

Fire Plan Examiner

Candidate Handbook



This Fire Plan Examiner 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 reference



CFPE Program Overview

- * **Program Duration** - Total length of the program is 10 months – 4 months to sign up for the exam and 6 months to complete the practicum
- * **Forms** – All forms for the CFPE program are found in the Applications & Forms section in this handbook or by going to the Certified Fire Plan Examiner program web page at www.nfpa.org/cfpe.
- * **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/cfpe.
- * **Application & Payment** - payment must be received before the examination is taken. We accept credit cards and checks. Make checks payable to NFPA. If you decide to purchase a reference set you must indicate which set on the application. NOTE: reference sets are only provided to those individuals who enter the program and pay for the exam. You can mail (NFPA Certification Department, One Batterymarch Park, Quincy, MA 02169), fax (617-984-7127), or e-mail (cfi@nfpa.org) the application.
- * **Code References** – Check with your AHJ to see which code set is appropriate.
 - 2012 NFPA Code Set: NFPA 1, 2012; NFPA 13, 2010; NFPA 72, 2010; NFPA 101[®], 2012;
 - 2015 NFPA Code Set: NFPA 1, 2015; NFPA 13, 2013; NFPA 72, 2013; NFPA 101[®], 2015
- * **Written Examination Scheduling & Proctor Agreement**- you have 4 months from entering the program to take the examination. You must send in the examination scheduling form and signed proctor agreement, at the same time, which indicates the date you are taking the examination, the proctor information – with a street mailing address for UPS delivery, and your information. Please note that we require at least 4 weeks advance notice to schedule the examination. You can email, mail or fax in the forms.
- * **Written Examination** – the examination is four hours, paper and pencil format and only offered within the United States and Canada. It is open-book and contains 100 multiple-choice questions. The exam is compatible with the 2012 and 2015 reference sets listed above.
- * **Exam Results** – You will receive your exam results by mail approximately three weeks after your test date. Exam results will not be given over the phone.
- * **Retest** – if you fail the examination you have 90 days to retest. The retest form is found in the Application & Forms section within the candidate handbook and online at www.nfpa.org/cfpe.
- * **Practicum Phase** – Once you have taken the exam and passed, the practicum portion of the program must be completed. The directions for the practicum phase are located in the Practicum Phase section of the candidate handbook. Five plan reviews must be completed – two site plans (mandatory) along with three non-site plans. For each fire plan review a copy of the title block or other plan ID must be provided along with the plan review report. Once you send in your complete practicum package your certificate will be issued.
- * **Recertification** – once you have been certified, you must recertify every 3 years. The form is available in the Application & Forms section of the candidate handbook and online at www.nfpa.org/cfpe. The NFPA certification department will send you a reminder approximately 3 months prior to your recertification date. You must earn 60 continuing education credit points within the three year timeframe from the date your certificate was issued to the date the certificate expires. Do not wait until you receive the reminder to begin earning or tracking your recertification points.



FIRE PLAN EXAMINER - CANDIDATE HANDBOOK

▶ NFPA’s Mission	2
▶ Mission of NFPA Certification Programs	2
▶ Fire Plan Examiner Certification Program	2
▶ Pro Board Accreditation	2
▶ Program Goals	2
▶ Features & Benefits	2
▶ Eligibility	2
▶ Eligibility Audit	3
▶ Applications	3
▶ Application Acceptance	3
▶ Transfers	3
▶ Program Fees	3
▶ Veterans Affairs Benefits	3
▶ Special Accommodations	3
▶ Steps to Certification	4
▶ Reference Materials	4
▶ Exam Preparation	4
▶ Exam Format	5
▶ Exam Rules and Procedures	5
▶ Failure to Appear for your Exam	6
▶ Exam Cancellation	6
▶ Exam Rescheduling	6
▶ Cancellation and Rescheduling Exceptions	6
▶ Exam Security	6
▶ Copyright	7
▶ Results	7
▶ Retest	7
▶ Confidentiality	7
▶ Practicum Phase	7
▶ Recertification	8
▶ Use of Your CFPE Credential	8
▶ Non-discrimination	8
▶ Renewal	9
▶ Replacement Certifications & Cancellation	9
▶ Contact Information	9

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.

FIRE PLAN EXAMINER CERTIFICATION PROGRAM

The NFPA Fire Plan Examiner Certification program was created in response to repeated requests by local entities, state agencies, and national organizations to develop certification programs founded on *NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, and other applicable NFPA codes and standards. These requests suggested that NFPA be the main catalyst and ultimate certifying body for such programs.

In late 1996, an independent organization conducted research that validated this need. Their findings supported broad-based appeal for the NFPA to create fire inspector and plan examiner related certification programs.

PRO BOARD ACCREDITATION

NFPA received its Pro Board accreditation on April 1, 2015. CFI-I, CFI-II, and CFPE certifications are now recognized by the Pro Board. Those candidates taking the NFPA exam after April 1, 2015, will be entered into the Pro Board registry and receive a certificate with both the NFPA and Pro Board seals.

PROGRAM GOALS:

- Enhance professionalism within the fire inspection community
- Ensure a uniform, fair process for certification that is accessible to everyone who is eligible
- Ensure proficiency in the use of codes and standards
- Facilitate success for those seeking certification
- Promote professional development through continuous learning
- Recognize and provide evidence of competence as related to *NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner*

FEATURES & BENEFITS

CFPE credential holders receive the following features & benefits:

- A Pro Board recognized certification
- Recognition as an expert by your colleagues
- Greater confidence in your abilities
- Improved job performance
- Career advancement opportunities

Certificate holders also receive a NFPA / Pro Board CFPE certificate, wallet card and lapel pin that further highlights their accomplishment.

ELIGIBILITY

To be eligible to take the CFPE examination, candidates must demonstrate on the CFPE application that they meet the following criteria:

- The attainment of a high school diploma or equivalent

ELIGIBILITY AUDIT

A percentage of accepted applications are randomly selected for an eligibility audit by the NFPA certification staff. Submission of your application indicates your agreement to comply with audit terms. Any incorrect information or misrepresentation provided in the application process may result in sanctions in accordance with the discipline policy.

APPLICATIONS

All CFPE applications including the program application, transfer application, and retest application can be found in the candidate handbook in the applications and form section. They are also available at www.nfpa.org/cfpe, or by contacting NFPA's certification department at (617) 984-7432.

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 CFPE application form and examination fee, the NFPA will send you an authorization letter and candidate materials.

TRANSFERS

Transfer from a CFPE program recognized by NFPA into the NFPA CFPE program requires the following:

- Meet CFPE eligibility requirements
- Provide proof of current certification in a Pro Board recognized CFPE program
- Complete and submit the CFPE transfer application along with payment and supporting eligibility documentation

The transfer application for the CFPE program is located in the candidate handbook under the Transfer section or at www.nfpa.org/cfpe. Forward the completed transfer application and supporting eligibility documentation and payment to the NFPA certification department.

People that transfer into the NFPA CFPE program are not eligible for a Pro Board recognized certification. To receive a NFPA / Pro Board certification candidates must enroll in NFPA's certification program, pass NFPA's exam and complete the practicum.

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/cfpe.

VETERANS AFFAIRS BENEFITS

The U.S. Department of Veterans Affairs (VA) has approved the CFPS, CFI and CFPE certification programs for reimbursement of examination fees. Contact your local veterans' affairs office for details.

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

- **Verification** - Candidate must have attained a high school degree or equivalent.
- **Examination** - You will have to sit for a written examination within 4 months of entering the CFPE program. Candidates, who successfully pass the examination, will then enter the practicum phase. Candidates, who do not pass the examination, have 90 days from notification to submit a retest examination request, a retest fee, and retake the examination.

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

- **Practicum** - Complete the CFPE program by submitting all practicum materials to NFPA within 6 months of passing the examination. In the case of those working with a partnering agency, please submit practicum verification forms to the program administrator.

REFERENCE MATERIALS

It is the candidate's responsibility to obtain materials needed for study purposes and to have present during the examination. The following list contains the resources to be used in preparing for and taking the examination. All items in the examination are compatible with both code sets. Please verify which set you require, with your jurisdiction or certification partnership agency.

2012 NFPA Code Set:

- NFPA 1, 2012 Ed. Fire Code
- NFPA 13, 2010 Ed. Installation of Sprinkler Systems
- NFPA 72, 2010 Ed. National Fire Alarm Code®
- NFPA 101®, 2012 Ed. Life Safety Code®

2015 NFPA Code Set:

- NFPA 1, 2015 Ed. Fire Code
- NFPA 13, 2013 Ed. Installation of Sprinkler Systems
- NFPA 72, 2013 Ed. National Fire Alarm Code®
- NFPA 101®, 2015 Ed. Life Safety Code®

These NFPA CFPE reference materials have been conveniently packaged into two reference sets and are available for individuals registering for the exam to purchase at a special price. Refer to the CFPE application form to order your reference materials, and be sure to indicate which set you would like on your order form.

EXAM PREPARATION

The NFPA fire plan examiner examination is based on the job performance requirements for the fire plan examiner level I as defined in Chapter 7 of NFPA 1031, *Standard for Professional Qualification for Fire Inspector and Plans Examiner*.

Review Reference Materials - It is not necessary to memorize the references, but it is important to know what content is found in each of the referenced NFPA documents. For example, NFPA 101 covers egress requirements among other topics. Know the general format of the NFPA documents. Each NFPA document is laid out in the same way and divided into similar sections, beginning with administration and definitions, followed by the specific requirements in the code. Look for tables in the reference materials that summarize requirements. These tips will help you find specific information quickly during the examination.

Additional Materials - In addition to the four NFPA resources listed above, the *IFSTA Fire Plans Examiner for Fire and Emergency Services Manual*, is an excellent resource for study and review. Please keep in mind that their use is not allowed during the examination.

Sample Questions – The exam study guide contains 20 sample questions to help you become familiar with similar types of questions found on the examination. Answers to the sample questions can be found on the last page of this section.

Sample Question - What is the occupant load factor used for determining the required means of egress for an existing business occupancy?

- | | | |
|-----|-----------|-------------|
| (A) | 20 sq ft | (1.9 sq m) |
| (B) | 50 sq ft | (4.6 sq m) |
| (C) | 100 sq ft | (9.3 sq m) |
| (D) | 200 sq ft | (18.6 sq m) |

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

Analyze the Question - This is an occupancy question.

Means of egress provisions and other occupancy questions are addressed by *NFPA 101®*, *Life Safety Code®*.

EXAM FORMAT

NFPA offers only a paper and pencil based version of the CFPE examination and it is only available in the United States and Canada. It is a four hour open-book examination, containing 100 multiple-choice questions. NFPA reserves the right to add a number of “field test” questions. These questions are used to improve future exams and will not impact the candidate’s score. The examination is only available in English. It is designed to evaluate the candidate’s knowledge of fire inspection principles and code application skills at the level of fire plan examiner I (as defined in NFPA 1031).

Paper and Pencil - The examination can be taken in one of two ways:

1. As directed by the NFPA program administrator via an NFPA approved proctor; usually a fire department training director, or at a university or college-testing center where a fee may be charged, for which the candidate is responsible.
2. Under the direction of the program administrator or a partnering agency.

The program administrator or proctor should be consulted for examination scheduling. Please allow a minimum of four weeks to schedule your examination.

EXAM RULES AND PROCEDURES

The following suggestions, regulations, and procedures pertain to every candidate taking the examination:

- You must have a valid photo ID at the test center.
- Bring three sharpened soft-lead (No. 2) pencils or mechanical pencils and a good eraser. Pencils and erasers will not be furnished at the center.
- You are permitted to use a calculator during the examination. Only silent, hand-held, battery-operated (programmable or non-programmable) calculators, without paper-tape printing capabilities, can be used. Smart phone usage is not permitted during the test. Calculator malfunction during a test does not constitute grounds for challenging test scores or requesting additional testing time.
- Bring a watch. You will not be permitted to continue the test beyond the established four-hour time limit.
- You should bring only those approved NFPA reference materials that were identified in this handbook. All materials taken into the test center must be published and copyrighted and are subject to review by the test center proctor. No handwritten materials will be allowed, including notes within the reference material. The IFSTA manual, *The Fire Protection Handbook*, and the *NFPA Fire and Life Safety Inspection Manual* are not allowed at the examination.
- Electronic versions of the reference materials are not permitted to be used at the test site.
- Visitors are not permitted at the test center.
- You may highlight references within your NFPA code books, however notes are not permitted within the code books used during the examination. You may do scratch work only in the margins of the test book. Scratch paper is not permitted. Do not write on, mark in or tab the pages of your reference code books during the examination. Failure to comply will be grounds for dismissal from 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.
- Smoking, phones, and pagers are 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.

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 paper-based examination for a different date by notifying 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 requests must be made in writing and you will be assessed a \$50.00 USD non-refundable rescheduling fee. You will forfeit your entire application fee if you fail to contact the NFPA certification administrative office to reschedule your examination at least seven (7) 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 if you scheduled a computer-based test through them) before you will be allowed to reschedule your exam.

EXAMINATION 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.

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

CFPE 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 examination will be evaluated and the results communicated to the candidate by mail approximately three weeks after taking the exam. Results will not be provided via the telephone.

The CFPE exam is a pass/fail exam where you must reach a scaled score of 70% to pass the exam. Scaled scoring relates to a statistical procedure used to compare the difficulty of alternate forms of an exam, such that no matter what form of a test is taken, all candidates will be treated fairly and consistently. 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 (meaning that you reached or exceeded the scaled score of 70%). If you fail the exam, you will be provided with a list of the four (4) exam domains and the percent (%) of items you answered correctly for 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 CFPE exam weighted criteria table for a listing of the CFPE exam domains.

RETEST

Candidates who do not pass the examination, have 90 days from notification to submit a retest examination request, a retest fee, and retake the examination. The retest application is located under the Applications and Forms section in the candidate handbook or at www.nfpa.org/cfpe.

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.

PRACTICUM PHASE

After successfully completing the examination, candidates will work on the practicum phase. Successful completion of the practicum is a requirement for certification. Candidates have 6 months from passing the examination to complete and submit the practicum phase.

The practicum phase is designed to ensure that an individual demonstrates experience in the particular field prior to becoming certified. A competency-based certification program without a practicum phase holds little weight with regard to determining whether or not an individual should be deemed capable of completing his/her duties correctly.

