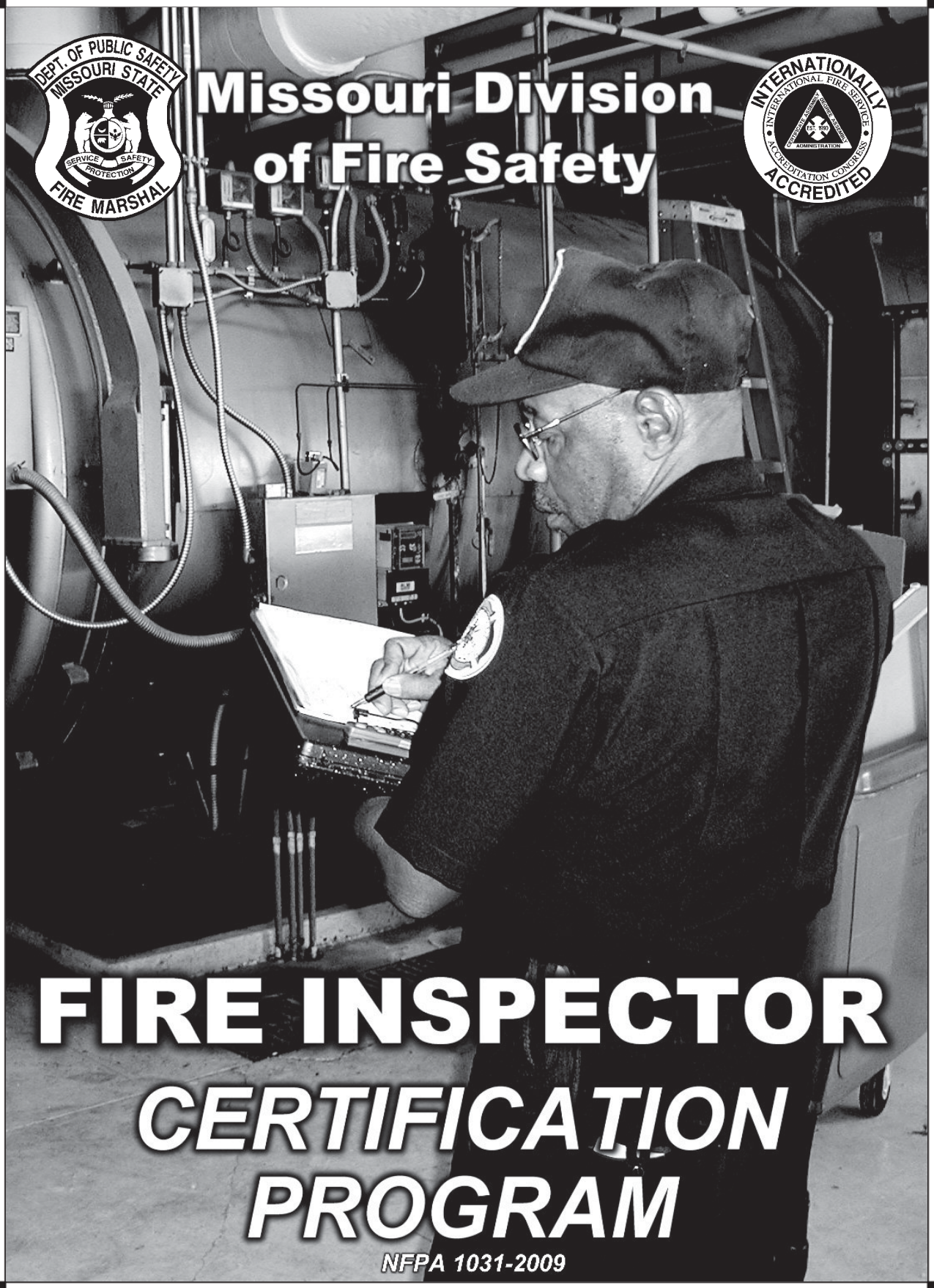

Missouri Division of Fire Safety

FIRE INSPECTOR CERTIFICATION PROGRAM

NFPA 1031-2009

TABLE OF CONTENTS

Certification Process ..... Page 1

Fire Inspector Course ..... Page 2

General Requirements for Fire Inspector Course ..... Section I ..... Page 3

Fire Inspector I Certification ..... Page 3

General Requirements for Certification ..... Section II ..... Page 4

Examination Administration and Description ..... Section III .... Page 5

Recertification ..... Section IV .... Page 6

Saving Clause ..... Section V ..... Page 6

Fire Inspector Equivalency/Reciprocity ..... Section VI .... Page 7

Suspension, Revocation, or Denial ..... Section VII .. Page 8

Appeal Process ..... Section VIII .. Page 9

MISSION

The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.

