5, 7.2.4.2.4, 2015, 2018
15	B	NFPA 101: 28.2.3.1, 29.2.3.1, Table 7.3.3.1, 2015, 2018
16	C	NFPA 101: 12.1.7.1, 13.1.7.1, Table 7.3.1.2, 2015, 2018
17	A	NFPA 1: 1.10.5.1, 2015, 2018
18	A	NFPA 1: 1.14.4, 2015, 2018
19	C	NFPA 101: 11.11.4.1, 2015, 2018
20	C	NFPA 101: 6.1.2.1 & 3.3.190.2, 2015; 6.1.2.1 & 3.3.196.2, 2018

**FIRE PLAN EXAMINER
PRACTICUM PHASE**



The practicum phase is the crux of any worthwhile certification program that seeks to recognize competence. The practicum phase is designed to ensure that an individual demonstrates experience in the particular field prior to becoming certified. Obviously, a competency-based certification program without a practicum phase holds little weight with regard to determining whether or not an individual should be deemed capable of completing his or her duties correctly.

This phase not only ensures that you have relevant job experience, but also provides additional learning opportunities for any deficiency.

1. Read the indicated reference material.
2. Read the sample job description.
3. Perform the required 5 fire plan reviews. Two must be site plan reviews.
4. Copy the title block for each plan that you review and attach to the related written report.
5. Secure a signed, completed verification form for each fire plan review. Signatures may be by a supervisor, fire chief, fire prevention officer, or partnering agency or program administrator.
6. Submit the required review reports, copy of title blocks, and verification forms to the partnering agency or program administrator. The reports must address the items specified herein
7. In order for your fire plan reviews to be accepted by NFPA, all 5-fire plan reviews (2 site plans and 3 non-site plans) will be evaluated against the applicable NFPA codes and standards.

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

You should have a copy of *NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 edition that you used to prepare for the examination. Reread Chapter 7, Plan Examiner. The fire plan examination parameters are also based on the standards and practices identified in the following:

- 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
- NFPA 101, Life Safety Code® - 2015 or 2018 Editions

Job Description: The fire plan examiner job, as currently defined in the 2014 edition of NFPA 1031, includes two types of duties: administration and plan review.

Administration (from NFPA 1031): “This duty involves the review of plans, preparation of correspondence and plan review reports, communication with fire inspectors and emergency response personnel, handling of complaints, maintenance of records, participation in legal proceedings, identification of when additional expertise is required, and being familiar with procedures used by the jurisdiction to evaluate alternative methods, according to following job performance requirements.” [Refer to NFPA 1031 for the job performance requirements.]

Basic Function: The plan examiner is responsible for examining building plans, fire protection system plans, and specifications for compliance with applicable fire codes and laws.

Principal Responsibilities: The plan examiner is responsible for the following:

- Responds to fire code, law, and life safety inquiries from citizens.
- Receives and evaluates routine building plans, site plans, and fire protection system plans in terms of fire code and building code life safety criteria.
- Receives and responds to requests for information and technical assistance from architects, engineers, and developers on design criteria for various occupancies and industrial processes.
- Attends meetings with architects, developers, and jurisdiction staff to discuss plan review requirements and procedures.
- Assists in preparation of variances and appeals before the building standards committee.

Typical Decisions: The incumbent evaluates and approves fire protection system plan submittals and makes recommendations on alternate methods or materials when appropriate. The incumbent evaluates and makes recommendations on requests for variance to the fire codes and local laws pertaining to fire safety.

Five Required Reviews: Five plan reviews required. You are required to complete five fire plan examinations, two of which must be site plans. For each review, you must submit the following items:

1. Fire plan review checklist
2. Written report
3. Copy of the plan title block
4. Verification form

Verification of Site Fire Plan Review: Each site fire plan review written report must be accompanied by a completed and signed verification form to verify that the required fire plan examination has been completed and that it represents your own professional work. Verification may be by a supervisor, fire chief, fire prevention officer, or partnering agency program administrator. The practicum phase verification form is located in the appendix.

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

► **Site Plans:** Of the five required fire plan examinations, you must complete two site plan reviews and submit a 1–3 page written report for each. Refer to the appendix, for a fire plan review sample checklist, sample written report, and a blank fire plan review checklist. Your written report must address the following and also identify related code sections.

