



FIRE PROTECTION BUREAU
EDUCATION, ENFORCEMENT, AND ANALYTICS SECTION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3946 - firesprinkler@wsp.wa.gov



Date Received

LEVEL 3 CERTIFICATE OF COMPETENCY APPLICATION

Read ALL instructions below carefully. Incomplete, illegible, or missing information will delay processing and may result in rejection. To apply for certification as a **Level 3 Certificate of Competency Holder** you must:

- 1) Work for a licensed Level 3 Fire Protection Sprinkler System Contractor.
- 2) Qualify for certification. This is accomplished by meeting one of the following conditions:
 - a. Provide a copy of your certification through the National Institute for Certification in Engineering Technologies (NICET) of at least Level III in Water-Based Systems Layout Technician.
 - b. Provide a copy of your license and/or seal as a currently licensed Washington State Professional Engineer.
- 3) **You MUST include a copy of a government-issued photo identification that possesses a representative sample of your signature.**
- 4) Unless otherwise instructed, **DO NOT SUBMIT** any fees initially. Once the application has been accepted as complete you will be billed using the Fee Submittal Form you will complete as part of this application.

With regards to the certification costs, there is an initial application fee of \$ 100.00 and an annual certification fee pro-rated from \$ 100.00. This pro-ration is based upon the month of your initial certification and does not include the cost of your employer's licensing (if necessary). More information on these fees can be found in Form Number 3000-420-065 – The Sprinkler Licensing and Certification Program Fee Schedule.

- 5) Complete all sections of this application. Write “NOT APPLICABLE”, “DOES NOT APPLY”, or other clarifying statements as needed. Blank entries may constitute an incomplete application.
- 6) Return all portions of this completed application marked “MUST RETURN AS PART OF THE APPLICATION” at the bottom right of the page along with all applicable qualification documentation to:

USPS

Washington State Patrol Fire Protection Bureau
 Education, Enforcement, and Analytics Section
 Post Office Box 42642
 Olympia, WA 98504-2642

E-Mail (Preferred)

firesprinkler@wsp.wa.gov

- 7) Within two to ten (2-10) working days of this paperwork being accepted as complete, you will be provided the completed Fee Submittal Form with the amount and date due. Your payment must be received by this due date with the completed Fee Submittal Form. If submitted as part of a licensing application, your fees will be included on their Fee Submittal Form which must be paid for either to be issued.
- 8) Once the payment as described above is received, the document(s) will be mailed out to the physical mailing address as provided in the application paperwork within two to ten (2-10) working days.

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INITIAL APPLICATION: LEVEL 3 CERTIFICATION

This form is only for use by a first time applicant seeking individual certification as a Level 3 Certificate of Competency Holder, who is free to design any residential or commercial structure up to and including those four stories in height as defined by, referenced by, or otherwise compliant with any version/iteration of NFPA 13, including the underground fire service main for such systems.

Date of submission: _____

Applicant Full Name:	_____		
Mailing Address:	_____		
	Street Address or PO Box		
	City	State	ZIP Code
Phone Number:	_____	FAX Number:	_____
E-Mail Address:	_____		
Last Four Digits of Social Security Number:	_____	<i>(or four unique digits of your choosing)</i>	
Licensed Contractor You Work For:	_____		
List ANY AND ALL Currently or Previously Certifications Issued By This Office, Including Your Certification Number:			

(N/A if Not Applicable)			

I have performed work of a similar nature to this certification before:

Yes (complete below - **required**) No (move to next question)

Years	Company	City/State	Position

In my past I have been arrested, charged, and/or convicted of criminal and/or civil violations:

Yes (complete below - **required**) No (move to next question)

Year	Charge	Disposition

RCW 18.160.080 makes felony conviction a potential hindrance to certification, with arson and fraud of particular concern. However, each application will be evaluated individually without bias.

NATURE OF CERTIFICATION

- Currently Licensed Employer:** I am applying for certification under the current license of a Level 3 Fire Protection Sprinkler System Contractor.
- Employer Applying for Licensing:** I am included in an application for the initial or reinstatement of a Level 3 Fire Protection Sprinkler System Contractor's License and am listed on their Fee Submittal Form.

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AFFIDAVIT OF COMPLIANCE FOR CERTIFICATION

Name of Certification Applicant: _____

As an applicant for certification as a Level 3 Fire Protection Sprinkler System Certificate of Competency Holder in accordance with Revised Code of Washington (RCW) 18.160 and Washington Administrative Code (WAC) 212-80, I hereby make the following statements of compliance to the Washington State Patrol Fire Protection Bureau in seeking this certification:

- 1) I have read, understand, and will abide by RCW 18.160 and its administrative rule set, WAC 212-80.
- 2) While engaged in the fire protection sprinkler system trade, I will follow all relevant state-adopted and locally enacted standards and codes to the best of my ability.
- 3) I understand and accept that the Washington State Patrol will make information regarding my certification status available to the public to assist in ensuring compliance with state law and rule.
- 4) I will only use my certification in connection to work I have either personally performed or supervised.
- 5) Any and all information herein provided to the Washington State Fire Marshal's Office and the Education, Enforcement, and Analytics Section in this application and any supporting documentation is accurate and true. I have filled this application out completely, withheld nothing, and understand and accept that any incomplete and/or illegible applications can be summarily rejected.
- 6) I hereby release the Washington State Patrol Fire Protection Bureau and its employees from any liability or damage that may result from providing the information included in this application to any other regulatory or enforcement organization on the federal, state, and/or local level.

