
**DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF FIRE SAFETY
MEMORANDUM**

TO: FIRE PROTECTION BUSINESS PERMIT AND CERTIFICATE HOLDERS
FROM: GARY LICKNACK, SUPERVISOR, CONTRACTOR CERTIFICATION AND EMBLEMS UNIT
SUBJECT: GUIDE TO RENEWAL OF FIRE PROTECTION CONTRACTOR BUSINESS PERMITS AND CERTIFICATIONS
DATE: JUNE 2006

- Re-certification is a two-step process first you must re-certify with NICET or NAFED or both if you are certified in both NAFED and NICET trades. You would then re-new your certification with this office. The Division of Fire Safety will send out letters about three months prior to expiration of your certification and permits. You will be given directions at that time. You cannot recertify with us before this time.
- If you are in a NICET trade: sprinkler, fire alarm or special hazard and were grandfathered by this office you need to register yourself with NICET and pay their fee. You should do this immediately if you have not done so. . Please go to www.nicet.org. main page bottom right side for CPD evaluation. This step makes NICET aware of you as a “grandfathered New Jersey individual”. If you were not grandfathered you will re-certify the same as you would normally as NICET will send you re-certification paperwork about six months prior to you expiring. The actual requirements for re-certification are the same for both grandfathered and those who have taken and past the exams.
- Re-certification is based on NICET **policy 30** which you can download online from NICET. Policy 30 will answer most if not all questions you may have on how to obtain the 90 points per trade needed to recertify.
- If you are in a NAFED trade: Portable Fire Extinguishers or Kitchen Fire Suppression systems NAFED has your address and will automatically send out your recertification packet in time for you to renew. NAFED recertification policy is similar to NICET and can be viewed on the NAFED website www.nafed.org. Please remember you do not need to retake the tests or take them for that matter if you were grandfathered. You must re-certify with NAFED on their point system. Many people have retaken or have tested out and this is also acceptable, as you have met the requirements outright but not required. The “grandfather” is good as long as you continue to recertify every three (3) years.
- It is imperative that you complete your recertification process with NICET and or NAFED ASAP so as your business permit where applicable can be renewed. Please note if you are and all trades certificate holder you must re-certify with both NICET and NAFED.

- Business permit holders will be sent letters on how to renew their permit. It is very important that your company address is accurate, as you will not receive these letters. If you need to amend your permit you need to call the Contractors Certification Unit Office @ 609.324.3560 There is a \$50.00 fee to change required information. Please note a change in the company federal ID # is a different business and would require a new permit.
- Certificate holders are also advised to make sure we have up to date information on you. Failure to do so will result in not getting the required information you need to re-certify. The regulations require that you properly notify this office of any change in business or individual information. Certificate holders will also be sent letters about a month before you are due to expire advising them how to recertify with this office. To do that you must have already been recertified with NICET and or NAFED.
- The renewal process is new but not difficult. Remember, you must re-certify with NICET/NAFED before you re-certify with us. Please call the unit if you have any questions @ 609.324.3560 or 609.324.7336.
- *(NICET) National Institute For Certification in Engineering Technologies*
- *(NAFED) National Association of Fire Equipment Distributors*

Note we cannot renew your permit unless you have a valid certification it is advisable to send in you renewal of certification with your permit renewal where possible.

The following form is needed to renew an individual's certification:

Certification Renewal Application Form only. You must also enclose proof of recertification from **NICET** or **NAFED** or **BOTH** depending on your certifications.

The following forms are needed to renewal of Business Permit:

NJ Business Permit Renewal Application

Qualifier Verification Form

Out Of State Contractor Form (only if you do not have an office in NJ)

Note a valid **Certificate of Insurance** with description of your type of work example (Installation and maintenance of fire alarm systems)



