

INSTRUCTIONS



Center for Life Safety Education, Inc.

12750 Merit Drive, Suite 350 Dallas, Texas 75251
www.CLSE.org PH: 469 385 7638 FAX: 214 343 8898

Fire Sprinkler Fitter Certificate Program

What is this?

This program has been established to enable experienced fire sprinkler fitters/installers a means to demonstrate their knowledge in the field of fire sprinkler installation.

Who can apply?

A qualified candidate for this certificate must be able to verify that he/she has:

- A. completed an approved apprentice program in the fire sprinkler trade or
- B. has worked a minimum of four (4) years as a fire sprinkler fitter.

How does it work?

Once that information is verified, the Certificate Applicant (examinee) will complete an online examination including questions that cover fire sprinkler industry installation standards and practices. The test must be taken online and proctored by someone unrelated to the examinee, and the examinee will have a time period of **three (3) consecutive hours** in which to complete the test. The test will include 100 multiple-choice questions that cover technical installation and code issues. The examinee may bring a calculator and any typical industry resource books, such as NFPA standards (**2007 Edition recommended**), etc., to the test facility; however, sprinkler fitter training books, personal computers, cell phones, and personal digital assistant (PDAs), etc. will not be allowed. A minimum score of 70% is required to receive a certificate.

What does the test cover?

Test questions will cover topics found in typical fire sprinkler fitter apprentice training materials such as:

- General trade math
- Trade specific hand tools and power tools
- CPVC materials and installation practices
- Copper and steel materials and installation practices
- Preparation of pipe and fittings
- Typical hanging/bracing materials and methods
- Title and scope of NFPA standards commonly referenced by fire sprinkler fitters
- Construction occupancy types
- Blueprint reading
- Sprinkler system types
- Identification of fire sprinklers and other system components
- Valves, fire department connection, etc.
- Acceptance testing

What are the steps to apply?

Step 1) Applicant must register and make payment

Prior to taking the Certificate test, the candidate must register either online or via mail. If submitting online, fill out the online form, and pay using a credit card. Download the application package, fill out the forms and submit via mail or fax. If paying by check, applicant should submit a completed application and payment of the registration fee (by money order, or check).

There are 2 methods for paying:

- A. (ONLINE Payment)** To expedite the registration process, submit your payment online using a credit card or paypal. **You will receive a Registration ID Number via EMAIL.** (See Step 2 for contents of Application Package.)
- B. (CHECK)** Send a check with your application. This method will take an extra 30 days to verify that the payment has gone through. If paying by check, applicant will not receive Registration ID until payment is received. Submit application forms with the Registration # field left blank.

Step 2) Applicant must fill out paperwork

Examination candidate will be responsible for submitting all completed application forms.

The application package includes:

- **Application for Testing (Form A-1):** You must provide your contact information including an email address for correspondence and test results.
- **Employment Verification (Form A-2):** You must provide verifiable information regarding employment history or apprentice training in the industry.
- **Proctor Application (Form A-3):** You must provide contact information for your Proctor. Once approved by CLSE, you will be responsible to arrange for an appropriate location and time with your Proctor for you to take the online test. (See proctor guidelines on Proctor Application.)

Step 3) Applicant must set up time with proctor to take test

Upon receipt and verification of the completed application package, CLSE will notify the candidate via email of acceptance to the testing procedure. An email will also be sent to the approved proctor that provides the applicant's login and password information to access the CLSE Online Testing Center. The applicant must setup a time with the proctor to take the test.

CERTIFICATE APPLICATION

(Form A-1) page 1 of 2



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Fire Sprinkler Fitter Certificate Program

(print or type)

Registrant ID #: (Leave blank if payment by check)

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Applicant First Name

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Applicant Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Applicant Birth Date (MM / DD / YYYY)

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I, the undersigned, acknowledge and attest that I have been employed as a fire sprinkler fitter/installer for at least four years or have completed a state or federally approved fire sprinkler fitter apprentice training program. I have provided confirmation of that employment and/or training with this application, and I authorize the Center for Life Safety Education to verify any of the attached documentation.

(NOTE: Please type or print clearly. Any falsification of information provided on this form will result in revocation of the certificate.)

Applicant Signature: _____ Date: _____

Company or Affiliation: _____

Mailing Address: _____

City, State, Zip _____

Telephone: _____

Fax: _____

Email Address: _____

(info and results will be sent to this email address)

If you want a copy of all correspondence sent to your Supervisor or Training Coordinator as well as you, enter their information below:

Supervisor/Training Coordinator: _____

Supervisor Email: _____

(info and results will be sent to this email address)

Please Initial Each Item Below

Please read and initial each paragraph below, complete the contact information and SIGN this form. Be sure to keep a copy for your records.

