



TRANSFERRING A CERTIFICATE OF COMPETENCY

Read ALL instructions below carefully. Incomplete, illegible, or missing information will delay processing and may result in rejection. To **transfer your certification to a new employer licensed as a Fire Protection Sprinkler System Contractor** you must:

- 1) Be currently certified as a Level 1, 2, 3, U, or ITT Certificate of Competency Holder for the current Sprinkler Licensing and Certification Program Year.
- 2) Be working for a Fire Protection Sprinkler System Contractor legal to employ your level of certification.
 - a. If the new employer is not currently licensed this form must be included in their licensing application.
 - b. If the new employer makes you exempt from RCW 18.160 but you need this certification to demonstrate competency to another authority (city, federal, etc.) you must instead complete the QUALIFIED EXEMPT Application.
 - c. If there is no new employer, your current certification will become inactive. INACTIVE certifications will not be sent a replacement certificate, a renewal for the next cycle, or be allowed an INACTIVE certification stamp.
- 3) Return the originally issued certification in its entirety to this office with this form. The original certification is an 8 ½" X 11" document that can be separated into three component pieces – a wall mount, a wallet card, and an employer index card. Any piece that cannot be returned must be accounted for on this form. Failure to do so will delay the processing of this request.
 - a. For any Level 1, 2, 3, or U Certificate of Competency Holder, you must also return, destroy, or otherwise account for any certification seal created under the license of your previous employer.
- 4) **You MUST include a copy of a government-issued photo identification that possesses a representative sample of your signature.**
- 5) Unless otherwise instructed, **DO NOT SUBMIT** any fees. There is no cost involved in a certification transfer and any situation which may warrant a fee will be assessed by this office prior to issuance.
- 6) Leave **NOTHING** blank in this application. Write "NOT APPLICABLE", "DOES NOT APPLY", or other clarifying statements as needed. Blank entries may constitute an incomplete application.
- 7) Return all portions of this completed application marked "MUST RETURN AS PART OF THE APPLICATION" at the bottom right of the page along with the original certification document and certification seal (if applicable) to:

Washington State Patrol Fire Protection Bureau
Education, Enforcement, and Analytics Section
Post Office Box 42642
Olympia, WA 98504-2642
- 8) A properly completed and otherwise legal to issue transferred certification will be issued within two to ten (2-10) working days.



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



Date Received

CERTIFICATE TRANSFER: CERTIFICATE OF COMPETENCY

Unless otherwise instructed, this form is **ONLY** for use by a **CURRENTLY** certified Certificate of Competency Holder transferring their certification from the employer on their certification to another licensed contractor. **MUST** be completed within thirty (30) days of leaving AND before performing this work for the new employer.

Certification Level: Level 1 Level 2 Level 3 Level U Level ITT

YOU MUST INCLUDE THE FOLLOWING FOR A COMPLETE SUBMISSION

The original full 8 1/2" X 11" certification document issued by this office to you.*

*Specify which portion is being returned or account for any portion not included:

Wall Mount Certificate _____

Wallet Card _____

Employer Index Card _____

Verification of Employment Form – MUST be completed by the new employer.

I was authorized to purchase a certification stamp and:

Hereby swear, attest, and confirm it has been destroyed and can no longer be used.

Have included it with this submission for your records.

Date of Change/Transfer: _____

CERTIFICATE OF COMPETENCY HOLDER INFORMATION

Complete Name of Certificate Holder: _____

Certification Number: _____ (as issued by this office)

Complete Mailing Address: _____

Phone Number: _____ FAX Number: _____

E-Mail Address: _____

Previous Employer: _____

New Employer Contractor: _____

Contractor (Specialty) Number of New Employer: _____ (as issued by L&I)

 Printed Name of Certificate Holder

 Signature of Certificate Holder

 Date of Signature

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FEE SUBMITTAL: TRANSFERRING A CERTIFICATION

Name of Applicant: _____	
Name of New Employer: _____	
Is This Part of an Initial Contractor Licensing Application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Annual Certification Fee	Total Cost of Transfer
ALREADY PAID	\$ 0.00

- 1) Complete the above portion of this form before submitting it with your transfer paperwork.
 - a. If submitted as part of an initial licensing application, be remarked as a transfer on their paperwork and include this paperwork in their application. The issuance of your certification will then become dependent upon their licensing process and timeline.
- 2) Include ALL forms marked "MUST RETURN AS PART OF THE APPLICATION." Unless otherwise instructed, partial or incomplete submissions – on any level – WILL NOT be accepted and may be discarded.
- 3) Unless otherwise noted or instructed, submit NO PAYMENT as this is merely an administrative action.
- 4) Within two to ten (2-10) working days of receiving certification transfer accepted as complete for issuance the new (replacement) certification under the license of your new licensed employer will be mailed to the address on file within this application.
 - a. If submitted as a part of an initial licensing application, be marked as a transfer on their licensing paperwork and include this paperwork in their application. The issuance of your certification will then become dependent upon their licensing process and timeline.
- 5) The new Specialty Certification Stamp Order Instructions will be provided with the newly issued certification, with the exception of:
 - a. QUALIFIED EXEMPT certifications.
 - b. Specialized Level ITT Certifications, otherwise known as Inspection and Testing Technicians

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