

## CFPS ANNUAL RENEWAL FORM

**The CFPS Annual Renewal is a Two Step Process:** In order to renew your CFPS certification you must review the current CFPS Applicant Handbook (available at [www.nfpa.org/certification](http://www.nfpa.org/certification)), sign the Ethics Declaration below and return with your payment:

**USPS mail with Check to:      CFPS  
   1 Batterymarch Park  
   Quincy, MA 02169**

### **CERTIFIED FIRE PROTECTION SPECIALIST – CODE OF CONDUCT – ETHICS DECLARATION**

I recognize and acknowledge that obtaining the CFPS credential is a privilege that must be earned and maintained. The protection of life and property is a responsibility of the highest order. For this reason I agree to:

1. Place the safety and health of people, the protection of the environment and the protection of property above all professional interests.
2. Demonstrate integrity, honesty and fairness in all activities and strive for excellence in all matters of ethical conduct.
3. Maintain professional competence in all areas of employment responsibility. Undertake assignments only when qualified by education or experience in the specific technical fields involved.
4. Consistently maintain and improve professional competence regular assessment of skills, improve continuing education, experience and professional training.
5. Avoid deceptive acts which misrepresent academic or professional qualifications.
6. Avoid compromise of professional judgment by conflicts of interest.
7. Avoid unauthorized possession, distribution, discussion, or use of any confidential or proprietary CFPS testing or examination materials, including but not limited to: copying, transmitting, or reproducing in any medium any CFPS examination questions or test related materials; or disclosing to any others any examination questions or test related materials (**Note: all CFPS exam questions and related materials are proprietary and confidential unless they have been expressly released in writing by NFPA for use as training and review materials**).
8. Avoid any conduct that would undermine the value and integrity of the CFPS credential.
9. Issue public statements only in an objective and truthful manner and only when founded upon knowledge of the facts and competence of the subject matter.
10. Represent qualifications honestly and provide only those services qualified to perform.
11. Accept responsibility of maintaining the credential through recertification.
12. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin or disability.
13. Uphold and follow all policies and procedures required to remain in good standing with the CFPS.

I understand that my failure to comply with these requirements could result in disciplinary action against me, up to and including revocation of the CFPS Certification, in accordance with the CFPS Policies. I also understand that NFPA retains rights and ownership over granted certificates, and in the event of revocation, withdrawal, or suspension of my certification, I will return my certificate to the NFPA CFPS Department.

Furthermore, I agree to immediately notify the NFPA CFPS department in the event I am for any reason unable to fulfil all certification requirements, or if I take on a position with any employer or participate in any activity that may constitute a Conflict of Interest with my role as a Certified Fire Protection Specialist.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Step 2 - Payment Information:**

**Credit Card Payments MUST be made online at CFPS Online Services, you may use the link below to access your CFPS record.** Please **DO NOT** mail credit card information.

<https://nfpa.cyzap.net/dzapps/dbzap.bin/apps/assess/webmembers/secure/welcome?webid=NFPACFPS>

If you do not have your CFPS Online Services Username and Password to make your payment online, please call 617-984-7495 or email [cfps@nfpa.org](mailto:cfps@nfpa.org) to obtain your info.

**Mail Checks with this form to:**

NFPA/CFPS  
1 Batterymarch Park  
Quincy, MA 02169

**Amount due Annual Renewal - \$ 125.00** (If paid by your due date)

Amount due LATE Annual Renewal - \$175.00 (If paid after your due date)

[ ] Check enclosed payable to NFPA with your certificate number noted on check.

**Signature** \_\_\_\_\_

**Certificate #** \_\_\_\_\_

**Date** \_\_\_\_\_

**Home Mailing Address**

**Street** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Country** \_\_\_\_\_

**Zip code** \_\_\_\_\_

**Business email address** \_\_\_\_\_

**Home email address** \_\_\_\_\_