The evaluation parameters are based on the standards and practices identified in *NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner*.

Procedures - Of the five required fire plan reviews, you must complete at least two site plan reviews. For each fire plan review, a copy of the title block or other plan identification must be provided along with the plan review report. Please refer to the practicum phase section of this handbook for more details about the practicum phase of the CFPE program. This section of the handbook contains:

- Detailed instructions
- Performance checklist
- Plan report submission guidelines
- Verification forms for submittal.

Mandatory Activities - Five plan reviews must be conducted and reported, including two site plan reviews. The candidate will check-off items identified in the performance checklist, and then must have each verification form signed by a supervisor, fire chief, fire prevention officer, or partnering agency program administrator.

The signer of the verification forms is responsible for confirming the fire plan reviews were completed, including:

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

- Two site plans reviewed and reported;
- Three other plans reviewed and reported.

For each fire plan review, a copy of the title block or other plan identification must be provided along with the plan review report.

Verification - After the practicum phase requirements have been fulfilled; the practicum phase documents must be submitted to NFPA (or to your partnering agency program administrator) for auditing. The audit verifies the quantity and quality of the plan reviews that you conducted. For each fire plan review, please submit the fire plan review checklist, a written report, the signed verification form, and a copy of the title block or other plan identification. Once this audit is complete and approved, the candidate will receive their certification by mail from NFPA.

RECERTIFICATION

Once a candidate has been certified as a fire plan examiner, recertification every three years is mandatory. It is important that you begin accumulating the required points as soon as possible.

All training or instruction must be clearly related to the fire inspector and plan examiner field of practice. If college courses are declared for training hours, the same course cannot be taken twice within the 3-year period, and the certified fire plan examiner must convert credit hours to actual hours spent in the classroom.

The candidate must submit documented evidence of a total of 60 credit points from the following categories:

<u>Category</u>	<u>Allotment</u>	<u>Minimum Points</u>	<u>Maximum Points</u>
Training	One point per contact hour	Fifteen (15)	Sixty (60)
Teaching	Two points per contact hour	Zero (0)	Forty-five (45)
Professional Practice	½ point per inspection	Zero (0)	Thirty (30)
Writing for Publication	Five points per article	Zero (0)	Fifteen (15)
Writing for Publication	Ten points per book	Zero (0)	Fifteen (15)
Association Membership	One point per membership per year	Zero (0)	Ten (10)

Documentation – Reasonable proof of attendance or participation in the described categories will be accepted. Reasonable includes:

- Course certificates
- Letters of attestation from course sponsors
- College transcripts
- Letters from employers
- Other evidence as required

USE OF YOUR CFPE CREDENTIAL

Once you are granted the CFPE credential, you may refer to yourself as a CFPE credential holder as long as you have an active certification status. You are authorized to use the CFPE designation after your name on business cards, personal letterhead, resumes, websites and in your email signature.

NON-DISCRIMINATION

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

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER

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 fire plan examiner, and will no longer be entitled to use the CFPE credential in professional communications. To regain certification, the candidate must successfully complete the entire CFPE 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 617-984-7432.

CONTACT INFORMATION

NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169
Telephone: +1 (617) 984-7432
Fax: +1 (617) 984-7127
Email: cfi@nfpa.org



Send completed application (12-16) to:
NFPA Certification Department
1 Batterymarch Park, Quincy, MA 02169
(P) 617-984-7432 (F) 617-984-7127
Email: cfi@nfpa.org
Web Page: www.nfpa.org/certification

CFPE Program Application

APPLICANT NAME: _____ (As name will be printed on certificate)
(TYPE OR PRINT ALL INFORMATION; INCOMPLETE APPLICATIONS WILL BE RETURNED)

Last 4 Digits of social security # _____ (we must have this to issue a Pro Board certification)

BUSINESS INFORMATION:

Business Name: _____ **E-mail:** _____

Business Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ **Business Phone:** _____

HOME INFORMATION:

Home E-mail:

Mailing Address:

City: _____ **State:** _____ **Zip:** _____ **Home Phone:** _____

PLEASE CHECK:

WRITTEN EXAM (only available in the United States and Canada)

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:** _____



Send completed application (12-16) to:
 NFPA Certification Department
 1 Batterymarch Park, Quincy, MA 02169
 (P) 617-984-7432 (F) 617-984-7127
 Email: cfi@nfpa.org
 Web Page: www.nfpa.org/certification

CFPE Program Application - Page Two

The following fee is attached: (Additional fee for international shipping may apply.)

US \$350 Fee includes self-study certification materials and written examination. NOTE: Does not include any testing center fee

Certified Fire Plan Examiner Program Reference Sets – **YOU MUST INDICATE WHICH SET YOU WANT TO PURCHASE**

US \$ 90 2012 Code Set - NFPA 1, 2012 Ed; NFPA 13, 2010 Ed; NFPA 72, 2010 Ed; and NFPA 101, 2012 Ed.

OR

US \$ 90 2015 Code Set - NFPA 1, 2015 Ed; NFPA 13, 2013 Ed; NFPA 72, 2013 Ed; and NFPA 101, 2015 Ed.

Total Amount Enclosed \$ _____

FORM OF PAYMENT

Check. *(Please make checks payable to NFPA Certification Department)*

IMPORTANT: NFPA wants to partner with you to protect your personal information – **NEVER INCLUDE PERSONAL AND/OR CREDIT CARD PAYMENT INFORMATION IN THE BODY OF ANY EMAIL** – If you wish to email your application or other personal documentation, it must be placed within an attached document, and [you must use the NFPA secure email server \(https://web1.zixmail.net/s/welcome.jsp?b=nfpa\)](https://web1.zixmail.net/s/welcome.jsp?b=nfpa). Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter Isolomon@nfpa.org in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

Credit Card: MasterCard VISA Discover American Express

Credit Card #: _____ Card Exp. Date: _____

Name on Card: _____ Signature: _____



NFPA CERTIFIED FIRE PLAN EXAMINER PROGRAM

CFPE EXAMINATION SCHEDULING FORM – WRITTEN EXAM ONLY

THIS FORM MUST ACCOMPANY A SIGNED PROCTOR AGREEMENT

INDIVIDUAL APPLICANT USE (This form is to be filled out by the applicant)

Date of Request: _____
Exam Date: _____
Test Site: (Name) _____
(Address) _____

Proctor's Name: _____
Please provide physical mailing address for UPS shipment of exams. _____

(No P.O. Box) _____
Proctor's Phone Number: _____
***Proctor's Fax Number:** _____
***Proctor's Email Address:** _____

Exam deliveries must be signed for.

Please allow *at least FOUR weeks* between the date of exam request and the exam date. The signed proctor agreement must accompany the examination scheduling form. Your exam cannot be ordered unless we have both forms

The written examinations will be shipped by SMT to the proctor approximately 48 hours prior to the scheduled exam. If the written examinations have not been received within this timeframe, please contact the NFPA Certification Department immediately. SMT will email the proctor to alert that the exams have been shipped to the proctor. The shipping container is to be opened and inventoried upon receipt and the shipment receipt confirmation is to be faxed back to SMT. At that time, the shipping container should be secured until the exam day.

Please list applicant name below. Exams will only be sent for the applicant listed below who is actively enrolled in the NFPA CFPE Program. For your convenience, you may fax or email your exam scheduling form to NFPA's Certification Department. Fax: 617-984-7127 Email: cfi@nfpa.org

NOTE: Any testing center fee is the responsibility of the individual applicant.

APPLICANT'S NAME

APPLICANT NOTIFICATION ADDRESS

SIGNED: _____

Please complete and return to:
NFPA Certification Department,
1 Batterymarch Park, Quincy, MA 02169
Phone: 617-984-7432 Fax: 617-984-7127



EXAMINATION PROCTOR AGREEMENT

NFPA reserves the right to approve all proctors of the NFPA CFI-I, CFI-II and CFPE examinations.

Proctors should be training officers (in a fire department), Human Resources personnel, from an educational institute (college, university, or high school), a partnering agency, or other approved persons or agencies.

ATTACH PROCTOR'S BUSINESS CARD HERE

Proctors shall not be a spouse, a direct supervisor or a co-worker in the same department of any candidate. The proctor shall not have any direct interest in the applicant's success or failure.

Proctors shall not delegate, under any circumstances, their responsibilities to any other person. Proctors are not authorized to view, copy, or discuss the examination under any circumstances.

Please complete the following and fax or email this proctor agreement form to the NFPA Certification Department. Fax: (617) 984-7127 Email: cfi@nfpa.org.

Please Circle Exam Type: CFI CFPE CFI-II

Proctor Name: _____

Test Site: _____

Test Site Address: _____

City, State _____

Phone #: _____

Email address: _____

Candidate Name(s): _____

E-mail Address _____

Exam Date: _____

I agree to proctor the NFPA examinations for the candidates(s) listed above. I will see that the examinations are administered honestly and according to the directions provided in this agreement and in the test administration manual. I agree to accept the decision of the NFPA as to my eligibility for serving as a proctor. I authorize verification of all information in this application. I attest that I will not view, copy, disseminate in any form, or discuss the content of any examination for which I am serving as a proctor. I also release all concerned from any liability arising from this agreement.

Proctor Signature: _____ Date: _____



STATEMENT OF PROCTOR VALIDATION

In addition to the proctor's statement above, a third person (not any candidate or the proctor) must attest to the fact that the designated proctor has no vested interest in the outcome of the candidate's exam.

This third person should be in a position of authority in the proctor's department or organization, if different from the candidate(s).

ATTACH ATTESTANT'S
BUSINESS CARD HERE

Attestant Statement:

I, _____, hereby attest that to the best of my knowledge, the above-named proctor has no vested interest, financial or otherwise, in the outcome of the exam for any candidate or candidates who may be taking the exam at the time and date specified above.

Attestant Name: _____

Position / Title: _____

Organization: _____

Signature: _____ **Date:** _____



PROCTOR INSTRUCTIONS

IMPORTANT – READ THIS SECTION FIRST

I. Receipt and Delivery of the Examination

- Prior to shipping the exam(s), SMT will notify you (proctor) by email that the exams have been shipped. You must immediately open the shipping container and inventory the contents against the shipping manifest. The shipment receipt confirmation form must be completed and faxed to SMT to acknowledge receipt and insure security. Secure the examination materials.
- Schroeder Measurement Technologies (SMT) will ship the examinations to you (proctor) approximately 48 hours prior to the scheduled examination. If you do not receive the examinations within this timeframe, immediately contact SMT and the NFPA Certification Department. See contact information below.
- All examinations, taken or not, must be mailed back to SMT within 24 hours after the scheduled exam date in the shipping container provided. If an unexpected situation arises that affects the cancellation of the previously scheduled written examination, immediately notify SMT and the NFPA Certification Department. See contact information below.
- Carefully review the instructions in the SMT test administration manual shipped with the examinations.

II. Administration of the Examination

- Do not view, make copies, distribute, or discuss examination contents with anyone.
- Administer the examination on the scheduled date and time, maintaining the time allotment.
- Only the approved reference publications in paper (not electronic) are allowed at the examination. Handwritten materials are not allowed.
- Pencils and erasers will not be furnished at the examination site.
- Candidates are permitted to use only hand-held calculators (not smart phones). A calculator malfunction does not constitute grounds for challenging the examination or requesting additional time.
- Candidates will not be permitted to continue the examination beyond the 4-hour time limit.
- Visitors are not permitted at the examination site.
- Candidates may have handwritten notations in the margins of their codes and standards prior to entering the exam center. Highlighting of the codes and standards prior to entering the exam room is also permitted.
- Candidates may do scratch work only in the margins of the examination book. Scratch paper is not permitted. Only answers recorded on the answer sheet will be graded.
- If candidate(s) wish to leave the room during the examination, they must secure proctor's permission and you (proctor) must secure their examination.
- Smoking, phones, and pagers are not permitted in the examination area.
- When more than one applicant is taking the examination, you (proctor) will receive more than one version of the exam. Please distribute exams randomly.

NFPA Certification Department

(617) 984-7432

Fax: (617) 984-7127

E-mail: cfi@nfpa.org

SMT

(800) 556-0484 ext. 2125

12/22/2016

Copyright National Fire Protection Association, Inc. All rights reserved. May not be reproduced without permission. This document is controlled and has been released electronically. The version on the NFPA intranet is the up-to-date document. Hard copies are uncontrolled and may not be up-to-date. Users of hard copies should confirm the revision by comparing it with the electronically controlled version.



CFI-I, CFI-II and CFPE Approved Reference List

ONLY THE FOLLOWING MATERIALS ARE ALLOWED AT THE EXAMINATION. ANY OTHER MATERIALS ARE NOT PERMITTED.

CFI-I EXAMINATION ONLY

2012 Code Set

- **NFPA 1, 2012 Ed.** - Fire Code
- **NFPA 13, 2010 Ed.** – Standard for the Installation of Sprinkler Systems
- **NFPA 25, 2011 Ed.** - Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
- **NFPA 72, 2010 Ed.** - National Fire Alarm Code®
- **NFPA 101, 2012 Ed.** – Life Safety Code®

2015 Code Set

- **NFPA 1, 2015 Ed.** - Fire Code
- **NFPA 13, 2013 Ed.** – Standard for the Installation of Sprinkler Systems
- **NFPA 25, 2014 Ed.** - Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
- **NFPA 72, 2013 Ed.** - National Fire Alarm and Signaling Code®
- **NFPA 101, 2015 Ed.** – Life Safety Code®

CFI-II EXAMINATION ONLY

2012 Code Set

- **NFPA 1, 2012 Ed.** - Fire Code
- **NFPA 13, 2010 Ed.** – Standard for the Installation of Sprinkler Systems
- **NFPA 24, 2010 Ed.** – Standard for the Installation of Private Fire Service Mains and Their Appurtenances
- **NFPA 25, 2011 Ed.** – Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
- **NFPA 72, 2010 Ed.** - National Fire Alarm Code®
- **NFPA 101, 2012 Ed.** - Life Safety Code®
- **NFPA 220, 2012 Ed.** - Types of Building Construction

12/16/2016

Copyright National Fire Protection Association, Inc. All rights reserved. May not be reproduced without permission. This document is controlled and has been released electronically. The version on the NFPA intranet is the up-to-date document. Hard copies are uncontrolled and may not be up-to-date. Users of hard copies should confirm the revision by comparing it with the electronically controlled version.



