



**FIRE PROTECTION BUREAU  
LICENSING AND CERTIFICATION PROGRAMS  
PO Box 42642  
Olympia WA 98504-2642  
(360) 596-3946 FAX: (360) 596-3934  
Email: firesprinkler@wsp.wa.gov**



Please read instructions carefully. Incomplete or missing information may delay processing and/or result in rejection.

To apply for certification as a **Level 1 Certificate of Competency Holder**, you will need to:

- 1) Work for a licensed fire protection sprinkler system contractor. If currently licensed, they can be licensed as one of the normal tiers of Levels 1, 2, or 3. If you are the only certificate holder being included with a licensing application, then the company can ONLY apply for licensing as a Level 1 contractor.
- 2) Qualify for certification. This is accomplished by your meeting one of the following conditions:
  - a. Successfully pass a certification examination as administered by this office – addressed later.
  - b. Provide a copy of possessing certification through the National Institute for Certification in Engineering Technologies (NICET) of at least Level 2 in Water Based System Design.
  - c. Submit an application that includes your current Washington State Professional Engineering seal.
- 3) **You MUST include a copy of a government-issued photo identification that possesses a sample of your signature.**
- 4) **DO NOT SUBMIT** any fees initially. Once you have passed the examination (if necessary), you will be billed using the fee submittal form you will complete as 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).*

- 5) Please complete all sections of this application. Write "NOT APPLICABLE," "DOES NOT APPLY," or other clarifying statements.
- 6) Return all portions of this document marked "MUST RETURN."
- 7) This is an annual program based upon the calendar year. Everything issued will expire December 31 of the year of issue.
- 8) Submit the completed application in its entirety along with your evidence of qualifying for certification and letter of exemption to:

**USPS**  
Post Office Box 42642  
Olympia, WA 98504-2642

**E-Mail**  
[firesprinkler@wsp.wa.gov](mailto:firesprinkler@wsp.wa.gov)

**Fax**  
(360) 596-3934

- 9) If the certification you seek requires our examination, you will be contacted once your completed application has been approved for test scheduling. Certification would then be contingent upon passing that test.
- 10) After passing the examination, you will be given the completed fee submittal form indicating the pro-rated cost of certification. If submitted as part of a licensing application, your fees will be marked on the fee submittal form and both must be paid at the same time for either to be issued.
- 11) A completed application can take between two (2) and ten (10) working days to process and issue.

**LEVEL 1 CERTIFICATE OF COMPETENCY APPLICATION**



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Those applying as a **Level 1 Certificate of Competency Holder** 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.
- Certificate of Competency Holders are only allowed to 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 to be working full time as required by law. Notify us of any employment changes within thirty (30) days and before engaging in work as a Level 1 Certificate of Competency Holder for another employer.
- If your employing contractor is currently licensed, they would normally be licensed as Level 1. However, any licensed contractor, except the specialized levels (U and I&T), can employ your level of certification—just not as their only Certificate of Competency Holder, and your scope of work is still limited to the certification level of single family occupancies. This includes the dedicated underground fire service main.
- When your employer is applying for licensing with you as the only certificate applicant, they can only apply for the Level 1 Fire Protection Sprinkler System Contractors License.
- Level 1 is the first level of a tiered system. The Level 1 Certificate of Competency allows you to either personally perform or supervise any and all aspects of any and all portions of a residential fire protection sprinkler system as referenced/defined by NFPA 13 – D. You can never work beyond your level of certification or outside the scope of your employing contractor’s license. You are responsible for any and all use of your certification stamp.
- This is an annual program based upon the calendar year. Everything issued expires December 31 of the year of issue.

*(Please note these are specific to those carrying the certification, as some functions can be supervised.)*

| Levels of Certification | Single family, single story homes<br>Purview of NFPA 13 – D |               |                        |                         |                                | Multi-family, 4 > stories in height<br>Purview of NFPA 13 – R |               |                        |                         |                                | Commercial – Full Protection<br>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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## INITIAL APPLICATION: LEVEL 1 CERTIFICATION

*This form is only for use by a first time applicant seeking individual certification as a Level 1 Certificate of Competency Holder, limited to design and other fire protection sprinkler system work in single family residential structures as defined by, referenced by, or otherwise compliant with NFPA 13 – D, including the underground fire service main for that system.*

Date of Submission: \_\_\_\_\_

|   |                          |   |          |
|---|--------------------------|---|----------|
| <b>Applicant Full Name:</b>                                       | _____                    |   |          |
| <b>Mailing Address:</b>   | _____                    |   |          |
|   | Street Address or PO Box |   |          |
|   | _____                    | _____   | _____    |
|   | City                     | State   | ZIP Code |
| <b>Phone Number:</b>  | _____                    | <b>FAX Number:</b>                              | _____    |
| <b>E-Mail Address:</b>  | _____                    |   |          |
| <b>Last Four Digits of Social Security Number:</b>                | _____                    | <i>(or four unique digits of your choosing)</i> |          |
| <b>Sprinkler License You Will be Certified Under:</b>             | _____                    |   |          |
| <b>List any Previously Issued Certifications From our Office:</b> | _____                    |   |          |
|   | (N/A if Not Applicable)  |   |          |

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.*

### NATURE OF CERTIFICATION

- Currently Licensed Employer:** I am applying for certification under the current license of a Fire Protection Sprinkler System Contractor (any but Levels U or I&T).
- Employer Applying for Licensing:** I will be included in an application for a new Level 1 Fire Protection Sprinkler System Contractors license and have been remarked on their fee submittal form.

