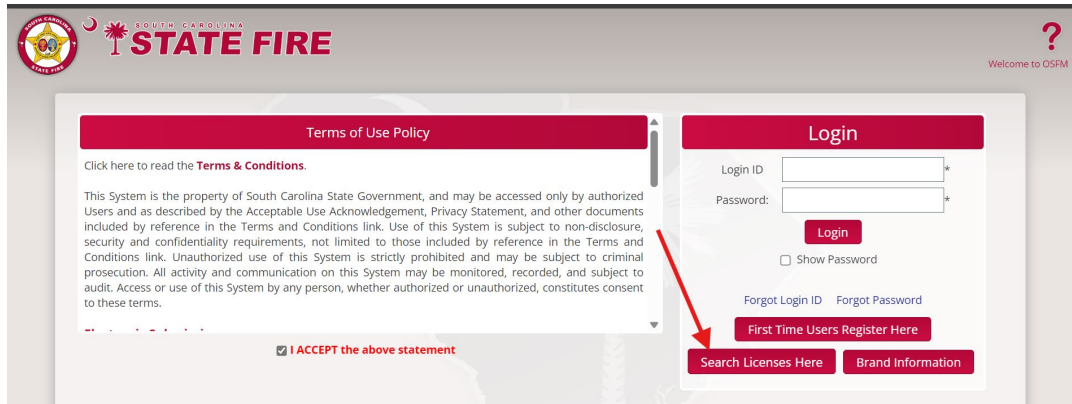


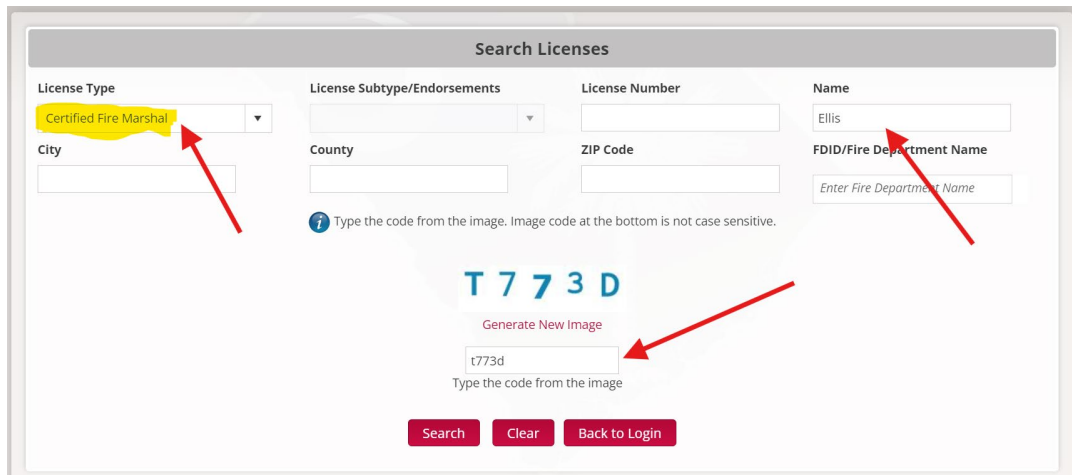
Renewing your South Carolina Certified Fire Marshal License:

All licenses that were current in the LLR eService Portal have been migrated into the OSFM Information Management System. To renew a license, follow the steps below. If you do not find your license in the IMS after following these steps, reach out to Nathan Ellis (nathan.ellis@llr.sc.gov) or simply apply for a new license.

Step 1: From the OSFM Information Management System (IMS) Homepage, **before logging in**, search for your current license number by clicking “**Search Licenses Here**”. <https://osfm.llr.sc.gov/Login.aspx>



Choose license type: **Certified Fire Marshal**. Type in your last name. And enter the code from the image on the screen.



From the list of licenses that appear, make a note of the **CFM###** that belongs to you.