Certification Process

The guidelines for the state certification program are designed to ensure accountability, consistency, and credibility of instruction, testing, and certification of fire fighters and professionals in fields related to the fire service in the State of Missouri.

Goals of the Certification Program:

1. To raise the level of fire protection for the State of Missouri.
2. To improve training and education for the fire service of Missouri.
3. Establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Fire Inspector Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify Fire Inspectors based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.

Fire Inspector Course

The Missouri Division of Fire Safety's Fire Inspection Course is designed to provide a comprehensive program of instruction for fire inspectors and those desiring a knowledge of fire inspection. The requirements for Fire Inspector I certification are based on the NFPA 1031-2009 Standard, *Standard for Professional Qualifications for Fire Inspector*.

Successful completion of the course and practical skills are a requirement for eligibility to take the Division of Fire Safety Fire Inspector Certification examination. There will be four (10) tests totaling 100 questions given during the course. The student will be required to score 70% cumulatively on these tests for successful completion of the course. In addition, students will be required to successfully complete practical skills exercises during the course. Students not passing the course will be issued an attendance certificate.

The Fire Inspector I program is based on NFPA 1031-2009, *Standard for Professional Qualifications for Fire Inspector*. It is referenced to the International Fire Code and NFPA I, Uniform Fire Code. The delivery format is a 40 hour, five day course with practical skills conducted during the course. For more convenience for the students, chapters coincide with the IFSTA manual, Fire Inspector and Code Enforcement.

Fire Inspector I Course topics include; Inspector Authority and Responsibilities, Construction and Occupancy Classifications, Emergency Planning, Fire Spread and Growth, Fire Hazard Recognition, Fire Detection Systems, Fire Suppression Systems, Hazardous Materials and Special Hazards, Means of Egress and Occupancy Loads and Water Supply and Fire Flow.

The course shall be offered in different areas of the state four times yearly or as resources permit. The course will be open to interested members of the fire service, state agencies, and private industry involved in fire inspection. Those individuals whose primary duty is fire inspection and reside in the area of the course shall be given priority admittance.

Class size will be limited and preregistration is required for admittance to the course.

The applicant must complete a Fire Inspector Course Application and submit all required documentation as outlined in this booklet. Only complete applications will be accepted.

I. Applicants General Requirements for Fire Inspection Course

Students will be selected by compliance with the following guidelines:

A. Complete course application (enclosed).

B. A minimum of three years in some phase of fire service, fire prevention, or inspection.

C. Prerequisite training courses (documentation of attendance must be attached to application)

1. Completion of classes in the areas of Fire Behavior, Building Construction, and Hazardous Materials-Awareness, **OR** possess Division of Fire Safety Fire Fighter II certification.

2. Equivalent training/experience (such as college or NFA classes) may be substituted at the discretion of the Division of Fire Safety.

D. A letter of recommendation for course attendance from the applicant's supervisor listing applicant's job description and length of service (attach to application).

E. Applicant must complete an Authorization of Release for Information (enclosed).

Fire Inspector I Certification

Fire Inspector certification is provided through the Missouri Division of Fire Safety. The Missouri Division of Fire Safety shall certify Fire Inspectors based on a combination of requirements and qualifications.

Certification is granted to those individuals who meet the required qualifications and successfully pass the certification examination. The requirements for Fire Inspector I are based on NFPA 1031-2009, Chapter 4.

All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the examination.

Applicants have one year from the time of course completion to complete the certifi-

cation process.

II. Applicants General Requirements for Certification

A. Complete application for certification (enclosed).

B. A minimum of three years cumulative fire service, fire prevention, or inspection experience.

C. Submit a high school diploma or a GED certificate.

D. Submit a valid drivers license.

E. Be at least 18 years of age.

F. Have successfully completed the Missouri Division of Fire Safety's Fire Inspector Course including successful completion of all required practical skills.

G. A letter from the applicant's supervisor listing the applicant's job description and attesting to the fact that the applicant's primary duties include fire inspection. The supervisor letter should support the applicant for certification.

H. Successful completion of the State Fire Inspector examination with a minimum score of 70%.

I. Prior to taking the Fire Inspector Certification Exam, the applicant must show documentation of completion of an approved Hazardous Materials First Responder Awareness class (NFPA 1031, section 3-1, general).

J. Applicant must furnish a copy of two inspections performed by the applicant with at least one of those inspections dealing with a violation of your local code. The applicant will write a descriptive analysis of the violation and the procedure for its correction.