2015 Code Set

- **NFPA 1, 2015 Ed.** - Fire Code
 - **NFPA 13, 2013 Ed.** - Standard for the Installation of Sprinkler Systems
 - **NFPA 24, 2013 Ed.** - Standard for the Installation of Private Fire Service Mains and Their Appurtenances
 - **NFPA 25, 2014 Ed.** – Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
 - **NFPA 72, 2013 Ed.** - National Fire Alarm and Signaling Code®
 - **NFPA 101, 2015 Ed.** - Life Safety Code®
 - **NFPA 220, 2015 Ed.** - Types of Building Construction
-

CFPE EXAMINATION ONLY

2012 Code Set

- **NFPA 1, 2012 Ed.** - Fire Code
- **NFPA 13, 2010 Ed.** - Standard for the Installation of Sprinkler Systems
- **NFPA 72, 2010 Ed.** - National Fire Alarm Code®
- **NFPA 101, 2012 Ed.** – Life Safety Code®

2015 Code Set

- **NFPA 1, 2015 Ed.** - Fire Code
- **NFPA 13, 2013 Ed.** - Standard for the Installation of Sprinkler Systems
- **NFPA 72, 2013 Ed.** - National Fire Alarm and Signaling Code®
- **NFPA 101, 2015 Ed.** – Life Safety Code®

12/16/2016

Copyright National Fire Protection Association, Inc. All rights reserved. May not be reproduced without permission. This document is controlled and has been released electronically. The version on the NFPA intranet is the up-to-date document. Hard copies are uncontrolled and may not be up-to-date. Users of hard copies should confirm the revision by comparing it with the electronically controlled version.



CFI-I, CFI-II and CFPE Approved Reference List

Only the following reference materials are allowed in the examination room. All other reference materials are not permitted.

CFI-I EXAMINATION ONLY

- NFPA 1, Fire Code – 2012 or 2015 Editions
- NFPA 13, Standard for the Installation of Sprinkler Systems – 2010 or 2013 Editions
- NFPA 25, Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems – 2011 or 2014 Editions
- NFPA 72, National Fire Alarm Code[®] - 2010 or 2013 Editions
- NFPA 101, Life Safety Code[®] - 2012 or 2015 Editions

CFI-II EXAMINATION ONLY

- NFPA 1, Fire Code – 2012 or 2015 Editions
- NFPA 13, Standard for the Installation of Sprinkler Systems – 2010 or 2013 Editions
- NFPA 24, Standard for the Installation of Private Fire Service Mains and Their Appurtenances – 2010 or 2013 Editions
- NFPA 25, Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems – 2011 or 2014 Editions
- NFPA 72, National Fire Alarm Code[®] - 2010 or 2013 Editions
- NFPA 101, Life Safety Code[®] - 2012 or 2015 Editions
- NFPA 220, Standard on Types of Building Construction – 2012 or 2015 Editions

CFPE EXAMINATION ONLY

- NFPA 1, Fire Code – 2012 or 2015 Editions
- NFPA 13, Standard for the Installation of Sprinkler Systems – 2010 or 2013 Editions
- NFPA 72, National Fire Alarm Code[®] - 2010 or 2013 Editions
- NFPA 101, Life Safety Code[®] - 2012 or 2015 Editions

Please verify which code edition is appropriate for your jurisdiction.

CERTIFIED FIRE PLAN EXAMINER RETEST APPLICATION



Send completed application (12-16) to:
NFPA Certification Department
1 Batterymarch Park, Quincy, Ma 02169
(P) 617-984-7432 (F) 617-984-7127
Email: cfi@nfpa.org
Web Page: www.nfpa.org/cfpe

(TYPE OR PRINT ALL INFORMATION – THIS INFORMATION IS FOR WRITTEN EXAM)

Date of Retest Exam: _____
Test Site: (Name) _____
(Address) _____
Proctor's Name: _____
Ship Exam to: _____
Street Address: _____
Cannot ship to a P.O. Box # _____
Proctor Phone No.: _____
Proctor Fax No.: _____
Proctor E-mail: _____

APPLICANT NAME

Please allow at least four weeks between the date of this request and the written exam date. The exam confirmation and proctor agreement will be emailed to proctor within 72 hours of exam request. If confirmation and proctor agreement are not received, please contact the NFPA Certification Department.

The written examinations will be shipped to the proctor approximately 48 hours prior to the scheduled exam. If the written examinations have not been received within this timeframe, please contact the NFPA Certification Department immediately.

Please list applicant name above. Exams will only be sent for those individuals who are actively enrolled in the NFPA CFPE Program. You may fax or email the exam scheduling form to NFPA's Certification Department. Fax: 617-984-7127
Email: cfi@nfpa.org.

APPLICANT NOTIFICATION ADDRESS

Signature: _____ Date: _____

The following fee is attached:

- US \$125.00 Retest Fee
- Check. *(Please make checks payable to "NFPA Certification Department")*

IMPORTANT: NFPA wants to partner with you to protect your personal information –If you wish to email your application or other personal documentation, it must be placed within an attached document, and [you must use the NFPA secure email server](mailto:cfi@nfpa.org). <https://web1.zixmail.net/s/welcome.jsp?b=nfpa>

Credit Card: MasterCard VISA Discover American Express

Credit Card #: _____ Card Exp. Date: _____
Name on Card: _____ Signature: _____

Copyright National Fire Protection Association, Inc. All rights reserved. May not be reproduced without permission. This document is controlled and has been released electronically. The version on the NFPA intranet is the up-to-date document. Hard copies are uncontrolled and may not be up-to-date. Users of hard copies should confirm the revision by comparing it with the electronically controlled version.



3-YEAR RECERTIFICATION SUBMITTAL FORM
NFPA Certified Fire Inspector I & II and Certified Fire Plan Examiner

Certification Type: ___ Fire Inspector I ___ Fire Inspector II ___ Fire Plan Examiner
Certificate #: _____ Certificate Date: _____

Name: _____

Business/Organization _____

Mailing Address: _____ Business ___ Residence ___

City: _____ State: _____ Zip Code: _____

Province: _____ Country: _____ Country Code: _____

Tel #: _____ Fax #: _____ Email: _____

Note: Please include the Recertification Fee of \$150 with this submittal.

Instructions:

- 1. Collect your Documentation of 60 hours of professional development. Refer to the Recertification Requirements Chart for information about the allowed categories and point allotments.
2. Complete the Recertification Points Form and total the amount of points submitted.
3. Complete and sign the Recertification Submittal Form.
4. Submit your Documentation, the Recertification Points Form, the Recertification Submittal Form, and the Recertification Fee to the NFPA Certification Department.

Amount Enclosed \$ _____

- Check. (Please make checks payable to NFPA Certification Department)
Credit Card: O MasterCard O VISA O Discover O American Express

IMPORTANT: NFPA wants to partner with you to protect your personal information - NEVER INCLUDE PERSONAL AND/OR CREDIT CARD PAYMENT INFORMATION IN THE BODY OF ANY EMAIL - If you wish to email your application or other personal documentation, it must be placed within an attached document, and you must use the NFPA secure email server (https://web1.zixmail.net/s/welcome.jsp?b=nfpa).

Credit Card # : _____ Card Exp. Date: _____

Name on Card: _____ Signature: _____

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: _____



CFI-I & II and CFPE RECERTIFICATION POINTS FORM

Name: _____ Certificate #: _____

Certification Type: Fire Inspector I Fire Inspector II Fire Plan Examiner

Category	Course Name	Date(s) Attended	Points	Description



CFI-I & II and CFPE RECERTIFICATION POINTS FORM

Name: _____ Certificate #: _____

Certification Type: __ Fire Inspector I __ Fire Inspector II __ Fire Plan Examiner

Category	Course Name	Date(s) Attended	Points	Description



NFPA CERTIFIED FIRE INSPECTOR I & II AND CERTIFIED FIRE PLAN EXAMINER RECERTIFICATION REQUIREMENTS CHART (3-year cycle)

In order to maintain currency and relevancy in the Fire Inspector and Fire Plan Examiner fields of practice, certificate holders are required to submit a minimum of sixty (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 the specified fire inspector or fire plan examiner profession.

PROFESSIONAL DEVELOPMENT CATEGORY	POINT ALLOTMENT	MINIMUM POINTS	MAXIMUM POINTS	REQUIRED DOCUMENTATION*
Professional Practice of Certificate Holder	½ point per inspection or plan review	0	30	Letter from employer/supervisor
Association Membership of Certificate Holder	1 point per association membership per year	0	10	Copy of membership for period
Instructing or Lecturing by Certificate Holder	2 points per contact hour	0	45	Letter from employer
Publication by Certificate Holder	5 points per article 10 points per book	0	15	Copy of article Copy of title page identifying author

A MINIMUM OF 15 POINTS IS REQUIRED IN THE FOLLOWING CATEGORY

Training received by certificate holder	1 point per contact hour 1 CEU = 10 contact hours	15	60	Certificate copy, letter from presenter or description of training with letter from supervisor
---	--	----	----	--

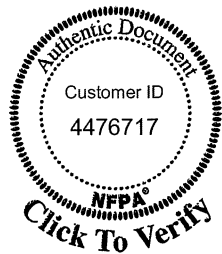
*DOCUMENTATION

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.

NFPA® 1031

Standard for Professional Qualifications for Fire Inspector and Plan Examiner

2014 Edition



NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
An International Codes and Standards Organization

NFPA 1031

Standard for

Professional Qualifications for Fire Inspector and Plan Examiner

2014 Edition

IMPORTANT NOTE: This NFPA document is made available for use subject to important notices and legal disclaimers. These notices and disclaimers appear in all publications containing this document and may be found under the heading "Important Notices and Disclaimers Concerning NFPA Documents." They can also be obtained on request from NFPA or viewed at www.nfpa.org/disclaimers.

NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

Changes other than editorial are indicated by a vertical rule beside the paragraph, table, or figure in which the change occurred. These rules are included as an aid to the user in identifying changes from the previous edition. Where one or more complete paragraphs have been deleted, the deletion is indicated by a bullet (•) between the paragraphs that remain.

A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in mandatory sections of the document are given in Chapter 2 and those for extracts in informational sections are given in Annex F. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex F.

Chapter 1 Administration

1.1* Scope. This standard identifies the minimum job performance requirements (JPRs) for fire inspectors and plan examiners.

1.2 Purpose. The purpose of this standard is to specify the minimum job performance requirements for serving as a fire inspector and plan examiner.

1.2.1 This standard shall define three levels of progression for fire inspectors and two levels of progression for plan examiners.

1.2.2* This standard shall not address management responsibility.

1.2.3 It is not the intent of this standard to restrict any jurisdiction from exceeding or combining these minimum requirements.

1.3 General.

1.3.1* The Fire Inspector I or Plan Examiner I candidate shall provide evidence of knowledge of characteristics and behavior

of fire, fire prevention principles, written and oral communications, public relations, and basic mathematics.

1.3.2 The job performance requirements for each level of progression shall be completed in accordance with recognized practices and procedures or as defined by law or by the authority having jurisdiction.

1.3.3 The job performance requirements need not be mastered in the order in which they appear. The local, state/provincial, or federal training programs shall establish the instructional priority and the training program content to prepare individuals to meet the job performance requirements of this standard.

1.3.4* Evaluation of job performance requirements shall be by individuals approved by the authority having jurisdiction.

1.3.5 A person assigned the duties of Fire Inspector shall meet all of the requirements defined in Chapter 4 prior to being qualified as a Fire Inspector I.

1.3.6 A person assigned the duties of Fire Inspector I shall meet all of the requirements defined in Chapter 5 prior to being qualified as a Fire Inspector II.

1.3.7* A person assigned the duties of Fire Inspector II shall meet all of the requirements defined in Chapter 6 prior to being qualified as a Fire Inspector III.

1.3.8 A person assigned the duties of Plan Examiner shall meet all of the requirements defined in Chapter 7 prior to being qualified as a Plan Examiner I.

1.3.9 A person assigned the duties of Plan Examiner I shall meet all of the requirements defined in Chapter 8 prior to being qualified as a Plan Examiner II.

1.3.10* The fire inspector and plan examiner at all levels of progression shall remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and applicable codes and standards.

1.3.11* The fire inspector and plan examiner at all levels shall perform assigned duties in accordance with applicable safety standards. The authority having jurisdiction shall provide personal protective clothing and the equipment necessary to conduct assigned inspections and plan review.

1.3.12* The fire inspector and plan examiner at all levels shall be provided with codes, standards, policies, and procedures applicable to the jurisdiction and the assignment.

1.3.13 The fire inspector and plan examiner at all levels shall complete inspections, plan review duties, and perform other related activities, so that available time is used efficiently.

1.3.14* The fire inspector and plan examiner at all levels shall be able to develop written correspondence to communicate fire protection and fire and life safety code requirements, so that the correspondence provides an accurate interpretation of applicable codes and standards and is for the intended audience.

1.3.15* The fire inspector and plan examiner at all levels shall maintain records and related documents, so that information can be retrieved and is filed in compliance with the record-keeping policies of the organization.

1.3.16 The fire inspector and plan examiner at all levels shall be able to read plans.



Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*, 2013 edition.

2.3 Other Publications.

Merriam-Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Mandatory Sections.

NFPA 101[®], *Life Safety Code*[®], 2012 edition.

Chapter 3 Definitions

3.1* General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 Labeled. Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

3.2.4* Listed. Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

3.2.5 Shall. Indicates a mandatory requirement.

3.2.6 Should. Indicates a recommendation or that which is advised but not required.

3.2.7 Standard. A document, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the *Manual of Style for NFPA Technical Committee Documents*.

3.3 General Definitions.

3.3.1 Applicable Codes and Standards. Those codes and standards that are legally adopted and enforced by a jurisdiction at the time of construction of an occupancy or installation of a system or of equipment. These applicable codes and standards can include ordinances, statutes, regulations, or other legal documents adopted by the jurisdiction.

3.3.2 Building Service Equipment. The items or components that provide lighting, heating, ventilation, and air conditioning, along with elevators and escalators.

3.3.3 Candidate. A person who has applied to become a fire inspector or plan examiner.

3.3.4 Construction Documents. See 3.3.12, Plan.

3.3.5 Fire Growth Potential. The potential size or intensity of a fire over a period of time based on the available fuel and the fire's configuration.

