



## Considerations for Renewing Fire Sprinkler Fitter Certifications

- If renewing independently of your licensed employer the certification will be sent directly to you at the address on file.
- When renewing with your employer, who will be billed for their own renewal, please remember:
  - There is no cost involved for your renewal.
  - Your renewed fitter certification will be sent to your employer for tracking and distribution.
  - As a Residential or Journey Fitter, if your employer cannot/does not renew their license your certification will still be issued.
    - If the licensing renewal is ultimately “stopped”, your certification will be mailed to you directly once the licensing matter is resolved.
    - Whether submitted through your licensed employer or directly to us, fitter certification renewals **must** be received before December 31 of your expiration year (even years).
- Trainee Fitters will only be renewed if working for a licensed fire protection sprinkler system contractor.
  - Trainees must be submitted with the licensing renewal of their employer.
  - If the license cannot be renewed, neither will the Trainee Certification.
- ANY fitter who does not submit a completed signed renewal notification, whether directly or through their licensed employer, prior to December 31 of their expiration year will be dropped from the program.
  - Residential and Journey Fitters will have to successfully pass a certification examination as part of the reinstatement process. There are no exceptions.
  - Trainee Fitters will simply need to complete the certification application.
- All renewals must be verified, signed, and dated. Only you may sign your fitter certification renewal.
- If you have not received your renewal by email or USPS by November 1 of each even year be sure to contact your licensed employer first.