



SAFENETIX LEVEL 1 CERTIFIED FIRE & SMOKE DAMPER INSPECTOR (LEVEL 1 CFSDI) EXAMINATION

APPLICATION GUIDE



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Table of Contents

What is the value in becoming a Safenetix Level 1 Certified Fire and Smoke Damper Inspector?	3
Which areas of knowledge will the exam cover?	4
What are the objectives of the Safenetix certification program?	4
Who Is eligible to apply for the Safenetix Level 1 Certified Fire and Smoke Damper Inspector Exam?	4
What Is the process to apply for the exam?	5
Exam dates and locations	5
Fees	5
Code of Ethics/Certification Agreement and Release Authorization	5
Application submission	5
Enrollment confirmation	5
Rescheduling exam or additional 90-day authorization period requests	5
Failure to attend examination or schedule within a 90-day authorization period	6
What Is the format of the exam?	6
Pretesting of exam questions	6
How should I prepare for the exam?	6
What are the onsite rules and conduct expectations during the exam?	6
Admission	7
Site rules	7
Inappropriate application and examination conduct	7
What Is the process for attaining certification?	7
Completion requirements	7
Exam scoring	7
Examination results and notification of certification	7
Request for regarding exam	8
Retaking the examination	8
Additional information about Safenetix certification.	8
What does Safenetix certification represent and require?	8
Expiration and recertification	9
Denial, revocation, and decertification	9
Impartiality and Conflict of Interest	9
Nondiscrimination	9
Accommodations for participants with Disabilities	9
Appeals and Complaints	9
Privacy	9



What is the value of becoming a Safenetix Level 1 Certified Fire and Smoke Damper Inspector?

Safenetix Certification is a voluntary program that tests and certifies your achievement of a professional level of knowledge and skill in the field of fire and smoke damper inspection. When you become a **Safenetix Certified Level 1 Fire and Smoke Damper Inspector**, you are recognized by your peers and the public as a fire safety professional who has attained a generally-accepted level of knowledge in areas such as code requirements, fire and smoke damper functionality, diagnosis, maintenance practices, safety, and other subject and practice areas within the passive fire protection profession as identified through periodic job task analyses.

Hiring a Certified Level 1 Fire and Smoke Damper Inspector provides building owners, facility managers, and government decision-makers the opportunity to become better informed about proper passive fire protection maintenance and their selection of service providers based on the expertise represented by your credential.

Achieving Safenetix Certification also builds your self-image. By studying for and passing the certification exam, you demonstrate a dedication to your own professional development and the advancement of ethical fire safety practices. The process of becoming Safenetix Certified and maintaining the designation provides you with personal incentive to continue your inspection education and training. Presenting your Safenetix credential to potential employers makes you more competitive in the job market, and for employers, encouraging Fire and Smoke Damper Certification is a tool to assist in training their existing facilities personnel.



Which areas of knowledge will the Level 1 Fire and Smoke Damper Inspector Certification Exam cover?

The certification examination is developed by a panel of industry experts representing all aspects of fire and smoke dampers. Questions are derived from a job task analysis survey filled out by technicians from around the country. Questions are continually analyzed by the Safenetix Certification Test Committee using the latest test statistics, and new questions are always being developed and tested for satisfactory performance. Updated examinations are created on a regular basis. The written exam content is divided into 10 areas of knowledge, and the percentage next to each area below reflects the percentage of questions associated with that area. These are subject to change when a new job task analysis is completed for the exam.

1. General Fire Safety - 15%
2. Codes, Standards and Life Safety / Mechanical Drawings - 21%
3. Prepare for Onsite Visit - 10%
4. Perform the Fire and Smoke Damper Inspection - 26%
5. After the Inspection: Damper Repairs and Reporting Requirements - 14%
6. Maintaining Safety - 14%

What are the objectives of the Level 1 Fire and Smoke Damper Inspector Certification?

Safenetix's objectives for offering professional credentials are to:

- Advance the knowledge and ethical inspection of fire and smoke dampers in commercial facilities;
- Improve technical competency of personnel in the fire safety industry;
- Create incentives for individuals to continue their professional development;
- Provide the public and those in the facilities and safety industry with a means to identify professionals who have demonstrated (by passing a professionally-developed exam) that they have thorough knowledge and skills in fire and smoke damper inspections.

Who is Eligible to Apply for the Safenetix Level 1 Fire and Smoke Damper Inspector Exam?

