

Adopt Chapter Saf-C 1200, cited and to read as follows:

CHAPTER Saf-C 1200 VOLUNTARY CERTIFICATION OF FIRE PROTECTION  
EQUIPMENT TECHNICIANS

PART Saf-C 1201 PURPOSE AND SCOPE

Saf-C 1201.01 Purpose. The purpose of this chapter is to establish procedures for the voluntary certification of persons or firms engaged in the inspection, installation and servicing of portable fire extinguishers and fixed fire extinguishing systems, fire sprinkler systems, and fire alarm systems in this state.

Saf-C 1201.02 Scope.

(a) These rules shall apply to all firms and persons engaged in the business of inspecting, installing and servicing portable fire extinguishers and fixed fire extinguishing systems, fire sprinkler systems, and fire alarm systems in this state and who wish to be certified in accordance with these rules.

(b) These rules shall not apply to:

- (1) Fire departments or certified private firefighting units pursuant to Saf-C 6016, who service portable fire extinguishers intended for the exclusive use by the fire department when the members of the fire department are trained in the proper servicing of the fire extinguishers;
- (2) A person or organization that only sells or supplies products or materials for portable fire extinguishers, fixed fire extinguishing systems, fire sprinkler systems, or fire alarm systems;
- (3) Inspection activities performed by a governmental official; and
- (4) Inspection activities conducted as part of an insurance or engineering survey.

PART Saf-C 1202 DEFINITIONS

Saf-C 1202.01 "Commissioner" means the commissioner of the department of safety.

Saf-C 1202.02 "Department" means the department of safety of the state of New Hampshire.

Saf-C 1202.03 "Fire alarm system" means those assemblies of wiring for installations such as electronic transmitting devices, detection devices, control panels and related equipment for the detection of products of combustion or flammable gases and for

alerting occupants, including fire department personnel, of a fire emergency. The term does not include installations for heating, lighting or power purposes as defined in RSA 319-C:2, III.

Saf-C 1202.04 'Fixed fire extinguishing system' means any fire-fighting system employing a suppression agent, which shall be a currently recognized agent or water additive, with the purpose of controlling, suppressing or extinguishing a fire in a specific hazard and that falls within the scope of the following National Fire Protection Association (NFPA) standards:

- (a) NFPA 12, *Standard for Carbon Dioxide Extinguishing Systems*;
- (b) NFPA 12A, *Standard for Halon 1301 Fire Extinguishing Systems*;
- (c) NFPA 17, *Standard for Dry Chemical Extinguishing Systems*;
- (d) NFPA 17A, *Standard for Wet Chemical Extinguishing Systems*;
- (e) NFPA 750, *Standard on Water mist Fire Protection Systems*; and
- (f) NFPA 2001, *Standard on Clean Agent Fire Extinguishing Systems*.

The term includes engineered and pre-engineered fire suppression systems as defined below:

(a) 'Engineered fire suppression system' means any fire suppression system having pipe lengths, number of fittings, numbers and types of nozzles, type and quantity of suppression agent, suppression agent flow rates and nozzle pressures as determined by calculations derived from the applicable standards of the National Fire Protection Association (NFPA), whether those calculations are performed by hand, by a computer program or by another method of calculation. These systems may consist of other components, including detection devices, alarm devices and control devices as tested and approved by a nationally recognized testing laboratory and shall be listed as compatible with the fire suppression system involved; or

(b) 'Pre-engineered fire suppression system' means any fire suppression system having predetermined flow rates, nozzle pressures and quantities of a suppression agent and having the specific pipe size, maximum and minimum pipe lengths, flexible hose specifications, number of fittings and number and types of nozzles prescribed by a nationally recognized testing laboratory. The hazards protected by these systems are specifically limited as to the type and size by the testing laboratory based upon actual fire tests. Limitations on hazards that can be protected by these systems are contained in the manufacturer's installation manual, which is referred as part of the listing.

Saf-C 1202.05 'Fire sprinkler system' means a suppression system requiring individual calculation and layout in accordance with nationally recognized standards,

such as the NFPA, to protect the interior or exterior of a specific building, structure or special hazard from fire by conveying water with or without other agents to dispersal openings or devices. Such systems also include any overhead and underground fire mains beginning at the point of service, fire hydrants and hydrant mains, standpipes and hoses connected to sprinkler systems, sprinkler tank heaters, air lines, thermal systems used in conjunction with fire sprinkler systems, and tanks and pumps connected to sprinkler systems, excluding any electrical work requiring licensure pursuant to RSA 319-C.

