FPA Australia
Fire Protection Accreditation Scheme (FPAS)

Fire Systems Certification

Fact Sheet

Transitional Accreditation
(Experienced pathway)

Contents

1. Introduction

This FACT SHEET sets out the requirements for an experienced individual seeking Transitional Accreditation under the national Fire Protection Accreditation Scheme (FPAS) that was introduced on 1 July 2013.

Under the 'Fire Systems Certification' accreditation class there are currently two (2) individual accreditation pathways for entry into the Scheme:

- **Transitional Accreditation**

  You are eligible if you have a minimum of four (4) years relevant work experience in fire systems certification within the last ten (10) years. You will then need to transition to a future Qualified Accreditation pathway within four (4) years of it being introduced.

- **Trainee Accreditation**

  You are eligible if you commit to working under supervision whilst undertaking approved formal learning. You will then need to transition to a future Qualified Accreditation pathway within four (4) years of it being introduced.

Qualified Accreditation

The Qualified Accreditation pathway for fire systems certification will be introduced at a later date. Further industry and regulatory consultation and review are currently being undertaken in relation to the most suitable qualification requirement for this pathway.

2. Obtaining Transitional Accreditation in 'Fire Systems Certification'

Transitional Accreditation refers to an individual who has sufficient relevant work experience in fire systems certification in the fire protection industry. It means that you are working while gaining the relevant competencies (if necessary) to transition to Qualified Accreditation (once this pathway is available).

To obtain Transitional Accreditation you must:

- Have a minimum of four (4) years relevant 'fire systems certification' experience within the last ten (10) years in the category you apply for.
- Attend the mandatory FPAS Fire Systems Certification Information Session.
- Successfully complete a written assessment set by the FPAS evaluation team.
- Have the required insurance coverage for the nominated scope of work you are applying for.
- Understand that there will be a requirement to transition to Qualified Accreditation within four (4) years once the Qualified pathway is available.

When you have:

- had your application form evaluated and accepted
- attended a fire systems certification information session
- successfully completed a written assessment and
- paid the accreditation application fee

your accreditation will be processed and valid for one (1) year. Thereafter, you must renew your accreditation annually.

Once the Qualified Pathway has been introduced, the four (4) year transition period for Transitional Accreditation will not be extended.

3. Fire Systems Certification Class

The 'Fire Systems Certification' class of work covers the formal validation and certification stating the installation, the equipment and performance of the installed and commissioned systems comply with respective codes and standards and are in-line with the approved design.

This process is the certification of the installed system and is not the post construction maintenance reporting process whereby a practitioner validates on a yearly basis that the installed system, is still capable of performing to the original design/installation requirements.

The definition covering the scope of activities for 'fire systems certification' work includes:

1. Inspecting and assessing installed systems and equipment for compliance with the approved design whilst having regard to:

   - applicable legislation, codes and standards;
   - variations or specific requirements of approval authorities;
   - the system design documentation;
   - commissioning tests and approval documentation;
   - manufacturer's specifications and product compliance documentation.

2. Preparing an inspection certificate or report for the installed fire systems and equipment, declaring that the system is installed in accordance with the approved design and will operate and perform, as per the approved design.

The 'Fire Systems Certification' class also includes the following activities:

   - reviewing and analysing the design and installed/constructed system to ensure it fulfils the fire systems design and performance standards required;
   - verifying that the design solution and products, do meet design/installation requirements;
   - verifying that the system products and equipment are constructed and installed in accordance with finalised design documentation and are 'fit for purpose';
   - checking the commissioning procedure and performance results validate the system performance to required standards; and
   - checking that the documented evidence confirms that the system meets all design and future maintenance criteria so that certification of the system can be issued.

Note:

'Fire Systems Certification' accreditation under FPAS does not absolve the individual or company from satisfying any other relevant legislative or licensing requirements applicable to the certification of fire protection systems.

4. Fire Systems Certification Categories

There are three (3) categories in fire systems certification accreditation:

- Fire sprinkler systems (including AS 2118 series, AS 2941, and the like)
- Fire hydrant and hose reel systems (including AS 2419.1, AS 2941, AS 2441, and the like).
- Fire detection and alarm systems (including AS 1670 series, AS 3786, AS 1668.1, and the like).

You can apply for more than one category on the same application form.

5. Multiple Jurisdictions

As FPAS has been established using a national framework, it allows individuals to apply their skills, knowledge and experience across multiple States and Territories (multiple jurisdictions).

Accredited individuals, who undertake fire systems certification work in more than one jurisdiction, may apply for accreditation to deliver fire systems certification activities in multiple jurisdictions.

To determine whether you are capable of practically applying the regulatory framework to each jurisdiction you apply for, you will be assessed for every additional jurisdiction you apply for, via the written assessment that will include specific state and territory based regulatory questions.

You can apply for more than one jurisdiction on the same application form.

Please note that:

- Your initial application relates to the State / Territory you live in, so you need to apply for multiple jurisdictions if undertaking fire protection systems certification work in other States and Territories.

- Accreditation is only valid for the fire protection systems certification work you undertake in the jurisdictions you have been accredited in.

Some jurisdictions require additional occupational licencing / accreditation for 'fire systems certification' and 'sign off' work so you need to check with the relevant jurisdictions.

Disclaimer

Accreditation under the Fire Protection Accreditation Scheme is not a substitute for any requirements for licensing, registration or accreditation established by relevant applicable legislation (state, territory and/or federal) unless otherwise confirmed by relevant legislation.

6. Fire Systems Certification Accreditation Information Session

As part of the accreditation process, you are required to attend a mandatory half-day information session.

The Fire Systems Certification Accreditation Information Session will inform you of the:

- background to FPAS and the need for accreditation
- key definitions and activities related to certifying fire systems
- assessment process and provide examples of assessment questions.

Once sufficient numbers of applicants are registered and have attended the mandatory information sessions, assessments will be facilitated firstly in Victoria and New South Wales, and then subsequently rolled out to other States and Territories.

Sydney Training Centre & FPA Australia offices

The Fire Systems Certification Information Session and written assessments will take place in NSW at the Sydney Training Centre located at 4/1307 Botany Rd, Mascot NSW and in Victoria at the offices of FPA Australia at Building 2, 31-47 Joseph St, Blackburn North.

Both venues have facilities for the information and training sessions and for the supervised written assessments of accreditation candidates.

Venues outside major capital cities will be arranged based on the demand and number of applicants seeking fire systems certification accreditation.

7. Fire Systems Certification Accreditation Assessment

The assessment process has been developed to ensure that individuals applying for accreditation in fire systems certification have an adequate minimum knowledge and skill base in the category being applied for.

The assessment will include:

- A supervised four (4) hour (maximum) written assessment with approximately 150 questions, with the majority in multiple choice format.
- A selection of questions that cover the knowledge and skills required for accreditation in the fire systems certification class.
- Three parts - Part A Legislation and Codes, Part B Practical Applications and Part C Australian Standards.
- An open-book format where you can bring and use a hardcopy of the relevant Australia Standards, National Construction Code, Acts, Regulations and the like.

It is considered that in order for you undertake fire systems certification activities, you have to know how to design first. As such, the certification assessment consists of two parts - the Design assessment plus the additional Certification assessment component.

The themes covered in the written assessment will include:

1. Legislation / Codes / Standards (jurisdictional relevance as well).
2. Practical application of knowledge.
3. Specific Systems Design Knowledge of Australian Standards.

Note:

1. FPA Australia has the permission of Standards Australia under Licence 1606-c120 for use of material in FPAS written assessments.

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8. Relevant Experience

The relevant experience required for Transitional Accreditation is a minimum of four (4) years' work in the fire systems certification category applied for. Your experience needs to have occurred within the last ten (10) years.

In considering your application for accreditation, you need to provide details of your work history and practical experience relevant to the categories of accreditation being applied for, by submitting:

- A copy of your current Resume.
- Certificates or Reports for a minimum of seven (7) projects where you have certified the fire protection system.

