Certified Water-Based Systems Professional (CWBSP)

Candidate Handbook

Version 4/30/2018

This Certified Water-Based Systems Professional (CWBSP) Candidate Handbook contains important program information, along with the following documents:

- Candidate Application Form
- Examination Retest Form
- Recertification Form

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

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1/15/2019
Certified Water Based Systems Professional (CWBS) Program Summary

Program Overview - The NFPA Certified Water Based Systems Professional (CWBS) is a credential targeted at experienced professionals who can correctly design, prepare, review and submit new layouts of fire sprinkler systems such as standpipe, sprinkler, fire pump and similar systems. Additionally, they must be able to correctly and accurately review existing system layouts for code compliance and accuracy. Professionals targeted for this exam are expected to be able to conduct the necessary hydraulic calculations required in the design process and those required to evaluate existing system performance. These candidates must also be able to coordinate the specification and coordination of materials and manage the project from design through final installation and testing. Based on a number of NFPA Codes, CWBS highlights an individual’s knowledge of, and ability to apply the information found in the 2016 editions of NFPA 13, Automatic Sprinkler Systems Handbook, NFPA 13D, Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes, NFPA 13R, Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies, NFPA 14, Standard for the Installation of Standpipe and Hose Systems, NFPA 20, Standard for the Installation of Stationary Pumps for Fire Protection, and the 2018 edition of NFPA 22, Standard for Water Tanks for Private Fire Protection.

Program Application & Duration - The CWBS application form is found in the CWBS candidate handbook as well as online at www.nfpa.org/CWBS. You have 12 months after you are accepted as an applicant to take and pass the exam. The 12 month timer starts on the day your application is accepted by the NFPA Certification Department.

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/CWBS.

Payment – Payment must be received before any exam is taken. NFPA accepts credit cards and checks. Please ensure all checks are made payable to “NFPA” and are sent to the mailing address listed below.

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

Exam - The CWBS exam is a computer-based three hour open-book examination, containing 100 multiple-choice questions. It is designed to evaluate the candidate’s knowledge of water-based systems design principles and code application skills. The exam is only available in English. You may only bring printed, original copies of the 2016 editions of NFPA 13, Automatic Sprinkler Systems Handbook, NFPA 13D, Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes, NFPA 13R, Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies, NFPA 14, Standard for the Installation of Standpipe and Hose Systems, NFPA 20, Standard for the Installation of Stationary Pumps for Fire Protection, and the 2018 edition of NFPA 22, Standard for Water Tanks for Private Fire Protection into the testing area during the exam. No photocopied or other duplicated or electronic versions of these documents are permitted in the testing area during the exam.

Exam Results - The computer based exam allows candidates to receive their results immediately upon completion.

Retesting – If you fail your exam, you are permitted to retest two additional examinations within 12 months from the day your original CWBS application was accepted. If you fail the examination three times within this period, you must wait until the 12 month testing period. The most up to date fee schedule may be found on the applicable forms at www.nfpa.org/CWBS.
period expires before you will be allowed to restart the registration process. The retest application is found in the CWBSP candidate handbook as well as online at www.nfpa.org/CWBSP. The cost to retest is $175 USD.

**Recertification** – Once you become CWBSP certified, you must recertify every three years. The recertification form is available in the CWBSP candidate handbook as well as online at www.nfpa.org/CWBSP. The NFPA Certification Department will mail you a reminder approximately three months prior to your recertification date. You must earn a specific number of continuing education points within the three year recertification period. The fee for recertification is $150 USD.

NFPA Certification Department  
One Batterymarch Park, Quincy, MA 02169  
(Phone) 617-984-7495  
CWBSP@nfpa.org • www.nfpa.org/CWBSP
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 WATER BASED SYSTEMS PROFESSIONAL PROGRAM
The NFPA Certified Water Based Systems Professional (CWBS) was created in 2018 after discussions with leaders in the field of water-based systems design who indicated a strong desire for a credential that will assess and verify demonstration of the knowledge and expertise necessary to be a water-based systems professional. CWBS was then developed in consultation with professionals from a wide variety of specialties.

Completion of the credential highlights an individual’s knowledge and understanding of Water-Based Systems layout.

