This Certified Fire Protection Specialist Handbook contains important program information along with the following documents:

• Candidate Application Form
• Examination Retest Form
• Recertification Form
• Code of Conduct and Ethics Declaration

Please carefully review this handbook and retain it for reference.
## CFPS Candidate Handbook

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td></td>
</tr>
<tr>
<td>Program Description</td>
<td>3</td>
</tr>
<tr>
<td>Eligibility</td>
<td>3</td>
</tr>
<tr>
<td>Eligibility Audit</td>
<td>3</td>
</tr>
<tr>
<td><strong>CFPS Fees</strong></td>
<td>3</td>
</tr>
<tr>
<td>Application Fee</td>
<td>3</td>
</tr>
<tr>
<td>Re-Test Fee</td>
<td>4</td>
</tr>
<tr>
<td>Annual Renewal Fee</td>
<td>4</td>
</tr>
<tr>
<td>Appeals and Complaints Fee</td>
<td>4</td>
</tr>
<tr>
<td><strong>Refunds, Cancellations, and Withdrawals</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Certification Policies</strong></td>
<td>5</td>
</tr>
<tr>
<td>Non-Discrimination</td>
<td>5</td>
</tr>
<tr>
<td>Applicant Eligibility Timeframes</td>
<td>5</td>
</tr>
<tr>
<td>Recertification</td>
<td>5</td>
</tr>
<tr>
<td>No Recertification Fee</td>
<td>5</td>
</tr>
<tr>
<td>Recertification Audit</td>
<td>5</td>
</tr>
<tr>
<td>Recertification Period Extension</td>
<td>5</td>
</tr>
<tr>
<td><strong>Application Process</strong></td>
<td>5</td>
</tr>
<tr>
<td>Submission of Application Deadlines</td>
<td>5</td>
</tr>
<tr>
<td>Special Accommodations</td>
<td>5</td>
</tr>
<tr>
<td><strong>Examination Administration</strong></td>
<td>6</td>
</tr>
<tr>
<td>Development of the CFPS Examination</td>
<td>6</td>
</tr>
<tr>
<td>English Language Only</td>
<td>6</td>
</tr>
<tr>
<td>Examination</td>
<td>6</td>
</tr>
<tr>
<td>Test Format Options and Exam Locations</td>
<td>7</td>
</tr>
<tr>
<td>Paper and Pencil</td>
<td>7</td>
</tr>
<tr>
<td>Computer Based</td>
<td>7</td>
</tr>
<tr>
<td>Examination Security</td>
<td>7</td>
</tr>
<tr>
<td>Examination Preparation</td>
<td>7</td>
</tr>
<tr>
<td>Admission to the Examination</td>
<td>8</td>
</tr>
<tr>
<td>Exam Rules and Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Actions/Disqualifications</td>
<td>8</td>
</tr>
<tr>
<td>Examinee Conduct</td>
<td>9</td>
</tr>
<tr>
<td>Test Scoring</td>
<td>9</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Paper and Pencil Score Reporting</td>
<td>9</td>
</tr>
<tr>
<td>Computer Based Scoring</td>
<td>9</td>
</tr>
<tr>
<td>Examination Results</td>
<td>9</td>
</tr>
<tr>
<td>Confidentiality Statement</td>
<td>9</td>
</tr>
<tr>
<td>Diagnostic Reports</td>
<td>10</td>
</tr>
<tr>
<td>Information Release Policy</td>
<td>10</td>
</tr>
<tr>
<td>Retaking the Examination</td>
<td>10</td>
</tr>
<tr>
<td><strong>Appeals and Complaints</strong></td>
<td>10</td>
</tr>
<tr>
<td>Definitions</td>
<td>10</td>
</tr>
<tr>
<td><strong>Appeals</strong></td>
<td>10</td>
</tr>
<tr>
<td>Right to Appeal</td>
<td>10</td>
</tr>
<tr>
<td>Appellant and CFPS Responsibilities</td>
<td>10</td>
</tr>
<tr>
<td>Additional Information</td>
<td>10</td>
</tr>
<tr>
<td><strong>Complaints</strong></td>
<td>11</td>
</tr>
<tr>
<td>Types of Complaints</td>
<td>11</td>
</tr>
<tr>
<td>Informal Complaint Process</td>
<td>11</td>
</tr>
<tr>
<td>Formal Complaint Process</td>
<td>11</td>
</tr>
<tr>
<td>Investigation and Outcome</td>
<td>11</td>
</tr>
<tr>
<td>Confidentiality and Privacy</td>
<td>12</td>
</tr>
<tr>
<td>Terms and Conditions of the Disciplinary Policy</td>
<td>12</td>
</tr>
<tr>
<td><strong>CFPS Code of Conduct – Ethics Declaration</strong></td>
<td>12, 27, 30</td>
</tr>
<tr>
<td><strong>CFPS Logo</strong></td>
<td>12</td>
</tr>
<tr>
<td>Affirmation of Proper Use of CFPS Logo</td>
<td>12</td>
</tr>
<tr>
<td><strong>Verification of Personal Data</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>CFPS Examination Content Outline</strong></td>
<td>14</td>
</tr>
<tr>
<td>20&lt;sup&gt;th&lt;/sup&gt; Edition</td>
<td></td>
</tr>
<tr>
<td><strong>Sample Questions</strong></td>
<td>17</td>
</tr>
<tr>
<td>Answer Key</td>
<td>20</td>
</tr>
<tr>
<td><strong>CFPS Application Check List</strong></td>
<td>21</td>
</tr>
<tr>
<td><strong>Examination Reference</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>CFPS Forms and Recertification Points Guide</strong></td>
<td></td>
</tr>
<tr>
<td>Examination Application Form</td>
<td>25</td>
</tr>
<tr>
<td>Examination Re-test Form</td>
<td>29</td>
</tr>
<tr>
<td>Recertification Summary Points Form</td>
<td>31</td>
</tr>
<tr>
<td>Recertification Requirements Table</td>
<td>32</td>
</tr>
</tbody>
</table>
INTRODUCTION

Program Description

The purpose of the Certified Fire Protection Specialist credential is to recognize, through certification, qualified individuals who are dedicated to curtailing fire loss, both physical and financial, and who have acquired a level of professionalism through applied work experiences and related education opportunities, and through successful completion of a certification examination.

The goal of the CFPS program is to promote the discipline of fire protection and prevention. A specific degree is not mandatory for obtaining your CFPS designation. The credential is a balance of education and experience and provides an opportunity for the fire protection specialist to achieve professional recognition. The National Fire Protection Association maintains certification and recertification criteria as related to fire protection specialists.

CFPS certification provides two distinct opportunities for candidates. First, the process provides the individual with a period of self-assessment and self-improvement during the process of preparing for the examination and documenting professional experience. Second, achievement of certification provides the individual with recognition by his or her peers and employers or potential employers.

Eligibility

To be eligible to take the CFPS examination, candidates must demonstrate on the CFPS examination application that they meet one of the following criteria.

1. Bachelor’s or Master’s degree in a Fire Protection-related discipline* from an accredited college or university, including degrees in engineering fields that are applied to the practice of fire protection; plus TWO years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.

2. Associate’s degree in a Fire Protection-related discipline* from an accredited college or university, or a Bachelor’s or Master’s degree in any unrelated field; plus FOUR years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.

3. High school diploma or equivalent, plus SIX years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.

*Examples include degrees in Fire Protection Engineering, Fire Science, Fire Protection Technology, and Fire Service Administration. Examples of engineering fields that are frequently applied to the practice of fire protection include, but are not limited to, Mechanical, Civil, Chemical, and Electrical engineering.

Question: What is work experience dedicated to curtailing fire loss, both physical and financial?

Answer: This covers a wide variety of jobs, roles, and industries. If your primary job role involves reducing the risk of fire occurring (design engineering, inspections and code enforcement, etc.), or reducing physical damage, loss of life, or financial loss in the event of a fire (fire service, risk engineering, fire protection system design/installation, etc.), your work experience will apply.

Note: While completing the Current Employment section of your CFPS Application form, you are asked to obtain the signature of either your current supervisor or a human resource contact. If you are self-employed, please contact the CFPS certification department at cfps@nfpa.org so that we can work with you to review alternative proof of your current work experience.

