



## EEA EXAMINATION TERMS AND CONDITIONS

Read all of the terms and conditions for testing provided herein. Anyone seeking a licensing/certification examination with this office will be required to consent to these terms and be held accountable to them in any and all testing sessions.

### Examinations will only be offered to those who have been accepted as applying for one of the following:

- **Level 1 Certificate of Competency Holder.**
- **Specialized Level U Certificate of Competency Holder.**
- **Pyrotechnic Operator.**
- **Residential Level Sprinkler Fitter.**
- **Journey Level Sprinkler Fitter.**

### Completing the examination process includes the following steps:

- 1) READ AND BE FULLY AWARE OF ALL TERMS AND CONDITIONS LISTED WITHIN THIS DOCUMENT AS THEY WILL BE STRICTLY ENFORCED WITHOUT EXCEPTION.
- 2) Once approved for testing, you will receive a completed Affidavit and Test Fee Submittal Form from the Education, Enforcement, and Analytics Section for a single test. This form doubles as a bill and is the method of consenting to these terms and conditions which is required for every examinee for each examination.
- 3) Sign and date the Affidavit and Test Fee Submittal Form and return it by no later than the due date provided.
  - a. The Affidavit and any per-test fee must be RECEIVED on or before this date.
  - b. Payments received without the Affidavit and Test Submittal Form will be rejected.
  - c. Payments received after the due date – **without or without** the Affidavit and Test Submittal Form – will be rejected.
  - d. Affidavit and Test Fee Submittal Forms that are not signed and dated will be rejected.
  - e. Tests will **ONLY** be scheduled upon proper receipt of the Affidavit and Test Fee Submittal Form.
  - f. There are **NO EXCEPTIONS**.
- 4) Proper receipt of the Affidavit and Test Fee Submittal Form will begin the scheduling process.
  - a. Routine Examinations are offered by default.
  - b. Non-Routine Tests can be discussed at this time.
  - c. You **MUST** schedule your examination within thirty (30) days of being contacted for scheduling.
- 5) Confirmation of the test date, time, and method will be provided.
- 6) Arrive to the test session as discussed/arranged in step 4.
- 7) Your results will be provided within five (5) working days after the exam.
- 8) If you did not receive a passing score repeat steps 2 – 7.
- 9) Complete the licensing/certification process within ninety (90) days of passing the examination.



**FIRE PROTECTION BUREAU  
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(360) 596-3946 - [firesprinkler@wsp.wa.gov](mailto:firesprinkler@wsp.wa.gov)**



**Please Note:**

- By signing and returning the Affidavit and Test Fee Submittal Form the examinee has officially agreed and consented to the terms and conditions of this examination process and will be held accountable to them. **No exceptions.**
- ADA compliance documentation will be accepted from a valid professional evaluator. **No exceptions.**
- Scheduling confirmations are personally addressed to the examinee and **ONLY** occur once the Affidavit and Test Fee Submittal Form and any required test fee are received. No test will be scheduled, confirmed, or occur until this time.
- **DO NOT ASSUME** you have been scheduled without receiving confirmation from this office.
- No walk-ins are allowed and no payment is accepted at any test session. **No exceptions.**

**Routine Examination**

Exams are held in Olympia at the Washington State Fire Marshal's Office (SFMO) Headquarters and are scheduled by appointment at 9:00 am and 1:00 pm on the first and third Wednesdays of each month. These examinations may be scheduled up to three (3) months in advance.

**Offsite Testing**

Please contact our office directly to request testing sessions outside of Olympia. A minimum of eight (8) candidates is required for any offsite testing. These sessions are subject to staff availability and are not guaranteed to occur. No examinations may be held outside the state of Washington.

**ADA Compliant Testing Session**

If a physical or learning disability prevents any candidate from taking our examination under common conditions, we will honor any reasonable special arrangement(s) necessary to ensure fair and equal access to our programs.

Notification must be made at the time of the examination request. We need the necessary ADA documentation from a valid professional evaluator detailing the nature of your disability and clearly explaining the specific accommodations requested to meet your needs.

Please note the timeline to schedule an ADA test is dependent upon the accommodations requested.

**Cancelling an Examination**

Notice of cancellation must be received no less than forty-eight (48) hours before the official start time by calling 360.596.3946 or sending an email to [firesprinkler@wsp.wa.gov](mailto:firesprinkler@wsp.wa.gov). A single test session may be properly cancelled and rescheduled once without forfeiting the Per-Test Fee.

Unless otherwise instructed, failing to properly cancel a scheduled examination or being more than ten (10) minutes late for any test session will be recorded as a NO SHOW, which counts as a failed test.

