



Application for Fire Protection Installer & Maintenance Worker License

IOWA STATE FIRE MARSHAL'S OFFICE
215 E 7th STREET
DES MOINES, IA 50319
PH: 515-725-6145 FAX: 515-725-6172

NEW
 AMEND
 RENEWAL
 TEMPORARY

This form is to be used to apply for certification as a Fire Protection Installer and Maintenance Worker in the State of Iowa. This certification program is governed by Iowa Code Section 100D and Iowa Administrative Rules Chapter 276. Additional information on this program is available at: <http://www.dps.state.ia.us/fm/alarm/forms.shtml> Please type or print legibly if not completing online.

APPLICANT INFORMATION: (* optional information)

Name (Last, First, MI):	Phone:	*E-mail:
Home Address:		City, State, Zip:
Employer's Name:	*Business Phone:	*Business E-mail:
Employer's Address:		Employer's City, State, Zip:

SCREENING QUESTIONS:

1. Have you ever been convicted of a felony under the laws of this state or any other jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No – If yes, please explain fully on a separate sheet of paper.
2. Have you ever entered a plea of guilty to a felony or a plea of no contest accepted by the court in this state or any other jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No – If yes, please explain fully on a separate sheet of paper.
3. Have you been registered, licensed and or certified in another state or local jurisdiction to perform similar work? <input type="checkbox"/> Yes <input type="checkbox"/> No. *** If yes, please complete the information requested in the box below (attach additional sheets if necessary):

Jurisdiction(s) issuing license or certification:	Describe if any, disciplinary actions taken against the applicant:

LICENSE ENDORSEMENTS:

I am applying for endorsements in the following areas: (check all that apply)

- 1) Automatic sprinkler system installation and maintenance
- 2) Special hazards fire suppression system installation and maintenance
- 3) Installation and maintenance of pre-engineered dry chemical or wet agent fire protection systems
 - 3a) Pre-engineered kitchen fire extinguishing installer
 - 3b) Pre-engineered kitchen fire extinguishing maintenance worker
 - 3c) Pre-engineered industrial fire extinguishing installer
 - 3d) Pre-engineered industrial fire extinguishing maintenance worker
- 4) Installation and maintenance of pre-engineered water-based fire protection systems in one- and two-family dwellings.
- 5) Fire protection and maintenance worker trainee

If applying for Automatic Sprinkler Installation and Maintenance endorsement on this application, check the method below by which the Installer requirements of Rule 276.3(3) a. are being met:

- Satisfactory completion of an apprenticeship program in fire sprinkler installation and maintenance approved by the United States Department of Labor, including four years of employment as an apprentice fire protection system installer and maintenance worker.
AND
- A passing score on either the National Inspection, Testing, and Certification Star Fire Sprinkler Mastery Exam or on another examination administered by a nationally recognized third-party testing organization and approved as equivalent by the state fire marshal.

THIS PROVISION EXPIRES ON JULY 31, 2012

If the above requirements can not be met, an applicant who was employed as a fire protection installer as of July 1, 2008, may receive endorsement for automatic sprinkler system installation and maintenance by the following:

- Evidence of 8500 hours of employment as a fire protection system installation and maintenance worker. Evidence can be provided via affidavit form at this link: <http://www.dps.state.ia.us/fm>
AND one of the following three:
- Satisfactory completion of an apprenticeship program in fire sprinkler installation and maintenance of four or more years in duration, approved by the United State Department of Labor.
- Passing the National Inspection, Testing, and Certification Star Fire Sprinkler Mastery Exam or another examination administered by a nationally recognized third-party testing organization and approved as equivalent by the state fire marshal.
- Certification by the National Institute for Certification in Engineering Technologies in Automatic Sprinkler System Layout at Level I, or another form of certification or testing administered by a nationally recognized organization approved as equivalent by the state fire marshal

If applying for Special Hazards Fire Suppression System Installation and Maintenance endorsement on this application, check the method below by which the requirements of Rule 276.3(3) b. are being met:

- * Satisfactory completion of an apprenticeship program in the installation and maintenance of special hazards fire protection systems approved by the United States Department of Labor.
- AND**
- Certification by the National Institute for Certification in Engineering Technologies in Special Hazards Protection Systems at Level I, or another form of certification or testing administered by a nationally recognized organization approved as equivalent by the state fire marshal

