

# Applying for Initial SC Fire Marshal Certification

A Certified Fire Marshal has the authority granted to the State Fire Marshal in South Carolina [Code of Law 23-9](#) when they are acting in their official capacity within their jurisdiction. In order to apply for state certification, Certified Fire Marshals are required to:

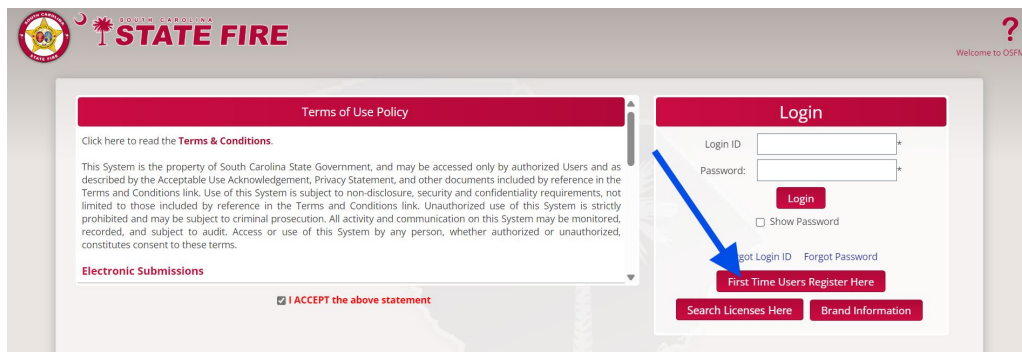
1. Obtain an ICC or NFPA Fire Inspector I or higher certification
2. Attend the SC Fire Marshal's Rules and Regulations Course ([SCFA Course 8610](#)).

The S.C. Fire Academy offers a Fire Code Test Preparation Class ([SCFA Course 8612](#)) to help students prepare for ICC exams.

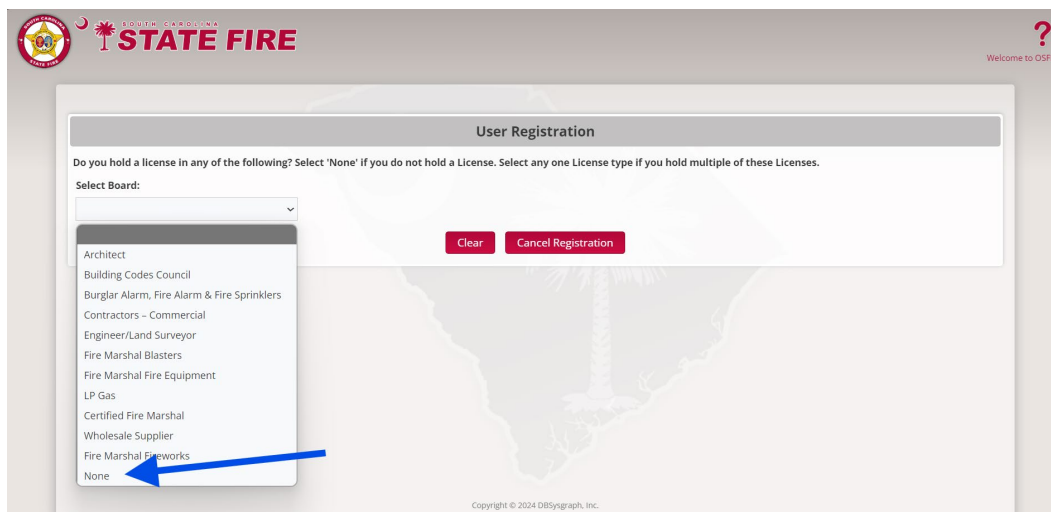
If you have questions about SC Fire Marshal Certification requirements or training, please email [FMcertificaiton@lfr.sc.gov](mailto:FMcertificaiton@lfr.sc.gov).

Application for Certified Fire Marshal is made in the SC Office of State Fire Marshal [Information Management System](#) (IMS).

**Step 1:** Create a personal account in the IMS by clicking "First Time User's Click Here".



For Board, select "none".



# Applying for Initial SC Fire Marshal Certification

Create your own unique Login ID.

Complete all required personal information.

Enter Security Questions and Answers. These will be used to reset your password if you should forget it.

Click "Register".

**STATE FIRE** Welcome to OSFM

**Login**  
MakeYourOwn

**Firm Name (OPTIONAL)**

**Last Name** Person  
**First Name** New  
**Middle Name (OPTIONAL)** Test  
**Suffix (OPTIONAL)**

**Phone** (123) 456-7890  
**Alternate Phone (OPTIONAL)**  
**Work Phone (OPTIONAL)**

**Email** osfmtestperson@gmail.com  
**Verify Email** osfmtestperson@gmail.com

**Physical Address:**  
Enter the Street Address and then ZIP Code to look up City and State:  
**Street Address** 123 Test St  
**ZIP Code** 29341  
**County** CHEROKEE  
**City** GAFFNEY  
**State** SC

**Security Questions**

- What is the name of the first school you attended? xxxxxxxxxxxx
- What is your Mother-in-law's maiden name? xxxxxxxxxxxx
- What is your father's middle name? xxxxxxxxxxxx

**Register** **Cancel Registration**

Check your email for a temporary password. Use the Login ID that you created and temporary password to log into the IMS.

**SOUTH CAROLINA STATE FIRE** Welcome to OSFM

**Terms of Use Policy**  
Click here to read the **Terms & Conditions**.  
This System is the property of South Carolina State Government, and may be accessed only by authorized Users and as described by the Acceptable Use Acknowledgement, Privacy Statement, and other documents included by reference in the Terms and Conditions link. Use of this System is subject to non-disclosure, security and confidentiality requirements, not limited to those included by reference in the Terms and Conditions link. Unauthorized use of this System is strictly prohibited and may be subject to criminal prosecution. All activity and communication on this System may be monitored, recorded, and subject to audit. Access or use of this System by any person, whether authorized or unauthorized, constitutes consent to these terms.  
 I ACCEPT the above statement

**Login**

**Login ID** MakeYourOwn  
**Password:** .....

Information entered does not match.

**Login**

Show Password

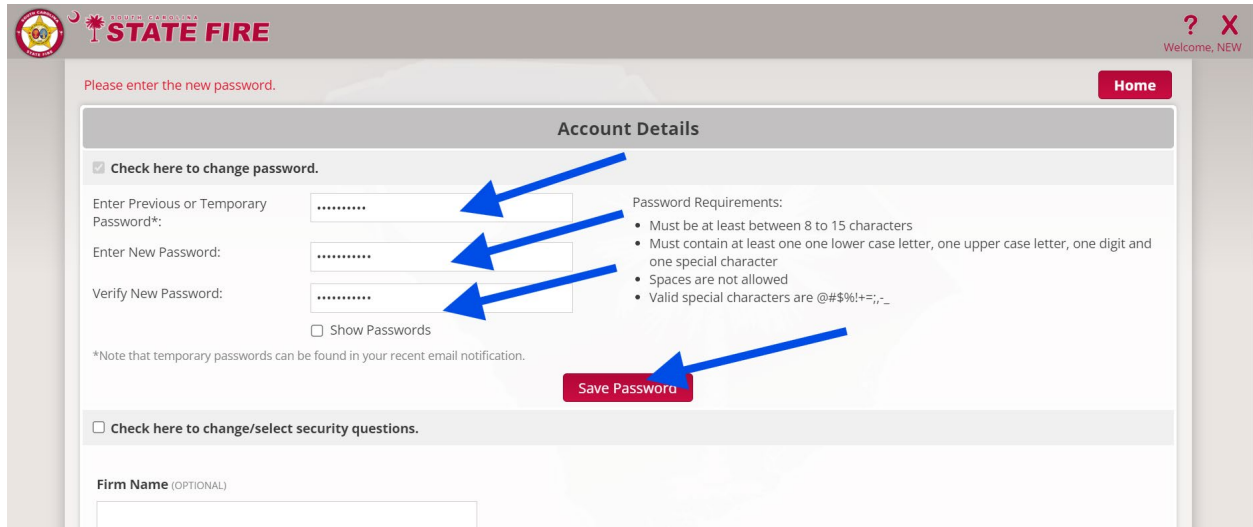
[Forgot Login ID](#) [Forgot Password](#)

[First Time Users Register Here](#)

[Search Licenses Here](#) [Brand Information](#)

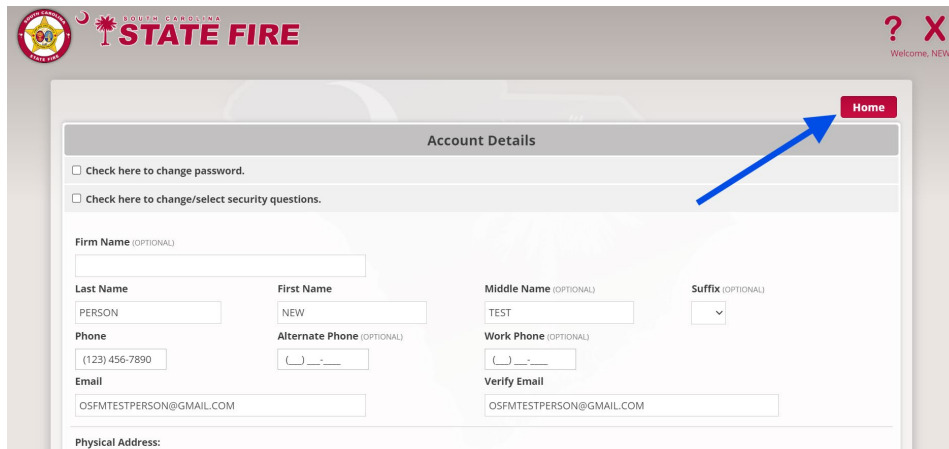
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Enter your temporary password and a new password twice. Click “Save Password”.



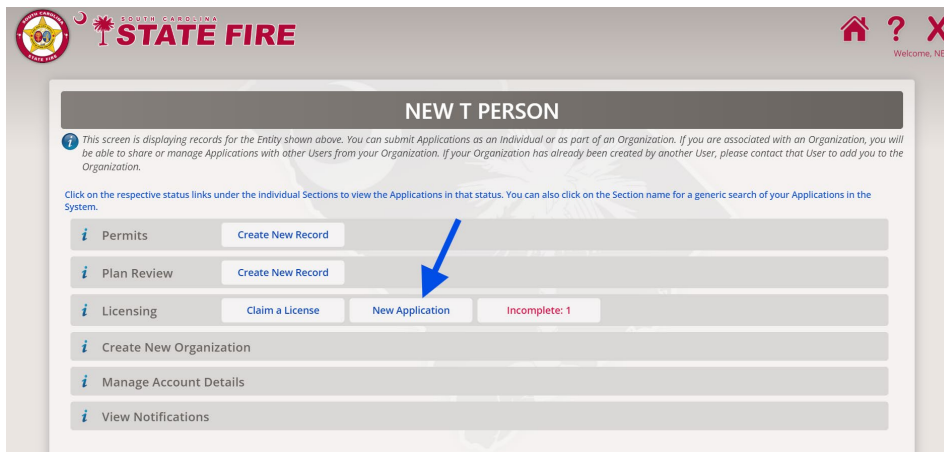
The screenshot shows the 'Account Details' page on the SC State Fire website. At the top left is the logo for South Carolina State Fire. At the top right, there is a 'Welcome, NEW' message with a question mark icon. Below the logo, there is a red message: 'Please enter the new password.' and a 'Home' button. The main section is titled 'Account Details' and contains a checkbox labeled 'Check here to change password.' which is checked. Below this are three password input fields: 'Enter Previous or Temporary Password\*', 'Enter New Password:', and 'Verify New Password:'. To the right of these fields are 'Password Requirements' listed as: 'Must be at least between 8 to 15 characters', 'Must contain at least one lower case letter, one upper case letter, one digit and one special character', 'Spaces are not allowed', and 'Valid special characters are @\$%!\*+~;,-\_'. Below the password fields is a 'Show Passwords' checkbox. A red 'Save Password' button is located at the bottom right of the password section. Below the password section is another checkbox labeled 'Check here to change/select security questions.' and a 'Firm Name (OPTIONAL)' input field.

Click “Home”. You will return to your IMS Dashboard.



The screenshot shows the 'Account Details' page on the SC State Fire website. At the top left is the logo for South Carolina State Fire. At the top right, there is a 'Welcome, NEW' message with a question mark icon. Below the logo, there is a red message: 'Please enter the new password.' and a 'Home' button. The main section is titled 'Account Details' and contains two checkboxes: 'Check here to change password.' (unchecked) and 'Check here to change/select security questions.' (unchecked). Below these are several input fields for personal information: 'Firm Name (OPTIONAL)', 'Last Name' (with 'PERSON' selected), 'First Name' (with 'NEW' entered), 'Middle Name (OPTIONAL)' (with 'TEST' entered), 'Suffix (OPTIONAL)' (with a dropdown arrow), 'Phone' (with '(123) 456-7890' entered), 'Alternate Phone (OPTIONAL)', 'Work Phone (OPTIONAL)', 'Email' (with 'OSFMTESTPERSON@GMAIL.COM' entered), and 'Verify Email' (with 'OSFMTESTPERSON@GMAIL.COM' entered). Below these fields is a 'Physical Address:' label.

Step 2: From your dashboard, click “New Application” on the line for Licensing.



The screenshot shows the 'NEW T PERSON' dashboard on the SC State Fire website. At the top left is the logo for South Carolina State Fire. At the top right, there is a 'Welcome, NEW' message with a question mark icon. Below the logo, there is a red message: 'Please enter the new password.' and a 'Home' button. The main section is titled 'NEW T PERSON' and contains a paragraph of text: 'This screen is displaying records for the Entity shown above. You can submit Applications as an Individual or as part of an Organization. If you are associated with an Organization, you will be able to share or manage Applications with other Users from your Organization. If your Organization has already been created by another User, please contact that User to add you to the Organization.' Below this text are several links and buttons: 'Permits' with a 'Create New Record' button, 'Plan Review' with a 'Create New Record' button, 'Licensing' with 'Claim a License', 'New Application', and 'Incomplete: 1' buttons, 'Create New Organization', 'Manage Account Details', and 'View Notifications'. A blue arrow points to the 'New Application' button.

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If this is your first certification or license, click “No” to the question that asks if you want to copy the data from an existing license. Click “Next”.

South Carolina STATE FIRE

Home ? X Welcome, NEW

New Record

Do you want to copy the data for this application from an existing license?  Yes  No

Clear Next >> Cancel

Click “Certified Fire Marshal” and click, “Next”.

South Carolina STATE FIRE

Home ? X Welcome, NEW

Record Number: 005842 Save Save & Exit Abandon

Name: License Type: Action: Initial

Select License Type

Select License Type

Click the *i* icon next to the item for more information about that option.

- Explosives Dealer - Class 1
- Explosives Dealer - Class 2
- Blaster
- Fire Standards Compliant Cigarette Certification
- Certified Fire Marshal
- Fire Equipment Dealer
- Fire Equipment Employee

Next >>

Complete the Employee Information page. You can copy most of the data from your account. You will have to enter the last 5 of your Social Security Number, your date of birth, driver’s license number, and other demographics. Click “Next”.

South Carolina STATE FIRE

Home ? X Welcome, NEW

Record Number: 005841 View Data Share Access Save Save & Exit Abandon

Name: License Type: CERTIFIED FIRE MARSHAL Action: Initial

Employee Information

Copy from my account

Social Security Number: XXX-X-\_\_\_\_

Verify Social Security Number: XXX-X-\_\_\_\_

Date of Birth: [Calendar]

Last Name: PERSON

First Name: NEW

Middle Name: TEST

Suffix: [Dropdown]

Phone Number: (123)456-7890

Alternate Phone: ( )-\_\_\_\_

Email Address: OSFMTESTPERSON@GMAIL.COM

Driver's License: [Input]

Driver's License State: [Dropdown]

Gender: [Dropdown]

Race: [Dropdown]

Physical Address: [Input]

Next >>

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Enter your Fire Department ID. You may search by number or Fire Department name. If your Department name is not found, please email Nathan Ellis for assistance ([nathan.ellis@lfr.sc.gov](mailto:nathan.ellis@lfr.sc.gov)).

Enter your Title. Click “yes” on at least one Certification and on the SC Fire Marshal Rules and Regulations Course. Enter your certification numbers or course numbers.

Upload supporting documentation for each certification.

Click “Next”.

Certifications Held:	Yes	No	Certification Course #:	Upload Proof of Certification/attendance
ICC FIRE INSPECTOR I	<input type="radio"/>	<input type="radio"/>		
ICC FIRE INSPECTOR II	<input type="radio"/>	<input type="radio"/>		
ICC FIRE PLANS EXAMINER	<input type="radio"/>	<input type="radio"/>		
ICC CERTIFIED FIRE MARSHAL	<input type="radio"/>	<input type="radio"/>		
NFPA FIRE INSPECTOR I	<input type="radio"/>	<input type="radio"/>		
NFPA FIRE INSPECTOR II	<input type="radio"/>	<input type="radio"/>		

Upload a passport style photo. This will be used if/when we print certification cards in the future. The picture should be a headshot similar to a drivers license photo or passport photo.

Click “Next”.

System will only accept attachments of type .pdf, .tif, .png, .dxf, .jpg, .jpeg and .heic with a maximum file size of 10MB.

## Applying for Initial SC Fire Marshal Certification

**Step 3:** Share access with your Fire Department. This associates your certification with your fire department or organization. From the menu on the left, choose “Share Access.”

Choose “Share Access with an Organization”

Type your Fire Department name. As you type, your department should appear from a pre-populated list of organizations in the IMS. If your department is not found, reach out to Nathan Ellis for assistance ([nathan.ellis@llr.sc.gov](mailto:nathan.ellis@llr.sc.gov)).

Click “Share Access”.

The screenshot shows the 'Share Access' form in the IMS system. The form is titled 'Share Access' and has two radio buttons: 'Share Access with an Individual' (unselected) and 'Share Access with an Organization' (selected). Below the radio buttons, there is a text input field with the value 'GRASSY POND FIRE DEPARTMENT'. To the right of the input field are 'Share Access' and 'Clear' buttons. Below the input field, there is a table with the following content:

Individual/Organization	Type
NEW T PERSON	INDIVIDUAL

Blue arrows point to the 'Share Access' button in the left sidebar, the 'Share Access with an Organization' radio button, the text input field, and the 'Share Access' button in the main form area.

**Step 4:** Submit Application.

From the list on the left, click “Application Information”

Review your application information for accuracy. Click “Submit to OSFM” and click “Proceed”.

The screenshot shows the 'Application Information' form in the IMS system. The form is titled 'Application Info' and has a status of 'INCOMPLETE'. Below the title, there are four radio buttons: 'Edit Application' (unselected), 'Save without Submitting' (unselected), 'Submit to OSFM' (selected), and 'Abandon Application' (unselected). Below the radio buttons, there is a 'Proceed' button. Blue arrows point to the 'Submit to OSFM' radio button and the 'Proceed' button.

OSFM staff will review your application and attachments and you will receive an email when it is approved. You may log into the IMS and print a certificate if you chose to.

For any questions or issues with the IMS, please reach out to Nathan Ellis or other staff by emailing [FMCertification@llr.sc.gov](mailto:FMCertification@llr.sc.gov).