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## CERTIFICATION AFFIRMATION

This affirmation comes in two parts. The **Employer Portion** is where the Licensed Fire Protection Sprinkler System Contractor, by way of a Company Representative, formally verifies the certification applicant is (or will be) employed by them. As self-verification is generally not allowed, in cases where the company signatory and verifier are logistically/literally the same person, such as in the case of a one-person shop, simply check that box so this fact is clearly declared and thereby can be easily accepted.

The **Applicant Portion** is where the applicant for certification, verified by the Company's Representative as a full-time employee, states and otherwise verifies knowledge of and consent to the conditions of certification and regulation as provided under Revised Code of Washington (RCW) 18.160 and Washington Administrative Code (WAC) 212-80.

LEVEL 1 CERTIFICATE OF COMPETENCY APPLICATION

|                         |  |                     |                            |
|-------------------------|--|---------------------|----------------------------|
| <b>EMPLOYER PORTION</b> | <b>Name of Applicant/Employee:</b> _____   |                     |                            |
|                         | <b>Name of Employing Contractor:</b> _____   |                     |                            |
|                         | As the company's representative for this Employing Contractor, I hereby confirm the above-listed Applicant is our employee and will be working in a full-time capacity while engaged in all work covered by the certification they are applying for under our license. |                     |                            |
|                         | _____  | _____               | _____                      |
|                         | <i>Signature</i>   | <i>Printed Name</i> | <i>Date of Signature</i>   |
|                         | <b>E-Mail:</b> _____   |                     | <b>Phone Number:</b> _____ |
|                         | <input type="checkbox"/> <b>SELF-VERIFICATION:</b> <i>The Applicant/Employee and Company Representative are the same person <u>AND</u> the only person with the above listed company who can speak on their behalf on such matters.</i>                                |                     |                            |

|                          |  |                              |                          |
|--------------------------|--|------------------------------|--------------------------|
| <b>APPLICANT PORTION</b> | As the undersigned applicant for certification as a Level 1 Certificate of Competency Holder I hereby confirm knowledge, understanding, and compliance with RCW 18.160, WAC 212-80, and any code, standard, or ordinance applicable to my work within the sprinkler trade and will not knowingly violate any, perform above the level of my certification, or work outside the scope of my employers license.  |                              |                          |
|                          | I certify under the penalty of perjury that the information provided in this application is true, accurate, and correct to the best of my ability and further understand that submitting any false, misleading, and/or incorrect statements as part of this submission may result in the immediate rejection of this application, disqualify me entirely from being certified or licensed by RCW 18.160, civil penalties, and/or the revocation of any certification or license which may have been issued regardless of when such erroneous information may or may not be discovered. |                              |                          |
|                          | _____  | _____                        | _____                    |
|                          | <i>Applicant's Printed Name</i>  | <i>Applicant's Signature</i> | <i>Date of Signature</i> |



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## FEE SUBMITTAL: INITIAL LEVEL 1 CERTIFICATION

|   |   |
|---|---|
| <b>Name of Certification Applicant:</b> | _____   |
| <b>Employer:</b>                        | _____   |
| <b>Employer Status:</b>                 | <input type="checkbox"/> Currently Licensed – Submitting application alone.<br><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 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. If you must pass a certification examination, that must be done before this form is returned.
  - b. When a part of a licensing application, only the Licensing and Certification Fee Submittal Form is returned to the contractor with your fees noted therein.
- 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.
  - a. When combined with a licensing application, you and your employer must agree on the Quote, as the license and certification are issued together.

**Payments must be received by the chosen Quote's due date to begin certification for that month and any applications pending after the due date noted in Quote 2 will be rejected.**

- 4) Checks 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 of Issuance: <input style="width: 100%;" type="text"/> | Month of Issuance: <input style="width: 100%;" type="text"/> |
| Amount Due: <input style="width: 100%;" type="text"/>        | Amount Due: <input style="width: 100%;" type="text"/>        |
| Due Date: <input style="width: 100%;" type="text"/>          | Due Date: <input style="width: 100%;" 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 1 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 |

LEVEL 1 CERTIFICATE OF COMPETENCY APPLICATION