

Qualifying Person Affidavit
Fire Alarm/Fire Suppression Firm
 Department of Licensing and Regulatory Affairs
 Bureau of Fire Services
 Plan Review Division
 P.O. Box 30700
 Lansing, MI 48909
 Phone: (517) 241-8847 / Fax: (517) 332-1427

Certification No.

Expiration Date:

Qualifying Person Information

Name (Last, First, MI) E-mail Address (required)

Mailing Address City State Zip Code Telephone Number

Codes / Categories Firm is Qualified For

- | | | |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> A. Fire alarm systems | <input type="checkbox"/> G. Custom designed clean agent suppression systems | <input type="checkbox"/> M. Water reservoir (above ground) |
| <input type="checkbox"/> B. Fire alarm voice communications systems | <input type="checkbox"/> H. Pre-engineered clean agent suppression systems | <input type="checkbox"/> N. Water reservoir (under ground) |
| <input type="checkbox"/> C. Custom designed carbon dioxide systems | <input type="checkbox"/> I. Custom designed foam systems | <input type="checkbox"/> O. Custom designed pressure tank water supply |
| <input type="checkbox"/> D. Pre-engineered carbon dioxide systems | <input type="checkbox"/> J. Pre-engineered foam systems | <input type="checkbox"/> P. Engineered pump pressure supply |
| <input type="checkbox"/> E. Custom designed wet or dry chemical systems | <input type="checkbox"/> K. Custom designed, water-based sprinkler systems, including underground water supply | <input type="checkbox"/> Q. Engineered explosion suppression systems |
| <input type="checkbox"/> F. Pre-engineered wet or dry chemical systems | <input type="checkbox"/> L. Custom designed water spray or water mist systems | <input type="checkbox"/> R. Categories for new technologies |

Codes / Categories for Which You Are Qualified

- I am an architect licensed under the provisions of 1980 PA 299 (MCL 339.101 et seq.) with 12 months of approved experience within the last 5 years, in the category for which certification is requested.
- I have a baccalaureate degree in an approved field of engineering, with 12 months of approved experience within the last 5 years, in the category for which certification is requested.
- I am a graduate of an approved 4-year apprentice training program, with 12 months of approved experience within the last 5 years, in the category for which certification is required.
- I am a graduate of an approved training course by equipment manufacturer, with 12 months of approved experience within the last 5 years in the category for which certification is requested.
- Course Name:
(Include copy of certificate)
- I am a holder of an electrical contractor Class I or II electrician license or fire alarm contractor license, with 12 months approved experience within the last 5 years, installing or servicing fire alarm systems in the category for which certification is requested. License Number:
- I have 60 months of approved experience, 75% of which was accrued in the last 5 years.
- I am certified by an approved engineering technician program, at level 3 or above.
- I have other combinations of education and experience (attach details).

Affidavit of Qualifying Person

I hereby certify I am qualified for the categories indicated above and have the education and experience indicated.

Name of Qualifying Person (Print or Type) Signature Date

Attach a signed and Michigan notarized technical qualifications resume and submit to the address listed
 Note: NICET certification at level 3 or above does not require a technical resume (must include copy of certificate)

Notary Public

Subscribed and sworn before me, this _____ day of _____, _____ a Notary Public in and for _____ County, Michigan. _____ My Commission Expires: _____

(Signature of Notary Public)

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Please refer to [Certification of Firms for Fire Alarm Systems and Fire Suppression Systems](#) in state-regulated facilities for rules and responsibilities of firms and individuals certified.

The following are instructions on how to properly complete forms for certified firms, as well as, what documentation, fee, etc. must accompany each form. For further information regarding CFC please access the [Bureau of Fire Services \(BFS\)](#) web site directly.

Firms are certified for a standard 3-year cycle, which coincides with mechanical and electrical contractor's license cycles:

Fire Alarm Firms = Current cycle January 1, 2016 - December 31, 2018

Fire Suppression Firms = Current cycle October 1, 2016 - September 30, 2019

Certification Fee Schedule:

- Full 3-year Cycle \$150.00
- 2nd year of a 3-year cycle = \$100.00
- 3rd year of a 3-year cycle = \$50.00

Checks can be made payable to: State of Michigan

U.S. Postal Service

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Fire Services Plan Review Division
PO Box 30700
Lansing, MI 48909**

Courier Other than the U.S. Postal Service

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Fire Safety Plan Review Division
2407 North Grand River Ave
Lansing, MI 48906**

NOTE: The certification process will not begin until all paperwork and fees have been received. A letter will be issued for incomplete paperwork. Incomplete paperwork will be held for 60 days from the date of the letter.

Qualifying Person Affidavit (BFS-77)

Each certified firm must have at least one qualifying person. To become a qualifying person and individual must demonstrate, in a technical resume that he or she has the technical qualifications for the categories requested. This affidavit is used to determine if a person has the experience to be considered a qualifying person for a fire alarm and/or fire suppression firm.

- The first section requests the firm name for which the person is working under as well as the individual's contact information.
- The second and third sections request information relating to which codes/categories you have met the education/experience requirements for.
- The fourth section requests the printed name, original signature and date of the qualifying person.
- The last section must be notarized by a Michigan notary public indicating the information provided is accurate.

Each completed form must be accompanied by supporting documentation to determine if you meet the education, experience, and licensing requirements for each category. The following are examples of supporting documentation:

- Technical resume (signed and notarized) must be included unless you have NICET certification level 3 or above
- Copies of any Michigan licenses and/or certifications
- Copy of current NICET III certification for fire alarm categories
- Copy of current NICET III certification for fire suppression categories
- Copies of degrees and transcripts
- Training program certificates and course study outline

A technical qualifications resume should include dates, locations, systems installed, contact persons and telephone numbers where the work was performed. A technical resume must also include an individual's educational and work experience, including names, addresses and telephone numbers of contact persons. Copies of diplomas, training received (duration and specific course content), and certifications are essential to substantiate claims made on the resume.

Technical qualification means the knowledge of applicable codes, standards and laws and the practical knowledge of equipment, materials, methods and theory of operation as they relate to fire alarm or fire suppression systems, the combination of which, when applied to a facility under the jurisdiction of the Bureau of Fire Services, shall result in a properly operating required fire alarm or fire suppression system which is acceptable to the Bureau of Fire Services.

If the firm has multiple branches in different locations, a separate certification is required for each branch office wishing to be certified. Please refer to Rules promulgated under Act 207 29.26 for more information.