License Number	Name
CFM1716	NATHAN E. ELLIS
CFM2007	ROBERT E. ELLISON, JR.
CFM2011	NATHANIEL ELLIS, JR.
CFM2958	NATHAN E. ELLIS

Step 2: log into the OSFM Information Management System (IMS)

<https://osfm.llr.sc.gov/Login.aspx>

If you are a new user, follow the instructions to set up your account.

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: nellis3

Password:

Login

Show Password

Forgot Login ID | Forgot Password

First Time Users Register Here

Search Licenses Here | Brand Information

Step 3: From your **Fire Department or Organization dashboard**, select **Claim a License**.

If you do not have a fire department or organization dashboard, you can “Create New Organization” from your personal dashboard. If your organization already exists, then your administrator needs to add you to that organization’s account. Or you can email Nathan Ellis (nathan.ellis@llr.sc.gov) and ask to be added to the correct organization’s account. This is the same Organization that an AHJ uses to acknowledge and view plan reviews and permits within your jurisdiction.

South Carolina STATE FIRE

Welcome, NATHAN

GRASSY POND FIRE DEPARTMENT

This screen is displaying records for the Entity shown above. If you wish to switch to another Entity, select the respective Entity from the list below to view data related to that entity. 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.

Selected Entity: GRASSY POND FIRE DEPARTMENT Set as Default Dashboard Entity

Click on the respective status links under the individual Sections to view the Applications in that status. You can also click on the Section name for a generic search of your Applications in the System.

- Permits [Create New Record](#)
- Plan Review [Create New Record](#)
- Inspections [Create New Record](#) Incomplete: 1
- Licensing [Claim a License](#) [New Application](#)
- Create New Organization
- Manage Organization
- Manage Account Details
- View Notifications

Copyright © 2024 DBSysgraph, Inc.

Step 4: Enter the credential number that you made a note of in Step 1 and click “**Find License**”. Note, you must enter “CFM” and the number.

Claim License

Enter the South Carolina LLR license you want to claim:

Step 5: Verify that information on the screen is yours. If any information is incorrect, let the IMS know what needs to be corrected.

NOTE: If the information on the screen is your information, then proceed to claim your license. If you entered the license number in error and this is not your information, click “Clear” to enter the license number again and retrieve your information.

Answer the question, “Is the below information correct?” These fields are not able to be edited by you at this time. This information comes from the previous LLR database system. If any information is incorrect, mark “no” and provide an explanation as to what needs to be corrected. OSFM Staff will make the corrections and approve your certification. You should receive an email that lets you know your license was approved. Then you can continue to the next step to recertify.

Claim License

i The only License types available to claim are Certified Fire Marshal (prefix CFM), Fire Equipment Dealer (prefix FED), and Fire Equipment Employee (prefix FEE).

The prefix must be included with no spaces between the prefix and the number.

Enter the South Carolina LLR license you want to claim:

Is the below information accurate? Yes No

Please enter details about what is wrong in the information below:

Explain any wrong data here. Example:
 My correct email address is xyz123@email.com

Firm Name (OPTIONAL)

Last Name First Name Middle Name (OPTIONAL) Suffix (OPTIONAL)

Step 6: Claim Your License by clicking “Claim” at the bottom of the screen.

STATE FIRE Welcome, NATHAN (Selected Entity: TEST ORGANIZATION)

Firm Name (OPTIONAL)

Last Name: ELLIS, JR. First Name: NATHANIEL Middle Name (OPTIONAL): Suffix (OPTIONAL):

Phone: Alternate Phone (OPTIONAL): Work Phone (OPTIONAL):

Email: O*****G@LLR.SC.GOV Verify Email: O*****G@LLR.SC.GOV

Physical Address:

Enter the Street Address and then ZIP Code to look up City and State:

Street Address: 168 SCHOOL ROAD

ZIP Code: 29341 County: CHEROKEE City: GAFFNEY State: SC

[Claim](#) [Cancel Claim](#)

Copyright © 2024 DBSysgraph, Inc.

