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DIRECTOR

## Frequently Asked Questions State-Certified Fire Inspectors

### 1. Question: How do I become a state-certified fire inspector?

**Answer:** In order to become a state-certified fire inspector you must:

- a) Obtain a Certified Fire Inspector 1 certification from the [National Fire Protection Association \(NFPA\)](#).
- b) Meet the certification requirements as outlined in Rule 29.502 of the [Fire Inspector Certification Rules](#).
- c) Fill out the [State Certified Fire Inspector Application \(Form BFS-997\)](#) in its entirety and send the completed form to the mailing address listed below. In section A, be sure to select "new certification". Also include a copy of your NFPA Certified Fire Inspector 1 certification with your application.

LARA/Bureau of Fire Services  
Attn: BreeAnn Hooker  
P.O. Box 30700  
Lansing, MI 48909

### 2. Question: Who do I contact to get the NFPA Certified Fire Inspector 1 certification?

**Answer:** Information regarding this program is available on NFPA's website at [www.nfpa.org](http://www.nfpa.org). Preparatory classes and certification exams are also conducted through the Michigan Fire Inspector's Society (MFIS). Information regarding upcoming programs is also available on their website at [www.mfis.org](http://www.mfis.org).

### 3. Question: I have a Fire Inspector 1 certification through another organization. Can that be used as an equivalency to the NFPA Certified Inspector 1 certification?

**Answer:** Equivalencies are determined by NFPA. You may contact their Certification Department by telephone at 617-984-7432 or by e-mail at [cfi@nfpa.org](mailto:cfi@nfpa.org) to verify.

**4. Question: Why do I need to become state-certified if I've been certified through NFPA, ICC or another national organization?**

**Answer:** The state-certified fire inspector program is designed primarily for delegation of state fire safety inspections to local fire departments. At this time, the only program that has an inspection delegation process is the [Fireworks Program](#).

**5. Question: How long is my state-certification good for?**

**Answer:** Rule 29.507a(1)(a) of the [Fire Inspector Certification Rules](#) states that a certification is granted for a period of not more than 3 years and that all certificates will expire on the same 3-year cycle. For example: If an inspector becomes state-certified on January 1, 2016, his/her certification will expire on December 31, 2018. If an inspector becomes certified mid-cycle, his/her certification will expire at the end of the current 3-year cycle.

**6. Question: What do I need to do to maintain my state certification?**

**Answer:** Per Rule 29.506 of the [Fire Inspector Certification Rules](#), an inspector must complete a minimum of 10 continuing education points per year and not less than 60 points in a 3-year recertification period. A maximum of 30 points may be given for distance learning courses.

If you become certified in the middle of a 3-year certification cycle, your required continuing education points will be prorated for the remainder of the current certification cycle.

**7. Question: How do I know how many credits I have?**

**Answer:** Effective January 1, 2016, the Bureau will no longer track individual inspector credits. Pursuant to R29.505, Rule 5(a): A state-certified fire inspector shall do the following:

- (a) Keep track of his or her continuing education points on a form prescribed and furnished by the Bureau of Fire Services.

At each Bureau-approved training, a [CFI Program Attendance Roster](#) will need to be signed as a record of your attendance. In addition, all in attendance for the entire program will be issued a Continuing Education Verification sheet with the program name, approval number, assigned CE credits, and the instructor's signature. This is your documentation to maintain in the event that you are selected for an audit after applying for recertification.

The Bureau also provides a CFI Continuing Education Record form for you to document your CE credits for your renewal application. This form is available on the [Fire Fighter Training Division's page](#) of the Bureau website. Refer to the State Certified Fire Inspector section for a link to the form.

**8. Question: How do I renew my state certification?**

**Answer:** Pursuant to R29.505, Rule 5: A state-certified fire inspector shall do the following:

- (a) Keep track of his or her continuing education points on a form prescribed and furnished by the Bureau of Fire Services.
- (b) Furnish documentation of education, experience, and training upon request of the Bureau of Fire Services.
- (c) Complete and submit an [application](#) for recertification to the Bureau of Fire Services along with evidence of continuing education not already reviewed by the Bureau of Fire Services at the end of the 3-year certification period.
- (d) Report all misdemeanor and felony convictions to the Bureau of Fire Services upon conviction.

**9. Question: If I am selected for an audit, what will I need to provide to document my continuing education points?**

**Answer:** You will be required to provide copies of your Continuing Education Verification sheets for all of the programs attended. This information will be matched to both your CFI Continuing Education Record and the CFI Program Attendance Rosters to validate the credits claimed.

**10. Question: What do I do if my state certification has lapsed?**

**Answer:** Rule 29.502a of the [Fire Inspector Certification Rules](#) includes a provision for inspectors whose certification has lapsed for not more than 6 years. To be recertified, you must complete all continuing education points required since the expiration date of the certification and not later than 90 days following the submission of a [State Certified Fire Inspector Application](#). If your certification has lapsed for more than 6 years, you must comply with the certification requirements as a new inspector. If you have maintained your NFPA Certified Fire Inspector 1, provide a copy of your current certification with the [State Certified Fire Inspector Application](#) to reactivate your certification.

**11. Question: I didn't receive my new certification card. What do I need to do?**

**Answer:** First, ensure that you completed and submitted the [application](#) form properly to the Bureau. If your recertification was denied, you will receive a letter detailing the reason(s) why your certification was not renewed. If you did not receive a letter you can send an inquiry to [LARA-CFI@michigan.gov](mailto:LARA-CFI@michigan.gov) or by calling 517- 241-0686.

**12. Question: I've recently moved. What do I need to do to update my state-certified fire inspector information?**

**Answer:** You must complete and submit an application form to the Bureau. Be sure to select "change of address" in section A of the application and complete section B with your

updated information. You may submit the form by e-mail to [LARA-CFI@michigan.gov](mailto:LARA-CFI@michigan.gov) or by mail to:

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