

# **Life Safety & Property Protection Advisory Board**

## **Training & Education Requirements for Certification and Continuing Education**

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## **General Requirements for the Advisory Board**

The Board typically meets once a quarter. All requests for courses to be approved for initial certification or to meet Qualifier requirements must be presented in person to the Board. No vote of acceptance will be made when presented but at the next scheduled Board meeting. This will allow the Board to review, research and possibly audit the class to ensure it meets the minimum standard for that endorsement.

## **General Requirements for Technician and Specialists**

A copy of the training certificate must accompany an application for an initial individual license.

Each initial endorsement requested must have its own training certification documentation.

All Technical Training and/or testing for licensing qualification must include an exam with a pass/fail result.

An individual is not eligible to perform Life Safe and Property Protection work until he receives a valid license from the Office of the State Fire Marshal.

Approved certification courses offered online are accepted with the requirement that the examination be proctored by a third party not associated with the firm for which the students works.

The Life Safety and Property Protection Advisory Board will only consider submitted courses for initial certification and continuing education. It will not review or consider an individual's work experience as an equivalent to the listed approved courses.

Instructors are not permitted to administer examinations or grade such for students for which they teach.

# **Technician and Specialist Initial License Certification Requirements**

## **1. LIFE SAFETY TECHNICIANS**

### **A. SPRINKLER INSPECTION TECHNICIAN**

1. A provisional license will be issued for the first year;
2. By the first renewal date one of the following must be obtained:
  - a. National Institute for Certification of Engineering Technicians (NICET) 1 Certification in Inspection and Testing of Water Based Fire Protection Systems; or
  - b. Oklahoma State University (OSU) Fire Sprinkler Inspection Training & Certificate Program; or
  - c. Qualified Apprentice Program (National Fire Sprinkler Association (NFSA) or Sprinkler Fitters Local 669);
3. NICET 2 Certification (or higher) in Inspection and Testing of Water Based Fire Protection Systems by the second renewal date.

### **B. FIRE ALARM TECHNICIAN**

1. National Training School (NTS) Fire Alarm Installation Methods Course; or
2. NTS Certified Fire Alarm Technician Course; or
3. Automatic Fire Alarm Association (AFAA) Basic Fire Alarm Systems Course (must include an exam administered by the LAFAA); or
4. Elite CEU Fire Alarm Installation Techniques (FAIT); or
5. NICET 2 (or higher) Certification in Fire Alarm Systems.

### **C. NON-REQUIRED FIRE ALARM SPECIALIST**

1. Any approved Fire Alarm Technician Course.

### **D. FIRE ALARM OWNER SPECIALIST**

1. Any approved Fire Alarm Technician Course.

### **E. FIXED FIRE SUPPRESSION TECHNICIAN**

1. National Association of Fire Equipment Distributors (NAFED) Engineered Fire Suppression Systems Technician Exam; or
2. NICET Level 2 (or higher) Certification Special Hazards Suppression Systems or previous Special Hazards Layout.

### **F. PRE-ENGINEERED SPECIALIST**

1. Fire Protection Certification, Ltd.. (FPC) Pre-Engineered Fixed Fire Extinguishing Systems Course;
2. NAFED Pre-Engineered Industrial Fire Extinguishing Systems Technician Exam; or
3. NICET 2 (or higher) Certification in Special Hazards Suppression Systems or previous Special Hazards Layout.

### **G. KITCHEN SUPPRESSION SPECIALIST**

1. FPC Pre-Engineered Fixed Fire Extinguishing Systems Course; or
2. FPC Pre-Engineered Kitchen Fire Suppression Systems Course; or

3. NAFED Pre-Engineered Kitchen Fire Extinguishing Systems Technician Exam
4. NICET Level 2 (or higher) Certification Special Hazards Suppression Systems or previous Special Hazards Layout.

#### **H. PORTABLE FIRE EXTINGUISHER/FIRE HOSE TECHNICIAN**

1. FPC Fire Extinguishers Course; or
2. LSU Fire & Emergency Training Institute Portable Fire Extinguisher/Fire Hose Testing Course; or
3. NAFED Certified Portable Fire Extinguisher Technician Exam.

#### **I. DOT HYDROSTATIC TESTING TECHNICIAN**

1. Hydrostatic Equipment Manufacturer Certification Training; or
2. Department of Transportation (DOT) Approved Hydrostatic Testing Course.

## **2. PROPERTY PROTECTION TECHNICIANS**

### **A. SECURITY TECHNICIAN**

1. National Training School (NTS) Level 1 Certified Alarm Technician Course; or
2. NTS Level 2 (Advanced Intrusion Systems Course and Fire Alarm Installation Methods Course); or
3. Elite CEU Alarm Level 1 Course; or
4. Elite CEU Fire Alarm Installation Techniques (FAIT) and Advanced Electronic Intrusion Technician (Alarm Level 2); or
5. Bank-Tec South Initial Security Certification Course.

### **B. HOUSEHOLD FIRE SPECIALIST**

1. NTS Residential Fire Alarm Course; or
2. Any approved Fire Alarm Technician Course; or
3. Any approved Security Technician Course.

### **C. CCTV SPECIALIST**

1. NTS Video System Technologies Course; or
2. Elite CET Video Surveillance Course; or
3. NICET Certification (Video Security Systems Designer or Technician)
4. Any approved Security Technician Course; or
5. Verifeye Technologies Vehicle Camera Course (Vehicle Camera endorsement only); or
6. 24/7 Security Inc. Vehicle Camera Course (Vehicle Camera endorsement only).

### **D. DOOR HARDWARE TECHNICIAN**

1. Door and Hardware Institute Certification; or
2. Manufacturer Certification; or
3. Assa Abloy Door Opening Essentials Course (5 day course); or
4. Assa Abloy Essentials of Door Hardware (2 day course); or
5. Any approved Locksmith Course.

**E. DOOR HARDWARE CONSULTANT SPECIALIST**

1. Any approved Door Hardware Course.

**F. LOCKSMITH (Electronic or Mechanical locks) TECHNICIAN**

1. ALOA Six-Day Basic Locksmithing Course; or
2. ALOA Fundamentals of Locksmithing Course; or
3. ALOA Certified Licensed Locksmith (CLL); or
4. ALOA Certified Registered Locksmith (CRL); or
5. ALOA Certified Professional Locksmith (CPL); or
6. ALOA Certified Master Locksmith (CML); or
7. Certificate of Graduation from a Department of Labor Apprenticeship Program; or
8. US Military School or Specialty Rating/Qualification/Designation; or
9. Lockmasters Security Institute Professional Locksmithing Course; or
10. Cothron's Locksmith Basic Field Locksmith Operations Course; or
11. Pop-A-Lock Fundamentals of Locksmithing Course; or
12. Bank-Tec South Initial Locksmith Certification Course; or
13. Elite CEU General Locksmith Certification Course.

**G. BANK LOCKING SPECIALIST**

1. Any approved Locksmith Course; or
2. Bezou and Kogel Securities LLC Bank Locking Specialist Course.

**H. BANK LOCKING AUXILLARY SPECIALIST**

1. Any approved Locksmith Course; or
2. Any approved Bank Locking Specialist Course; or
3. Diebold's VAT System; or
4. Diebold's ATM Boot Camp Gen II (previously known as Boot Camp Gen I and Opteva Hardware); or
5. Diebold First Line Service.

**I. DETENTION LOCKING SPECIALIST**

1. Southern Folger Detention Equipment Company Certified Detention Equipment Field Operations Contractor Program; or
2. Any approved Locksmith Course.

**J. SPECIAL LOCKING SPECIALIST**

1. NTS Electronic Access Control Course; or
2. Any approved Security Technician Course; or
3. Any approved Locksmith Course.

**K. GATE SYSTEMS SPECIALIST**

1. Institute of Door Dealer Education and Accreditation (IDEA) Gate Operator Installer Certification; or
2. Any approved Security Technician Course; or
3. Any approved Locksmith Course.

**L. PROPERTY PROTECTION SALES SPECIALIST**

1. NTS Understanding Alarms Course; or
2. ADT Security Services, Inc. Residential Upstart Course; or
3. Sonitrol University Sales Training; or
4. Bank Tec South Security Sales; or
5. NTS Understanding Electronic Security Systems; or
6. Any approved Property Protection Technician Course.

