

DEPARTMENT OF PUBLIC SAFETY

DIVISION OF FIRE SAFETY

POLICY AND PROCEDURES FOR: 8 CCR 1507-54.

REGISTRATION FOR SPRINKLER FITTERS; AND, CERTIFICATION OF INSPECTORS OF MULTIPURPOSE RESIDENTIAL FIRE SPRINKLER SYSTEMS IN ONE AND TWO FAMILY DWELLINGS AND TOWNHOUSES.

1.0 Authority

- A. The procedures outlined in the policy below are intended to be used within the Fire Sprinkler Fitters and Inspectors of Multipurpose Residential Fire Sprinkler Systems in One and Two Family Dwellings and Townhouses.

2.0 Scope and Purpose

- A. The scope of this policy shall be to establish the following:
 - 1. Minimum qualifications for registration,
 - 2. Procedures for registration,
 - 2. The responsibilities of the registrant,
 - 3. The enforcement authority by the Division of Fire Safety.
- B. The purpose is to provide guidelines to provide a registration program through the establishment of a minimum level of training and skill that demonstrates competency in the fire suppression and multipurpose residential plumbing industries.

3.0 Applicability

- A. There is established within the Division of Fire Safety a Fire Sprinkler Fitter Registration and Inspectors of Multipurpose Residential Fire Sprinkler Systems in One and Two Family Dwellings and Townhouses Certification Program. The program is established pursuant to section 1 of chapter 354, Session Laws of Colorado 2010. Section 7 of chapter 354, Session Laws of Colorado 2010 provides that the program commence on July 1, 2011.
- B. The provisions of this section shall be applicable to all Jurisdictions in the state, including those that have adopted the 2009 or later editions of the International Residential Code (IRC) with Section R313 intact and also jurisdictions and fire districts that have adopted residential fire sprinkler requirements separate from the International Residential Code.

4.0 Definitions

- A. The definitions provided in 24 33.5 1202 C.R.S., shall apply to these rules and regulations. The following additional definitions shall also apply:
 - 1. "Administrator" means The Division of Fire Safety and its representatives.
 - 2. "Apprentice" means a person, other than a sprinkler fitter, who is currently registered or enrolled in a formal sprinkler fitter apprenticeship program recognized by the U.S. Department of Labor or approved by the Administrator.

3. "Cross-connection control device" means an installation, device, or assembly located between the water supply and fire suppression piping to prevent the undesirable reversal in the flow of water from a real or potential source, or contamination back to the potable water supply. A cross-connection control device is also referred to as a backflow preventer.
4. "Division" or "The Division" means State of Colorado Division of Fire Safety.
5. "Fire suppression system" means an assembly of any or all of the following: piping, valves, conduits, dispersal openings, sprinkler heads, orifices, and other similar devices that convey extinguishing agents for the purpose of controlling, confining, or extinguishing fire, with the exception of multipurpose residential fire sprinkler systems in one- and two-family dwellings and townhouses that are part of a potable water supply, pre-engineered range hoods, duct systems, and potable fire extinguishers.
6. "ICC" means the International Code Council.
7. "Multipurpose Residential Inspector" means a person who has met the minimum requirements of this program and is registered to perform inspections on Multipurpose Residential Sprinkler Systems and other plumbing systems.
8. "Multipurpose Residential Sprinkler System" means a system intended to serve both domestic and fire protection needs, utilizing a common piping system supplying domestic fixtures and fire sprinklers where each sprinkler is supplied by a minimum of three separate paths and does not contain a cross-connection control device in the system piping. For the purposes of this program, a multipurpose residential Plumbing system shall be defined as a part of the premises plumbing.
9. "Plumbing Board" means the State of Colorado Examining Board of Plumbers as defined in 3 CCR 720-1 and Title 12, Article 58 of the Colorado Revised Statutes.
10. "Simple Repair" means to perform an action that will return a sprinkler system into full operation or compliance that does not affect the piping, hydraulics, or design of the original system. A simple repair does not include modification, alteration, or extension of the original sprinkler system. Examples include but are not limited to the following:
 - Replacing a gauge on a riser;
 - Replacing/fixing a tamper switch;
 - Replacing a flow switch;
 - Tightening a leaking sprinkler head with an approved wrench;
 - Replacing a broken pipe hanger;
 - Replacing a sprinkler escutcheon
 - Replacing a faulty air compressor (dry/pre-action systems) with an identical product.
11. "Sprinkler Fitter" means a person other than an apprentice who is registered with the administrator and who installs fire suppression systems. "Sprinkler fitter" does not include a person who performs maintenance (NFPA 25 tests) and simple repairs on fire suppression systems as a part of his or her employment. a sprinkler fitter does not

include a person who performs work exclusively on cross-connection control devices or a person who performs work exclusively on an underground system. "sprinkler fitter" does not include a person performing work on his or her own home.

