

**STATE BOARD OF EXAMINERS OF
PLUMBING, HEATING, AND FIRE
SPRINKLER CONTRACTORS**



**APPLICATION PACKET FOR PERSONS APPLYING TO TAKE THE
QUALIFYING EXAMINATION FOR
FIRE SPRINKLER INSTALLATION OR
FIRE SPRINKLER INSPECTION CONTRACTOR LICENSE**

All applicants for examination must have a current Laws & Rules book issued by the Board (G.S. Chapter 87, Article 2 and 21 North Carolina Administrative Code Chapter 50) and a current North Carolina Business and Project Management for Contractors book (Plumbing, Heating and Fire Sprinkler Contractors' Edition) issued by the Board at the time the applicant submits the attached application form for examination. By returning this application for approval, the applicant is stating he/she has all of the required books and is prepared to test.

Incomplete applications will be returned. A completed application packet, background criminal record check, and proof of current certification by the National Institute for Certification and Engineering Technology (NICET) appropriate for the license being sought must be received in this office and verified by our staff before you will be qualified to sit for the examination. The licenses and the required certifications are listed below:

Installation Contractor: Fire Protection Engineering Technician, Level III, Automatic Sprinkler System Layout
Inspection Contractor: Inspection and Testing of Water-based Fire Protection Systems, Level III

All applicants are required to utilize “CastleBranch.com” to submit a nationwide criminal record report to the Board (attach a paper copy of the background report to this application). Applicants are required to pay the reporting service for the cost of the report. **Answering falsely or submitting an inaccurate criminal record report can be considered fraud or deceit in obtaining a license and could lead to the denial of your application as well as prosecution under G.S. 87-23 and G.S. 87-25. The Board shall not consider the examination application of a person who has been convicted of a crime involving fraud or moral turpitude until at least one year has elapsed following the applicant’s completion of the terms and conditions of any punishment for the conviction, except for unsupervised probation.**

Mail Completed Application Packet and Examination Fee to:

**State Board of Examiners of Plumbing,
Heating and Fire Sprinkler Contractors
1109 Dresser Court
Raleigh, NC 27609**

License Definitions

Fire Sprinkler means an automatic or manual sprinkler system designed to protect the interior or exterior of a building or structure from fire, and where the primary extinguishing agent is water. These systems include wet pipe and dry pipe systems, pre-action systems, water spray systems, foam water sprinkler systems, foam water spray systems, non-freeze systems, and circulating closed-loop systems. These systems also include the overhead piping, combination standpipes, inside hose connections, thermal systems used in connection with the sprinklers, tanks, and pumps connected to the sprinklers, and controlling valves and devices for actuating an alarm when the system is in operation. This subsection shall not apply to owners of property who are building or improving farm outbuildings. This subsection shall not include water and standpipe systems having no connection with a fire sprinkler system. Nothing herein shall prevent licensed plumbing contractors, utility contractors, or fire sprinkler contractors from installing underground water supplies for fire sprinkler systems.

Please note that a Fire Sprinkler Inspection Contractor is not required to hold a Fire Sprinkler Installation Contractor license in order to contract for and conduct NFPA 25 Inspections; however, a Fire Sprinkler Installation Contractor **must** hold a Fire Sprinkler Inspection Contractor license in order to contract for and conduct NFPA 25 Inspections.

Individuals holding both NICET qualifications and wishing to apply for both licenses may submit all information with this application, and are required to pay only one examination fee of \$100.00.

21 NCAC 50.0301 QUALIFICATIONS DETERMINED BY EXAMINATION

(c) Applicants for licensure as a fire sprinkler installation contractor, must submit evidence of current certification by the National Institute for Certification and Engineering Technology (NICET) for Water-based Fire Protection System Layout as the prerequisite for licensure. Current certification by NICET is in lieu of separate technical examination conducted by the Board. Applicants for licensure as a fire sprinkler installation contractor must take and pass the business and law part of the exam administered by the Board. Persons licensed based upon NICET certification must maintain such certification as a condition of license renewal.

(e) Applicants for the Fire Sprinkler Inspection Contractor classification must submit evidence of Level III certification in “Inspection and Testing of Water-based Fire Systems” by NICET in lieu of technical examination. Contractors who obtain license by NICET certification must maintain such certification thereafter as a condition of license renewal. Applicants for licensure as a fire sprinkler inspection contractor must take and pass the business and law part of the examination administered by the Board in addition to demonstrating NICET certification as set out herein.

History Note: Authority G.S. 87-18; 87-21 (a); 87-21 (b);
Eff. February 1, 1976
Amended Eff. July 3, 2012; January 1, 2010; May 1, 2006

21 NCAC 50.0306 APPLICATIONS: ISSUANCE OF LICENSE

(d) Fire Sprinkler Installation Contractors shall meet experience requirement in accordance with NICET examination criteria

(f) Applicants for licensure in the Fire Sprinkler Inspection Contractor classification shall meet experience requirements in accordance with NICET certification criteria.