The Safenetix Certification Board requires a candidate to have a minimum of two years of full-time experience in fire safety or a combination of education and practical inspection experience.

Acceptable experience includes the practical use of knowledge regarding the inspection of fire and smoke dampers, or knowledge of fire/smoke dampers from an engineering or HVAC perspective.

Examples of experience sources include, but are not limited to:

- Fire Protection Companies
- Facilities Management
- Property Management
- HVAC companies
- Building Inspection Companies
- Consultancies
- Documentation of work experience is required with submittal of application. Letter(s) of reference from your current or previous employer(s) are acceptable. Candidates may meet the eligibility requirement by utilizing a combination of education and practical fire safety inspection experience through one of the following options:
- Two-year associate degree with a minimum of two courses directly related to facilities management or fire safety;
- Four-year bachelor's degree with a minimum of four courses directly related to facilities management plus one year of practical full-time experience in facilities inspections, HVAC or fire safety.

BENEFITS OF
CERTIFICATION



What Is the Process to Apply for the Exam?

Taking the Exam

Safenetix Certified Level 1 Fire and Smoke Damper Inspector exams are offered onsite at the corporate headquarters in Louisville, Kentucky on the last Friday of every month. The schedule can be found on the Safenetix website.

Fees

The cost for the exam via our certification portal is \$3995. Completing the training is not required to take the Safenetix Level 1 Fire and Smoke Damper Inspector Certification Examination.

Safenetix Level 1 Fire and Smoke Damper Inspector Code of Ethics and the Certification Agreement and Release Authorization

All applicants are required to review and accept the Safenetix Certified Level 1 Fire and Smoke Damper Inspector *Code of Ethics* as well as the *Certification Agreement and Release Authorization*. Please review the *Code of Ethics* and the *Certification Agreement and Release Authorization* found at the beginning of the exam application. Your signature confirming review and acceptance of both documents is required for certification. These documents can also be found on the Safenetix website at www.safenetix.com under the Certifications tab in the menu.

Application Submission

Becoming a candidate for a Safenetix certification is a two-step process through either the website or submitting a paper application with credentials to the Corporate Office.

1. To apply online, visit www.safenetix.com and fill out the certification application or print the application and email to certifications@safenetix.com along with all credential verification documentation.

2. When you receive notice that your application is approved, directions for how to pay for the exam and register for a date will be presented via email.

Once your completed application has been reviewed, you will be notified by Safenetix of your application approval or denial by email. If denied, you will not be able to register for an exam until you provide additional documentation demonstrating that you meet the eligibility criteria.

Only after your application has been approved, will you are eligible to register for the paper-based exam. Paper-based exams are offered through Safenetix onsite in their Headquarters in Louisville, Kentucky. The deadline for exam registration is twelve (12) US business days prior to the exam event scheduled date. You may enroll in the exam by selecting either the enrollment link within the approval email or go to the Enroll to Take Exam web page. Enrollment will include the processing of applicable exam fees. Enrollment and payment must be received on or before the deadline date.

Due to the complexity of the application process, onsite registration is not available for Safenetix exams. Safenetix has the right to contact any person or organization as part of the review of your application. By applying, you authorize the release of any information requested by Safenetix for the purpose of reviewing your application. Safenetix has the right to reject your application if the application contains false information.

Enrollment Confirmation

You will be notified when your enrollment has been processed. After you have been successfully enrolled, you will receive a confirmation packet with a letter containing the location, date, time of the exam, and the name of the appropriate contact person.

HOW TO APPLY FOR THE EXAM



Rescheduling the Exam

If circumstances change after you have applied for the examination, you may be able to reschedule your exam or request to take the exam at a later date.

Requests must be received no later than two business day prior to the scheduled exam date. If contact is less than one business day, you will be considered a no-show and all exam fees will be forfeited. Registrations are not transferrable to another person.

Failure to Attend Examination

No refunds or discounts will be issued if you do not attend or complete the examination. There are no exceptions. If you do not reschedule your exam appointment or you do not show up to take the exam at your scheduled time and location, you will be considered a no-show. This will result in forfeiting any exam fees associated with the exam you missed.

What is the Format of the Safenetix Level 1 Fire and Smoke Damper Inspector Exam?

