

September 14, 2005

To: All Sprinkler, Fire Protection, Security and Locksmith Contractors

From: Boyd Petty, Manager,
SFM Licensing Section

Re: Emergency Licensing Guidelines

Approved by Henry Fry, Deputy Assistant Secretary _____

Due to the hardships that Hurricane Katrina has caused to contractors in our state, the Office of the State Fire Marshal is implementing the following emergency licensing guidelines and procedures effective immediately.

1. Displaced employee* policy:

a. Employees who have been displaced and would like to work for another licensed firm may do so upon the new firm submitting a letter stating the employee's name, license number, expiration date of license and original employer's name. Displaced workers may work for up to six (6) months without a revision application being submitted. The displaced employee must hold the same license endorsements as the new firm. Should the employee have to relocate to a new address, the employee must submit a letter showing his/her new address. There will be no charge for these revisions.

b. If the employee works for the new firm for more than six months, a revision application must be submitted showing the new firm for which he/she is working. A revision fee of \$20 will be required.

c. Renewals during the six month period will be handled as normal. The employee will be renewed to the original firm unless he/she chooses to renew with the new firm. All required renewal fees will apply.

Displaced firm policy:

Any firm which must relocate to a new location may continue to operate without interruption. The firm must submit a letter indicating the new location along with a local occupation license and a revised insurance certificate noting the new address within ten (10) working days of relocating. There will be no charge for these revisions.

New employees of existing firms:

a. Applications for new employees of existing firms will be given preference for processing above all other applications.

b. Fire Protection Employees.

New fire protection employees of existing firms will be allowed to go to work upon the fire marshal processing the application. A provisional license will be issued for six (6) months. The examination or training course requirement will be waived for the first six months. To maintain the license, the individual must apply and pass the appropriate examinations/training courses for all endorsements held. Failure to pass the necessary competency requirements within the first six months will result in the license being suspended. No provisional licenses will be issued to qualifying employees for Class C or D firms.

c. Security Contractors.

New Type C burglar alarm installer employees of existing firms will be allowed to go to work upon the fire marshal processing the application and conducting a criminal background check. A provisional license will be issued for six (6) months. The Level 1 training course requirement will be waived for the first six months. To maintain the license, the individual must attend and pass a Level 1 training course. Failure to do will result in the license being suspended. No Type B or G burglar alarm licenses will be issued without the individual attending and passing the required training course. Currently, there is a provisional license allowance in the law for sales persons (Type F license) and single station fire alarm installers (Type H license) so no modifications are necessary for these employees.

d. Locksmith (including CCTV and Electronic Locking System) Contractors.

New locksmith, CCTV, and electronic locking system employees of existing firms will be allowed to go to work upon the fire marshal processing the application and conducting a criminal background check. A provisional license will be issued for six (6) months. The examination requirement will be waived for the first six months. To maintain the license, the individual must apply and pass the appropriate examinations for all endorsements held. Failure to pass the necessary competency requirements within the first six months will result in the license being suspended.

e. Sprinkler Contractors.

Currently, there are procedures for provisional licenses for sprinkler inspectors so no modifications are necessary for these employees. No provisional licenses will be issued to sprinkler certificate holders.

Renewal of employees of existing firms:

All current requirements for renewing a license will remain in place except that continuing education requirements for security and locksmith employees will be suspended until their renewal date in 2007.

New firms and employees of new firms:

a. All new firms (no matter what industry) must meet all the necessary requirements set forth in the applicable law or rules prior to a license being issued.

b. All employees of new firms (no matter what industry) must meet all the necessary requirements set forth in the applicable law or rules prior to a license being issued.

These procedures are effective immediately and will expire on April 1, 2006. Should the situation warrant it, the fire marshal may continue these policies after the April, 2006 expiration date.

*Displaced employees looking for employment may contact the Louisiana Life Safety and Security Association at 337-886-7282 or www.lbfaa.org for referrals.