## **General Requirements for Qualifiers**

All Qualifiers must meet the minimum Technician or Specialist certification requirements for the endorsements they wish to qualify and any additional certifications or training set forth by these guidelines.

- All Qualifiers must take a Fire Marshal Administrative Rules Course.

All new Qualifiers must take the class within one year of being designated as a Qualifier.

Courses taken no more than three years prior to this date will be accepted to fulfill this requirement. These additional courses must be taken once every three (3) years.

- Some Qualifiers must take the following courses based on the endorsement they are qualifying for:
  1. Fire Marshal Plan Review Course and either
  2. Life Safety NFPA 101 Course or
  3. NTS Life Safety NFPA 101 Course or
  4. Oklahoma State University Life Safety NFPA 101 Course, or
  5. ALOA Life Safety Code Course

The Fire Marshal Plan Review and Life Safety NFPA 101 courses must be taken within one year from date of licensure. These courses are taught by the Fire Marshal office as a combined class.

Courses taken no more than three years prior to this date will be accepted to fulfill this requirement. These additional courses must be taken once every three (3) years.

All certification courses or professional licenses must remain current and valid. Any additional requirements of the certifying party must be met.

## **Qualifier Requirements**

### **3. LIFE SAFETY FIRMS**

#### **A. SPRINKLER**

1. Certifications:
  - a. NICET 3 Certification (or higher) in Sprinkler Layout and Design; or
  - b. Professional Engineer with a Mechanical or Fire Protection Endorsement
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

#### **B. FIRE ALARM**

1. Certifications:
  - a. NICET 3 Certification (or higher) in Fire Alarm Systems; or
  - b. Professional Engineer with a Electrical or Fire Protection Endorsement
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

#### **C. NON-REQUIRED FIRE ALARM**

1. Certifications:
  - a. NICET 2 Certification (or higher) in Fire Alarm Systems; or
  - b. NTS Certified Fire Alarm Technician Certification; or
  - c. Professional Engineer with an Electrical or Fire Protection Endorsement  
(one of the above must be obtained by January 1, 2017)
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

#### **D. FIRE ALARM OWNER**

1. Certifications:
  - a. Minimum Specialist certification requirements
2. Fire Marshal Administrative Rules Course

#### **E. FIXED FIRE SUPPRESSION**

1. Certifications:
  - a. NICET 3 Certification (or higher) in Special Hazards Suppression Systems or previous Special Hazards Layout; or
  - b. Professional Engineer with a Mechanical or Fire Protection Endorsement
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course



4. Life Safety Course.

**F. PRE-ENGINEERED FIRE SUPPRESSION**

1. Certifications:
  - a. NICET 2 Certification (or higher) in Special Hazards Suppression Systems or previous Special Hazards Layout;  
or
  - b. Professional Engineer with a Mechanical or Fire Protection Endorsement  
(one of the above must be obtained by January 1, 2017)
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

**G. KITCHEN SUPPRESSION**

1. Certifications:
  - a. Minimum Specialist certification requirements
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course

**H. PORTABLE FIRE EXTINGUISHER/FIRE HOSE**

1. Certifications:
  - a. Minimum Technician certification requirements
2. Fire Marshal Administrative Rules Course

**I. DOT HYDROSTATIC TESTING**

1. Certifications:
  - a. Minimum Technician certification requirements
2. Fire Marshal Administrative Rules Course

**4. PROPERTY PROTECTION FIRMS**

**A. SECURITY**

1. Certifications:
  - a. National Training School (NTS) Certified Alarm Technician Level 2 (Advanced Burglar Alarm Technician Course) or the NTS Advanced Intrusion Systems Course and the Fire Alarm Installation Methods Course); or
  - b. NTS Advanced Intrusion Systems Course and NICET 2 (Fire Alarm Systems); or
  - c. Elite CEU Fire Alarm Installation Techniques (FAIT) and Advanced Electronic Intrusion Technician (Alarm Level 2)
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

## **B. HOUSEHOLD FIRE**

1. Certifications:
  - a. Minimum Specialist certification requirements
2. Fire Marshal Administrative Rules Course

## **C. CCTV**

1. Certifications:
  - a. Minimum Specialist certification requirements
2. Fire Marshal Administrative Rules Course

## **D. DOOR HARDWARE**

1. Certifications:
  - a. Door and Hardware Institute Certification or
  - b. Manufacturer Certification; or
  - c. Assa Abloy Door Opening Essentials Course.
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