12. "Sprinkler fitter apprenticeship program" means an apprenticeship program that is registered with either the office of apprenticeship training, employer and labor services in the employment and training administration in the United States Department of Labor or a state apprenticeship agency in accordance with the requirements of 29 CFR 29.1 et seq., or other similar apprentice program approved by the administrator and consists of a minimum of eight thousand (8,000) hours of documented practical work experience on fire suppression systems, combined with a minimum of seven hundred (700) hours of related instruction including classroom or shop instruction in the sprinkler fitter trade.
13. "Third-party testing organization" means an accredited testing location with pre-arranged agreements, specific hardware requirements, on-site test security, and staffed with certified test administrators or proctors. Test locations must agree to offer non-discriminatory practices in accepting applications and issuing certifications to candidates in regards to membership in any trade, association, union, etc., and is in compliance with Federal and State ADA regulations
13. "Underground fireline" means the system of below ground piping, valves, appliances, and appurtenances that physically connect the water supply to a fire suppression system.

5.0 Fire Sprinkler Fitter Registration

5.1 Registration Required

- A. No person shall act, assume to act, or advertise as a sprinkler fitter who is not currently registered with the administrator.
- B. Fire suppression contractors registered under 8 CCR 1507-11 shall not allow work to be performed on fire suppression systems by persons that are not currently registered with the Division as a fire sprinkler fitter.
 1. Exception: Persons who are enrolled in a sprinkler fitter apprenticeship program and are under the direct supervision and immediate presence of a registered sprinkler fitter may perform work on a fire suppression system.
 - a. Sprinkler fitters shall be limited to the direct supervision of no more than two (2) apprentices at any one time on any one project site.
 2. Apprentices shall have identification or documentation on their person proving they are enrolled in a recognized sprinkler fitter apprenticeship program while on the project site.

5.2 Registration Not Required

- A. Registration under the Sprinkler Fitter program is not required for the following persons or situations:
 1. A person who only performs maintenance (NFPA 25 testing) and simple repairs on fire suppression systems;
 2. A person who performs work exclusively on cross-connection control devices;
 3. A person who works exclusively on underground firelines;

4. A person who works exclusively on portable fire extinguishers, pre-engineered commercial cooking hood systems, fire alarms, or other systems that are exempted from registration requirements in the Fire Suppression Program (24-33.5-1206.1 C.R.S.).
5. A person who works on residential plumbing appliances, fixtures, appurtenances, or multipurpose residential fire sprinkler systems in one- or two-family dwellings or townhomes;
6. A person who only designs sprinkler systems;
6. A person who works on any system or item that is considered "plumbing" as defined in 12-58-102(5)(a) C.R.S.
7. A person who performs work on lawn sprinklers or irrigation drain systems; or,
8. A person performing fire suppression system work on his or her own home.

5.3 Registration requirements

- A. A fire sprinkler fitter shall meet all of the following requirements in order to receive a registration from the Division and shall continue to meet all requirements throughout the registration period. A registrant shall notify the Division of Fire Safety within 15 calendar days if the registrant fails to meet any requirement for registration.
 1. A registrant shall maintain compliance with all other applicable provisions of law related to operation in the state of Colorado and in any political subdivision in which the registrant is performing work.
 2. A registered sprinkler fitter shall obtain or operate under any local- or state-required licenses or permits and comply with adopted building codes where the work is being performed.
 3. Sprinkler fitter registrations may be suspended or revoked for the issued year if the registrant violates any of the provisions or any rule or regulation promulgated by the Division.
 4. No registration shall be granted to any fire sprinkler fitter who, within the past two years, has violated any provision of the rules and regulations that govern this registration program or any rule or regulation of the administrator pursuant thereto.
- B. Any person seeking registration in this program shall submit a completed application and all requirements to the Division of Fire Safety. The application shall be filed prior to the date on which registration is required or before renewing an existing registration.
 1. Applications may be accessed and completed online at the Division of Fire Safety's website.
 2. The application shall be submitted with all requirements as specified in this policy and the rules of the program, along with the applicable fee(s). Applications shall be considered incomplete and no registration shall be issued until all required information on the form is filled out to its entirety and is accurate.
 3. Renewal applications submitted or incomplete after the registration expiration date shall be assessed a non-refundable late fee. No work or supervision of work shall be performed by the applicant after the expiration date of their registration.