Eligibility Verification Audit

NFPA reviews each application for completeness and tabulates the years of work experience from the information provided in the resume. In cases where the candidate’s educational or work experience information are incomplete, the Cert Admin shall contact the applicant and request the additional information required. In the event that a candidate's eligibility submission is not in conformance with the requirements, the candidate is notified of the situation. The candidate shall be given 14 working days to respond to the notification and provide clarification. If the candidate fails to respond their application process is terminated.

NFPA reserves the right to validate any information provided by applicants, to include contacting employers and educational institutions to verify the legitimacy of provided documentation. Any incorrect information or misrepresentation provided in the application process may result in sanctions in accordance with the CFPS discipline policy.

CFPS FEES

Application Fee

The CFPS application fee is $350.

The fee must be enclosed with your application. Make checks payable to the NFPA Certification Department. You may also pay by credit card-Visa, Discover, Master Card, or American Express. Do not send cash. Do not staple your check to your application form, but do include your payment in the envelope along with the other application materials and mail to:

NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169

Important Note: Returned checks and invalid credit cards are subject to a $25 administration fee.
**IMPORTANT:** When emailing application, supporting documentation, and credit card information to NFPA, you must use the NFPA secure email server. Once you access this server and create your NFPA secure email account, you should select OTHER from the “To” pull-down list, and then enter cfps@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking “Send.”

Applicants are allowed one year from the date of their Exam Authorization Letter to take the CFPS exam. After the one-year period has expired, applicants are required to submit a new application and examination fee.

**Re-Test Fee**

Candidates who do not pass the exam on their first attempt may retake the examination up to two times within a twelve-month period from the date of their initial examination date. The Retest Fee is $175. After the one-year period has expired, candidates are required to submit a new CFPS application and examination fee.

**Annual Renewal Fee**

An Annual Renewal Fee of $125 is assessed beginning on the certificate holder’s one-year anniversary. The absence of a renewal reminder does not waive this requirement and will not serve as an appeal to certification expiration.

**Appeals and Complaints Fee**

The fee for Appeals and Complaints is $50. See the CFPS Appeal Process on page 10.

The fee will be refunded to the candidate if the appeal or complaint is resolved in favor of the Candidate or Certificate Holder.

**REFUNDS, CANCELLATIONS, AND WITHDRAWALS**

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

**Canceling your NFPA examination (with no plan to reschedule your testing date):** If you must cancel your exam and you have no plan to reschedule that exam for another date, you may be eligible for a partial refund of your application fee. In this situation, you must contact the NFPA certification administrative office in writing (email) 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. See Cancellation and Rescheduling Exceptions.

**Rescheduling your NFPA Computer-Based Examination:** 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 USD 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 (New York time) prior to your previously scheduled examination date. See Cancellation and Rescheduling Exceptions.

**Rescheduling your NFPA Paper-Based Examination:**

You may reschedule your paper-based examination for a different date by notifying 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 requests must be made in writing and you will be assessed a $25 USD non-refundable rescheduling fee. You will forfeit your entire application fee if you fail to contact the NFPA certification administrative office to reschedule your examination at least seven (7) business days (U.S. New York time) prior to your previously scheduled examination date. See Cancellation and Rescheduling Exceptions.

**Cancellation and Rescheduling Exceptions:**

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

- Jury Duty
- Death of an immediate family member
- Military Deployment
- Serious Illness or Injury

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

Non-Discrimination

The NFPA CFPS office evaluates all CFPS candidates without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age or disability.

Applicant Eligibility Timeframes

Applicants are allowed one year from the date of their Examination Authorization Letter to take the CFPS examination. After the one-year period has expired, applicants are required to submit a new application and fee.

Individuals who do not pass their initial exam may retest up to two times within a twelve-month period from the date of their initial examination.

Certificate holders are required to submit an annual fee commencing 12 months after their initial certification. (See Fees Page 4).

Recertification is required every three years as described below.

Recertification

In order to maintain currency and relevancy in the profession, CFPS certificate holders are required to demonstrate their continuing participation in professional development activities in the fire protection field of practice.

Points are awarded for various activities. Fifty (50) points of professional development activities related to the fire/safety profession must be earned and submitted during the 3-year recertification cycle. (See page 28).

Certificate holders are required to complete and return the Summary of Recertification Points Form attesting that they have 50-recertification points. Back up documentation is not required at this time. (See page 27).

No Recertification Fee

There is no 3-year recertification fee. The absence of a recertification reminder does not waive the recertification requirement and will not serve as an appeal to certification expiration.

Recertification Audit

Certificate holders will be subject to a random audit of their CFPS recertification documentation for a period of up to six (6) months after their recertification date.

Accordingly, certificate 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/certification and pages 27/28.

Recertification Period Extension

Certificate holders may extend their recertification due date up to one year by submitting a written request to the NFPA Director of Certification. If approved, the next recertification cycle will be shortened accordingly, e.g., a certificate holder is granted a one-year extension. The following recertification period is shortened by one year. Therefore, 50 recertification points for their next recertification of two years are required.

APPLICATION PROCESS

Submission of Application Deadlines

The CFPS application is included in this handbook (See page 24) and is also available at www.nfpa.org/certification.

Please submit the following at least four weeks prior to the anticipated exam dates:

- Completed and Signed Application
- Examination Fee
- Documentation supporting your eligibility
  - Resume reflecting work experience in the field of practice
  - Copy of college diploma or an official transcript showing awarding of appropriate degree
  - Signed copy of Code of Conduct and Ethics Declaration (see Page 27, 30)

Special Accommodations

Candidates with sensory, visual, orthopedic, or other handicaps that would prevent them from taking the examination under standard conditions may request special accommodations and considerations.

Written requests for such accommodations must accompany the registration application.

The NFPA Certification Department reserves the right to request reasonable documentation from healthcare or other professionals to support requests for 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
normal conditions, you may request special accommodations. You must submit a written request, along with your application form for special accommodations that explains the name of the disability (i.e., the diagnosis), the type of accommodation you feel is appropriate, and attach supporting documentation of the diagnosis from a qualified healthcare professional. After receiving the request and appropriate documentation, you will be contacted to make the special accommodation arrangements.

EXAMINATION ADMINISTRATION

Development of the CFPS Examination

The Certified Fire Protection Specialist credential was created in 1971. Since that time the profession has continued to change and along with it the job tasks of those who constitute the field of practice.

The CFPS program has grown into the only certification of its kind designed for fire protection specialists.

The most recent examination materials for the CFPS credentialing program were developed based on a comprehensive job analysis of the current state of knowledge in fire protection. A national survey of fire protection specialists was conducted to define the body of knowledge of fire protection specialists and determine the content areas appropriate for the examination. The survey was designed to identify the knowledge used by fire protection specialists in the day-to-day performance of their jobs.

A representative group of subject matter experts worked with a professional test development contractor to design the survey, review the results, and identify the body of knowledge. The content of the examination is based on the body of knowledge and reflects the day-to-day practice of fire protection specialists nationally.

The examination questions were developed by experienced fire protection specialists. The questions were then reviewed by a panel of subject matter experts prior to being selected for the examination. The examination questions are continually analyzed to assure they are accurately measuring and performing correctly.

The test question bank will be updated on a regular basis to reflect current fire protection specialist practices. Questions that have been identified statistically to be unclear or inaccurate will be modified or deleted from the test question bank. The process of writing, reviewing, and pre-testing examination questions is ongoing.

The CFPS examination has been designed to meet testing industry standards for validity and reliability. Validity is the degree to which the content of the examination reflects the knowledge and skills to perform the duties of a fire protection specialist in an accurate and efficient manner.

Reliability is the accuracy of the examination results. The CFPS designation is obtained only after an individual has completed an application, met the eligibility requirements and successfully completed the examination. Submission of an application does not guarantee that an applicant will be deemed eligible to take the CFPS examination or become certified.

English Language Only

The CFPS examination has been prepared for the English language only.

Examination


The examination consists of 100 multiple choice questions, each of which has four possible answers presented as choices A, B, C, or D. One answer represents the single best response. Candidates are provided three hours to complete the examination.

The CFPS examination assesses the competence of fire protection specialists. The NFPA CFPS Department determines the content of the examination by conducting a job analysis of the profession to ensure that the examination reflects and tests current practices in the field of fire protection and safety. A Certification Advisory Group (CAG), comprised of practitioners in the fire protection industry complete a survey of job tasks, knowledge requirements and skills as part of the job analysis study. Respondents are asked to rate how relevant the job tasks are to their daily practice of fire protection and safety. The result of the study is a detailed description of job activities, with a performance rating of their significance with regard to professional competence and public protection. The blueprint of the examination is derived from this study, as are the questions on the examination (see Pages 14-16).

The questions on the examination undergo an extensive development and review process by fire protection experts and experts in test development. These experts assure that the CFPS exam actually measures the candidate’s level of knowledge. Once questions (items) have been selected, they are pre-tested so only questions that actually measure knowledge and competence appear on the examination. Item writing, reviewing and pre-testing is an ongoing process conducted to assure that knowledge and competence are measured in a fair and reliable way. There are no trick
questions. Candidates should use the NFPA Fire Protection Handbook, 20th Edition during the examination as it is impossible and unrealistic for candidates to commit to memory the documentation contained in the Handbook. Therefore one objective of the examination is to determine the candidate’s related knowledge and ability to use the handbook as a reference in selecting the correct response to the examination.

Only items that are answered correctly are scored on the examination. A minimum scaled score of 70 is required to pass the examination. A scaled score is an accepted practice in assessment that utilizes a statistical procedure to compare the difficulty of forms of the test. This method of scoring is used so that no matter what test form is taken, candidates will be scored fairly and equally regarding their performance on the exam.

In order to ensure the examination is current and relevant, a validation investigation typically is conducted if significant changes in the fire protection field of practice have occurred, or as determined necessary by the Certification Advisory Group.

TEST FORMAT OPTIONS AND EXAMINATION LOCATIONS

**Paper and Pencil**

The CFPS examination is available in a paper and pencil format in conjunction with scheduled NFPA events shown on the NFPA CFPS Website. The CFPS application must be submitted at least four weeks prior to the scheduled examination date.

Once you have submitted your completed application and are approved, you will receive a letter advising you of your candidate status and confirmation of your test date selection.

You will be mailed an examination notification letter approximately ten business days prior to the date of your paper and pencil examination. It is your responsibility to contact the CFPS administrative office if you do not receive this notification letter seven business days before the scheduled date of the exam.

**Computer-Based**

The CFPS examination is available on demand as a computer based test at over 200 test assessment centers worldwide. NFPA has contracted through Schroeder Measurement Technologies (SMT) for computer-based test delivery services. Upon receipt of the completed CFPS application and examination fee, the applicant will receive an authorization letter with instructions on how to schedule the computer-based exam. Please visit [www.isoqualitytesting.com](http://www.isoqualitytesting.com) for a list of CBT examination centers.

Once the CFPS application has been received, reviewed and approved, you will receive a password to access the SMT online registration site [www.isoqualitytesting.com](http://www.isoqualitytesting.com).

Candidates receive an e-mail confirmation from SMT with the cancel/reschedule test date. If a CFPS candidate tries to cancel/reschedule within the cancellation time period, the system will instruct the candidate that the examination cannot be cancelled or rescheduled and to contact the NFPA Certification Department.

A 5-business day notice is required if it is necessary to cancel or reschedule the examination, not including the day of the exam. The deadline to cancel/reschedule is posted on the SMT Website. The candidate is required to check a box to finalize the scheduling process.

**Examination Security**

A significant component of a successful and respected professional certification credential is maintaining the security of the examination. The NFPA relies upon the ethical behavior of certificate holders and applicants to maintain the security of CFPS examinations. When those who seek to obtain the credential, or those who hold the CFPS credential reveal information about CFPS examination content (other than that information published by NFPA), they violate the Affirmation and Authorization agreement all candidates agree to and accept when they apply for certification and take the examination. They also violate the CFPS Code of Conduct and Ethics. NFPA will take action against individuals who violate CFPS Policies and the Code of Ethics. Actions taken may include permanently barring individuals from pursuing the CFPS credential and revoking certifications from those who have been awarded the credential. The NFPA will also pursue legal action against individuals or organizations who infringe upon our copyrights, proprietary rights, and intellectual property. The NFPA, as the CFPS Certification Body, has the right to revoke or invalidate examination scores 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 of the exam was compromised.

**Examination Preparation**

While review courses for the CFPS examination may be provided by various training entities, the CFPS program does not presently require any such course.

NFPA employs strict measures to prevent the possession, reproduction, and removal of examination materials. Use caution when purchasing study guides or paying for preparation courses that may claim to address actual examination questions.

A computer-based online CFPS Practice Examination is available for $75 and can be purchased through NFPA.
Customer Sales at 800-344-3555 or through the NFPA Online Catalog at www.nfpa.org.

Although the fire protection specialist accumulates a wealth of knowledge and experience over the years, it remains impossible and unrealistic for anyone to commit to memory the documentation found in the NFPA Fire Protection Handbook.

The objective of the CFPS examination is to determine the candidate’s related knowledge, and the ability to use the handbook as a reference in locating the correct response to the examination questions.

A strategy for taking this examination is:

1. Prepare in advance by becoming familiar with the contents of the NFPA Fire Protection Handbook. Tabbing sections of the handbook is allowed. However, only commercial permanent adhesive type tabs similar to those provided with the Fire Protection Handbook are allowed. Post-it type notes and flags or other type of easily moveable tabs are NOT permitted at any time. Additionally, no photocopies of any sections of the handbook are allowed.

2. When you receive your exam, review it in its entirety answering any questions you can without the use of the reference.

3. On the second review, focus on those questions you can easily and quickly reference in the document using the table of contents or index.

4. Use remaining time for research using the Fire Protection Handbook to determine the proper reference and answer.

Admission to the Examination

You are responsible to bring your notification letter with you to the examination and a valid photo ID. Candidates who do not possess valid identification will be denied access to the examination. Identification must be a current government issued picture ID bearing the candidate’s signature. Acceptable forms of government issued ID include a driver’s license, passport, military ID, federal state or county issued ID.

You will not be permitted to take the examination without a valid photo ID.

Exam Rules and Procedures

The following rules and procedures will be strictly enforced on the day of the examination.

The examination will begin promptly at the hour designated by the proctor and end at the stated time allowed for each particular exam offering.

Candidates must report to the testing center 30 minutes prior to the start of the examination time to insure proper check-in procedures.

Candidates will not be allowed to enter the examination after it starts.

Visitors are not permitted in the test room.

Pencils are not provided.

Candidates are allowed to leave the room during the examination with the proctor’s permission. Lost time cannot be made up.

Candidates should bring the NFPA Fire Protection Handbook with them to the examination. No photo copies of any part of the volumes or any other loose paper will be permitted at the test site. CD version is not allowed.

Calculators and other such aids are NOT permitted. Scratch paper will not be permitted.

No cellular phones, pagers, or other audible electronic devices, including watches with alarms are permitted to be used during the examination.

Highlighters, pens, Post-it type notes and flags or other type of easily moveable tabs or marking devices are NOT permitted at any time.

NFPA, the CFPS Certification Body, will invalidate your examination and take action in accordance with the disciplinary procedure if you access prohibited materials, have contact with anyone except examination management staff, or engage in disruptive, unprofessional, or conduct that violates the Code of Ethics at any testing facility.

Actions/Disqualification

The test center proctor or the NFPA will take appropriate actions, up to and including disqualification from taking the examination and withdrawal or revocation of certification when a candidate or other individual:

- Impersonates a candidate;
- Creates a disturbance;
- Gives or receives help on the examination;
- Uses a calculator or other such aid, which is prohibited during the examination;
- Attempts to remove examination material or notes about the examination from the examination room;
- Exhibits irregular test taking behavior, including consulting or attempting to consult with or give
or obtain assistance during the examination; bringing in or using unauthorized materials including cheat sheets, printed and/or other handwritten materials;
• Provides false, misleading, or incomplete information on the application form.

**Examinee Conduct**

All candidates are required to sign a statement agreeing not to disclose the contents of the examination nor remove examination materials from the testing room. All candidates are also required to attest to the authenticity of their credentials and the accuracy of all statements made in their application.

Cheating will not be tolerated, and all instances of suspected cheating will be fully investigated. Examinees that are caught cheating will have their examination invalidated -see Examination Security on page 7.