3.3.6 Fire Inspector I. An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Fire Inspector I conducts basic fire inspections and applies codes and standards.

3.3.7 Fire Inspector II. An individual at the second or intermediate level of progression who has met the job performance requirements specified in this standard for Level II. The Fire Inspector II conducts most types of inspections and interprets applicable codes and standards.

3.3.8 Fire Inspector III. An individual at the third and most advanced level of progression who has met the job performance requirements specified in this standard for Level III. The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues.

3.3.9 Job Performance Requirement. A statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

3.3.10* Means of Egress. A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge. [101, 2012]

3.3.11 Personal Protective Clothing. Clothing provided for the fire inspector's personal protection, including a helmet/hard hat, safety glasses, safety shoes/boots, gloves, and coveralls.

3.3.12* Plan. A graphic representation of a building structure or portion of a building structure, fire protection system, or fire assembly or equipment.

3.3.13 Plan Examiner I. An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Plan Examiner I conducts basic plan reviews and applies codes and standards.

3.3.14 Plan Examiner II. An individual at the second or most advanced level of progression who has met the job performance requirements specified in this standard for Level II. The Plan Examiner II conducts plan reviews and interprets applicable codes and standards.

3.3.15 Process and Operations. Include the manufacture, storage, and transportation of goods and chemicals; the storage and dispensing of flammable and combustible liquids, solids, and gases; and the manufacture, use, storage, and transportation of explosives, spray painting, milling, and the like.

3.3.16 Qualified. A determination by an AHJ that an individual has demonstrated compliance with this standard through evaluation of the individual's knowledge, skills, and abilities.

3.3.17 Requisite Knowledge. Fundamental knowledge one must have in order to perform a specific task.

3.3.18 Requisite Skills. The essential skills one must have in order to perform a specific task.

3.3.19 Shop Drawings. Scaled working drawings, equipment cutsheets, and design calculations. (See 3.3.12, *Plan.*)

3.3.20 Systems.

3.3.20.1 Fire Protection Systems. Systems, devices, and equipment used to detect a fire and its by-products, actuate an alarm, or suppress or control a fire and its by-products, or any combination thereof.

3.3.20.2* Life Safety Systems. Those systems that enhance or facilitate evacuation, smoke control, compartmentalization, and/or isolation.

3.3.20.3 Security Systems. Several items of equipment, processes, design features, and actions or behaviors intended to discover, report, deter, or delay criminal acts from being perpetrated against persons or property.

3.3.21 Task. A specific job behavior or activity.

3.3.22 Third Party. A professional qualified as a result of training, education, and experience who can perform a compliance and hazard analysis.

Chapter 4 Fire Inspector I

4.1* General. The Fire Inspector I shall meet the job performance requirements defined in Sections 4.2 through 4.4. In addition, the Fire Inspector I shall meet the requirements of Section 4.2 of NFPA 472.

4.2* Administration. This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the plan examiner and emergency response personnel, according to the following job performance requirements.

4.2.1 Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to conduct a field inspection, apply codes and standards, and communicate orally and in writing.

4.2.2* Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in

accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) Requisite Knowledge. Permit policies of the jurisdiction and the rationale for the permit.

(B) Requisite Skills. The ability to communicate orally and in writing.

4.2.3 Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) Requisite Knowledge. Plan review policies of the jurisdiction and the rationale for the plan review.

(B) Requisite Skills. The ability to communicate orally and in writing.

4.2.4* Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to apply codes and standards, communicate orally and in writing, recognize problems, and resolve complaints.

4.2.5* Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction.

(B) Requisite Skills. The ability to apply codes and standards.

4.2.6 Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented and the inspector's demeanor is professional.

(A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.

(B) Requisite Skills. The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions.

4.3 Field Inspection. This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.

4.3.1 Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards.

(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to make observations and correct decisions.

4.3.2 Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of

(A) **Requisite Knowledge.** Acceptance test procedures and appropriate codes and standards.

(B) **Requisite Skills.** The ability to supervise the performance of acceptance tests.

6.3.10 Develop emergency access criteria, given the jurisdiction's emergency fire apparatus and fire suppression practices, so that fire suppression services can be delivered in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Emergency access and accessibility requirements and performance specifications related to access of emergency vehicles of the jurisdiction.

(B) **Requisite Skills.** The ability to identify emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools.

6.3.11 Evaluate compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents, and the operations and maintenance manual that accompanies the design and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building services equipment.

(B) **Requisite Skills.** Ability to witness and document tests of fire protection systems and building services equipment.

Chapter 7 Plan Examiner I

7.1 General. The Plan Examiner I shall meet the job performance requirements defined in Sections 7.2 and 7.3.

7.2* Administration. This duty involves the review of plans, preparation of correspondence and plan review reports, communication with fire inspectors and emergency response personnel, handling of complaints, maintenance of records, participation in legal proceedings, identification of when additional expertise is required, and familiarity with procedures used by the jurisdiction to evaluate alternative methods, according to the following job performance requirements.

7.2.1 Prepare reports, given observations from a plan review, so that the report is clear and concise, and reflects the findings of the plan review in accordance with applicable codes and standards and the policies and procedures of the jurisdiction.

(A) **Requisite Knowledge.** Codes and standards, legal requirements for plan review reports, and accepted practices, policies, and procedures of the jurisdiction.

(B) **Requisite Skills.** The ability to conduct code-related research and write reports.

7.2.2* Facilitate the resolution of deficiencies identified during the plan review, given a submittal and the established policies and procedures of the jurisdiction, so that deficiencies are identified, documented, and reported to the plan submitter with applicable references to codes and standards.

(A) **Requisite Knowledge.** Policies and procedures of the jurisdiction regarding the communication of discrepancies, the appeals process, and codes and standards.

(B) **Requisite Skills.** The ability to communicate orally and in writing.

7.2.3 Process plan review documents, given a set of plans and specifications, so that required permits are issued in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Plan review policies and procedures of the jurisdiction.

(B) **Requisite Skills.** The ability to review applications for completeness.

7.2.4* Determine the applicable code or standard, given a fire protection issue, so that the proper document, edition, and section are referenced.

(A) **Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, format of codes and standards, interrelationship of codes and standards, and procedures adopted by the organizations responsible for promulgating these documents.

(B) **Requisite Skills.** The ability to conduct code-related research, apply codes and standards, and make decisions.

7.3 Plans Review. This duty involves the review and approval of plans for life and fire issues including interior finish, occupancy type, height and area limitations, construction type, and general fire safety and the identification of the requirements for fire protection systems and permits, to ensure that the plans meet the intent of applicable codes and standards for fire and life safety, according to the following job requirements.

7.3.1 Identify the requirements for fire protection or a life safety system, given a set of plans, so that deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.

(A) **Requisite Knowledge.** Applicable code requirements for life safety systems, interior finish, and third-party testing and evaluation.

(B) **Requisite Skills.** The ability to read basic floor plans or shop drawings and identify symbols used and apply codes and standards.

7.3.2 Verify the occupancy classification, given a set of plans, specifications, and a description of a building and its intended use, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** How to calculate occupant loads for an occupancy and for building use, and code requirements, regulations, operational features, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to calculate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools.

7.3.3 Verify the construction type, given a set of plans, including the occupancy classification area, height, number of stories, and location, so that the building is in accordance with applicable codes and standards and deficiencies are identified, documented, and reported.

(A) **Requisite Knowledge.** Types of construction, fire-rated construction components, typical building construction methods and materials, and code requirements related to construction types.

(B) Requisite Skills. The ability to read plans, determine construction types, and conduct code-related research.

7.3.4 Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards.

(A) Requisite Knowledge. How to calculate occupant loads for an occupancy and for building use, and code requirements, regulations, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools.

7.3.5* Verify that required egress is provided, given a set of plans and an occupant load, so that all required egress elements are provided and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable code requirements for means of egress elements, occupancy egress requirements, and the relationship of fixed fire protection systems to egress requirements.

(B) Requisite Skills. The ability to determine egress requirements based on occupant load and research codes.

7.3.6 Evaluate code compliance for required fire flow and hydrant location and spacing, given a plan, codes and standards, and fire flow test results, so that hydrants are correctly located, required fire flow is determined, and deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Standard civil engineering symbols; types of water supply and distribution systems; water distribution system test methods; characteristics of public and private water supply systems, water meters, backflow prevention, and other devices that can impact on fire flow; the effects of friction loss and elevation on water flow; potential impact of state health regulations on fire flow; and the applicable codes and standards related to fire flow in the jurisdiction.

(B) Requisite Skills. The ability to interpret fire flow test results, determine fire hydrant locations and spacing, and read fire flow graphs.

7.3.7 Evaluate emergency vehicle access, given a plan, so that emergency access is provided in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Operating requirements for fire department apparatus, planning and zoning requirements, and emergency access requirements of applicable codes and standards.

(B) Requisite Skills. The ability to interpret and use plan scale.

7.3.8 Recommend policies and procedures for the delivery of plan review services, given management objectives, so that plan reviews are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.

(A) Requisite Knowledge. Policies and procedures of the jurisdiction related to plan review and sources of detailed and technical information relating to fire protection and life safety.

(B) Requisite Skills. The ability to identify construction methods and materials related to fire safety, read and interpret construction plans and specifications, communicate orally and in writing, educate, research, make decisions, recognize problems, and resolve conflicts.

7.3.9* Participate in legal proceedings, given the findings of a plan review and consultation with legal counsel, so that testimony is accurate and the plan reviewer's demeanor is appropriate to the proceeding.

(A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and the types of legal proceedings.

(B) Requisite Skills. Familiarity with courtroom demeanor, communication, and listening skills and the ability to differentiate facts from opinions.

7.3.10 Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the fire protection systems, including pre-engineered systems, and equipment are reviewed and deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, basic system design criteria, material listing requirements, material specifications, installation techniques, acceptance inspection/testing of completed installations, construction types and techniques, and classification of occupancies.

(B) Requisite Skills. The ability to review specifications, read plans, classify occupancies, and apply standards.

Chapter 8 Plan Examiner II

8.1 General. The Plan Examiner II shall meet the job performance requirements defined in Chapter 7 and Sections 8.2 and 8.3.

8.2* Administration. This duty involves research, interpretation of codes, implementation of policy, participation in legal proceedings, and creation of forms and job aids, according to the following job performance requirements.

8.2.1* Create plan review checklists and forms, given applicable codes, standards, and departmental policies and procedures, so that the materials developed address key issues and clearly express code requirements of the jurisdiction.

(A) Requisite Knowledge. Plan review elements required by codes, standards, policies, and procedures of the jurisdiction.

(B) Requisite Skills. The ability to organize, communicate, and design checklists.

8.2.2* Develop policies and procedures for the administration of plan review functions, given management objectives, so that the policies are defined and are in accordance with the legal obligations of the jurisdiction.

(A) Requisite Knowledge. Legal requirements and the various systems of government that affect the plan examiner's duties, jurisdictional requirements and sources of information, and technical assistance used in the development of policies and procedures.



handbooks, standards, and technical data publications that would be used on a day-to-day basis. A library need not be very large, only comprehensive, with known outside resources identified for unusual or extraordinary research projects.

A.6.2.6 The Fire Inspector III is expected to fully understand the jurisdiction's detailed procedure for enforcing permits.

A.6.2.7 The Fire Inspector III is expected to have a working knowledge of the requirements of the legal process, be able to work cooperatively with the jurisdiction's legal counsel, and understand the jurisdiction's legal proceedings and the rights and due process afforded to the alleged violator.

A.6.2.8 The Fire Inspector III is expected to understand the jurisdiction's budget process and be able to monitor the operation and produce the documentation necessary to achieve the organization's goals within the fiscal restraints of the jurisdiction.

A.6.2.9 The Fire Inspector III is expected to be a technically proficient, educated, and experienced professional who can mentor Fire Inspector I and II members. Quality control and assurance of reports and reviews of work conducted by other members of the organization is important to maintaining a high level of service to the community.

A.6.3 The Fire Inspector III should be capable of conducting, coordinating, or overseeing the inspection of highly complex facilities that might include extreme hazards, complex fire and life safety systems, or the application of performance-based engineering designs.

A.6.3.4 Corrections should not be limited to the options of the Fire Inspector III. The Fire Inspector III, when confronted with alternate designs, methods, or materials, has the ability to direct the responsible party to a design professional for a suitable plan. The Fire Inspector III is expected to evaluate, not design, fire protection solutions.

A.6.3.5 The Fire Inspector III is expected to understand fire behavior in a variety of circumstances and that fire growth is dependent on several factors, including heat content of the materials involved, exposed surface area, material height and array, continuity of combustible materials within a space, ceiling height, ventilation or openness of the space, and detection and protection equipment.

Availability of an ignition source is usually not considered in fire growth evaluations, based on the assumption that a fire has already begun and the fire growth is not predicated on whether a fire will or will not start. Fire modeling program software and full-scale fire test results are available. Experienced judgment must be employed in the decisions and assumptions entered into these programs to obtain an outcome that would approximate actual conditions.

A.6.3.6 The Fire Inspector III is expected to evaluate emergency planning and procedures, which can incorporate the location and operation of emergency shutdown systems where provided in chemical, explosive, large mechanical, high-voltage electrical, hazardous occupancies, and occupancies where security needs involve lock-down procedures or other egress procedures.

A.6.3.9 As determined by the jurisdiction, individuals should be able to demonstrate knowledge of the codes and standards related to the installation requirements and acceptance testing requirements for an integrated fire protection and life safety system, such as elevator recall upon activation of a fixed fire alarm system or activation and operation of a smoke removal (HVAC)

system upon activation of a fire detector and/or suppression system, or other integrated fire protection systems of a similar nature in a structure in accordance with the applicable building, mechanical, and/or fire code of the jurisdiction. Test protocols might include contractors pre-test documentation, test criteria from codes and standards, and other specific test criteria as might be developed by the system designer. (See NFPA 3.)

A.7.2 Maintaining an open dialogue with fire inspectors and emergency response personnel is a key component of the duties of Plan Examiner I.

A.7.2.2 The plan review process should not select or direct the design of fire protection features; it is intended to evaluate the compliance of a proposed fire protection feature for a given hazard.

A.7.2.4 The plan examiner should enforce only those codes and standards that have been legally adopted by the jurisdiction. The plan examiner should retroactively apply codes and standards only when authorized to do so by the jurisdiction.

