



Candidate Handbook

For the NFPA

Water-Based Inspection, Testing, and Maintenance (WBITM) Certification

This Water-Based Inspection, Testing, and Maintenance (WBITM) Certification Candidate Handbook contains important program information including the following documents:

- Recertification Points Table
- Supervisor Attestation Form
- Exam Content Outline

Please carefully review this handbook and retain it for reference.



NFPA.ORG | © National Fire Protection Association. All rights reserved.

Copyright © 2021 National Fire Protection Association, All Rights Reserved.

This material is provided for illustrative purposes only and is not intended to be nor should it be relied on as engineering, design, legal, or other professional services. If such services are required, you should seek the assistance of the appropriate professional.

NFPA codes, standards, recommended practices, and guides (“NFPA Standards”) including the NFPA Standard that is the subject of this material, are made available for use subject to Important Notices and legal Disclaimers which can be viewed at www.nfpa.org/disclaimers.

TABLE OF CONTENTS

NFPA’s MISSION.....	4
MISSION OF NFPA CERTIFICATION PROGRAMS.....	4
INTRODUCTION.....	4
WBITM PROGRAM GOALS:.....	4
FEATURES & BENEFITS.....	4
ELIGIBILITY.....	5
APPLICATIONS & FORMS.....	5
APPLICATION ACCEPTANCE.....	5
PROGRAM FEES.....	5
NON-DISCRIMINATION.....	5
SPECIAL ACCOMMODATIONS.....	6
STEPS TO CERTIFICATION.....	6
REFERENCE MATERIAL.....	6
EXAM PREPARATION.....	7
EXAM FORMAT.....	7
EXAM RULES AND PROCEDURES.....	8
EXAM RESCHEDULE / CANCEL POLICY.....	8
EXAM SECURITY.....	8
COPYRIGHT.....	9
EXAM RESULTS.....	9
RETEST.....	9
CONFIDENTIALITY.....	9
USE OF YOUR WBITM CREDENTIAL.....	9
RECERTIFICATION.....	9
RECERTIFICATION REQUIREMENTS CHART.....	10
DOCUMENTATION.....	10
RECERTIFICATION AUDIT.....	11
RENEWAL.....	11
CONTACT INFORMATION.....	11
SUPERVISOR ATTESTATION FORM.....	12
CWBSP EXAM CONTENT OUTLINE.....	13

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.

ABOUT THE PROGRAM

The NFPA Water-Based Fire Protection System Inspection, Testing, and Maintenance (WBITM) Certification is for experienced sprinkler ITM technicians, contractors, and other professionals who have the knowledge and skills to perform the full spectrum of inspection, testing, and maintenance duties independently, without supervision.

Earning the WBITM certification demonstrates an individual's proficiency, knowledge, and firm understanding of inspecting, testing, and maintaining water-based systems, and is a useful metric for employers to use in gauging qualifications.

As an Inspection, Testing, and Maintenance program, the WBITM exam is based primarily on **NFPA 25®**, ***Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems, 2020 Edition***. However, candidates are also expected to know system components, function, and design principles through a comprehensive working knowledge of the following related codes and standards: NFPA 13, NFPA 13R, NFPA 14, NFPA 15, NFPA 16, NFPA 20, NFPA 22, NFPA 24, and NFPA 72. Additionally, due to the risks posed by energized pumps and other components, candidates should be familiar with NFPA 70E®, *Standard for Electrical Safety in the Workplace*.

WBITM PROGRAM GOALS:

- Recognize and provide evidence of knowledge with inspection, testing, and maintenance requirements for water-based fire protection systems as detailed in NFPA 25®: *Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems*
- Enhance professionalism within the water-based fire protection systems community
- Standardize the knowledge, skills, and abilities of ITM technicians.
- Promote professional development through continuous learning

FEATURES & BENEFITS

WBITM credential holders receive the following benefits:

- A competitive advantage in the job market
- Career advancement opportunities
- Recognition as an expert by their colleagues

ELIGIBILITY

Candidates for the WBITM certification must have:

- A minimum of 5 years of full-time verifiable work experience with inspection, testing, and maintenance of water-based fire protection systems.
- A signed attestation from a supervisor or employer representative who can verify the applicant's knowledge, skills, and abilities with regards to the inspection, testing, and maintenance of water-based fire protection systems. The Attestation Form can be downloaded from the WBITM website nfpa.org/wbitm or found at the end of this handbook.