- Type of occupancy
- Occupancy load and limits
- Type of construction
- Size of building (height and area)
- Required fire flow/available fire flow
- Fire department access to the building (fire lanes, including width, length, radius of turnaround, surface material, height limitations)
- Hydrant placement, with location, number required, number available
- Fire department connections
- Standpipes
- Fire detection and alarm (automatic or manual)
- Portable extinguishers
- Basement presence and factors
- Exits, including number, distances, widths, appropriate signage
- Window and door opening

► **Other Fire Plan Reviews**

Of the five required fire plan reviews, three may be for any type of plans. For the non-site fire plan reviews, each written report must include the following:

- Type of fire plan examination
- Description of occupancy and construction
- Summary of plan deficiencies
- Identification of specific deficiencies and related code sections

Verification of Site Fire Plan Review: Each fire plan review written report must be accompanied by a completed and signed verification form to verify that the required review has been completed and that it represents your own professional work. A signature may be from a supervisor, fire chief, fire prevention officer, or partnering agency program administrator.

Refer to the appendix, for the CFPE practicum phase verification form.

► Once the practicum phase requirements have been fulfilled, the fire plan review checklist, written reports, and verification forms are sent to the CFPE program administrator for auditing.

If the applicant entered the CFPE program through a partnering agency, all forms should be sent to the partnering agency. The partnering agency will audit the forms and forward them on to NFPA for processing. If the applicant entered the CFPE program through the NFPA certification program administrator, all forms should be sent directly to NFPA's Certification Department.

The audit verifies that the applicant performed the appropriate practical exercises.

Once this audit is complete, and other certification program requirements are met, then you will receive your certification by mail from NFPA.

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

adminsvcs@nfpa.org
www.nfpa.org/cfpe

Appendix - Forms

Sample - Fire Plan Review Written Report

Sample - Fire Plan Review Checklist

Fire Plan Review Checklist – copy as needed

Fire Plan Verification Form – copy as needed

Fire Plan Review Written Report - Sample:

Written Report

ABC Hotel

123 Main Street, Anytown, USA 01234

The ABC Hotel is a lodging and rooming house with three floors, with basement, of type V (111) wood frame construction. The building is 25 ft (7.6 m) in height with each floor having 2,500 sq ft (232 sq m) of space.

The building is protected with a fire alarm system throughout provided with manual fire alarm boxes, smoke detection in corridors and hazardous areas and heat detectors in the mechanical spaces. Smoke alarms are provided in all sleeping rooms. Visual and audible notification devices are throughout the building.

The plans do not show a sprinkler system, but one is required by NFPA 101, 26.3.6.1. The fire department connection is not shown, but one is required by NFPA 13R, 6.11.1. The location shall be at the main entrance area. No standpipe system is required.

A fire hydrant is located on the street in front of the building and has an available fire flow of 1,250 gpm (4731 L/min). The required fire flow for the building is 750 gpm (2835 L/min).

Portable fire extinguishers are located throughout the building based on a light hazard classification in accordance with NFPA 1: 13.6.7.3.1.1 (2012) or 13.6.2.4.1.1 (2015).

Two exits are provided from each floor and are remotely located on the north and south ends of the building. Each exit door is 36 in. (91 cm) in width and corridors are 44 in. (112 cm) in width. All exits are marked with an appropriate illuminated sign.

Window and door openings are provided at each exit at the north and south ends of the building along with the main entrance and a kitchen entrance in the center.

A fire lane is provided from the street to the main entrance of the building. The fire lane surface is gravel with a height of 13 ft (4 m) and a width of 20 ft (6.1 m). The fire lane is 35 ft (10.7 m) long. The fire lane height is required by NFPA 1, 18.2.3.4.1.2 to be 13 ft 6 in (4.1 m) in height. The surface is gravel and no specification has been provided on whether the surface can support the load, however it is an all weather surface.

Fire Plan Review Checklist - Sample.

Property Information

Occupancy Name: ABC Motel

Occupancy Address: 123 Main Street, Anytown, USA 01234

Occupancy Type: *Check all that apply*

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Ambulatory Health Care | <input type="checkbox"/> Assembly | <input type="checkbox"/> Apartment | <input type="checkbox"/> Business |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Detention and Correctional | <input type="checkbox"/> Educational | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Hotel or Dormitory | <input type="checkbox"/> Industrial | <input checked="" type="checkbox"/> Lodging/Rooming House | <input type="checkbox"/> Mercantile |
| <input type="checkbox"/> Residential Board & Care | <input type="checkbox"/> Special Structure | <input type="checkbox"/> Storage | <input type="checkbox"/> Other |