Step 7: Renew your License. After you claim a license, State Fire Marshals Office staff will review your claim and approve it. This should occur on or before the next business day. You will receive an email from the IMS (“donotreply”) when it is approved.

The license will show up on your organization’s IMS Dashboard as pending renewal after State Fire staff approves the license claim.

Click “Pending Renewal”

STATE FIRE Welcome, NATHAN

GRASSY POND FIRE DEPARTMENT

This screen is displaying records for the Entity shown above. If you wish to switch to another Entity, select the respective Entity from the list below to view data related to that entity. 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.

Selected Entity: GRASSY POND FIRE DEPARTMENT Set as Default Dashboard Entity

Click on the respective status links under the individual Sections to view the Applications in that status. You can also click on the Section name for a generic search of your Applications in the System.

- Permits [Create New Record](#)
- Plan Review [Create New Record](#)
- Inspections [Create New Record](#) [Incomplete: 1](#)
- Licensing [Claim a License](#) [New Application](#) [My Licenses: 1](#) [Pending Renewal: 1](#)
- Create New Organization
- Manage Organization
- Manage Account Details
- View Notifications

Copyright © 2024 DBSysgraph, Inc.

Click on the license to be renewed.

STATE FIRE Welcome, NATHAN (Selected Entity: GRASSY POND FIRE DEPARTMENT)

Licenses

Record # Name Type Status

Advanced Search 4 items checked

[Search](#) [Clear](#) [New Record](#)

Total Records: 1

Record #	Name	Type	Status	Location	Date Created
CFM1041	NATHAN ELLIS	CERTIFIED FIRE MARSHAL	ACTIVE	201 PLANTERS DR, GAFFNEY, SC 29341	10/10/2024 (To be Valid during 3/5/2015 to 12/31/2024)

Click the radio button for “Renew License” and click “Proceed”.

Reference #: CFM1041
License Type: CERTIFIED FIRE MARSHAL

Name: NATHAN ELLIS
Validity Period: 03/05/2015 to 12/31/2024

Status: ACTIVE

Application Info

Please select an option to proceed
Click the to the item for more information about that option.

Renew License Update License Request Cancellation

Proceed

South Carolina Department of Labor, Licensing and Regulation
Office of State Fire Marshal
141 Monticello Trail • Columbia, S.C. 29203, Phone: (803) 896-9800
www.statefire.llr.sc.gov

LICENSE APPLICATION

License Type	Application Type	Current Status
--------------	------------------	----------------

Step 8: Update your personal information in the new IMS. Some information was never collected in the old system. Or it could be outdated and incorrect. Provide the information as required and then click Next (either top right or bottom of the screen).

Employee Information

Next >>

Copy from my account

Social Security Number: XXX-X5-5251
Verify Social Security Number: XXX-X5-5251
Date of Birth: 3/8/1976

Last Name: ELLIS
First Name: NATHAN
Middle Name:
Suffix:
Phone Number: (864)812-5183
Alternate Phone: () - -
Email Address: NATHAN.ELLIS@LLR.SC.GOV

Driver's License: 004345341
Driver's License State: SC
Gender: MALE
Race: WHITE

Physical Address

Enter the Street Address and then ZIP Code to look up City and State:

Street Address: 201 PLANTERS DR
ZIP Code: 29341
County: CHEROKEE
City: GAFFNEY
State: SC

Mailing Address Same as Physical Address Yes No

Next >>

Step 9: Enter the Correct FDID. FDID's are prefilled in the system. You may type the department name or FDID to find the correct FDID for each license. If you are not able to find your organizations FDID, You will have to "Save and Exit" (top right corner of the screen) and email Nathan Ellis to let us know that your FDID is missing.

Also, provide your title.