4. It should not be assumed that a completed or accepted application submitted to the Division is a verification of registration in this program. No work shall be performed until verification from the Division has been received, the registrant has been formally issued Identification Cards, and the identification cards are on the registered person.
5. By submitting an application to the Division of Fire Safety the applicant understands that the application is an official document legally binding them to the provisions of Colorado Revised Statutes 24-33.5-1202 through 1213, et seq. and all rules adopted by the Administrator.

5.4 Amended Applications, registrations, and cards

- A. Registrants shall be responsible to keep their registration information current.
 1. All changes to registration information and status are to be made on the CitizenServe website at www.citizenserve.com/127.
- B. Any person who is unable or unwilling to make required changes to their registration information to keep it current with program requirements shall be assessed an administrative change fee per occurrence.
 1. Examples of a required change made by the Division to keep a registrant current, would include but not be limited to:
 - a. Change of name
 - b. Change of address
 - c. Changing an email or billing contact
 - d. Changing phone numbers
 2. Applicants may request that the Division print and send their registration card to a designated physical mailing address provided by the registrant. A processing fee per request shall be assessed for this service.

5.5 Training and experience requirements.

- A. An applicant for registration shall meet and provide proof of the following training and experience requirements:
 1. Satisfactory completion of an accredited sprinkler fitter apprenticeship program recognized by the United States Department of Labor or state apprenticeship agency in accordance with the requirements of 29 CFR 29.1 et seq; or,
 2. Documented evidence that the applicant is currently authorized to practice as a sprinkler fitter in another state that has substantially similar or greater requirements than the requirements established in this rule; or,
 - a. Applicants applying for reciprocity shall also submit that state or jurisdiction's current program requirements for administrative review.
 3. Documented evidence demonstrating that the applicant performed at least eight thousand (8,000) hours of practical work experience on fire suppression systems

combined with a minimum of seven hundred (700) hours of related classroom or shop instruction in the sprinkler trade; or,

4. Otherwise, demonstrate competency as a sprinkler fitter as determined by the administrator.
- B. Applicants who select the practical work experience/classroom instruction option (5.5-A(4) above) shall provide proof to the administrator by way of the following methods:
- Employer work log reports;
 - Employee time sheets;
 - Record of Documented Hours (Pipefitters Local 669);
 - Resume of qualifications, experience, projects worked on, and other applicable work experience (including years of experience);
 - Letter from past and current employers attesting to your employment, qualifications and work experience (must be signed by employers).
 - Copies of certificates, diplomas, degrees, or formal letters from an accredited or recognized training organization.
- C. All new applicants shall also provide proof of a passing score on an examination designated and approved by the administrator.

5.6 Examination Requirement

- A. Examinations shall be administered by a nationally recognized third-party testing organization or as approved as equivalent by the administrator.
1. Examinations that have been approved by the administrator as acceptable for compliance with the examination requirement are:
 - a. United Association Star Pipefitter Mastery Exam; or,
 - b. CSA Sprinkler Commercial On-site Competent Person Exam (ASCR2).
 - c. City of Denver's Journeyman/Inspector Examination
 2. Examinations specified above taken to comply with another jurisdiction's registration requirements shall be accepted by the Division if the exam was taken within one (1) year of the Fitter's application date.
 - a. A test verification and processing fee shall be assessed to applicants using this option.

5.6 Affidavit of Legal Residency

- A. All new applicants shall submit a completed and notarized Affidavit of Legal Residency as required in 24-76.5-103(4)(b) C.R.S.
1. Applicants shall be required to submit the Affidavit of Legal Residency Form available on the Division of Fire Safety's website.