## **E. DOOR HARDWARE CONSULTANT**

1. Certifications:
  - a. Door and Hardware Institute Certification or
  - b. Manufacturer Certification
2. Fire Marshal Administrative Rules Course

## **F. LOCKSMITH (Electronic or Mechanical locks)**

1. Certifications:
  - a. ALOA Certified Licensed Locksmith (CLL); or
  - b. ALOA Certified Registered Locksmith (CRL); or
  - c. ALOA Certified Professional Locksmith (CPL); or
  - d. ALOA Certified Master Locksmith (CML).
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

## **G. BANK LOCKING**

1. Certifications:
  - a. Minimum Specialist certification requirements
2. Fire Marshal Administrative Rules Course

## **H. DETENTION LOCKING**

1. Certifications:
  - a. Minimum Specialist certification requirements
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety NFPA 101 Course

## **I. SPECIAL LOCKING**

1. Certifications:
  - a. Minimum Specialist certification requirements

2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety NFPA 101 Course

**J. GATE SYSTEMS**

1. Certifications:
  - a. Institute of Door Dealer Education and Accreditation (IDEA)  
Gate Operator Installer Certification  
(must be obtained by December 31, 2014)
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety NFPA 101 Course

## **Life Safety and Property Protection Continuing Education Requirements and Guidelines**

Effective at the time of an individual's annual renewal, each individual license holder must document that he/she has obtained at least **twenty four (24)** contact hours of continuing education within the three (3) year licensing period. Documentation will be in the form of a statement (provided on the license application) that the individual must sign affirming he/she has met the requirement.

The employer will also be required to affirm the employee has met the requirements by affirming such on the employee's renewal application (again provided on the application). Continuing education documentation is not required to be submitted with the application but must be kept on file in the employee's personnel file. This supporting documentation shall be maintained to facilitate verification when a facility inspection is performed by the fire marshal's office. All documentation must be dated within one year of the new renewal date.

Those who do not meet this requirement will not be renewed and shall be prevented from working in the industry. Administrative penalties will be pursued against those found falsifying documentation.

An employee may be granted contact hours for each time he attends any course or activity approved for continuing education. Training may be obtained in any state. It does not have to be received in Louisiana to be acceptable.

The maintaining of an individual's NICET certification will meet the requirements set forth by the Advisory Board.

Individuals must obtain at least 50% of their continuing education hours from categories number 1, 3, 4, 6 or 9 of the Approved Continuing Education Courses and Methods list.

**Instructors of continuing education courses shall receive contact hours for the classes they teach on an hour for hour basis. Instructors shall also receive one (1) hour of credit for each proctored exam they administer.**

**Courses approved for Initial Certification are automatically approved for Continuing Education on an hour for hour basis of classroom attendance.**

## Approved Continuing Education Courses & Methods

The following courses and methods are approved for obtaining required contact hour credits.

- 1. Advisory Board Approved Training Courses** – Each of the following courses will provide the attendee the actual number of contact hours prescribed in the approved course syllabus. Total contact hour credits are given regardless of pass or fail status.

**Currently approved courses:**

- Any Automatic Fire Alarm Association (AFAA) course;
- Any National Training School (NTS) course;
- Any National Burglar and Fire Alarm Association (NBFAA) course;
- Any National Association of Fire Equipment Distributors (NAFED) course;
- Any Fire Protection Certification, Inc. (FPC) course;
- Any American Fire Sprinkler Association (AFSA) course;
- Any course accepted for maintaining a National Institute for Certification in Engineering Technologies (NICET) Certification in fire alarm, special hazards or fire sprinkler.
- Any Associated Locksmiths of America (ALOA) course;
- Any Lockmasters Locksmithing course;
- Any Foley-Belshaw Locksmithing course;
- Any Cothron's School of Professional Locksmithing course;
- The Identocard Systems Course;
- The Sonitrol University "Sales Course";
- Any National Fire Protection Association Course.
- Hagemeyer Inc. "Redline/D.O.T. Hydrostatic Testing Course";
- Any Elite CEU Locksmithing or Security Course;
- Any SimplexGrinnell Training Course;
- Any Fire Tech Productions Course;
- Any Jade Learning, **LLC** Course;
- Any Assa Abloy Course;
- National Locksmithing Institute "Certified Institutional Locksmithing Course";
- Any TargetSolutions, Inc. Course (elective credit only);
- Any Bank Tec South Course;
- Any CMOOR Group Security CEU Course.
- Comcast University Greenfield Course or System Upgrade Course
- AngelTrax Video Course

- 2. Association Meetings** – One (1) contact hour per meeting (maximum) of an approved industry or endorsement related association.