Employer Information

FDID/Fire Department: 11208 - GRASSY POND VOLUNTEER

Your title with this Organization: LIEUTENANT / FIRE MARSHAL

Certifications Held:			Certification/Course #:	Upload Proof of Certification/ attendance
ICC FIRE INSPECTOR I	<input type="radio"/> Yes	<input type="radio"/> No		
ICC FIRE INSPECTOR II	<input type="radio"/> Yes	<input type="radio"/> No		
ICC FIRE PLANS EXAMINER	<input type="radio"/> Yes	<input type="radio"/> No		
ICC CERTIFIED FIRE MARSHAL	<input type="radio"/> Yes	<input type="radio"/> No		
NFPA FIRE INSPECTOR I	<input type="radio"/> Yes	<input type="radio"/> No		
NFPA FIRE INSPECTOR II	<input type="radio"/> Yes	<input type="radio"/> No		
NFPA FIRE PLANS EXAMINER	<input type="radio"/> Yes	<input type="radio"/> No		
ICC BUILDING OFFICIAL	<input type="radio"/> Yes	<input type="radio"/> No		
SC FIRE MARSHAL RULES & REGULATIONS	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8610-98006	Document Uploaded!

Step 10 for ICC Certified Fire Marshals: Enter your certification and course numbers and upload proof of certification and attendance at a Rules and Regulations Course.

Documentation of current ICC Certification can include your current ICC Certificates, a screenshot of your MyICC account showing current certifications, or letter from ICC showing the date you passed the certification test (if within the last 3 years).

Documentation of a Rules and Regulations (8610) Course can include a certificate or a copy of the SCFA transcript with 8610 course code. The date of the 8610 course is not important, just that you have attended an 8610 course.

Click "Next".

Employer Information

FDID/Fire Department: 11208 - GRASSY POND VOLUNTEER

Your title with this Organization: LIEUTENANT / FIRE MARSHAL

Certifications Held:	Yes	No	Certification/Course #:	Upload Proof of Certification/ attendance
ICC FIRE INSPECTOR I	<input checked="" type="radio"/>	<input type="radio"/>	123456789	Document Uploaded!
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"/>		
NFPA FIRE PLANS EXAMINER	<input type="radio"/>	<input type="radio"/>		
ICC BUILDING OFFICIAL	<input type="radio"/>	<input type="radio"/>		
SC FIRE MARSHAL RULES & REGULATIONS	<input checked="" type="radio"/>	<input type="radio"/>	8610-98202	Document Uploaded!

Navigation: << Prev | Next >>

STEP 10 for Legacy Fire Marshals: Enter “LEGACY” in the field for any certification and enter the Course Code and proof of attendance at a Rules and Regulations Course.

LEGACY FIRE MARSHALS are those who were certified by the SC Office of State Fire Marshal prior to the requirement for ICC Certification. You are allowed to maintain your SC Certification provided that you attend at least 30 hours of continuing education per 3-year renewal cycle.

Type “Legacy” in any of the certification fields and upload evidence of at least 30 hours of continuing education (CEUs). This could be a copy of your SCFA transcript or Certificates of Attendance at trainings provided by SC OSFM, the SC Fire Marshals Association, or other reputable industry partners. If you have questions about CEUs, please email Nathan Ellis (nathan.ellis@lfr.sc.gov).

Documentation of a Rules and Regulations (8610) Course can include a certificate or a copy of the SCFA transcript with 8610 course code. The date of the 8610 course is not important, just that you have attended an 8610 course.

Click “Next”.