(NOTE: Any application package that is not complete will be returned to the applicant and an additional \$10 charge will be applied to any subsequent application. Be sure to maintain a copy of all employment verification sent with this application. If an applicant fails the certificate examination, the application process – including employment verification and payment of registration fee – must be repeated.)

I have attached employment verification forms and/or copies of W2s from past employers (with my Social Security Number blacked out) verifying that I have been employed as a fire sprinkler fitter/installer for a minimum of four (4) years (8,000 hours), or proof of completion of a four-year apprentice training program approved by the state or U.S. Department of Labor.

I have attached a proctor application completed by the person/organization that will proctor my examination. (See Proctor form A-3 for definition of "Suitable Proctor" and "Suitable Location")

I have read and fully understand the rules and requirements (listed on page 2 of this form) for this certificate program and examination.

I understand and agree that the condition and current status of my certificate, if granted, will be noted on my certificate card and maintained on the Web site of the Center for Life Safety Education (CLSE) (www.clse.org) for verification by potential and current employers, Authorities Having Jurisdiction, and others. I also understand that false statements on this application can result in the revocation of my certificate, if granted, following 10 days written notice to my last address maintained by CLSE.

Finally, I agree that should my certificate be modified or revoked, I will return my certificate to the Center for Life Safety Education.

CERTIFICATE APPLICATION

(Form A-1) page 2 of 2



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EXAMINATION RULES:

(NOTE: Applicant is encouraged to pay the registration fee online with credit card or Paypal account. Registration ID Number will be issued only after payment is received; therefore, that line of each form should be left blank if the applicant must pay by check. Also, be advised that submittal of a check with the application packet will delay the start of the application approval process by 30 days.)

1. Certificate Applicant must submit all required information, including completed application (Form A-1), verification of employment (Form A-2), application from a "suitable" proctor (Form A-3), and payment of \$60 registration fee (if not preregistered through payment online), all together in a fax to CLSE or in a single envelope mailed to Center for Life Safety Education / Certificate Program.
2. A Supervisor or Training Coordinator may fill out online forms and complete paperwork for the Certificate Applicant. By entering the supervisor/training coordinator information on the forms, all correspondence sent to the applicant will also be sent to the supervisor/training coordinator by email.
3. Upon receipt of the registration package, completion of payment process, and verification of information provided in application package, CLSE will send confirmation of acceptance to Testing Applicant and Proctor by email.
4. Upon receipt of acceptance confirmation from CLSE, Certificate Applicant will have a maximum of 120 days in which to schedule and complete the online examination in the presence of the approved proctor at a "suitable location" as defined in the Proctor Rules. If the examination has not been completed within 120 days, applicant must repeat registration process.
5. Certificate Applicant name and photo identification must match the identity of approved Certificate applicant and will be verified by the proctor at time of examination login.
6. Certificate Applicant will complete the examination within a **maximum of three (3) consecutive hours** in the witness of a suitable Proctor who provides computer Internet access. (Note: certificate applicant is NOT allowed to test from his/her personal computer.)
7. Certificate Applicant may bring industry codes and standards (**2007 Edition**) (i.e. NFPA 13, 13R, 13D, 14, 25, etc.) and a calculator to the test location.
8. NOT ALLOWED: Certificate Applicant may not use Personal computers, Cell Phones or PDA (Blackberry, etc), and sprinkler fitter apprentice training books.
9. Upon completion of the examination, Certificate Applicant will receive immediate notification of passing or failing grade. **Successful applicants – those who earn a score of 70% or higher – will receive an email with a link to download their personalized certificate and identification card.** If company training coordinator information is provided, that person will also receive a copy. Unsuccessful applicants must repeat the process in total, including resubmitting application, employment verification, new proctor application and registration fee. (Be sure to keep copies of all material submitted in case you must re-submit your application.)
10. Certificate recipients will be maintained in an online database at the CLSE Web site (www.clse.org), which will be noted on the certificate and/or certificate card and may be made accessible to potential employers, Authorities Having Jurisdiction, etc. who want to verify authenticity of the certificate. Certificate holders are responsible for notifying CLSE of any change in their mailing address.
11. Falsification of information on any of the registration materials will result in disqualification of the application or, if recognized after a certificate has been granted, revocation of the certificate following 10 days written notice to the last address provided by the Certificate holder to CLSE.
12. Test results may demonstrate basic knowledge of fire sprinkler system installation, but do not assure competence as a fire sprinkler fitter. Assessment of abilities rests with the employer. Neither the Center for Life Safety Education (CLSE) nor the American Fire Sprinkler Association (AFSA) warrants the abilities of anyone taking the test.

EMPLOYMENT VERIFICATION

(Form A-2)



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All of the following information must be completed by testing applicant's current or previous employer(s) ON THEIR RESPECTIVE COMPANY LETTERHEAD.

(For convenience, copy this page to company letterhead.)