***If the state fire marshal determines that no appropriate apprenticeship program is readily available, the fire marshal may allow the substitution of documentation of 8500 hours or more of employment in installation and maintenance of special hazard systems in lieu of meeting the apprenticeship requirement. Credit for such work experience obtained on or after October 1, 2010 shall be awarded only for work performed as an apprentice fire protection system installer and maintenance worker or as a licensed fire protection system installer and maintenance worker trainee.**

THIS PROVISION EXPIRES ON JULY 31, 2012

If the above requirements can not be met, an applicant who was employed as a fire protection installer and maintenance worker as of July 1, 2008, may receive endorsement for special hazards system installation and maintenance by the following:

- Evidence of 8500 hours of employment as a fire protection system installation and maintenance worker. Evidence can be provided via affidavit form at this link: <http://www.dps.state.ia.us/fm>
- AND** one of the following two:
- Satisfactory completion of an apprenticeship program in the installation and maintenance of special hazards fire protection systems of four or more years in duration, approved by the United States Department of Labor.
 - Certification by the National Institute for Certification in Engineering Technologies in Special Hazards System Installation and Maintenance at level I, or another form of certification or testing administered by a nationally recognized organization approved by the state fire marshal

If applying for Pre-engineered kitchen fire extinguishing system installer endorsement on this application, check the method below by which the Installer requirements of Rule 276.3(3) c. are being met:

Successful completion of training and an examination verified by one of the following:

- A pre-engineered system manufacturer; **or**
- An agent of a pre-engineered system manufacturer; **or**
- An organization that has been pre-approved by the state fire marshal. Specify approved program: _____; **or**
- Completion of training and examination which would qualify the applicant for equivalent endorsement as a responsible managing employee of a certified fire extinguishing system contractor. Specify certification received: _____

If applying for Pre-engineered kitchen fire extinguishing system maintenance worker endorsement on this application, check the method below by which the Installer requirements of Rule 276.3(3) c. are being met:

- Successful completion of training by the applicant's employer or the system's manufacturer
- AND** the following:
- Passing of a written or online examination for pre-engineered kitchen fire extinguishing system maintenance that is approved by the State Fire Marshal
- OR**
- Completion of training and examination which would qualify the applicant for equivalent endorsement as a responsible managing employee of a certified fire extinguishing system contractor. Specify certification received: _____

If applying for Pre-engineered industrial fire extinguishing system installer endorsement on this application, check the method below by which the Installer requirements of Rule 276.3(3) c. are being met:

Successful completion of training and an examination verified by one of the following:

- A pre-engineered system manufacturer; **or**
- An agent of a pre-engineered system manufacturer; **or**
- An organization that has been pre-approved by the state fire marshal. Specify approved program: _____; **or**
- Completion of training and examination which would qualify the applicant for equivalent endorsement as a responsible managing employee of a certified fire extinguishing system contractor. Specify certification received: _____

If applying for Pre-engineered industrial fire extinguishing system maintenance worker endorsement on this application, check the method below by which the Installer requirements of Rule 276.3(3) c. are being met:

- Successful completion of training by the applicant's employer or the system's manufacturer **AND** the following:
 - Passing of a written or online examination for pre-engineered industrial fire extinguishing system maintenance that is approved by the State Fire Marshal
- OR**
- Completion of training and examination which would qualify the applicant for equivalent endorsement as a responsible managing employee of a certified fire extinguishing system contractor. Specify certification received: _____

If applying for Installation and Maintenance of Pre-engineered Water-Based Fire Protection Systems in One- and Two-Family Dwellings endorsement on this application, check the method below by which the Installer requirements of Rule 276.3(3) d. are being met:

- Satisfactory completion of any training required by the manufacturer for installation of any system or systems which the applicant's employer installs;
- OR**
- Completion of training and examination which would qualify the applicant for equivalent endorsement as a responsible managing employee of a certified fire extinguishing system contractor. Specify certification received: _____

If applying for a Fire Protection Installer and Maintenance Worker Trainee on this application, check the box below and complete this application:

NOTE: A trainee is defined as a person who is engaged in learning the fire protection system industry trade under the direct supervision of a responsible managing employee or a licensed fire protection system installer and maintenance worker who is not a trainee. "Trainee" does not mean a person who is an apprentice fire protection system installer and maintenance worker.

- Make application to the State of Iowa.

