This Certified Life Safety Specialist (CLSS-HC) Candidate Handbook contains important program information specific to facility managers in the health care industry, along with the following documents:

- Examination Retest Form
- Recertification Form

Please carefully review this handbook and retain it for future reference.
NFPA’s MISSION
Founded in 1896, NFPA is a global, nonprofit organization devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards.

MISSION OF NFPA CERTIFICATION PROGRAMS
The overall mission of NFPA’s Certification Program is to enhance human and organizational performance as related to the use and application of NFPA codes and standards.

CERTIFIED LIFE SAFETY SPECIALIST PROGRAM
The NFPA Certified Life Safety Specialist (CLSS-HC) for Health Care Facility Managers Program was created in 2016 after extensive market research was conducted with facility managers within the health care industry. The research indicated a strong desire among these facility managers to have a credential that highlights their knowledge of the many life safety challenges within a health care environment and how to keep their facilities in compliance with the 2012 edition of NFPA 101®, Life Safety Code®.

PROGRAM GOALS:
- Recognize and provide evidence of competence as required by accrediting bodies such as the Joint Commission
- Enhance professionalism within the health care facility management community
- Ensure a uniform, fair process for certification that is accessible to everyone who is eligible
- Ensure proficiency in the use of NFPA codes and standards
- Facilitate success for those seeking certification
- Promote professional development through continuous learning

FEATURES & BENEFITS
CLSS-HC credential holders receive the following benefits:
- A nationally recognized certification
- Recognition as an expert by your colleagues
- Greater confidence in your abilities
- Improved job performance
- Career advancement opportunities
Certificate holders also receive an NFPA certificate that further highlights their accomplishment.

ELIGIBILITY
A candidate for the CLSS-HC certification must have attained a high school diploma or equivalent before being allowed to sit for the exam.

APPLICATIONS & FORMS
The CLSS-HC application can be found online at www.nfpa.org/clss.

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 adminsves@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."
Following the receipt of your CLSS-HC application form and examination fee, the NFPA will send you an authorization letter with instructions on how to schedule your computer based exam. A list of test centers may be found at www.isoqualitytesting.com.

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/clss.

NON-DISCRIMINATION
NFPA evaluates all CLSS-HC candidates without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age or disability.

SPECIAL ACCOMMODATIONS
NFPA provides special accommodations in accordance with the Americans with Disabilities Act of 1991 (ADA). If a disability prevents you from taking the examination under standard conditions, you may request special accommodations. Written requests explaining the nature of the disability (i.e., the diagnosis), the type of accommodation you feel is appropriate, and any supporting documentation of the diagnosis from a qualified healthcare professional must accompany the registration application. NFPA reserves the right to request reasonable documentation from healthcare or other professionals to support requests for special accommodations.

STEPS TO CERTIFICATION
• Submit your application with the appropriate examination fee to NFPA Admin. & Support Services (see application form for details).
• Examination - You will have to sit for a computer based examination within 12 months of entering the CLSS-HC 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 CLSS-HC application was accepted. If you fail the examination three (3) times within this period, you must wait until the twelve (12) month testing period expires before you will be allowed to restart the registration process. The retest application is found online at www.nfpa.org/clss. The current retest fee can be found on the retest application form.

REFERENCE MATERIAL
The exam is based on the 2012 edition of NFPA 101®, Life Safety Code®. It is the candidate’s responsibility to obtain this reference source for study purposes and to have present during the examination. It is the only reference source allowed in the examination room. If you would like to purchase this NFPA document please go to the NFPA website at www.nfpa.org/catalog.

EXAM PREPARATION
Regardless of how long you have been on the job, you should still prepare for the CLSS-HC exam. Candidates should have a strong working knowledge of the 2012 edition of the Life Safety Code and be able to effectively navigate through that document. One tool to help you prepare is the NFPA 3-day seminar on NFPA 101®, Life Safety Code® for health care occupancies. While this seminar is not a test preparation course it does cover material found on the exam. Attending the seminar is not a prerequisite of the certification and does not guarantee success on the exam. More information on the seminar and other NFPA training solutions can be found at www.nfpa.org/catalog.