K. Applicant must complete an Authorization of Release for Information Form (enclosed).

III. Examination Administration & Description

The Division of Fire Safety Fire Inspector Certification examination will be given at least twice annually.

The applicant will have two hours to complete the 100 question certification examination. Each question is referenced to one or more of the following sources: NFPA 1031-2009; Missouri Division of Fire Safety Fire Inspector Curriculum; IFSTA's Fire Inspection and Code Enforcement, 7th edition.

Sample Test Question:

A local protective signaling system is intended primarily to alert:

a. the fire department dispatcher
b. a private alarm contractor
c. occupants of the protected area
d. hotel desk clerk

Each student shall also complete the Inspector Practical Skills Booklet containing all skill objectives as noted in the NFPA 1031-2009 Standard during the delivery of the Division's Fire Inspector Course and present the booklet to an approved evaluator for review. All skills must be successfully completed prior to certification being issued.

Following completion of the written examination, applicants shall be notified by the Division of Fire Safety by letter as to whether they passed or failed. No record will be made or kept of an applicant's percentage score from the examination. Tests and scores shall be destroyed following scoring.

The student must score 70% or better on the exam in order to pass. In the event that an applicant fails the examination, that applicant has one year from the date of the course to retake the certification examination. Should the applicant fail the examination a second time he or she must attend and successfully complete the Division of Fire Safety's Fire Inspector Course and skills before taking the examination again.

IV. Recertification

Fire Inspector Certification shall expire three years from the date of certification or from date of recertification.

Notification of approaching expiration will be sent to the individual's home address prior to the recertification date. The individual is responsible for supplying the Division with a current home address.

The inspector will be required to complete the following criteria in order to renew certification:

A. Complete and submit the Recertification Application

B. Provide documentation of 30 hours of training as a student or instructor, or any combination, in fire inspection related courses or seminars.

   Note: All courses or seminars are subject to approval by the Division of Fire Safety.

C. Submit a letter from the applicants' supervisor listing applicant's job description and attesting to the fact that the duty of the applicant is fire inspection.

In the event an individual does not submit the required documentation for recertification as a Fire Inspector, his or her certification status will be revoked. In order to regain certification, that individual must retake the Division of Fire Safety Inspection course and successfully pass the Fire Inspector certification examination.

V. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification or appointment acquired previous to the adoption of this certification program.

VI. Applying for Fire Inspector Equivalency/Reciprocity

For both Equivalency and Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. The Division of Fire Safety will not accept any faxed or emailed applications.

Equivalency

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) must comply with the following guidelines:

A. Candidate must complete the appropriate application and attach supporting documentation.
B. The candidate must be a member of a Missouri Fire Department and must have the signature of the Fire Chief in order to request reciprocity.
C. Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for desired level of certification. Documentation must be dated within the last 5 years.
D. Candidate must successfully pass the Division of Fire Safety's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable.
E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

Reciprocity

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) must comply with the following guidelines:

A. Candidate must complete the appropriate application and attach supporting documentation.
B. Certificates must clearly indicate IFSAC Accreditation for the level of certification.
C. Provide the Division with written verification from the non-Missouri certifying authority that the applicant's certification is current, valid and in good standing.
D. The candidate must be a member of a Missouri Fire Department and must have signature of the Fire Chief in order to request reciprocity
E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

The Missouri Division of Fire Safety Training Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to

complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.

VII. Suspension, Revocation or Denial

The Director of the Division of Fire Safety may suspend, revoke or deny certification to any fire inspector when it is found that the individual:

A. Has knowingly made a material misrepresentation of any information required for certification.

B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.

C. Has been convicted of or pleaded guilty to a felony.

D. Fails to achieve a score of 70% on the certification examination.

All certifications currently held by the individual will be reviewed.

VIII. Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

A representative of the Missouri Division of Fire Safety, Fire Safety Advisory Board appointed by the State Fire Marshal.

A representative of the Missouri Division of Fire Safety, Fire Education Commission appointed by the State Fire Marshal.

A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

A. Deny the appeal without action

B. Make a recommendation to the Director of the Division of Fire Safety from the written appeal.

C. Hold an informal appeal hearing with the individual revoked or denied certification

The appeal board shall notify the Director of the Division of Fire Safety and the individual submitting the appeal within 90 days of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for appeal.