APPLICATIONS & FORMS

All WBITM applications including the initial program application, retest application, and recertification application are completed in the Application and Recertification Portal <http://onlinecertification.nfpa.org/>. You can also access the portal from nfpa.org/wbitm.

Please ensure that you are logged in to your NFPA.org profile before you go to the Application Portal.

APPLICATION ACCEPTANCE

An application is accepted only when the following requirements are met:

- The application is fully completed in the Application Portal. This includes:
 - Entering relevant work experience
 - Uploading a completed Supervisor Attestation Form
 - Accepting the terms of the Code of Conduct
- The certification program fee has been received and processed by the NFPA.

Following the receipt of your WBITM 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 <https://www.prometric.com/nfpacert>

PROGRAM FEES

- \$350 USD for the application and initial exam
- \$175 USD to retest if you fail the exam
- \$150 USD to recertify at the end of each three (3) year certification period.

NON-DISCRIMINATION

NFPA evaluates all WBITM certification 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.

You will have an opportunity to request accommodations and upload supporting documents in the Application Portal.

STEPS TO CERTIFICATION

- Complete the application and pay the Application Fee through the Application Portal.
- Take the Exam - You will have to sit for a computer-based examination within 12 months of your application being accepted.
- 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 via the Application Portal*) within twelve (12) months from the day your original WBITM 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.

REFERENCE MATERIAL

NOTE: All of the codes and standards referenced below will be provided as digital references during the exam. You may not bring your own printed or digital reference books to the exam.

Primary Reference:

NFPA 25[®], *Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems*, 2020 Edition.

Candidates are also expected to understand system components, function, and design principles through a comprehensive working knowledge of the following related codes and standards. Additionally, due to the risks posed by energized pumps and other components, candidates should be familiar with NFPA 70E[®].

Supporting References:

NFPA 13, *Standard for the Installation of Sprinkler Systems* (2019),

NFPA 13R, *Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies* (2019)

NFPA 14[®], *Standard for the Installation of Standpipe and Hose Systems* (2019)

NFPA 15[®], *Standard for Water Spray Fixed Systems for Fire Protection* (2017)

NFPA 16[®], *Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems* (2019)

NFPA 20[®], *Standard for the Installation of Stationary Pumps for Fire Protection* (2019)

NFPA 22[®], *Standard for Water Tanks for Private Fire Protection* (2018)

NFPA 24[®], *Standard for the Installation of Private Fire Service Mains and Their Appurtenances* (2019)

NFPA 70E®, *Standard for Electrical Safety in the Workplace* (2021)

NFPA 72®, *National Fire Alarm and Signaling Code* (2019)

If you would like to purchase these NFPA documents for study or as professional references outside the exam, please go to the NFPA website at www.nfpa.org/catalog.

EXAM PREPARATION

TRAINING

NFPA offers training on *NFPA 25, Standard for the Inspection, testing, and Maintenance of Water-based Fire Protection Systems*. This training is not built as test preparation training, however, it does cover material found on the exam. Attending NFPA training is not a prerequisite of this certification. Additional training is constantly under development. More information on NFPA training solutions can be found at www.nfpa.org/catalog.

REVIEW REFERENCE MATERIAL

It is not necessary to memorize the reference materials, but it is important to know what content is found in each of the referenced NFPA documents. For example, NFPA 25 begins with chapters on administration, referenced publications, and definitions, followed by the different types of systems and specific requirements covered in the standard. For the examination, it is helpful to look for tables in the documents that summarize different requirements.

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

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

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

Find the right reference – Turn to the table of contents or the index to determine that water storage tank requirements are found in chapter 9. Scan chapter 9 to locate section 9.2.3 Water Temperature. Under reference 9.2.3.1 the standard reads, “The temperature of water in tanks shall not be less than 40° F (4.0° C)”

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

ABOUT THE EXAM

FORMAT

The WBITM exam is a two and one-half (2.5)-hour, open-book examination, containing 140 multiple-choice questions. The examination is only available in English. It is designed to evaluate the candidate’s advanced knowledge of inspection, testing, and maintenance principles and standard application skills.

