



Biennial Fitter Certification Renewal Process

This is specific to individual certifications issued per RCW 18.270.

- 1) During the month of August of every even year, all Licensed Fire Protection Sprinkler System Contractors are asked to verify our certification records for their employees.
- 2) By late September of every even year all personalized fitter renewal notifications will be sent to the licensed contractors who employ them for tracking and submission.
 - a) Renewals for Residential and Journey Fitters not listed as working for any specific licensed fire protection sprinkler system contractor will be sent directly to them.
 - b) Trainees found not working for a licensed fire protection sprinkler system contractor as required by RCW 18.270 will not be sent a renewal.
- 3) Fitters should work through their employer to complete and submit their renewals.
 - a) Residential and Journey Fitters who were sent their renewals directly will need to submit for renewal on their own.
- 4) All Fitters must verify their own notice and make any changes either to the form directly or as an attached letter.
- 5) Sign and date properly.
 - a) **ONLY** the certificate holder can sign their own personal renewal notification.
- 6) There is no fee associated with fitter certification issuance or renewal.
- 7) Unless the renewal is being submitted through a licensed employer return the completed renewal in its entirety by email, fax, or USPS before the deadline. **Please only use one (1) method and submit the renewal only once.**
- 8) Independent renewals received directly by email will be confirmed within ten (10) working days of receipt. Be sure to follow up if your submission is not confirmed after ten (10) days.
- 9) Renewals submitted independently which are complete, valid, and legal for issuance are in the mail within fifteen (15) working days, depending on renewal workloads.
- 10) Certifications renewed through the employer will be released with the license to the company for tracking and distribution as soon as their licensing renewal is paid.
 - a) Residential and Journey Level Fitters whose employer cannot renew their license will have their certification sent to them directly after the licensing delay is resolved.
 - b) Trainee Level Fitters whose employer cannot renew their license cannot renew their certification.