TEMPORARY LICENSE

If applying for a Temporary License on this application, check the method below by which the Installer requirements of Rule 276.3(5) are being met:

NOTE: A person may be issued a temporary license upon submitting an application to the state fire marshal with proof of equivalent licensure or certification in another state, accompanied by the applicable fee. A temporary license may only be used in an area which is or has been within the past 180 days subject to a disaster emergency proclamation issued by the governor pursuant to Iowa Code section 29C.6. A temporary license shall be in effect for 90 days from date of issuance and may be renewed once for an additional 90 days.

Proof of equivalent licensure or certification and completion of this application

LICENSE RENEWALS – CONTINUING EDUCATION REQUIREMENT

Per the requirements of rule 276.3 (4), a license may be renewed only if the licensee has completed 16 or more hours of continuing education in subjects related to the license and its endorsements. The continuing education must consist of courses approved by the fire marshal and have been completed by the licensee during the two years prior to the effective date of the renewal.

Documentation of continuing education is attached with the renewal application

FEES:

Installer License Fee (Two Year License - \$200.00)**(See Below for Correct fee)	\$
Additional Endorsements (not including the first endorsement) _____ x \$25.00	\$
Temporary License (90 day License - \$50.00)(Renewals - \$50.00)	\$
Trainee License -\$100	\$
Amended license fee - \$25.00	\$
Total Fee Submitted:	\$

****CERTIFICATION FEES: Check the box for when you are applying:**

<input type="checkbox"/> If applying prior to April, 1, 2011 or prior to April 1 of any subsequent year. Enclose Certification Fee of \$200.00 + any additional fees <input type="checkbox"/> If applying between the dates of 4/1 and 6/30. Enclose Certification Fee of \$175.00+ any additional fees <input type="checkbox"/> If applying between the dates of 7/1 and 9/30. Enclose Certification Fee of \$150.00+ any additional fees <input type="checkbox"/> If applying between the dates of 10/1 and 12/31. Enclose Certification Fee of \$125.00+ any additional fees <p align="center">Licenses are issued for two years and shall expire on December 31 of the year following the issuance of the license. Any license issued prior to January 1, 2011 will expire on December 31, 2012.</p>

CHECKS & MONEY ORDERS:

All checks, warrants, and money orders shall be made payable to ***“Iowa Department of Public Safety”***. The memo portion of the check should have the following notation: ***“Fire Protection System Installer and Maintenance Worker Licensing Program”***

LIABILITY INSURANCE COVERAGE:

Insurance coverage documentation must be provided by one of the following methods:

Employer Provided

Note: Documentation must be provided indicating that the contractor's insurance extends to any work performed by the licensee within the scope of licensure.

Insurance provided by employee.

If insurance is provided by employee, please provide the following information along with a certificate of insurance.

Name of Carrier	Address of Carrier	City, State, Zip
Carrier Phone Number	Policy Number	Policy Expiration Date
Coverage Limit per Person	Coverage Limit per Occurrence	Coverage Limit Property Damage

NOTE: A licensee is not required to maintain insurance coverage provided that the licensee's employer maintains insurance coverage equivalent to the requirements of Rule 276.3(1). Certificate of Insurance showing coverage limits and coverage dates must be submitted with application. The Certificate of Insurance must state that the insurer is aware of the fact that the insured is engaged in the business of fire protection system installation and/or maintenance. See Rule 276.3(1) for minimum insurance coverage required.

CHECK OFF LIST:

- Application, filled out completely.
- Copy of any documentation regarding disciplinary action taken against the licensee
- Copy of any documentation which qualifies you to certify for an endorsement:
 - Proof of Completion of U.S. Department of Labor approved Apprenticeship Program
 - Completed Experience Affidavit
 - Proof of passing score on the NITC Star Fire Sprinkler Mastery Exam or other examination administered by a nationally recognized third-party testing organization and approved as equivalent by the state fire marshal
 - NICET Certificate (if applicable for endorsement)
 - Completed training and/or certification required for endorsement
 - Any equivalent licenses or certifications from another state (TEMPORARY LICENSES ONLY)
 - Other as required by the State Fire Marshal
- Fee for certification
- Signed application

I hereby certify that I am familiar with the Iowa statutes and administrative rules in regards to the Licensing Program for Fire Protection System Installers and Maintenance Workers and that all statements made by me on this application are to the best of my knowledge true and correct. I understand that any false statements or material misrepresentations on this application may be cause for denial, suspension, or revocation of the certification.

Name _____ Title _____

Signature _____ Date _____

This completed application, fees and any supporting documentation should be submitted to the following address:

Iowa State Fire Marshal's Office
215 E 7th St.
Des Moines, IA 50319