A.7.3.5 This individual should be able to calculate occupant loads and determine occupant egress capabilities and systems. He or she should be able to cite multiple references from various codes and standards that reflect an understanding of the topic.

A.7.3.9 The committee intends that this requirement encompass preparation, documentation, and presentation in a formal proceeding, such as a deposition, administrative hearing, or court proceeding.

A.8.2 The responsibilities and duties of this position are at a higher level than that of Plan Examiner I. Where functions might be similar or overlapping, it is assumed that those performed at this level will be at a higher technical level and will require more professional expertise, as should be visible in presentation, performance, and quality.

A.8.2.1 These checklists and forms should be versatile and dynamic, such as through web-based applications or automated or interactive methods, and target audiences, including, but not limited to, fire service professionals, design and construction professionals, business owner/operators, and home owners. The ability to address and properly communicate to a larger-based audience is vital.

A.8.2.2 The Plan Examiner II should be capable of analyzing policies and procedures as well as local needs and management objectives, to develop policies specific to the needs of the jurisdiction. This individual should also have a clear understanding and be capable of not only crafting but also implementing said policies and procedures.

The Plan Examiner II should understand who the AHJ's legal counsel is and the process and methods for evaluating business, ethical, and regulatory issues within the jurisdiction.

A.8.3.1 At this point in the construction process, the design professional should contact the plan examiner to discuss a proposed project before actual plans and specifications are created.

A.8.3.3 As determined by the jurisdiction, individuals should be able to demonstrate knowledge of codes and standards related to special hazards and operations such as, but not limited to, aerosol production, processes using gas- and oil-fired ovens and furnaces, flammable liquids processing such as spray painting and dipping, processing using lasers, pneumatic conveying systems, hazardous location electrical systems, laboratories using chemicals, cleanrooms, or drycleaning plants.



A.8.3.5 As determined by the jurisdiction, the Plan Examiner II should be able to demonstrate extensive and detailed knowledge of the installation standards used to install fire alarm systems, fire detection systems, sprinkler systems, fire/booster pumps, suction and gravity tanks, standpipes, underground water supply piping, and special hazard systems for processes that can include those previously listed as well as control/extinguishing systems using clean agents, CO₂, dry chemical, foam, or foam-water solutions. Complex reviews can also be provided for combinations of the systems integrated to provide life safety and/or fire control or extinguishment, such as smoke management systems, standpipes, fire pumps, and sprinkler systems, or explosion or fire suppression in material handling or air-moving systems, such as dust collection systems or chemical vapor removal systems.

A.8.3.6 An understanding of the intent of the provisions of the adopted codes and standards is helpful in analyzing a request for an alternative method or material. Handbooks developed for various codes and standards can provide background information and intent.

A.8.3.7 The Plan Examiner II should be able to identify and explain overall building control functions such as heating, ventilating, and air-conditioning systems; smoke control systems; elevator recall; emergency generator performance; horizontal exit operations; fire pump functions; and security features.

A.8.3.12 When the preliminary design calls for a performance-based evaluation of the design, additional concepts should be addressed at this stage, including any local requirements for parameters and values not included in the code. Third party evaluation and recommendation can be utilized by the plan examiner when necessary to determine code intent. See Rose, Flamberg, and Leverenz, *Guidance Document for Incorporating Risk Concepts into NFPA Codes and Standards*, for further information.

Annex B Explanation of the Standard and Concepts of JPRs

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

B.1 Explanation of the Standard and Concepts of Job Performance Requirements (JPRs). The primary benefit of establishing national professional qualification standards is to provide both public and private sectors with a framework of the job requirements for the fire service. Other benefits include enhancement of the profession, individual as well as organizational growth and development, and standardization of practices.

NFPA professional qualifications standards identify the minimum JPRs for specific fire service positions. The standards can be used for training design and evaluation, certification, measuring and critiquing on-the-job performance, defining hiring practices, and setting organizational policies, procedures, and goals. (Other applications are encouraged.)

Professional qualifications standards for a specific job are organized by major areas of responsibility defined as duties. For example, the fire fighter's duties might include fire suppression, rescue, and water supply; the public fire educator's duties might include education, planning and development, and administration. Duties are major functional areas of responsibility within a job.

The professional qualifications standards are written as JPRs. JPRs describe the performance required for a specific job. JPRs

are grouped according to the duties of a job. The complete list of JPRs for each duty defines what an individual must be able to do to successfully perform that duty. Together, the duties and their JPRs define the job parameters; that is, the professional qualification standard as a whole is a job description.

B.2 Breaking Down the Components of a JPR. The JPR is the assembly of three critical components. (See Table B.2.) These components are as follows:

- (1) Task that is to be performed
- (2) Tools, equipment, or materials that must be provided to successfully complete the task
- (3) Evaluation parameters and/or performance outcomes

Table B.2 Example of a JPR

(1) Task	(1) Compute the allowable occupant load of a single-use occupancy or portion thereof
(2) Tools, equipment, or materials	(2) Given a detailed description of the occupancy
(3) Evaluation parameters and performance outcomes	(3) So that the calculated allowable occupant load is established in accordance with applicable codes and standards

B.2.1 The Task to Be Performed. The first component is a concise, brief statement of what the person is supposed to do.

B.2.2 Tools, Equipment, or Materials That Must Be Provided to Successfully Complete the Task. This component ensures that all individuals completing the task are given the same minimal tools, equipment, or materials when being evaluated. By listing these items, the performer and evaluator know what must be provided to complete the task.

B.2.3 Evaluation Parameters and/or Performance Outcomes. This component defines for both the performer and the evaluator how well one must perform each task. The JPR guides performance toward successful completion by identifying evaluation parameters and/or performance outcomes. This portion of the JPR promotes consistency in evaluation by reducing the variables used to gauge performance.

In addition to these three components, the JPR contains requisite knowledge and skills. Just as the term *requisite* suggests, these are the necessary knowledge and skills one must have prior to being able to perform the task. Requisite knowledge and skills are the foundation for task performance.

Once the components and requisites are put together, the JPR from the fire inspector standard might read as follows.

B.2.3.1 Example 1. Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards.

(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various occupancies; and occupant load factors.

CFPE EXAMINATION STUDY GUIDE



The objective of this examination study guide is to provide resource materials and study recommendations relating to preparation for the NFPA Fire Plan Examiner Examination. This document is designed to help you improve your test taking skills.

To make the task of preparing for the examination more manageable, this examination study guide has been organized into five steps:

1. Using the examination study guide
2. Recommended preparation
3. Testing and scoring
4. Sample exam questions
5. Final preparation

USING THE EXAMINATION STUDY GUIDE

To maximize the efficiency of your preparation, begin by studying this section of the examination study guide. It has been carefully organized and written to provide you with important information to assist you in successfully completing the NFPA Fire Plan Examiner Examination. There is no easy approach to prepare for the written examination. However, through the use of this examination study guide, your approach will be more systematic and logical.

The examination study guide provides you with preparation recommendations including good study habits, resources you will need for the examination, what is important to know and understand for taking the examination, and additional references that are useful as you prepare. The examination study guide provides you with a sample examination, 20 questions, and an answer key.

A good study strategy includes preparation. To prepare, determine first what you need to learn, choose your study materials, and select a quiet, comfortable place that allows you to focus. Before you begin, check to make sure you have everything you need. Try to avoid interruptions for any reason.

Developing a study plan will allow you to learn the most as you study. Include setting goals in your study plan. Review what you have studied as often as possible. The more you review, the more you will retain.

When you begin studying, learn the layout of the codes and standards that will be used as reference material during the examination. While it is not necessary to memorize the specific requirements contained in the codes and standards, it is important to know what information is covered by the documents and how to quickly locate information in them. Look for tables that summarize requirements, these could save you valuable time during the examination. Know the format of documents such as the Life Safety Code® occupancy chapters. This will assist in finding specific information rapidly during the examination.

The Fire Plan Examiner Examination is a four-hour open-book exam. The open-book examination will require you to respond to questions that are tied to a plan set that will be provided to you at the examination site.

The following list contains the resources to be used in preparing for the examination. Remember, it is your responsibility to obtain materials you will need for study purposes and to have present during the examination. No references will be provided at the site.

Reference material **allowed** at test site:

- NFPA 1, Fire Code[®], 2012 **or** 2015 edition
- NFPA 13, Installation of Sprinkler Systems, 2010 **or** 2013 edition
- NFPA 72, National Fire Alarm & Signaling Code[®], 2010 **or** 2013 edition
- NFPA 101, Life Safety Code[®], 2012 **or** 2015 edition

► Once you have access to, or have obtained, all the resource materials necessary for study, what are the important points to focus on? Begin by learning the layout of your resource materials. Each NFPA document is divided into similar parts, beginning with administration and definitions, followed by the specific requirements in the code. The better you understand the layout of the resources, the easier it will be to find answers to questions during the examination.

Develop an understanding of the general content of each resource. For example, *NFPA 1, Fire Code*, covers all aspects of fire protection and prevention utilized in other NFPA codes and standards. With an understanding of the resource, it will be easier to determine the applicable document for answers to questions during the examination.

It is important to know how to find things quickly in your resource materials. The better you know the layout, and general content of each resource, the quicker you will be able to find what you are looking for. It is extremely important that you pace yourself during the examination. This is one reason why review of materials is so important.

This examination study guide provides a sample question that takes you step-by-step through a code research problem. The ability to look at a question or problem related to a code issue, identify the relevant code or standard, and then locate the correct answer is one of the most essential skills for the fire plan examiner. While this step-by-step review may not be enough to make the user an expert at code research, it is intended to demonstrate a process that can be used during the examination and on-the-job. Follow the path through the codes and standards until you can see how the problem was addressed and answered. After reviewing this sample question and analysis, think of similar issues and use the format introduced to reach an answer to the question.

During the examination, this process may assist you in quickly identifying the issue and the related document that must be used to correctly answer specific questions.

In addition to the resources listed above, the *NFPA Fire and Life Safety Inspection Manual, 8th edition*, is an excellent resource for additional study and review. Obtain and include all these documents when possible in your study plan.

During the examination, you will interpret and apply code-related material in response to selected test questions. As previously stated, pacing yourself and knowing the general layout and content of the NFPA codes and standards are very important to your strategy for success.

► Scoring the Examination

After the examination is completed and returned to the proctor, the test is securely forwarded to a third party, independent testing agency. There, it is scored and the results reported to the applicant, the program administrator, and the NFPA Certification Program Manager. All examination scores are reported as pass or fail and results will be forwarded to you within 30 days. You will not receive a numerical score.

► Marking the Answer Sheet

The answer sheet for the examination involves filling in circles for your answer. The following instructions always apply:

- Make heavy black marks that fill the circle completely.
- Erase clearly any answer you wish to change.
- Be careful to not make stray marks on the answer sheet.
- Use a black lead number 2 pencil.

The following sample question will show you how to correctly fill in the answer sheet.

Question 1: Another name for a canine is?

- (A) Ferret
- (B) Elephant
- (C) Dog
- (D) Cat

The correct answer is (C) Dog. On the answer sheet under Question 1, you would fill in the circle for the “C” as shown below.

1. (A) (B) ● (D)

Sample Question and Analysis

The following sample outlines a typical process that may help you to find the correct answer during the exam.

Question - What is the occupant load factor used for determining the required means of egress for an existing business occupancy?

- (A) 20 sq ft (1.9 sq m)
- (B) 50 sq ft (4.6 sq m)
- (C) 100 sq ft (9.3 sq m)
- (D) 200 sq ft (18.6 sq m)

Analyze the Question – This question refers to the requirement of occupancy load factors for determining means of egress.

Find the right reference document – Means of egress provisions are addressed by *NFPA 101*[®], *Life Safety Code*[®]. Annex B gives you a numerical listing of all NFPA codes and standards. You can use this to search for titles that may be appropriate for the particular question.

Check the contents page and/or index – By scanning the contents and/or the index pages, you should be able to find the appropriate chapter or section. In this case, checking the content pages, you will find it listed under Section 7.3, Capacity of Means of Egress. The index also gives you an additional reference. Under **Occupant load** there is reference to “**Existing Business Occupancies**,” in Section 39.1.7. This section sends you to table 7.3.1.2.

Use the information to answer the question – Based on the information provided, the correct answer to the sample question would be:

(C) 100 sq ft (9.3 sq m).

The following suggestions, regulations, and procedures pertain to every applicant taking the examination:

- You must have a valid photo ID at the test center.
- Bring three sharpened soft-lead (No. 2) pencils or mechanical pencils, an architectural ruler, and a good eraser. Pencils and erasers will NOT be furnished at the center.
- You are permitted to use a calculator during the examination. Please note, however, that only silent, hand-held, battery-operated (programmable or non-programmable) calculators, without paper-tape printing capabilities, can be used. Calculator malfunction during a test does not constitute grounds for challenging test scores or requesting additional testing time.
- Bring a watch. You will not be permitted to continue the test beyond the established four-hour time limit.
- You should bring only those NFPA reference materials previously identified – NFPA 1, Fire Code, 2012 or 2015 edition, NFPA 13, 2010 or 2013 edition, NFPA 72, 2010 or 2013 edition, and NFPA 101, Life Safety Code, 2012 or 2015 edition to the test center. All materials taken to the test center must be published and copyrighted and are subject to review by the test center proctor. No handwritten materials or notes within the reference books will be allowed.
- Electronic versions of the reference materials will not be permitted to be used at the test site.
- Visitors are not permitted at the test center.
- You may do scratch work only in the margins of the test book. Scratch paper is not permitted. Do not write on the plan sets!
- If you wish to leave the room during the test, you must secure the proctor’s permission.
- Smoking, phones, and pagers are not permitted in the testing area.

SAMPLE EXAMINATION QUESTIONS

Test-taking skills are as important as study skills. Practice tests are invaluable in preparing for the examination. When taking the examination, it is important to read and follow the directions, budget your time and pace yourself, and read carefully and literally each question and all the answer choices.

The following sample examination questions are multiple-choice questions similar to those on the actual examination. Before you begin, prepare yourself as you would for the actual examination. Organize your resource materials, obtain pencils, and situate yourself in a quiet, comfortable location.

- Which of the following should **not** be included on a certificate of fitness?
 - Expiration date
 - Signature of applicant
 - Purpose of certificate
 - Notary public seal
- What is the **minimum** per occupant floor area requirement for a new educational classroom facility?
 - 7 sq ft (0.6 sq m)
 - 15 sq ft (1.4 sq m)
 - 20 sq ft (1.9 sq m)
 - 50 sq ft (4.6 sq m)
- Which of the following occupancies and occupant loads are **not** properly paired?

