STATE OF MICHIGAN
GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: November 23, 2021

TO: Michigan Certified Fire Inspectors

FROM: Kevin J. Sehlmeyer, State Fire Marshal/Director

SUBJECT: State Certified Fire Inspector Application and Recertification Updates

Effective immediately, the State Certified Fire Inspector (CFI) application and recertification processes have been assigned to the Fire Fighter Training Division (FFTD). This change allows for better alignment with the various laws (Public Act 291 of 1966 and Public Act 207 of 1941) and rule sets that affect both CFIs and the issuing of fire training certifications.

During this implementation of the new Fire Fighters Training Council General Rules, we identified necessary changes that needed to occur to align with the new rules, including changes to the form (BFS-997 State Certified Fire Inspector Application) used for initial CFI certification and the CFI recertification (or renewal) processes.

- **Criminal Background:** The Fire Inspector Certification Rules require that inspectors seeking or maintaining certification must be free of misdemeanor and/or felony convictions. This is part of the Certification Requirements (R.29.502) as part (d) “good moral character” and part (e).
    - **Note:** A misdemeanor or felony conviction may be presented to the BFS for determination if it is of a nature that may reasonably interfere with the performance of an inspector’s duties.
- **Lapsed Certification:** CFIs are also required to maintain current certification under Rule 29.502a of the Fire Inspector Certification Rules. The following applies to inspectors with lapsed or expired certifications who are seeking to become recertified:
    - **Inactive CFI (less than six (6) years lapsed)**
        - May recertify
    - **Expired CFI (more than six (6) years lapsed)**
        - May not recertify
        - Must successfully meet the NFPA 1031 requirements again.

- **Applicant Certification and Attestation:** This section has been consolidated into one place on the document.

We anticipate this realignment will ensure a smooth and expeditious application process for both those seeking initial CFI credentials and those seeking recertification. The form updates will also allow for BFS staff to focus on other inspector matters, such as reviewing CFI Continuing Education Program Approval Applications (BFS-1504) with deadlines established in the rules.

If you have any questions, contact:

Andrea Keown
Department Technician
Phone: (517) 335-3539
Email: keowna@michigan.gov

Attachment: BFS-997 State Certified Fire Inspector Application

STATE CERTIFIED FIRE INSPECTOR APPLICATION

Michigan Department of Licensing and Regulatory Affairs
Bureau of Fire Services
Fire Fighter Training Division
P.O. Box 30700, Lansing, MI 48909
LARA-CFI@michigan.gov

To meet the requirements of Public Act 207 of 1941, as amended, this application must be complete, accurate, truthful and abided by.

Section A - Application Type

☐ **NEW CERTIFICATION** ☐ **RECERTIFICATION** ☐ **CHANGE OF ADDRESS*** **(*Complete Section B and sign)**

Section B - Applicant Information

Name *(Last Name, First Name, Middle Initial)*	SMOKE PIN	Last 4 Digits of SSN

Email	CFI # *(recertifications)*

Address	City	State	Zip Code

County	Phone Number *(Include Area Code)*

Section C - Employment Verification (New and Recertification)

Department

Address	City	State	Zip Code

Phone Number *(Include Area Code)*	Name of Immediate Supervisor

Section D - New Certification Questionnaire	Yes	No
Are you 18 years of age or older?	☐	☐
Have you graduated from an accredited high school or have received a General Education Development test certificate from the Department of Education?	☐	☐
Can you read and write English?	☐	☐
Are you of good moral character?	☐	☐
Are you employed by a governmental agency as a fire inspector supervisor or a fire inspector conducting fire inspections for not less than 4 hours per week?	☐	☐

Section D - New Certification Questionnaire (Cont.)	Yes	No
Do you hold an NFPA Fire Inspector I, Pro Board®, or IFSAC Fire Inspector I certification, meeting NFPA 1031 requirements, as determined by the Bureau of Fire Services in consultation with the State Fire Safety Board?	☐	☐

(NOTE: If providing ProBoard® or IFSAC Fire Inspector I Certificate, you must submit a BFS-258 Request for Reciprocity Form prior to seeking certification for CFI.)

Provide your NFPA Fire Inspector I Certification Number:
(*Please also attach a copy of your NFPA Fire Inspector I Certificate*)

Section E - CFI Recertification CE Record

☐ I understand, and have met or complied with, the following requirements pursuant to CE Recertification:

- *During the three-year period of my certification, I must complete a minimum of 10 continuing education points per year and not less than 60 points as outlined in the Bureau of Fire Services, Fire Inspector Certification Rules, R29.506.*
- *I will furnish documentation of education, experience, and training upon request of the Bureau of Fire Services.*
- *I will complete and submit an application for recertification to the Bureau of Fire Services within 60 days prior to expiration of the three-year certification period.*

Section F – Lapsed CFI Recertification

☐ My certification has lapsed for not more than six (6) years and therefore is considered inactive.

- To be recertified, I am submitting all continuing education points since the expiration date of the certification. I am submitting one (1) or two (2) complete continuing education cycles, rounded up.
- Note: Certifications lapsed for more than six (6) years shall not be recertified. Applicants must successfully meet the NFPA 1031 requirements again.

Section G - Applicant Certification and Attestation

I hereby certify the information contained in this application is complete, accurate, truthful and to be abided by. I attest I have not been convicted of a misdemeanor or felony. If convicted of a post-certification misdemeanor or felony I will immediately report such to the Bureau of Fire Services. In signing this application, I further grant the bureau permission to perform a criminal background check, at the bureau's expense. I further attest that I am in full compliance with the certification/recertification requirements of Public Act 207 of 1941 and the Fire Inspector Certification Rules. I further recognize that a misdemeanor or felony conviction may be presented to the bureau for determination if it is of a nature that may reasonably interfere with the performance of an inspector's duties. I am aware that a false statement or dishonest answer may be grounds for denial of my application or revocation of my certification.

Signature of Applicant _____ Date _____

Submit the completed application to LARA-CFI@michigan.gov. Questions may be directed to:

Andrea Keown
Department Technician
Phone: (517) 335-3539
Email: keowna@michigan.gov

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, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

FOR BFS USE ONLY		
Applicant CFI #	Date	**BUREAU DATE STAMP**
Processed by:		
Recommendation Approval ☐ Denial ☐	Reason for Denial	
State Fire Marshal Signature	Date	
State Fire Marshal Decision Approval ☐ Denial ☐	Reason for Denial	