**TEST SCORING**

**Paper & Pencil Score Reporting**

Answers are recorded on a separate answer sheet using a No. 2 pencil. No credit will be given for an answer written or indicated in the test booklet. A no response or multiple responses to a single question will be scored as incorrect. A previous mark for a changed answer must be completely erased. The proctor will provide instructions for entering information on the answer sheet. The candidate’s name and other requested information, must appear on the answer sheet, and must be entered correctly to assure that scores will be reported correctly and promptly.

By signing the answer sheet, the candidates are certifying that they are the person whose name appears on the answer sheet and that they will not copy or retain examination questions or transmit them in any form to anyone else.

Scores of candidates sharing such examination information will automatically be invalidated. If an individual has obtained the CFPS certification, that certification will be forfeited for such actions.

The proctor is not allowed to respond to any inquiries about the examination questions. If you would like to make a comment about any examination question, raise your hand and the proctor will provide you with a Question Comment Form. All Question Comment Forms are reviewed, but you will not receive a response to your comment.

**Computer Based Scoring**

Answers are recorded directly on the computer screen. If you have questions on any content specific to the examination, the Proctor is to inform you that he/she is unable to answer content questions, and that you should complete the SMT Question/Comment Form by clicking on the button on each item screen. This form is automatically transmitted to SMT when you select “submit.”

**Examination Results**

A minimum scaled-score of 70 is required for passing. Scaled-scoring relates to a statistical procedure used to compare the difficulty of alternate forms of a test, such that no matter what form of a test is taken, candidates will be treated fairly and consistently.

CFPS policy prohibits release of any examination scores. Candidates taking the examination receive only a “Pass” or “Did Not Pass” notification and a diagnostic report if they do not pass (see Diagnostic Reports below).

Candidates taking the CFPS examination as a computer-based test receive a test result print-out from the test provider at the end of the examination. This print-out reflects an unofficial test result. The official result letter will be mailed approximately four weeks after the examination.

Candidates taking the CFPS examination as a Paper and Pencil test will be mailed exam results approximately four weeks after the examination.

Successful candidates will receive a certificate; wallet card and lapel pin from the NFPA and may then use the CFPS credential. They are also entered into the CFPS Directory located on the CFPS homepage at www.nfpa.org/certification.

See - CFPS Confidentiality Statement below.

**Confidentiality Statement**

Examination results are confidential. CFPS shall not disclose information regarding examination results or other information without the applicant’s consent except: 1. as necessary for staff, legal consultants, or others with a need to know; 2. when verifying references provided by the applicant; or 3. as required by law. Candidates must request disclosure of examination Pass/Fail in writing and identify the person to whom the disclosure should be made.

CFPS will publish the names of all individuals who have passed the examination and maintain current certification on the CFPS website unless an individual opts out of the listing. The opportunity to opt out is provided on the program application. NFPA reserves the right to publish on the CFPS website the name of any certificate holder when a complaint about them has been upheld, for instance for fraudulent or inappropriate use of the CFPS designation.
Diagnostic Reports

Candidates who do not pass the examination receive a diagnostic report. The diagnostic report gives a percentage correct for each of the content areas. For example, if a candidate got six correct responses out of ten items in Content Area 9, Detection and Alarm, that area would be ranked as 60%. Overall exam scores are not reported.

Information Release Policy

The NFPA Certification Department will not release any information regarding a candidate’s application or examination administration without written authorization from the candidate.

Examination materials and answer sheets remain the sole property of the NFPA. The materials are confidential and are not available for review by any persons or agency for any reason. See the Confidentiality Statement previous page.

Retaking the Examination

Candidates who do not pass the examination may retake it twice within a twelve month period from the date of their initial exam. (See Re-Test Fee page 4). After the twelve-month period has expired, candidates who did not pass the examination must submit a new CFPS application and fee.

APPEALS AND COMPLAINTS

Definitions:

Appeal: A request by an applicant, candidate, or certificant for reconsideration of any decision made by the Certification Body related to her/his desired certification status.

Complaint: An expression of dissatisfaction, other than an appeal, by any individual or organization to the Certification Body, relating to the activities of that body or a certified person, where a response is expected. There are two types of complaints: Formal and Informal.

APPEALS

Right to Appeal

Candidates for Certification and Certificate Holders have the right to file an appeal on matters relating to their application, examination, certification, annual renewal, recertification or other matters affecting their status as a Candidate or Certificate Holder. Typical reasons for candidates or certificate holders submitting an appeal include but are not limited to the following:

- Feeling unjustly denied eligibility for examination, certification, or recertification.
- Alleged inappropriate exam administration procedures.
- Severe environmental testing conditions.
- Appealing disciplinary action imposed as a result of an actionable complaint, such as violations of the Code of Conduct and Ethics.

Appellant Responsibilities

The following responsibilities apply to the person making the appeal:

- All appeals must be filed in the NFPA CFPS office within 30 days of the examination or notice of non-certification or recertification.
- Each appeal must include a written and signed statement by the Appellant of no more than five typed pages setting out the basis of the appeal, including information as specific as the Appellant feels necessary why he or she is entitled to the relief requested.
- There is a $50 appeal fee. The fee shall be refunded to the Appellant if the Appeals and Complaints Committee resolves the appeal in favor of the Candidate or Certificate Holder.

CFPS Administrative Responsibilities

The following responsibilities apply to the NFPA CFPS Office:

- Upon receipt of an appeal or complaint the NFPA CFPS Office will acknowledge, via email, receipt of the appeal and assign a tracking number to the package.
- The package will be forwarded to the CFPS Certification Advisory Group (CAG) Appeals and Complaints committee for action.
- Appeals shall be resolved within 90 days of submission.
- Upon resolution of the appeal by the CAG Appeals and Complaints Committee, the CFPS Office shall notify the Appellant in writing or email of the Committee’s decision.

Additional Information

The Appeals and Complaints Committee, consisting of current members of the CFPS Certification Advisory Group (CAG) will consider each such written statement. The Appeals and Complaints Committee is entitled to seek further
information from the applicant or any other person, organization or office that it feels appropriate and review any materials that it feels appropriate to determine the appeal.

The CFPS office reserves the right to waive or extend any time period set out in the procedure, or modify any process as it deems appropriate to properly determine any appeal. All steps of the Appeals and Complaints process will take place in writing unless otherwise determined by the Appeals and Complaints Committee. Submit all Appeals along with the $50 fee to:

NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169

COMPLAINTS

Complaints are similar to Appeals but are intended as a vehicle for issues not involving certification status. An example of a matter suitable for a complaint might be inappropriate conduct of a certificant or a violation of the CFPS Code of Conduct and Ethics.

Types of Complaints

Formal Complaint: A complaint submitted by sworn affidavit to the CFPS Appeals and Complaints Committee (through the NFPA CFPS Office) intended to be reviewed by the CFPS Appeals and Complaints Committee where the complainant claims to have been injured or harmed by an alleged behavior and is seeking redress.

Informal Complaint: A complaint submitted without a sworn affidavit to the NFPA CFPS Office which does not require the attention of the Appeals and Complaints Committee, or for which the complainant is not seeking redress. An example of an informal complaint could be a noisy and distracting exam room. Note: If an examinee failed their exam due to such distractions and is seeking a retest or other corrective action, it is not an informal complaint, but rather would qualify as an appeal, as they are appealing a judgement on their certification status.

Informal Complaint Process

The procedures for informal complaints shall mirror those of formal complaints except that review, investigation (if warranted), and action (if any) shall be conducted by the NFPA CFPS Office and will not be elevated to the Appeals and Complaints Committee.

There is no requirement that any action be taken as the result of an informal complaint, but all such complaints shall be reviewed and due consideration given to corrective action.

To file an informal complaint, you must notify the NFPA CFPS Office of the complaint in writing (electronic letter or email is sufficient) and provide as much detail as possible, much like a Formal Complaint.

There is no fee to file an informal complaint

Formal Complaint Process

The following requirements and procedures apply primarily to Formal Complaints.

Complaint Requirements

- Formal complaints will be accepted only from those who claim to be injured or harmed by the alleged behavior.
- All formal complaints must be in writing and signed by the complainant(s). Only information submitted in writing and signed will be considered.
- Formal complaints and supporting evidence must be in the form of sworn affidavits.
- At a minimum, the affidavit should specify the respondent, the alleged inappropriate behavior, and any corroborating evidence.

