



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:

**TRANSFER A CURRENT
CERTIFICATION TO A QUALIFIED
EXEMPT STATUS**

PER RCW 18.160 – THE FIRE SPRINKLER
SYSTEM CONTRACTORS LAW

BOTH YOU AND YOUR EMPLOYER MUST MEET THE CRITERIA
OF BEING EXEMPT FROM LAW AND RULE.

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 your transfer 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.

To **transfer your certification from a licensed employer to QUALIFIED EXEMPT**, you will need to:

- 1) **BE CURRENTLY** certified as a Level 1, 2, 3, U, or ITT Certificate of Competency Holder.
- 2) Be certain that neither you nor your new employer, in any way, shape, and/or form, can be considered a fire protection sprinkler system contractor as defined by [RCW 18.160.010 \(2\)](#). Both you and your employer must be considered exempt from the Fire Protection Sprinkler System Contractors Law for you to be issued a QUALIFIED EXEMPT certification.
- 3) Include a letter explaining the nature of your employment and how you both are CURRENTLY considered exempt from the licensing law and why you need this credentialing. The exemptions noted in [RCW 18.160](#) and [WAC 212-80](#) are merely indicative, not all inclusive, so each application will be evaluated on a case-by-case basis.
- 4) You must return your existing original certification to this office in its entirety. The certificate is an 8 ½” x 14” document perforated to be split into three pieces. If any piece of the certification is unavailable for any reason, you must account for its whereabouts. Failure to do so will result in a delay of your request.
- 5) For Levels 1, 2, 3, or U, you must either return your existing certification stamp or indicate that it has been destroyed. Using a voided certification stamp is a violation of law and rule and punishable by penalty and/or fine.
- 6) Leave NOTHING blank in this application. Use “NOT APPLICABLE,” “DOES NOT APPLY,” or other similar mark.
- 7) Include NO fees or payment of any kind. **This will delay processing.**
- 8) Print legibly, complete electronically, or have it typed. If it cannot be read, it **CAN BE REJECTED.**
- 9) 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.
- 10) Submit the completed application in its entirety along with your ORIGINAL certificate, certification stamp (if applicable), and exemption letter to:
Fire Protection Bureau, Licensing Programs at Post Office Box 42642 in Olympia, WA 98504-2642.
- 11) 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.

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INCOMPLETE/ILLEGIBLE SUBMISSIONS WILL BE DELAYED OR SUMMARILY REJECTED



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QUALIFIED EXEMPT CERTIFICATE OF COMPETENCY HOLDERS should be aware of the following:

- QUALIFIED EXEMPT certification simply means you meet the requirements for certification by law and/or rule but are exempt from compliance as you are not involved in contracting and RCW 18.160 is a contractor's law.
- QUALIFIED EXEMPT certifications only reflect that the individual met the qualifications for certification as prescribed by law and/or rule. This office takes no responsibility for the character or performance of the individual or work performed, as Certificate of Competency Holders are normally certified under the license of a Fire Protection Sprinkler System Contractor who monitors, oversees, and is ultimately responsible for any work their employees perform. A QUALIFIED EXEMPT certificate holder operates completely outside this construct.
- Those considered exempt ARE NOT obligated by this office to possess any certification. This obligation would normally come from outside our office and the requirements of RCW 18.160.
- DO NOT bid for any sprinkler work or perform any work for a fire sprinkler contractor – both actions invalidate your exemption status, leaving you subject to the penalties for violating RCW 18.160.
- If you ever lose your exemption status, your certification becomes immediately invalid. Cease and desist any and all activities related to the fire protection sprinkler system trade and notify us immediately. Your certification must either be reissued under the license of a fire protection sprinkler system contractor or marked as INACTIVE for the rest of the licensing and certification year. INACTIVE certifications cannot be renewed as INACTIVE.
- You cannot be issued certification as QUALIFIED EXEMPT and as a Certificate of Competency to a licensed fire protection sprinkler system contractor. You are either exempt from law or subject to it. NO EXCEPTIONS.
- Please allow up to fourteen (14) working days for an evaluation of your exemption status. You will be notified within that time frame if further review of your exemption request is necessary or the application will be processed forward as a valid exemption to law.
- 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.

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*	Not Addressed By NFPA 25							X					X		
Level U	Not Addressed By NFPA 24									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.

TRANSFERRING A CERTIFICATION TO A QUALIFIED EXEMPT STATUS



CERTIFICATION TRANSFER: QUALIFIED EXEMPT

*Unless otherwise instructed, this form is **ONLY** for use by a **CURRENTLY** certified Certificate of Competency Holder who has taken employment making him/her exempt from the licensing and certification law but with a demonstrated need to maintain a state-issued certification through this office.*

Certification Level: Level 1 Level 2 Level 3 Level U Level ITT

YOU MUST INCLUDE THE FOLLOWING FOR A COMPLETE SUBMISSION

The original full 8 ½” x 14” certification document as issued by this office.*

*Specify what is being returned and explain the whereabouts of what isn't.

8 ½” x 11” Certificate _____

Wallet Card _____

Employer Index Card _____

Verification of Employment Form – MUST be completed by the new exempt employer.

I was authorized to purchase a certification stamp and:

Hereby swear, attest, and confirm it has been destroyed and can no longer be used.

Have included it with this submission for your records.

Date of Change/Transfer: _____

CERTIFICATE OF COMPETENCY HOLDER INFORMATION

Complete Name of Certificate Holder: _____

Certification Number: _____ *(as issued by this office)*

Complete Mailing Address: _____

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

E-Mail Address: _____

Exempt Employer: _____

I, the above-referenced Certificate Holder, do hereby swear and attest to meeting the criteria of exemption from RCW 18.160 and WAC 212-80 – whether by language or intent – and surrender my employment status as a certified employee working for a licensed Fire Protection Sprinkler System Contractor. I will not engage in sprinkler work either by contract or for a contractor as long as I hold this QUALIFIED EXEMPT status.

Printed Name of Certificate Holder

Signature of Certificate Holder

Date of Signature

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FEE SUBMITTAL: QUALIFIED EXEMPT TRANSFER

Name of Applicant:	
Name of Employer:	
<input type="checkbox"/> We are both exempt from the sprinkler licensing and certification law and its rule set.	
Annual Certification Fee	Total Cost of Transfer
ALREADY PAID	\$ 0.00

- 1) Complete the above portion of this form before submitting it with your transfer paperwork.
- 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.
- 3) Unless otherwise instructed, include NO PAYMENT, as this is merely an administrative action. Such instructions will be signed by a member of the Fire Protection Bureau.
- 4) Upon receiving your application, it will be evaluated and your exemption status reviewed. Once it has been found valid, complete, and legal to issue, please allow up to fourteen (14) days to receive your new certification.
- 5) The new Specialty Certification Stamp Order Instructions will be provided with the newly issued certification with the exception of:
 - a. QUALIFIED EXEMPT certifications.
 - b. INACTIVE certifications.
 - c. Inspection and Testing Technician certifications.

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