This Certified Wildfire Mitigation Specialist (CWMS) Candidate Handbook contains important program information for wildfire mitigation professionals, along with the following documents:

- Candidate Application Form
- Examination Retest Form
- Recertification Form
- Home Ignition Zone Assessment Form
- Verification Form

Please carefully review this handbook and retain it for future reference.
CANDIDATE HANDBOOK - CERTIFIED WILDFIRE MITIGATION SPECIALIST (CWMS)

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ABOUT NFPA
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 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 WILDFIRE MITIGATION SPECIALIST PROGRAM
The NFPA Certified Wildfire Mitigation Specialist Program (CWMS) was created in 2018 after discussions with fire service and forestry professionals at the federal, state, and local levels. The CWMS credential offers professionals whose work involves wildfire hazard mitigation, the ability to demonstrate that they understand hazard mitigation measures, planning and preparedness strategies, public education practices, and wildland fire science.

PROGRAM GOALS:
- Recognize and provide evidence of competence
- Enhance professionalism within the wildfire mitigation 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
CWMS 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 CWMS certification must have attained a high school diploma or equivalent before being allowed to sit for the exam.

STEPS TO CERTIFICATION
- Submit your application with the examination fee to the NFPA certification department (see application form for details).
- Examination - You will have to sit for a computer based examination within four months of entering the CWMS 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 CWMS 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.
- Practicum - Complete four required home ignition zone assessments. The completed practicum materials and assessment verification forms must be submitted to NFPA within twelve (12) months from the day your original CWMS application was accepted.
APPLICATIONS & FORMS
All CWMS applications including the program application, and recertification form can be found in the appendix of this handbook. They are also available at www.nfpa.org/cwms, or by contacting NFPA’s certification department at (617) 984–7495.

APPLICATION ACCEPTANCE
An application is accepted only when both of the following requirements are met:

- The completed and signed application is received by NFPA
- The examination fee is processed by NFPA

Following the receipt of your CWMS application form and examination fee, the NFPA will send you an authorization letter with instructions on how to schedule your computer based exam. A list of test centers may be found at www.isoqualitytesting.com.

PROGRAM FEES
$350 USD for the initial exam. $150 USD to recertify at the end of each three (3) year certification period. The most up to date fee schedule may be found on the applicable forms at www.nfpa.org/cwms.

EXAM PREPARATION
Regardless of how long you have been on the job, you should still prepare for the CWMS exam. Candidates should have a strong working knowledge of the principles and practices contained in the reference materials listed below.

The NFPA 2-day seminar Assessing Structure Ignition Potential from Wildfire may help you prepare for the exam. There are also seminars offered by National Wildfire Coordinating Group (NWCG) that may prove beneficial, such as S-190, Introduction to Wildland Fire Behavior. While these seminars are not test preparation courses, they do cover material that may be found on the exam. Attending these seminars is not a prerequisite of the certification and does not guarantee success on the exam. More information on the NFPA seminar and other NFPA training solutions can be found at www.nfpa.org/training.

REFERENCE MATERIAL
The exam content is found within the following documents. The NFPA standards listed below are available for purchase, or may be viewed for free on the NFPA website. The remainder of the documents may be downloaded for free at www.nfpa.org/cwms.

- NFPA 1143, Standard for Wildland Fire Management (2018)
- Community Guide to Preparing and Implementing a Community Wildfire Protection Plan (2008),
- Fire Communication and Education (NWCG 458, 1999)
- Establishing Fire Prevention Education Cooperative Programs and Partnerships (NWCG 463, 1999)
- Introduction to Wildland Fire Behavior (NWCG S-190, 2008)
- Reducing Wildfire Risks in the Home Ignition Zone (Firewise USA™)
- Safer from the Start, A Guide to Firewise-Friendly Developments

It is the candidate’s responsibility to obtain these references for study purposes. If you would like to purchase the NFPA standards listed above, please go to the NFPA website at www.nfpa.org/catalog.

