



FIRE PROTECTION BUREAU
LICENSING AND CERTIFICATION PROGRAMS
PO Box 42642
Olympia WA 98504-2642
(360) 596-3914 FAX: (360) 596-3934



THIS PACKET IS ONLY FOR THOSE
SEEKING TO:

**APPLY FOR A SPECIALIZED LEVEL
ITT CERTIFICATE OF COMPETENCY
OR INSPECTION AND TESTING
TECHNICIAN CERTIFICATION**

PER RCW 18.160 – THE FIRE SPRINKLER
SYSTEM CONTRACTORS LAW

UNLESS YOUR EMPLOYER IS ALREADY LICENSED AS A FIRE
PROTECTION SPRINKLER SYSTEM CONTRACTOR, THIS
APPLICATION MUST ACCOMPANY A LICENSING APPLICATION
OR REINSTATEMENT FORM.

PLEASE READ ALL ASSOCIATED INSTRUCTIONS



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Please read all of these instructions carefully. Incomplete and/or illegible documentation may delay our ability to process an application and can result in immediate denial/rejection. ANY missing information and/or refund we must process on your behalf must be completed BEFORE anything can be issued, delaying the process.

To apply for certification as a Specialized Level ITT Certificate of Competency Holder (also known as an Inspection and Testing Technician), you will need to:

- 1) Work for a fire protection sprinkler system contractor licensed at a level that can employ you. For an Inspection and Testing Technician, this would be Levels 2, 3, and the specialized Level of I&T.

THIS IS A LIMITATION OF CERTIFICATION PER RCW 18.160

- 2) Attach evidence of qualifying for certification as an Inspection and Testing Technician as either:
 - a. Having successfully passed the five tests through the National Institute for Certification in Engineering Technologies (NICET) required for Level 2 certification in Inspection and Testing of Water-Based Fire Protection Sprinkler Systems. Include copies of the official examination reports.
 - b. Possessing certification through NICET of at least Level 2 in Inspection and Testing of Water-Based Fire Protection Sprinkler Systems. Include a copy of the certification.
- 3) DO NOT SUBMIT any fees initially. You will be billed separately once the application has been deemed complete, valid, and legal using the fee submittal form you will complete as a part of this application.

With regards to the certification costs, there is an initial application fee of \$50.00 and an annual certification fee pro-rated from \$50.00. This pro-ration is based upon the month of your initial certification and does not include the cost of your employer's licensing (if necessary).

- 4) Leave NOTHING blank in this application. Use "NOT APPLICABLE," "DOES NOT APPLY," or other similar mark. You are also responsible for accurately recording your employer's full (licensing) name.
- 5) Print legibly, complete electronically, or have it typed. If it cannot be read, it CAN BE REJECTED.
- 6) Return ALL portions of this document marked "MUST RETURN AS PART OF THE APPLICATION." Unless otherwise instructed, partial or incomplete submissions – on any level – WILL be discarded.
- 7) Include a copy of a government-issued photo identification that possesses a sample of your signature.
- 8) Submit a completed application in its entirety either on its own (if working for a currently licensed contractor) or enclosed as a part of a new licensing application remarked on their fee submittal form to: Fire Protection Bureau Licensing at Post Office Box 42642 in Olympia, WA 98504-2642.
- 9) A completed and otherwise legal to issue application can take between two (2) and ten (10) working days to process and issue, depending on the circumstances.

INCOMPLETE/ILLEGIBLE SUBMISSIONS WILL BE DELAYED OR SUMMARILY REJECTED

INSPECTION AND TESTING TECHNICIAN CERTIFICATION APPLICATION



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Those applying for certification as an **INSPECTION AND TESTING TECHNICIAN** should be aware of the following:

- Certificate Holders are NOT a fire protection sprinkler system contractor and CANNOT bid for any work themselves. If you act as a fire protection sprinkler system contractor, you will be treated like one – including the fines for unlicensed operations.
- Inspection and Testing Technicians are a specialized type of Certificate of Competency Holder, also referred to as a Level ITT Certificate of Competency Holder.
- An Inspection and Testing Technician can only work for ONE (1) licensed fire protection sprinkler system contractor at any one time and your certification is issued under that single license. In this way, you are considered working full time as required by law. Notify us of any employment changes within thirty (30) days and before engaging in work as an Inspection and Testing Technician for any other employer.
- Your employing contractor must be Level 2, 3, or the specialized Level I&T. If yours is the only applicant submitted as part of a licensing application, they can only apply for the Specialized Level I&T Fire Protection Sprinkler System Contractor’s License.
- Level ITT is a specialized level of certification specific to inspection and testing of wet and dry pipe fire sprinkler systems as described in NFPA 25. Although this standard covers all aspects of all water-based systems, Level ITT certification is tied to the licensing level of your employer. While your ITT certification can inspect or test any wet pipe system while working for a Specialized Level I&T contractor, an Inspection and Testing Technician could only test a deluge system when working for a Level 3 contractor.
- Anyone performing inspection and/or testing work must be individually certified by this office. There is no supervision of labor allowed for inspection and testing work.
- This is an annual program based upon the calendar year. Everything issued expires December 31 of the year of issue. NO EXCEPTIONS.
- Reference the chart below for more details on work allowed by the individual certification level. PLEASE NOTE these are specific to those carrying the certification, as some functions can be supervised.

INSPECTION AND TESTING TECHNICIAN CERTIFICATION APPLICATION

Levels of Certification	Single family, single story homes Purview of NFPA 13 – D					Multi-family, 4 > stories in height Purview of NFPA 13 – R					Commercial – Full Protection Purview of NFPA 13				
	Design	Installation~	Inspection and Testing	Repair and Maintenance~	Underground Fire Service Mains	Design	Installation~	Inspection and Testing	Repair and Maintenance~	Underground Fire Service Mains	Design	Installation~	Inspection and Testing	Repair and Maintenance~	Underground Fire Service Mains
Level 1	X	X	X	X	X										
Level 2	X	X	X	X	X	X	X	X	X	X					
Level 3	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Level ITT*	<i>Not Addressed By NFPA 25</i>							X					X		
Level U	<i>Not Addressed By NFPA 24</i>									X					X
Residential		X		X			X		X						
Journey		X		X			X		X			X		X	

* Limited to inspection and testing of wet and dry pipe systems ONLY. Deluge, pumps, and chemical systems must be supervised/signed off by a Certificate of Competency Holder certified at the level of system with the component – usually Level 3.



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Date Received

INITIAL APPLICATION: SPECIALIZED LEVEL ITT CERTIFICATION

Unless otherwise instructed, this form is **ONLY** for use by a first-time applicant seeking specialized certification as a Level ITT Certificate of Competency Holder (Inspection and Testing Technician) to perform inspection and testing of wet and dry pipe fire sprinkler systems per NFPA 25 as limited by their employer's licensing level.

Date of submission: _____

Applicant Full Name: _____

Complete Mailing Address: _____

Phone Number: _____ **FAX Number:** _____

E-Mail Address: _____

Last Four Digits of Social Security Number: _____ (or four unique digits of your choosing)

Licensed Contractor You Work For: _____

I have performed work of a similar nature to this certification before:

Yes (complete below - **required**) No (move to next question)

Years	Company	City/State	Position

In my past I have been arrested, charged, and/or convicted of criminal and/or civil violations:

Yes (complete below - **required**) No (move to next question)

Year	Charge	Disposition

RCW 18.160.080 makes felony conviction a potential hindrance to certification, with arson and fraud of particular concern. However, each application will be evaluated individually without bias.

I already possess certification with your office and my certification number is: _____

NATURE OF CERTIFICATION

Currently Licensed Employer: I am applying for certification under the current license of a Fire Protection Sprinkler System Contractor.

Employer Applying for Licensing: I am included in the application for a new Specialized Level I&T Sprinkler Contractor license and have been remarked on their fee submittal form.

