



CERTIFICATION PROGRAM

Certified Sprinkler ITM Specialist (CSITMS) for Facility Managers

Candidate Handbook



This Certified Sprinkler ITM Specialist (CSITMS) for Facility Managers Candidate Handbook contains important program information, including the following documents:

- Examination Retest Form
- Recertification Form

Please carefully review this handbook and retain it for future reference.

CERTIFIED SPRINKLER INSPECTION, TESTING, AND MAINTENANCE SPECIALIST (CSITMS) FOR FACILITY MANAGERS

▶ NFPA’s Vision	3
▶ Mission of NFPA Certification Programs	3
▶ Certified Sprinkler ITM Specialist Program	3
▶ Program Goals	3
▶ Features & Benefits	3
▶ Eligibility	3
▶ Applications & Forms	3
▶ Application Acceptance	3
▶ Program Fees	4
▶ Non-Discrimination	4
▶ Special Accommodations	4
▶ Steps to Certification	4
▶ Reference Materials	4
▶ Exam Preparation	4
▶ Review Reference Materials	4
▶ Exam Format	5
▶ Exam Rules and Procedures	5
▶ Failure to Appear for Exam	5
▶ Exam Cancellation	5
▶ Exam Rescheduling	5
▶ Exam Cancellation and Rescheduling Exceptions	6
▶ Exam Security	6
▶ Copyright	6
▶ Results	6
▶ Retest	6
▶ Confidentiality	7
▶ Use of Your CSITMS Credential	7
▶ Recertification	7
▶ Recertification Requirements Chart (3 year cycle)	7
▶ Renewal	8
▶ Replacement Certificates	8
▶ Contact Information	8
▶ Weighted Criteria Table	9

NFPA's VISION

NFPA is the leading global advocate for the elimination of 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 programs are to enhance human and organizational performance as related to the use and application of NFPA codes and standards.

CERTIFIED SPRINKLER ITM SPECIALIST FOR FACILITY MANAGERS PROGRAM

The NFPA Certified Sprinkler ITM Specialist (CSITMS) for Facility Managers program was created in 2016 after extensive market research was conducted with facility managers from a wide array of industries. The research indicated a strong desire to have a credential that highlights their knowledge of the many challenges associated with the proper inspection, testing, and maintenance of water-based fire protection systems, and how to keep their facilities in compliance with the 2014 edition of *NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*.

PROGRAM GOALS:

- Recognize and provide evidence of knowledge with inspection, testing, and maintenance requirements for water-based fire protection systems as detailed in the 2014 edition of NFPA 25
- Enhance professionalism within the 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

CSITMS 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 highlights their accomplishment.

ELIGIBILITY

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

APPLICATIONS & FORMS

The CSITMS application can be found online at www.nfpa.org/csitms.

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 adminsucs@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

Following the receipt of your CSITMS application 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/csitms.

NON-DISCRIMINATION

NFPA evaluates all CSITMS 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 CSITMS program.
- 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 CSITMS application was accepted. If you fail the examination three times within this period, you must wait until the 12 month testing period expires before you will be allowed to restart the registration process. The retest application is found in the CSITMS candidate handbook as well as online at www.nfpa.org/csitms. The current retest fee can be found on the retest application form.

REFERENCE MATERIAL

The exam is based on the 2014 edition of *NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems*. 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

NFPA offers training on *NFPA 25, Standard for the Inspection, testing, and Maintenance of Water-based Fire Protection Systems*. This training is not built as test preparation training, however, it does cover material found on the exam. Attending NFPA training is not a prerequisite of this certification. More information on 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 25. The standard begins with chapters on administration, referenced publications, and definitions, followed by the different types of systems and specific requirements covered in the standard. For the examination, it is helpful to look for tables in the document that summarize different requirements.

Sample Question - What is the **minimum** allowable water temperature in water storage tank systems?

- (A) 35° F (2° C)
- (B) 40° F (4° C)
- (C) 45° F (7° C)
- (D) 50° F (10° C)

Analyze the Question - This is a water storage tank question.

Find the right reference – Turn to the table of contents or the index to determine that water storage tank requirements are found in chapter 9. Scan chapter 9 to locate section 9.2.4 Water Temperature. Under reference 9.2.4.1 the standard reads, “The temperature of water in tanks shall not be less than 40° F (4.0° C)”

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

EXAM FORMAT

The CSITMS 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 inspection, testing, and maintenance principles and standard application skills.

The examination is available in a computer-based format at test centers throughout the world. Upon receipt of the CSITMS 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: 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 means 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 CSITMS 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 five 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 CSITMS exam weighted criteria table in the appendix section of this handbook for a listing of the CSITMS 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 CSITMS 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/csitms. 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 CSITMS CREDENTIAL

Once granted the CSITMS credential, the certified may refer to themselves as a CSITMS credential holder as long as the certified has an active certification status. The certified is authorized to use the CSITMS 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 fire alarm and signaling systems, CSITMS 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 fire alarm and signaling systems must be earned and submitted during the three year 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/csitms. 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 CSITMS 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. Back up documentation is not required when submitting the Summary of Recertification Points Form.