EXAM FORMAT
The CWMS exam is a three-hour, closed-book examination, containing 100 multiple-choice questions. The examination is only available in English. It is designed to evaluate the candidate’s knowledge of wildfire mitigation principles and application skills.
The examination is available in a computer-based format at test centers throughout the world. Upon receipt of the CWMS 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 center locations 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 will not be allowed to bring any printed or electronic materials into the exam room.
- 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 by entering them directly on the computer screen. All comments will be reviewed by NFPA certification staff. Candidates will not receive responses to their comments.

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.

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 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: 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 CWMS exam is a pass/fail exam. Your actual 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 four exam domains and the percentage 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 CWMS exam weighted criteria table in the appendix section of this handbook for a listing of the CWMS 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 CWMS 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 appendix of this handbook as well as online at www.nfpa.org/cwms. The cost to retest is $175 USD.

PRACTICUM PHASE
Candidates are required to complete four home ignition zone assessments. Candidates may use the home ignition zone assessment form provided in this handbook, or a comparable assessment form if approved by their jurisdiction. Candidates must also complete a signed verification form for each home ignition zone assessment. The home ignition zone assessment forms and verification forms are found in the appendix of this handbook, and are also available online at www.nfpa.org/cwms. The completed forms must be sent to the CWMS program administrator to fulfill the certification requirements.

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 CWMS CREDENTIAL
Once granted the CWMS credential, the certified may refer to themselves as a CWMS credential holder as long as the certified has an active certification status. The certified is authorized to use the CWMS 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 wildfire mitigation challenges, CWMS certification holders are required to demonstrate their continuing participation in professional development activities. NFPA awards points towards recertification for various activities. Sixty (60) points of professional development activities related to wildfire mitigation 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 CWMS 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 in the appendix of this handbook and at www.nfpa.org/cwms. Back up documentation is not required when submitting the Summary of Recertification Points Form.

RENEWAL
If subject to the random recertification audit and NFPA does not receive the necessary recertification materials, the certification holder will no longer be considered a Certified Wildfire Mitigation Specialist (CWMS), and will no longer be entitled to use the CWMS credential in professional communications. To regain certification, the candidate must successfully complete the entire CWMS certification program (subject to the applicable application fees).
# RECERTIFICATION REQUIREMENTS CHART

In order to maintain currency and relevancy in wildfire mitigation, certificate holders are required to submit a minimum of 60 points of documented professional development. The 60 points must have been acquired in the three year recertification cycle and must be related to wildfire mitigation.

<table>
<thead>
<tr>
<th>DEVELOPMENT CATEGORY</th>
<th>POINT ALLOTMENT</th>
<th>MIN. POINTS</th>
<th>MAX. POINTS</th>
<th>REQUIRED DOCUMENTATION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training received by certificate holder</td>
<td>1 point per contact hour</td>
<td>15</td>
<td>60</td>
<td>Copy of certificate, letter from presenter or description with a letter from supervisor</td>
</tr>
<tr>
<td>Professional practice of certificate holder</td>
<td>1 point per hour dedicated to a home assessment or CWPP</td>
<td>0</td>
<td>30</td>
<td>Letter from employer or supervisor stating the number of assessments or CWPP and hours dedicated to each.</td>
</tr>
<tr>
<td>Association membership of certificate holder</td>
<td>1 point per related membership per year</td>
<td>0</td>
<td>3</td>
<td>Copy of membership certificate for period covered</td>
</tr>
<tr>
<td>Instruction provided by certificate holder</td>
<td>2 points per contact hour</td>
<td>0</td>
<td>30</td>
<td>Letter from employer stating type of instruction provided</td>
</tr>
<tr>
<td>Publication by certificate holder</td>
<td>5 points per article&lt;br&gt;10 points per book</td>
<td>0</td>
<td>10</td>
<td>Copy of article or title page showing author</td>
</tr>
</tbody>
</table>

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

NFPA offers wildfire related training options, including the two day seminar, *Assessing Structure Ignition Potential from Wildfire* and sessions at the annual NFPA conference. For more information, go to [www.nfpa.org/training](http://www.nfpa.org/training), 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.