Upon receiving a properly submitted formal complaint, the CFPS Cert Admin shall acknowledge receipt of the complaint and notify the Director and the Project Manager, who shall convene the Appeals and Complaints Committee.

Actions

1. All properly submitted complaints shall be reviewed by the Appeals and Complaints Committee, who will hold a vote to determine if the complaint is valid and actionable.

2. Complaints deemed valid and actionable (by a majority vote) will be investigated by the Appeals and Complaints Committee, who shall investigate and resolve the complaint in a fair and impartial manner.

3. Complaints deemed not valid and actionable will be returned to the complainant with written notice stating the deficiencies of the complaint.

Investigation and Outcome

Complaints shall be resolved within 90 days of submission.

All steps of the appeal process will take place in writing unless otherwise determined by the Appeals and Complaints Committee. Following resolution of the complaint, a written report of the outcome of the review shall be prepared.
Any Committee member directly involved with a complaint, with a vested interest in the outcome of a complaint, or who has a personal relationship with the Complainant or any other potential conflict of interest with the outcome of the complaint shall recuse him/herself from the appeals process.

The Appeals and Complaints Committee shall prepare a written report of their findings and recommended actions to be taken, if any.

Confidentiality and Privacy

Confidentiality shall be strictly observed during the process, and no persons without a direct role in determining the outcome or facilitating the process shall be privy to the specifics of the complaint, to include the names of the involved parties and the circumstances surrounding the complaint.

Terms and Conditions of the Disciplinary Policy

Upon completing the complaint investigation, the Appeals and Complaints Committee shall make recommendations to the NFPA CFPS department to undertake sanctions that may include refusing applications, barring candidates from future examinations or individuals already certified may be sanctioned, including revocation of the CFPS designation. Examples of reasons for disciplinary action:

1. Attesting to false information on the application or on recertification documents.
2. Giving or receiving information to or from another candidate during the examination, or removing or attempting to remove examination material from the testing site.
3. Unauthorized possession and or distribution (oral, written, or any other medium) of any official testing or examination materials.
4. Representing oneself falsely as a designated CFPS.
5. Inappropriate or unprofessional conduct that violates any part of the CFPS Code of Conduct and Ethics.

Candidates and Certificate Holders whose certification status is subject to sanctions set out by the CFPS office have the right to file an Appeal in accordance with the CFPS Appeals Process. See the CFPS Appeal process page 10.

CODE OF CONDUCT AND ETHICS DECLARATION

(See pages 27 and 30.)

CFPS LOGO

As a CFPS Certificate Holder (CH) in good standing, you may want to utilize the official CFPS Certificate Holder logo to place on your letterhead and business cards to emphasize your CFPS affiliation.

To request an electronic version of the CFPS color logo JPG (28 KB) or CFPS B & W logo (25 KB) of the CFPS logo please contact:

CFPS
1 Battymarch Park
Quincy, MA 02169
Phone: +1 617-984-748
e-mail: cfps@nfpa.org

Please adhere to the following guidelines when using the CFPS logo. The logo may not be revised or altered in any way. The logo must be displayed in the same form as produced by CFPS and cannot be reproduced unless such reproduction is identical to the logos provided by CFPS.

The CFPS logo is meant to identify a certificate holder (CH) as opposed to a business entity. The logo may be used only on the CH’s business cards, stationery, forms showing the CH’s letterhead, inspection tags, and similar documents on which the name and address of the CH is prominently displayed.

The logo may not be used in any manner that detracts from the high ideals of the CFPS.

The CFPS logo may not be used in any manner which would tend to imply a connection between CFPS and the CH which, in fact, may not exist. This includes any use of the logo the public might construe as an endorsement, approval, or sponsorship by CFPS of a CH or a CH’s business, or which might be taken to support or encourage a CH’s sale of product, process, or installation. A CH is allowed to print the logo on an advertisement or product literature. Without limiting the foregoing restrictions, the logo may not be shown larger than 1.5 inches or 4 centimeters on a full page or proportionally on a smaller page.

If you have any questions regarding use of the logo, please contact the CFPS Administration Office at 617-984-7484 or cfps@nfpa.org.

Affirmation of Proper Usage of CFPS Logo

By signing the Code of Conduct and Ethics during the application process, you agree to abide by all CFPS policies outlined in this Handbook, including these regarding use of the CFPS logo and title.
No person gains any rights whatsoever in the logo or its use; it remains the property of NFPA. NFPA reserves the right in its sole discretion to require the removal of the logo from any location or thing NFPA CFPS department feels does not comply with these guidelines.

NFPA acts to challenge those who use the CFPS designation without authority from NFPA. Penalties may include barred from pursuing the certification and publishing the names of the violators.

NFPA may authorize the use of the symbol, the phrase "Certified Fire Protection Specialist", and the initials "C.F.P.S." by certificate holders only, provided such holder currently possesses a valid certificate issued by NFPA.

An applicant/candidate who has had their applicant status terminated may appeal to the NFPA CFPS office in accordance with the Appeals and Complaints Process described in the CFPS Applicant Handbook. Certificate Holders whose CFPS status is terminated are entitled to the same Appeal Process. See - CFPS Appeal Process on page 10.

**VERIFICATION OF PERSONAL DATA**

Candidates and Certificate Holders wishing to verify any personal data on file other than scores may contact the CFPS Administrative Office
c/o NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169
Tel.617-984-7484.

All inquiries about examination eligibility and procedures should be directed to the CFPS Administration Office.
Certified Fire Protection Specialist Program

CFPS Examination Content Area Weighting

The following shows the relative importance of each content domain on the certification exam. When preparing for the exam, candidates should spend proportionately more time studying the content domains that are more heavily weighted.

It is important to note that while some of the domains correspond both in title and in content to sections of the FPH, not all of them do, nor are they meant to exactly reflect the title or content of FPH sections. The subjects you see in the CFPS exam weighting table were chosen by experts in the field of fire protection based on the expectations, job descriptions, and functions of the various types of CFPS certification holders and the subjects they encounter in their daily work. For example, content area V: Fire Prevention does not have a corresponding section within the FPH, and its content is drawn from multiple FPH sections. Your best course is to study by subject rather than by section or chapter.

<table>
<thead>
<tr>
<th>I</th>
<th>Safety in the Built Environment (2%)</th>
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<tbody>
<tr>
<td>A</td>
<td>Identify challenges to safety in the built environment</td>
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<tr>
<td>B</td>
<td>Apply fundamentals of safe building design</td>
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<tr>
<td>C</td>
<td>Be familiar with the local and regional codes and standards for the built environment</td>
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<thead>
<tr>
<th>II</th>
<th>Basics of Fire and Fire Science (10%)</th>
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<tbody>
<tr>
<td>A</td>
<td>Identify the chemistry and physics of fire</td>
</tr>
<tr>
<td>B</td>
<td>Identify dynamics of fire growth</td>
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<tr>
<th>III</th>
<th>Information and Analysis for Fire Protection (3%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Conduct fire loss investigation</td>
</tr>
<tr>
<td>B</td>
<td>Collect and use fire incident data and statistics</td>
</tr>
<tr>
<td>C</td>
<td>Conduct fire analysis</td>
</tr>
<tr>
<td>D</td>
<td>Apply data and analysis</td>
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</tbody>
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<tr>
<th>IV</th>
<th>Human Behavior in Fire Emergencies (5%)</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Identify principles of human behavior and fire</td>
</tr>
<tr>
<td>B</td>
<td>Identify concepts of egress design</td>
</tr>
<tr>
<td>C</td>
<td>Use calculation methods for egress prediction</td>
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<tr>
<th>V</th>
<th>Fire Prevention (10%)</th>
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<tbody>
<tr>
<td>A</td>
<td>Develop policies, procedures, and training programs to inform and educate population in fire prevention principles and fire and life safety practices</td>
</tr>
<tr>
<td>B</td>
<td>Understand proper design, installation, and maintenance of electrical systems and appliances</td>
</tr>
<tr>
<td>C</td>
<td>Identify the components that, alone or in combination, form emergency and standby power systems</td>
</tr>
<tr>
<td>D</td>
<td>Understand the dynamics of heating systems</td>
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<tr>
<td>E</td>
<td>Identify basic components of and the hazards associated with ‘hot work’ and the following manufacturing processes:</td>
</tr>
<tr>
<td>F</td>
<td>Practice proper storage and handling procedures</td>
</tr>
<tr>
<td>G</td>
<td>Identify the fire hazards of grinding processes</td>
</tr>
</tbody>
</table>
H Identify common types of refrigeration and associated hazards
I Identify the unique hazards of semiconductor manufacturing
J Identify fire prevention housekeeping basics
K Initiate and track corrective action for life safety and fire protection deficiencies and coordinate hazard abatement solutions with building managers, physical plant personnel, and engineering department
L Safety Control Systems (PLC Safety Controllers, Hardwired Interlock Systems) as it applies to: NFPA 70E, 79, 85 and 86 ANSI/ISA 84.00.01-2003 (IEC 61511) Safety Integrity Levels 1, 2 or 3

