



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:

**REINSTATE THEIR RESIDENTIAL OR  
JOURNEY FITTER CERTIFICATION**

PER RCW 18.270 – THE FIRE PROTECTION  
SPRINKLER FITTING LAW

**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 or incomplete information and/or refund we must process on your behalf must be completed BEFORE anything can be issued, delaying the process even further.

To **reinstate a Fitter Certification** as issued under [RCW 18.270](#), you will need to:

- 1) Have been previously certified as a Residential or Journey level sprinkler fitter. There is no reinstatement process for fitter trainees. Anyone seeking to reinstate a fitter trainee card will have to simply complete the fitter trainee application form.
- 2) Have contacted the Washington State Patrol Fire Protection Bureau and been instructed and approved to complete this form. **If you have not been approved to use this form, it will be rejected.**
  - a. The three reasons this form would be approved and thereby accepted:
    - i. Missed Renewal: The renewal cycle has been closed.
    - ii. Previously Certified: You have been uncertified for less than two (2) calendar years.
    - iii. Restoring a Certification: You have been uncertified for more than two (2) calendar years and must include the appropriate completed initial application along with this reinstatement form.
- 3) DO NOT SUBMIT any fees initially. Unless otherwise instructed, there are no fees involved in the fitter certification program.
- 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) Unless otherwise indicated, submit the completed application in its entirety to:  
Fire Protection Bureau Licensing Programs at Post Office Box 42642 in Olympia, WA 98504-2642.
- 9) Once approved, you will be contacted to begin the examination scheduling process, which is conditional for your reinstatement. NO EXCEPTIONS.

**FITTER CERTIFICATION REINSTATEMENT**

**INCOMPLETE/ILLEGIBLE SUBMISSIONS WILL BE DELAYED OR SUMMARILY REJECTED**



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Date Received

## REINSTATEMENT FORM: FITTER CERTIFICATION

**ONLY** for use by a previously certified Residential or Journey Level Fitter seeking reinstatement who has been instructed to do so by this office. ALL others will be rejected.

*Expired Trainee Fitters must complete the Fitter Trainee Application Form.*

Certification Level:  Journey  Residential

Year of Expiration: \_\_\_\_\_ Date Instructed to Use Form: \_\_\_\_\_

<b>Applicant Full Name:</b>	_____
<b>Complete Mailing Address:</b>	_____ _____
<b>Phone Number:</b>	_____
<b>FAX Number:</b>	_____
<b>E-Mail Address:</b>	_____
<b>Previous Certification Number:</b>	_____ <i>(as issued by this office)</i>
<b>Company You Work For:</b>	_____

### Trade Organization Affiliation(s)

Name of Organization	Position/Rank with Organization	Time Frame (In Years)

### Recent/Previous Working History

Name of Employer	Position with Employer	Time Frame (In Years)

\_\_\_\_\_  
*Printed Name of Certificate Holder*

\_\_\_\_\_  
*Signature of Certificate Holder*

\_\_\_\_\_  
*Date of Signature*

**FITTER CERTIFICATION REINSTATEMENT**



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## FEE SUBMITTAL: FITTER CERTIFICATION REINSTATEMENT

<b>Name of Certification Applicant:</b> _____		
<b>Employer:</b> _____		
<b>Application Fee</b>	<b>Pro-Rated Certification Cycle Fee</b>	<b>Total Cost of Reinstatement</b>
\$ 0.00	+ \$ 0.00	= \$ 0.00

- 1) Complete the above portion of this form and submit it as part of your/the application.
- 2) Include ALL forms marked "MUST RETURN AS PART OF THE APPLICATION". Unless otherwise instructed, partial or incomplete submissions – on any level – WILL NOT be accepted and may be discarded.
  - a. For those who are restoring their fitter certification and must also include a completed initial application as part of their reinstatement, please include both completed fee submittal forms.
- 3) Unless instructed otherwise, include NO PAYMENT with your reinstatement paperwork. There are currently no fees involved in this certification program.
- 4) Once received and deemed complete, valid, and legal, you will be contacted to begin the examination scheduling process.
- 5) Upon passing the examination, allow up to fourteen (14) days to receive your certification.

**FITTER CERTIFICATION REINSTATEMENT**