**Approved associations include:**

- Louisiana Life Safety and Security Association;
- National Burglar and Fire Alarm Association;
- Louisiana Automatic Fire Alarm Association;
- Automatic Fire Alarm Association;
- National Fire Protection Association;
- Central Station Association;

- G. Security Industry Association;
  - H. National Association of Security Industry Regulators;
  - I. Life Safety and Property Protection Advisory Board;
  - J. Louisiana Automatic Sprinkler Association;
  - K. LouMiss Locksmith Association;
  - L. ArkLaTex Locksmith Association;
  - M. Louisiana Door Hardware Association;
  - N. Fire Suppression Systems Association;
  - O. American Society for Industrial Security.
- (Other associations may be accepted by the Advisory Board.)

3. **Manufacturer or Factory Training** – **One (1)** contact hour per actual number of contact hours of training received with a maximum of **Eight (8)** contact hours per day permitted.
4. **Other Technical Training** – **One (1)** contact hour per actual number of contact hours of training received with a maximum of **Eight (8)** contact hours per day permitted. This would be other technical training provided by equipment dealers, distributors, or other technical trainers which does not fall under other categories.
5. **Safety Training** - **Two (2)** contact hours per course (maximum) administered by a recognized training or safety organization. (First Aid, OSHA, etc.). Must be administered by a recognized governmental agency or government approved training organization.
6. **Industry related classroom study** **One (1)**- contact hour per actual number of contact hours obtained through a nationally or state accredited technical school, trade school, vo-tech school, college or university with a maximum of **Eight (8)** contact hours per course per day permitted.
7. **Business Development Training** - **Two (2)** contact hours per course (maximum). (Examples include leadership and supervision courses, marketing, insurance, etc.)
8. **Miscellaneous Contact Hour Offerings:**
  - **Counter Day** – **One (1)** contact hour for attending industry related equipment displays and training offered by manufacturers or distributors in an informal setting at the distributor’s place of business.
  - **Elective Courses** – **One (1)** contact hour per course per day (maximum) for training of a generalized nature which is not endorsement specific.
  - **Employer In-House Training** - **One (1)** contact hour per course per day (maximum incremental) to the training administered by an employer to their own employees on either endorsement related or elective subjects.
  - **Industry Specific Trade Shows** – **One (1)** contact hour per show/event (maximum) regardless of the number of days of attendance of a concurrent show/event.

9. **Regulatory Training - One (1)** contact hour per actual number of contact hours obtained with a maximum of **Eight (8)** contact hours per course per day permitted for training taught by a federal, state or local regulatory agency.

**Currently approved courses:**

- a. LA State Fire Marshal Administrative Rules Course
- b. LA State Fire Marshal Plan Review Course

10. **Ethics Training - Two (2)** contact hours per course (maximum).

## **Course Acceptance Guidelines**

### **• Initial Certification Request Guidelines**

**A. Present in person a thirty minute (maximum) overview of your certification course.**

1. The presentation shall include the following:
2. Course syllabus
3. Contact hour credit
4. Course materials
5. Sample test
6. NFPA Code references
7. Cost of training and examination
8. Location of training and testing

**B. Presenter should be able to answer the following:**

1. Is the program registered with any recognized agency?  
For example, The Department of Justice Antitrust Division or Federal Trade Commission, Bureau of Competition?
2. Is the program adopted by any other state for licensing?
3. How are exam questions developed and by whom?
4. What is the passing grade of the exam?
5. How is the exam administered (open book, proctored, on-line, etc.)?
6. What is the revision cycle of the exam?

