

March 17, 2020

Testing Company/Technician Name

Mailing address

Mailing city, state, zip

**Re: COVID Updates - Certification Examination Testing Temporarily Suspended,
No Change to Renewals**

Dear Systems Testing Company/Technician,

We are writing to advise you that in response the civil emergency caused by the COVID-19 virus outbreak in the region, the Seattle Fire Department is suspending certification examinations through at least mid April. Examinations as you know are required once every three years and involve an in-person testing process. This testing is being suspended. We will provide an automatic extension for certifications during this time period, until such time as testing resumes and there is an opportunity to sit for the examination.

There is **no change to the renewal process**. As you know, renewals are completed by mail and are required once a year for two years after you have completed testing (12 months and 24 months after the test). There is no fee associated with renewal however it is a state requirement that technicians attest to continued competency and knowledge. You must continue to comply with mail in renewal requirements and deadlines.

What you need to do if you are due for testing during the period testing is suspended:

- We will automatically set up an extension for cardholders whose certifications are in good standing and expire in March. You do not need to take any action.
- You will not receive an updated certification card until you complete testing. However, you will be allowed to continue working with the expired certification card. SFD inspectors will accept cards from these individuals during the period the suspension is in place, and www.thecomplianceengine.com will also allow these technicians to continue to submit reports of fire protection systems.
- Once testing resumes, you will be notified and you will need to pass the test to maintain your certification.

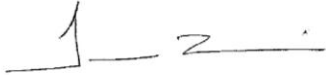
What you need to do if your certificate requires renewal during the period testing is suspended:

- Continue to comply with all requirements regarding renewals including submitting the renewal form to our office timely, and carrying and receiving your current/renewed certification card at all times while performing work that requires certification.
- No change to regular process.

Examinations have been suspended effective March 13, 2020. We are making efforts to notify by phone all technicians who are registered to test during March 2020.

We are grateful to our systems testing companies and technicians for their ongoing contributions to fire prevention and fire safety. If you have questions, you can reach us by email at SFD_FMO_certifications@seattle.gov.

Respectfully,

A handwritten signature in black ink, appearing to read 'J. Munnis', with a horizontal line extending to the right.

Assistant Chief Timothy J. Munnis, Fire Marshal
Seattle Fire Department

TJM:kg