Printed Name of the Certificate of Competency Applicant

Position with Company

Signature of Certificate of Competency Applicant

Date of Signature, Consent, and Application

Subscribed and sworn before me this the _____ day of _____ of the calendar
date full month
 year _____ in the city and county of _____.
four digit year city, county

Signature of Notary Public

Date Signature was Witnessed

Printed name and contact information of the notary public

 Seal of the Notary Public

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VERIFICATION OF EMPLOYMENT FOR A CERTIFICATE OF COMPETENCY HOLDER

Name of Applicant/Employee:	_____		
Name of Employing Licensed Contractor:	_____		
Company Signatory Name:	_____	Phone Number:	_____
Employment Start Date:	_____		
Signatory E-Mail Address:	_____		
<input type="checkbox"/> SELF-VERIFICATION: Check box ONLY if the Applicant/Employee and Company Signatory are the same person AND no one else can verify employment with this company.			

I, as the company signatory for the licensed fire protection sprinkler system contractor identified above, do hereby swear and attest that the listed applicant is an employee of this fire protection sprinkler system contractor and is working full time under our license alone while engaged in the fire protection sprinkler system trade regulated by [RCW 18.160](#) and [WAC 212-80](#). I further understand this statement means any and all work performed by this individual will be done under my license and remain as such until their certificate, stamp, and certification record no longer bears our name.

I verify that I am authorized by the licensed fire protection sprinkler system contracting company to make this statement on their behalf and further hereby make myself available to the Washington State Patrol Fire Protection Bureau and the Education, Enforcement, and Analytics Section to answer any questions regarding this candidate for certification and/or their employment status with our company.

Printed Name of the Licensed Fire Protection Sprinkler System Contractor's Signatory

Position with Company of Signatory

Signature of Licensed Fire Protection Sprinkler System Contractor Signatory

Date of Signature, Consent, and Application

Subscribed and sworn before me this the _____ day of _____ of the calendar
date full month
 year _____ in the city and county of _____.
four digit year city, county

Signature of Notary Public

Date Signature was Witnessed

Printed name and contact information of the notary public

Seal of the Notary Public

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FEE SUBMITTAL: INITIAL LEVEL 3 CERTIFICATION

Name of Certification Applicant:	_____
Employer:	_____
Employer Status:	<input type="checkbox"/> Currently Licensed – Submitting application alone. <input type="checkbox"/> Becoming Licensed – Submitting together and I am noted on their fee submittal form.

- 1) Complete the above portion of this form and submit it as part of your/the application. Unless otherwise noted, DO NOT include any fees with your initial submission.
 - a. When submitting as part of a licensing application, be certain you are noted on their fee submittal form and have your application included in their licensing packet.
- 2) Once approved for certification, this form is returned to you with the amount due calculated by our office. This document is not valid unless signed by an employee of the Fire Protection Bureau.
 - a. When a part of a licensing application, only the Licensing and Certification Fee Submittal Form is returned to the contractor and your costs will be noted on their form.
- 3) Based upon the application's completion date and projected processing times, we try to offer two options for your initial month of certification. Each quote is for the remainder of the year, as set by month, and has a payment due date.
 - a. When combined with a licensing application, you and your employer must agree on the Quote, as the license and certification are issued together.

(Payments must be received by the chosen Quote's due date to begin certification for that month and any applications pending after the due date noted in Quote 2 will be rejected.)

- 4) Checks are written out to the Washington State Patrol Fire Protection Bureau (WSP FPB).
- 5) This Fee Submittal Form **must** be returned with your payment. Failure to do so or submitting a partial or incomplete payment will result in your payment being rejected.
- 6) When included with a licensing application, only the licensing and certification fee submittal form will be used.

<u>Quote 1 (Target)</u>	<u>Quote 2 (No Later Than)</u>
Month:	Month:
Amount Due:	Amount Due:
Due Date:	Due Date:
_____	_____
<i>Printed Name of WSP FPB Staff Member</i>	<i>Signature of WSP FPB Staff Member</i>

	<i>Date of Signature</i>

The following Level 3 Certification Pro-Ration Chart is ONLY provided for your information.

FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
\$92	\$83	\$75	\$67	\$58	\$50	\$42	\$33	\$25	\$17	\$8

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