REVIEW REFERENCE MATERIALS - It is not necessary to memorize the reference material, but it is important to know the general format of NFPA 101. NFPA 101 is laid out with the occupancy specific chapters starting at chapter 12. The core chapters are chapters 1-11. They begin with administration and definitions, followed by the specific requirements in the code. It is always best to start with the occupancy chapter first, then if required, turn to the core chapters. For example, if you are looking up requirements for interior finish in a new
Sample Question - What is the occupant load factor used for determining the required means of egress for an inpatient treatment department within an existing health care occupancy?

(A) 180 sq ft (16.7 sq m)  
(B) 220 sq ft (20.4 sq m)  
(C) 240 sq ft (22.3 sq m)  
(D) 280 sq ft (26.0 sq m)

Analyze the Question - This is a means of egress question.
Find the right reference – Existing health care is chapter 19, occupant load is section 19.1.7. This section sends you to Table 7.3.1.2.

These tips will help you find specific information quickly during the examination.

EXAM FORMAT
The CLSS-HC exam is a three-hour open-book examination, containing 100 multiple-choice questions. The examination is only available in English. It is designed to evaluate the candidate’s knowledge of life safety principles and code application skills within a health care environment.

The examination is available in a computer-based format at test centers throughout the world. Upon receipt of the CLSS-HC examination application and test fee, the candidate will receive their authorization letter with instructions on how to schedule the computer based examination. A list of computer based test centers is available on the test administrator’s website at www.isoqualitytesting.com.

EXAM RULES AND PROCEDURES
The following suggestions, regulations, and procedures pertain to every candidate taking the examination:

- You must present a valid photo ID at the test center.
- Smart phones and other electronic devices are not permitted in the testing area.
- You will not be permitted to continue the test beyond the established three-hour time limit.
- You should bring only the approved, published and copyrighted NFPA document identified in this handbook into the exam room. Photocopies of the NFPA document, additional pages with notations, and other test taking aids are not permitted. All materials taken into the exam room are subject to review by the test center proctor.
- You may highlight, tab, and make notations within your NFPA document prior to entering the exam room. Only commercial permanent adhesive type tabs are allowed. Post-it type notes and flags or other types of easily moveable tabs are not permitted. You may not write on, mark in, or tab the pages of your NFPA document during the examination.
- Electronic versions of the NFPA document are not permitted to be used at the test site.
- If you wish to leave the room during the test, you must secure the proctor’s permission. You will not be allowed to make up lost time.
- Visitors are not permitted at the test center.
- Smoking is not permitted in the testing area.
- Candidates may provide comments on exam items. All comments will be reviewed by NFPA certification staff. Candidates will not receive responses to their comments. Comments may be entered directly on the computer screen.

FAILURE TO APPEAR FOR EXAM
No application fees will be refunded if you fail to appear on your registered examination date. See Cancellation and Rescheduling Exceptions below.
EXAM CANCELLATION
If you must cancel your exam and you have no plan to reschedule that exam for another date, 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. See Cancellation and Rescheduling Exceptions.

EXAM RESCHEDULING
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.

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 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.

EXAM SECURITY
Failure to follow candidate instructions regarding examination security will result in your application being voided and forfeiture of your application fee. Conduct that results in violation of examination security or disrupts the administration of the examination could result in cancellation of your examination and dismissal from the testing center. In addition, your examination will be considered void and will not be scored.

Examples of misconduct include, but are not limited to, the following: 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.

The NFPA shall have the right to revoke or invalidate any examination score with or without a finding of fault or misconduct if data forensic analysis or other credible evidence establishes a reasonable possibility that a score is not valid or the integrity or security of the examination was compromised.
COPYRIGHT
Exam questions are copyrighted by the NFPA. All rights reserved. Reproduction, distribution or display in any form or by any means, electronic, mechanical or otherwise, is strictly prohibited.

RESULTS
The computer based examination allows candidates to receive their results immediately upon completion of the examination. The CLSS-HC 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 six (6) 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 CLSS-HC exam weighted criteria table in this handbook for a listing of the CLSS-HC 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 CLSS-HC 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 online at www.nfpa.org/clss. The cost to retest is $175 USD.

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

USE OF YOUR CLSS-HC CREDENTIAL
Once granted the CLSS-HC credential, the certified may refer to themselves as a CLSS-HC credential holder as long as the certified has an active certification status. The certified is authorized to use the CLSS-HC designation after their name on business cards, personal letterhead, resumes, websites and in their email signature.