**NON-DISCRIMINATION**

NFPA evaluates all CWMS candidates without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age or disability.

**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  
Phone: +1 (617) 984-7495  
Email: cwms@nfpa.org
APPENDIX

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- Program Application__________________________________12
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- 3-Year Recertification Submittal Form____________________15
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CWMS Exam Weighted Criteria Table
The following table indicates the percentage (%) of exam content (exam items) for the four (4) major domains of the CWMS exam, and lists the sub-components of each of those domains:

I. Wildland Fire Science  27%
   A. Identify wildland fire fuel types and associated concerns and hazards to the built environment
      i. (A) Requisite Knowledge - Commonly used wildland fire fuel models, fire behavior characteristics, and mitigation techniques
      ii. (B) Requisite Skills - Identify hazards associated with wildland fuels and the impacts to the built environment
   B. Determine anticipated wildland fire behavior based on site conditions
      i. (A) Requisite Knowledge - How fuel, terrain, and weather influence wildland fire behavior
      ii. (B) Requisite Skills - Make mitigation recommendations based on wildland fire behavior
   C. Analyze structure ignition potential in the wildland/urban interface using a science-based approach
      i. (A) Requisite Knowledge - How structures ignite in wildland/urban interface fires
      ii. (B) Requisite Skills – Accurately assess the potential for structure ignitions in wildland/urban interface fires, using scientifically-based analysis

II. Planning & Preparedness  24%
   A. Identify appropriate construction materials, material ratings, and techniques for the wildland/urban interface
      i. (A) Requisite Knowledge - Construction materials, material ratings, and appropriate construction techniques for use in the wildland/urban interface
      ii. (B) Requisite Skills - Identify appropriate construction methods and materials to reduce the risk of structure ignition in the wildland/urban interface
   B. Determine the hazard, risk, and values-at-risk rating, for a wildland/urban interface jurisdictional area
      i. (A) Requisite Knowledge - Appropriate hazard assessment systems, wildland urban interface risks, and values at-risk ratings
      ii. (B) Requisite Skills - Apply a hazard assessment system to a project, property, or jurisdictional area
   C. Assist in the planning phase of homes and subdivisions within the wildland/urban interface
      i. (A) Requisite Knowledge - Subdivision planning and jurisdictional guidelines, applicable policies, procedures, codes, standards, and best practices
      ii. (B) Requisite Skills - Make observations and recommendations based on wildfire concerns and mitigation techniques

III. Hazard Mitigation  31%
   A. Create a mitigation plan using treatments appropriate for the wildland/urban interface
      i. (A) Requisite Knowledge - Applicable and effective mitigation treatments, the application of relevant policies, procedures, codes and standards, and best practices
      ii. (B) Requisite Skills - Apply effective mitigation treatment techniques based on wildland fire behavior
B. Implement fuel modification plans in order to reduce wildland/urban interface hazards
   i. (A) Requisite Knowledge - Techniques pertinent to selective tree thinning, brush disposal, pruning, grazing, mowing, prescribed fire, and chemical treatments
   ii. (B) Requisite Skills - Prepare clear written treatment prescriptions, and initiate and sustain required fuel modification activities

C. Recommend appropriate mitigation strategies for the wildland/urban interface
   i. (A) Requisite Knowledge - Fuel types, wildland fire behavior, building construction, defensible space, landscaping, mitigation strategies, and planning documents
   ii. (B) Requisite Skills - Select an effective wildland/urban interface mitigation strategy

IV. Public Education
   18%
   A. Assist with development and implementation of a wildland/urban interface public education program
      i. (A) Requisite Knowledge - Wildland/urban interface fire issues, fire prevention goals, public education delivery methods, and tools
      ii. (B) Requisite Skills - Identify fire education needs and to recognize effective tools necessary to implement and measure success of delivery strategies

   B. Assist with development of written, and audio-visual materials, on the wildland/urban interface fire environment and mitigation techniques
      i. (A) Requisite Knowledge - Data resources, information systems including format and materials, learning theory, computer, writing, and editing
      ii. (B) Requisite Skills - Collect information in a specific format, generate written or audio-visual materials, recognize and use powerful images, and identify and organize outreach to affected audiences and the community at large

   C. Coordinate or provide presentations on wildland/urban interface and wildland fire issues
      i. (A) Requisite Knowledge - Awareness of potential community partners, community concerns, and available community resources
      ii. (B) Requisite Skills - Prepare presentations, facilitate meetings, and motivate partners to achieve goals
Certified Wildfire Mitigation Specialist (CWMS)
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.