<u>Type of Occupancy</u>	<u>Number of sq ft (sq m) required per person</u>
(A) Library (reading room)	100 (9.3)
(B) Conference Room (unconcentrated)	15 (1.4)
(C) Swimming Pool (water surface)	50 (4.6)
(D) Lodge Hall (concentrated use)	7 (0.65)
- What is the wall that separates a legitimate stage from the auditorium seating area?
 - Curtain wall
 - Parapet wall
 - Proscenium wall
 - Panel wall

5. A non-sprinklered boiler room in an existing business occupancy must be separated from the rest of the building by a 3/4-hour-rated self-closing door and fire barriers having what **minimum** fire resistance rating?
- (A) 3/4 hour
 - (B) 1 hour
 - (C) 1-1/2 hours
 - (D) 2 hours
6. In an existing apartment building, a solid bonded-wood-core door may be used between a living unit and corridor for a door with a 20-minute fire protection rating if that door is what **minimum** thickness?
- (A) 1-1/4 in. (31 mm)
 - (B) 1-1/2 in. (38 mm)
 - (C) 1-3/4 in. (44 mm)
 - (D) 2 in. (51 mm)
7. How often are fire drills required for each shift of facility personnel in acute care hospitals?
- (A) Monthly
 - (B) Quarterly
 - (C) Semiannually
 - (D) Annually
8. Which of the following devices are required to activate the smoke-control system in a new atrium?
- (I) Automatic sprinkler systems
 - (II) Smoke detectors
 - (III) Manual controls for fire departments use
 - (IV) A manual fire-protective signaling system
- (A) I + II
 - (B) I + III
 - (C) II + III
 - (D) II + IV
9. In a fire resistance rated assembly, what is the **minimum** fire-resistive rating for a door in an exit access corridor?
- (A) 20 minutes
 - (B) 30 minutes
 - (C) 45 minutes
 - (D) 60 minutes
10. A Class B interior wall or ceiling finish has which of the following flame-spread ratings?
- (A) 201-400
 - (B) 76-200
 - (C) 26-75
 - (D) 0-25

11. What is the **maximum** allowable smoke-developed rating of an interior wall or ceiling finish material is:
- (A) 25
 - (B) 75
 - (C) 200
 - (D) 450
12. In theaters, during times that seats are not available, people will be allowed to wait in lobbies based on how many square feet (square meters) per person?
- (A) 3 (0.3)
 - (B) 5 (0.5)
 - (C) 7 (0.6)
 - (D) 10 (0.9)
13. In a new nursing home sleeping area, the occupant load for which a means of egress is provided shall be the **maximum** number of persons intended to occupy that floor, but not less than one person for each:
- (A) 100 sq ft (9 sq m)
 - (B) 120 sq ft (11 sq m)
 - (C) 140 sq ft (13 sq m)
 - (D) 240 sq ft (22sq m)
14. What is the **minimum** allowable per-person floor area on either side of a horizontal exit in an educational occupancy?
- (A) 3 sq ft (0.3 sq m)
 - (B) 7 sq ft (0.6 sq m)
 - (C) 20 sq ft (1.8 sq m)
 - (D) 30 sq ft (2.8 sq m)
15. What is the **minimum** required total stair width in a non-sprinklered hotel with an occupancy capacity of 650?
- (A) 130 in. (330 cm)
 - (B) 195 in. (495 cm)
 - (C) 217 in. (551 cm)
 - (D) 455 in. (1156 cm)
16. What is the occupant load of a 6,000 sq ft (557 sq m) restaurant dining room?
- (A) 60
 - (B) 100
 - (C) 400
 - (D) 600
17. A board of appeals must meet within how many days of the filing of a notice of appeal?
- (A) 30 days
 - (B) 60 days
 - (C) 90 days
 - (D) 120 days

18. When is an applicant for plan review relieved of responsibility for compliance with NFPA 1?
- A. Under no circumstances
 - B. When the project has been reviewed by an architect
 - C. When the project has been approved by the AHJ
 - D. When the project has been reviewed by an engineer
19. Which of the following is true regarding the ground enclosed by any tents or temporary membrane structures?
- A. It shall not be a maximum of 5,000 sq ft (464 sq m)
 - B. It shall be designed to support fire apparatus
 - C. It shall be cleared of all flammable or combustible material
 - D. It shall be a maximum of 80 percent of the premises
20. What use classification is a community college classroom with an occupant load of 60 persons or more?
- A. Business
 - B. Educational
 - C. Assembly
 - D. Institutional

Question No.	Answer	Reference Source
1	D	NFPA 1: 1.13.10, 2012 & 2015
2	C	NFPA 101: 14.1.7.1, Table 7.3.1.2, 2012 & 2015
3	A	NFPA 101: 12.1.7.1, Table 7.3.1.2, 2012 & 2015
4	C	NFPA 101: 3.3.287.2, 2012 3.3.288.2, 2015
5	B	NFPA 101: 39.3.2.1, & 8.7.1.1 (1) 2012 & 2015
6	C	NFPA 101: 31.3.6.2 & 8.3.4.4, 2012 & 2015
7	B	NFPA 101: 18.7.1.6 & 19.7.1.6, 2012 & 2015
8	B	NFPA 101: 8.6.7(6), 2012 & 2015
9	A	NFPA 101: 8.5 & Table 8.3.4.2, 2012 & 2015
10	C	NFPA 101: 10.2.3.4(2), 2012 10.2.3.4.2, 2015
11	D	NFPA 101: 10.2.3.4(1) – 10.2.3.4.(3), 2012 10.2.3.4.1 – 10.2.3.4.3, 2015
12	A	NFPA 101: 12.1.7.2(3) & 13.1.7.2(3), 2012 & 2015
13	B	NFPA 101: 18.1.7, & Table 7.3.1.2, 2012 & 2015
14	A	NFPA 101: 14.2.2.5, 15.2.2.5, 7.2.4.2.4, 2012 & 2015
15	B	NFPA 101: 28.2.3.1, 29.2.3.1, Table 7.3.3.1, 2012 & 2015
16	C	NFPA 101: 12.1.7.1, 13.1.7.1, Table 7.3.1.2, 2012 & 2015
17	A	NFPA 1: 1.10.5.1, 2012 & 2015
18	A	NFPA 1: 1.14.4, 2012 & 2015
19	C	NFPA 101: 11.11.4.1, 2012 & 2015
20	C	NFPA 101: 6.1.2.1 & 3.3.188.2, 2012 6.1.2.1 & 3.3.190.2, 2015

CERTIFICATION PROGRAM FOR FIRE PLAN EXAMINER PRACTICUM PHASE



The practicum phase is the crux of any worthwhile certification program that seeks to recognize competence. The practicum phase is designed to ensure that an individual demonstrates experience in the particular field prior to becoming certified. Obviously, a competency-based certification program without a practicum phase holds little weight with regard to determining whether or not an individual should be deemed capable of completing his or her duties correctly.

This phase not only ensures that you have relevant job experience, but also provides additional learning opportunities for any deficiency.

1. Read the indicated reference material.
2. Read the sample job description.
3. Perform the required 5 fire plan reviews. Two must be site plan reviews.
4. Copy the title block for each plan that you review and attach to the related written report.
5. Secure a signed, completed verification form for each fire plan review. Signatures may be by a supervisor, fire chief, fire prevention officer, or partnering agency or program administrator.
6. Submit the required review reports, copy of title blocks, and verification forms to the partnering agency or program administrator. The reports must address the items specified herein
7. In order for your fire plan reviews to be accepted by NFPA, all 5-fire plan reviews (2 site plans and 3 non-site plans) will be evaluated against the applicable NFPA codes and standards.

You should have a copy of *NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 edition that you used to prepare for the examination. Reread Chapter 7, Plan Examiner.

If you used IFSTA's *Fire Inspection and Code Enforcement Manual*, 7th edition to prepare for the examination, reread Chapter 9, Plans Review.

The fire plan examination parameters are also based on the standards and practices identified in the following:

- NFPA 1, Fire Code – 2012 or 2015 Editions
- NFPA 13, Standard for the Installation of Sprinkler Systems – 2010 or 2013 Editions
- NFPA 72, National Fire Alarm Code[®] - 2010 or 2013 Editions
- NFPA 101, Life Safety Code[®] - 2012 or 2015 Editions

The first edition of *NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Fire Plan Examiner* was published in 1977. As new revisions updated the standard, the duties related to fire plan review increased in importance. By the publication of the 2003 edition, the plan review subject had grown to two separate chapters to allow for separate certification of plan examiners. As part of this increasing emphasis on fire plans, the title changed to *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*.

Job Description: The fire plan examiner job, as currently defined in the 2014 edition of NFPA 1031, includes two types of duties: administration and plan review.

Administration (from NFPA 1031): “This duty involves the review of plans, preparation of correspondence and plan review reports, communication with fire inspectors and emergency response personnel, handling of complaints, maintenance of records, participation in legal proceedings, identification of when additional expertise is required, and being familiar with procedures used by the jurisdiction to evaluate alternative methods, according to following job performance requirements.” [Refer to NFPA 1031 for the job performance requirements.]

Basic Function: The plan examiner is responsible for examining building plans, fire protection system plans, and specifications for compliance with applicable fire codes and laws.

Principal Responsibilities: The plan examiner is responsible for the following:

- ◆ Responds to fire code, law, and life safety inquiries from citizens.
- ◆ Receives and evaluates routine building plans, site plans, and fire protection system plans in terms of fire code and building code life safety criteria.
- ◆ Receives and responds to requests for information and technical assistance from architects, engineers, and developers on design criteria for various occupancies and industrial processes.
- ◆ Attends meetings with architects, developers, and jurisdiction staff to discuss plan review requirements and procedures.

- ◆ Assists in preparation of variances and appeals before the building standards committee.

Typical Decisions: The incumbent evaluates and approves fire protection system plan submittals and makes recommendations on alternate methods or materials when appropriate. The incumbent evaluates and makes recommendations on requests for variance to the fire codes and local laws pertaining to fire safety.

Five Required Reviews: Five plan reviews required. You are required to complete five fire plan examinations, two of which must be site plans. For each review, you must submit the following items:

1. Fire plan review checklist
2. Written report
3. Copy of the plan title block
4. Verification form

Verification of Site Fire Plan Review: Each site fire plan review written report must be accompanied by a completed and signed verification form to verify that the required fire plan examination has been completed and that it represents your own professional work. Verification may be by a supervisor, fire chief, fire prevention officer, or partnering agency program administrator. The practicum phase verification form is located in the appendix.

► **Site Plans:** Of the five required fire plan examinations, you must complete two site plan reviews and submit a 1–3 page written report for each. Refer to the appendix, for a fire plan review sample checklist, sample written report, and a blank fire plan review checklist. Your written report must address the following and also identify related code sections.

- ☑ Type of occupancy
- ☑ Occupancy load and limits
- ☑ Type of construction
- ☑ Size of building (height and area)
- ☑ Required fire flow/available fire flow
- ☑ Fire department access to the building (fire lanes, including width, length, radius of turnaround, surface material, height limitations)
- ☑ Hydrant placement, with location, number required, number available
- ☑ Fire department connections
- ☑ Standpipes
- ☑ Fire detection and alarm (automatic or manual)
- ☑ Portable extinguishers
- ☑ Basement presence and factors
- ☑ Exits, including number, distances, widths, appropriate signage
- ☑ Window and door opening

► Other Fire Plan Reviews

Of the five required fire plan reviews, three may be for any type of plans. For non-site fire plan examinations, each written report on a fire plan review that is not a site plan must include the following:

- Type of fire plan examination
- Description of occupancy and construction
- Summary of plan deficiencies
- Identification of specific deficiencies and related code sections

Verification of Site Fire Plan Review: Each site fire plan review written report must be accompanied by a completed and signed verification form to verify that the required review has been completed and that it represents your own professional work. A signature may be from a supervisor, fire chief, fire prevention officer, or partnering agency program administrator.

Refer to the appendix, for the CFPE practicum phase verification form.

Appendix - Forms

Fire Plan Review Written Report - sample

Fire Plan Review Checklist - sample

Fire Plan Review Checklist – copy as needed

Fire Plan Verification Form – copy as needed

► Once the practicum phase requirements have been fulfilled, the fire plan review checklist, written reports and verification forms are sent to the CFPE program administrator for auditing.

If the applicant entered the CFPE program through a partnering agency, all forms should be sent to the partnering agency. The partnering agency will audit the forms and forward them on to NFPA for processing.

If the applicant entered the CFPE program through the NFPA certification program administrator, all forms should be sent directly to NFPA's Certification Department.

The audit verifies that the applicant performed the appropriate practical exercises.

Once this audit is complete, and other certification program requirements are met, then you will receive your certification by mail from NFPA.

**NFPA Certification Department
1 Batterymarch Park
Quincy, MA 02169**

Telephone: (617) 984-7432

Fax: (617) 984-7127

cfi@nfpa.org

www.nfpa.org/cfpe

Fire Plan Review Written Report - Sample:

Written Report ABC Hotel

123 Main Street, Anytown, USA 01234

The ABC Hotel is a lodging and rooming house with three floors, with basement, of type V (111) wood frame construction. The building is 25 ft (7.6 m) in height with each floor having 2,500 sq ft (232 sq m) of space.

The building is protected with a fire alarm system throughout provided with manual fire alarm boxes, smoke detection in corridors and hazardous areas and heat detectors in the mechanical spaces. Smoke alarms are provided in all sleeping rooms. Visual and audible notification devices are throughout the building.

The plans do not show a sprinkler system, but one is required by NFPA 101, 26.3.6.1. The fire department connection is not shown, but one is required by NFPA 13R, 6.11.1. The location shall be at the main entrance area. No standpipe system is required.

A fire hydrant is located on the street in front of the building and has an available fire flow of 1,250 gpm (4731 L/min). The required fire flow for the building is 750 gpm (2835 L/min).

Portable fire extinguishers are located throughout the building based on a light hazard classification in accordance with NFPA 1: 13.6.7.3.1.1 (2012) or 13.6.2.4.1.1 (2015).

