



**Certification Request Form  
Fire Certifications  
Transition from National Board of Fire Service  
Professional Qualifications Accredited Programs**



**Note: Fire Transition Applications are available for purchase on the ICC storefront.**

**Paper applications will incur an additional \$40 fee per application for processing.**

**Please allow 3 - 5 business days to process application.**

Name: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Last four digits of Social Security Number: \_\_\_\_\_

**Enclose a copy of your current Fire Inspector certificate(s). All certifications that are more than three years old must also meet the requirements found in the Code Council Renewal Bulletin, which can be found at [www.iccsafe.org/renewals](http://www.iccsafe.org/renewals).**

☐ **Fire Inspector I**                      **ICC Member \$105**                      **ICC Non-member \$130**

☐ **Fire Inspector II**                      **ICC Member \$105**                      **ICC Non-member \$130**

**Total Amount \$** \_\_\_\_\_

**CONDITIONS OF ACCEPTANCE:**

1. Certification will be achieved by submitting this form, appropriate fees, evidence of successful completion of written examinations, a copy of the certificate, and CEUs if certificates are not current and are more than three years old.
2. Signature of affidavit on this application is required.
3. Submittal of this form establishes the applicant as a candidate for certification and implies no assurance that certification will be listed.

**Affidavit of Applicant**

By signing this form, I confirm that all of the information provided above is accurate and true, and I understand that supporting documentation must be retained for three years.

I have received training and meet the requirements set forth in the NFPA 472 Professional Competence of Responders to Hazardous Materials Incidents, Chapter 4, Competencies for the First Responder at the Awareness Level.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Mail completed application to:**

International Code Council  
ICC Credentialing  
900 Montclair Road  
Birmingham, AL 35213

For more information, call 888-422-7233 ext 5524

**OFFICE USE ONLY**

Candidate ID: \_\_\_\_\_ Requirements met: \_\_\_\_\_ Date processed: \_\_\_\_\_ Initials: \_\_\_\_\_

## ICC Continuing Education Requirements

Please provide continuing education information if your ProBoard pass score report is more than 3 years old. Applicant must comply with ICC Continuing Education requirements (see [www.iccsafe.org/renewals](http://www.iccsafe.org/renewals) for more information on the ICC Certification Renewals program).

Attach a sheet of paper for additional listings, if necessary. Documentation must be retained for three (3) years from date of request and submitted upon an audit request. Do NOT submit documentation with this form.

ProBoard certification will be verified on the ProBoard Certification Registry site. ICC will contact you to obtain the Personal Identification Number (PIN) in order to complete verification.

If your ProBoard pass score report is more than three (3) years old, you must provide continuing education information. For additional information, please refer to the ICC Renewals webpage.

Number of Pro Board Certifications Being Transitioned	Total Number of CEUs Required	Min. Number of CEUs Required Through ICC or PPN Training (50% of total)
1	1.5	0.8
2	3.0	1.5

## Options for CEU Accrual

	<b>Part 1: ICC and/or Preferred Provider</b> <b>50% of CEUs are required to be Part 1; may be used up to 100% of CEUs</b>	
Option	Activity	CEUs
1	<ul style="list-style-type: none"> <li>•Participation as a student in an on-site seminar or technical session</li> <li>•Instructor in an on-site seminar or technical session</li> <li>•Successful completion of an e-Learning program(online, virtual, or other approved electronic-based training)</li> </ul>	0.1 per clock hour
2	Participation or attendance at ICC Code Development hearings; can acquire up to a maximum of 10 clock hours per year.  NOTE: Total credit for participation in code hearings not to exceed 3.0 CEUs in a three-year period.	0.1 per clock hour
3	Participation or attendance at ICC Code Development hearings through cdpACCESS log-in; can acquire up to a maximum of 30 clock hours per year.  NOTE: Total credit for participation in code hearings not to exceed 3.0 CEUs in a three-year period.	0.1 per 3 clock hours

	<b>Part 2: Alternative Opportunities</b>	
	<b>Options that qualify for the remaining percentage of CEUs</b>	
4	<ul style="list-style-type: none"> <li>•Participation as a student in an on-site seminar or technical session</li> <li>•Instructor in an on-site seminar or technical session</li> <li>•Successful completion of an e-Learning program through an approved electronic-based training</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>•Each seminar session/course can only be counted during a three-year period.</li> <li>•Program must be related to code, building design/construction and support activities.</li> </ul>	0.1 per clock hour
5	<p>Obtaining a new ICC certification by taking and passing a certification exam.</p> <p><b>NOTE:</b> Applies only to full certification exams, not module exams.</p> <ul style="list-style-type: none"> <li>•Special Inspectors may receive credit for passing certifications within the three years that are sponsored by ACI, ASNT, AWS, or NICET.</li> <li>•IFC Special Inspectors will receive credit for initially passing the Firestop Special Inspection exam.</li> </ul>	0.5 per certification
6	<ul style="list-style-type: none"> <li>•Participation as a student in a code-related or building design/construction-related course for an academic institution*</li> <li>•Instruction of a code-related or building design/construction-related course.</li> </ul> <p><b>NOTE:</b> Course instruction(s) can be counted twice in a three-year period.</p>	1.0 per academic credit hour
7	Participation in a formally documented in-house training program during employment as a code official, plans examiner, permit technician, or inspector.**	1.0 per three-year period
8	Service on the ICC Board of Directors.	1.0 per year
9	<p>Service on an ICC Committee, ICC Subsidiary Board of Directors, or as an ICC Chapter Officer.</p> <p><b>NOTE:</b> Not to exceed 1.0 CEUs annually</p>	0.5 per committee per year
10	Publication of a code-related or building design/construction paper, book or technical article for an academic institution, professional trade journal, or ICC publication.	1.0 per publication type
11	Completion of evaluation in role as an IAS Building Department Evaluator.	1.0 per three-year period

\*An accredited institution is a high school, community college, junior college, university, technical or vocational school, or any private educational agency accredited by the International Association of Continuing Education and Training (IACET).

\*\*Documentation, up to an including certificates of completion, may be required to authenticate listed activities.