### FIRE PROTECTION BUREAU EDUCATION, ENFORCEMENT, AND ANALYTICS SECTION PO Box 42642



Olympia WA 98504-2642 (360) 596-3946 FAX: (360) 596-3934 E-Mail: firesprinkler@wsp.wa.gov



## THIS PACKET IS ONLY FOR THOSE SEEKING TO:

# REINSTATE THEIR INACTIVE 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

3000-420-246 (R 4/21) DO NOT RETURN

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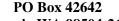
Please read all of these instructions carefully. Incomplete and/or illegible documentation may delay our ability to process an application and can result in immediate denial/rejection. ANY missing or incomplete information and/or refund we must process on your behalf must be completed BEFORE anything can be issued, delaying the process.

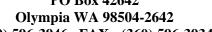
#### To reinstate your INACTIVE certification under the license of a sprinkler contractor, you will need to:

- 1) Be **currently** certified as an INACTIVE 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 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 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.
- 4) 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.
- 5) 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.
- 6) Print legibly, complete electronically, or have it typed. If it cannot be read, it CAN BE REJECTED.
- 7) 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.
- 8) Include a copy of a government-issued photo identification that possesses a sample of your signature.
- 9) Unless otherwise indicated, submit the <u>completed</u> application in its entirety along with your ORIGINAL certificate to: Fire Protection Bureau, Education, Enforcement, and Analytics Section at Post Office Box 42642 in Olympia,
  - Fire Protection Bureau, Education, Enforcement, and Analytics Section at Post Office Box 42642 in Olympia, WA 98504-2642.
- 10) Include NO fees or payment of any kind. This will delay processing.
- 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.

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

#### FIRE PROTECTION BUREAU EDUCATION, ENFORCEMENT, AND ANALYTICS SECTION









#### **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.

	Single family, single story homes					Multi-family, 4 > stories in height				Commercial – Full Protection					
	Purview of NFPA 13 – D				Purview of NFPA 13 – R				Purview of NFPA 13						
Levels of Certification	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	

<sup>\*</sup> 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.

DO NOT RETURN 3000-420-246 (R 4/21)



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## REINSTATEMENT FORM: INACTIVE CERTIFICATE OF COMPETENCY

Unless otherwise instructed, this form is <u>ONLY</u> for use by a <u>CURRENTLY</u> certified INACTIVE Certificate of Competency Holder transferring their certification from INACTIVE to a new employer who is a licensed fire protection sprinkler system contractor. <u>MUST</u> be completed within thirty (30) days of taking the new job 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 O	COMPLETE SUBMISSION
The original full 8 ½" x 14" current certification documen	t as issued by this office.*
*Specify what is being returned and explain the wh	ereabouts of what isn't.
8 ½" x 11" Certificate	
Wallet Card	
Employer Index Card	
Verification of Employment Form – MUST be completed	by the new employer.
Date of Change/Transfer:	
CERTIFICATE OF COMPETENCY HOLDI	ER INFORMATION
Complete Name of Certificate Holder:	
Certification Number: (as issued by	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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## VERIFICATION OF EMPLOYMENT FOR A CERTIFICATE OF COMPETENCY HOLDER

Name of Applicant/Employee:			
Name of Employing Licensed Contractor:			
Company Signatory:	Pl	none Number:	
Signatory E-Mail Address:			
SELF-VERIFICATION: Check box ONLY if the A  AND no one else can verify employment with this con		nd Company Signa	tory are the same person
a, as the company signatory for the licensed fire protection hereby swear and attest that the listed applicant is an contractor and is working full time under our license trade regulated by RCW 18.160 and WAC 212-80. Deerformed by this individual will be done under my certification record no longer bears our name.  A verify that I am authorized by the licensed fire protection bureau and the Licensing and Certification candidate for certification and/or their employment is considered.	n employee of this a e alone while engag I further understan license and remain tection sprinkler sy nyself available to to on Programs to ans	fire protection sp ged in the fire prod d this statement in as such until the estem contracting the Washington S wer any question	rinkler system stection sprinkler system means any and all work ir certificate, stamp, and company to make this tate Patrol Fire
Printed Name of the Licensed Fire Protection Sprinkler System Co.	ntractor's Signatory		osition with Company
Printed Name of the Licensed Fire Protection Sprinkler System Co.  Signature of Licensed Fire Protection Sprinkler System Contr			osition with Company ature, Consent, and Application
Signature of Licensed Fire Protection Sprinkler System Contr			
Signature of Licensed Fire Protection Sprinkler System Control  Subscribed and sworn before me this the	actor Signatory  day of		ature, Consent, and Application
Signature of Licensed Fire Protection Sprinkler System Contr Subscribed and sworn before me this the	actor Signatory  day of		ature, Consent, and Application
Signature of Licensed Fire Protection Sprinkler System Control  Subscribed and sworn before me this the	actor Signatory  day of	Date of Sign full month city, county	ature, Consent, and Application
Signature of Licensed Fire Protection Sprinkler System Control  Subscribed and sworn before me this the	day of	Date of Sign  full month  city, county	of the calendar
Signature of Licensed Fire Protection Sprinkler System Control  Subscribed and sworn before me this the	day of	Date of Sign  full month  city, county	of the calendar  of the calendar  Signature was Witnessed
Signature of Licensed Fire Protection Sprinkler System Control  Subscribed and sworn before me this the	day of	Date of Sign  full month  city, county	of the calendar  of the calendar  Signature was Witnessed



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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?	? Yes No	
Annual Certification Fee	Total Cost of Ti	ransfer
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.
  - 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.
- The new Specialty Certification Stamp Order Instructions will be provided with the newly issued certification, with the exception of Inspection and Testing Technician certifications.