Saf-C 1202.06“Firm” means a corporation, partnership, business association or any other legal or commercial entity.

Saf-C 1202.07“Installation” means the initial placement of portable fire extinguishers, fire extinguishing systems, fire sprinkler systems or fire alarm systems or the extension, modification, or alteration of equipment after the initial placement, and includes the inspection and testing of the equipment attendant to the placement or alteration of portable fire extinguishers, fire extinguishing systems, fire sprinkler systems or fire alarm systems.

Saf-C 1202.08“Limited fire alarm system technician” means a person proficient in the installation of associated fire alarm systems equipment and qualified to work unsupervised and with other limited and unlimited technicians. The term does not include the service, programming and testing of systems in accordance with applicable codes, standards and regulations.

Saf-C 1202.09“Limited fire sprinkler system” means those fire sprinkler systems limited to those installed in one and two family dwellings within the scope of NFPA 13D, *Standard for the Installation of Sprinkler Systems in One and Two-family Dwellings and Manufactured Homes*, as adopted by Saf-C 6000.

Saf-C 1202.10“Person” means a natural person.

Saf-C 1202.11“Portable fire extinguisher” means a device that is capable of being readily moved from place to place, and which contains within it chemicals, fluids or gases for extinguishing fires and the means for application of its contents to that purpose and that falls within the scope of NFPA-10, *Standard for Portable Fire Extinguishers*.

Saf-C 1202.12 “Responsible managing employee (RME)” means a certified employee of a firm overseeing the day to day operations in the particular discipline to which he/she is certified, and who is designated by each firm that plans, installs or services portable fire extinguishers, fixed fire extinguishing systems, fire sprinkler systems or fire alarm systems to assure that each system installed or serviced meets the standards as provided for by law.

Saf-C 1202.13 “Service” means to inspect, test or repair fire extinguishing equipment, fire sprinkler equipment or fire alarm equipment in order to furnish or return

the fire extinguishing system, fire sprinkler system or fire alarm system to operational condition, and can include maintenance contracts.

Saf-C 1202.14 “State fire marshal” means the state fire marshal of the state of New Hampshire.

Saf-C 1202.15 “Unlimited fire alarm system technician” means a person who meets the requirements of a limited fire alarm system technician and is permitted to service, program and test systems in accordance with applicable codes, standards and regulations. This person can also serve in a supervisory position.

Saf-C 1202.16 “Unlimited fire sprinkler system” means all fire sprinkler systems that fall within the scope of the following NFPA standards, as adopted by Saf-C 6000:

- (a) NFPA 11, *Standard for Low, Medium and High Expansion Foam*;
- (b) NFPA 13, *Standard for the Installation of Sprinkler Systems*;
- (c) NFPA 13D, *Standard for the Installation of Sprinkler Systems in One and Two-family Dwellings and Manufactured Homes*;
- (d) NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and including Four Stories in Height*;
- (e) NFPA 14, *Standard for the Installation of Standpipe and Hose Systems*;
- (f) NFPA 15, *Standard for Water Spray Fixed Systems for Fire Protection*;
- (g) NFPA 16, *Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems*;
- (h) NFPA 20, *Standard for the Installation of Stationary Pumps for Fire Protection*;
- (i) NFPA 24, *Standard for the Installation of Private Fire Service Mains and Their Appurtenances*;
- (j) NFPA 25, *Standard for the Inspection, Testing and Maintenance of Water-based Fire Protection Systems*;
- (k) NFPA 409, *Standard on Aircraft Hangars*; and
- (l) NFPA 750, *Standard on Water Mist Fire Protection Systems*.

Saf-C 1203.01 Qualifications for Firm Certificate of Registration.

(a) A firm certificate of registration shall only be issued to a firm engaged in the business of inspecting, installing, or servicing portable fire extinguishers or fixed fire extinguishing systems, fire sprinkler systems, or fire alarm systems in this state.

