APPLICATION PACKET FOR PERSONS APPLYING TO TAKE THE QUALIFYING EXAMINATION FOR FIRE SPRINKLER INSPECTION TECHNICIAN

This application is for persons who do NOT already hold an inspection technician license with this Board, and do not currently hold NICET Level II certification in Inspection and Testing of Water-Based Fire Protection Systems. By returning this application for approval, the applicant is stating he/she has all of the required books and is prepared to test.
This application is for persons who currently
  • Work full-time under a licensed fire sprinkler inspection contractor (or)
  • Work full-time at a manufacturing, government, university or hospital facility which provides or
    arranges academic and practical training in fire sprinkler inspections consistent with NFPA-25.

Applicants for examination for Fire Sprinkler Inspection Technician shall submit evidence adequate to
establish that the applicant has 4000 (2 years) hours experience involved in inspection and testing of
previously installed fire sprinkler systems, consistent with NFPA-25. This license qualification is for a
Technician not a Contractor and therefore cannot be used to contract business. See Applicant Checklist in
the back of the application package to ensure return of a completed application. Application must be returned
with $100 exam fee. When an application is approved, Applicant will be notified by mail of next available exam
dates. The exam will be open book and given at the Board’s office. Further information will be included with
approval information. The only references necessary for the exam are the General Statutes, Laws & Rules,
January 2015 edition (available from the Board) and NFPA-25 Inspection, Testing, and Maintenance of Water-
based Fire Protection Systems. 2011 edition. Complete application must be received in the office one week prior
to the next available test date to be considered for that date.

All applicants are required to utilize “CastleBranch.com” to submit a nationwide criminal record report to the Board (attach a paper
copy of the background report to this application). Applicants are required to pay the reporting service for the cost of the report.
Answering falsely or submitting an inaccurate criminal record report can be considered fraud or deceit in obtaining a license
and could lead to the denial of your application as well as prosecution under G.S. 87-23 and G.S. 87-25. The Board shall not
consider the examination application of a person who has been convicted of a crime involving fraud or moral turpitude until at
least one year has elapsed following the applicant’s completion of the terms and conditions of any punishment for the conviction,
except for unsupervised probation.

The examination is designed to measure the applicant’s knowledge of the process of performing NFPA inspections. Each question has
only one correct answer. Therefore, the examinee should read each question carefully and then select the one answer that is the most
complete and correct. Each examination question is designed to test one particular point of the subject matter. The wording is
straightforward and there is no intent to mislead or present “trick” questions.

TO ALL LICENSEES
If any former employee asks that you sign a form verifying his/her work experience so as to qualify for an examination, you must
complete theses forms to the extent of your knowledge.

An unjustified refusal to sign appropriately documented forms provided by the applicant will lead to an appearance before the Board’s
Resolution Committee.

The Board understands that on occasion employees are dismissed due to lack of skill, tardiness, substance abuse, theft or other reasons.
In such situations, you may wish to provide additional information to the Board by separate letter addressed to Exam Coordinator. The
Board will consider all such information within the limits of its duty and authority.
CHAPTER 50 – BOARD OF EXAMINERS OF PLUMBING, HEATING AND FIRE SPRINKLER CONTRACTORS.

FIRE SPRINKLER INSPECTION TECHNICIAN LICENSE

21 NCAC 50 .0301 QUALIFICATIONS DETERMINED BY EXAMINATION

(d) Applicants for licensure in the Fire Sprinkler Inspection Technician classification must pass the technical examination offered by the Board. The Board will accept the results of NICET examination resulting in Level II Certification in “Inspection and Testing of Water-based Protection Systems” by NICET in lieu of the Board administered examination. Persons who obtain license as a Fire Sprinkler Inspection Technician based on NICET certification must maintain such certification as a condition of license renewal.