2. The Affidavit of Legal Residency is not required for renewal applications unless there has been a change to the applicant's citizenry status.

5.7 Sprinkler Fitter Registration Fees

- A. The fee for a new sprinkler fitter registration shall be \$75.00 per registration period.
- B. The fee for renewal registrations shall be \$50.00 per registration period.
 1. Renewal applications submitted after the expiration date shall be assessed a non refundable late fee.
- C. All other fees for this program are outlined in the fee schedule..

5.8 Payment of fees.

- A. The registration fee shall be submitted at the time the application is submitted to the Division of Fire Safety. Applications will not be accepted by the Division without the required application fee and any applicable late fees.
 1. All fees shall be paid online using one of the approved methods.
- B. The Division of Fire will not personally collect or accept fees from applicants.

5.9 Registration Period

- A. The registration period for new and renewal registrations shall expire on June 30th each year regardless of when the registration is issued.
 1. There shall be no pro-rate of registration fees nor extensions of the registration period granted.
- B. Registration Period Examples
 1. Registration is approved on September 1, 2011. Registration shall expire on June 30, 2012.
 2. Registration is approved on March 20, 2012. Registration shall expire on June 30, 2012.

5.10 Registration Renewal

- A. Registrants requesting a renewal to their sprinkler fitter registration must complete the renewal application, submit proof of qualifications, provide documented continuing education, and pay a renewal fee.
- B. In years that the Division adopts a new fire or life safety code, a sprinkler fitter shall schedule and successfully pass an examination by a third-party testing organization or as approved by the administrator.
 1. When exams are updated to accommodate code revisions, registrants shall be required to successfully pass the updated exam before the expiration date on their current registration card.
 - a. If the selected testing agency has not updated their exam to coincide with the adopted codes of this Division within one year from the date of adoption, then the

registrant shall be required to test with one of the approved testing agencies that have an updated examination before renewing their registration.

2. During renewal years, when a new exam is required to be taken, the Division will assess an exam verification fee per applicant.
 3. Applicants/registrants who use an examination method that expires annually shall be required to maintain that exam's active status and will be required to submit proof that their examination or certification has not expired.
- C. Renewal registrations shall be valid from the date of issuance of the current calendar year and shall expire on June 30 of the year following issuance of the registration (see examples above in 5.9(B)).
- D. Applicants whose registration has been expired for more than 60 days shall not be renewed and the applicant must register and comply with the requirements of a new registrant. All applicable late and new applicant registration fees shall apply.

5.11 Continuing Education

- A. A registrant may be renewed only if he or she completed 24 or more hours of continuing education units (CEU) in subjects related to the fire suppression or sprinkler fitter industry. The education must consist of courses approved by the administrator and have been completed by the registrant during the year prior to the effective date of the renewal.
- B. Proof of continuing education shall be submitted with the registrant's renewal application and shall be in the following formats:
1. Copy of certificate, diploma, degree, or card indicating course completion or attendance;
or
 2. Formal letter from issuing organization or instructor attesting to the registrant's attendance; or
 3. Other formal document approved by the administrator.
 - a. Class rosters, student lists, employer statements, or course registration forms will not be considered to prove nor accepted as proof of compliance with the continuing education requirements.
 4. The conversion rate for coursework/class attendance continuing education shall be 1 hour = 1 CEU (1:1).
- D. Applicants may substitute a maximum of 16 hours of registration-related work experience in addition to 8 hours of documented coursework to attain the 24 hours of required continuing education. All proof of work experience shall be by formal letter from the employer, contractor, project owner, steward, project manager, business manager or other approved source for which the work was performed.
1. The formal letter shall indicate the project dates, location, and total hours worked and be signed by the person submitting the letter.
 2. The conversion rate for work experience shall be 100 hours = 1.0 CEU (100:1) on straight time with no provisions for overtime hours allowed.

3. All work experience substitutions shall be conducted during the year prior to the date listed on the renewal registration.
4. Work performed outside of the fitter's current registration period shall not be allowed for the work experience substitution.

