



FIRE PROTECTION BUREAU  
EDUCATION, ENFORCEMENT, AND ANALYTICS SECTION  
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## Annual Licensing and Certification Renewal Process

*This is specific to licensing and certification issued per RCW 18.160.*

- 1) During the month of August, all Licensed Fire Protection Sprinkler System Contractors are asked to verify our certification records for their employees.
  - a) Updates received after the due date, usually the first week of September, will be made but may not be included with the initial release of September renewals.
- 2) By late September, all personalized renewal notifications will be sent to the licensed contractors for coordination, tracking, and distribution.
- 3) Contractors who haven't received their renewals by November 1 should contact our office by email at [firesprinkler@wsp.wa.gov](mailto:firesprinkler@wsp.wa.gov) or by phone to 360.596.3946.
- 4) Decide whether or not you wish to renew before expiration.
  - a) If you submit to renew the invoice must be paid within thirty (30) days of receipt.
  - b) Licenses **will not** be renewed without certified employees.
  - c) Certificate holders **will not** be renewed to unlicensed contractors.
  - d) Anyone who expires **must** complete the reinstatement process prior to working in the new cycle.
- 5) All record holders will verify their own notice and make any changes either to the form or as an attached letter.
- 6) Sign and date properly.
  - a) Unless you are listed as the contact person for the contracting company, you **MUST** identify your position with the company when you sign the renewal.
  - b) **ONLY** the certificate holder can sign their own personal renewal notification.
- 7) Return completed renewals in their entirety by email, fax, or USPS before the deadline.
  - a) Renewal sets 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 within ten (10) days.
- 8) Once the renewals are received and verified, an invoice is sent from the Washington State Patrol Budget and Fiscal Services (BFS). Invoices may be rescinded if unpaid after thirty (30) days.
- 9) Invoices are prepared based upon the instructions provided to us in the renewal(s).
- 10) Return the payment with the invoice to the BFS address listed upon the invoice. The invoice may have additional instructions. Any payment submitted without the corresponding paperwork can be rejected.
  - a) Please note your license and any associated certification(s) expire on December 31 **regardless** of any invoice or other payment due date(s).
- 11) Documentation will be released within five (5) working days of a completed (matched) payment.