



# Recertification Requirements for Pre-2008 South Carolina Certified Fire Marshal (CFM)

Effective Date: December 21, 2011 Revised February 6, 2017

**AUTHORITY:** S.C. Code Ann. §23-9-30

**PURPOSE:** This policy provides information regarding the pre-2008 South Carolina Certified Fire Marshal (CFM) recertification process and provides guidance for CFM recertification, requiring maintenance of education to meet job performance requirements for individuals certified as S.C. CFM's prior to 2008.

**BACKGROUND:** In 2010, the Office of State Fire Marshal received recommendations from the Legislative Audit Council (LAC) in its 2010 audit entitled *A Review of the Office of State Fire Marshal*. The report can be found at [http://lac.sc.gov/LAC\\_Reports/2010/Pages/OSFM.aspx](http://lac.sc.gov/LAC_Reports/2010/Pages/OSFM.aspx).

**POLICY:** At a minimum, Pre-2008 certified CFM's are required to obtain 65 points of documented professional development per the CFM Recertification Renewal Table. The 65 points must be obtained during the three year cycle. Verification of obtained points are not required to be submitted at the time of recertification, however, it is imperative that you maintain your documentation in the event you are selected for a random audit.

All certifications shall be renewed during the 90 day period prior to expiration. The candidate must process the certification renewal through <https://eservice.llr.sc.gov/OnlineRenewals/>, prior to the expiration date. Expired certifications, 6 months or greater, will require an application for initial certification in accordance with OSFM policy 16-001.

From the effective date, all correspondence from the OSFM to CFM certification holders will be through e-mail. It is imperative that you keep your e-mail address updated to assist us in facilitating this endeavor. Additionally, we request all communications regarding certification be sent to the OSFM by email at [FMCertification@llr.sc.gov](mailto:FMCertification@llr.sc.gov).

**NOTE:**

- As part of our commitment to moving forward, the OSFM is an ICC Preferred Provider: <http://ppp.iccsafe.org/>
- OSFM's most current policies and directives are located on the our website: <http://www.scfiremarshal.llronline.com>
- Questions? Contact the South Carolina Office of State Fire Marshal Training [FMCertification@llr.sc.gov](mailto:FMCertification@llr.sc.gov)



**Pre-2008 South Carolina Certified Fire Marshal Recertification Requirements Table**

**Effective Date: December 21, 2011 Revision February 06, 2017**

In order to maintain currency and relevancy in the profession, Certified Fire Marshals are required to obtain 65 points (minimum) of documented professional development during the three year certification cycle, related to the fire & life safety profession.

Credentials	Allotted Points	Minimum Points	Maximum Points	Acceptable Documentation
Professional Practice	1 per month	12	36	Letter from supervisor or client(s)
Voluntary Professional Service	5 per organization	0	15	Letter from organization
OSFM Rules & Regulations Course Update	2 per course	02	02	Transcript with appropriate course code
Training (minimum of 45 points required)	Allotted Points	Minimum Points	Maximum Points	Acceptable Documentation
Training- Professional Development Seminars and Conferences	1 per contact hour	45	60	Certificate or proof of attendance
Taking college credit courses	3 points per credit hour		15	Official transcript from college
Teaching a course or seminar	<b>Teaching a course:</b> 4 points per credit hour <b>Teaching a seminar:</b> 1 point per hour taught	0	36	Letter from training institution verifying details of course and your participation
Publications (Fire/Safety related)	<b><u>Paper or article in peer-reviewed publication</u></b> Single author: 4 points Multiple authors: 2 points <b><u>Published article or paper</u></b> Single author: 4 points Multiple authors: 2 points <b><u>Published book:</u></b> Single author or editor: 25 points Author of chapter, single author: 3 points Author of chapter, multiple authors: 1 point <b><u>Published review of a book in a fire/safety journal or magazine:</u></b> 1 point	0	36	<b>Article/Paper:</b> Copy of first page of article/paper indicating title, name and publication date, your name as author, and other authors' names (if applicable). Article/ paper must have a minimum of 1,000 words.  <b>Book:</b> Copy of title page of book indicating title, publisher, publication date, your name as author, and other authors' names (if applicable).

## Explanation of CFM Recertification Table Professional Development Criteria

**Acceptable Documentation:** Do not submit documentation of your claimed points at the time of your renewal. By submission of your online renewal, you attest that the above claimed points are accurate and reflect your professional development during the recertification period. You understand that you need to maintain documentation of these points, for possible submission in the event you are audited, for a minimum of three years.

**Professional Practice:** Actively practicing fire prevention and code enforcement through fire inspections and/or fire plan review.

\*If you seek consideration of a non-listed certification or license, please email [FMCertification@lfr.sc.gov](mailto:FMCertification@lfr.sc.gov)

**Voluntary Professional Service:** The OSFM recognizes the importance of being actively involved at the state and national level for fire prevention. The following list is acceptable to claim for allotted points if you volunteer on committees or executive boards pertaining to fire prevention, codes, and standards:

- ICC
- NFPA or NFPA Certified Fire Protection Specialist
- UL
- SCFMA
- SCFFA

\*If you seek consideration of a non-listed state or national organization, please email [FMCertification@lfr.sc.gov](mailto:FMCertification@lfr.sc.gov)

**College Course Credit:** Must obtain a “passing” score to claim allotted points. Must be a degree core curriculum class or pertain to the industry.