



Life Safety Specialist – Health Care

Candidate Handbook

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.



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NFPA's MISSION

Our vision: We are the leading global advocate for the elimination of death, injury, property and economic loss due to fire, electrical and related hazards.

Our mission: To help save lives and reduce loss with information, knowledge and passion.

MISSION OF NFPA CERTIFICATION PROGRAMS

The overall mission of NFPA's Certification Program is to enhance human and organizational performance as related to the use and application of NFPA codes and standards.

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:

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.

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 a high school diploma or the equivalent before being allowed to sit for the exam.

APPLICATIONS & FORMS

All CLSS-HC applications including the program application, and retest application can be found online at 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 web1.zixmail.net/s/welcome.jsp?b=nfpa. Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter adminsvcs@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

Following the receipt of your CLSS-HC application form and exam fee, the NFPA will send you an authorization letter with instructions on how to schedule your computer based exam.

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 nfpa.org/clss.

NON-DISCRIMINATION

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

SPECIAL ACCOMMODATIONS

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

STEPS TO CERTIFICATION

Step 1 - Submit your application with the appropriate examination fee to NFPA Admin. & Support Services (see application form for details).

Step 2 - Examination - You will have to sit for a computer based examination within 12 months of entering the CLSS-HC program.

Step 3 - 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 nfpa.org/clss. The current retest fee can be found on the retest application form.

REFERENCE MATERIALS

The exam is based on the 2012 edition of NFPA 101®, Life Safety Code®. This is the edition of the code referenced by the Centers for Medicare and Medicaid Services. 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 NFPA 101: Life Safety Code for Health Care Series Online Training Series (2012). While this online training series is not a test preparation course it does cover material found on the exam. Participating the training is not a prerequisite of the certification and does not guarantee success on the exam. More information on online training 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 health care occupancy, you would start at section 18.3.3 where it will direct you to section 10.2. It is also helpful to look for tables in the documents that summarize requirements.

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 FORMATS

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.

EXAM RULES AND PROCEDURES

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

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

EXAM RESCHEDULING/CANCELATION

If you wish to change your exam date or time, you may do so through the Prometric scheduling portal at <https://proscheduler.prometric.com/?prg=NFPA2&path=confirm> or by contacting Prometric's contact centers listed on <https://www.prometric.com/nfpacert>.

There is no charge for reschedule or cancellation of an appointment if the change is made 30 or more days prior to your appointment date.

Between 29 and 5 calendar days prior to your appointment date, you may cancel or reschedule your appointment, but you will be required to pay a \$50 fee (to Prometric). 4 or fewer days prior to your appointment date, you may not reschedule. If you cancel your appointment during this period or fail to appear for your appointment, you will be considered a no-show, and will need to submit a retest application with NFPA and pay applicable fees prior to scheduling a new appointment. Information on how to submit retest application can be found on the applicable certification program website at <https://www.nfpa.org/certification>.

EXAM SECURITY

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

Examples of misconduct include, but are not limited to, the following: writing on anything other than the margins of your test booklet, looking at another candidate's exam, or talking with other candidates anytime during the entire exam period. You are particularly cautioned not to do so after you have completed the exam, as other candidates in the area might be taking a break and still have not completed the exam. You may not attend the exam only to review or audit test materials. You may not copy any portion of the exam for any reason. No exam information may leave the test room under any circumstances. This includes memorizing questions for distribution to any other person. No unauthorized persons will be admitted into the testing area.

It is very important for you to note all exam content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate forms provided within the exam delivery system. At no other time, before, during or after the exam, may you communicate orally, electronically or in writing with any person or entity about the content of the exam or individual exam questions.

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

COPYRIGHT

CLSS-HC exam questions are copyrighted by the NFPA. All rights reserved. Reproduction, distribution or display in any form or by any means, electronic, mechanical or otherwise, is strictly prohibited.

EXAM RESULTS

The computer-based examination allows candidates to receive their results immediately upon completion. The exam results are reported as pass or fail. Your actual exam score or percentage will not be provided. You will also receive an email with a diagnostic report that provides an infographic indicating how you performed on each content area so that you may see which topics you will need to study to prepare for a retest.

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 exam three times within this period, you must wait until the 12-month testing period expires before you will be allowed to restart the registration process. The retest application is online at 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. 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, 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).

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. 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 nfpa.org/clss.

The certified must submit documented evidence of a total of 10 credit points from the following categories:

CATEGORY	ALLOTMENT	MINIMUM POINTS	MAXIMUM POINTS
Participation in Life Safety Code training	1 point per contact hour 1 CEU = 10 contact hours	7	10
Association Membership of Certificate Holder	1 point per association membership per year	0	3

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

NFPA offers NFPA 101®, Life Safety Code® training options. To register, go to www.nfpa.org, or call NFPA toll free at 1-800-344-3555.

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.

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 nfpa.org/clss. Back up documentation is not required when submitting the Summary of Recertification Points Form.

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

NFPA 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:

- | | |
|--|------------|
| I. Protection | 28% |
| A. Requirements found in the 2012 edition of NFPA 101 under 18.3, 19.3, 20.3 & 21.3 | |
| B. Chapter 6: Classification of Occupancy and Hazard of Contents | |
| 6.1 Classification of Occupancy | |
| 6.2 Hazard of Contents | |
| 8.1 General | |
| 8.2 Construction and Compartmentation | |
| 8.3 Fire Barriers | |
| 8.4 Smoke Partitions | |
| 8.5 Smoke Barriers | |
| 8.6 Vertical Openings | |
| 8.7 Special Hazard Protection | |
| 9.3 Smoke Control | |
| 9.6 Fire Detection, Alarm, and Communication Systems | |
| 9.7 Automatic Sprinklers and Other Extinguishing Equipment | |
| 9.8 Carbon Monoxide (CO) Detection and Warning Equipment | |
| 9.9 Special Inspections & Tests | |
| II. Means of Egress | 22% |
| A. Requirements found in the 2012 edition of NFPA 101 under 18.2, 19.2, 20.2 & 21.2 | |
| B. Chapter 7: Means of Egress | |
| 7.1 General | |
| 7.2 Means of Egress Components | |
| 7.3 Capacity of Means of Egress | |
| 7.4 Number of Means of Egress | |
| 7.5 Arrangement of Means of Egress | |
| 7.6 Measurement of Travel Distance to Exits | |
| 7.7 Discharge from Exits | |
| 7.8 Illumination of Means of Egress | |
| 7.9 Emergency Lighting | |
| 7.10 Marking of Means of Egress | |
| III. Operating Features | 16% |
| A. Requirements found in the 2012 edition of NFPA 101 under 18.7, 19.7, 20.7 & 21.7 | |
| B. Chapter 4: General | |

- 4.7 Fire Drills
- 4.8 Emergency Plan
- C. Chapter 10: Interior Finish, Contents, and Furnishings**
- 10.3 Contents and Furnishings

- IV. Building Services** **13%**
- A. Requirements found in the 2012 edition of NFPA 101 under 18.5, 19.5, 20.5 & 21.5**
- B. Chapter 9: Building Service and Fire Protection Equipment**
- 9.1 Utilities
- 9.2 Heating, Ventilating, and Air-Conditioning
- 9.4 Elevators, Escalators, and Conveyors
- 9.5 Rubbish Chutes, Incinerators, and Laundry Chutes

- 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



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