



FILING INSTRUCTIONS FOR INDIVIDUAL CERTIFICATION APPLICATION

- A. Applications must be typewritten or neatly printed.
- B. **Application fee is \$35.00 per category. Make check(s) or money order(s) payable to Treasurer, State of Ohio. Application fee(s) are non-refundable. We do not accept cash.** Once you are approved to take the exam, eligibility to test is valid for 90 days. Submit page (3) of this application to:
- Division of State Fire Marshal
Testing & Registration Bureau
8895 E. Main St.
Reynoldsburg, OH 43068
Phone # (614)752-7126 or 1(877)264-0023
Fax to (614)995-4206
Email address: webfmtr@com.ohio.gov**
- C. Pursuant to Ohio Administrative Code Section 1301.7-7-09(P)(9), OFC 916.9 "an individual must be a company certified pursuant to paragraph (P)(4)(OFC 916.4) of this rule or must be associated with a certified company when such individual engages in the business of servicing, testing, repairing or installing fire protection or firefighting equipment for profit."
- D. **Non-Ohio residents must submit a notarized irrevocable consent to service form (your application cannot be processed until the State Fire Marshal (SFM) has received this form).**
- E. If you check **categories 6, 7, or 9** you must submit at least one of the following to be approved for examination:
1. Proof from the manufacturer of training or approval to work on the manufacturer's engineered or pre-engineered systems.
 2. Inspection Reports demonstrating that the applicant has witnessed the code compliant installation/major repairs of ten (10) engineered or pre-engineered systems within two (2) years immediately prior to making application.
- The documentation shall include:
- a) The name and license number of the individual performing such installation/major repairs
 - b) Type of systems observed/installed (kidde, ansul, etc.)
 - c) Date and location of installation/major repairs
- F. Exams are administered by PSI Services. Once approved for testing by SFM, you will receive a confirmation email with instructions on how to contact PSI to schedule your exam. You will not be able to schedule examinations until SFM has approved you for testing.
- G. There is an additional fee to PSI to take the exam. See the **Candidate Information Bulletin (CIB)** for **additional fees and exam locations.**



APPLICATION FOR INDIVIDUAL FIRE PROTECTION CERTIFICATION

FOR OFFICE USE ONLY

54- CONTACT ID# CANDIDATE ID# ELIGIBILITY DATE

INDIVIDUAL INFORMATION:

NAME: DATE OF BIRTH: (Legal Name as it appears on Government Issued I.D.)

ADDRESS: SSN

CITY: STATE: ZIP:

PHONE: FAX: COUNTY:

EMAIL ADDRESS: (Exam Approval Notice Will Be Emailed)

COMPANY NAME: COMPANY LICENSE#:

CATEGORIES FOR TESTING, \$35.00 per category

Table with 10 rows of testing categories and checkboxes.

TOTAL \$

APPLICANT'S SIGNATURE DATE: