



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 THEIR CERTIFICATE OF
COMPETENCY TO A NEW EMPLOYER**

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 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 between employers or move it to an exempt or unemployed status, you will need to:

- 1) Be **currently** certified as a Level 1, 2, 3, U, or ITT Certificate of Competency Holder.
- 2) Be working for someone legally allowed to employ your certification level.
 - a. If your new employer is not a licensed contractor, your paperwork must be submitted with their application for initial licensing with you noted on their costing form.
 - b. If you have no employer, your certification will be made INACTIVE for the remainder of the current certification year. Mark INACTIVE as your employer as you complete this form. No INACTIVE certification will be renewed in the new year as INACTIVE, but if you find a licensed employer before expiration, complete the Restore an INACTIVE certification form to reinstate and transfer.
 - c. If your new employment makes you exempt from law but you still must demonstrate compliance, a current certification can be made QUALIFIED EXEMPT. Use the QUALIFIED EXEMPT transfer application instead of this one.
- 3) You must return your existing original certification to this office in its entirety. The certificate is an 8 1/2" 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.
- 4) 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.
- 5) Unless instructed otherwise, DO NOT include any fees with this submission. This is an administrative action, so there is no cost involved with transferring a certification. Any unanticipated costs will be addressed with the fee submittal form you will complete at the end of this form.
- 6) 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.
- 7) Print legibly, complete electronically, or have it typed. If it cannot be read, it **CAN BE REJECTED**.
- 8) 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.
- 9) Include a copy of a government-issued photo identification that possesses a sample of your signature.
- 10) Unless otherwise indicated, submit the **completed** application in its entirety along with your ORIGINAL certificate and certification stamp (if applicable) to:
Fire Protection Bureau, Licensing Programs at Post Office Box 42642 in Olympia, WA 98504-2642.
- 11) Include NO fees or payment of any kind. **This will delay processing.**
- 12) 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

TRANSFERRING A CERTIFICATE OF COMPETENCY



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CERTIFICATE OF COMPETENCY HOLDERS changing employers 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 and suspension/revocation.
- A Certificate of Competency Holder can only work under the license of ONE fire protection sprinkler system contractor license at any time. Whether you work forty (40) hours a work week or not, your employment as a Certificate of Competency Holder can ONLY be for that single contractor, thereby making your employment “full time” while engaged in the fire protection sprinkler system trade.
- Your employing contractor must be licensed by this office as a Fire Protection Sprinkler System Contractor. If they are not currently licensed, they must apply for licensing as you apply for the transfer of your certification or your certification will be made INACTIVE, negating its use but keeping it active until the end of the current year.
- The contracting license must be at the same level as your certification or higher to employ you.
- Certificate holders who work for a contractor licensed at a differing level are limited in the scope of the work they can perform by that license. While a technician working for a Level 3 contractor can work on any type of system, a Level U certificate holder working for a Level 2 contractor cannot install the underground for an NFPA 13 system.
- You must destroy or return your old certification stamp. Using the certification stamp from a previous employer can be considered acting as that contractor and can be punishable by fine.
- You **CAN NEVER** work beyond your level of certification OR outside the scope of the license of the Fire Protection Sprinkler Contractor who employs you.
- Under perfect conditions the new documentation can be on its way to you by mail within two (2) working days of receipt. Applications are considered received when complete, valid, legal to issue, and paid in full (as applicable).
- 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.

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Date Received

CERTIFICATE TRANSFER: CERTIFICATE OF COMPETENCY

Unless otherwise instructed, this form is **ONLY** for use by a **CURRENTLY** certified Certificate of Competency Holder transferring their certification from the employer on their certification to another licensed contractor. **MUST** be completed within thirty (30) days of leaving AND before performing this work for the new employer.

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 1/2" x 14" current certification document as issued by this office.*

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

8 1/2" x 11" Certificate _____

Wallet Card _____

Employer Index Card _____

Verification of Employment Form – MUST be completed by the new 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: _____

Current/Previous Employer: _____

New Employer: _____

Specialty Contractor Number of New Employer: _____ (as issued by L&I)

Printed Name of Certificate Holder

Signature of Certificate Holder

Date of Signature

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FEE SUBMITTAL: TRANSFERRING A CERTIFICATION

Name of Applicant: _____	
Name of New Employer: _____	
Is This Part of an Initial Contractor Licensing Application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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.
 - a. If submitted as part of an initial licensing application, be remarked as a transfer on their paperwork and include this paperwork in their application. The issuance of your certification will then become dependent upon their licensing process and timeline.
- 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 noted, submit NO PAYMENT, as this is merely an administrative action. Such notations will be signed for by an employee of the Fire Protection Bureau.
- 4) Once received and verified that issuance is valid and legal, allow up to fourteen (14) days to receive your new certification.
 - a. If submitted as a part of an initial licensing application, be marked as a transfer on their licensing paperwork and include this paperwork in their application. The issuance of your certification will then become dependent upon their licensing process and timeline.
- 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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