☐ Arborist ☐ Forrester ☐ Loss Control / Risk/Safety Mgmt.
☐ Architect ☐ Inspector / Bldg. Official ☐ Mitigation Specialist
☐ Consultant ☐ Landscaper ☐ Public Education

Job Title (if other than above) ___________________________________________________________________________

HOME INFORMATION:

Home E-mail: __________________________

Home Mailing Address: __________________________
City: __________________________ State: ___________ Country: __________________ Zip Code: ___________

Home Phone: _______________ Mobile Phone: _________________________

Note: The CWMS exam is available on demand as a computer-based test at assessment centers throughout the world. Upon receipt of this CWMS 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 the following:

☐ I have attained the minimum of a high school diploma or equivalent education

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 to be 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.

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3/7/2019
CERTIFIED WILDFIRE MITIGATION SPECIALIST (CWMS)

Certified Wildfire Mitigation Specialist (CWMS)
Program 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 cwms@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).

# Certified Wildfire Mitigation Specialist (CWMS) Program

## Retest Application

<table>
<thead>
<tr>
<th>NFPA Certification Department</th>
</tr>
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<tbody>
<tr>
<td>1 Batterymarch Park,</td>
</tr>
<tr>
<td>Quincy, MA 02169</td>
</tr>
<tr>
<td>(P) 1-617-984-7495</td>
</tr>
<tr>
<td>Email: <a href="mailto:cwms@nfpa.org">cwms@nfpa.org</a></td>
</tr>
<tr>
<td>Web Page: <a href="http://www.nfpa.org/cwms">www.nfpa.org/cwms</a></td>
</tr>
</tbody>
</table>

For Internal Use Only

| Date Received: __________________ |
| Database: ___________________ |
| Payment Rcvd: __________________ |

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

<table>
<thead>
<tr>
<th>APPLICANT NAME</th>
</tr>
</thead>
</table>

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 cwms@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).
Certified Wildfire Mitigation Specialist (CWMS) Program

SUMMARY OF RECERTIFICATION POINTS FORM

<table>
<thead>
<tr>
<th>Category</th>
<th>Points Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional practice</td>
<td></td>
</tr>
<tr>
<td>Association membership</td>
<td></td>
</tr>
<tr>
<td>Instruction provided</td>
<td></td>
</tr>
<tr>
<td>Publication</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 cwms@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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3/7/2019
NFPA CERTIFIED WILDFIRE MITIGATION SPECIALIST RECERTIFICATION REQUIREMENTS CHART (3-year cycle)

In order to maintain currency and relevancy in wildfire mitigation, certificate holders are required to submit a minimum of 60 points of documented professional development for recertification. The 60 points must be submitted during the 3-year recertification cycle and must be related to wildfire mitigation.

<table>
<thead>
<tr>
<th>DEVELOPMENT CATEGORY</th>
<th>POINT ALLOTMENT</th>
<th>MIN. POINTS</th>
<th>MAX. POINTS</th>
<th>REQUIRED DOCUMENTATION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training received by certificate holder</td>
<td>1 point per contact hour</td>
<td>1 CEU = 10 contact hours</td>
<td>15</td>
<td>60</td>
</tr>
<tr>
<td>Professional Practice of Certificate Holder</td>
<td>1 point per hour dedicated to a home assessment or CWPP</td>
<td>0</td>
<td>30</td>
<td>Letter from employer/supervisor</td>
</tr>
<tr>
<td>Association Membership of Certificate Holder</td>
<td>1 point per related association membership per year</td>
<td>0</td>
<td>3</td>
<td>Copy of membership for period</td>
</tr>
<tr>
<td>Instruction provided by Certificate Holder</td>
<td>2 points per contact hour</td>
<td>0</td>
<td>30</td>
<td>Letter from employer</td>
</tr>
<tr>
<td>Publication by Certificate Holder</td>
<td>5 points per article</td>
<td>10 points per book</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