VI Facility Fire Hazard Management (10%)
A Possess knowledge of property fire insurance, building construction and/or field experience performing fire/property surveys involving detailed analyses
B Be able to observe, examine, inspect, gather data and describe all aspects of a property/building and business
C Conduct complex inspection surveys of commercial and residential properties to evaluate physical characteristics of a property and business
D Understand and apply related NFPA standards and company requirements and standards
E Possess knowledge of fire services, environmental hazards, and building construction
F Oversee acquisition, installation, operation, maintenance and disposition of building
G Manage the maintenance of building structures
H Evaluate code, law, and regulation compliance of a facility’s operations
I Develop and manage emergency preparedness procedures and assure all emergency and procedures are tested as planned
J Understand public protection class and municipal and private water systems

VII System Approaches to Property Classes (8%)
A Assess life safety as it relates to:
B Understand fire protection in special occupancies
C Understand fire protection in warehouse and storage operations
D Understand fire protection of electronic equipment

VIII Organizing for Fire and Rescue Services (5%)
A Perform pre-incident planning for industrial and commercial facilities
B Understand operations of fire loss prevention and emergency organizations
C Understand operations of emergency medical services
D Understand municipal fire prevention and code enforcement operations
E Train fire and emergency services
F Understand operations of fire department facilities and fire training facilities
G Understand operations of public emergency services communication systems
H Understand fire department apparatus and equipment
I Understand the use and function of fire and emergency services protective clothing and protective equipment
J Evaluate fire department resources and the placement thereof

IX Materials, Products and Environments (10%)
A Understand the hazards of:
B Understand explosion prevention and protection
C Understand the precautionary need for various types of air-moving equipment
D Selection, operation, and maintenance of materials-handling equipment

X  Detection and Alarm  (10%)
A Understand operational characteristics of the modern fire alarm systems
B Understand operational characteristics and proper application of automatic fire detectors
C Understand the benefits and requirements of fire alarm systems interfaced to other systems
D Understand inspection, testing, and maintenance of fire alarm systems
E Plan and administer surveillance and fire guard services for fire protection
F Provide plans review for detection and alarm systems

XI  Water-Based Suppression  (17%)
A Evaluate need for water distribution systems
B Provide plans review for water-based systems
C Identify and understand water supply system requirements
D Identify and understand design criteria for hydraulics for fire protection
E Determine water supply adequacy
F Identify and understand the operating principles of stationary fire pumps
G Understand fine water mist systems and their applications
H Identify and understand the operating principles of automatic sprinkler systems

XII  Fire Suppression without Water  (5%)
A Identify and understand halogen and direct halogen replacement agents and systems
B Provide plans review for non water-based systems
C Identify and understand the properties, proper use/application, and the limitations of carbon
dioxide extinguishing agents and application systems
D Identify and understand the properties, proper use/application, and the limitations of both dry
and wet chemical extinguishing agents and application systems
E Identify and understand the basic characteristics and applications of various foam
extinguishing agents and the methods for producing fire-fighting foam systems
F Identify and understand proper use and maintenance of portable fire extinguishers
G Identify and understand the proper extinguishing agents and application techniques for
combustible metal fires
H Care and maintenance of non water-based extinguishing systems

XIII  Confining Fires  (5%)
A Understand building construction elements for fire protection
B Understand the following elements of confinement of fire in buildings
C Identify and describe the structural damage factors to be evaluated after a fire
D Identify fire hazards of construction, alteration and demolition of buildings
Certified Fire Protection Specialist: Sample Examination Questions

The following questions are provided for your reference when preparing to take the CFPS exam. These questions will not appear on the CFPS Examination. Answers to the sample examination questions are located on page 19.

1. What type of electrically powered industrial truck can be used in Class 1, Division 1, Group D locations?
   A. Type EX
   B. Type ES
   C. Type EE
   D. Type E

2. What is the minimum acceptable flow at the base of a riser including hose streams, ordinarily acceptable for pipe schedule sprinkler systems required for ordinary hazard (Group I) classified occupancies?
   A. 100 GPM (379 L/min)
   B. 850 GPM (3218 L/min)
   C. 700 GPM (2650 L/min)
   D. 500 GPM (1893 L/min)

3. The pressure produced by a column of water 1 foot (0.3 m) high is:
   A. 0.433 psi (0.030 Bar)
   B. 2.31 psi (0.159 Bar)
   C. 14.7 psi (1.01 Bar)
   D. 29.9 psi (2.06 Bar)

4. The total head of a fire pump is:
   A. the energy imparted to the liquid as it passes through the pump
   B. psi rating as the liquid passes through the pipe
   C. the energy imparted to the liquid as it passes through the orifice
   D. the static pressure of water at the intake of the pump

5. Proper exit design permits everyone to leave the fire-endangered area:
   A. without fear of loss of life
   B. prior to an untenable atmosphere
   C. in the shortest travel distance
   D. in the shortest possible time

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6. The Life Safety Code included the term “Exit” in an overall definition of means of egress. A means of egress is a continuous path of travel from any point in a building or structure to the open air outside at ground level. Egress consists of which three separate and distinct parts?
   A. Access to the exit, lighting, signage
   B. Access to the exit, floor construction, door swing
   C. Access to the exit, the exit, and area outside the building
   D. Access to the exit, the exit, and the exit discharge

7. In Type II, (111) construction and columns supporting more than one floor are required to have a fire resistance rating of:
   A. 0 hour
   B. 3/4 hour
   C. 1 hour
   D. 3 hours

8. The intensity of the illumination of means of egress should be not less than?
   A. 1 foot candle measured at the floor
   B. 1 foot candle measured 3’ above the floor
   C. 3 foot candles measured at the floor
   D. 3 foot candles measured 3’ above the floor

9. An oxygen-enriched atmosphere is defined as any atmosphere in which the concentration of oxygen exceeds 21% by volume or the partial pressure of the oxygen exceeds what pressure?
   A. 1.6 psi
   B. 16 KpA
   C. 16 Atmospheres
   D. 160 TORR

10. Water is most effective and most commonly used for which of the following type of fire?
    A. Class A-ordinary combustibles
    B. Class B-flammable and combustible liquids
    C. Class C-electrical
    D. Class D-combustible metals

11. Which of the following is NOT a basic method for heating gravity tank water?
    A. Direct discharge of steam into water
    B. Gravity circulation of hot water
    C. Steam coils inside tanks
    D. Warm air in internal jacket
12. An important limitation to consider when using pressure tanks in automatic sprinkler protection is the:
   A. small volume of water stored
   B. dependence upon outside power sources to maintain pressure
   C. lack of training of fire department personnel
   D. inadequate pipe sizing

13. Which one of the following principles is used to determine the necessary exit width?
   A. Design and application
   B. Flow and capacity
   C. Width and movement
   D. Construction and design

14. As a type of automatic fire detection device, heat detectors are the:
   A. oldest
   B. newest
   C. most reliable
   D. least reliable

15. The first principle of good storage practice for chemicals is:
   A. limiting quantity
   B. segregation
   C. containment
   D. concentration
## ANSWER KEY FOR SAMPLE EXAMINATION

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CFPS APPLICATION CHECKLIST

To avoid potential delays in the processing of your application, use this checklist to carefully review your application form for accuracy and completeness prior to mailing.

*Incomplete forms will not be accepted.*

Make sure to save the important program information found in the front part of this bulletin for your use, and only return the application form and required fees.