PROGRAM GOALS:
- Recognize and provide evidence of competence in water-based systems layout and design
- Ensure proficiency in the use of NFPA codes and standards
- Enhance professionalism
- Ensure a uniform, fair process for certification that is accessible to everyone who is eligible
- Facilitate success for those seeking certification
- Promote professional development through continuous learning

FEATURES & BENEFITS
CWBS 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
Candidates for this certification must have:
- A high school diploma or a GED or International equivalent
- A minimum of 5 years of relevant experience

OR

- A Bachelor's degree in engineering, technology, or other related discipline from an accredited college or university
- A minimum of 4 years of relevant experience

APPLICATIONS & FORMS
All CWBS applications including the program application, and retest application can be found under the Applications and Forms tab. They are also available at www.nfpa.org/CWBS, or by contacting NFPA’s certification department at (617) 984–7495.
APPLICATION ELIGIBILITY AUDIT
When you fill out your application, you must submit documentation supporting your eligibility. Acceptable documentation includes a resume reflecting work experience in the field of practice, and a copy of your college diploma or an official transcript showing awarding of appropriate degree.

A portion of all applications will be selected at random, and if your application is selected for an audit, you will be notified that you must provide documented proof of the experience.

Failure or inability to provide such evidence will render your application void and you will forfeit your application fee. Therefore, it is important to have your documentation readily available at the time of application in the event you are audited.

APPLICATION ACCEPTANCE
An application is accepted only when the following requirements are met:
- The completed and signed application is received by NFPA
- Documentation supporting your eligibility is received by NFPA
- The examination fee is processed by NFPA
- If you are selected for the random documentation audit, you must provide your documentation of proof of eligibility

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

Following the receipt of your CWBSP application form, training documentation (if audited), 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/CWBSP.

NON-DISCRIMINATION
NFPA evaluates all CWBSP 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 the NFPA certification department (see application form for details).
- If selected for an eligibility audit, submit additional documentation. You may not schedule an exam until you have passed the audit check.
CERTIFIED WATER BASED SYSTEMS PROFESSIONAL

- Examination - You will have to sit for a computer based examination within 12 months of entering the CWBSP 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 CWBSP 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 in the CWBSP candidate handbook as well as online at www.nfpa.org/CWBSP.

REFERENCE MATERIAL

EXAM PREPARATION
Regardless of how long you have been on the job, you should still prepare for the CWBSP exam. Candidates should have a strong working knowledge of the principles and practices contained in the body of knowledge. NFPA also offers online learning modules on a wide variety of topics. While seminars and online modules are not test preparation courses, they do cover material found on the exam. Participation in these training options is not a prerequisite of the certification, and does not guarantee success on the exam. More information on NFPA training solutions can be found at www.nfpa.org/training.

REVIEW REFERENCE MATERIALS - It is not necessary to memorize the reference material, but it is important to know the general format of the NFPA code books and where to look for specific content within the chapters and annexes.

EXAM FORMAT
The CWBSP 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 and application of the principles and practices required in water-based systems design.

The examination is available in a computer-based format at test centers throughout the world. Upon approval of the CWBSP program application and receipt of the 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.
- Only silent, hand-held, battery-operated calculators, without paper-tape printing capabilities are permitted. Calculators with an exponent function are necessary.
- 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 documents prior to entering the exam room. Only commercial permanent adhesive type tabs are allowed. Post-it type notes and flags or other types of easily moveable tabs are not permitted. You may not write on, mark in, or tab the pages of your NFPA 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 the NFPA Certification Department (and ISO Quality Testing) 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 CWBSP 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 CWBSP exam weighted criteria table in the appendix section of this handbook for a listing of the CWBSP 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 CWBSP 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 CWBSP candidate handbook as well as online at www.nfpa.org/CWBSP. 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 the NFPA certification department directly to the candidate. Exam results are never provided over the phone.