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

*DOCUMENTATION
Reasonable proof of attendance/participation in the described categories will be accepted. Reasonable includes copies of agendas, rosters, or other descriptive program materials which have been signed and dated by the presenter/sponsor indicating the certificate holder’s attendance. The certificate holder is required to sign the descriptive materials as an attestation of their attendance.
<table>
<thead>
<tr>
<th>Professional/Work Development Category</th>
<th># of Points</th>
<th>Description</th>
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</table>

Sum Total Points Here >>
CWMS PRACTICUM PHASE

The practicum is at the core of certification programs that seek to recognize competence. The practicum is designed to ensure that candidates are able to demonstrate competency in the field prior to becoming certified. A competency-based certification program without a practicum holds little weight with regard to determining whether or not a candidate should be deemed capable of executing their duties correctly.

This practicum helps demonstrate that candidates are able to identify risks for home ignition when exposed to a wildfire, and are able to develop mitigation recommendations for homeowners or occupants prior to a wildfire emergency. It not only ensures that you have the relevant job experience, but also provides additional learning opportunities for any deficiency.

**Practicum Requirements:**
Candidates are required to complete four (4) home ignition zone assessments. Candidates may use the *Home Ignition Zone Assessment Form* which is included in this handbook, or any comparable assessment form if approved by their jurisdiction. Supporting documentation, such as field notes and photographs of the property being assessed, must be included with the assessment forms. Candidates must also include a completed and signed verification form for each home ignition zone assessment form. This form is used to verify that the required home ignition zone assessment has been completed and that it represents the professional work of the candidate.

**Submittal:**
1. Perform the required four home ignition zone assessments, filling out the home ignition zone assessment form included in this handbook, or a comparable assessment form approved by your jurisdiction. Include all notes, supporting images, and mitigation recommendations with your assessment forms.
2. Secure a completed and signed verification form for each of the four home ignition zone assessments. Each verification form must refer back to a specific home ignition zone assessment form. The verification forms may be signed by a fire chief, fire marshal, chief building official, supervisor, academic advisor, or property owner.
3. Submit the required home ignition zone assessments and verification forms to the CWMS program administrator. They should be scanned and emailed to cwms@nfpa.org, or mailed to the NFPA Certification Department at 1 Batterymarch Park, Quincy, MA 02169.

The submitted forms are audited in order to verify that the candidate performed the required home ignition zone assessments. Once the audit of the forms is complete, and all certification program requirements are met, you will then receive your certification by mail from NFPA.

The home ignition zone assessment form and verification form are available on the following pages of this handbook and also online at www.nfpa.org/cwms.
# HOME IGNITION ZONE ASSESSMENT FORM

Date of assessment: ___________________________  Assessor: ___________________________

Property address: ___________________________  Property owner: ___________________________

<table>
<thead>
<tr>
<th>1. OVERVIEW OF SURROUNDINGS (Include supporting images)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible considerations: structure position in relation to severe fire behavior and type of construction</td>
</tr>
<tr>
<td><strong>Items Assessed:</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. CHIMNEY TO EAVES (Include supporting images)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible considerations: the roof, and gutters</td>
</tr>
<tr>
<td><strong>Items Assessed:</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3. TOP OF THE EXTERIOR WALL TO FOUNDATION (Include supporting images)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible considerations: attic; eaves; soffit vents; crawl spaces; windows; decks; fences; flammable and combustible materials stored on, under, or near structure; nooks and other small spaces</td>
</tr>
<tr>
<td><strong>Items Assessed:</strong></td>
</tr>
<tr>
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</tbody>
</table>
### HOME IGNITION ZONE ASSESSMENT FORM (continued)