5.12 Posting of registration

- A. After receiving verification of program acceptance from the administrator, it shall be the responsibility of the applicant to print their identification card and keep it on their person at all regulated jobsites. Instructions and tools to complete this process will be available on the email verification sent to the applicant or at the Division of Fire Safety website.
 1. Applicants who request the DFS to print and physically mail their registration cards shall be assessed at processing/mailing fee.
- B. Sprinkler fitters who are currently registered in this program shall maintain their identification card in a manner so that all information is clear and legible to persons verifying compliance. Registration cards and numbers are not transferrable.
- C. Sprinkler fitters shall keep their identification card on their person while performing or supervising work regulated by this program or for any work that would fall under the definition of fire suppression system as defined in these rules.
 1. Failure to have the identification card will result in immediate stoppage of work by the individual, and any supervised apprentices, until such time that proof of registration and proof of individual identity is verified by the Division of Fire Safety, the local fire authority, or their representing agent.
 - a. Apprentices performing work under supervision by a registered sprinkler fitter shall have proper identification and/or verification to prove that they are currently registered/enrolled in a recognized apprenticeship program. Failure to comply with this requirement shall result in immediate stoppage and removal of both that person and the sprinkler fitter from the job site.
 2. If verification of registration cannot be accomplished in a reasonable amount of time, the sprinkler fitter shall safely secure their operations and then remove themselves from the immediate work area within the project site until such time they can provide proof of registration to the Division of Fire Safety, local fire authority, or their representing agent.
 3. Persons who refuse to verify registration, stop work, or leave the immediate work area shall be subject to suspension or revocation of their registration or may be subject to the provisions outlined in the fines, penalties, and appeals section outlined in these rules.
- D. Replacement cards may be printed anytime during the registration period at the Division of Fire Safety's website or may be printed by the Division upon request.
 1. A processing fee per request shall be assessed for all cards printed and/or mailed by the Division.

5.13 Enforcement

- A. It shall be the responsibility of the State certified fire inspector or authority having jurisdiction to verify that only registered sprinkler fitters and apprentices are working on fire suppression systems and complying with the requirements of this program.

6.0 Multipurpose Residential Inspector

6.1 Multipurpose Residential Inspector Certification

- A. Those persons who perform compliance inspections on multipurpose residential sprinkler systems shall be certified by the Division of Fire Safety pursuant to section 24-33.5-1206.4 C.R.S.
 - 1. The Division shall not establish requirements, standards, or protocols for the inspection of multipurpose residential plumbing systems performed by inspectors certified in this program.

6.2 Certification required

- A. No person shall act, assume to act, or advertise as a multipurpose residential inspector who is not currently certified with the Division.
- B. Inspections for compliance of multipurpose residential sprinkler systems as defined by these rules and Title 12, Article 58 (5)(a) shall only be conducted by persons who are certified as a multipurpose residential inspector.

6.3 Compliance

- A. A certified inspector shall maintain compliance with all other applicable provisions of law related to operation in the state of Colorado and in any political subdivision in which the registrant is performing work.
- B. A certified inspector shall obtain or operate under any locally required licenses, certifications, or registrations and comply with adopted building codes where the inspection is performed.
- C. Entities or persons charged with conducting residential multipurpose fire sprinkler inspections shall not allow persons to perform inspections on multipurpose fire sprinkler systems until the person is certified in this program.
- D. Inspector certifications may be suspended or revoked for the issued year if the inspector violates any of the provisions or any rule or regulation promulgated by the Division.
- E. No certification shall be granted to any applicant who, within the past two years, has violated any provision of 3 CCR 720-1, or any rule or regulation of the Division pursuant thereto.

6.4 Program eligibility

- A. The division shall only certify a person with multipurpose residential inspector responsibilities who is employed by, under contract to, or volunteers services to the state or a governing body as a plumbing inspector assigned to perform compliance inspections on plumbing systems as specified in CRS 12-58-102(5)(a).
- B. Applicants requesting certification under this program shall meet the following minimum requirements:
 - 1. Be at least eighteen years of age;
 - 2. Not have been engaged in any of the activities specified in section 24-33.501206.6 (2) C.R.S. or 3 CCR 720-1;

3. Has successfully submitted a completed application, proof of qualifications, and applicable fees; and,
4. Has successfully passed the examination requirements.