USE OF YOUR CWBSP CREDENTIAL
Once granted the CWBSP credential, the certified may refer to themselves as a CWBSP credential holder as long as the certified has an active certification status. The certified is authorized to use the CWBSP 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 the challenges in the water-based systems profession, CWBSP certification holders are required to demonstrate their continuing participation in professional development activities. NFPA awards points towards recertification for various activities. Sixty points of professional development activities related to the water-based systems design profession 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. 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 CWBSP 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/CWBSP. Back up documentation is not required when submitting the Summary of Recertification Points Form.
In order to maintain currency and relevancy in the profession, CWBSP certificate holders are required to submit sixty (60) points of documented professional development. The sixty (60) points must be submitted during the 3-year recertification cycle and related to the water-based systems design profession.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>POINTS ALLOCATED</th>
<th>MAX POINTS</th>
<th>REQUIRED DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership in Fire Protection Organization</td>
<td>2 per membership per year</td>
<td>6</td>
<td>Proof of membership</td>
</tr>
<tr>
<td>Online or In-Person Training / Professional development Seminars and Conferences</td>
<td>1 per contact hour</td>
<td>20</td>
<td>Certificate or Proof of attendance</td>
</tr>
<tr>
<td>Professional Practice</td>
<td>1 point per month</td>
<td>36</td>
<td>Letter from Supervisor or client(s)</td>
</tr>
<tr>
<td>College Credit</td>
<td>3 per course</td>
<td>12</td>
<td>Official transcript from College</td>
</tr>
<tr>
<td>Publish an article or paper</td>
<td>2 per article or paper</td>
<td>12</td>
<td>Copy of first page of the article/paper indicating the title, name and date of publication, and your name as author</td>
</tr>
<tr>
<td></td>
<td>3 for peer reviewed article or paper</td>
<td></td>
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</tr>
<tr>
<td>Publish or edit a chapter in a book</td>
<td>4 per chapter</td>
<td>12</td>
<td>Copy of the title page of book indicating the title, publisher, date of publication, and your name as author</td>
</tr>
<tr>
<td>Teaching College course</td>
<td>4 per course</td>
<td>12</td>
<td>Letter from college verifying details of course and your teaching it or documentation describing seminar and your participation</td>
</tr>
<tr>
<td>Teaching class/seminar</td>
<td>2 per curriculum</td>
<td>12</td>
<td>Program outlines and objectives, and date of presentation</td>
</tr>
<tr>
<td>Other Fire Protection Certifications</td>
<td>3 per certification</td>
<td>9</td>
<td>Proof of active certification</td>
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<tr>
<td>Additional Voluntary Professional Service</td>
<td>5 per committee per year</td>
<td>15</td>
<td>Letter from organization</td>
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</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 proof 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 Water Based Systems Professional (CWBSP), and will no longer be entitled to use the CWBSP credential in professional communications. To regain certification, the candidate must successfully complete the entire CWBSP certification program (subject to the applicable application fees).

REPLACEMENT CERTIFICATES
Replacement certificates are available at a charge of $15.00 per certificate by contacting the certification department at 617-984-7495.

CONTACT INFORMATION
NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169
Telephone: +1 (617) 984-7495
Email: CWBSP@nfpa.org
<table>
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<th>Section</th>
<th>Page</th>
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<td>3-Year Recertification Submittal Form</td>
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<tr>
<td>3-Year Recertification Points Form</td>
<td>18</td>
</tr>
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</table>
CWBSP Exam Weighted Criteria Table

The following table indicates the approximate percentage (%) of exam content (exam items) for the four (4) major domain areas and the components of those domain areas:

<table>
<thead>
<tr>
<th>I. Project Development</th>
<th>15%</th>
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<tbody>
<tr>
<td>a. Understand Project Scope</td>
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<tr>
<td>b. Identify Occupancy Type</td>
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<tr>
<td>c. Review Contract Documents</td>
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<tr>
<td>d. Evaluate plans and specifications</td>
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<tr>
<td>e. Submittal and Approval Requirements</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Survey Existing Systems</th>
<th>15%</th>
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</thead>
<tbody>
<tr>
<td>a. Review plans</td>
<td></td>
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<tr>
<td>b. Evaluate existing fire protection systems</td>
<td></td>
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<tr>
<td>c. Evaluate existing system components</td>
<td></td>
</tr>
<tr>
<td>d. Identify fire protection needs and constraints</td>
<td></td>
</tr>
<tr>
<td>e. Evaluate inspection, testing, and maintenance results</td>
<td></td>
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<tr>
<td>f. Verify compliance with contract, codes, and standards</td>
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<tr>
<td>g. Coordinate interfaces with other fire protection systems</td>
<td></td>
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</tbody>
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<tr>
<th>III. Design System Layouts</th>
<th>40%</th>
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</thead>
<tbody>
<tr>
<td>a. Determine appropriate water-based system type</td>
<td></td>
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<tr>
<td>b. Evaluate water supply for all water-based systems</td>
<td></td>
</tr>
<tr>
<td>c. Design systems</td>
<td></td>
</tr>
<tr>
<td>i. Underground system</td>
<td></td>
</tr>
<tr>
<td>ii. Fire pump system</td>
<td></td>
</tr>
<tr>
<td>iii. Tank system</td>
<td></td>
</tr>
<tr>
<td>iv. Standpipe system</td>
<td></td>
</tr>
<tr>
<td>v. Sprinkler system</td>
<td></td>
</tr>
<tr>
<td>d. Design hangers and bracing</td>
<td></td>
</tr>
<tr>
<td>e. Evaluate a materials and fabrication list</td>
<td></td>
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<tr>
<td>f. Verify compliance with contract, codes, and standards</td>
<td></td>
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<tr>
<td>g. Coordinate interfaces with other fire protection systems</td>
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<tr>
<td>h. Field test system</td>
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</table>