CERTIFICATE APPLICANT:

First Name

Last Name

Registration ID: *(leave blank if paying by check)*

I certify that the above named certificate applicant was continuously employed, full-time, by

(Name of company)

as a fire sprinkler installer or fitter during the period from:

(MM/DD/YYYY) to (MM/DD/YYYY)

Signed

Date:

Print Name

Job Title

Email address:

REPRESENTING:

Company Name:

Mailing Address:

City, State, Zip:

Telephone:

Fax:



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Fire Sprinkler Fitter Certificate Program

To Prospective Proctors of CLSE Fire Sprinkler Fitter Certificate Examination:

The individual identified as the “Certificate Applicant” on the enclosed Center For Life Safety Education (CLSE) Proctor Application (Form A-3) has elected to demonstrate his/her knowledge in the fire sprinkler installation trade by successfully completing the CLSE Fire Sprinkler Fitter Certificate Program.

As a part of this program, a qualified candidate for this certificate must successfully pass an independently proctored test of their knowledge covering industry installation standards and practices current at the time this certificate was issued. The test must be taken online and proctored by someone unrelated to the examinee.

If you are willing to assist the Certificate Applicant by participating as a proctor in this process, please read the requirements on the enclosed Proctor Application and complete the form. The Certificate Applicant will return your completed form to CLSE with his or her application package. **Upon verification of the Application, you will receive via email the information and a password required to Login to the CLSE Testing Center.** At the time and place determined by you and the Certificate Applicant, you will be expected to verify the identity of the Certificate Applicant, log-in to the CLSE testing center, and then proctor the applicant’s progress for a maximum of three (3) consecutive hours until the test is completed. **It is the Certificate Applicant’s responsibility to contact you to setup the time and location for taking the test.**

The Certificate Applicant may bring a calculator and any typical industry resource books, such as NFPA standards, etc., to the test facility. Exam must be completed within a maximum of three (3) consecutive hours.

The use of note paper during the test is allowed. After the test, proctors are asked to collect and destroy any note papers used by the applicant during testing.

NOT ALLOWED: The Certificate Applicant is not allowed to bring sprinkler fitter training books, personal computers, CELL PHONES, and/or personal digital assistant (PDAs), etc.

Thank you for your consideration of this request to serve as a Proctor for the identified Certificate Applicant. We appreciate your interest in furthering training and professionalism in the fire sprinkler trade. For further information about the Center for Life Safety Education, please visit our Web site at www.clse.org.

Sincerely,

Janet R. Knowles
CLSE President

PROCTOR APPLICATION

(Form A-3)



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Certificate Applicant

Name of certificate applicant (examinee)

Registration ID # (leave blank if payment by check)

Proctor Applicant

Name: (print)

Company or Affiliation:

Mailing Address:

City, State, Zip

Telephone:

Fax:

Email Address:

(Instructions and test login info will be sent to this email address)

Proctor Applicant must initial each item below

I, the undersigned, acknowledge and attest that I meet the following qualifications to proctor a CLSE sprinkler fitter certificate examination for the above named Certificate applicant:

I am not the employer of the Certificate Applicant.

I do not represent an organization or company responsible for training the applicant. Nor am I employed by the same company or organization as the applicant.

I am not related to the applicant by birth, marriage, or adoption. Nor do I live in the same household as the applicant.

I have read, fully understand, and agree to follow the rules and requirements for proctoring this examination.

Signed: _____ Date: _____

Proctor Requirements:

1. Proctor must have computer Internet access to receive email and login for the testing process.
2. Certificate applicant (examinee) must coordinate with the proctor to find a suitable location to conduct the online test. "Suitable Location" is defined as a Library, Community College, Technical School, Engineering Company, local Authority Having Jurisdiction (Fire Department, Building Official), etc.
3. The exam is conducted online so the location must have a computer with internet access available during testing time.
4. Proctor must be available to allow examinee to complete the test within a maximum of three (3) consecutive hours.
5. Please give the examinee a countdown warning at the 30-minute, 10-minute and 1-minute remaining marks. If the examinee is not finished by the time allotted, please stop them from proceeding at the expiration time, and close the "Testing Site" browser window.
6. Proctor must verify that student name and photo identification match the identity of approved testing applicant.
7. Certificate applicant may bring industry codes and standards (i.e. NFPA 13, 13R, 13D, 14, 25, etc., and a calculator.
8. The use of note paper during the test is allowed. After the test, proctors are asked to collect and destroy any note papers used by the applicant during testing.
9. **NOT ALLOWED:** Personal computers, Cell Phones or PDA (Blackberry, etc), and sprinkler fitter apprentice training books are NOT allowed in the testing room.

ATTENTION PROCTORS:

After verification of this proctor application, you will be sent **BY EMAIL** the information required for proctoring this exam, along with a password you must enter that will allow the applicant to take the online test.

It is the Certificate Applicant's responsibility to contact you and arrange a location and time for taking the test.