The examination is made up of multiple-choice and True/False questions. Each question has possible answers listed, only one of which is correct. The examination will begin at 1:00pm EST promptly - no exceptions. Once the exam room doors closed, no other individuals will be allowed to enter the exam room. The test should take roughly three hours to complete, but an examinee is allowed to have as much time as needed to complete the examination. Individuals are allowed to leave the exam room once they turn in their exam materials (book and test sheet) to the Exam Administrator.

How Should I Prepare for the Exam?

For the Level 1 Fire & Smoke Damper Inspector Certification Exam, the examinees will want to reference a few books, such as the most current version of NFPA, 80, 101, and 105, as well as the International Building and Fire Codes. The Safenetix online courses and other resources, most of which are also available through the Safenetix web store, can be used to prepare for the exam, however, these resources *do not guarantee passing the certification exam and are not prerequisites for the candidate.*

HOW TO APPLY FOR THE EXAM



What Are the Rules and Conduct Expectations During the Exam?

Admission

Safenetix Fire and Smoke Damper Inspector Certification Exam is available for completion onsite only.

Each applicant will be required to bring proof of identification that will be verified by the Test Administrator upon entry to the Exam Room.

Each examinee will be allowed to bring the latest version of NFPA 80 and NFPA 105. The Administrator will verify that there are no notes written within the textbooks before examinations are distributed.

Each Examinee will be required to sign *The Examinee Test Use Agreement*. The *Examinee Test Use Agreement* is a contract between the examinee and Safenetix concerning the responsibilities of the examinee and Safenetix. The *Examinee Test Use Agreement* provides examinees the opportunity to review and accept or reject the terms that govern the purpose, use and content of exams, and consequences of misuse of exam contents, prior to taking the exam. Among other provisions, the *Examinee Test Use Agreement* contains guidelines related to the exam purpose, retesting options, recertification policies, appeal and research options, confidentiality and privacy (related to the examinee), and reproduction of any or all of the Exam.

Examinees may indicate their DISAGREEMENT with the terms and conditions of the *Exam Test Use Agreement* by rejecting the agreement before beginning the online examination. A *Test Use Agreement Refund Exam Form* must be submitted in order to receive a full return for a certification exam. The signed *Test Use Agreement Refund Exam Form* must be submitted to certification@safenetix.com within two business days of agreement rejection.

What is the Process for Attaining Certification?

Completion Requirements

To obtain Safenetix certification, you must achieve the required passing score for the examination. The current passing score is 76 percent. Please note that when a job task analysis of the exam is performed, the overall passing score is subject to change. If you do not achieve an overall passing score, you must retake the exam until an overall passing score is achieved. Once certified, you will receive the designation of Safenetix Level 1 Certified Fire and Smoke Damper Inspector. Your certification is personal to you and may not be transferred or assigned to any other individual, organization, or entity. When publicizing your credential, you must comply with the requirements of the Safenetix Certification Mark Branding and Style Guide, which can be found on the Safenetix Website.

Exam Scoring

The paper exams are collected and sealed by the exam administrator. Each exam will take 2-3 weeks to process for scoring.

Examination Results and Notification of Certification

You will be notified of your pass/fail result via email. Those who pass will receive a certificate unique to you with the date the Examination was passed along with your name. Your results are confidential. If you have questions concerning your exam results, direct them in writing to the Safenetix Corporate Office at info@safenetix.com. Because of the need to maintain test security, exam questions and answers cannot be made available for review, and Safenetix does not provide a list of questions that were answered correctly or incorrectly. The only information available regarding your performance on the exam is provided on your score report.



Requests for Errors Regrading the Exam

If you believe that an error was made in the grading of your exam, you may request to have your exam regraded on the Safenetix website or via email. Requests for regrading may take up to six weeks for completion. If you request to have your exam regraded, you may not schedule another exam until after you receive the regrading results. If you wish to have your exam regraded after receiving your initial score report, please contact icertifications@safenetix.com.

Retaking the Examination

If you do not pass the exam, you will receive a failure notification and details for retaking the exam. You may re-register by contacting the corporate office via email. You are allowed one free retake in which you can take the exam within 30 days. If you do not attain a passing score within 30 days of the original exam date, you will be required to pay the full fee amount.

Additional Information About Safenetix Certification

What Does Safenetix Certification Represent and Require?