**Have you…**

- Read this Applicant Handbook cover-to-cover?
- Used the application form provided with this brochure?
- Completed the “Verification of Eligibility”?
- Answered **every** question on the application?
- Signed the Application Form (you *and* employer)?
- Enclosed the correct registration fee in the form of a check made payable to NFPA or provided accurate credit card information?
- Enclosed copies of all certificates and degrees to document your eligibility?
- Completed and signed the CFPS Code of Conduct - Ethics Declaration

**Note:** Incomplete applications will be returned. If corrected applications are not submitted prior to the application deadline, your examination date will be moved to the next scheduled examination.

Mail (or email if using electronic versions of the forms) the completed application and payment to CFPS at the address indicated on the application.
Examination Reference


Authoritative and comprehensive, the 20th edition *FPH* provides encyclopedic coverage of the full spectrum of fire and life safety topics. No other reference matches the scope, depth, and reliability of the *Fire Protection Handbook*:

- Two volumes comprising more than 3,400 pages ensure that no aspect is overlooked.
- 211 chapters put the latest facts at your fingertips.
- 247 authors who are leaders in their fields provide trustworthy, field-tested advice.
- 21 in-depth sections organize information for fast easy data retrieval.
- Thousands of illustrations, photos, tables, and graphs will help deepen your understanding of essential concepts.

The CFPS reference (NFPA Fire Protection Handbook 20th ed.) and Practice Examination are available from the NFPA Customer Sales Department at 800-344-3555 or the NFPA online catalog www.nfpa.org/catalog/.

Practice Examination (Item# CFPSPE) - provides details on examination content and strategy as well as 100 retired examination practice questions.

CFPS FORMS

Please photocopy the following forms for your use in applying for the CFPS examination, annual renewal, recertification, or changing your contact information. These forms are also available at www.nfpa.org/certification

- Candidate Application Form
- Candidate Re-test Form
- Recertification Form
- Recertification Requirements Table
Certified Fire Protection Specialist (CFPS) Program Application

APPLICANT NAME: ______________________________ (As will be printed on certificate)

E-mail: _______________________________________________________________________________________

Home Mailing Address: __________________________________________________________________________

City: __________________ State: __________ Country: _______________ Zip Code: __________

Home Phone: ___________________ Mobile Phone: ___________________

PLEASE SELECT only ONE OF THE FOLLOWING CFPS EXAM OPTIONS

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

☐ PAPER AND PENCIL (P&P) FORMAT: The CFPS examination is also offered in paper & pencil format.
Please submit application at least 4 weeks prior to test date.

SEE NFPA’s WEBSITE FOR UPCOMING P&P EXAM DATES and specify below.

DATE:__________________________ LOCATION:________________________

Please check the following box if you will need special accommodation for handicap or disability:

☐ I require special accommodations for testing due to sensory, visual, orthopedic, or other handicaps that will prevent me from taking the examination under standard conditions. I understand that I provide a separate written request for special accommodation with this application and that I may be required to provide supporting documentation from healthcare professionals. (See page 5 of the Applicant Handbook for policy details)

CURRENT EMPLOYMENT

Company Name: ___________________________ Dates of Employment ________________ to present

Company Address: ____________________________________________________________________________

City: __________________ State: _______ Country: _______________ Zip Code: __________

Business Phone: ______________ Mobile Phone: ______________ Email: ___________________________

Title: ___________________________ Field of Expertise: ______________________________

Supervisor’s Name (Print): _____________________________ Title: ___________________________

I verify that ________________________________ is performing the duties and responsibilities as identified above.

Signature of Supervisor or Human Resources Contact ___________________________ Date: __________
CFPS Application (Page 2 of 3)

VERIFICATION OF ELIGIBILITY CRITERIA

Candidates must meet one of the following criteria to be eligible to take the CFPS examination. (Select One)

☐ 1. High school diploma or equivalent, plus SIX years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.
   Resume REQUIRED.

☐ 2. Associate’s degree in a Fire Protection-related discipline from an accredited college or university, or a Bachelor’s or Master’s degree in any unrelated field; plus FOUR years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.
   Copy of College Diploma or Transcript AND Resume REQUIRED.

☐ 3. Bachelor’s or Master’s degree in a Fire Protection-related discipline from an accredited college or university, including degrees in engineering fields that are applied to the practice of fire protection; plus TWO years of verifiable work experience dedicated to curtailing fire loss, both physical and financial.
   Copy of College Diploma or Transcript AND Resume are REQUIRED.

The CFPS Practice Examination (Item # CFPSPE) can be purchased from NFPA Customer Sales at 800-344-3555 or online from the NFPA Online Catalog at www.nfpa.org.

PAYMENT INFORMATION

Certification Exam Fee: $350.00

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

Amount Enclosed $ ________________

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

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

Credit Card #: ____________________________ Card Exp. Date: ____________________________

Name on Card: ____________________________ Signature: ____________________________

AFFIRMATION AND AUTHORIZATION: I agree to inform and release to the CFPS or its agents all pertinent information related to situations that arise in connection with my application and/or certification, both now and in the future. I understand the CFPS reserves the right to verify any and all information in this application or in connection with my certification. Therefore, I understand and agree that my failure to provide accurate, true and correct information, respond to authorized CFPS requests for additional information, or abide by CFPS policies, procedures or Code of Conduct and Ethics shall constitute grounds for rejection of my application or denial or revocation of my certification. I understand the demographic information provided on this application is confidential and will be used for aggregate purposes only. I understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity, and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me. I acknowledge and agree that the NFPA CFPS office shall have the right to revoke or invalidate any examination score, with or without a finding of fault or misconduct on my part, if data forensic analysis or other credible evidence establishes a reasonable possibility that a score is not valid or that the integrity or security of the examination was compromised.

(Signature) ____________________________ (Date) ____________________________

I understand that my name, address and contact information will become part of the public CFPS Registry upon successful completion of the examination, unless I opt out by checking the bottom box below.

(choose one)

☐ Yes, list me in the online CFPS registry (this is the common choice)

☐ No, DO NOT list me in the online CFPS registry (this is not common)
CERTIFIED FIRE PROTECTION SPECIALIST

CODE OF CONDUCT AND ETHICS DECLARATION

I recognize and acknowledge that obtaining the CFPS credential is a privilege that must be earned and maintained. The protection of life and property is a responsibility of the highest order. For this reason I agree to:

1. Place the safety and health of people, the protection of the environment and the protection of property above all professional interests.
2. Demonstrate integrity, honesty and fairness in all activities and strive for excellence in all matters of ethical conduct.
3. Maintain professional competence in all areas of employment responsibility. Undertake assignments only when qualified by education or experience in the specific technical fields involved.
4. Consistently maintain and improve professional competence regular assessment of skills, improve continuing education, experience and professional training.
5. Avoid deceptive acts which misrepresent academic or professional qualifications.
6. Avoid compromise of professional judgment by conflicts of interest.
7. Avoid unauthorized possession, distribution, discussion, or use of any confidential or proprietary CFPS testing or examination materials, including but not limited to: copying, transmitting, or reproducing in any medium any CFPS examination questions or test related materials; or disclosing to any others any examination questions or test related materials (Note: all CFPS exam questions and related materials are proprietary and confidential unless they have been expressly released in writing by NFPA for use as training and review materials).
8. Avoid any conduct that would undermine the value and integrity of the CFPS credential.
9. Issue public statements only in an objective and truthful manner and only when founded upon knowledge of the facts and competence of the subject matter.
10. Represent qualifications honestly and provide only those services qualified to perform.
11. Accept responsibility of maintaining the credential through recertification.
12. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin or disability.
13. Uphold and follow all policies and procedures required to remain in good standing with the CFPS.

I understand that my failure to comply with these requirements could result in disciplinary action against me, up to and including revocation of the CFPS Certification, in accordance with the CFPS Policies. I also understand that NFPA retains rights and ownership over granted certificates, and in the event of revocation, withdrawal, or suspension of my certification, I will return my certificate to the NFPA CFPS Department.

Furthermore, I agree to immediately notify the NFPA CFPS department in the event I am for any reason unable to fulfill all certification requirements, or if I take on a position with any employer or participate in any activity that may constitute a Conflict of Interest with my role as a Certified Fire Protection Specialist.