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<thead>
<tr>
<th>IV. Hydraulic Calculations</th>
<th>30%</th>
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<tbody>
<tr>
<td>a. Understand hydraulic formulas</td>
<td></td>
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<tr>
<td>i. Friction loss</td>
<td></td>
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<tr>
<td>ii. Pressure</td>
<td></td>
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<tr>
<td>iii. Flow Rate</td>
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<tr>
<td>b. Apply Hydraulic design methods</td>
<td></td>
</tr>
<tr>
<td>i. Room</td>
<td></td>
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<tr>
<td>ii. Density/Area</td>
<td></td>
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<tr>
<td>iii. CMSA</td>
<td></td>
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<tr>
<td>iv. ESFR</td>
<td></td>
</tr>
<tr>
<td>v. Residential</td>
<td></td>
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<tr>
<td>vi. Standpipe</td>
<td></td>
</tr>
<tr>
<td>c. Evaluate hydraulically Most Remote Calculation Area</td>
<td></td>
</tr>
</tbody>
</table>
Certified Water-Based Systems Professional (CWBS) Program Application

APPLICANT NAME: ____________________________________________ (As name will be printed on certificate)

BUSINESS INFORMATION:

Business Name: ____________________________________________ E-mail: __________________________

Business Mailing Address: __________________________________________________________

City: ______________________ State: _______ Country: ___________________ Zip Code: __________

Business Phone: ___________ Mobile Phone: __________________________

Work Field / Job Description: Please check the most appropriate box or boxes.

☐ Engineer, PE
☐ Design Engineer
☐ Fire Protection Engineering

☐ Layout Technician
☐ Design Manager
☐ Water-Based Systems Designer

Job Title (if other than above) __________________________________________________________

HOME INFORMATION:

Home Mailing Address: __________________________________________

City: ______________________ State: _______ Country: ___________________ Zip Code: __________

Home Phone: ___________ Mobile Phone: __________________________ Home E-mail: __________________

Note: The CWBS exam is available on demand as a computer-based test at assessment centers throughout the world. Upon receipt of this CWBS program application and your test fee, the NFPA will e-mail your 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 at www.isoqualitytesting.com.

Please attest to one of the following:

☐ I have attained the minimum of a high school diploma or equivalent education and have five years of verifiable work experience in related water-based systems. COPY OF RESUME REQUIRED

☐ I have attained a Bachelor's degree in engineering, technology, or other related discipline from an accredited college or university and have four years of verifiable work experience in related water-based systems. COPY OF DIPLOMA AND RESUME REQUIRED

I, _______________________________________, certify that all information contained in this application, is accurate and truthful, to the best of my knowledge, and that I am aware that any false entry will be considered sufficient cause for revocation of my certification at any time during the certification term. I am bound by and to adhere to all written policies and procedures of the certification program to which I am herewith applying, and I understand that at any time during the term of certification any improper conduct on my behalf will result in my certification being revoked. I understand that the certification examination that I will take as prerequisite to certification is confidential and is protected by federal copyright and other intellectual property and trade secret laws. I understand and agree that I will strictly preserve the confidentiality of the examination and that I am prohibited from copying or distributing the examination or from transmitting information regarding examination questions or content in any form, written or oral, to any person or entity. I further understand that my failure to comply with this prohibition may result in my certification being permanently revoked and/or legal action being taken against me. I agree to accept the decision of the NFPA as to my eligibility for certification. I authorize verification of all information in this application. I also hereby release the NFPA and all of its agents, employees, officers, directors, heirs, and assigns from any liability arising whatsoever from or in connection with any action taken or decision made with regard to the awarding, suspension or revocation of my certification. I acknowledge and agree that the NFPA shall have the right to revoke or invalidate any examination score, with or without 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: __________

Electronic signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application.