**C. Presenter should be able to discuss the qualifications of instructor which shall include:**

1. The number of years in industry as trainer
2. Formal education/Credentials as instructor
3. Industry specific training/Experience on subject matter

### **• Continuing Education Request Guidelines**

**A. Submittal shall include the following:**

1. Completed application
2. Course syllabus
3. Contact hour credit
4. Course material
5. Cost of training and testing
6. Location of training and testing

## **Forms**

- **Certification & CEU Course Acceptance Form**

**LIFE SAFETY AND PROPERTY PROTECTION  
CERTIFICATION COURSE AND CONTINUING EDUCATION COURSE ACCEPTANCE  
REQUEST FORM**

<b>Date of Request:</b>	Please check the endorsement(s) the course is applicable for: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Hood <b>Suppression</b> <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> DOT Hydrostatic Testing <input type="checkbox"/> Security <input type="checkbox"/> Locksmith <input type="checkbox"/> CCTV <input type="checkbox"/> All <b>Endorsements</b>		
<b>Company Name:</b>			
<b>Company Location:</b>			
<b>Company Phone Number:</b>	<b>Company Fax Number:</b>	<b>Company E-Mail Address:</b>	
<b>Company Website:</b>			
<b>Person Making Request:</b>	<b>Person's Title:</b>		
<b>Course Name:</b>	<b>Initial Certification?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Continuing Education?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>How long has this course been taught?</b>			
<b>List any other public agency which has accepted this course:</b>			
<b>Agency Name:</b>	<b>Agency Address:</b>	<b>Agency Phone #:</b>	

**Add any additional names on rear of form.**

For Office Use Only

<b>Notes:</b>	
<b>Approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date of Approval/Rejection:</b>
<b>License Category Course Endorsement Reference:</b>	



# Forms

## • Employer CEU Reporting Form



**Louisiana State Fire Marshal  
Life Safety & Property Protection License**

### Continuing Education Log

<b>Employee Name:</b>	<b>License No.:</b>	<b>Time Period:</b>
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**Individuals must obtain at least 50% of their continuing education hours from Categories 1, 3, 4, 6 or 9 of the Approved Continuing Education Courses and Methods list.**

1. Advisory Board Approved Training (Actual approved hours)
3. Manufacturer Training (1 hour per hour of training - 8 max. per day)
4. Manufacturer/Dealer Certification Training (1 hour per hour of training - 8 max. per day)
6. Industry Related Classroom Study (1 hour per hour of training - 8 max. per course per day)
9. Regulatory Training (1 hour per hour of training -8 max per day)

	Actual Hours	Contact Hours

**Optional Continuing Education Courses**

2. Association-Related Meetings (1hour max. per meeting)
5. Safety Training (2 hour max. per course)
7. Business Development Training - Two (2) contact hours per course (max.)
8. Miscellaneous Contact Hours (1 contact hour max.)
10. Ethics Training – Two (2) contact hours per course (max.)

	Actual Hours	Contact Hours

**ACKNOWLEDGEMENT**

I hereby certify that I have successfully completed the contact hours listed above. Total Contact hours \_\_\_\_\_

\_\_\_\_\_  
Signature (Employee)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

As employer, I hereby certify that the employee has successfully complete the contact hours listed above.

\_\_\_\_\_  
Signature (Employer)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## **Definitions**

**Meeting (CH Accredited)** – A structured member meeting of an approved industry or endorsement related association.

**Licensing Category** – Life Safety or Property Protection.

**Business Development** – Training that promotes industry or endorsement related professionalism or ethical business practices (management and/or self development).

**Contact Hour (CH)** – One hour unit for any approved contact hour training or approved contact hour method. (may be incremental)

**Endorsement Related Training** – Training specific to a particular licensing sub-category. This type of training can only be obtained for those endorsements currently held by the license holder.

**Counter Day** – Industry related equipment displays and training offered by manufacturers or distributors in an informal setting at the distributors place of business.

**Industry** – Business activity regulated by RS 40:1664.1 et seq.

**Regulatory Training** – Training offered by a recognized government agency or government approved training organization.

**Trade Show** – Industry related event consisting of exhibits of manufacturer, distributor, or business operation offerings.

**Elective Course** – Optional training of a generalized nature which is not endorsement specific.

**Employer In House Training** – Training taught by an employer, to his own employees, on both endorsements related or elective subjects.