Date Received		Date Approved
	Department of Public Safety **Division of Fire Safety** PO Box 844, Jefferson City, MO 65102 (573) 751-2930 FAX (573) 751-1744	
Received By		Approved By

Application for Division of Fire Safety Course Enrollment

Course Applying for:

Fire Officer	☐ Fire Officer I	☐ Fire Officer II		
Fire Service Instructor	☐ Level I	☐ Level II		☐ Evaluator
Fire Inspector	☐			
Fire Investigator	☐			

Location of Course Applying for:	**Date:**

Personal Information:

Social Security #	Last Name	Suffix	First Name	Middle Name or Initial

Home Address of Applicant	City	State	Zip Code

Current Fire Department/Agency Information:

FDID No.	Department Name	Department Phone Number (non-emergency)

Street Address	City	State	Zip Code

Job Title	Years of Service	POST Certified
		☐ Yes ☐ No

Division of Fire Safety Use Only

Received	Yes	No	Date	Initials		Yes	No	Date	Initials
Driver's License					Passed Course				
Recommendation Letter					Passed Skills Exam				
Supporting Documentation					NFPA Standard:				
Certificate Issued					Explain:				
Years of Service:	FF1&2:				Data Entry Date:			Initials:	

Please supply the following information:				
Driver's License #	**D.L. State**	**Personal Phone #** ☐ **Home** ☐ **Cell**	**Email Address**	
Date of Birth	**Sex**	**Fire Department Type**		
	☐ Male ☐ Female	☐ Volunteer FF	☐ Paid FF	☐ Private Industry
High School Diploma?	**If No, Highest Grade Completed?**	**GED?**	**College Degree?**	**If yes, which major?**
☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No	

Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?

☐ Yes ☐ No **If yes, attach explanation** regarding the date of conviction, original charge, jurisdiction, disposition, and circumstances surrounding the offense.

Prerequisite Training Courses Attending (attach documentation):

Course and Location:_____ Hours:_____

Course and Location:_____ Hours:_____

Authorization for Release of Information

(Print Full Name)_____hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization. A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____ Date: _____

To be completed by applicants Fire Chief or Academy Representative

I certify that the above applicant meets the physical requirements set down by the _____ to perform the duties of fire fighter.
(Authority Having Jurisdiction)

*Signature:*_____*Date:*_____

COMPLETED APPLICATION AND SUPPORT DOCUMENTATION MUST BE SUBMITTED NO LATER THAN 14 DAYS BEFORE COURSE BEGINS

Date Received	Department of Public Safety Division of Fire Safety PO Box 844, Jefferson City, MO 65102 (573) 751-2930 FAX (573) 751-1744 Website: www.dfs.dps.mo.gov	Date Approved To Test
Received By		Approved By
	Application for Testing and Certification	

Location for Testing:(see website for testing locations and dates)	Date of Testing

Personal Information:

Social Security #	Last Name	Suffix	First Name	M.I.

Mailing Address of Applicant	City	State	Zip Code

Driver's License #	D.L. State	Personal Phone # ☐ Home ☐ Cell	Email Address

Date of Birth	Sex	High School Diploma?	GED?	County of Residence
	☐ Male ☐ Female	☐ Yes ☐ No	☐ Yes ☐ No	

Current Agency Information:

FDID No.	Agency Name	Phone #	Yrs of Serv.	County

Street Address	City	State	Zip Code

Agency Type

☐ Volunteer FD ☐ Paid FD ☐ Academy Student ☐ Private ☐ Other Local, State or Federal Agencies

Check the Certification Test(s) Applying For:

Fire Protection	☐ Firefighter I	☐ Firefighter II	**Was Firefighter II taken online?** ☐ Yes ☐ No	
Hazardous Materials	☐ Awareness	☐ Operations	**Was Haz-Mat Awareness taken online?** ☐ Yes ☐ No	
Fire Officer	☐ Fire Officer I	☐ Fire Officer II		
Fire Service Instructor	☐ Level I	☐ Level II		
Driver/Operator	☐ Pumper			
Fire Inspector	☐			
Fire Investigator	☐			

Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?

☐ Yes ☐ No **If yes, explanation** regarding the date of conviction, original charge, jurisdiction, disposition, and circumstances surrounding the offense **MUST BE SUBMITTED**. Attach additional pages if necessary.

Authorization for Release of Information

I, (Print Full Name)_____hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____Date: _____

To be completed by the Lead Instructor of a Division of Fire Safety Registered and Approved Course

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location:_____

*Signature:*_____*Date:*_____

Hazardous Materials Levels & Fire Fighter I and II ONLY
To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor

I certify that the above **applicant meets the physical and medical requirements** set down by the _____ to perform the duties of the applicable NFPA standard. (Authority Having Jurisdiction)

*Signature:*_____*Date:*_____

Testing will be scheduled by the State Fire Marshal's Office, Training and Certification Unit.

COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING