



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES  
OFFICE OF STATE FIRE MARSHAL

Policy Directive # 1, Addendum # 3  
Replaces: Policy 98-01  
Administered by: OEDM

Date: July 1, 2001  
Duration: Until Revised  
Authority: Deputy State Fire Marshal

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**SUBJECT: BOARD CERTIFIED FIRE INSPECTOR I**

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**PURPOSE:**

The purpose of this policy is to create a formalized system for local fire code officials to become a Board Certified Fire Inspector I in Connecticut and nationally.

**DISCUSSION:**

It will be each individual's responsibility to apply for certification under either program, state or national. The application for national certification, which can only be obtained upon successful completion of the Connecticut certification, outlines the procedures, fees, etc. that must accompany each application.

The Connecticut Office of Education & Data Management (OEDM) only verifies the qualifications for national certification and is not involved in any other aspect of that process.

The Office of State Fire Marshal (OSFM) endorses the procedure as set forth.

**POLICY:**

**I. Candidate's Responsibilities**

- A. The candidate must complete the mandatory requirements for state certification as a fire inspector.
- B. The candidate must establish a relationship with a currently certified and active fire marshal(s) in order to pursue completion of the voluntary *Certificate Program*.
- C. The candidate shall inspect the following occupancies:
  1. Assembly (new or existing)
  2. Educational (new or existing)
- D. The candidate shall inspect ONE of the following residential occupancies:
  1. Apartments (new or existing)
  2. Hotels & Dormitories (new or existing)
  3. Lodging or Rooming House (new or existing)
  4. Residential Board & Care (new or existing)
- E. The candidate shall inspect ONE of the following occupancies:
  1. Health Care (new or existing)
  2. Mercantile (new or existing)
  3. Business (new or existing)

All inspections are to be completed on forms provided by the Office of State Fire Marshal.

## II. Local Fire Marshal's Responsibilities

- A. The local fire marshal will ensure that the candidate satisfactorily performs the mandatory and optional inspections as outlined in the previous section.
- B. In the event that the local fire marshal identifies a designee to oversee the candidate-performed inspections, such designee shall, at a minimum, be a currently certified and active fire inspector with a minimum of four (4) years of field experience.
- C. Upon successful completion of inspections, the local fire marshal shall, by affixing his signature to each of the relevant documents, attest that the candidate has properly completed the mandatory and optional inspections.
- D. The local fire marshal shall then submit said documents to the OEDM.

## III. State Fire Marshal's (OEDM's) Responsibilities

- A. The OEDM shall review documents pertaining to a candidate's completion of the requisite inspections.
- B. If the OEDM determines that the candidate has successfully completed the above inspection requirements, it shall recommend to the *Certification Board* (FMTC and a representative from the OEDM) that a proper certificate be issued.
- C. In the event that the OEDM determines that the candidate has not met the requirements for *Board Certification*, it shall present its findings to the *Certification Board*.

## IV. Certification Board

- A. Upon the recommendation of the OEDM, the *Certification Board* shall recommend to the Deputy State Fire Marshal that a certificate be issued to the candidate indicating achievement of *Board Certification*.
- B. In the event that the OEDM determines that the candidate has not met the requirements for *Board Certification*, the *Certification Board* shall recommend to the Deputy State Fire Marshal that the candidate be notified, in writing, of the reasons for such determination, as well as the steps required for the candidate to successfully meet the requirements for *Board Certification*.

## V. Grandfathering

- A. Effective February 2, 1998, implementation date of the *Board Certification Program*, any individual who is a currently certified, active fire official, meeting the State's certification requirements for Fire Inspector, and having at least two years of experience at or above the level of Fire Inspector, shall be eligible for *Board Certification* upon submission of documentation, acceptable to the OEDM, of completion of the inspections as outlined in section I, "*Requirements for Board Certification*".
- B. If the OEDM determines that the candidate has successfully completed the above inspection requirements, it shall recommend to the *Certification Board* that a certificate of *Board Certified* be issued.
- C. In the event that the OEDM determines that the candidate has not met the requirements for *Board Certification*, it shall present its findings to the *Certification Board*.
- D. The window of opportunity for grandfathering shall cease at the close of business, February 2, 1999.