These projects should reflect a diverse range of medium to large size buildings of varying classifications and uses (and where applicable across multiple jurisdictions) eg aged care, office, residential, hospital, warehouse, assembly, shopping centre.

For the categories Fire Sprinkler Systems and Fire Hydrant & Hose Reel Systems, two (2) of the seven (7) required projects must be **buildings greater than 25 m in effective height.**

Where you may not have signed the Certificates or Reports, however you contributed to the certification work and expertise for another person to sign, you must provide summaries for a minimum of seven (7) projects where you have certified, or contributed to the certification, of a fire protection system.

Note:

If you are applying for more than one category, you will need to provide the minimum required Certificates or Reports (or project summaries) for every category you are applying for.

Experience Requirements

You are expected to have work experience in the following areas to obtain Transitional Accreditation. You will be required to sign a declaration in your application, stating that you have the experience in:

1. Legislation, Codes and Standards.
2. Authorities having jurisdiction, Referrals and Relationships.
3. Approved Design.
4. Fire Systems Certification.
5. Identifying non-compliance.
6. Reporting.

The types of skills for which you need experience are provided in the following detail:

1. **Legislation, Codes and Standards**

   - Identifying and applying relevant State/Territory legislative Acts, Regulations, Ministers' specifications and the like to determine required performance level of fire protection systems.

   - Identifying and applying relevant Standards to determine the technical requirements for fire protection systems.

2. **Authorities having jurisdiction, Referrals and Relationships**

   - Understanding the role and responsibilities of all project stakeholders.

   - Communicating effectively (written, diagrammatic and verbal) with all project stakeholders.

   - Determining which authorities have jurisdiction for a project, other relevant stakeholders and statutory referral authorities.

   - Determining the relevant statutory referral requirements, in relation to design, construction and approval.

   - Clarifying from relevant authorities, when stakeholders are in dispute on the interpretation of 'approved design' requirements.

   - Coordinating performance tests with stakeholders.

   - Resolving possible conflict with project team members.

3. **Approved Design**

   - Determining the building's classification(s), height, type of construction, required fire protection systems and hazard types in accordance with the National Construction Code (NCC) and referenced standards.

   - Determining what the 'approved design' is for the fire protection system(s) being certified (from documentation issued by the authorities that have jurisdiction, by way of Building Permit or Construction Certificate documentation or other applicable documentation e.g. approved Alternative Solutions).

   - Obtaining documentation relevant to the 'approved design' for items that do not meet the deem-to-satisfy requirements of the NCC or the applicable Standard requirements.

   - Verifying that the items deviating from minimum requirements, meet the legislative performance requirements for the life protection system.

   - Reading and interpreting the 'approved design' documents.

   - Sourcing and interpreting manufacturer's specifications, technical performance data and product approval or listing information for system components installed to meet 'approved design'.

4. **Fire Systems Certification**

   - Understanding the role of the fire systems certifier within the building approval process.

   - Using the approved design documents to certify and validate to the authority having jurisdiction (building survey and ultimately the owner) that the installed fire protection system conforms and performs to the 'approved design'.

- Using the required documentation to identify deviations from the requirements of the NCC and applicable Standards.

- Accessing and working on current construction site(s) and complying with access requirements.

- Determining and obtaining correct approved design plans, documentation, and specifications from stakeholders.

- Obtaining and assessing commissioning procedures and results completed by the installer of the fire protection system(s) to be certified.

- Interpreting and verifying that completed documentation on commissioning procedures and certification processes (completed by the installer) are in accordance with 'approved design'.

- Identifying critical certification processes that have to be witnessed in person, as distinct from those that can be accepted by documentation of results.

- Undertaking critical performance requirement checks/tests, to confirm or identify that the performance of the fire protection systems required by the 'approved design' (including any associated requirements of referral authorities) has been achieved or if non-conformance issues are identified, they are reported.

- Understanding other fire protection systems and how they interface in a building setting.

5. **Identifying non-compliance**

- Identifying and notifying authorities having jurisdiction, of fire protection system elements that have been installed in accordance with the 'approved design' but do not comply with relevant legislation and codes.

- Identifying and notifying authorities having jurisdiction, of fire protection system elements that have been installed in accordance with the 'approved design' but do not comply with relevant standards.

- Negotiating mutually suitable resolutions with authorities having jurisdiction for fire protection system elements that have been installed but subsequently identified as not conforming to the 'approved design'.

- Obtaining approval from authorities having jurisdiction for any changes/variations to the 'approved design'.

6. **Reporting**

- Understanding and completing prescribed forms required by relevant legislation, authorities having jurisdiction or referral authorities.

- Advising installers, designers, builders, building surveyor/certifier of legislative requirements relating to specific technical requirements of fire protection systems.

- Advising installers, designers, builders, building surveyor/certifier of the minimum design performance of fire protection systems to meet deem-to-satisfy compliance with a Standard's design performance and/or 'approved design' requirements.

- Providing documentation to installers, designers, builders, building surveyor/certifier on non-compliance issues, where an installed system does not meet the approved design deem-to-satisfy requirements, or Australian Standard's requirements.

- Reporting (written) and communicating validation findings effectively to relevant stakeholders.

- Ensuring that the severity of non-compliance (defects) with a system not meeting 'approved design' is understood and then detailing the rectification works required to remedy the situation.

- Following up on rectification works required to meet the 'approved design'.

- Expediting the rectification work through the contractual arrangement of stakeholders.

9. Statutory Declaration

You are required to sign a Statutory Declaration as part of your application to declare that you have certified all the projects you have submitted, detailing your relevant experience.

By signing this declaration you are acknowledging that you make it in the belief that a person making a false declaration is liable to the penalties of perjury.

10. Qualifications (if attained) and How to Certify Documents

You need to identify any qualifications you have attained that you consider relevant to the fire systems certification category of accreditation you are applying for and provide certified copies of any original documents eg qualification(s) (or current trade registration/licence/certificate); statement(s) of attainment.

How to certify a copy of a document

Take your original document(s), along with the photocopies to a person who is authorised to sign certified copies. Ask them to write the following statement on a blank area of the photocopy. For example:

> "This is a true copy of the original document sighted by me."

Ask the authorised person to sign and date the copy, then legibly write or stamp his or her name, title, address and a date when signing.

Examples of people authorised to witness statutory declarations and to certify documents include:

A registered medical practitioner, dentist, veterinary practitioner, pharmacist, principal in the [Government] teaching service, the [branch] manager of a bank, member of the Police force, a member or a former member of either House of the Parliament of the State or Commonwealth, Justice of the Peace or a Bail Justice, barrister and solicitor of the Supreme Court, councillor of a municipality, senior officer of a council.

You can check the relevant government department in your State or Territory, to identify authorised persons who can sign statutory declarations and certify documents.

- New South Wales Government - Lawlink   www.jp.nsw.gov.au/public/

- Northern Territory Government - Department of the Attorney-General and Justice www.nt.gov.au/justice/

- Queensland Government - Department of Justice and Attorney-General www.justice.qld.gov.au/

- Government of South Australia - Attorney General's Department www.agd.sa.gov.au/services /

- Tasmanian Government - Department of Justice www.justice.tas.gov.au/justice/

- Victorian Government - Department of Justice www.justice.vic.gov.au/home/justice+system/

- Government of Western Australia - Law Compass www.courts.dotag.wa.gov.au/w/witnessing_documents

- Australian Capital Territory- Commonwealth Government - Attorney General's Department www.ag.gov.au/publications/.

Note:

FPA Australia takes no responsibility for original documents that are sent with applications so please ensure you send certified copies only.

All documents submitted to FPA Australia in support of your application will be treated as confidential and only used for the purposes of administering FPAS.