(b) Each separate office location of a firm, other than the location identified on the firm certificate of registration, shall apply for a branch office registration certificate issued by the department.

(c) No firm shall apply for a firm certificate of registration unless its RME has been engaged in the business of inspecting, installing or servicing portable fire extinguishers, fixed fire extinguishing systems, fire sprinkler systems or fire alarm systems and meets the requirements specified for each of the disciplines below:

(1) For portable fire extinguisher applications –2,000 hours of experience plus one of the requirements set forth in Saf-C 1204.02(f)(1) through (f)(4);

(2) For fixed fire extinguishing systems–4,000 hours of experience plus one of the requirements set forth in Saf-C 1204.02(c)(1) through (c)(4), (d)(1) through (d)(4) and (e)(1) through (e)(4);

(3) For unlimited sprinkler systems—at least one of the following:

a. Current Level III or IV certification by the National Institute for Certification in Engineering Technologies (NICET) in the field of fire protection and the sub-field of automatic sprinkler system layout, or an equivalent certification program acceptable to the department;

b. Current license or registration as a professional engineer in this state pursuant to RSA 310-A and current license or certification in fire protection engineering; or

c. Five years of experience in the planning or installation of commercial fire sprinkler systems in the United States, along with a sworn statement of reference from 3 individuals as to the applicant's experience and approval by the department;

(4) For limited fire sprinkler systems: at least one of the following:

a. Current Level II certification or greater by NICET in the field of fire protection and the sub-field of automatic sprinkler system layout, or an equivalent certification program acceptable to the department; or

b. Five years of experience in the planning or installation of residential fire sprinkler systems in the United States, along with a sworn statement of reference from 3 individuals as to the applicant's experience and approval by the department; and

(5) For fire alarm systems:

a. The requirements of Saf-C 1204.02(g) shall be met; and

b. Four thousand hours of total experience; and

c. Successful completion of a 3 hour course on fire alarm installation methods and NFPA 72 with a test; or

d. The requirements of Saf-C 1204.02(h) shall be met.

(d) No corporation shall apply for a firm certificate of registration unless it has registered with the New Hampshire secretary of state's office and is in good standing.

(e) The department shall not issue a firm certificate of registration unless the firm files proof of a general liability insurance policy, executed by an insurer authorized to do business in this state, that includes products and completed operations coverage with a 15 day notice of cancellation.

(f) Each firm shall have at least one certified RME that is an officer, member of the partnership, or employee of the firm and who is directly in charge of the affairs of the particular discipline for which he/she is certified.

Saf-C 1203.03 Review of Application for Firm Certificate of Registration.

(a) Within 30 calendar days of receipt of the completed application, the department shall review the application and determine whether or not to issue a firm certificate of registration.

(b) The department shall approve the application and issue a firm certificate of registration if it meets the requirements of Saf-C 1203.01 and Saf-C 1203.02.

(c) If an application is denied, the department shall notify the applicant in writing of the reasons for the denial.

(d) Any applicant who has been denied a firm certificate of registration may request an administrative hearing in accordance with the requirements of RSA 541-A and Saf-C 200.

Saf-C 1203.04 Issuance of Firm Certificate of Registration.

(a) Each firm certificate of registration issued shall contain the following:

- (1) Name and address of firm;
- (2) Certificate number;
- (3) Type of certificate;
- (4) Date of expiration; and
- (5) Signature of the state fire marshal.

(b) A firm certificate of registration shall be valid for a period of one year from the date of issuance. Notwithstanding any other rule to the contrary, the certificate shall lapse on the first day of the month following the month of issuance.

Saf-C 1203.05 Required Notifications.

(a) A holder of a firm certificate of registration shall notify the department, in writing, by mail, to the address set forth in Saf-C 1203.02(a), within 30 calendar days of the following:

- (1) A change in any of the officers set forth in Saf-C 1203.02(b)(6);
- (2) A change in the business name or address;
- (3) A change in the RME at the firm's location;
- (4) The business ceases to operate; or
- (5) The business ceases to operate under the name listed on the certificate.

PART Saf-C 1204 INDIVIDUAL CERTIFICATE

Saf-C 1204.01 Qualifications for Individual Certification.

(a) Each applicant for individual certification shall:

- (1) Be at least 18 years of age; and
- (2) Show proof of minimum requirements in his/her particular discipline as set forth in Saf-C 1204.02.

(b) An individual certificate shall lapse if the individual is no longer employed by a firm with a current certificate of registration until the individual becomes employed by another firm with a current certificate of registration.

Saf-C 1204.02 Qualifications for Individual Endorsements.

(a) An applicant for an unlimited fire sprinkler system endorsement shall demonstrate completion of 8000 hours of verifiable unlimited fire sprinkler system field experience and one of the following:

- (1) Successful completion of a U.S. Department of Labor approved training course in the discipline of automatic fire sprinklers; or
- (2) Successful completion of a course or program approved by the department.

(b) An applicant for a limited fire sprinkler system endorsement shall demonstrate the completion of 4,000 hours of verifiable limited fire sprinkler system field experience or be a NH licensed master plumber and demonstrate one of the following:

- (1) Successful completion of the American Fire Sprinkler Association 13D *Residential Sprinkler Installation Training Course*;
- (2) Successful completion of the National Fire Sprinkler Association *Accredited Dwelling Fire Sprinkler Contractor Training*; or
- (3) Successful completion of a course or program approved by the department.

(c) An applicant for a pre-engineered kitchen fixed fire extinguishing system endorsement shall demonstrate the completion of 2,000 hours of verifiable fixed fire extinguishing system field experience and one of the following:

- (1) Successful completion of the International Code Council/National Association of Fire Equipment Distributor (ICC/NAFED) *Pre-engineered Kitchen Fire Extinguishing Technician Certification Exam*;
- (2) Current NICET *Special Hazards Suppression Systems Certificate*, Level II or greater;
- (3) Successful training from a manufacturer of pre-engineered kitchen fixed fire extinguishing systems or an agent listed by Underwriter's Laboratory (UL), Factory Mutual (FM) or any other nationally recognized testing agency; or



(4) Successful completion of a course or program approved by the department.

(d) An applicant for a pre-engineered industrial fixed fire extinguishing system endorsement shall demonstrate the completion of 2,000 hours of verifiable fixed fire extinguishing system field experience and one of the following:

(1) Successful completion of the ICC/NAFED *Pre-engineered Industrial Technician Certification Exam*;

(2) Current NICET *Special Hazards Suppression Systems Certificate*, Level II or greater;

(3) Successful training from a manufacturer of pre-engineered kitchen fixed fire extinguishing systems or an agent listed by UL, FM or any other nationally recognized testing agency; or

(4) Successful completion of a course or program approved by the department.

(e) An applicant for an engineered fixed fire extinguishing system fire protection equipment technician endorsement shall demonstrate the completion of 4,000 hours of verifiable fixed fire extinguishing system field experience and one of the following:

(1) Successful completion of the NICET *Special Hazards Suppression Systems*, Level II or greater;

(2) Current certificate of training from a manufacturer of engineered fixed fire extinguishing systems or an agent that is listed by UL, FM or any other nationally recognized testing agency;

(3) Successful completion of the ICC/NAFED *Engineered Technician Certification Exam*; or

(4) Successful completion of a course or program approved by the department.

(f) An applicant for a portable extinguisher technician endorsement shall demonstrate the completion of 1000 hours of verifiable portable extinguisher technician field experience and one of the following:

(1) Successful completion of the ICC/NAFED *Portable Extinguisher Technician Certification Program*;

(2) Current certificate of training from a manufacturer of portable fire extinguishers or an agent that is listed by UL, FM or any other nationally recognized testing agency;

(3) Successful completion of the Brooks Equipment Company *Portable Fire Extinguisher Technician Course and Examination*; or

(4) Successful completion of a course or program approved by the department.

(g) An applicant for a limited fire alarm technician certificate shall:

(1) Be licensed as an electrician in the state of New Hampshire pursuant to RSA 319-C; or

(2) Demonstrate the completion of 2,000 hours of verifiable experience in the electrical or fire alarm system industry and one of the following:

a. Successful completion of an electrician apprenticeship first year certificate program by a provider approved by the NH board of electricians; or

b. Successful completion of the state of New Hampshire *Limited Fire Alarm Technician Training Course* as outlined in Appendix A.