Signature: ___________________________________________ Date: ___________________________

Printed Name: ___________________________________________
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Left Blank
(TYPE OR PRINT ALL INFORMATION; INCOMPLETE APPLICATIONS WILL BE RETURNED)

APPLICANT NAME: ____________________________ (As will be printed on certificate)
E-mail: ______________________________________
Home Phone: __________________ Mobile Phone: __________________

If your address or employment information has changed since your initial application, please update with the CFPS office.

PLEASE SELECT only ONE OF THE FOLLOWING CFPS EXAM OPTIONS

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

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PAYMENT INFORMATION
Retest Fee: $175.00 Amount Enclosed $_______

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

☐ Check. (Please make checks payable to NFPA Certification Department)
☐ Credit Card: ☐ MasterCard ☐ VISA ☐ Discover ☐ American Express

Credit Card # ____________________________ Card Exp. Date: ____________________________
Name on Card: ____________________________ Signature: ____________________________

AFFIRMATION AND AUTHORIZATION:

I agree to inform and release to the CFPS or its agents all pertinent information related to situations that arise in connection with my application and/or certification, both now and in the future. I understand the CFPS reserves the right to verify any and all information in this application or in connection with my certification. Therefore, I understand and agree that my failure to provide accurate, true and correct information, respond to authorized CFPS requests for additional information, or abide by CFPS policies, procedures or Code of Ethics shall constitute grounds for rejection of my application or denial or revocation of my certification. I understand the demographic information provided on this application is confidential and will be used for aggregate purposes only. I understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity, and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me. I understand that my name, address and contact information will become part of the registry of the CFPS upon successful completion of the examination, unless I specifically request that my name not be released. I acknowledge and agree that the NFPA CFPS office shall have the right to revoke or invalidate any examination score, with or without a finding of fault or misconduct on my part, if data forensic analysis or other credible evidence establishes a reasonable possibility that a score is not valid or that the integrity or security of the examination was compromised.

(Signature) __________________________________________ Date) ____________________________
CERTIFIED FIRE PROTECTION SPECIALIST

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2. Demonstrate integrity, honesty and fairness in all activities and strive for excellence in all matters of ethical conduct.
3. Maintain professional competence in all areas of employment responsibility. Undertake assignments only when qualified by education or experience in the specific technical fields involved.
4. Consistently maintain and improve professional competence regular assessment of skills, improve continuing education, experience and professional training.
5. Avoid deceptive acts which misrepresent academic or professional qualifications.
6. Avoid compromise of professional judgment by conflicts of interest.
7. Avoid unauthorized possession, distribution, discussion, or use of any confidential or proprietary CFPS testing or examination materials, including but not limited to: copying, transmitting, or reproducing in any medium any CFPS examination questions or test related materials; or disclosing to any others any examination questions or test related materials (Note: all CFPS exam questions and related materials are proprietary and confidential unless they have been expressly released in writing by NFPA for use as training and review materials).
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Furthermore, I agree to immediately notify the NFPA CFPS department in the event I am for any reason unable to fulfil all certification requirements, or if I take on a position with any employer or participate in any activity that may constitute a Conflict of Interest with my role as a Certified Fire Protection Specialist.

Signature: ___________________________ Date: ___________________________

Printed Name: ___________________________
Summary of Recertification Points Form

Certified Fire Protection Specialist

Please mail this completed form to:
CFPS
C/O NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169

*See note below regarding supporting documentation.

Telephone: 617-984-7484  Email: cfps@nfpa.org
Web Page: www.nfpa.org/certification

Please indicate below the address for which you would like to receive correspondence.

Name ___________________________ Certificate # ___________________________ Address ___________________________

City ___________________________ State _____________ Zip Code ___________________________

Telephone____________________ Fax__________________ Email ___________________________

☐ Check if this is a change of address   Current Certification Period Ending ___________________________ Month/Year

☐ Check if you DO NOT wish to be listed on the official CFPS Web Site Membership Directory

*Note: Credit is permitted only for those points earned during the three-year recertification period. You must document at least fifty (50) points in accordance with the Recertification Requirements Table to maintain certification. Do not submit documentation of your points at this time. However, it is important that you maintain your documentation in the event you are selected for a random audit. You will then be required to provide this documentation.

<table>
<thead>
<tr>
<th>Category</th>
<th>Points Claimed</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

TOTAL POINTS CLAIMED (Total from all categories) ___________________________

I attest that the above claimed points are accurate and reflect my professional development during the recertification period. I understand that I need to maintain documentation of these points for possible submission in the event I am audited.

_________________________________________  ___________________________
Name                                              Date
# Certified Fire Protection Specialist

## Recertification Requirements Table

In order to maintain currency and relevancy in the profession, CFPS certificate holders are required to submit fifty (50) points of documented professional development. The fifty (50) points must be submitted during the 3-year recertification cycle and related to the fire/safety profession.

<table>
<thead>
<tr>
<th>Category</th>
<th>Allotted Points</th>
<th>Maximum Points Allowed</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Practice</strong></td>
<td>1 per month</td>
<td>36 per cycle</td>
<td>Letter from supervisor or client(s)</td>
</tr>
<tr>
<td><strong>Membership in Fire/Safety Organizations</strong></td>
<td>2 per organization</td>
<td>4 per year</td>
<td>Proof of membership</td>
</tr>
<tr>
<td><strong>Other Fire/Safety Certifications</strong></td>
<td>5 each year certification is maintained</td>
<td>15 per cycle</td>
<td>Proof of certification for each year</td>
</tr>
<tr>
<td><strong>Voluntary Professional Service – CFPS or Other Organization</strong></td>
<td>5 per organization/activity</td>
<td>15 per cycle</td>
<td>Letter from organization</td>
</tr>
</tbody>
</table>

A minimum of 16 of the required 50 points must come from the following categories, and of those 16, at least 8 points must be earned from a combination of the first two categories: Training-professional development/seminar & conferences, including service on the CFPS Certification Advisory Group (CAG), and taking college credit courses.

<table>
<thead>
<tr>
<th>Category</th>
<th>Allotted Points</th>
<th>Maximum Points Allowed</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training / Professional Development Seminars &amp; Conferences; Service on CFPS CAG</strong></td>
<td>1 per contact hour for Seminars &amp; Conferences</td>
<td>36 per cycle</td>
<td>Certificate or proof of attendance</td>
</tr>
<tr>
<td></td>
<td>5 per full year of CAG Service/Membership</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Taking College Credit Courses</strong></td>
<td>3 points per credit hour (e.g. 9 points for 3 credit course)</td>
<td>36 per cycle</td>
<td>Official Transcript from College</td>
</tr>
<tr>
<td><strong>Teaching a Course or Seminar</strong></td>
<td>Teaching a Course: 4 points per credit hour (e.g. 12 points for a 3 credit course)</td>
<td>36 per cycle</td>
<td>Letter from college verifying details of course and your teaching it or documentation describing seminar and your participation</td>
</tr>
<tr>
<td></td>
<td>Teaching a Seminar: 1 point per hour taught</td>
<td></td>
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<tr>
<td><strong>Publications (Fire/Safety Related)</strong></td>
<td>Paper or article in peer-reviewed publication: (minimum of 1,000 words)</td>
<td>30 per cycle</td>
<td>Article/Paper: Copy of first page of article/paper indicating the title, name &amp; date of publication, your name as author, and other authors names (if applicable). Book: Copy of the title page of book indicating the title, publisher, date of publication, your name as author, and other authors’ names (if applicable).</td>
</tr>
<tr>
<td></td>
<td>Single Author: 4 points</td>
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<td></td>
<td>Multiple Authors: 2 points</td>
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<td></td>
<td>Published article or paper: (minimum of 1,000 words)</td>
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<td>Single Author: 2 points</td>
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<td>Multiple Authors: 1 point</td>
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<td>Published book:</td>
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<td>Single Author or Editor: 25 points</td>
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<td>Author of a Chapter, Single Author: 3 points</td>
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<tr>
<td></td>
<td>Author of a Chapter, Multiple Authors: 1 point</td>
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<tr>
<td></td>
<td>Published review of a book in a fire/safety journal or magazine:</td>
<td>1 Point</td>
<td></td>
</tr>
</tbody>
</table>

**Implementation Date:** May 2, 2016
Certified Fire Protection Specialist Program

NFPA Certification Department

1 Batterymarch Park
Quincy, MA 02169
Phone: 617-984-7484
e-mail: cfps@nfpa.org
website: www.nfpa.org/certification