

Steps and Requirements for Life Safety Endorsements

Fire Sprinkler – must have a qualifying Designer and an Inspector.

Must have a qualifier for the firm; this qualifier must live within 150 miles of the firm he is qualifying.

1. **Firm Application** – http://sfm.dps.louisiana.gov/lic_packet.htm
 - a. Submit completed firm application in **blue ink**.
2. **Documentation**
 - a. Signed affidavit on qualifier/designer.
 - b. Copy of current NICET certificates for qualifier/designer and inspector.
 - c. List Agent of Service if not located in the state of Louisiana.
 - d. General Liability & Worker's Compensation insurance certificate (certificate must be faxed to (225) 925-3699 by your insurance agent). The minimum GL coverage amount is \$500000.00 The Insurance Certificate must note in the description of operations column: "Life Safety & Property Protection" and must have the current physical address of the firm listed on the certificate. If the owner(s) is the only employee(s), the firm does not need to carry worker's comp.
 - e. Sample of Service Tags - see website:
http://sfm.dps.louisiana.gov/lic_tags-forms.htm#tr

NOTE: All tags **MUST** have the Name of the firm, the physical address of the firm, the phone number of the firm and the License # of the firm **PRE-PRINTED OR INK STAMPED** on all tags.

3. **Fees:** \$500.00 company check/money order to Office of the State Fire Marshal.
4. **Qualifier/Fire Sprinkler Designer** - must meet the minimum Technician or Specialist certification requirements for the endorsements they wish to qualify. All qualifiers must have **ONE** of the following:
 - a. NICET 3 Certification (or higher) in Sprinkler Layout and Design or
 - b. Professional Engineer with a Mechanical or Fire Protection Endorsement

The following courses are required:

 - c. Fire Marshal Administrative Rules course.
 - d. Fire Marshal Plan Review Course
 - e. Life Safety NFPA 101 Course

http://sfm.dps.louisiana.gov/doc/lic/lic_lssp_certification.pdf
5. **Employees – All employees must be paid W-2 employees. Submit the following::**
 - a. Employee application completed in **blue ink**:
http://sfm.dps.louisiana.gov/doc/lic/lic_ei_employee-application.pdf
 - b. Digital picture saved to a CD in JPG format.
 - c. Copy of current driver's license.
 - d. Fees - \$100.00 company check/money order to Office of State Fire Marshal.
(Combine firm fees and employee fees into one check.)
 - e. Copy of current certification certificates.

Fire Sprinkler Inspector - A provisional license will be issued for the first year;

By the first renewal date one of the following certifications must be obtained:

- a. National Institute for Certification of Engineering Technicians (NICET) 1 Certification in Inspection and Testing of Water Based Fire Protection Systems; or
- b. Oklahoma State University (OSU) Sprinkler Course; or
- c. Qualified Apprentice Program (National Fire Sprinkler Association (NFSA) or Sprinkler Fitters Local 669);
- d. NICET 2 Certification (or higher) in Inspection and Testing of Water

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Based Fire Protection Systems by the second renewal date.

SEE FOLLOWING PAGE FOR TRAINING CLASSES & CERTIFICATION

6. Vehicle Registration for out-of-state Fire Protection & Sprinkler Firms.

Each vehicle that will travel in Louisiana will need to be registered on a Vehicle Registration form.

Refer to website: http://sfm.dps.louisiana.gov/doc/lic/lic_vehicle_reg.pdf

Fee: \$20.00 for each license certificate

Certificates are to be kept in vehicles.

Each employee must obtain eight (8) continuing education units per year. The certificates are to be kept on file with their firm. Individuals must obtain at least 50% of their continuing education hours from categories number 1, 3, 4, or 6 of the Approved Continuing Education courses and Methods List (Refer to website for LSPP Policy & Procedures Manual**)

- Refer to the website for requirements for Certification, Continuing Education & Approved Courses:
http://sfm.dps.louisiana.gov/doc/lic/lic_lspp_certification.pdf
- Refer to the website for Training Classes and Training Organizations:
http://sfm.dps.louisiana.gov/lic_training.htm

Note: Follow both firm and employee checklists when submitting the applications.