6.5 Examinations

- A. Examinations shall be administered by a nationally recognized third-party testing organization or as approved as equivalent by the administrator.
 1. The following examinations have been approved by the Division as acceptable for compliance with this program:
 - a. ICC Residential Fire Sprinkler Inspector/Plans Examiner test.
 - (1) All new applicants will be required to pass the ICC Residential Fire Sprinkler Inspector/Plans Examiner test or provide proof of current ICC certification at this level.
 - b. ICC Plumbing Inspector, issued after July 1, 2011; or,
 - c. ICC Residential Plumbing Inspector, issued after July 1, 2011.
 2. All applicants shall be required to keep their ICC certifications current during the registration period.
- B. Examinations specified in this policy taken to comply with another jurisdiction's inspector registration requirements shall be accepted by the Division if the exam was taken within one (1) year of the inspector's application date.
 1. A test verification and processing fee shall be assessed to applicants.

6.6 Inspector certification fees.

- A. The fee for a new residential multipurpose inspector shall be \$30.00 per certification per certification period.
- B. Renewal certifications shall be \$30.00 per certification per certification period.
 1. Renewal applications submitted after the expiration date shall be assessed a non-refundable late fee.
- C. All other fees for this program are outlined in the fee schedule.

6.7 Payment of fees.

- A. The certification fee shall be submitted at the time the application is submitted to the Division of Fire Safety. Applications will not be accepted by the Division without the required application fee and any applicable late fees.
- B. Receipts shall be sent via email with the certification verification.

6.8 Certification period

- A. All residential multipurpose inspector certifications shall be valid for three (3) years from the month of issuance of the current calendar year.
 - 1. There shall be no pro-rate of certification fees nor extensions of certification period granted.
- B. Examples of registration period.
 - 1. Certification is approved on August 15, 2011. Certification will expire on July 31, 2014.
 - 2. Certification is approved on December 1, 2011. Certification will expire on November 30, 2014.

6.9 Application for certification

- A. Any person seeking certification in this program shall submit a completed application and all program requirements to the Division of Fire Safety.
 - 1. Applications may be accessed and completed online at the Division of Fire Safety's website.
- B. The application shall be submitted with all program requirements along with the applicable fee(s). Applications shall not be accepted unless all required information is submitted in its entirety and is accurate.
- C. Applications submitted or incomplete after the certification period shall be assessed a non-refundable late fee as determined by the administrator.
- D. Inspections on multipurpose residential sprinkler systems shall not be performed by the applicant after the expiration date of their registration nor until the applicant has been given verification of their successful registration by the Division of Fire Safety.
 - 1. It should not be assumed that a completed or accepted application submitted to the Division is a verification of registration in this program. No work shall be performed until verification from the Division has been received and the inspector has the multipurpose residential inspector identification card on their person.
- E. By submitting an application the Division of Fire Safety the applicant understands that the application is an official document legally binding them to the provisions of Colorado Revised Statutes 24-33.5-1202 C.R.S. through 1213, et seq. and all rules adopted by the Division.

6.10 Certification renewal

- A. Applicants requesting a renewal of their residential multipurpose inspector certification must complete the web-based renewal application, submit proof of continuing education, and pay a renewal fee. The renewal application and requirements may be found at the Division of Fire Safety's website.
- B. Renewal certifications shall be valid for three (3) years from the month of issuance of the current calendar year.

- C. Applicants whose certification has been expired for more than 90 days shall not be renewed and the applicant must comply with the requirements of a new applicant. All applicable late and new applicant certification fees shall apply.

6.11 Continuing education

- A. An inspector may be renewed only if he or she has completed 30 or more hours of continuing education units (CEU) in subjects related to the fire suppression, multipurpose sprinkler systems, or the fire or plumbing inspection industry.
 - 1. The education must consist of courses approved by the administrator and have been completed by the certified inspector during the three (3) years prior to the effective date of the renewal.
- B. Proof of continuing education shall be submitted with the applicant's renewal application and shall be in the following format:
 - 1. Copy of certificate, diploma, degree, or card indicating course completion or attendance;
 - 2. Formal letter from issuing organization or instructor attesting to the inspector's attendance; or
 - 3. Other document approved by the administrator.
 - a. Class rosters, student lists, or course registration forms will not be considered to prove nor accepted to comply with the continuing education requirements.
- C. The conversion rate for coursework/class attendance continuing education shall be 1 hour = 1 CEU (1:1).
- D. Applicants may substitute a maximum of 15 hours of certification-related work experience in addition to 15 hours of documented coursework to attain the 30 hours of required continuing education. All proof of work experience shall be by formal letter from the applicant's employer, supervisor, director, or other representative who has direct supervisory authority over the applicant.
 - 1. The formal letter shall indicate the inspection dates, location, and total hours on each project site and be signed by the applicant's supervisory authority.
 - 2. The conversion rate for work experience shall be 40 hours = 1.0 CEU (40:1) on straight time with no provisions for overtime or travel hours allowed.
 - 3. All work experience substitutions shall be conducted during the previous certification period.
 - a. Work performed outside of the inspector's registration period shall not be allowed for the work experience substitution.

6.12 Posting of certification

- A. After receiving verification of program acceptance from the administrator, it shall be the responsibility of the applicant to print their identification card. Instructions and tools to complete this process will be available on the email verification sent to the applicant or at the Division of Fire Safety website.

- B. Inspectors shall keep their identification card on their person while performing inspections on multipurpose fire sprinkler systems or for any work that would fall under the provisions outlined in 24-33.5-1206.4 C.R.S.
1. Failure to have the identification card will result in immediate stoppage of work by the individual until such time proof of certification and proof of individual identity is verified by the Division of Fire Safety, the local fire authority, or their representing agent.
 2. If verification of inspector certification cannot be accomplished in a reasonable amount of time, the inspector shall leave the project site until such time they can provide proof of registration to the Division of Fire Safety, local building authority, or their representing agent.
 3. Persons who refuse to verify registration, stop work, or leave the project site shall be subject to suspension or revocation of their certification or may be subject to the provisions outlined in the fines, penalties, and appeals section outlined in these rules.
- C. Replacement cards may be printed by the registrant anytime during the registration period at the Division of Fire Safety's website or may be printed by the Division upon request.
1. A processing fee per request shall be assessed for all cards printed and/or mailed by the Division.

7.0 Complaints

- A. Complaints alleging violation of any provision of 24-33.5-1206.5, C. R. S. through 1206.7, C. R. S., or the rules of this program shall be filed with the Colorado Division of Fire Safety, Fire Suppression Program Manager.
1. A complaint form may be accessed on the Division of Fire Safety's website or the complaint may be submitted in writing to the Colorado Division of Fire Safety at 690 Kipling St., Ste 2000, Denver, Co 80215.
- B. The Division may act on anonymous complaints or those made by complainants who desire to remain anonymous. However, individuals submitting complaints should be aware that such complaints are public records and may be available for inspection in accordance with the Colorado Public Records Act 24-7-2201 et seq, C. R. S.
- C. The Division will investigate the information contained in the complaint. If proper evidence substantiates a violation of 24-33.5-1206.5 through 1206.7, C.R.S., or these rules the Division will proceed pursuant to 24-33.5-1204.5(1)(e), C. R. S.
- D. Should the Division determine that a hearing should be held, the Division will utilize the services of the Colorado Division of Administrative Hearings in accordance with the Colorado Administrative Procedures Act (24-1-101 et seq., C. R. S).

8.0 Denial of application

- A. The Division may deny any application for registration under this program for any of the following reasons:
1. The applicant makes a false statement on the application form or in any of the attachments required for application completion.

2. False statement means providing false or misleading information or failing to include material information as requested.
3. The applicant fails to meet all of the requirements specified in the application.
4. The applicant is currently barred from registration, certification, or licensure from another State agency or local jurisdiction.
5. The applicant has been convicted of a crime which reflects upon the integrity of the applicant in operating as either a fire sprinkler fitter or residential multipurpose inspector.
6. The applicant has been terminated from employment from for engaging in negligent or unsafe work or construction practices related to fire suppression systems or plumbing inspection practices.