The examination is available in a computer-based format at test centers throughout the world. Upon approval of the WBITM 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 <https://www.prometric.com/nfpacert>

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 two and one half (2.5)-hour time limit.
- If you wish to leave the room during the test, you must secure the proctor's permission. The exam clock will not stop, and you will not be allowed to make up lost time.
- Visitors are not permitted at the test center.
- Candidates may provide comments on exam items directly on the computer screen. All comments will be reviewed by NFPA certification staff. Candidates will not receive responses to their comments.

EXAM RESCHEDULE / CANCELLATION POLICY

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

There is no charge for reschedule or cancellation of an appointment if the change is made 30 or more days prior to your appointment date. Between 29 and 5 calendar days prior to your appointment date, you may cancel or reschedule your appointment, but you will be required to pay a \$50 fee (to Prometric). Four (4) or fewer days prior to your appointment date, you may not reschedule. If you cancel your appointment during this period or fail to appear for your appointment, you will be considered a no-show, and will need to submit a retest application with NFPA and pay applicable fees prior to scheduling a new appointment. Information on how to submit retest application can be found in the Application Portal.

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 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.

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.

EXAM RESULTS

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

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 via the Application Portal*) within 12 months from the day your original WBITM 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 Application Portal. 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 WBITM CREDENTIAL

Once granted the WBITM credential, the certificant may refer to themselves as a WBITM Certificant or Certificate Holder as long as the certificant has an active certification status in good standing. The certificant is authorized to use the WBITM 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 3 years. In order to maintain currency and relevancy with fire alarm and signaling systems, WBITM certification holders are required to demonstrate their continuing participation in professional development activities.

NFPA awards points towards recertification for various activities, as described in the Recertification Requirements Chart below. It is important that you begin accumulating the required points well in advance of your recertification deadline, as it can take some time to gather your points.

RECERTIFICATION REQUIREMENTS CHART

In order to maintain currency and relevancy in the profession, WBITM certificate holders are required to submit **60 points** of documented professional development **every 3 years**. The 60 points must be submitted during the 3-year recertification cycle and related to the water-based systems inspection, testing, and maintenance profession.

ACTIVITY	POINTS ALLOTTED	MAX POINTS	REQUIRED DOCUMENTATION
Professional Practice - Full time work in water-based ITM field	1 point per month	36	Letter from Supervisor or client(s)
Membership in Fire Protection Organization	2 per membership per year	6	Proof of membership
Online or In-Person Training / Professional development Seminars and Conferences	1 per contact hour	30	Certificate or Proof of attendance
College Credit Course	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
Author & Publish 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 course	12	Program outlines and objectives, and date of presentation
Additional Fire Protection Certifications (NFPA, NICET, etc)	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.

RECERTIFICATION AUDIT

Certification holders will be subject to a random audit of their CWBSP recertification documentation for a period of up to six (6) months after their recertification date. Accordingly, certification holders are expected to retain recertification documentation in their possession for six months beyond their recertification date.

RENEWAL

If NFPA does not receive the necessary recertification materials within the three year period, the certification holder will no longer be considered certified, and will no longer be entitled to use the WBITM credential in professional correspondence. Once the certification has lapsed, to regain certification, the candidate must successfully complete the entire WBITM certification program, including exam and application fee.

CONTACT INFORMATION

NFPA Admin & Support Services

11 Tracy Drive

Avon, MA. 02322

Email: adminsvcs@nfpa.org



NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource on fire, electrical and related hazards



Water-Based Inspection, Testing, and Maintenance (WBITM) Certification

Supervisor Attestation of Job Knowledge, Skills, and Abilities

Purpose: This document is to be completed by the WBITM applicant’s supervisor to attest that they have first-hand knowledge of the applicant’s job performance, knowledge, skills, and abilities regarding the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.

