Application for Fire Alarm Specialty Technician or Sign Specialist Examination or Re-examination

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Licensing Division
P.O. Box 30254, Lansing, MI 48909
Phone: 517-241-9316
www.michigan.gov/bcc

This form can be completed by tabbing to each field and typing in the required information.

Agency Use Only

Authority: 1956 PA 217 Penalty: Failure to provide the information may result in denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Note: In accordance with 2012 PA 313, any veteran providing satisfactory proof of separation from armed forces of the United States under "honorable" or "general under honorable conditions" is exempt from registration, licensing and examination fees. For consideration, please attach a copy of either a DD-214 and/or DD-215 to your application. You may email your application and documentation to lara-bcc-licensing@michigan.gov if you are requesting a veterans exemption only.

NOTICE: ONCE YOUR APPLICATION IS APPROVED YOU WILL BE NOTIFIED BY A THIRD PARTY TESTING AGENCY (PSI) WITH INSTRUCTIONS ON HOW TO SCHEDULE YOUR EXAMINATION. ALL EXAMINATION FEES WILL BE PAID TO PSI AT THAT TIME. PLEASE DO NOT SEND PAYMENT TO THE STATE OF MICHIGAN.

General Instructions:

- Mail completed application and required documents to the address listed above.

☐ Request for veterans exemption (Copy of DD-214 or DD-215 enclosed)

Please Check One: ☐ **Fire Alarm Specialty Technician** ☐ **Sign Specialist**

Applicant Information

NAME (First Name, Middle Initial, Last Name)			SOCIAL SECURITY NUMBER
ADDRESS	CITY	TOWNSHIP	
COUNTY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
E-MAIL			

By checking this box you are certifying that you are at least 20 years of age for the fire alarm specialty technician or 18 years of age for the sign specialist examination. ☐

Have you previously taken this examination? ☐ Yes ☐ No If yes, when? _____

FIRE ALARM SPECIALTY TECHNICIAN EXAMINATION REQUIREMENTS

- To be eligible for examination, an applicant must have reached the age of 20 years and be certified by the National Institute for Certification in Engineering Technology (NICET) as an associate of engineering technician, level II, or the equivalent as determined by the Electrical Administrative Board, in the field of fire alarm systems technology.
- **Attach NICET certificate to this application.**

SIGN SPECIALIST EXAMINATION REQUIREMENTS

- To be eligible for examination, an applicant must have reached the age of 18 years and provide notarized documentation from present and former employers with beginning (month, day, year) and ending (month, day, year) dates of employment with not less than 4,000 hours of experience, obtained over a period of not less than 2 years, related to the manufacture, installation, maintenance, connection or repair of electric signs and related wiring, as verified by a contractor license under the act.
- **Attach documentation showing completion of a sign specialist training course.**

If you have a disability and require an accommodation to take the examination, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation.

Certification and Signature of Applicant

I certify the information provided is true and accurate to the best of my ability and I have the experience required for this examination. I further understand falsification of any statement is cause for rejection of this application or revocation of license, if issued.

APPLICANT'S SIGNATURE	DATE