By passing the exam, holders of Safenetix certifications have demonstrated a broad knowledge base in the area in which they are certified. No other conclusions may be drawn concerning certification holders. Safenetix certifications do not represent licensure, registration, or other authorization to practice or to conduct business activities for a fee or otherwise. The Safenetix Certified Fire and Smoke Damper Inspector credential is subject to ongoing requirements, such as abiding by the Safenetix Level 1 Certified Fire and Smoke Damper Inspector Code of Ethics and terms of the Certification Agreement and Release Authorization.

Expiration and Recertification

The Safenetix Level 1 Certified Fire and Smoke Damper Inspector certification is valid for three years. To retain certification after each three-year period, a Safenetix Level 1 Certified Fire and Smoke Damper Inspector must re-certify. Notify Safenetix promptly if your contact information changes. We are not responsible for undeliverable recertification notices.

The Safenetix Certification Program offers one method of recertification - to retake and pass the certification exam again. The recertification fee is 50% of the current examination fee. Your signed Safenetix "Code of Ethics" and the Certification Agreement and Release Authorization" must be on file in the Safenetix office prior to your recertification fee being accepted. Additionally, a condition of recertification is to report any unethical conduct as it relates to the Safenetix Level 1 Certified Fire and Smoke Damper Inspector "Code of Ethics". Please visit the Safenetix website for detailed information on maintaining your credential. You may contact Safenetix at info@safenetix.com if you need further clarification.

Denial, Revocation, and Decertification

Your certification may be denied or revoked for any of the following reasons:

- Falsification of application
- Violation of testing procedures
- Misrepresentation of your identity or other information

In the event that your Safenetix certification is denied or revoked or you otherwise become decertified, you must immediately stop using and/or displaying the Safenetix certification mark, credential, and any other designation indicating an affiliation with the Safenetix Certification Program. You must comply with any additional directives of the Safenetix Certification Program.



Expiration and Recertification

Impartiality and Conflict of Interest: Safenetix commits itself to impartiality in its certification activities and understands how critical impartiality is to carrying out its certification activities. Safenetix manages conflict of interest and ensures the objectivity of all certification activities. All persons involved in certification activities, including Safenetix Headquarters staff and volunteers, accomplish this through compliance with Safenetix's structure, policies, and procedures related to certification activities.

Nondiscrimination

The Safenetix Certification Program does not discriminate in determining eligibility on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Accommodations for Participants with Disabilities

Safenetix can provide reasonable accommodations to individuals with disabilities following procedures that are consistent with the *Americans with Disabilities Act*, *Uniform Guidelines on Employee Selection Procedures* and *the Standards for Educational and Psychological Testing*.

Safenetix has the right to request and receive current documentation that supports requests for accommodations, and/or auxiliary aids and services; and may deny a request for accommodations if the request is not warranted, or if you fail to provide appropriate documentation; select among equally effective accommodations; and refuse an unreasonable accommodation that would impose an alteration of a job or program.

Safenetix has the responsibility to provide information to staff and examinees with disabilities in accessible formats upon request; ensure that the exam is accessible; evaluate staff and applicants on

their abilities and not their disabilities; provide reasonable accommodations for staff or examinees with disabilities in jobs, programs, services, and facilities; and to maintain confidentiality of records and communication, except where permitted or required by law.

Any Examinee or Applicant who needs information or reasonable accommodations to perform the essential duties of their jobs or to participate in Examination process should do so by completing the "Accommodation Request Form" found on the website at www.safenetix.com and in Appendix A of this document. You may also contact Safenetix directly at 888.857.3004.

Appeals and Complaints

Appeals and complaints are accepted and resolved in accordance with the Safenetix Appeals and Complaints policy, which can be found on the Safenetix website.

Privacy

By applying for a Safenetix certification, you authorize Safenetix to make your contact information public. Your name, city location, and credential will be available to the public on the Safenetix website. Some credential holders do not wish their names to be distributed to the public or to other interested parties (vendors, potential employers, etc.). If you do not wish to have your name included on the Safenetix website or on distribution lists, contact Safenetix at info@safenetix.com. Safenetix maintains the right and responsibility to verify a credential holder's certification status to the public or to other interested parties.

You will be notified of whether or not you passed the certification examination, but your score will not be disclosed to any third party except as noted above. Your status as a certification holder, past or present, and dates of certification may be disclosed to third parties upon the certified persons approval.

Fill out the "Certification Agreement and Release Authorization" for approval.

ADDITIONAL INFORMATION





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