(h) An applicant for an unlimited fire alarm technician certificate shall:

(1) Meet the requirements for a limited fire alarm system technician set forth in Saf-C 1204.02(g); and

(2) Demonstrate the completion of 4,000 hours of verifiable experience in the electrical or fire alarm system industry and successfully complete one of the following:

a. All modules of the Automatic Fire Alarm Association (AFAA) Level 1 fire alarm training course;

b. All modules of the International Municipal Signal Association (IMSA) Level 1, Schedule B fire alarm training course;

c. The Electronic Security Association (ESA) National Training School (NTS) Fire Alarm Installation Methods (FAIM) course;

d. The NICET Level II fire alarm or greater; or

e. A course or program approved by the department.

Saf-C 1204.04 Review of Application for Individual Certification.

(a) Within 30 calendar days of receipt of the completed application, the department shall review the application and determine whether or not to issue an individual certificate.

(b) The department shall approve the application and issue an individual certificate if it meets the requirements of Saf-C 1204.01 and Saf-C 1204.02.

(c) If an application is denied, the department shall notify the applicant in writing of the reasons for the denial.

(d) Any applicant who has been denied an individual certificate may request an administrative hearing in accordance with RSA 541-A and Saf-C 200.

Saf-C 1204.05 Issuance of Individual Certificate.

(a) Each individual certificate issued shall contain the following:

- (1) Name and address of individual;
- (2) Certificate number;
- (3) Any endorsements;
- (4) Date of expiration; and
- (5) Signature of the state fire marshal.

(b) An individual certificate issued shall expire on the last day of the individual's birth month, 3 years from the date of issuance.

Saf-C 1204.06 Required Notifications.

(a) A holder of an individual certificate shall notify the department, in writing, by mail, to the address set forth in Saf-C 1204.03(a), within 30 calendar days of the following:

- (1) A change in name or address; or
- (2) A change in employer.

Saf-C 1204.07 Request for Inactive Status and Return to Active Status.

(a) The department shall place an individual certificate holder on inactive status if he/she is a member of any reserve component of the armed forces of the United States, the National Guard or the Coast Guard and is called to active duty. All requests shall be sent to the address set forth in Saf-C 1204.03(a) and shall include proof of armed forces activation on an approved government form.

(b) The department shall return an individual certificate holder placed on inactive status pursuant to (a) above to active status upon receipt of the following:

- (1) Payment of the renewal fee as set forth in Saf-C 1206.01(f), if applicable;
- (2) Proof of completion of the current education requirements set forth in Saf-C 1208, unless the certificate holder is still within the certification period; and
- (3) Proof of discharge from active duty on an approved government form.

#### PART Saf-C 1205 RENEWAL OF CERTIFICATES

##### Saf-C 1205.01 Renewal of Certificates.

(a) Prior to the date of expiration, a firm certificate of registration shall be renewed as follows:

- (1) Completion of the application pursuant to Saf-C 1203.01 and Saf-C 1203.02; and
- (2) Payment of the applicable fee, as set forth in Saf-C 1206.01(e).

(b) Prior to the date of expiration, an individual certificate shall be renewed as follows:

- (1) Completion of the application pursuant to Saf-C 1204.01 through Saf-C 1204.03; and
- (2) Payment of the applicable fee, as set forth in Saf-C 1206.01(f).

##### Saf-C 1205.02 Renewal of Lapsed Certificates.

(a) If a firm certificate of registration or individual certificate has been expired for not longer than one year, the certificate shall be renewed upon payment of the applicable fee, as set forth in Saf-C 1206.01(e) or Saf-C 1206.01(f).

(b) If a firm certificate of registration or individual certificate has been expired for longer than one year, the certificate shall not be renewed. The applicant shall apply for a new firm certificate of registration or individual certificate, as applicable.

PART Saf-C 1206 FEES

Saf-C 1206.01 Applicable Fees.

(a) The fee for a new application for a firm certificate of registration shall be \$100.00. This fee shall also apply to each new application for branch locations.

(b) The fee for a firm making application for multiple disciplines shall be \$50.00 for each additional discipline.

(c) The fee for a new application for an individual certificate shall be \$50.00.

(d) The fee for an individual making application for multiple disciplines shall be \$5.00 for each additional discipline.