Employer Information

FDID/Fire Department: 11208 - GRASSY POND VOLUNTEER

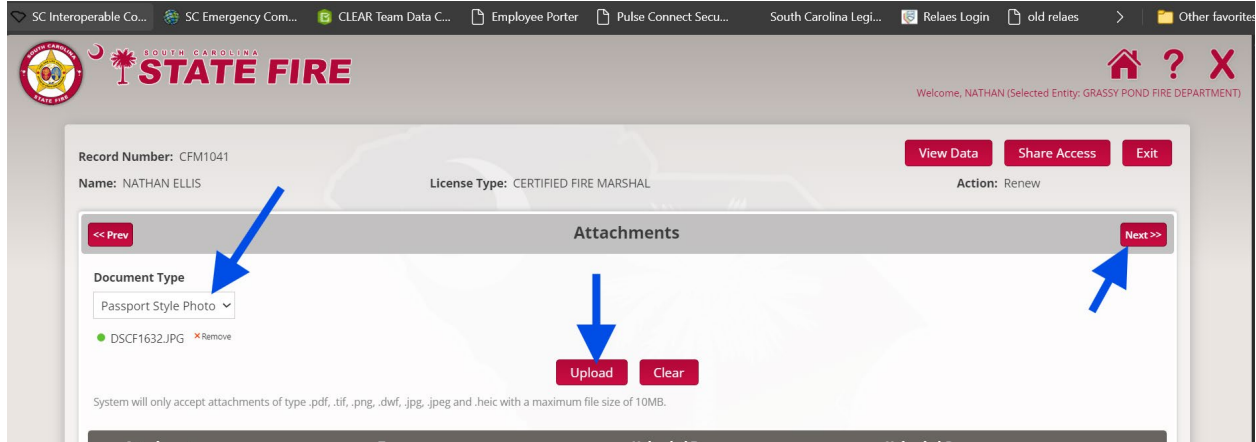
Your title with this Organization: LIEUTENANT / FIRE MARSHAL

Certifications Held:	Yes	No	Certification/Course #:	Upload Proof of Certification/ attendance
ICC FIRE INSPECTOR I	<input checked="" type="radio"/>	<input type="radio"/>	LEGACY	Document Uploaded!
ICC FIRE INSPECTOR II	<input type="radio"/>	<input type="radio"/>		
ICC FIRE PLANS EXAMINER	<input type="radio"/>	<input type="radio"/>		

Navigation: << Prev | Next >>

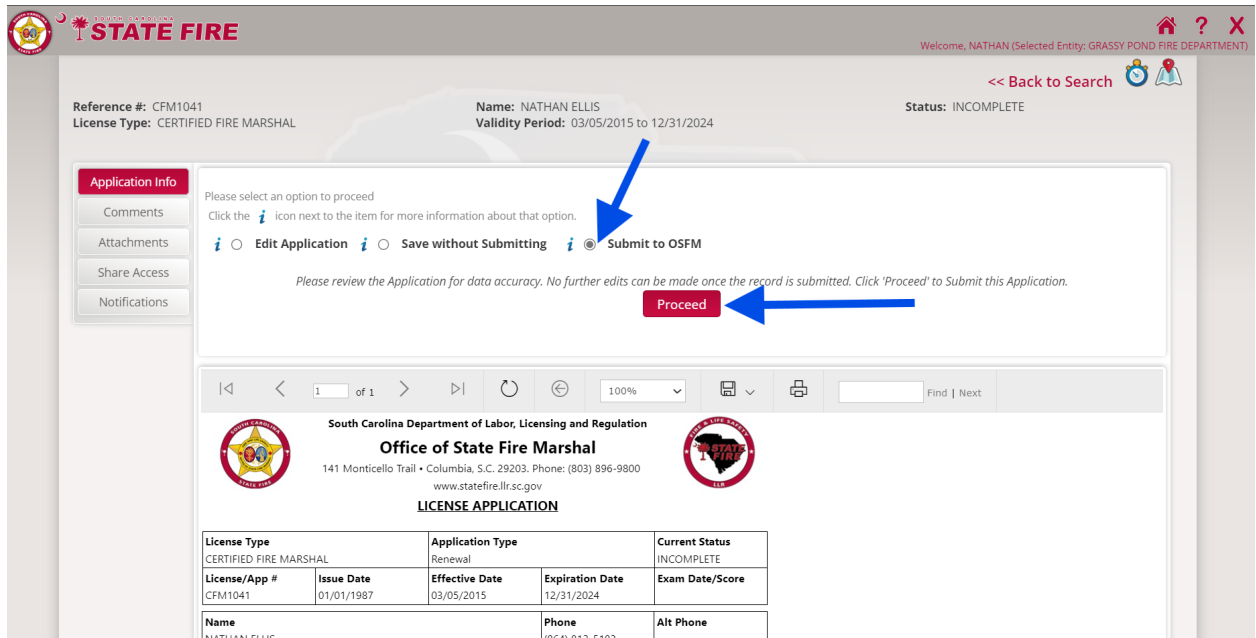
Step 11: Upload a Passport Style Photo.

This will be used if/when we print certification cards again. The photo should be a head shot similar to a driver's license or passport photo. Select Passport Style Photo in the dropdown menu. Click "Browse" to search your device and select your photo. Click "Upload". Click "Next".



Step 12: Review and Submit

Review your license application. If everything is correct, click the radio button next to Submit to OSFM and then click "Proceed."



Your license application will be reviewed by OSFM Staff. Once approved, you will receive an email. After it is approved, you may view and print a license certificate by logging into the IMS and viewing your license on the Fire Department dashboard.

https://osfm.llr.sc.gov/Dashboards/DashboardFO.aspx

SC Interoperable Co... SC Emergency Com... CLEAR Team Data C... Employee Porter Pulse Connect Secu... South Carolina Legi... Relaes Login old relaes > Other favorites

SOUTH CAROLINA STATE FIRE

Welcome, NATHAN

GRASSY POND FIRE DEPARTMENT

This screen is displaying records for the Entity shown above. If you wish to switch to another Entity, select the respective Entity from the list below to view data related to that entity. 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.

Selected Entity: GRASSY POND FIRE DEPARTMENT Set as Default Dashboard Entity

Click on the respective status links under the Individual Sections to view the Applications in that status. You can also click on the Section name for a generic search of your Applications in the System.

- Permits [Create New Record](#)
- Plan Review [Create New Record](#)
- Inspections [Create New Record](#) Incomplete: 1
- Licensing [Claim a License](#) [New Application](#) [My Licenses: 1](#)
- Create New Organization
- Manage Organization
- Manage Account Details
- View Notifications

Copyright © 2024 DBSysgraph, Inc.

SOUTH CAROLINA STATE FIRE

Welcome, NATHAN (Selected Entity: GRASSY POND FIRE DEPARTMENT)

<< Back to Search [License Certificate](#)

Reference #: CFM1041
License Type: CERTIFIED FIRE MARSHAL

Name: NATHAN ELLIS
Validity Period: 12/13/2024 to 12/31/2027

Status: ACTIVE

Application Info

Please select an option to proceed

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

i Update License **i** Request Cancellation

1 of 1 Find | Next

South Carolina Department of Labor, Licensing and Regulation
Office of State Fire Marshal
141 Monticello Trail • Columbia, S.C. 29203. Phone: (803) 896-9800
www.statefire.llr.sc.gov

LICENSE APPLICATION

License Type	Application Type	Current Status
CERTIFIED FIRE MARSHAL	Renewal	ACTIVE

License/App #	Issue Date	Effective Date	Expiration Date	Exam Date/Score
CFM1041	01/01/1987	12/13/2024	12/31/2027	

Name	Phone	Alt Phone
NATHAN ELLIS	(864) 812-5183	

Driver's License	Gender	Race	Email

LICENSE CERTIFICATE

South Carolina Department of Labor, Licensing and Regulation
Office of State Fire Marshal

This document certifies

NATHAN ELLIS

having satisfied the requirements of CERTIFIED FIRE MARSHAL
has been issued credential number CFM1041
which shall be effective from 12/13/2024 to 12/31/2027

Jonathan Jones, State Fire Marshal

Information above current as of 12/13/2024 - to confirm License status, please search Licenses at https://osfm.llr.sc.gov/rear/CLicense.aspx

You may print this certificate for your records if you wish.

For help, please email Nathan Ellis (nathan.ellis@llr.sc.gov).