**Examinations Postponed (Cancelled) By This Office:**

If, for any reason, a scheduled test session must be postponed or otherwise cancelled by this office ALL examinees will be contacted as soon as possible. Every effort will be made to reschedule the postponed examination session as quickly as possible with no penalties for examinees.

**Right of Refusal:**

The SFMO reserves the right to refuse any examinee or cancel/suspend an entire test session at any time for any violation of any term or condition contained herein committed by any examinee.



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**Examination Fees**

All examinations cost \$150. This is a per-test fee that is non-refundable and will cover the costs involved in our office proctoring a single examination for one (1) person which includes:

- 1) A single two (2) hour test session.
- 2) All administrative costs involved in scheduling and delivering the test.
- 3) Site use costs associated with administering this examination.
- 4) One (1) opportunity to reschedule a properly cancelled test session.
- 5) Test Proctors as necessary for the test session with a ratio of at least one (1) per ten (10) examinees.
- 6) Documents necessary for testing such as the test book, answer sheet, challenge form, and scratch paper.

This fee will NOT include/cover:

- A. Any licensing or certification fee as described in the Sprinkler Licensing and Certification Fee Schedule.
- B. Any costs involved in attending the agreed upon test session such as travel, lodging, meals, and parking.
- C. Testing materials such as writing utensils and any required standard, code, law, or rule.

Please note the following caveats:

- Each Affidavit and Test Fee Submittal Form and any fees charged cover only a single test session.
- Rescheduling a properly cancelled test will require a new affidavit but NOT an additional fee.
- *Pyrotechnic Operators under RCW 70.77 are NOT charged for this examination.*

**Forfeiting the Per-Test Fee:**

All fees charged for any examination session are considered non-refundable. Our obligation to provide a single test session is considered met once the examinee sits for their scheduled test - pass or fail. However, the examinee forfeits their single examination and the associated test fee under any of the following conditions:

- Failing to arrange their test within thirty (30) days of being approved to schedule it.
- Missing or otherwise failing to properly cancel any scheduled testing session.
- Arriving more than ten (10) minutes after the scheduled test session start time.
- Failing to reschedule any properly cancelled testing session within ten (10) working days of cancellation.
- Cancelling any scheduled test session a second time.
- Being expelled from any test session for any reason.
- Violating ANY examination term or condition described within this document.

**Affidavit and Test Fee Submittal Form**

This form is generated by the Education, Enforcement, and Analytics Section once the applicant is approved for testing. In addition to billing for any required testing fee, this form is the means of consenting to these terms and conditions and is REQUIRED of anyone seeking a test with the Education, Enforcement, and Analytics Section.

Upon receiving this document from our office, you are required to:

- 1) Read and understand the Terms and Conditions contained within this document.
- 2) Sign and date the Affidavit and Test Fee Submittal Form.
  - a. If required, write a check or money order for the per-test fee.
- 3) Return the signed Affidavit and Test Fee Submittal Form with any required fees BEFORE its due date.
- 4) Upon receipt of the affidavit and any required payment, the examinee will be contacted to schedule their test.

**Timely Submissions:**

NO test will be scheduled, confirmed, or allowed prior to the timely and proper receipt of the Affidavit and Test Fee Submittal Form. No affidavits or fees are accepted at the time/location of any test session. **NO EXCEPTIONS.**



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**Components of the Examination**

ALL examinations are open book, open note, have a time limit of two (2) hours, are comprised of multiple choice and true/false questions, require a passing score of at least eighty percent (80%), have a waiting period of thirty (30) days between attempts, and only allow three (3) attempts in any twelve (12) month period.

Details regarding your specific examination are as follows:

<u>Examination Type</u>	<u>Referenced Standards</u>	<u>Examination Type</u>	<u>Referenced Standards</u>
<b>Pyrotechnic Operator</b> <i>60 Questions</i>	<b>NFPA 1123</b> (2014 Edition) <b>RCW 70.77</b> <b>WAC 212-17</b>	<b>Residential Fitter **</b> <i>35 Questions</i>	<b>NFPA 13 – D</b> (2016 Edition) <b>NFPA 13 – R</b> (2016 Edition) <b>NFPA 20</b> (2016 Edition) <b>NFPA 24</b> (2016 Edition) <b>NFPA 25</b> (2017 Edition)
<b>Level 1 Design *</b> <i>45 Questions</i>	<b>NFPA 13 – D</b> (2016 Edition)		
<b>Level U Installer *</b> <i>30 Questions</i>	<b>NFPA 24</b> (2016 Edition)	<b>Journey Fitter **</b> <i>45 Questions</i>	<b>NFPA 13 – D</b> (2016 Edition) <b>NFPA 13 – R</b> (2016 Edition) <b>NFPA 13</b> (2016 Edition) <b>NFPA 14</b> (2016 Edition) <b>NFPA 15</b> (2017 Edition) <b>NFPA 16</b> (2015 Edition) <b>NFPA 20</b> (2016 Edition) <b>NFPA 24</b> (2016 Edition) <b>NFPA 25</b> (2017 Edition)

