

## Certified Water Based Systems Professional (CWBSP) Program SUMMARY OF RECERTIFICATION POINTS FORM

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**For Internal Use Only**  
 Date Received: \_\_\_\_\_  
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**Name:** \_\_\_\_\_ **Certificate #:** \_\_\_\_\_ **Certificate Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Business** \_\_\_\_\_ **Residence** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Tel #:** \_\_\_\_\_ **Mob #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

ACTIVITY	# OF POINTS
Membership in Fire Protection Organization	
Online or In-Person Training / Professional development Seminars & Conferences	
Professional Practice	
College Credit	
Publish an article or paper	
Publish or edit a chapter in a book	
Teaching College course	
Teaching class/seminar	
Other Fire Protection Certifications	
Additional Voluntary Professional Service	
<b>Total</b>	

- 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 at <https://web1.zixmail.net/s/welcome.jsp?b=nfpa>. Once you access this server and create your secure email account, select OTHER from the "To" pull-down list, and enter [adminsvs@nfpa.org](mailto:adminsvs@nfpa.org) in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

- \$180 (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.





## NFPA CERTIFIED WATER-BASED SYSTEMS PROFESSIONAL RECERTIFICATION REQUIREMENTS CHART (3-year cycle)

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.

ACTIVITY	POINTS ALLOTTED	MAX POINTS	REQUIRED DOCUMENTATION
Membership in Fire Protection Organization	2 per membership per year	6	Proof of membership
Online or Classroom Training / Professional development Seminars and Conferences	1 per contact hour	20	Certificate or Proof of attendance
Professional Practice	1 point per month	36	Letter from Supervisor or client(s)
College Credit	3 per course	12	Official transcript from College
Publish an article or paper	2 per article or paper 3 for peer reviewed article or paper	12	Copy of first page of the article/paper indicating the title, name and date of publication, and your name as author
Publish or edit a chapter in a book	4 per chapter	12	Copy of the title page of book indicating the title, publisher, date of publication, and your name as author or editor
Teaching College course	4 per course	12	Letter from college verifying details of course and your teaching it or documentation describing seminar and your participation
Teaching class/seminar	2 per curriculum	12	Program outlines and objectives, and date of presentation
Other Fire Protection Certifications	3 per certification	9	Proof of active certification
Additional Voluntary Professional Service	5 per committee per year	15	Letter from organization

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.