Two exits are provided from each floor and are remotely located on the north and south ends of the building. Each exit door is 36 in. (91 cm) in width and corridors are 44 in. (112 cm) in width. All exits are marked with an appropriate illuminated sign.

Window and door openings are provided at each exit at the north and south ends of the building along with the main entrance and a kitchen entrance in the center.

A fire lane is provided from the street to the main entrance of the building. The fire lane surface is gravel with a height of 13 ft (4 m) and a width of 20 ft (6.1 m). The fire lane is 35 ft (10.7 m) long. The fire lane height is required by NFPA 1, 18.2.3.4.1.2 to be 13 ft 6 in (4.1 m) in height. The surface is gravel and no specification has been provided on whether the surface can support the load, however it is an all weather surface.

Fire Plan Review Checklist - Sample.

Property Information

Occupancy Name: ABC Motel

Occupancy Address: 123 Main Street, Anytown, USA 01234

Occupancy Type: *Check all that apply*

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Ambulatory Health Care | <input type="checkbox"/> Assembly | <input type="checkbox"/> Apartment | <input type="checkbox"/> Business |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Detention and Correctional | <input type="checkbox"/> Educational | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Hotel or Dormitory | <input type="checkbox"/> Industrial | <input checked="" type="checkbox"/> Lodging or Rooming House | <input type="checkbox"/> Mercantile |
| <input type="checkbox"/> Residential Board and Care | <input type="checkbox"/> Special Structure | <input type="checkbox"/> Storage | <input type="checkbox"/> Other |

Construction Type: *Check all that apply*

- | | | | | |
|--|--|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Type I(443) | <input type="checkbox"/> Type I(332) | <input type="checkbox"/> Type II(222) | <input type="checkbox"/> Type II(111) | <input type="checkbox"/> Type II(000) |
| <input type="checkbox"/> Type III(211) | <input type="checkbox"/> Type III(200) | <input type="checkbox"/> Type IV(2HH) | <input type="checkbox"/> Type V(111) | <input checked="" type="checkbox"/> Type V(000) |

Occupancy Load: **10** people

Total Number of Stories: **3**

Number of Stories Below Grade: **1**

Size of Building:

Height: **25'** (7.6 m)

Area: 2,500 sq ft (232 sq m)

Fire Protection Systems

Sprinkler System: None

Standpipe Systems: None

Fire Department Connections: NA

Location(s): NA

Hydrant or Water Supply:

Number: **1**

Arrangement: Located in front of building on street

Required Fire Flow: 750 gpm (2835 L/min)

Available Fire Flow: 1,250 gpm (4731 L/min)

Fire Detection and Alarm Systems: Fire Alarm System provided throughout

Portable Fire Extinguisher: Yes, throughout Classification of Hazards: Ordinary

Other

Exits:

Number: 2 each floor

Distribution: North and South Ends

Width: 36"

Signage: OK

Window and Doors Openings: None

Fire Department Access/Fire Lanes:

Height: 13' (4 m)

Width: 20' (6.1 m)

Length: 35' (10.7 m)

Turnaround Radius: NA

Surface: Gravel

Fire Plan Review Sample Narrative Analysis:

The building requires a sprinkler system per NFPA 101, 26.3.6.1.

The fire lane surface is gravel. Need additional information to determine if the surface is acceptable in all weather conditions.

Fire Plan Review Blank Checklist – *Copy as needed and submit with your written report and verification forms.*

Property Information

Occupancy Name: _____

Occupancy Address: _____

Occupancy Type: *Check all that apply*

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Ambulatory Health Care | <input type="checkbox"/> Assembly | <input type="checkbox"/> Apartment | <input type="checkbox"/> Business |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Detention and Correctional | <input type="checkbox"/> Educational | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Hotel or Dormitory | <input type="checkbox"/> Industrial | <input type="checkbox"/> Lodging or Rooming House | <input type="checkbox"/> Mercantile |
| <input type="checkbox"/> Residential Board and Care | <input type="checkbox"/> Special Structure | <input type="checkbox"/> Storage | <input type="checkbox"/> Other |

Construction Type: *Check all that apply*

- | | | | | |
|--|--|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Type I(443) | <input type="checkbox"/> Type I(332) | <input type="checkbox"/> Type II(222) | <input type="checkbox"/> Type II(111) | <input type="checkbox"/> Type II(000) |
| <input type="checkbox"/> Type III(211) | <input type="checkbox"/> Type III(200) | <input type="checkbox"/> Type IV(2HH) | <input type="checkbox"/> Type V(111) | <input type="checkbox"/> Type V(000) |

Occupancy Load: _____

Total Number of Stories: _____

Size of Building:

Number of Stories Below Grade: _____

Height: _____

Area: _____

Fire Protection Systems

Sprinkler System: _____

Standpipe Systems: _____

Fire Department Connections: _____

Location(s): _____

Hydrant or Water Supply: _____

Number: _____

Arrangement: _____

Required Fire Flow: _____ gpm

Available Fire Flow: _____ gpm

Fire Detection and Alarm Systems: _____

Portable Fire Extinguisher: _____

Classification of Hazards: _____

Other

Exits:

Number: _____

Distribution: _____

Width: _____

Signage: _____

Window and Doors Openings: _____

Fire Department Access/Fire Lanes:

Height: _____

Width: _____

Length: _____

Turnaround Radius: _____

Surface: _____

Fire Plan Review Blank Checklist— *Copy as needed and submit with your written report and verification forms.*

Property Information

Occupancy Name: _____

Occupancy Address: _____

Occupancy Type: Check all that apply

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Ambulatory Health Care | <input type="checkbox"/> Assembly | <input type="checkbox"/> Apartment | <input type="checkbox"/> Business |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Detention and Correctional | <input type="checkbox"/> Educational | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Hotel or Dormitory | <input type="checkbox"/> Industrial | <input type="checkbox"/> Lodging or Rooming House | <input type="checkbox"/> Mercantile |
| <input type="checkbox"/> Residential Board and Care | <input type="checkbox"/> Special Structure | <input type="checkbox"/> Storage | <input type="checkbox"/> Other |

Construction Type: Check all that apply

- | | | | | |
|--|--|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Type I(443) | <input type="checkbox"/> Type I(332) | <input type="checkbox"/> Type II(222) | <input type="checkbox"/> Type II(111) | <input type="checkbox"/> Type II(000) |
| <input type="checkbox"/> Type III(211) | <input type="checkbox"/> Type III(200) | <input type="checkbox"/> Type IV(2HH) | <input type="checkbox"/> Type V(111) | <input type="checkbox"/> Type V(000) |

Occupancy Load: _____

Total Number of Stories: _____

Size of Building:

Number of Stories Below Grade: _____

Height: _____

Area: _____

Fire Protection Systems

Sprinkler System: _____

Standpipe Systems: _____

Fire Department Connections: _____

Location(s): _____

Hydrant or Water Supply: _____

Number: _____

Arrangement: _____

Required Fire Flow: _____ gpm

Available Fire Flow: _____ gpm

Fire Detection and Alarm Systems: _____

Portable Fire Extinguisher: _____

Classification of Hazards: _____

Other

Exits: _____

Number: _____

Distribution: _____

Width: _____

Signage: _____

Window and Doors Openings: _____

Fire Department Access/Fire Lanes: _____

Height: _____

Width: _____

Length: _____

Turnaround Radius: _____

Surface: _____

Fire Plan Review Blank Checklist – *Copy as needed and submit with your written report and verification forms.*

Property Information

Occupancy Name: _____

Occupancy Address: _____

Occupancy Type: *Check all that apply*

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Ambulatory Health Care | <input type="checkbox"/> Assembly | <input type="checkbox"/> Apartment | <input type="checkbox"/> Business |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Detention and Correctional | <input type="checkbox"/> Educational | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Hotel or Dormitory | <input type="checkbox"/> Industrial | <input type="checkbox"/> Lodging or Rooming House | <input type="checkbox"/> Mercantile |
| <input type="checkbox"/> Residential Board and Care | <input type="checkbox"/> Special Structure | <input type="checkbox"/> Storage | <input type="checkbox"/> Other |

Construction Type: *Check all that apply*

- | | | | | |
|--|--|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Type I(443) | <input type="checkbox"/> Type I(332) | <input type="checkbox"/> Type II(222) | <input type="checkbox"/> Type II(111) | <input type="checkbox"/> Type II(000) |
| <input type="checkbox"/> Type III(211) | <input type="checkbox"/> Type III(200) | <input type="checkbox"/> Type IV(2HH) | <input type="checkbox"/> Type V(111) | <input type="checkbox"/> Type V(000) |

Occupancy Load: _____ Total Number of Stories: _____
Number of Stories Below Grade: _____
Size of Building: _____ Height: _____
Area: _____

Fire Protection Systems

Sprinkler System: _____	Standpipe Systems: _____
Fire Department Connections: _____	Location(s): _____
Hydrant or Water Supply: _____	Number: _____
Arrangement: _____	
Required Fire Flow: _____ gpm	Available Fire Flow: _____ gpm
Fire Detection and Alarm Systems: _____	
Portable Fire Extinguisher: _____	Classification of Hazards: _____

Other

Exits:	Number: _____
Distribution: _____	Width: _____
Signage: _____	Window and Doors Openings: _____
Fire Department Access/Fire Lanes:	Height: _____
Width: _____	Length: _____
Turnaround Radius: _____	Surface: _____

Fire Plan Review Blank Checklist – *Copy as needed and submit with your written report and verification forms.*

Property Information

Occupancy Name: _____

Occupancy Address: _____

Occupancy Type: *Check all that apply*

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Ambulatory Health Care | <input type="checkbox"/> Assembly | <input type="checkbox"/> Apartment | <input type="checkbox"/> Business |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Detention and Correctional | <input type="checkbox"/> Educational | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Hotel or Dormitory | <input type="checkbox"/> Industrial | <input type="checkbox"/> Lodging or Rooming House | <input type="checkbox"/> Mercantile |
| <input type="checkbox"/> Residential Board and Care | <input type="checkbox"/> Special Structure | <input type="checkbox"/> Storage | <input type="checkbox"/> Other |

Construction Type: *Check all that apply*

- | | | | | |
|--|--|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Type I(443) | <input type="checkbox"/> Type I(332) | <input type="checkbox"/> Type II(222) | <input type="checkbox"/> Type II(111) | <input type="checkbox"/> Type II(000) |
| <input type="checkbox"/> Type III(211) | <input type="checkbox"/> Type III(200) | <input type="checkbox"/> Type IV(2HH) | <input type="checkbox"/> Type V(111) | <input type="checkbox"/> Type V(000) |

Occupancy Load: _____

Total Number of Stories: _____

Size of Building:

Number of Stories Below Grade: _____

Height: _____

Area: _____

Fire Protection Systems

Sprinkler System: _____

Standpipe Systems: _____

Fire Department Connections: _____

Location(s): _____

Hydrant or Water Supply: _____

Number: _____

Arrangement: _____

Required Fire Flow: _____ gpm

Available Fire Flow: _____ gpm

Fire Detection and Alarm Systems: _____

Portable Fire Extinguisher: _____

Classification of Hazards: _____

Other

Exits:

Number: _____

Distribution: _____

Width: _____

Signage: _____

Window and Doors Openings: _____

Fire Department Access/Fire Lanes:

Height: _____

Width: _____

Length: _____

Turnaround Radius: _____

Surface: _____

Fire Plan Review Blank Checklist – *Copy as needed and submit with your written report and verification forms.*

Property Information

Occupancy Name: _____

Occupancy Address: _____

Occupancy Type: *Check all that apply*

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> Ambulatory Health Care | <input type="checkbox"/> Assembly | <input type="checkbox"/> Apartment | <input type="checkbox"/> Business |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Detention and Correctional | <input type="checkbox"/> Educational | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Hotel or Dormitory | <input type="checkbox"/> Industrial | <input type="checkbox"/> Lodging or Rooming House | <input type="checkbox"/> Mercantile |
| <input type="checkbox"/> Residential Board and Care | <input type="checkbox"/> Special Structure | <input type="checkbox"/> Storage | <input type="checkbox"/> Other |

Construction Type: *Check all that apply*

- | | | | | |
|--|--|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Type I(443) | <input type="checkbox"/> Type I(332) | <input type="checkbox"/> Type II(222) | <input type="checkbox"/> Type II(111) | <input type="checkbox"/> Type II(000) |
| <input type="checkbox"/> Type III(211) | <input type="checkbox"/> Type III(200) | <input type="checkbox"/> Type IV(2HH) | <input type="checkbox"/> Type V(111) | <input type="checkbox"/> Type V(000) |

Occupancy Load: _____ Total Number of Stories: _____

Number of Stories Below Grade: _____

Size of Building: _____ Height: _____

Area: _____

Fire Protection Systems

Sprinkler System: _____ Standpipe Systems: _____

Fire Department Connections: _____ Location(s): _____

Hydrant or Water Supply: _____ Number: _____

Arrangement: _____

Required Fire Flow: _____ gpm Available Fire Flow: _____ gpm

Fire Detection and Alarm Systems: _____

Portable Fire Extinguisher: _____ Classification of Hazards: _____

Other

Exits: _____ Number: _____

Distribution: _____ Width: _____

Signage: _____ Window and Doors Openings: _____

Fire Department Access/Fire Lanes: _____ Height: _____

Width: _____ Length: _____

Turnaround Radius: _____ Surface: _____

CFPE Practicum Phase Verification Form

Copy as needed and submit with the corresponding written report, checklist and title block



NFPA Certified Fire Plan Examiner Program

Applicant Name: _____

Plan Identification Number: _____

Please check: *Site Plan Review* _____ or *Non-Site Plan Review* _____

The National Fire Protection Association administers the NFPA Fire Plan Examiner Certification program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that two site and three non-site plans were examined as part of the certification program requirements.

You are asked to attest that the above referenced plan was in fact examined by the above referenced individual. You are not asked to verify the accuracy of the examination or report, as this is only a certification program exercise.

By signing below, you are providing the requisite verification that the above named applicant examined the identified plan.

Name (print): _____

Relationship to applicant: _____

Agency: _____

Address: _____

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

Phone: _____ Email: _____

Signature: _____ Date: _____

CFPE Practicum Phase Verification Form

Copy as needed and submit with the corresponding written report, checklist and title block



NFPA Certified Fire Plan Examiner Program

Applicant Name: _____

Plan Identification Number: _____

Please check: *Site Plan Review* _____ or *Non-Site Plan Review* _____

The National Fire Protection Association administers the NFPA Fire Plan Examiner Certification program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that two site and three non-site plans were examined as part of the certification program requirements.