*While not part of the test, examinees should be aware and knowledgeable of the laws and rules relevant to their program:*

- \*RCW 18.160 and WAC 212-80
- \*\*RCW 18.270 and WAC 212-90

All state laws (RCWs) and rules (WACs) are available at: <https://leg.wa.gov/LawsAndAgencyRules/Pages/default.aspx>. All NFPA standards are copyrighted and purchasable from NFPA at <http://www.nfpa.org/>.

Be aware that regardless of what editions of the referenced standards are available for purchase, those listed here are the currently adopted editions in this state and what our tests are based upon.

The SFMO does not provide copies of any referenced standard during the examination. The examinee is responsible to bring the relevant standards and their own writing utensil(s) to the test.

All reference materials brought in for an examination must be physical (no e-book or digital versions allowed), bound, in a binder, or in some way contained in a book format. All materials may be annotated, flagged, highlighted, or otherwise marked for ease of navigation and use in whatever methods, manners, and colors desired. HOWEVER, under no conditions of any kind may anyone add notes, flags, highlights, or other markings to any materials brought into the test. Anything written on DURING THE TEST becomes part of the examination and will be collected at the end of the test session.

Materials marked during the examination will not be taken from the examinee during the test. They will be collected during the sign out process after the examinee is done with their test. However, any such materials collected from an examinee **will not** be returned for any reason.



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**Items ALLOWED During The Examination Includes But Are Not Limited To:**

- Valid photo identification, as issued by a government or other officially recognized entity.
- Any type of writing utensil EXCEPT red ink, wax, or highlighters.
- Drinks such as water, coffee, soda, and energy.
- Materials for open book examinations. The can be marked, tagged, and/or highlighted before the examination and must be physical/hard copy/printed in nature.

**Items PROHIBITED During The Examination Includes But Are Not Limited To:**

- Any device that is capable of recording visual and/or audio data by any means or method.
- Computers, notebooks, netbooks, tablets, personal data assistants, smart phones, or similar devices of any kind.
- Blank notepads, Post-It notes, or other “scratch paper” type materials.
- CD players, MP3 players, cassette players, or any other audio reproduction devices.
- Calculators not otherwise approved by the test Proctor (basic functions only).
- Any writing utensil that uses red ink, wax, or is considered a highlighter.
- Drinks containing any alcohol of any kind.
- Food.
- Tobacco products.
- Marijuana or any products derived from it (including CBD oils) – whether medicinally prescribed or otherwise.
- Electronic cigarettes, vaping devices, or any similar appliances – regardless of their medium.

**Expectations of the Examinee**

- Be fully aware of these terms and conditions.
- Do not violate any of these terms and conditions.
- No cheating of any kind is tolerated or allowed.
- Be punctual. No one is allowed into ANY test session after it has begun.
- Be prepared for the examination. Examinees MUST bring their own writing utensil(s) and any reference(s).
- Have the proper edition of the referenced standards and have them all.
  - Regardless of the edition used, the test will ONLY be graded against the editions referenced.
- When completing any form with this office, please remember:
  - A date includes a year.
  - Phone and fax numbers have area codes.
  - A complete address includes a city, state, and zip code.
  - Provide a valid email address
- Do not disturb any examinee or cause any disruption during the examination.
- Only begin or open the examination when instructed to do so.
- Do not contribute to – whether directly or indirectly – any action that compromises the integrity of these tests.
- Keep your eyes on your own examination and reference material(s).
- Obey all instructions from the Examination Proctor(s).



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**Copyright Considerations and Examination Security**

All examinations are considered the copyrighted property of the Washington State Patrol. It is against federal law to copy, reproduce, record, and/or distribute any examination – in whole or in part –without the express written permission of the Washington State Patrol Fire Protection Bureau.

All Examinees are expected to help protect the contents of these examinations by not discussing it with anyone for any reason or keeping/copying any part or portion of any examination material in any way, shape, and/or form. Anyone responsible for any action that compromises any examination on any level can face penalties such as the loss of any passing test score received, revocation of any credential issued, and the loss of all rights to test or be licensed/certified.