(e) The fee for a renewal application for a firm certificate of registration shall be \$90.00. This fee shall also apply to each renewal application for branch locations.

(f) The fee for a renewal application for an individual certificate shall be \$40.00.

PART Saf-C 1207 SUSPENSION AND REVOCATION OF CERTIFICATE

Saf-C 1207.01 Revocation of Certificate.

(a) A certificate shall be revoked, after a hearing, if the certificate holder has:

(1) Given materially false information or made any material misrepresentation in order to obtain a certificate;

(2) Not paid any applicable fee pursuant to this chapter; or

(3) Not come into compliance after a suspension, pursuant to Saf-C 1207.02.

(b) Upon a revocation, after 120 days has elapsed, the holder of the revoked certificate may apply for a new certificate.

Saf-C 1207.02 Suspension of Certificate.

(a) A certificate shall be suspended, after a hearing, if the certificate holder:

(1) Fails to maintain the qualifications set forth in Saf-C 1204 and Saf-C 1208;

(2) Allows the required insurance to lapse, pursuant to Saf-C 1203.01(e); or

(3) Violates any provisions of this chapter.

(b) The period of suspension shall not exceed 60 days.

Saf-C 1207.03 Procedural Hearings. All hearings held by the department pursuant to this section shall be conducted in accordance with the requirements of Saf-C 200.

#### PART SAF-C 1208 CONTINUING EDUCATION

##### Saf-C 1208.01 Continuing Education Requirements.

(a) An applicant for recertification of a pre-engineered kitchen fixed fire extinguishing systems certificate shall provide proof of one of the following:

(1) Current certificate of training from a manufacturer of pre-engineered kitchen fixed fire extinguishing systems or an agent that is listed by UL, FM or any other nationally recognized testing agency;

(2) A certificate less than 3 years old, showing successful completion of the ICC/NAFED recertification program for pre-engineered kitchen fire extinguishing technicians;

(3) Current successful completion of the NICET *Special Hazards Suppression Systems Certificate*, Level II or greater; or

(4) Successful completion of a course or program approved by the department.

(b) An applicant for recertification of a pre-engineered industrial fixed fire extinguishing systems certificate shall provide proof of one of the following:

(1) Current certificate of training from a manufacturer of pre-engineered industrial fixed fire extinguishing systems or an agent that is listed by UL, FM or any other nationally recognized testing agency;

(2) A certificate less than 3 years old, showing successful completion of the ICC/NAFED recertification program for industrial fire extinguishing technicians;

(3) Current successful completion of the NICET *Special Hazards Suppression Systems Certificate*, Level II or greater; or

(4) Successful completion of a course or program approved by the department.

(c) An applicant for recertification of an engineered fixed fire extinguishing system certificate shall provide proof of one of the following:

(1) Current certificate of training from a manufacturer of engineered fixed fire extinguishing systems or an agent that is recognized by UL, FM or any other nationally recognized testing agency;

(2) Current successful completion of the NICET *Special Hazards Suppression Systems Certificate*, Level II or greater;

(3) A certificate less than 3 years old, showing successful completion of the ICC/NAFED recertification program for engineered fire extinguishing technicians; or

(4) Successful completion of a course or program approved by the department.

(d) An applicant for recertification of a portable fire extinguisher fire protection technician certificate shall provide proof of one of the following:

(1) Current certificate of training less than 3 years old from a manufacturer of portable fire extinguishers or an agent that is recognized by UL, FM or any other nationally recognized testing agency;

(2) A certificate less than 3 years old, showing successful completion of the ICC/NAFED recertification program for portable fire extinguisher technicians;

(3) A certificate less than 3 years old, showing successful completion of the Brooks Equipment company recertification program for portable fire extinguisher technicians; or

(4) Successful completion of a course or program approved by the department.

(e) An applicant for recertification for a fire alarm systems certificate shall provide proof of at least 6 hours of one of the following:

(1) Current certificate of training from a manufacturer of fire alarm systems or an agent that is listed by UL, FM or any other nationally recognized testing agency; or

(2) Successful completion of a course or program approved by the department.