History Note: Authority G.S. 87-18; 87-21 (b);
Eff. February 1, 1976;
Amended Eff. July 3, 2012; January 1, 2010; June 1, 2006; March 1, 2005

STATE BOARD OF EXAMINERS OF PLUMBING, HEATING & FIRE SPRINKLER CONTRACTORS
RALEIGH, NC
APPLICATION FOR EXAMINATION

Please print legibly in black ink or type (Applications must include full name and not an initial).

Full Name:

First Middle Last

Social Security No. - - Date of Birth

(Required)

Home Address:

Work Address:

Street/PO Box Street/PO Box

City State City State

Zip County Zip County

Home Phone: Work Phone:

Email: Fax:

Home Physical Address:

Street City State Zip

Examination Schedule and Fees - Applicants for Fire Sprinkler Installation Contractor license and Fire Sprinkler Inspection Contractor are required to take the Business and Law examination

Mark desired license (s):

Fire Sprinkler Installation Contractor Fire Sprinkler Inspection Contractor

Examination Fee: \$100.00 for Business and Law exam and is non refundable.

If you are currently or were previously issued a license

by this Board, enter your license number and qualifications: License number Qualification

Have you ever been charged or convicted of a crime (excluding minor traffic violations)? Check one: Yes No

If yes, explain the occurrence(s) on a separate sheet of paper.

Are you presently serving or have you completed any period of incarceration, probation or parole for any misdemeanor or felony? Check one: Yes No If yes, explain the occurrence(s) on a separate sheet of paper.

Authorization for Records Check

All applicants are required to utilize "CastleBranch.com" to obtain a nationwide criminal record report and must attach a paper copy of the background report to this application (instructions attached to this application). Applicants are required to pay the reporting service for the cost of the report. In making this application to the State Board of Examiners of Plumbing, Heating, & Fire Sprinkler Contractors for a license under the provisions of Chapter 87 of the General Statutes of North Carolina and the Rules of the State Board of Examiners, I swear (or affirm) that I am the applicant named herein and that all information provided in connection with this application is true to the best of my knowledge and belief.

Applicant's signature Date

On this application, the Board asks questions about a license applicant's criminal history. In addition to the questions on this application, the Board may conduct a formal criminal or disciplinary history check. Answering "yes" to any of these questions or having a conviction, disciplinary or adverse employment action is not automatically a basis for denial of licensure.

When an applicant has a criminal conviction, the Board will consider:

- (1) The level and seriousness of the crime.
- (2) The date of the crime.
- (3) The age of the person at the time of the crime.
- (4) The circumstances surrounding the commission of the crime, if known.
- (5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- (6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- (6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- (6b) A Certificate of Relief granted pursuant to North Carolina Gen. Stat. § 15A-173.2.
- (7) The subsequent commission of a crime by the applicant.
- (8) Any affidavits or other written documents, including character references.

If Board staff is unable to approve an application, the applicant has the right to request to have that application heard by the members of the Board. Any such request should be submitted in writing to the Board's Executive Director. The Board will conduct that hearing pursuant to the North Carolina Administrative Procedure Act and the Board's own hearing rules. As a result of the evidence presented at that hearing and considering the considerations outlined above, the Board may refuse to grant or may condition a license if it finds any of the grounds for doing so under North Carolina Gen. Stat. § 90-85.38(a).

If the applicant wishes to appeal the Board's final decision, the applicant may seek review of the decision by filing a petition for judicial review in the Superior Court pursuant to Article 4 of the Administrative Procedure Act, North Carolina Gen. Stat. § 150B-43 *et seq.*

**Applicant Instructions to Obtain
Certified Back Ground Check For
State Board of Examiners of Plumbing, Heating & Fire Sprinkler Contractors**

The above organization has chosen CastleBranch.com as an approved source for background checks.

CastleBranch.com is a service that allows applicants to order and purchase their own background check directly online. The results of your background check are posted to the CastleBranch.com website in a secure, tamperproof environment. You can view the background check anytime, anywhere online with your secure password. The background check we perform is based on guidelines provided by your organization, so you know you'll get the information you need, all from one source.

To order your background check from CastleBranch.com, please follow the instructions below.

1. [Go to www.CastleBranch.com](http://www.CastleBranch.com)
2. In the Place Order Box, enter package code: **ST46**
3. Enter Personal Information
4. Select a method of payment: Visa, Master Card or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 24-72 hours. Once your background check is complete, your organization will automatically be able to view your background check results. You can also supply the password to anyone else that needs to see your results. Please print a copy of your certified back ground check and include the copy with your application

Must submit copies of all pages of criminal background report with application.

www.CastleBranch.com
Phone: (888)666-7788
info@castlebranch.com