



Office of The State Fire Marshal

Automatic Extinguishing Systems Continuing Education Unit Provider Application Criteria

Scope: To provide a list of applicable topics which Fire Sprinkler Fitter Industry Professionals can select from for continuing education units, approved by the Office of The State Fire Marshal.

CEU Provider Criteria

The following 1-6 must be included with the application:

1	Instructor/Presenter Curriculum Vitae (Educational Resume)	All providers must include CV's for all instructors who are presenting. Document needs to include relevant experience
2	Class Outline	Should include Provider name, course title, how many hours, course description. See course outline example below
3	Method of CE tracking	What is the method of tracking CEs? (Database, etc.)
4	Method of Delivery	How is the class taught? Live (Face to Face) Distance (Online) Hybrid (Face to Face & Distance)
5	Certificate of Completion	Include sample of certificate
6	Certificate Requirements	Certificate of Completion must include the following: <ul style="list-style-type: none"> • Company Logo • Authorizer's Signature • Date • Name of Student • Student Sprinkler Fitter License Number • Name of Class • Units Completed
7	Online Submission	Submission of online courses must provide knowledge assessment which displays the students' competency of the course
8	California Standards, Regulations, Code and Editions	Courses must meet the current California Adopted Standards, Regulations, Codes and Editions

Acceptable Topics: Included but not limited to

Safety & Training

- Operation of motorized pumps
- Report of job site safety issues
- Job hazard analysis
- Identifying training needs
- Equipment Safety & Fall protection
- CPR & First Aid
- OSHA 10 & 30

Overhead Piping, Underground Piping & Supply

- Safely Operate Machines (Relevant to the Job)
- Requisition tools and equipment
- Measure and mark
- Cut, Thread, Assemble
- Fabrication
- Cut & Drill
- Assembly & Installation
- Seismic Protection

Codes, Plans, & Drawings

- Selection of construction materials per approved plans
- Plan pipe system layout construction, installation, repair per approved plans
- Code compliance

System Controlling Valves, Controlling Devices, Alarms, & Specialty Systems

- Installation of automatic & manual controls
- Shut off air, gas, & water systems

Repair, Alteration, Inspection & Testing

- Operations
- Performance acceptance testing
- Repair or removal of damaged leaks
- In service/Out of service systems
- Inspection scheduling

Acceptable Topics: Included but not limited to	
1	NFPA 13, 13R, 24, 25, Title 24 Current California Adoption
2	NFPA 14, 20, 22 Current California Adoption
3	NFPA 3, 4, 11, 15, 16, 750 Current California Adoption
4	Title 19 Chapter 5, Chapter 5.5
5	Changing Codes & Regulations
6	Machines & Tools including designs, uses, repairs, maintenance
7	Conducting Hydrostatic Testing
8	Materials, Techniques and Tools for installation
9	Proper selection of tools, materials and techniques
10	Monitoring of valves, flow switches, pressure switches, air pressure, water pressure and similar devices
11	Storage Requirements
12	Impact of materials and installation
13	Placement
14	Control Valve Indication
15	Office of State Fire Marshal Application Process
16	Identification of system valves
17	Types of Sprinkler Systems
18	Proper installation techniques
19	Replacement, Installation, Repair of Fire Pumps
20	Replacement, Installation, Repair of Water Supplies
21	Proper use of equipment & PPE
22	Site Specific Safety Plan
23	Schedule & sequencing of Installation
24	Final Acceptance Testing with AHJ
25	Foremanship

Course Outline Example

*This is an example of the type of course outline you should submit for evaluation.
Your course outline may require the following elements labelled in blue.*

Provider: Name of Provider

Course Title: Name of Course

Hours: Class length

Instructor: Instructors name

Course Description:

Provide a summary of the description of the course.