(f) An applicant for recertification for a fire sprinkler system technician certificate shall provide proof of one of the following:

(1) For a limited fire sprinkler system technician certificate, at least 6 hours of continuing education in the field of fire sprinkler systems; or

(2) For an unlimited fire sprinkler system technician certificate, at least 15 hours of continuing education in the field of fire sprinkler systems.

#### PART SAF-C 1209 PROVISIONAL CERTIFICATION

##### Saf-C 1209.01 Provisional Certification.

(a) A provisional individual certificate shall be issued to those persons who do not meet the requirements as set forth in Saf-C 1204.

(b) A provisional certificate shall be issued for each of the certifications set forth in Saf-C 1204. An applicant for a provisional certificate shall provide by affidavit a minimum of 2000 hours of field experience commensurate with the certificate being applied for.

(c) A provisional certificate issued shall expire on the last day of the applicant's birth month, 2 years from the date of issuance and shall not be renewed.

(d) Any person that has been issued a provisional certificate shall meet the requirements of Saf-C 1204 before the provisional certificate expires.

(e) A provisional certificate holder shall be afforded all the rights and privileges as an individual certificate holder of the same discipline.

#### PART SAF-C 1210 CRITERIA FOR ACCEPTING TRAINING OR TESTING PROGRAMS

##### Saf-C 1210.01 Training Program Approval.

(a) An entity that requests approval of its training program shall submit the following to the department:



- (1) A short statement of the certification for which the entity wants its training program to be evaluated, including the educational requirements set forth in Saf-C 1204;
- (2) The training program's curriculum;
- (3) A copy of the training program's educational materials;
- (4) A statement demonstrating:
  - a. The integrity and proctoring of exams; and
  - b. The educational subject matter incorporated in the exams;  
and
- (5) A copy of a sample certificate of each certificate for which the entity is seeking approval.

(b) Upon receipt of a request for approval of its training program, the state fire marshal shall schedule a time for the entity to provide a presentation to the commissioner or his designee.

Saf-C 1210.02 Testing Organization Approval.

- (a) An entity that requests approval for its testing program shall submit the following to the department:
- (1) A short statement of the certification for which the entity wants its testing program to be evaluated;
  - (2) The testing administration procedure;
  - (3) Evidence of the following standards of exam integrity:
    - a. Tests shall be periodically, but not less than biannually, validated by the testing entity to insure reliability to current industry standards, accepted practices and concurrence with applicable NFPA standards; and
    - b. Tests shall be maintained in a manner that demonstrates the highest regard for test security, including being secured in a locked cabinet when not in use;
  - (4) Evidence of the following standards for the proctoring of exams:

- a. Tests shall be administered only to those candidates that have met all of the prerequisites for the specific test being administered;
- b. Test proctors and examiners shall not have been the candidate's instructor for the certification they are administering unless said proctors and examiners have been properly registered and approved by the testing entity according to industry standards;
- c. Proctors shall monitor the registration process for all examinations;
- d. Candidates shall be required to show proof of positive identification by means of a government issued photo identification;
- e. The testing environment shall be comfortable as possible with regard to temperature, light and seating arrangements;
- f. Candidates shall not be permitted to bring any electronic devices into an exam, however, where exams require mathematical calculation, a non-programmable calculator shall be permitted;
- g. Candidates shall be adequately spaced so that they cannot readily view the exam documents of other candidates; and
- h. Alternative proctoring methods, such as oral examinations, shall be permitted provided that adequate justification is provided. Such alternative methods shall be similar to the written test method with regard to exam integrity; and

(5) A copy of a sample certificate of each certificate for which the entity is seeking approval.

(b) Upon receipt of a request for approval of its examination process, the state fire marshal shall schedule a time for the entity to provide a presentation to the commissioner or his designee.

Saf-C 1210.03 Approval.

(a) The commissioner, upon recommendation by the state fire marshal, shall approve a training program that meets or exceeds the educational standards specified in these rules.

(b) The commissioner, upon recommendation by the state fire marshal, shall approve an examination program that meets or exceeds the educational standards specified in these rules.

Adopt Saf-C 1203.02, to read as follows:

Saf-C 1203.02 Application for Firm Certificate of Registration.

