



City of Seattle
Seattle Fire Department

FREQUENTLY ASKED QUESTIONS
2015 SEATTLE FIRE DEPARTMENT ANNUAL CERTIFICATION PROGRAM

Q: How does the new annual renewal program work?

A: Certification cards issued by the Fire Marshal's office on or after January 1, 2015, will expire annually, rather than every three years. The certification card will be renewable annually for two additional years, for a total of three years, at no cost to the certification card holder. Every third year, the technician will need to take and pass the certification examination and pay the examination fee if they wish to remain certified to work on fire and life safety systems in the city of Seattle.

Q: Does this change affect certificates issued in 2014 or earlier?

A: No. Certification cards issued prior to 2015 will remain valid for three years. The program changes being introduced on January 1, 2015, will not impact the expiration dates of certificates or certification cards issued in 2014 or earlier which your employees have already received. For example: a technician who passes a certification examination on December 31, 2014, will receive a certification card with an expiration date of December 31, 2017, while a technician who passes a certification examination on January 2, 2015, will receive a certification card with an expiration date of January 2, 2016.

Q: Do employees need to meet any conditions to have their certificates renewed?

A: Yes. Certificate holders will need to demonstrate continued understanding of current fire code and national standards by staying familiar with the SFD Certification Packet posted on our website: www.seattle.gov/fire/fmo/certification/certification.htm. Where state law requires technicians to hold state certification, technicians seeking to renew their SFD certification will also need to provide information about their state certification.

Q: Will you send reminders when employees need to renew their certification cards and/or sign up for a once-every-three-year examination?

A: Yes. We will send companies and individual employees notification about a month prior to the expiration of their certification card. At that time, each certificate holder will need to either fill out renewal paperwork and provide that to the Fire Marshal's Office, or schedule an exam at the Fire Marshal's Office. Certificates will be renewable through an online application and will not require additional visits to the Marshal's office.

Q: Are there any other changes?

A: Yes, for audit compliance reasons, the Fire Marshal's Office must shorten the period of time during which prepaid testing fees can be carried on SFD financial ledgers. Payment will still be accepted in advance, but must be associated with a specific testing customer and must be used within 60 days of receipt.