



Division of Fire Safety
VERMONT FIRE ACADEMY
 93 Davison Drive, Pittsford, VT 05763
 802-483-2755 / 800-615-3473
 FAX: 802-483-2464
<https://firesafety.vermont.gov/academy>



Fire Inspector Recertification Application

Vermont Fire Inspector Certification is valid for three years and expires on December 31st of the expiration year. To stay current in an ever-changing field, Certified Fire Inspectors are required to submit a minimum of 60 hours of documented continuing education in topics that are relevant and directly related to the job performance requirements of your certification level as outlined in NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner*. Continuing education hours may be earned through professional practice, by attending training on relevant topics, or by instructing training on relevant topics and must be earned in the current certification term. The matrix below indicates how the 60 hours of mandatory continuing education hours can be achieved.

Professional Development Category	Time Allotment	Minimum Hours	Maximum Hours
Professional Practice of Certificate Holder	0.5 hours per inspection	0	10
Training Attended by Certificate Holder	Actual training time	30	60
Instructing or Lecturing by Certificate Holder	2 hours per delivered hour of training	0	30

Acceptable training topics for continuing education hours are those that can be directly related to the following job performance requirements within your certification level as outlined in NFPA 1031, 2014 Edition.

Fire Inspector I	
4.2.1	Prepare inspection reports
4.2.2	Recognize the need for a permit
4.2.3	Recognize the need for a plan review
4.2.4	Investigate common complaints
4.2.5	Identify and reference applicable Code/Standard
4.2.6	Testify at legal proceedings
4.3.1	Identify occupancy classification of single-use building
4.3.2	Compute occupant load of single-use building
4.3.3	Inspect means of egress
4.3.4	Verify construction type
4.3.5	Determine operational readiness of a fixed fire suppression system
4.3.6	Determine operational readiness of a fire detection and alarm system

4.3.7	Determine operational readiness of portable fire extinguishers
4.3.8	Recognize hazardous conditions involving equipment, processes, or operations
4.3.9	Compare an approved plan to an installed fire protection system
4.3.10	Verify emergency planning and preparedness measures are in place
4.3.11	Inspect emergency access
4.3.12	Verify compliance for incidental storage, handling, and use of flammable and combustible liquids and gases
4.3.13	Verify compliance for incidental storage, handling, and use of flammable and combustible materials
4.3.14	Recognize a hazardous fire growth potential in a building or space
4.3.15	Determine code compliance of a fire protection issue
4.3.16 A	Verify required fire flows for a site using mathematical computation and graphical analysis
Fire Inspector II	
5.2.1	Process a permit application
5.2.2	Process a plan review application
5.2.3	Investigate complex complaints
5.2.4	Recommend modifications to codes or standards
5.2.5	Recommend policies and procedures for the delivery of inspection services
5.3.1	Compute occupant load of multi-use building
5.3.2	Identify occupancy classification of multi-use building
5.3.3	Verify a buildings height, area, occupancy classification, and construction type from plans
5.3.4	Evaluate fire protection systems and equipment
5.3.5	Analyze means of egress elements
5.3.6	Evaluate hazardous conditions involving equipment, processes, and operations
5.3.7	Evaluate emergency planning and preparedness procedures
5.3.8	Evaluate Code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases
5.3.9	Evaluate Code compliance for incidental storage, handling, and use of hazardous materials
5.3.10	Determine fire growth potential in a building or space
5.3.11	Verify compliance of life safety systems and building service equipment given a performance based design
5.3.12	Verify compliance of heating, ventilation, air conditioning, and other building service equipment
5.4.1	Classify an occupancy given a set of plans, specifications, and a description of a building
5.4.2	Compute the maximum allowable occupant load given a floor plan
5.4.3	Review proposed installation of fire protection systems
5.4.4	Review the installation of fire protection systems
5.4.5	Verify means of egress elements are provided given a floor plan
5.4.6	Verify construction type of a building compared to approved plans

It is the responsibility of the certification holder to submit a recertification request on forms provided by the Vermont Fire Academy prior to their certification expiration date. The Vermont Fire Academy will not issue reminders or notices of impending expiration to the certificate holder.



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FIRE INSPECTOR RECERTIFICATION APPLICATION

Personal Information		
First Name:	Middle Initial:	Last Name:
Mailing Address:		
City:	State:	Zip Code:
Home Phone:	Work Phone:	Other Phone:
E-Mail:		
Date of Birth:	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Student ID Number: _ _ _ - _ _ _ _	The Student ID consists of your initials and the last 4 digits of your social security number. (ABC-1234)	
Agency Information		
Department/Agency Name:		
Rank/Position:	Supervisor Name:	
Agency Mailing Address:		
City:	State:	Zip Code:
Agency Phone:		
<p>By my signature below, I certify that the information contained within this application is true and correct to the best of my knowledge. I understand that intentionally making a false statement on this application is a crime. The holder of any certification obtained in such a manner, through fraud or misrepresentation of material fact, will be subject to decertification per Section 6 of the VERMONT FIRE SERVICE TRAINING COUNCIL RULES AND POLICIES, effective January 1, 2007.</p>	<p>By my signature below, I certify that the information contained in this recertification application is true and correct to the best of my knowledge and that the applicant has obtained the required continuing education as indicated on this document. I further certify that the training listed herein, is current, relevant, and applicable to the work performed by the certificate holder in accordance with the job performance requirements outlined in NFPA 1031.</p>	
Signature of Certification Holder:	Signature of Supervisor:	
Date:	Date:	

Instruction Conducted by Certification Holder			
Course/Seminar/Training Name	Date(s)	NFPA 1031 JPR Reference	Hours
TOTAL			

Attach another copy of this sheet if additional space is needed.

TOTAL RECERTIFICATION HOURS			
Professional Development Category	Minimum Hours	Maximum Hours	Total
Professional Practice of Certificate Holder	0	10	
Training Attended by Certificate Holder	30	60	
Instructing or Lecturing by Certificate Holder	0	30	
TOTAL RECERTIFICATION HOURS			