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AFFIDAVIT OF COMPLIANCE FOR CERTIFICATION

Name of Certification Applicant: _____

As an applicant for Specialized Certification as a Level ITT Certificate of Competency Holder, also known as an Inspection and Testing Technician, in accordance with Revised Code of Washington (RCW) 18.160 and Washington Administrative Code (WAC) 212-80, I hereby make the following statements of compliance to the Washington State Patrol Fire Protection Bureau in seeking this certification:

- 1) I have read, understand, and will abide by RCW 18.160 and its administrative rule set, WAC 212-80.
- 2) While engaged in the fire protection sprinkler system trade, I will follow all relevant state-adopted and locally enacted standards and codes to the best of my ability.
- 3) I understand and accept that the Washington State Patrol will make information regarding my certification status available to the public to assist in ensuring compliance with state law and rule.
- 4) I will only use my certification in connection to work I have personally performed and will not work above the level of my certification or outside the scope of my employer's contracting license.
- 5) Any and all information herein provided to the Washington State Fire Marshal's Office and the Licensing and Certification Programs in this application and any supporting documentation are accurate and true. I have filled this application out completely, withheld nothing, and understand and accept that any incomplete and/or illegible applications can be summarily rejected.
- 6) I hereby release the Washington State Patrol Fire Protection Bureau and its employees from any liability or damage that may result from providing the information included in this application to any other regulatory or enforcement organization on the federal, state, and/or local level.

Printed Name of the Certificate of Competency Applicant

Position with Company

Signature of Certificate of Competency Applicant

Date of Signature, Consent, and Application

Subscribed and sworn before me this the _____ day of _____ of the calendar
date full month
year _____ in the city and county of _____.
four digit year city, county

Signature of Notary Public

Date Signature was Witnessed

Printed name and contact information of the notary public

Seal of the Notary Public

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FEE SUBMITTAL: INITIAL SPECIALIZED LEVEL ITT CERTIFICATION

Name of Certification Applicant:	_____
Employer:	_____
Employer Status:	<input type="checkbox"/> Currently Licensed – Submitting application alone. <input type="checkbox"/> Becoming Licensed – Submitting together and I am noted on their fee submittal form.

- 1) Complete the above portion of this form and submit it as part of your/the application. Unless otherwise noted, **DO NOT** include any fees with your initial submission.
 - a. When submitting as part of a licensing application, be certain you are noted on their fee submittal form and have your application included in their licensing packet.
- 2) Once approved for certification, this form is returned to you with the amount due calculated by our office. This document is not valid unless signed by an employee of the Fire Protection Bureau.
 - a. When a part of a licensing application, only the Licensing and Certification Fee Submittal Form is returned to the contractor and your costs will be noted on their form.
- 3) Based upon the application's completion date and projected processing times, we try to offer two options for your initial month of certification. Each quote is for the remainder of the year, as set by month, and has a payment due date. Payments **MUST BE RECEIVED** by the chosen quote's due date to begin certification for that month and any applications still pending after the due date noted in Quote 2 will be rejected.
 - a. When combined with a licensing application, you and your employer must agree on the choice, as the license and certification are issued together. **NO EXCEPTIONS.**
- 4) Checks and money orders are written out to the Washington State Patrol Fire Protection Bureau (WSP FPB).
- 5) A fee submittal form **MUST** be returned with your payment. Failure to do so or submitting a partial or incomplete payment will result in your payment being rejected.
- 6) When included with a licensing application, only the licensing and certification fee submittal form will be used.

<u>Quote 1 (Target)</u>		<u>Quote 2 (No Later Than)</u>	
Month:	<input style="width: 90%;" type="text"/>	Month:	<input style="width: 90%;" type="text"/>
Amount Due:	<input style="width: 90%;" type="text"/>	Amount Due:	<input style="width: 90%;" type="text"/>
Due Date:	<input style="width: 90%;" type="text"/>	Due Date:	<input style="width: 90%;" type="text"/>
_____ <i>Printed Name of WSP FPB Staff Member</i>		_____ <i>Signature of WSP FPB Staff Member</i>	
_____ <i>Date of Signature</i>			

The following Level ITT Certification Pro-Ration Chart is ONLY provided for your information.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
\$50	\$44	\$40	\$36	\$32	\$28	\$24	\$20	\$16	\$12	\$8	\$4

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