



City of Seattle
Seattle Fire Department

December 1, 2014

Dear Seattle Fire Department Customer,

Seattle Fire Department (SFD) records indicate that you hold one or more certificates to perform work on fire protection or life safety systems issued by SFD. We are writing to inform you of some changes to the program that will be effective January 1, 2015.

New Annual Renewal Process

Through the end of 2014, the SFD certification program granted certifications on a three year basis to technicians who successfully passed their certification examination. Certificates issued prior to January 1, 2015, will continue to be valid for the full three years.

Beginning in 2015, however, an annual renewal process is being introduced to comply with Washington State law. Certification cards issued on or after January 1, 2015, by the Fire Marshal's Office will expire after 12 months, and will be renewable annually for two years, for a total of three years. There is no additional cost to the card holder or their employer for the annual renewals.

The new annual renewal process will require technicians to submit a simple form once a year. Certificate holders will need to demonstrate continued understanding of current fire code and national standards by reviewing the latest 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 be required to provide information about their state certification.

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.

Testing Process Remains the Same

The testing process will remain unchanged. The test and standard certification fee will be required once every three years. The standard certification fee will be collected at the time of the test.

Fee Increases for 2015

To ensure fees reflect underlying cost of living increases experienced by City programs, the City Council has directed SFD to increase certification fees by 5% in 2015. The fee for examinations will increase from \$326 in 2014 to \$342 as of January 1, 2015. There is no fee to customers for the annual renewal process including the issuance of annual renewal cards.

In addition, 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.

Alignment of SFD Sprinkler Certifications with State Certifications

SFD's sprinkler certification categories have been revised to create a clearer correspondence between Seattle and state of Washington certifications. Seattle will now offer three sprinkler certifications:

- AS-ITT, corresponding to the State's Inspection Testing Technician design certification.
- AS-2(S), corresponding to the State's Level II certification for sprinkler fitters, residential buildings.
- AS-3(S), corresponding to the State's Level III certification for sprinkler fitters, all buildings and journey level sprinkler fitters.

We anticipate this alignment with the state program will help simplify the process for customers pursuing sprinkler certification in Seattle. In addition, technicians applying for sprinkler certification from the Seattle Fire Department will be required to hold a current Washington State-issued Certification of Competency to work on sprinkler systems.

Further Information

If you or your employee(s) have questions, please see the Frequently Asked Questions provided with this letter, review the certification website (www.seattle.gov/fire/FMO/certification/certification.htm), or contact the Certification Officer, Lieutenant Reginald Ball at (206) 386-1351.

The Seattle Fire Code requires that all persons who engage in the installation, testing, maintenance, or service of fire and life safety systems possess a current Fire and Life Safety Certificate issued by the Seattle Fire Department (Administrative Rule 9.01.13).

We look forward to continuing our work together helping to promote fire and life safety for all who live, work, and visit in Seattle.

Sincerely,
Reginald T. Ball
Certification Lieutenant