



STATE OF CONNECTICUT

Department of Administrative Services

Division of Construction Services

Office of the State Fire Marshal

Policy Directive: 1, Addendum 1

Replaces: New

Administered by: Office of Education and Data Management

Date: March 27, 2020

Duration: Until Revised

Authority: State Fire Marshal

SUBJECT: CERTIFICATION

Purpose:

To outline the methods by which an individual can become certified by the State of Connecticut as a fire investigator, fire code inspector or fire marshal, and how an individual can earn National Board certification as a fire investigator or fire inspector 1.

Connecticut Certification**Discussion:**

As derived from Connecticut General Statutes (CGS) 29-298 (b), there are three ways to become certified as a Fire Code Inspector or a Fire Investigator:

1. Pass a written, oral or practical challenge examination.
2. Successfully complete the training program with qualifying examination developed and taught by the DAS Office of Education and Data Management (OEDM).
3. Complete a training program developed by another agency or institution that is deemed the equivalent.

To be certified as a Fire Marshal, an individual must:

1. Be certified as a Fire Code Inspector.
2. Be certified as a Fire Investigator.
3. Provide documentation that demonstrates completion of one of the minimum standards of qualifications for the fire marshal certification established in CGS 29-298 (a).

Challenge Exams for Fire Investigator and Fire Code Inspector

1. Under the authority of the State Fire Marshal, the Office of Education and Data Management (OEDM) will develop test banks for fire investigator written exams that incorporate assessment objectives based on NFPA 921; NFPA 1033; Kirks Fire Investigation (DeHann, John D., Pearson Education Inc.) and Office of State Fire Marshal (OSFM) Policy Directives.



2. Under the authority of the State Fire Marshal, OEDM will develop test banks for fire code inspector written exams that incorporate assessment objectives based on the Connecticut State Fire Safety Code; the Connecticut State Fire Prevention Code; NFPA 13; NFPA 25; NFPA 54; NFPA 72; CGS Title 29 Chapter 541; OSFM Policy Directives 1, 3, 5 and 10; Connecticut Fireworks Regulations; and Connecticut Explosives Regulations.
3. Challenge exams will be offered periodically as specified on the OEDM webpage.
4. Application forms for the challenge exam will be available on OEDM's website. Preference may be given to applicants who are sponsored by an appointing authority stating that the person will be appointed to a position upon passing the exam being challenged. The appointing authority is defined in CGS 29-297(a).
5. The number of exam questions, scoring information and reference books allowed in the exam will be found in the OEDM Fire Exam Procedures located on the OEDM webpage.
6. Individuals who pass the certification exam will be certified as a Fire Code Inspector or a Fire Investigator and OEDM will mail him/her a paper certificate signed by the State Fire Marshal and the Chair of the Codes and Standards Committee for each credential. The mailing will include the classification of the fire official, the three-year period of certification, and the required number of continuing education hours to be accrued over that period.
7. Certification is for three years from the date the exam was passed. When an individual is certified as either a Fire Code Inspector or a Fire Investigator, and earns the second certification, the three-year certification cycle will be reset to the start date of the new certification, and the number of continuing education hours required will increase to the sum of credits mandated for each credential.
8. Individuals who fail the exam, including section exams, will be allowed to retake the exam twice in a two-year period.
9. If an individual fails the exam three times in a two-year period and wishes to pursue certification, s/he will be required to successfully complete a state-approved training program.
10. OEDM conforms to provisions of the American with Disabilities Act in providing qualified individuals with accommodation to take exams. The applicant must contact OEDM immediately upon applying for an exam to request special testing accommodations. The candidate should be prepared to provide a description and documentation of his or her specific need.

OEDM Training Program for Fire investigator and Fire Code Inspector

1. Under the authority of the State Fire Marshal, OEDM will provide precertification training in accordance with CGS 29-298 (b) to certify fire officials. The Precertification Training Program will consist of the Fire Investigator module and the Fire Code Inspector module. To successfully



complete each module, the individual must pass the respective cumulative written exam. This exam pulls from the same test banks as the challenge exam.