1 of 2

Certified Water-Based Systems Professional (CWBS) Program Application

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CERTIFIED WATER BASED SYSTEMS PROFESSIONAL

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

☐ $350 (USD) Testing Fee

Total 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: ________________________________

Electronic signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application. By selecting the credit card button above and entering your name in the signature block, you authorize NFPA to charge your credit card the applicable fee(s).


Name ______________________________ Date ____________________

2 of 2

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CERTIFIED WATER BASED SYSTEMS PROFESSIONAL

Certified Water-Based System Professional (CWBS) Program
Retest Application

NFPA Certification Department
1 Batterymarch Park, Quincy, MA 02169
(P) 1-617-984-7495 (F) 617-984-7127
Web Page: www.nfpa.org/cwbsp

For Internal Use Only
Date Received: ______________________
Database: ______________________

(TYPE OR PRINT ALL INFORMATION; INCOMPLETE APPLICATIONS WILL BE RETURNED)

APPLICANT NAME

Note that in accordance with the Electronic Signature Agreement below, a manual signature is not required – simply typing your name into the fillable form is sufficient.

Applicant Notification Address

______________________________________________
______________________________________________
______________________________________________
______________________________________________

SIGNATURE: __________________ DATE: ________________

Electronic Signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application.

Payment Information – The following fee is attached:

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 CWBS@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking “Send.”

☐ $175.00 USD Retest Fee

☐ 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: ___________________________

Electronic Signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application. By selecting the credit card button above and entering your name in the signature block, you authorize NFPA to charge your credit card the applicable fee(s). Revised as of 9/1/17

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Certified Water Based Systems Professional (CWBS P) Program

SUMMARY OF RECERTIFICATION POINTS FORM

Name: ___________________________ Certificate #: ___________________________
Certificate Date: ___________________________
Address: ___________________________ Business ______ Residence ______
City: ___________________________ State/Province: ___________________________ Zip Code: ___________________________
Tel #: ___________________________ Mob #: ___________________________ Email: ___________________________

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th># OF POINTS</th>
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<tbody>
<tr>
<td>Membership in Fire Protection Organization</td>
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<tr>
<td>Online or In-Person Training / Professional development Seminars &amp; Conferences</td>
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<tr>
<td>Professional Practice</td>
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<tr>
<td>College Credit</td>
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</tr>
<tr>
<td>Publish an article or paper</td>
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<tr>
<td>Publish or edit a chapter in a book</td>
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<tr>
<td>Teaching College course</td>
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<tr>
<td>Teaching class/seminar</td>
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<tr>
<td>Other Fire Protection Certifications</td>
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<tr>
<td>Additional Voluntary Professional Service</td>
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<td>Total</td>
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Instructions: 1. Collect documentation for your 60 points of professional development. Refer to the Recertification Requirements Table for information regarding the categories and point allotments.
2. Complete this Summary of Recertification Points Form, and submit it along with the recertification fee to the NFPA Certification Department.

IMPORTANT: Do not submit documentation of your recertification points at this time, NFPA conducts random audits for recertification documentation. It is important that you maintain your documentation in the event that you are selected for a random audit. If you are selected, you will then be required to provide this documentation.

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

☐ $150 (USD) Recertification Fee
☐ 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: ___________________________

Electronic Signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application. By Selecting the Credit Card button above and entering your name in the signature block, you authorize NFPA to charge your credit card the applicable fee(s).

I, ___________________________ , certify that all information contained in this application, is accurate and truthful, to the best of my knowledge, and that I am aware that any false entry will be considered sufficient cause for revocation of my certification at any time during the certification term. I agree that at any time during the term of certification any improper conduct on my behalf will result in my certification being revoked. 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 agree to accept the decision of the NFPA as to my eligibility for certification. I authorize verification of all information in this application. I also release all concerned from any liability arising from this application or certification.
Signature: ___________________________ Date: ___________________________

Electronic Signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application.

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CWBSP RECERTIFICATION POINTS FORM

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<thead>
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<th># of Points</th>
<th>Description</th>
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Sum Total Points Here >>

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Certified Water Based Systems Professional (CWBS) Program

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