(a) All applications for a firm certificate of registration, form DSFM 97, shall be obtained from the state fire marshal's office at the following address:

Division of Fire Safety  
Office of the State Fire Marshal  
33 Hazen Drive  
Concord, NH 03305

(b) Each applicant shall furnish the following on form DSFM 97:

- (1) Name, address, telephone number and optional e-mail address of the business;
- (2) Federal employer identification number;
- (3) Whether the application is new or a renewal;
- (4) If a renewal, previous certificate number;
- (5) The endorsements being applied for;
- (6) Whether the applicant is a branch office, and if so, the name of the branch office and location of the main office;
- (7) Name(s) and personal address(es) of all officers of the business ;
- (8) If an assumed name or d/b/a is to be used, a copy of the assumed name or d/b/a certificate issued by the secretary of state's office;
- (9) The name and address of the RME; and
- (10) Signature and title of the person making application on behalf of the firm, and date signed.

(c) For the purposes of (b)(1) above, a post office box number shall not be acceptable.

(d) Each applicant shall furnish the following along with form DSFM 97:

- (1) A copy of the RME's certification;

- (2) A copy of the certificate of insurance;
- (3) Payment of the non-refundable applicable fee, as set forth in Saf-C 1206.01(a);
- (4) If a corporation, the certificate of good standing issued by the secretary of state's office; and
- (5) If a new application, the certificate of site inspection issued by the state fire marshal upon satisfactory inspection of the facility of a firm engaged in the business of inspection, installation and/or servicing of portable fire extinguishers.

(e) If an application is incomplete, the applicant shall be notified in writing by the department of any apparent errors or omissions. The applicant shall be allowed to resubmit the application to the department.

Adopt Saf-C 1204.03, to read as follows:

Saf-C 1204.03 Application for Individual Certification.

(a) All applications for individual certification, form DSFM 98, shall be obtained from the state fire marshal's office at the following address:

Division of Fire Safety  
Office of the State Fire Marshal  
33 Hazen Drive  
Concord, NH 03305

(b) Each applicant shall furnish the following on form DSFM 98:

- (1) Name, address, telephone number and optional e-mail address of the individual;
- (2) Individual's date of birth;
- (3) Name and address of the individual's employer;
- (4) Whether the application is new or a renewal;
- (5) If a renewal, previous certificate number;
- (6) Endorsement(s) being applied for;

(7) Certificate number and date issued by the association or institute set forth in Saf-C 1204.02, if applicable; and

(8) Signature of applicant and date signed.

(c) For the purposes of (b) (1) above, a post office box number shall not be acceptable.

(d) Each applicant shall furnish the following along with the completed application form, DSFM 98:

(1) A copy of the applicant's documentation from the institute or association verifying the training required in Saf-C 1204.02;

(2) If a new application, proof of the required experience, which shall include one of the following:

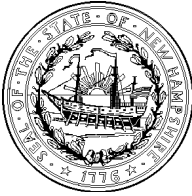
a. Letter from an employer;

b. A copy of pay stubs or,

c. Any other document approved by the department that provides verifiable evidence of the required experience;

(3) Payment of the non-refundable applicable fee, as set forth in Saf-C 1206.01(c).

(e) If an application is incomplete, the applicant shall be notified in writing by the department of any apparent errors or omissions. The applicant shall be allowed to resubmit the application to the department.



***NH Department of Safety  
RSA 541-A:3-a Cross Reference Table  
Saf-C 1200 Voluntary Certification of Fire Protection Equipment  
Technicians Rules***

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<b>RULE</b>	<b>STATUTE IMPLEMENTED</b>
Saf-C 1201.01-1202.17	RSA 541-A:7
Saf-C 1203.01	RSA 153:5-a
Saf-C 1203.02	RSA 153:5-a; RSA 541-A:16, I(b)(1)
Saf-C 1203.03	RSA 153:5-a; RSA 541-A:29
Saf-C 1203.04-1204.02	RSA 153:5-a
Saf-C 1204.03	RSA 153:5-a; RSA 541-A:16, I(b)(1)
Saf-C 1204.04	RSA 153:5-a; RSA 541-A:29
Saf-C 1204.05-1206.01	RSA 153:5-a
Saf-C 1207.01-1207.03	RSA 153:5-a; RSA 541-A:30, RSA 541-A:31
Saf-C 1208.01-1211.03	RSA 153:5-a