Construction Type: *Check all that apply*

- | | | | | |
|--|--|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Type I(443) | <input type="checkbox"/> Type I(332) | <input type="checkbox"/> Type II(222) | <input type="checkbox"/> Type II(111) | <input type="checkbox"/> Type II(000) |
| <input type="checkbox"/> Type III(211) | <input type="checkbox"/> Type III(200) | <input type="checkbox"/> Type IV(2HH) | <input type="checkbox"/> Type V(111) | <input checked="" type="checkbox"/> Type V(000) |

Occupancy Load: **10** people

Total Number of Stories: **3**

Size of Building:

Number of Stories Below Grade: **1**

Height: **25'** (7.6 m)

Area: 2,500 sq ft (232 sq m)

Fire Protection Systems

Sprinkler System: None

Standpipe Systems: None

Fire Department Connections: NA

Location(s): NA

Hydrant or Water Supply:

Number: 1

Arrangement: Located in front of building on street

Required Fire Flow: 750 gpm (2835 L/min)

Available Fire Flow: 1,250 gpm (4731 L/min)

Fire Detection and Alarm Systems: Fire Alarm System provided throughout

Portable Fire Extinguisher: Yes, throughout Classification of Hazards: Ordinary

Other

Exits:

Number: 2 each floor

Distribution: North and South Ends

Width: 36"

Signage: OK

Window and Doors Openings: None

Fire Department Access/Fire Lanes:

Height: 13' (4 m)

Width: 20' (6.1 m)

Length: 35' (10.7 m)

Turnaround Radius: NA

Surface: Gravel

Fire Plan Review Sample Narrative Analysis:

The building requires a sprinkler system per NFPA 101, 26.3.6.1.

The fire lane surface is gravel. Need additional information to determine if the surface is acceptable in all weather conditions.



Fire Plan Review Checklist

Property Information

Occupancy Name: _____

Occupancy Address: _____

Occupancy Type: *Check all that apply*

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Ambulatory Health Care | <input type="checkbox"/> Assembly | <input type="checkbox"/> Apartment | <input type="checkbox"/> Business |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Detention and Correctional | <input type="checkbox"/> Educational | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Hotel or Dormitory | <input type="checkbox"/> Industrial | <input type="checkbox"/> Lodging/Rooming House | <input type="checkbox"/> Mercantile |
| <input type="checkbox"/> Residential Board & Care | <input type="checkbox"/> Special Structure | <input type="checkbox"/> Storage | <input type="checkbox"/> Other |

Construction Type: *Check all that apply*

- | | | | | |
|--|--|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Type I(443) | <input type="checkbox"/> Type I(332) | <input type="checkbox"/> Type II(222) | <input type="checkbox"/> Type II(111) | <input type="checkbox"/> Type II(000) |
| <input type="checkbox"/> Type III(211) | <input type="checkbox"/> Type III(200) | <input type="checkbox"/> Type IV(2HH) | <input type="checkbox"/> Type V(111) | <input type="checkbox"/> Type V(000) |

Occupancy Load: _____ Total Number of Stories: _____

Number of Stories Below Grade: _____

Size of Building: _____ Height: _____

Area: _____

Fire Protection Systems

Sprinkler System: _____ Standpipe System: _____

FDC: _____ Location(s): _____

Hydrant/Water Supply: _____ Number: _____

Arrangement: _____

Required Flow: _____ gpm Available Flow _____ gpm

Fire Detection & Alarm Systems: _____

Portable Fire Extinguisher: _____ Classification of Hazards: _____

Other

Exits: _____ Number: _____

Distribution: _____ Width: _____

Signage: _____ Window & Door Openings: _____

Fire Department Access: _____ Length: _____

Width: _____ Height: _____

Turnaround Radius: _____ Surface: _____

***Copy as needed and submit with your written report and verification forms.**



CFPE Practicum Phase Verification Form

Applicant Name: _____

Plan Identification Number: _____

Please check: Site Plan Review _____ **or Non-Site Plan Review** _____

The National Fire Protection Association administers the NFPA Fire Plan Examiner Certification program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that two site and three non-site plans were examined as part of the certification program requirements.

You are asked to attest that the above referenced plan was in fact examined by the above referenced individual. You are not asked to verify the accuracy of the examination or report, as this is only a certification program exercise.

By signing below, you are providing the requisite verification that the above named applicant examined the identified plan.

Name (print): _____

Relationship to applicant: _____

Agency: _____

Address: _____

City: _____ State/Prov. _____ Zip/Country Code: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

***Copy as needed and submit with the corresponding written report, checklist and title block**



Certified Fire Plan Examiner Program

NFPA Admin. & Support Services

11 Tracy Drive

Avon, MA 02322

Email: adminsvcs@nfpa.org

Website: www.nfpa.org/cfpe