History Note: Authority G.S. 87-18; 87-21(a): 87-21(b); Amended eff. July 3, 2012; Jan 1, 2010; May 1, 2006

21 NCAC 50 .0306 APPLICATIONS: ISSUANCE OF LICENSE

(e) Applicants for examination or licensure in the Limited Fire Sprinkler Inspection Technician classification shall submit evidence adequate to establish that the applicant has either:

1. 4000 hours experience involved in inspection and testing of previously installed fire sprinkler systems, consistent with NFPA-25, as a full-time employee of a Fire Sprinkler Contractor or fire insurance underwriting organization; or
2. 4000 hours experience involved in inspection and testing of previously installed fire sprinkler systems, consistent with NFPA-25 as a full-time employee of a hospital, manufacturing, government or university facility and under direct supervision of a Fire Sprinkler Inspection Contractor or a Fire Sprinkler Inspection Technician;
3. 4000 hours experience involved in installation of fire sprinkler systems as a full-time employee of a Fire Sprinkler Installation Contractor or
4. a combination of 4000 hours experience in any of the categories listed in this Paragraph

History Note: Authority G.S. 87-18; 87-21 (b) Amended eff. July 3, 2012; January 1, 2010; June 1, 2006

21 NCAC 50 .0513 LIMITED FIRE SPRINKLER INSPECTION TECHNICIAN LICENSE

(a) License in the Limited Fire Inspection Technician classification is required of the technician who carries out periodic inspection of fire sprinkler systems consistent with NFPA-25.

(b) Periodic observation and testing of systems other than NFPA-25 system certification may be carried out by Fire Sprinkler Maintenance Technicians licensed under Rule .0515 of this Chapter. Insurers who carry out inspections for the limited purpose of underwriting or rating for insurance purposes, in situations where the physical tasks are carried out by the on-site Fire Sprinkler Maintenance Technician licensee of the insured, are not required to be licensed pursuant to this Rule. All NFPA-25 reports and system tags must display the name and signature of the licensee who performed the actual inspection as well as the license number of the inspection contractor: except that where the Fire Sprinkler Inspection Technician license is issued in the name of a manufacturing, government, university or hospital facility as set out in this Rule, the NFPA-25 report and system tags must display the name, signature and license number of the Inspection Technician.

(c) Licenses shall be issued based on experience and examination, or on experience and certification, as described in Rules .0301 and .0306 of this Chapter and expire annually.

(d) The duties of Fire Sprinkler Inspection Technicians may be carried out as employees of Fire Sprinkler Inspection Contractors or as full-time employees at a manufacturing, government, university or hospital facility. Fire Sprinkler Inspection Technician licenses shall be issued and listed either as sub-licenses of Fire Sprinkler Inspection Contractors or as a Fire Sprinkler Inspection Technician license in the name of the manufacturing, government, or hospital facility where the Fire Sprinkler Inspection Technician is employed.

History Note: Authority G.S. 87-21 Eff: January 1, 2004 Amended Eff. January 1, 2010; March 1, 2005
STATE BOARD OF EXAMINERS OF PLUMBING,

HEATING & FIRE SPRINKLER CONTRACTORS - RALEIGH, NC
APPLICATION FOR FIRE SPRINKLER TECHNICIAN EXAMINATION

Please print legibly in black ink or type (Applications must include full name and not an initial).

Full Name:

First ___________________________ Middle _______ Last ___________________________

Social Security No. ______________ - ______________ - ______________ Date of Birth ______________

Home Address: Work Address:

Street/PO Box ____________________________________________________________

City ___________________________ State ___________________________

Zip ___________________________ County ___________________________

Home Phone: ____________________________ Work Phone: ____________________________

Email: ____________________________ Fax: ____________________________

Home Physical Address: ______________________________________________________

Street __________________________________ City ______________ State ______________ Zip ______________

Examination Fee $100.00 per exam and is non refundable

In what specific name will this license be listed?
(List the name of the manufacturing, government, university or hospital facility where you are employed or the name of the company where you are employed. If you are employed with a company, the company must have a valid Fire Sprinkler Inspection Contractor license listed in the name of the company before we will issue your license.)

If you are currently or were previously issued a license
by this Board, enter your license number and qualifications:

License number _______ Qualification _______

Have you ever been charged or convicted of a crime (excluding minor traffic violations)? Check one: Yes ____ No ____
If yes, explain the occurrence(s) on a separate sheet of paper.

Are you presently serving or have you completed any period of incarceration, probation or parole for any misdemeanor or felony? Check one: Yes ____ No ____
If yes, explain the occurrence(s) on a separate sheet of paper.

