

# Continuing Education Units

*Automatic Extinguishing  
Systems Certified Fire Sprinkler  
Continuing Education Unit  
Q&A*

This document is to help assist with the certified fire sprinkler fitter continuing education renewal process.

Per Title 19, California Code of Regulations (CCR), Section 946 states:

A Certified Fire Sprinkler Fitter shall complete three (3) units of American National Standards Institute/International Association of Continuing Education and Training (ANSI/IACET) accredited continuing education within a three (3) year period. This requirement is verified by the Office of the State Fire Marshal every three (3) years at time of renewal. If proof of completion is not received at the time of renewal on the third year of the three (3) year period, the Certified Fire Sprinkler Fitter shall be required to re-apply as a new applicant.

This means a Certified Fire Sprinkler Fitter shall complete (3) Units which equals 30 hours of continuing education units (CEU'S) per (3) three-year period. Ten (10) hours of participation in an Office of the State Fire Marshal approved continuing education unit class is equal to 1 CEU. A class **may not** be re-submitted in a (3) year period.

All Sprinkler Fitter related courses will be accepted starting from July 1, 2017, until June 30, 2022, from the first date of your certification/license.

No more than 10 hours/1 unit of safety courses will count towards CEU submission.

*\*Nationally recognized certified trainer = A current approved provider on the Office of the State Fire Marshal provider list or an accredited institution, which is a community college, junior college, university, technical or vocational school, or any private educational agency accredited by the American National Standards Institute /International Association of Continuing Education and Training (ANSI/IACET).*

## Questions and Answers

1. Q. Who must submit continuing education units (CEU'S)?

**A. All Certified Fire Sprinkler Fitters. Registered Apprentice and Trainees do not have to submit CEU'S.**

2. Q. How many units/hours do I need to complete?

**A. 30 hours= 3 units. The certified sprinkler fitter must complete 30 hours of CEU'S. Contact provider for hour to unit ratio.**

3. Q. How do I know when I must turn in my CEU certificates?

**A. At every 3<sup>rd</sup> year of renewal. An extension was given to fire sprinkler certified fitters per IB 20-006. [https://osfm.fire.ca.gov/media/5izggczi/ib\\_20-006\\_pipefitters\\_cert.pdf](https://osfm.fire.ca.gov/media/5izggczi/ib_20-006_pipefitters_cert.pdf)**

**Govmotus will email a reminder to all certified fire sprinkler fitters to the email account on file.**

4. Q. What if I don't have all my hours completed before my renewal? Is there a penalty?

**A. The certified sprinkler fitter cannot renew until all CEU'S are completed and all fees are paid.**

5. Q. Where is the list of approved CEU courses?

**A. The approved CEU courses are listed on the Office of the State Fire Marshal Automatic Extinguishing Systems Continuing Education Unit Providers <https://osfm.fire.ca.gov/media/druhzmj/continuing-education-unit-approved-provider-list-rev-9-2022.pdf>**

6. Q. Do Multi-Family fitters have to get the same amount of CEU's as commercial fitters?

**A. Yes**

7. Q. I took the OSHA 10 and 30 courses, but it was not through a provider on the approved provider list. Can I count that towards my required CEU's?

**A. Yes, the course must have been taken through a nationally recognized certified trainer no earlier than the first date of your sprinkler fitter certification/license.**

8. Q. I took a class through one of the approved providers a few years ago before they were on the approved provider list, does that still count?

**A. Yes, the course must have been taken through a nationally recognized certified trainer no earlier than the first date of your sprinkler fitter certification/license.**

9. Q. How do I know how many credits each of the courses on the approved provider list are worth?

**A. You shall contact the provider with the course name to find out the number of unit(s).**

10. Q. What is the latest date someone can take a registered CEU class, and have it count for this current cycle?

**A. If the class is completed no later than June 30<sup>th</sup>, the certified fire sprinkler fitter can upload the class on June 30<sup>th</sup> by the expiration date and still be compliant, however if the class is taken after June 30<sup>th</sup> the renewal will be subject to renewal and late fees.**

11. Q. What is the first date someone can take a registered CEU class, and have it count for the next cycle?

**A. The CEU'S can count toward the next 3-year CEU cycle on July 1st.**

12. Q. I took a class 10 years ago, does it count towards my CEU'S?

**A. No, the class shall be taken within the 3 years of your certification.**

13. Q. How do I submit my CEU'S?

**A. During the renewal, you will upload the CEU'S into the desired fields on Govmotus.**

14. Q. Can I upload certificates as I get them?

**A. Not at this time, only during renewal.**

15. Q. I am an instructor and taught a class, can that count towards my CEU submission?

**A. Yes, you may use the class one time towards the 30-hour, 3-unit CEU submission.**

16. Q. What do I submit as proof of CEU'S?

**A. You can submit the CEU certificate issued by the provider or a letter from the provider on company letterhead with your name, license number, list of classes, hours/unit per class, signed by a provider representative.**

Google  
Chrome  
works best

March 1<sup>st</sup>- Renewal email notices sent (Sprinkler Fitter can now renew online)

May 1<sup>st</sup>- Renewal Considered Late (Late fee will apply)

July 1<sup>st</sup>- Renewal Expired

All Registrations and Certifications for all sprinkler fitter levels are valid from time of issuance to June 30<sup>th</sup>

### How to submit a Renewal

You may now go online to renew your Sprinkler Fitter License. <https://calfire.govmotus.org/>

If you sign in and do not see the application listed under “License”, this means you are logging in with a different email address than GovMotus has on file. Log in using the email address you received the expiration notice to.

*If you have never logged into Govmotus you will need to register.*

There are two ways to Renew

1. Log into Govmotus using the email address you received the expiration notice to.
2. Once signed into the GovMotus system, on the Dashboard look for
  - a. Look at the top of the screen for the “**Licensing**” Button. Click the button and press “**Renew License Request**”
    - i. **Enter the Program: Automatic Extinguishing**
    - ii. **Category: Sprinkler Fitter**
    - iii. **Type: Sprinkler Fitter, Apprentice, Trainee**
    - iv. **License Number**
  - b. On the Dashboard, click on the application “**License Number**” that shows the “*Issued*” application
    - i. Your license application page will open, on the left side under “**Control Panel**” click “**Manage License**”
    - ii. Click “**Renew Application**”
3. Ensure all your personal information is correct
4. Upload all acceptable CEU documents
5. Sign the application
6. Press “**Submit**”
7. The State Fire Marshal Office will need to approve your application at this point
8. Allow 5-7 business days for the CALFIRE Attendant to “**Accept**” the license
9. After the application for renewal is accepted log back in Govmotus and open the “**Accepted**” application
10. On the left side under “**Control Panel**” click “**Make Payment**”
11. Follow the prompts that will allow you to submit payment via credit/debit card
12. Allow 5-7 business days for approval and issuance

If you choose to pay by check, after the “**Make Payment**” download a PDF copy of the “**Payment Notice**” Mail the “**Payment Notice**” and the check/money order to the P.O Box address listed on the form. Please allow 6-8 weeks for the license to be processed after the check has been cashed.

If the payment is submitted **without** the Payment Notice, the check or money order will be mailed back and there may be a late fee applied if submitted after May 1<sup>st</sup>.