

Fire Inspector

Certification Procedures Guide



This Certification Procedure Guide reflects the requirements of:

**NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program
Positions, 2024 Edition**

Introduction to Fire Inspector Certification

FSTB website:

[Fire Service Training Bureau | Iowa Department of Public Safety](#)

FSTB Certification phone number: 515-727-3447

Candidates wishing to attain national certification at the Fire Inspector level through the Iowa Fire Service Training Bureau Certification System must start the process by attending an FSTB-approved course of instruction prior to registering for and paying the fee for a seat at one of the State's regional examination sites. Per the Iowa Administrative Code Section 251.201(2) examination fees are due at the time of registration and no later than 2 weeks prior to the examination date.

Candidates will register for examinations through their Acadis portal account.

<https://iafstb.acadisonline.com/acadisviewer/login.aspx>

Candidates are given twelve (12) months to complete each certification process. This time limit starts when the candidate takes their FIRST examination for this level (pass or fail).

The initial registration fee of \$50 allows the candidate one (1) attempt to pass the written examination. After this, every RETAKE is charged a \$50 fee.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for this certification process, the candidate's record is archived, and the candidate will have to restart the process.

If it has been more than two (2) years since the candidate has taken the course of instruction, before they can pursue this level of certification, they will need to retake the course and provide proof of completion.

Fire Inspector - Certification Requirements

Prerequisites:

Candidates pursuing certification at the Fire Inspector level must meet the following conditions:

1. Be a current member of a fire, emergency or rescue organization within the State of Iowa or enrolled in a Fire Science program within the Iowa College System. All candidates pursuing certification shall be at least 18 years of age.
2. Must have attended FSTB-approved Fire Inspector course of instruction within the past two (2) years of starting the certification process.

An official picture ID (e.g., driver's license, state-issued identification card, military ID, etc.) must be presented for admittance to ANY written and practical examination.

Written Examination:

The Fire Inspector written examination is based on Job Performance Requirements listed in NFPA 1030 - Standard for Professional Qualifications for Fire Prevention Program Positions, 2024 edition.

- The Fire Inspector written examination contains 100 multiple choice and/or True-False questions.
- Candidates are required to score a minimum of 70% on the written examination. Candidates who fail the written examination are responsible for notifying the FSTB of their desire to retake the written examination by registering for another examination site and paying another registration fee of \$50. Candidates may not take the written examination more than once per day.
- The below chart shows the maximum time allowed for the written examinations based on the number of questions on the examination.

# of Questions	Time
10	12 Minutes
20	24 Minutes
30	36 Minutes
50	60 Minutes
75	90 Minutes
80	96 Minutes
100	120 Minutes

Practical Skills Examination:

The Fire Inspector practical skills examination is based on Job Performance Requirements listed in NFPA 1030 - Standard for Professional Qualifications for Fire Prevention Program Positions, 2024 edition.

- Practical skills are evaluated on a Pass / Fail basis determined by completing 100% of the skill steps.
- **Twelve (12)** skills will be randomly selected and evaluated during the practical skills examination.

- Candidates should be knowledgeable in the fire codes that have been adopted by their jurisdiction prior to taking the exam. The Training Specialist (Evaluator) will verify during the exam that the appropriate fire and building codes have been referenced by the candidate according to the candidate's jurisdictional fire codes, building codes, policy, procedures and protocols.
- The practical skills examination will consist of 3 evaluations on facilities that are selected by the candidate's Fire Chief / Fire Marshal familiar with jurisdictional protocols, policies and procedures. Separate scenarios for the exam will be utilized depending on the type of facility selected.
- The candidate should complete training in all the skill sheets in training. For testing, the candidate's Fire Chief / Fire Marshal will select three facilities to inspect and a courtroom testimony station. A certified Training Specialist will evaluate the candidate. The candidate's inspection will not be utilized in any other way (i.e., providing a real inspection for the jurisdiction) than for the practical skills exam and certification purposes. Each of the selected skill stations must be successfully passed to be certified and will be graded on a pass/fail basis. If a candidate fails a skill station, they will be allowed a second attempt at the failed skill station(s). If they fail the same skill station twice in the same day, they will have to schedule to retake the practical skills exam on a different date.

Practical Skills Available for Evaluation:

1. Apply Codes and Standards (JPR 7.2.1)
2. Complete Inspection Reports (JPR 7.2.2)
3. Process Permit Application (JPR 7.2.3)
4. Enforce Permit Regulations (JPR 7.2.4)
5. Process a Plan Review Application (JPR 7.2.5)
6. Investigate Complaints (JPR 7.2.6)
7. Explain the Modification Process to the Adopted Codes & Standards of the AHJ (JPR 7.2.7)
8. Understand Legal Proceedings & Initiate Legal Action Related to a Fire Code Violation (JPRs 7.3.1, 7.3.2)
9. Recommend Policies and Procedures for the Delivery of Inspection Services (JPR 7.3.3)
10. Compute Maximum Allowable Occupant Load of a Building (JPRs 7.4.1, 7.5.2)
11. Identify the Occupant Class of a Building (JPR 7.4.2)
12. Evaluate & Review Building Area, Height, Occupancy Classification, & Construction Type of a Building (JPRs 7.4.3, 7.5.6)
13. Evaluate Fire Protection Systems & Equipment (JPR 7.4.4)
14. Witness an Acceptance Test for an Integrated Fire Protection System (JPR 7.4.5)
15. Inspect & Review Means of Egress Elements Provided (JPRs 7.4.6, 7.5.5)
16. Identify Hazardous Conditions Involving Equipment, Processes, & Operations (JPR 7.4.7)
17. Evaluate & Assist with Emergency Planning & Preparedness Procedures (JPRs 7.4.8, 7.4.9)
18. Verify Code Compliance for Storage, Handling, & Use of Flammable & Combustible Liquids & Gases (JPR 7.4.10)
19. Evaluate Code Compliance for Storage, Handling, & Use of Hazardous Materials (JPR 7.4.11)
20. Determine Fire Growth Potential in a Building or Space (JPR 7.4.12)
21. Verify Compliance of Construction Documents (JPR 7.4.13)
22. Verify Compliance of HVAC & Other Building Services (JPR 7.4.14)
23. Verify Emergency Site Access for an Existing Site (JPR 7.4.15)
24. Verify Available Fire Flows for a Site (JPR 7.4.16)
25. Classify an Occupancy (JPR 7.5.1)
26. Review the Proposed Installation of a Fire Protection System / Compare an Approved Plan to an Existing Fire Protection System (JPRs 7.5.3, 7.5.4)

References / Textbooks:

- IFSTA, *Fire Inspection and Code Enforcement*, 9th Edition, 2023
- Jones & Bartlett, *Fire Inspector: Principles and Practice*, Revised Enhanced 1st Edition, 2016

Please keep a copy of all your certification documentation for your own records.