RECERTIFICATION REQUIREMENTS CHART

In order to maintain currency and relevancy with inspection, testing, and maintenance challenges of water-based fire protection systems, certificate holders are required to submit a minimum of 10 points of documented professional development for recertification. The 10 points must be submitted during the three year recertification cycle and must be related to inspection, testing, and maintenance of water-based fire protection systems.

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

PROFESSIONAL DEVELOPMENT CATEGORY	POINT ALLOTMENT	MINIMUM POINTS	MAXIMUM POINTS
Participation in training related to ITM of water-based fire protection systems	1 point per contact hour 1 CEU = 10 contact hours	7	10
Participation in the initial acceptance testing, reacceptance testing or the periodic testing of water-based fire protection systems	1 point per year	0	3
Participation in the initial acceptance inspection, reacceptance inspection or the periodic visual inspection of water-based fire protection systems	1 point per year	0	3
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 training on *NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems*. To register, go to www.nfpa.org and click on the “training” tab, 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.

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 Sprinkler ITM Specialist (CSITMS), and will no longer be entitled to use the CSITMS credential in professional communications. To regain certification, the candidate must successfully pass the CSITMS certification examination (subject to the applicable application fee).

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

CSITMS Exam Weighted Criteria Table

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

I. General Requirements **18%**

Chapter 3	Definitions
Chapter 4	General Requirements
5.1	General (sprinkler systems)
6.1	General (standpipe and hose systems)
7.1	General (private fire service mains)
8.1	General (fire pumps)
9.1	General (water storage tanks)
13.1	General (valves, valve components and trim)
13.2	General Provisions (valves, valve components and trim)
13.3	Control Valves in Water-Based Fire Protection Systems (valves, valve components and trim)
13.4.3.2.8	Multiple Systems (preaction and deluge systems)
13.4.3.2.9	Manual Operation (preaction and deluge systems)
13.4.4.1.2	Gauges (valves, valve components and trim)

II. Inspection **24%**

5.2	Inspections (sprinkler systems)
6.2	Inspections (standpipe and hose systems)
7.2	Inspections (private fire service mains)
8.2	Inspections (fire pumps)
9.2	Inspections (water storage tanks)
13.3.2	Inspection (valves, valve components and trim)
13.4.1	Inspection of Alarm Valves (valves, valve components and trim)
13.4.2.1	Inspection (check valves)
13.4.3.1	Inspection (preaction valves and Deluge valves)
13.4.4.1	Inspection (dry pipe valves/Quick opening devices)
13.5.1	Inspection and Testing of Sprinkler Pressure Reducing Valves
13.5.2	Hose Connection Pressure-Regulating Devices (inspection and testing)
13.5.3	Hose Rack Assembly Pressure-Regulating Devices (inspection and testing)
13.5.4	Master Pressure-Regulating Devices (inspection and testing)
13.5.5	Pressure-Reducing Valves (inspection and testing)
13.5.6.1	Inspection (hose valves)
13.5.7.2	Main Pressure Relief Valve (inspection)
13.6.1	Inspection (backflow prevention assemblies)
13.7.1	Fire department connections inspections
	Applicable Component Action Requirement references

III. Testing

22%

- 5.3 Testing (sprinkler systems)
- 6.3 Testing (standpipe and hose systems)
- 7.3 Testing (private fire service mains)
- 8.3 Testing (fire pumps)
- 9.3 Testing (water storage tanks)
- 13.2.5 Main Drain Test
- 13.3.3 Testing (valves, valve components and trim)
- 13.4.3.2 Testing (preaction valves and Deluge valves)
- 13.4.4.2 Testing (dry pipe valves/quick opening devices)
- 13.5.1 Inspection and Testing of Sprinkler Pressure Reducing Valves (valves, valve components and trim)
- 13.5.2 Hose Connection Pressure-Regulating Devices (inspection and testing)
- 13.5.3 Hose Rack Assembly Pressure-Regulating Devices (inspection and testing)
- 13.5.6.2 Testing (hose valves)
- 13.6.2 Testing (backflow prevention assemblies)
- 13.7.4 Fire department connections - testing
- 13.8 Component Testing Requirements (valves, valve components and trim)
Applicable Component Action Requirement references

IV. Maintenance

22%

- 5.4 Maintenance (sprinkler systems)
- 6.4 Maintenance (standpipe and hose systems)
- 7.4 Maintenance (private fire service mains)
- 8.5 Maintenance (fire pumps)
- 9.4 Maintenance (water storage tanks)
- 9.5.2 Maintenance (Automatic Tank Fill Valves)
- 13.3.4 Maintenance (valves, valve components and trim)
- 13.4.1.3 Maintenance (system valves)
- 13.4.2.2 Maintenance (check valves)
- 13.4.3.3 Maintenance (preaction valves and deluge valves)
- 13.4.4.3 Maintenance (dry pipe valve/quick opening devices)
- 13.5.6.3 Maintenance (hose valves)
- 13.5.8 Maintenance (hose valves)
- 13.6.3 Maintenance (backflow prevention assemblies)
Applicable Component Action Requirement references

V. Obstruction Investigation & Impairments

14%

- Chapter 14 Internal Piping Condition and Obstruction Investigation
- Chapter 15 Impairments



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