Applicant Name: _____ Email: _____

SUPERVISOR AND EMPLOYER INFORMATION:

Supervisor Name: _____

Supervisor Title: _____ Field of Expertise: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Country: _____ Postal/Zip Code: _____

Business Phone: _____ Email: _____

Note Regarding Self-employed Personnel: If you have no direct supervisor, please contact the NFPA Admin & Support Services by emailing us at adminsucs@nfpa.org. The certification administrators will work with you to gather the proper acceptable documentation.

SUPERVISOR ATTESTATION:

I, _____, do hereby attest that I have first-hand knowledge of the above-named applicant’s knowledge, skills, and abilities with regards to the inspection, testing, and maintenance of water-based fire protection systems.

As such, I can verify that the applicant has a minimum of five years of work experience with a full spectrum of inspection, testing, and maintenance tasks on water-based fire protection systems and has demonstrated knowledge and proficiency in the topics covered by the WBITM Exam Content Outline below. This includes inspection, testing, maintenance, troubleshooting, and impairment identification and reporting. Furthermore, the applicant has demonstrated the professionalism and technical ability to perform such functions independently without direct supervision.

I agree that NFPA may contact me to verify this attestation.

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.

WBITM EXAM CONTENT OUTLINE (Blueprint)

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

- I. Inspection of Water-Based Systems (30%):**
 - A. Components (E.G. Function and Appearance)
 - 1. Sprinklers Systems
 - 2. Standpipe and Hose Systems
 - 3. Private Fire Service Mains
 - 4. Fire Pumps and Fire Pump Systems
 - 5. Water Storage Tanks
 - 6. Water Spray Fixed Systems
 - 7. Foam-Water Sprinkler Systems
 - 8. Water-Mist Systems
 - B. Inspection Requirements (E.G. Frequencies, And Methods)
 - C. Improper Conditions and Damage
 - D. Interpreting Gauges and Indicators
 - E. Identification of Internal Obstructions and Foreign Materials
 - F. Proper Signage
 - G. Unique Considerations for Freezers, Cold Storage Areas, And Other Special Environments

- II. Testing of Water-Based Systems (30%):**
 - A. Testing Requirements (E.G. Frequencies, Et Al)
 - B. Testing Common Components and Valves
 - C. Identification of Internal Obstructions and Foreign Materials, And Their Sources
 - D. Sprinkler System Components & Function
 - E. Standpipe and Hose Systems
 - F. Private Fire Service Mains
 - G. Fire Pump Components & Functioning
 - H. Water Storage Tanks
 - I. Water Spray Fixed Systems
 - J. Foam-Water Sprinkler System
 - K. Water-Mist Systems Components

- III. Maintenance of Water-Based Systems (20%):**
 - A. Minimum Maintenance Requirements and Frequencies (As Indicated by NFPA Standards, Manufacturers, and/or AHJs)
 - B. Maintenance Actions Required as a Result of Testing (e.g. Adjust, Recondition, Repair, or Replace Components, as Required) to Keep Equipment Operable
 - C. Retesting Systems Upon Completion of Maintenance

- IV. Documentation (2.3 & 3.3) (10%):**
 - A. Evaluation, Recording and Reporting of Results and Deficiencies
 - B. Communication of Results to Occupant/Owner
 - C. Recommendation of Needed Corrective Actions

- V. Safety (2.4 & 3.4) (5%):**
 - A. Recognition of Potentially Hazardous Conditions and Equipment
 - B. Safety Protocols and Procedures (2.4.1 & 3.4.1)
 - 1. Lock Out/Tag Out
 - 2. Confined Space Entry
 - 3. Fall Protection
 - 4. Personal Protective Equipment
 - 5. Site-Specific or Other Safety Considerations

- VI. Work Management (5%):**
 - A. Scope and Purpose of Work
 - B. Specialized Tools and Equipment (2.5.2 & 3.5.1)
 - C. Planning Inspection and Testing Tasks
 - D. Supervising Inspection and Testing Personnel and Jobs (3.5.2)
 - E. Identifying Records
 - F. Owner's Responsibilities, Pre- and Post-Inspection



Water-Based Fire Protection Systems Inspection, Testing, and Maintenance (WBITM) Certification

NFPA Admin. & Support Services
11 Tracy Drive
Avon, MA 02322

Email: adminsvcs@nfpa.org

Website: www.nfpa.org/WBITM