



**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 **Specialized Level ITT Certificate of Competency Holder** (also known as an Inspection and Testing Technician), you will need to:

- 1) Work for a fire protection sprinkler system contractor licensed at a level that can employ you. For an Inspection and Testing Technician, this would be Levels 2, 3, and the specialized Level of I&T.
- 2) Attach evidence of qualifying for certification as an Inspection and Testing Technician as either:
  - a. Possessing certification through NICET of at least Level 2 in Inspection and Testing of Water-Based Fire Protection Sprinkler Systems. Include a copy of the certification.
  - b. Possessing certification through ASSE of 15010 Field Technician Certification. Include a copy of the certification.
- 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. You will be billed separately once the application has been deemed complete, valid, and legal using the fee submittal form you will complete as a 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) A completed application can take between two (2) and ten (10) working days to process and issue.

INSPECTION AND TESTING TECHNICIAN CERTIFICATION APPLICATION



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Those applying for certification as an **INSPECTION AND TESTING TECHNICIAN (Level ITT)** 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.
- An Inspection and Testing Technician can only 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 working full time as required by law. Notify us of any employment changes within thirty (30) days and before engaging in work as an Inspection and Testing Technician for any other employer.
- Your employing contractor must be Level 2, 3, or the specialized Level I&T. If yours is the only applicant submitted as part of a licensing application, they can only apply for the Specialized Level I&T Fire Protection Sprinkler System Contractor’s License.
- Level ITT is a specialized level of certification specific to inspection and testing of wet and dry pipe fire sprinkler systems as described in NFPA 25. Although this standard covers all aspects of all water-based systems, Level ITT certification is tied to the licensing level of your employer. While your ITT certification can inspect or test any wet pipe system while working for a Specialized Level I&T contractor, an Inspection and Testing Technician could only test a deluge system when working for a Level 3 contractor.
- Anyone performing inspection and/or testing work must be individually certified by this office. There is no supervision of labor allowed for inspection and testing work.
- This is an annual program based upon the calendar year. Everything issued expires December 31 of the year of issue.
- 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*	<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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Date Received

## INITIAL APPLICATION: SPECIALIZED LEVEL ITT CERTIFICATION

*This form is only for use by a first-time applicant seeking specialized certification as a Level ITT Certificate of Competency Holder (Inspection and Testing Technician) to perform inspection and testing of wet and dry pipe fire sprinkler systems per NFPA 25 as limited by their employer's licensing level.*

**Date of submission:** \_\_\_\_\_

**Applicant Full Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street Address or PO Box

City State ZIP Code

**Phone Number:** \_\_\_\_\_ **FAX Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Last Four Digits of Social Security Number:** \_\_\_\_\_ (or four unique digits of your choosing)

**Licensed Contractor You Work For:** \_\_\_\_\_

**List any Previously Issued Certifications From our Office:** \_\_\_\_\_

(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.
- Employer Applying for Licensing:** I am included in the application for a new Specialized Level I&T Sprinkler Contractor license and have been remarked on their fee submittal form.

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## VERIFICATION OF EMPLOYMENT FOR A CERTIFICATE OF COMPETENCY HOLDER

<b>Name of Applicant/Employee:</b>	_____		
<b>Name of Employing Licensed Contractor:</b>	_____		
<b>Company Signatory:</b>	_____	<b>Phone Number:</b>	_____
<b>Signatory E-Mail Address:</b>	_____		
<input type="checkbox"/>	<b>SELF-VERIFICATION:</b> Check box <b>ONLY</b> if the Applicant/Employee and Company Signatory are the same person <b>AND</b> no one else can verify employment with this company.		

I, as the company signatory for the licensed fire protection sprinkler system contractor identified above, do hereby swear and attest that the listed applicant is an employee of this fire protection sprinkler system contractor and is working full time under our license alone while engaged in the fire protection sprinkler system trade regulated by [RCW 18.160](#) and [WAC 212-80](#). I further understand this statement means any and all work performed by this individual will be done under my license and remain as such until their certificate, stamp, and certification record no longer bears our name.

I verify that I am authorized by the licensed fire protection sprinkler system contracting company to make this statement on their behalf and further hereby make myself available to the Washington State Patrol Fire Protection Bureau and the Licensing and Certification Programs to answer any questions regarding this candidate for certification and/or their employment status with our company.

\_\_\_\_\_  
*Printed Name of the Licensed Fire Protection Sprinkler System Contractor's Signatory*

\_\_\_\_\_  
*Position with Company of Signatory*

\_\_\_\_\_  
*Signature of Licensed Fire Protection Sprinkler System Contractor Signatory*

\_\_\_\_\_  
*Date of Signature, Consent, and Application*

Subscribed and sworn before me this the \_\_\_\_\_ day of \_\_\_\_\_ of the calendar  
date full month  
 year \_\_\_\_\_ in the city and county of \_\_\_\_\_.  
four digit year city, county

\_\_\_\_\_  
*Signature of Notary Public*

\_\_\_\_\_  
*Date Signature was Witnessed*

Printed name and contact information of the notary public

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seal of the Notary Public

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## FEE SUBMITTAL: INITIAL SPECIALIZED LEVEL ITT CERTIFICATION

<b>Name of Certification Applicant:</b>	_____
<b>Employer:</b>	_____
<b>Employer Status:</b>	<input type="checkbox"/> Currently Licensed – Submitting application alone. <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/the 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. When a part of a licensing application, only the Licensing and Certification Fee Submittal Form is returned to the contractor and your costs will be noted on their form.
- 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 choice, 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 still 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:	<input type="text"/>	Month:	<input type="text"/>
Amount Due:	<input type="text"/>	Amount Due:	<input type="text"/>
Due Date:	<input type="text"/>	Due Date:	<input 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 ITT 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