RECERTIFICATION
Once a candidate has been certified, to remain active, they must recertify every three years. In order to maintain currency and relevancy with life safety challenges, CLSS-HC certification holders are required to demonstrate their continuing participation in professional development activities.

NFPA awards points towards recertification for various activities. Ten points of professional development activities related to NFPA 101®, Life Safety Code® must be earned and submitted during the recertification cycle. Certification holders must complete the Summary of Recertification Points Form, and submit it to NFPA for processing. This form is available at www.nfpa.org/clss. It is important that you begin accumulating the required points as soon as possible. If college courses are declared for training hours, the same course cannot be taken twice within the 3-year period, and the candidate must convert credit hours to actual hours spent in the classroom.

Recertification Audit
Certification holders will be subject to a random audit of their CLSS-HC recertification documentation for a period of up to six months after their recertification date. Accordingly, certification holders are expected to retain recertification documentation in their possession for six months beyond their recertification date. Recertification Points Forms are available at www.nfpa.org/clss. Back up documentation is not required when submitting the Summary of Recertification Points Form.
RECERTIFICATION REQUIREMENTS CHART
In order to maintain currency and relevancy managing life safety issues in health care facilities, certificate holders are required to submit a minimum of ten (10) points of documented professional development for recertification. The 10 points must be submitted during the 3-year recertification cycle and must be related to fire protection and life safety in the health care environment.

<table>
<thead>
<tr>
<th>PROFESSIONAL DEVELOPMENT CATEGORY</th>
<th>POINT ALLOTMENT</th>
<th>MINIMUM POINTS</th>
<th>MAXIMUM POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in Life Safety Code training</td>
<td>1 point per contact hour 1 CEU = 10 contact hours</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Association Membership of Certificate Holder</td>
<td>1 point per association membership per year</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: NFPA reserves the right to alter any recertification requirements as deemed necessary.


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

RENEWAL
If NFPA does not receive the necessary recertification materials within the three year period, the certification holder will no longer be considered a Certified Life Safety Specialist (CLSS-HC) for Health Care Facility Manager, and will no longer be entitled to use the CLSS-HC credential in professional communications. To regain certification, the candidate must successfully complete the entire CLSS-HC 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
# CLSS-HC Exam Weighted Criteria Table

The following table indicates the approximate percentage (%) of exam content (exam items) for the six (6) major domain areas and the sub-components of those domain areas:

<table>
<thead>
<tr>
<th>Domain Area</th>
<th>Weightage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Protection</td>
<td>28%</td>
</tr>
<tr>
<td>II. Means of Egress</td>
<td>22%</td>
</tr>
<tr>
<td>III. Operating Features</td>
<td>16%</td>
</tr>
<tr>
<td>IV. Building Services</td>
<td>13%</td>
</tr>
</tbody>
</table>

## I. Protection

<table>
<thead>
<tr>
<th>Sub-component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Requirements found in the 2012 edition of NFPA 101 under 18.3, 19.3, 20.3 &amp; 21.3</td>
<td>28%</td>
</tr>
<tr>
<td>B. Chapter 6: Classification of Occupancy and Hazard of Contents</td>
<td></td>
</tr>
<tr>
<td>6.1 Classification of Occupancy</td>
<td></td>
</tr>
<tr>
<td>6.2 Hazard of Contents</td>
<td></td>
</tr>
<tr>
<td>6.3 General</td>
<td></td>
</tr>
<tr>
<td>6.4 Construction and Compartmentation</td>
<td></td>
</tr>
<tr>
<td>6.5 Fire Barriers</td>
<td></td>
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<tr>
<td>6.6 Smoke Partitions</td>
<td></td>
</tr>
<tr>
<td>6.7 Smoke Barriers</td>
<td></td>
</tr>
<tr>
<td>6.8 Vertical Openings</td>
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</tr>
<tr>
<td>6.9 Special Hazard Protection</td>
<td></td>
</tr>
<tr>
<td>6.10 Smoke Control</td>
<td></td>
</tr>
<tr>
<td>6.11 Fire Detection, Alarm, and Communication Systems</td>
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<tr>
<td>6.12 Automatic Sprinklers and Other Extinguishing Equipment</td>
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<tr>
<td>6.13 Carbon Monoxide (CO) Detection and Warning Equipment</td>
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<tr>
<td>6.14 Special Inspections &amp; Tests</td>
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</tbody>
</table>