You are asked to attest that the above referenced plan was in fact examined by the above referenced individual. You are not asked to verify the accuracy of the examination or report, as this is only a certification program exercise.

By signing below, you are providing the requisite verification that the above named applicant examined the identified plan.

Name (print): _____

Relationship to applicant: _____

Agency: _____

Address: _____

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

Phone: _____ Email: _____

Signature: _____ Date: _____

CFPE Practicum Phase Verification Form

Copy as needed and submit with the corresponding written report, checklist and title block



NFPA Certified Fire Plan Examiner Program

Applicant Name: _____

Plan Identification Number: _____

Please check: *Site Plan Review* _____ or *Non-Site Plan Review* _____

The National Fire Protection Association administers the NFPA Fire Plan Examiner Certification program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that two site and three non-site plans were examined as part of the certification program requirements.

You are asked to attest that the above referenced plan was in fact examined by the above referenced individual. You are not asked to verify the accuracy of the examination or report, as this is only a certification program exercise.

By signing below, you are providing the requisite verification that the above named applicant examined the identified plan.

Name (print): _____

Relationship to applicant: _____

Agency: _____

Address: _____

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

Phone: _____ Email: _____

Signature: _____ Date: _____

CFPE Practicum Phase Verification Form

Copy as needed and submit with the corresponding written report, checklist and title block



NFPA Certified Fire Plan Examiner Program

Applicant Name: _____

Plan Identification Number: _____

Please check: *Site Plan Review* _____ or *Non-Site Plan Review* _____

The National Fire Protection Association administers the NFPA Fire Plan Examiner Certification program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that two site and three non-site plans were examined as part of the certification program requirements.

You are asked to attest that the above referenced plan was in fact examined by the above referenced individual. You are not asked to verify the accuracy of the examination or report, as this is only a certification program exercise.

By signing below, you are providing the requisite verification that the above named applicant examined the identified plan.

Name (print): _____

Relationship to applicant: _____

Agency: _____

Address: _____

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

Phone: _____ Email: _____

Signature: _____ Date: _____

CFPE Practicum Phase Verification Form

Copy as needed and submit with the corresponding written report, checklist and title block



NFPA Certified Fire Plan Examiner Program

Applicant Name: _____

Plan Identification Number: _____

Please check: *Site Plan Review* _____ or *Non-Site Plan Review* _____

The National Fire Protection Association administers the NFPA Fire Plan Examiner Certification program. As part of this program, applicants are required to complete practical exercises. The above named applicant must provide verification that two site and three non-site plans were examined as part of the certification program requirements.

You are asked to attest that the above referenced plan was in fact examined by the above referenced individual. You are not asked to verify the accuracy of the examination or report, as this is only a certification program exercise.

By signing below, you are providing the requisite verification that the above named applicant examined the identified plan.

Name (print): _____

Relationship to applicant: _____

Agency: _____

Address: _____

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

Phone: _____ Email: _____

Signature: _____ Date: _____

FAQs CFPE

<p>How long is the program?</p>	<p>Total length of the program is ten months. Four months to sign up for the exam and six months to complete the practicum.</p>
<p>How much does the certification cost?</p>	<p>\$350.00 - This price includes the self-study materials, the exam, and the practicum materials.</p> <p>\$150 - every three years to recertify</p> <p>\$90.00 - only if you would like to purchase the sets of NFPA publications referenced in the exams</p> <p>\$125 - only if you do not pass the exam and need to retake it.</p>
<p>Are there any prerequisites to get the certification?</p>	<p>For the Fire Plan Examiner certification, the only prerequisite is that the candidate must have a high school diploma or its equivalent.</p>
<p>Can I transfer into an NFPA certification from another organization's certification program?</p>	<p>Please see the transfer application and requirement information located under the Transfer section of the candidate handbook.</p>
<p>What is the exam like?</p>	<p>The exam is a four hour, open book, multiple choice exam, with 100 questions. NFPA reserves the right to add a number of "field test" questions. These questions are used to improve future exams and will not impact the candidate's score. Candidates can only bring the approved reference materials into the exam room.</p> <p>These reference materials include:</p> <p>NFPA 1, 2012 Edition; NFPA 13, 2010 Edition; NFPA 72, 2010 Edition; and NFPA 101, 2012 Edition.</p> <p style="text-align: center;">or</p> <p>NFPA 1, 2015 Edition; NFPA 13, 2013 Edition; NFPA 72, 2013 Edition; and NFPA 101, 2015 Edition.</p>
<p>How do I schedule my written exam?</p>	<p>Candidates have four months from entering the program to take the exam. <u>NFPA requires four weeks prior notice to schedule the exam.</u> Candidates must send in the exam scheduling form, which includes the date the candidate is taking the exam, the proctor information, and the mailing address for the exam materials to be shipped via UPS, along with a signed proctor agreement – once we receive both we will schedule the exam.</p> <p>Candidates should mail the forms to: NFPA Certification Department – Attn: Laurie Solomon, One Batterymarch Park, Quincy, MA 02169, or fax it to 617-984-7127, or email the form to cfi@nfpa.org.</p>
<p>How long does it take to receive my exam results?</p>	<p>Candidates taking the exam will receive their results by mail approximately three weeks after their test date. Exam results will NOT be given over the phone.</p>

How does the practicum phase work?	Once a candidate has passed the exam, the candidate must complete five plan reviews (two mandatory site plans and three non-site plans). For each fire plan review, a copy of the title block or other plan ID must be provided along with the plan review report. Once the candidate sends in the complete practicum package, the NFPA certification department shall issue the certification.
If I fail the exam, can I retake it?	If a candidate fails the exam, they have 90 days to retest. The CFPE retest application can be found in the candidate handbook or at www.nfpa.org/cfpe . The cost of the retest is \$125.00
Do I have to do anything to maintain my certification?	Once the candidate has become certified, they must recertify every three years. To recertify, the certification holder must earn continuing education points throughout the three year time period starting from the certification's issue date. Recertification requirements and tracking sheets are found in the candidate handbook as well as online at www.nfpa.org/certification . The NFPA certification department will email recertification reminders approximately three months prior to the recertification anniversary date.
How much does it cost to recertify?	\$150.00 every three years. This fee must be sent in along with the three year recertification form
How do I submit my three year recertification?	Please submit the recertification form by mail to: NFPA Certification Department One Batterymarch Park, Quincy, MA 02169, by fax at 617-984-7127 or by email to cfi@nfpa.org . The recertification form is available at: www.nfpa.org/cfpe .

CFPE Exam Weighted Criteria Table

The following table indicates the approximate percentage (%) of exam content (exam items) for the three (3) major domain areas and the sub-components of those domain areas:

I. Administrative & General Knowledge	50%
<ul style="list-style-type: none"> A. Prepare reports. (7.2.1) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Codes and standards, legal requirements for plan review reports, and accepted practices, policies, and procedures of the jurisdiction. ii. (B) Requisite Skills. The ability to conduct code-related research and write reports. B. Facilitate the resolution of deficiencies identified during the plan review. (7.2.2) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Policies and procedures of the jurisdiction regarding the communication of discrepancies, the appeals process, and codes and standards. ii. (B) Requisite Skills. The ability to communicate orally and in writing. C. Process plan review documents. (7.2.3) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Plan review policies and procedures of the jurisdiction. ii. (B) Requisite Skills. The ability to review applications for completeness. D. Determine the applicable code or standard. (7.2.4) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, format of codes and standards, interrelationship of codes and standards, and procedures adopted by the organizations responsible for promulgating these documents. ii. (B) Requisite Skills. The ability to conduct code-related research, apply codes and standards, and make decisions. E. Recommend policies and procedures for the delivery of plan review services. (7.3.8) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Policies and procedures of the jurisdiction related to plan review and sources of detailed and technical information relating to fire protection and life safety. ii. (B) Requisite Skills. The ability to identify construction methods and materials related to fire safety, read and interpret construction plans and specifications, communicate orally and in writing, educate, research, make decisions, recognize problems, and resolve conflicts. F. Participate in legal proceedings. (7.3.9) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and the types of legal proceedings. ii. (B) Requisite Skills. 	
II. Figures	20%
<ul style="list-style-type: none"> A. Verify the occupancy classification. (7.3.2) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. How to calculate occupant loads for an occupancy and for building use, and code requirements, regulations, operational features, and fire hazards presented by various occupancies. ii. (B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools. B. Verify the construction type. (7.3.3) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. Types of construction, fire-rated construction components, typical building construction methods and materials, and code requirements related to construction types. ii. (B) Requisite Skills. The ability to read plans, determine construction types, and conduct code-related research. C. Verify the occupant load. (7.3.4) <ul style="list-style-type: none"> i. (A) Requisite Knowledge. How to calculate occupant loads for an occupancy and for building use, and code requirements, regulations, operational features, and fire hazards presented by various occupancies. ii. (B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools. 	

CERTIFIED FIRE PLAN EXAMINER

- D. Verify that required egress is provided. (7.3.5)
 - i. (A) Requisite Knowledge. Applicable code requirements for means of egress elements, occupancy egress requirements, and the relationship of fixed fire protection systems to egress requirements.
 - i. (B) Requisite Skills. The ability to determine egress requirements based on occupant load and research codes.

III Plans Review

30%

- A. Identify the requirements for fire protection or a life safety system. (7.3.1)
 - i. (A) Requisite Knowledge. Applicable code requirements for life safety systems, interior finish, and third-party testing and evaluation.
 - ii. (B) Requisite Skills. The ability to read basic floor plans or shop drawings and identify symbols used and apply codes and standards.
- B. Evaluate code compliance for required fire flow and hydrant location and spacing. (7.3.6)
 - i. (A) Requisite Knowledge. Standard civil engineering symbols; types of water supply and distribution systems; water distribution system test methods; characteristics of public and private water supply systems, water meters, backflow prevention, and other devices that can impact on fire flow; the effects of friction loss and elevation on water flow; potential impact of state health regulations on fire flow; and the applicable codes and standards related to fire flow in the jurisdiction.
 - ii. (B) Requisite Skills. The ability to interpret fire flow test results, determine fire hydrant locations and spacing, and read fire flow graphs.
- C. Evaluate emergency vehicle access. (7.3.7)
 - i. (A) Requisite Knowledge. Operating requirements for fire department apparatus, planning and zoning requirements, and emergency access requirements of applicable codes and standards.
 - ii. (B) Requisite Skills. The ability to interpret and use plan scale.
- D. Evaluate plans for the installation of fire protection and life safety systems. (7.3.10)
 - i. (A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, basic system design criteria, material listing requirements, material specifications, installation techniques, acceptance inspection/testing of completed installations, construction types and techniques, and classification of occupancies.
 - ii. (B) Requisite Skills. The ability to review specifications, read plans, classify occupancies, and apply standards.

CERTIFIED FIRE PLAN EXAMINER TRANSFER APPLICATION



Send completed application (12-16) to:
NFPA Certification Department
1 Batterymarch Park, Quincy, MA 02169
(P) 617-984-7432 (F) 617-984-7127
Email: cfi@nfpa.org
Web Page: www.nfpa.org/cfpe

APPLICANT NAME: _____ (As name will be printed on certificate)
(TYPE OR PRINT ALL INFORMATION; INCOMPLETE APPLICATIONS WILL BE RETURNED)

APPLICANT INFORMATION:

Business Name: _____ E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Business Phone: _____

The CFPE Transfer (The following must be attached to this application - see transfer information on next page):

- Meet CFPE eligibility requirements
- Proof of current certification in a Pro Board recognized CFPE program
(Copy of certificate required)
- Complete and submit CFPE transfer application and fee

Once approved for CFPE transfer, the applicant will receive the NFPA certification.

_____ Please check here. By checking here the transfer candidate understands that they will be issued an NFPA non-Pro Board certification. Your application will not be processed unless this line has been checked.

I, _____, certify that all information contained in this application, is accurate and truthful, to the best of my knowledge. 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: _____

Payment has been included using the following (CHECK ALL THAT APPLY):

US \$250 Transfer application fee

Total Amount Enclosed \$ _____

Check. (Please make checks payable to NFPA Certification Department)

IMPORTANT: NFPA wants to partner with you to protect your personal information –If you wish to email your application or other personal documentation, it must be placed within an attached document, and [you must use the NFPA secure email server](mailto:cfi@nfpa.org). <https://web1.zixmail.net/s/welcome.jsp?b=nfpa>

Credit Card: MasterCard VISA Discover American Express

Credit Card #: _____ Card Exp. Date: _____

Name on Card: _____ Signature: _____

NFPA PRO BOARD RELATED TRANSFER QUESTIONS

Below are examples of transfer options into NFPA’s Fire Inspector I, Fire Inspector II, and Fire Plan Examiner Programs.

Candidate has a...	NFPA may provide...
Fire Inspector I (CFI-I) certification from a Pro Board accredited agency	NFPA’s non-Pro Board recognized Fire Inspector I Certification (via Transfer at \$250) -- OR -- Application into NFPA’s Pro Board recognized CFI-II certification (candidate must pass an exam and complete the practicum at \$350)
Fire Inspector II (CFI-II) certification from a Pro Board accredited agency	NFPA’s non-Pro Board CFI-II certification (via transfer at \$250)
Fire Plan Examiner (CFPE) certification from a Pro Board accredited agency	NFPA’s non-Pro Board CFPE certification (via transfer at \$250)

Note: NFPA only accepts transfers from Pro Board accredited agencies. There are no exceptions.

Example:

CUSTOMER: “I have a Pro Board recognized Fire Inspector I certification from ICC and I would like you to issue me the equivalent NFPA Pro Board recognized Fire Inspector I certification.”

NFPA: “Per Pro Board policy, we are not allowed to issue a Pro Board certification for another Pro Board certification. In order for you to receive NFPA’s Pro Board recognized certification, you would need to pass NFPA’s examination and complete the required practicum. However, if you would like you can use your Pro Board accredited Fire Inspector I certification to transfer and receive NFPA’s Non-Pro Board recognized certification.”



Certified Fire Plan Examiner Program
NFPA Certification Department

1 Batterymarch Park
Quincy, MA 02169
Phone: 617-984-7432
Fax: 617-984-7127
email: cfi@nfpa.org
website: www.nfpa.org/certification