Authorization for Records Check

All applicants are required to utilize “CastleBranch.com” to obtain a nationwide criminal record report and must attach a paper copy of the background report to this application (instructions attached to this application). Applicants are required to pay the reporting service for the cost of the report. In making this application to the State Board of Examiners of Plumbing, Heating, & Fire Sprinkler Contractors for a license under the provisions of Chapter 87 of the General Statutes of North Carolina and the Rules of the State Board of Examiners, I swear (or affirm) that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief.

Applicant's Signature: ____________________________ Date: ____________________________
On this application, the Board asks questions about a license applicant's criminal history. In addition to the questions on this application, the Board may conduct a formal criminal or disciplinary history check. Answering "yes" to any of these questions or having a conviction, disciplinary or adverse employment action is not automatically a basis for denial of licensure.

When an applicant has a criminal conviction, the Board will consider:
(1) The level and seriousness of the crime.
(2) The date of the crime.
(3) The age of the person at the time of the crime.
(4) The circumstances surrounding the commission of the crime, if known.
(5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
(6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
(6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
(7) The subsequent commission of a crime by the applicant.
(8) Any affidavits or other written documents, including character references.

If Board staff is unable to approve an application, the applicant has the right to request to have that application heard by the members of the Board. Any such request should be submitted in writing to the Board’s Executive Director. The Board will conduct that hearing pursuant to the North Carolina Administrative Procedure Act and the Board’s own hearing rules. As a result of the evidence presented at that hearing and considering the considerations outlined above, the Board may refuse to grant or may condition a license if it finds any of the grounds for doing so under North Carolina Gen. Stat. § 90-85.38(a).

If the applicant wishes to appeal the Board’s final decision, the applicant may seek review of the decision by filing a petition for judicial review in the Superior Court pursuant to Article 4 of the Administrative Procedure Act, North Carolina Gen. Stat. § 150B-43 et seq.
Complete the form **ONLY** if your employer is a Licensed Fire Sprinkler Inspection Contractor

**CURRENT / PAST NC LICENSED EMPLOYER STATEMENT**

**NOTE TO LICENSEE VERIFYING EXPERIENCE:** As a licensee of this Board, you shall only verify actual experience (number of hours and duties) that this applicant received while working under your license and direct supervision. If you verify experience that was not performed while the applicant was working under your license and direct supervision, or if you verify experience outside the classification of experience obtained while the applicant was working under your license and direct supervision, you, the licensee, will be subject to disciplinary action up to and including revocation of your license per G.S. 87-23. In addition, you can also be prosecuted under G.S. 87-25 for giving false or forged evidence to the Board in obtaining a license, punishable as a Class II misdemeanor. After the licensee signs this notarized affidavit verifying the required experience, the employment records (W-2’s or 1099’s) must be submitted with this application. An applicant may make copies of this form for use in documenting additional experience with other licensees in order to fully and completely document the required minimum hours of experience.

This is to certify that (APPLICANT’S FULL NAME) is/was employed working under my fire sprinkler inspection contractor license and has experience involved in inspection and testing of previously installed fire sprinkler systems, consistent with NFPA-25.

Employment Dates – Start date: ______________________ End of Employment: ______________________

Document below the specific and detailed duties this applicant performed while working for your firm.

Percent of the above listed experience (being confirmed) performing NFPA25 inspections: ___________%  
Percent of the above listed experience (being confirmed) performing other tasks: ___________%  
Total # of hours employed by your firm performing installations, inspections, service or repairs: ___________ hours

Print – Licensee’s Name Confirming Experience  License #  Company Name (if applicable)  
Signature of Licensee Confirming Experience  Date  

STATE OF __________________________  COUNTY OF __________________________

SWORN TO AND SUBSCRIBED BEFORE ME THIS ________ DAY OF ____________________, 20 _____

(SEAL)  NOTARY PUBLIC (Signature and printed name)  
MY COMMISSION EXPIRES _______________________
Complete the form ONLY if your employer is one of the following:
Hospital, Manufacturer, University or Government Agency

APPLICANT EMPLOYMENT HISTORY
This form is required to be completed if by the supervisor of the applicant while the applicant was employed at a hospital, manufacturer, university or government agency. The applicant must complete this form and attach W-2’s and/or 1099’s to verify experience. In completing this form, please document a thorough and concise employment history detailing NFPA-25 inspection experience. You may make photocopies of this form in order to list all of your past employment history that applies.
Note: Attach copies of W-2, 1099’s matching time(s) of employment listed on this form.