2. Under the authority of the State Fire Marshal, OEDM will develop and teach the curriculum for the fire investigator training module that incorporates learning objectives based on NFPA 921; NFPA 1033; Kirks Fire Investigation (DeHann, John D., Pearson Education Inc.) and Office of State Fire Marshal (OSFM) Policy Directives.
3. Under the authority of the State Fire Marshal, OEDM will develop and teach the curriculum for the fire code inspector training module that incorporates learning objectives based on the Connecticut State Fire Safety Code; the Connecticut State Fire Prevention Code; NFPA 13; NFPA 25; NFPA 54; NFPA 72; CGS Title 29 Chapter 541; OSFM Policy Directives 1, 3, 5 and 10; Connecticut Fireworks Regulations; and Connecticut Explosives Regulations.
4. The Fire Investigator module and the Fire Code Inspector module will be offered twice per year.
5. Application forms for the precertification training modules will be available on OEDM's website and emailed on the fire listserv. Preference may be given to applicants who are sponsored by an appointing authority stating that the person will be appointed to a position upon passing the exam being challenged. The appointing authority is defined in CGS 29-297(a).
6. Attendance at each precertification module is mandatory; for Fire Investigator the student is removed from class after four absences, for Fire Code Inspector the student is removed from class after six absences.
7. Reference numbers 5 through 10 (above) in **Challenge Exams for Fire Investigator and Fire Code Inspector**

Equivalent Training for Fire Investigator and Fire Code Inspector or Fire Marshal

1. If an individual has successfully completed a training program developed by an agency or institution other than OEDM, the individual can submit an application for review to OEDM, the State Fire Marshal and the Codes and Standards Committee to determine if the training presented is equal to OEDM's training modules.
2. The application must include the syllabus, schedule, training materials, evaluation criteria and exam grades, and any other relevant documentation.
3. If the training is deemed to be equal for both the Fire Investigator and the Fire Code Inspector modules, and his/her work history documents completion of one of the six minimum standards of qualification for fire marshal certification, the individual will be certified as a fire marshal.
4. If the individual has only been trained in either a fire investigator or fire code inspector program, and his/her work history does not support completion of one of the six fire marshal prerequisites, s/he will be certified as either a fire investigator or a fire code inspector, or both.



Fire Marshal Certification

1. Individuals certified as both Fire Code Inspectors and Fire Investigators, and who meet one of the six minimum standards of qualification established in CGS 29-298 (a) shall be certified as a Fire Marshal.
2. The State Fire Marshal will review the documentation in support of the minimum standard of qualification, and if accepted, the individual will be certified as a Fire Marshal.
3. The individual will be mailed a paper certificate stating s/he is a Fire Marshal and signed by the State Fire Marshal and the Chair of the Codes and Standards Committee.
4. Fire Marshal certification will not change an individual's three-year cycle date or number of continuing education credits required.

National Board Certification

Discussion:

The following system has been instituted for Connecticut certified fire officials to become eligible to test for National Board certification as a Fire Inspector 1 and/or Fire Investigator. The responsibility of pursuing National Board certification rests with the individual; OEDM only verifies the qualifications for National Board Accreditation and is not involved in any other aspect of the process.

1. Candidate must be Connecticut-certified as a Fire Inspector I or Fire Investigator.
2. Candidate completes the exam application for Fire Inspector 1 or Fire Investigator found on the Department of Emergency Services and Public Protection, Commission on Fire Prevention and Control's website.
3. The candidate submits the application to OEDM for verification that the individual has completed all requirements for Connecticut certification as a Fire Code Inspector or Fire Investigator, as per NFPA 1033 and NFPA 1031 respectively.
4. OEDM Fire Trainer completes and signs the application and returns it to the candidate.
5. Candidate submits the completed form, including desired testing date, with payment to the Commission on Fire Prevention and Control.
6. Candidate sits for written exam.
7. The Commission on Fire Protection and Control issues a National Accreditation Certificate to candidates who pass the exam.