

Recertification Application and Points Summary



Certified Fire Protection Specialist

Please email or mail this completed form to:

adminsucs@nfpa.org

- or -

**NFPA Admin & Support Services
11 Tracy Drive
Avon, MA. 02322**

*See note below regarding supporting documentation.

Please indicate below the address for which you would like to receive correspondence.

Name _____ Certificate # _____
City _____ State _____ Zip Code _____
Telephone _____ Fax _____ Email _____

Check if this is a change of address Current Certification Period Ending _____
Month/Year

Check if you DO NOT wish to be listed on the official CFPS Web Site Membership Directory

**Note: Credit is permitted only for those points earned during the three-year recertification period. You must document at least fifty (50) points in accordance with the Recertification Requirements Table to maintain certification. Do not submit documentation of your points at this time. However, it is important that you maintain your documentation in the event you are selected for a random audit. You will then be required to provide this documentation.*

Category	Points Claimed

TOTAL POINTS CLAIMED *(Total from all categories)* _____

I attest that the above claimed points are accurate and reflect my professional development during the recertification period. I understand that I need to maintain documentation of these points for possible submission in the event I am audited.

Name

Date

APPENDIX IV: CERTIFIED FIRE PROTECTION SPECIALIST RECERTIFICATION REQUIREMENTS TABLE

In order to maintain currency and relevancy in the profession, CFPS certificate holders are required to submit fifty (50) points of documented professional development. The fifty (50) points must be submitted during the 3-year recertification cycle and ***related to the fire/safety profession.***

CATEGORY	ALLOTTED POINTS	MAXIMUM POINTS ALLOWED	ACCEPTABLE DOCUMENTATION
PROFESSIONAL PRACTICE	1 per month	36 per cycle	Letter from supervisor or client(s)
MEMBERSHIP IN FIRE/SAFETY ORGANIZATIONS	2 per organization	4 per year	Proof of membership
OTHER FIRE/SAFETY CERTIFICATIONS	5 each year certification is maintained	15 per cycle	Proof of certification for each year
VOLUNTARY PROFESSIONAL SERVICE – CFPS OR OTHER ORGANIZATION	5 per organization/ activity (Excludes CFPS Activities)	15 per cycle	Letter from organization
<p>A minimum of 16 of the required 50 points must come from the following three categories, and of those 16, at least 8 points must be earned from the first category (Training and professional development, including service on the CFPS Certification Advisory Group (CAG), and proctoring NFPA certification exams, and taking online, classroom, or college credit courses).</p>			
TRAINING and PROFESSIONAL DEVELOPMENT	1 per contact hour for Seminars & Conferences 1 per contact hour for Online or Classroom Training 5 per <i>full</i> year of CAG Service/Membership 5 per exam NFPA certification exam proctored 3 per credit hour of college credit courses (e.g. 9 points for 3 credit course)	36 per cycle	Certificate or proof of attendance Official Transcript from College
TEACHING A COURSE OR SEMINAR	<u>Teaching a Course:</u> 4 points per credit hour (e.g. 12 points for a 3-credit course) <u>Teaching a Seminar:</u> 1 point per hour taught	36 per cycle	Letter from college verifying details of course and your teaching it or documentation describing seminar and your participation
PUBLICATIONS (FIRE/SAFETY RELATED)	<u>Paper or article in peer-reviewed publication:</u> (minimum of 1,000 words) Single Author: 4 points Multiple Authors: 2 points <u>Published article or paper:</u> (minimum of 1,000 words) Single Author: 2 points Multiple Authors: 1 point <u>Published book:</u> Single Author or Editor: 25 points Author of a Chapter, Single Author 3 points Author of a Chapter, Multiple Authors 1 point <u>Published review of a book in a fire/safety journal or magazine:</u> 1 Point	30 per cycle	<u>Article/Paper:</u> Copy of first page of article/paper indicating the title, name & date of publication, your name as author, and other authors names (if applicable). <u>Book:</u> Copy of the title page of book indicating the title, publisher, date of publication, your name as author, and other authors' names (if applicable).

IMPLEMENTATION DATE: May 2, 2016