APPLICANT’S FULL NAME: ____________________________

EMPLOYER NAME: ________________________________ TELEPHONE: ______________

ADDRESS: ______________________________________

CITY: __________________________ STATE: ______________________

DATE’S EMPLOYED: (MONTH/YEAR): Start Date _______________ to _______________ (Month/Year) (Month/Year)

POSITION’S HELD: ______________________________________

SUPERVISOR’S NAME: ______________________________________

Detailed description of your duties: __________________________

Percent of the above listed experience (being confirmed) performing NFPA-25 inspections: ____________ %

Percent of the above listed experience (being confirmed) performing other tasks: ____________ %

Total hours employed by your firm performing installation, inspection, service or repairs: ____________ hours.

Print – Person Confirming Experience: ____________________ Company Name (if applicable): ______________________

Signature of Person Confirming Experience: __________________________ Date: ______________

STATE OF ________________ COUNTY OF ________________

SWORN TO AND SUBSCRIBED BEFORE ME THIS ________ DAY OF ________________, 20________

___________________________

NOTARY PUBLIC (Signature and printed name)

MY COMMISSION EXPIRES: ____________________________
Complete the form ONLY if your experience cannot be verified by a North Carolina Fire Sprinkler Contractor licensee or the supervisor of a Hospital, Manufacturer, University or Government Agency.

**APPLICANT EMPLOYMENT HISTORY**

This form is required to be completed if by the supervisor of the applicant while the applicant was employed at a hospital, manufacturer, university or government agency. The applicant **must complete this form and attach W-2’s and/or 1099’s to verify experience**. In completing this form, please document a thorough and concise employment history detailing NFPA-25 inspection experience. You may make photocopies of this form in order to list all of your past employment history that applies.

Note: Attach copies of W-2, 1099’s matching time(s) of employment listed on this form.

**APPLICANT’S FULL NAME:** ________________________________

**EMPLOYER NAME:** ________________________________ **TELEPHONE:** ________________

**ADDRESS:** ____________________________________________

**CITY:** ________________________________ **STATE:** ________________________________

**DATE’S EMPLOYED:** (MONTH/YEAR): Start Date ________________ to ________________

(Month/Year) (Month/Year)

**POSITION’S HELD:** ____________________________________________

**SUPERVISOR’S NAME:** ____________________________________________

**Detailed description of your duties:** ____________________________________________

Percent of the above listed experience (being confirmed) performing NFPA-25 inspections: ____________%

Percent of the above listed experience (being confirmed) performing other tasks: ____________%

Total hours employed by your firm performing installation, inspection, service or repairs: ____________ hours.

Print – Person Confirming Experience

Company Name (if applicable)

Signature of Person Confirming Experience

Date

STATE OF ________________________________ COUNTY OF ________________________________

SWORN TO AND SUBSCRIBED BEFORE ME THIS ___________ DAY OF ________________________________, 20________

(SEAL)

NOTARY PUBLIC (Signature and printed name)

MY COMMISSION EXPIRES ________________________________
APPLICANT CHECK LIST

Check to be sure the following is enclosed

✓ Completed and signed application including
✓ Employment/Experience Forms
✓ Work Verification Sheet
✓ Book order form (or may be sent prior to application)
✓ Check or money order for $100 made payable to the State Board of Examiners
✓ W-2’s
✓ Certified Background Check – Attach to application
✓ Add-Sub-licensee form

Incomplete applications will be returned. A completed application packet must be received in this office and experience forms verified by our staff before you will be approved to sit for the examination.

Mail Completed Application Packet and Application Fee to:

State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors
1109 Dresser Court
Raleigh, NC 27609

***Complete application must be received in the office one week prior to the next available test date to be considered for that date.

THE MOST COMMON REASONS APPLICATIONS ARE RETURNED

1. Correct fees are not included with the application.
2. Applications are not properly signed and notarized
3. Forms are not filled out completely.
4. Wrong application is used.
5. Check is not signed.
6. All forms are not included in packet.
Applicant Instructions to Obtain
Certified Background Check For
State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors

The above organization has chosen CastleBranch.com as an approved source for background checks.