9.0 Program Disciplinary Actions

9.1 Revocation

- A. The administrator shall revoke the registration or certification when the registered/certified person has committed an act or has failed to perform a duty that constitutes grounds for revocation up to an including the following:
 1. The person knowingly or negligently performs work on a fire suppression system or conducts an inspection on a residential multipurpose plumbing system in a manner that would result in an immediate threat to life.
 2. The person commits an act or fails to perform a duty that is grounds for suspension as specified below and there have been three (3) suspensions on the person's record within the past three years.
 3. The person submits a fraudulent application or payment.
 4. The person performs work on a fire suppression system or conducts an inspection on a multipurpose residential plumbing system during an imposed suspension or when they have not been able to provide proof of registration or certification.
 5. The person allows another person to use their identification card or they use another person's identification card in an attempt to perform work registered or certified under this program.
 6. If the applicant has been terminated from employment for engaging in negligent or unsafe work or construction practices related to their regulated industry.
 7. The person violates any of the provisions in 24-33.5-1206 through 1206.7 C.R.S, the provisions of 3 CCR 720-1, these rules, or any other rules administered or regulated by the Division of Fire Safety.
- B. All revocations shall be for a period no less than the remainder of the current registration or certification period or one (1) year, whichever is greater.

9.2 Suspension

- A. The administrator shall suspend the registration status when the person holding the registration has committed an act or has failed to perform a duty that constitutes grounds for suspension up to and including the following:
1. After the second failure to provide proper registration identification to a certified inspector;
 2. Failure or refusal to stop work or leave a job site upon request of the certified inspector;
 3. Failure to notify the Division of any changes that may affect the person's current registration or certification status;
 4. Expiration of a required, qualifying document or examination during the registration period;
 5. Failing to comply with the provisions of these rules.
- B. All suspensions shall be for a period no more than 1 month or the remainder of the current registration or certification period, whichever is less.

9.3 Fines and appeals

- A. In addition to suspension and revocation penalties described above, the Division may assess a fine for any conduct determined to constitute a violation of the rules of the program.
1. Such penalties and/or fines shall be in the form of admonition for the alleged violation.
 2. A letter of admonition and a fine of not less than \$100 or more than \$1,000.
 3. Any subsequent violation of a similar magnitude shall be assessed a fine of not less than \$1,000 not to exceed \$10,000 and shall result in immediate suspension of the registration or certification pending a hearing of revocation pursuant to 24-33.5-1204.5(1)(e).
 4. Any violation determined by the director that constitutes a threat to public health, safety, or welfare shall result in immediate suspension, pending a revocation hearing pursuant to 24-33.5-1204.5(1)(e), C. R. S., and the Colorado Administrative Procedures Act (24-1-101 et seq., C. R. S.), and final agency action.
 - a. All fines collected pursuant to this subsection shall be deposited in the general fund.
- B. Persons who feel aggrieved by the decision of the Director may request a hearing in accordance with the Colorado Administrative Procedures Act (C.R.S. 24-1-101 et seq.).

10.0 Severability

- A. If any provision of these policies or procedures or the application thereof to any person or circumstance is held invalid for any reason, the invalidity shall not affect the other provisions of these policies and procedures which can be given effect without the invalid provisions. To this end, all provisions of these policies and procedures are deemed to be severable.

11.0 Inquiries

- A. Inquiries regarding the Fire Sprinkler Fitter and Multipurpose Residential Inspector Program may be made in writing and sent to:

Colorado Division of Fire Safety

Attn: Fire Suppression Program Manager

690 Kipling Street, Ste. 2000

Lakewood, CO 80215

12.0 Program Fee Schedule

A. Sprinkler Fitter Registration--New	\$75.00/year
B. Sprinkler Registration—Renewal	\$50.00/year
C. Sprinkler Fitter Examination Verification Fee (Renewals/Reciprocity/Previous Test Verification)	\$25.00
D. Sprinkler Fitter Reciprocity Option (Administrative review)	\$25.00
E. Multipurpose Residential Sprinkler Inspector Certification—New	\$30.00/3 years
F. Multipurpose Residential Sprinkler Inspector Certification--Renewal	\$30.00/3 years
G. Multipurpose Residential Inspector Examination Verification Fee (Reciprocity option)	\$25.00
H. Renewal Application Late Fee (Fitters & Inspectors)	\$25.00
I. Replacement Card/ID (Fitters & Inspectors)—Includes Mailing	\$10.00
J. Administrative Change or DFS Application Data Entry Fee	\$10.00

13.0 Publications and Rules Incorporated by Reference

- A. All publications and rules adopted and incorporated by reference in these regulations are on file for public inspection by contacting the Division of Fire Safety at 690 S. Kipling Street, Lakewood, CO 80215. This rule does not include later amendments to or editions of any materials incorporated by reference. All publications or rules reference in this policy may be examined at any state publications depository library.

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