

CFPS ANNUAL RENEWAL FORM

The CFPS Annual Renewal is a Three Step Process:

Step 1 is Payment Information and Step 2 is a signed Attestment that you will abide by the CFPS Code of Conduct and Ethics and Step 3 is submitting payment to our secure payment portal.

In order to renew your CFPS certification you must review the current CFPS Applicant Handbook (available at www.nfpa.org/cfps), sign the attestation section below and return with your payment:

Step 1 – Payment:

PAYMENT INFORMATION

Annual Renewal Fee: \$125.00

Credit Card Type (Visa, Am. Express, etc): _____

Number: _____ Expiration Date: _____

You must pay by credit card. For your security, this form and supporting documentation must be emailed to our secure payment server at:

<https://web1.zixmail.net/s/welcome.jsp?b=nfpa>.

STEP 3

SECURE SERVER EMAIL INSTRUCTIONS:

1. If you have never visited this site before, you will need to create a profile, your CFPS credentials will not work.
2. When you log in, you will need to go to the "compose tab"
3. In the "To:" drop-down menu select **NFPA ADMINISTRATION SERVICES**
*If you do not make that selection we will not receive your documents. *

Step 2 – Attestment

I fully understand in order to complete this renewal I must review the CFPS policies and procedures contained the current CFPS Candidate Handbook. Furthermore, by my signature, I agree to abide by the **CFPS Code of Conduct and Ethics** found therein.

Certificate Holder's Own Signature: _____

Please Print Name: _____

Certificate Number: _____

Date: _____

Electronic Signature agreement: In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application.

Note: This is a secure server to protect credit card and sensitive information. **DO NOT** email the application to any other address!