## II. Means of Egress

<table>
<thead>
<tr>
<th>Sub-component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Requirements found in the 2012 edition of NFPA 101 under 18.2, 19.2, 20.2 &amp; 21.2</td>
<td>22%</td>
</tr>
<tr>
<td>B. Chapter 7: Means of Egress</td>
<td></td>
</tr>
<tr>
<td>7.1 General</td>
<td></td>
</tr>
<tr>
<td>7.2 Means of Egress Components</td>
<td></td>
</tr>
<tr>
<td>7.3 Capacity of Means of Egress</td>
<td></td>
</tr>
<tr>
<td>7.4 Number of Means of Egress</td>
<td></td>
</tr>
<tr>
<td>7.5 Arrangement of Means of Egress</td>
<td></td>
</tr>
<tr>
<td>7.6 Measurement of Travel Distance to Exits</td>
<td></td>
</tr>
<tr>
<td>7.7 Discharge from Exits</td>
<td></td>
</tr>
<tr>
<td>7.8 Illumination of Means of Egress</td>
<td></td>
</tr>
<tr>
<td>7.9 Emergency Lighting</td>
<td></td>
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<tr>
<td>7.10 Marking of Means of Egress</td>
<td></td>
</tr>
</tbody>
</table>

## III. Operating Features

<table>
<thead>
<tr>
<th>Sub-component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Requirements found in the 2012 edition of NFPA 101 under 18.7, 19.7, 20.7 &amp; 21.7</td>
<td>16%</td>
</tr>
<tr>
<td>B. Chapter 4: General</td>
<td></td>
</tr>
<tr>
<td>4.7 Fire Drills</td>
<td></td>
</tr>
<tr>
<td>4.8 Emergency Plan</td>
<td></td>
</tr>
<tr>
<td>C. Chapter 10: Interior Finish, Contents, and Furnishings</td>
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</tr>
<tr>
<td>10.3 Contents and Furnishings</td>
<td></td>
</tr>
</tbody>
</table>

## IV. Building Services

<table>
<thead>
<tr>
<th>Sub-component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Requirements found in the 2012 edition of NFPA 101 under 18.5, 19.5, 20.5 &amp; 21.5</td>
<td>13%</td>
</tr>
<tr>
<td>B. Chapter 9: Building Service and Fire Protection Equipment</td>
<td></td>
</tr>
<tr>
<td>9.1 Utilities</td>
<td></td>
</tr>
<tr>
<td>9.2 Heating, Ventilating, and Air-Conditioning</td>
<td></td>
</tr>
</tbody>
</table>
V. General Requirements 11%
A. Requirements found in the 2012 edition of NFPA 101 under 18.1, 19.1, 20.1 & 21.1
B. Chapter 3: Definitions
   3.2 NFPA Official Definitions
   3.3 General Definitions
C. Chapter 4: General
   4.2 Objectives
   4.3 Assumptions
   4.4 Life Safety Compliance Options
   4.5 Fundamental Requirements
   4.6 General Requirements

VI. Special Provisions 10%
A. Requirements found in the 2012 edition of NFPA 101 under 18.4, 19.4, 20.4 & 21.4
B. Chapter 7: Means of Egress
   7.11 Special Provisions for Occupancies with High Hazard Contents
   7.12 Mechanical Equipment Rooms, Boiler Rooms, and Furnace Rooms
   7.13 Normally Unoccupied Building Service Equipment Support Areas
   7.14 Elevators for Occupant-Controlled Evacuation Prior to Phase I Emergency Recall Operations
C. Chapter 11: Special Structures and High Rise Buildings
   11.7 Underground and Limited Access Structures
   11.8 High-Rise Buildings
Certified Life Safety Specialist (CLSS-HC)
for Health Care Facility Managers Program

NFPA Admin. & Support Services
11 Tracy Drive
Avon, MA 02322
Email: adminsvcs@nfpa.org
Website: www.nfpa.org/clss