CastleBranch.com is a service that allows applicants to order and purchase their own background check directly online. The results of your background check are posted to the CastleBranch.com website in a secure, tamperproof environment. You can view the background check anytime, anywhere online with your secure password. The background check we perform is based on guidelines provided by your organization, so you know you'll get the information you need, all from one source.

To order your background check from CastleBranch.com, please follow the instructions below.

1. Go to www.CastleBranch.com
2. In the Place Order Box, enter package code: ST46
3. Enter Personal Information
4. Select a method of payment: Visa, Master Card or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 24-72 hours. Once your background check is complete, your organization will automatically be able to view your background check results. You can also supply the password to anyone else that needs to see your results. Please print a copy of your certified background check and include the copy with your application.

Must submit copies of all pages of criminal background report with application.

www.CastleBranch.com
Phone: (888)666-7788
info@castlebranch.com
Information of licensee to be added

License # ________________  Social security # XXX-XX-_________
(last four digits only)

Licensee to be added Full Name: _______________________________________

Home Address

Mailing Address: _______________________________
(Street) (City) (State) (Zip)

Physical Address: _______________________________
(Street) (City) (State) (Zip)

Home Telephone Number: (_____)_________________ Fax Number: (_____)_________________

Business Address

Mailing Address: _______________________________
(Street) (City) (State) (Zip)

Physical Address: _______________________________
(Street) (City) (State) (Zip)

Telephone Number: (_____)_________________ Fax Number: (_____)_________________

E-mail Address: _______________________________

I wish to have my name and qualifications added to the existing license number _____________, which is issued in the name of _________________________________.

(Company Name)

My position with the company will be _________________________________.

(Officer, Owner, General Partner or Full-Time Employee)

I acknowledge as the licensee holder that I am completely and fully responsible for all work performed under my license. I understand that I must assure that all permits are secured prior to commencing work; that anyone working under my license will either be on the payroll of the company or they must hold their own license; that all installations performed under my license will be installed in accordance with the minimum standard of the North Carolina Code, the Board’s general statutes and rules as well as the prevailing standards in the industry. By signing below I understand that I am required to supervise all work performed under my license and that I am required to sign and execute all
contracts for work performed under my license. I shall immediately notify the Board upon termination of my association with the above company, and then I understand that my individual license will revert to my individual name.

Print – Licensee’s Name & License #

Signature of Licensee Date

STATE OF ___________________________ COUNTY OF ___________________________

SWORN TO AND SUBSCRIBED BEFORE ME THIS _______ DAY OF ___________________, 20_____

(SEAL)

NOTARY PUBLIC  (Signature and printed name)

MY COMMISSION EXPIRES ___________________________

Master Licensee Information

I, ___________________________ , hold license number __________________ issued as ___________________________. I wish to add the name and qualification of license number ___________________________ to my license. His position in the company (name and license number)

will be ___________________________. I understand ___________________________ (Officer, Partner, Full-Time Employee)  (name of licensee to be added)

shall execute all contracts to the extent of his qualifications.

Print – Licensee’s Name & License #

Signature of Licensee Date

STATE OF ___________________________ COUNTY OF ___________________________

SWORN TO AND SUBSCRIBED BEFORE ME THIS _______ DAY OF ___________________, 20_____

(SEAL)

NOTARY PUBLIC  (Signature and printed name)

MY COMMISSION EXPIRES ___________________________
BOOK ORDER FORM

Name: ____________________________    License #: ____________________________

Company Name: ____________________________

Ship To: ____________________________

City: ____________________________    State: _______    Zip: ____________

County: ____________________________    Phone: (_____ )_______ - ____________

Email: ____________________________

<table>
<thead>
<tr>
<th>BOOKS</th>
<th>Qty</th>
<th>Price (tax included)</th>
<th>Subtotal</th>
<th>Shipping/Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Laws and Rules (2016)</td>
<td>X</td>
<td>$10.73</td>
<td>+ 4.27</td>
<td>(per book)</td>
<td></td>
</tr>
</tbody>
</table>

ALL BOOK SALES ARE FINAL
NO RETURNS - NO REFUNDS - NO EXCHANGES - NO EXCEPTIONS

Mail Completed Form with Payment Payable to "State Board of Examiners":

State Board of Examiners
1109 Dresser Ct.
Raleigh NC 27609

Please Allow 5-7 Business Days to Receive Order

THANK YOU FOR YOUR BUSINESS