<table>
<thead>
<tr>
<th>4. IMMEDIATE ZONE 0-5 feet from structure (Include supporting images)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible considerations: landscaped vegetation – hardscape materials, plant selection, propane tanks, vehicles, lawnmowers</td>
</tr>
<tr>
<td><strong>Items Assessed:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. INTERMEDIATE ZONE 5 – 30 feet (Include supporting images)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible considerations: ladder fuels and crown separations, lawns mowed and watered</td>
</tr>
<tr>
<td><strong>Items Assessed:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. EXTENDED ZONE 30 – 100 feet (Include supporting images)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible considerations: ladder fuels and crown separations, accumulation of litter/debris and dead plant and tree material,</td>
</tr>
<tr>
<td><strong>Items Assessed:</strong></td>
</tr>
</tbody>
</table>

© 2018 National Fire Protection Association

*Copy as needed and submit with the corresponding verification form*
**HOME IGNITION ZONE ASSESSMENT FORM**

Date of assessment: ___________________________  
Assessor: _________________________________

Property address: ___________________________  
Property owner: ___________________________

1. **OVERVIEW OF SURROUNDINGS** (Include supporting images)  
   Possible considerations: structure position in relation to severe fire behavior and type of construction

<table>
<thead>
<tr>
<th>Items Assessed:</th>
<th>Mitigation Recommendations:</th>
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2. **CHIMNEY TO EAVES** (Include supporting images)  
   Possible considerations: the roof, and gutters

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3. **TOP OF THE EXTERIOR WALL TO FOUNDATION** (Include supporting images)  
   Possible considerations: attic; eaves; soffit vents; crawl spaces; windows; decks; fences; flammable and combustible materials stored on, under, or near structure; nooks and other small spaces

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<th>Items Assessed:</th>
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## HOME IGNITION ZONE ASSESSMENT FORM (continued)

### 4. IMMEDIATE ZONE 0-5 feet from structure (Include supporting images)
Possible considerations: landscaped vegetation – hardscape materials, plant selection, propane tanks, vehicles, lawnmowers

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### 5. INTERMEDIATE ZONE 5 – 30 feet (Include supporting images)
Possible considerations: ladder fuels and crown separations, lawns mowed and watered

<table>
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<th>Items Assessed:</th>
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### 6. EXTENDED ZONE 30 – 100 feet (Include supporting images)
Possible considerations: ladder fuels and crown separations, accumulation of litter/debris and dead plant and tree material,

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</table>
# HOME IGNITION ZONE ASSESSMENT FORM

**Date of assessment:**  
**Assessor:**  

**Property address:**  
**Property owner:**

## 1. OVERVIEW OF SURROUNDINGS (Include supporting images)

*Possible considerations: structure position in relation to severe fire behavior and type of construction*

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<th>Items Assessed:</th>
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</thead>
</table>

## 2. CHIMNEY TO EAVES (Include supporting images)

*Possible considerations: the roof, and gutters*

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<tr>
<th>Items Assessed:</th>
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## 3. TOP OF THE EXTERIOR WALL TO FOUNDATION (Include supporting images)

*Possible considerations: attic; eaves; soffit vents; crawl spaces; windows; decks; fences; flammable and combustible materials stored on, under, or near structure; nooks and other small spaces*

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## HOME IGNITION ZONE ASSESSMENT FORM (continued)

### 4. IMMEDIATE ZONE 0-5 feet from structure (Include supporting images)

*Possible considerations: landscaped vegetation – hardscape materials, plant selection, propane tanks, vehicles, lawnmowers*

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*Possible considerations: ladder fuels and crown separations, lawns mowed and watered*

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*Possible considerations: ladder fuels and crown separations, accumulation of litter/debris and dead plant and tree material*

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© 2018 National Fire Protection Association

*Copy as needed and submit with the corresponding verification form*
## HOME I Gustion Zone Assessment Form

**Date of assessment:**

**Property address:**

**Assessor:**

**Property owner:**

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Possible considerations: landscaped vegetation – hardscape materials, plant selection, propane tanks, vehicles, lawnmowers

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Possible considerations: ladder fuels and crown separations, lawns mowed and watered

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Possible considerations: ladder fuels and crown separations, accumulation of litter/debris and dead plant and tree material,

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Copy as needed and submit with the corresponding verification form
NFPA Certified Wildfire Mitigation Specialist Program

Applicant Name: ________________________________________________________________________

Date of Assessment: ___________________ Property address: __________________________________

The National Fire Protection Association administers the NFPA Certified Wildfire Mitigation Specialist program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that four home assessments were conducted as part of the certification program requirements.

You are not asked to verify the accuracy, quality, or comprehensiveness of the report or the underlying home assessment, nor will this be taken as any verification that you have read the report, as this is only an exercise for a certification program. By signing below, you are only providing the requisite verification that the above named applicant conducted a home assessment for the identified property.

Name (print): __________________________________________________________________________

Relationship to applicant: ____________________________________________________________________

Agency: ______________________________________________________________________________

Address: ______________________________________________________________________________

City: _____________________________ State/Prov: __________ Zip/Country Code: __________

Phone: __________________________ Email: _________________________________________________

Signature: ___________________________________________________ Date: _____________________

Copy as needed and submit with the corresponding home ignition zone assessment
CWMS Practicum Phase Verification Form

The National Fire Protection Association administers the NFPA Certified Wildfire Mitigation Specialist program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that four home assessments were conducted as part of the certification program requirements. You are not asked to verify the accuracy, quality, or comprehensiveness of the report or the underlying home assessment, nor will this be taken as any verification that you have read the report, as this is only an exercise for a certification program. By signing below, you are only providing the requisite verification that the above named applicant conducted a home assessment for the identified property.

Name (print): ________________________________________________________________

Relationship to applicant: ___________________________________________________________

Agency: _________________________________________________________________________

Address: _________________________________________________________________________

City: ______________________ State/Prov: __________ Zip/Country Code: __________

Phone: ______________________ Email: _____________________________________________

Signature: ______________________ Date: ______________________

Copy as needed and submit with the corresponding home ignition zone assessment
CWMS Practicum Phase Verification Form

The National Fire Protection Association administers the NFPA Certified Wildfire Mitigation Specialist program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that four home assessments were conducted as part of the certification program requirements. You are not asked to verify the accuracy, quality, or comprehensiveness of the report or the underlying home assessment, nor will this be taken as any verification that you have read the report, as this is only an exercise for a certification program. By signing below, you are only providing the requisite verification that the above named applicant conducted a home assessment for the identified property.

Name (print): ________________________________________________

Relationship to applicant: ____________________________________________

Agency: __________________________________________________________

Address: __________________________________________________________

City: __________________________ State/Prov: __________ Zip/Country Code: __________

Phone: __________________ Email: _____________________________________

Signature: __________________________ Date: ____________________________

Copy as needed and submit with the corresponding home ignition zone assessment
CWMS Practicum Phase Verification Form

Applicant Name: ________________________________________________________________

Date of Assessment: ____________   Property address: __________________________________

The National Fire Protection Association administers the NFPA Certified Wildfire Mitigation Specialist program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that four home assessments were conducted as part of the certification program requirements. You are not asked to verify the accuracy, quality, or comprehensiveness of the report or the underlying home assessment, nor will this be taken as any verification that you have read the report, as this is only an exercise for a certification program. By signing below, you are only providing the requisite verification that the above named applicant conducted a home assessment for the identified property.

Name (print): ___________________________________________________________________

Relationship to applicant: __________________________________________________________

Agency: _________________________________________________________________________

Address: _______________________________________________________________________

City: ___________________________   State/Prov: __________   Zip/Country Code: __________

Phone: ______________________   Email: _____________________________________________

Signature: ______________________ Date: ____________________________

Copy as needed and submit with the corresponding home ignition zone assessment