Anything the examinee writes on – no matter why – during the test becomes part of that test so must be surrendered to the proctor when the test is over. No exceptions.

**Inactivity**

Examinees are expected to be working towards licensing/certification at all times. All paperwork becomes INACTIVE if activity towards that goal ceases for more than ten (10) working days.

INACTIVE files are subject to rejection at any time and are discarded after thirty (30) days of inactivity. Applicants/Examinees whose paperwork has been INACTIVE for more than thirty (30) days and their paperwork discarded *lose any previous approval to test and any fees paid for testing* and must complete a new application from scratch to be approved again.

Please note anyone awaiting a confirmed test date or otherwise in an approved “holding” status are not considered INACTIVE or subject to rejection until after the waiting period expires or scheduled test occurs.





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**Sitting for the Examination**

- 1) Upon being brought in for the examination, take your seat as instructed by the Examination Proctor.
- 2) Complete the sign in process as indicated by the Examination Proctor.
- 3) Do not begin the test until instructed to do so.
- 4) Verify the test and testing material provided matches the examination type requested.
- 5) Before beginning, the Examination Proctor will designate the only official time piece to be used. Warnings will be given when there are thirty (30) and five (5) minutes remaining, with additional notifications as needed.
- 6) Upon completing the test, you will take all test materials (both personal and provided) to the Examination Proctor for review. You may be asked to surrender additional materials, such as anything you wrote on or otherwise marked DURING the exam.
  - a. Any material(s) so identified MUST be surrendered to the Proctor or you may be found in violation.
- 7) You will be released from the test site once the Examination Proctor has verified:
  - a. The test booklet was returned intact.
  - b. The answer sheet is completed properly.
  - c. The challenge form is completed properly.
  - d. The scratch paper has been returned.
  - e. Nothing other than the above was written on.
- 8) Tests will only be graded at the SFMO Headquarters building in Olympia. Results are provided within five (5) working days.
- 9) Challenges that affect the score – positively or not – are discussed individually as necessary but in no cases or circumstances is anyone allowed to view their graded Answer Sheet or any examination test book after the test is completed. All examinations and any associated paperwork are strictly controlled.

**Disqualification – Proctor’s Authority**

The Examination Proctor may disqualify anyone before or during a test or vacate any test results for reasons including, but not limited to:

- Identification cannot be verified.
- Suspicion of performing or contributing to cheating of any kind.
- Arriving more than ten (10) minutes late for the examination.
- Refusing to surrender any examination material or anything written on during the test.
- Use of any electrical device of any kind during the examination NOT otherwise approved by the Proctor.
- Copying any aspect of the examination in any way.
- Disturbing, interrupting, fighting, and/or quarrelling with other examinees and/or any Proctor.
- Refusing any instruction of the Test Proctor.
- Violating, intentionally or otherwise, any term or condition detailed herein.



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### **Failing the Examination**

All examinees have up to three (3) attempts to pass any single examination. There is a thirty (30) day waiting period after your first and second examination attempt. Failing the same examination a third time requires a twelve (12) month waiting period before being given another three (3) attempts with the same conditions. While requests for four (4) or more attempts during that twelve (12) month period can be made, those requests must clearly detail in writing why the additional attempt(s) should be afforded. These constraints are specifically in regards to a single test type (e.g., Pyrotechnic Operator, Journey Fitter, etc.).

NO SHOWS are considered a failed test and count against the examinee as described above. Properly cancelled examinations are recorded but not counted as a failed test as described above.

### **Questions, Challenges, and Appeals**

Examinees may challenge and/or question any aspect of their test session. All challenged will be reviewed after the testing session by SFMO staff.

Challenges must be made on the Examination Challenge Form provided to each examinee with their test. This Examination Challenge Form MUST be completed by all examinees clearly declaring their intent to EITHER make a challenge or to forgo that right. All challenges must be made in writing, clearly articulated, address something specifically actionable/addressable, and submitted at the end of the examination.

### **Testing History and Score Longevity**

After successfully passing the test, anything left to be addressed in completing their application will be clearly communicated within five (5) working days of passing their test. The credential is issued within ten (10) working days of addressing any such concern OR passing the test, whichever occurs last.

Examinees with applications still unresolved after ninety (90) calendar days will have their scores vacated along with the final rejection of any pending paperwork. There is NO EXCEPTION and anyone finding themselves in this situation will have to begin the entire process again, including the test.

Vacated test scores and rejected paperwork are not retained in any actionable/usable manner or recoverable for any new application.

### **Walk-Ins**

No walk-ins are allowed. NO EXCEPTIONS.