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Basic Annual Sprinkler Licensing and Certification Renewal Cycle (RCW 18.160) Terminology

The following terms are commonly used in association with the annual renewing of fire protection sprinkler system contractor licenses and certificate of competencies.

Certificate of Competency (COC): The document issued to individuals certifying them as legal to perform work regulated by RCW 18.160. They must be employed by a (one) licensed fire protection sprinkler system contractor, who is listed on their certificate.

Close Date: Generally no later than January 15 of each year, this is the date that renewals will no longer be accepted and renewal still not completed or issued is rejected or otherwise closed out.

Expiration Date: Statutorily December 31 of the year of issue. Anyone who hasn't been renewed before this date is no longer legal to engage in any aspect of fire protection sprinkler system work within the state of Washington.

Invoice: A bill generated by the Washington State Patrol Budget and Fiscal Services (BFS) for renewal. It is generated from the renewal(s) returned and must be paid in full to BFS within thirty (30) days of receipt.

License: The legal document issued to contracting companies allowing them to bid for and execute contracts for fire protection sprinkler work using certified employees. They must employ at least one certificate holder of the same level at all times.

Matched Renewal: A term used when matching an independently invoiced contractor license to an independently invoiced certificate renewal. As no license can be issued without the certification and vice versa if billed separately both must be received for either to be issued.

Reinstatement: The act of restoring an expired credential. Anyone who expires must be reinstated which is a different process using different paperwork. There is no method of expediting any reinstatement for any reason.

Renewal Cycle: The process by which current licenses and certifications are renewed for the next annual cycle, generally occurring between October and January of every year. Anyone wishing to continue working must renew prior to expiration.

Renewal Deadline: Generally November 30 of each year, this is the date by which a completed and valid renewal/renewal set must be received in order to be invoiced before the new program year. Credentials are released within five (5) working days of payment.

Renewal Set: Licensing and certification renewals which are invoiced together. The license renewal shows how many certification renewals are to be included on the invoice and go through the process of billing and issuance together as a single set.

Rescind: The act of cancelling an invoice. Any invoice not paid within thirty (30) days of issuance can be voided. Once rescinded, no payment will be accepted on it and you will have to start again, which after December 31 will instead be a reinstatement.