11. Insurance Compliance

Insurance cover provides benefits to accredited individuals, business entities and the broader community by mitigating the risks associated with an unforeseen event. As such, you as an accredited individual in the 'Fire Systems Certification' class, should be appropriately covered by insurance for the fire protection services you undertake.

Fire Systems Certification Accreditation requires a **minimum** cover of:

- $10 million for Public and Product liability and

- $2 million for Professional Indemnity

for the fire systems certification work activities you undertake.

Certificate of Currency

You must provide a Certificate of Currency from your insurer as proof of your insurance cover for both Public and Product and Professional Indemnity insurance.

Professional Indemnity

Your insurance policy must:

- cover you for the work you undertake in the accreditation category for which you are applying.

- be in your name or your company name only and not be a joint policy with any other party.

It is strongly recommended that for Professional Indemnity, you detail a 'Run-Off' clause that exists for ten (10) years following cessation of trade or cancellation of accreditation.

This Run-Off clause will cover the statute of limitation period whereby civil action can be brought against you or your employer and will protect you or your employer for future claims, which may occur, after the closure of your business. Otherwise, you or your employer will be exposed and liable to pay any claims that may arise.

You must ensure that your Professional Indemnity insurance explicitly covers all activities you undertake in the category of accreditation you are applying for. You (or the company you are employed by) can do this by checking with your insurance advisor that the policy covers all work activities that you undertake (and that it remains current).

The **Certificate(s) of Currency** must include in the list of business activities, a statement applicable to the category of accreditation you are applying for. For example:

'Provision of fire systems certification activities as prescribed in FPA Australia's Fire Protection Accreditation Scheme in the Fire Systems Certification FACT SHEET for the following category(s):

- **Fire Sprinkler Systems**
- **Fire Hydrant and Hose Reel Systems**

- **Fire Detection and Alarm Systems.'**

An employee or contractor

If employed or contracted by a company, you should check the current level of insurance held by the company and ensure it covers the work activities you perform on behalf of that company.

A sole trader

If operating as a sole trader you are responsible for ensuring that you have an appropriate level of insurance for your business activities and that the policy adequately covers all the services and activities you undertake in relation to your accreditation; and that it remains current.

This can be achieved by seeking professional advice through your insurance advisor as to the appropriate level of cover and ensuring that all your business activities are covered and listed on your insurance policy schedule.

12. Code of Professional Conduct

Fire Protection Association Australia's Code of Professional Conduct (the Code) prescribes the principles, standards of behaviour and service delivery requirements expected of accredited individuals under FPAS.

You as an accredited individual must sign the Code of Professional Conduct declaration, stating that you will abide by the requirements of the Code and accept any decision if it is determined you have breached the Code.

The Code is located at www.fpaa.com.au/fpas/copc.

Breaching the Code may result in cancellation of your accreditation.

13. Conditions of Accreditation

Under FPAS, Accredited Fire Systems Certifiers must agree to the following conditions.

- Be a signatory to FPA Australia's Code of Professional Conduct and abide by all applicable requirements of the Code.
- Support and comply with the principles and requirements of the Accreditation Scheme.
- Comply with all relevant regulations and standards.
- Notify FPA Australia of any changes affecting your individual accreditation details, within 14 days of the changes taking effect eg change of address, contact details, employer details, insurance details.
- Hold and maintain relevant insurances continuously throughout the accreditation period.
- Commit to undertake continuing professional development in accordance with the requirements of the accreditation scheme.
- Participate and co-operate with FPA Australia in any review, audit or investigation related to the delivery of your Fire Systems Certification services.
- Keep all records relating to your fire systems design work activities for a minimum of 10 years.
- In the event of any investigation or audit, provide FPA Australia with any requested documentation related to your role whilst holding accreditation under FPAS. Documentation may include but is not limited to, reports, file notes and drawings (where possible).
- To maintain accreditation, you must renew your accreditation annually.
- Declare that you are not currently suspended or revoked from any other competent fire systems design accreditation or licensing scheme in the last five years.

14. Continuing Professional Development

Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills in your professional area of practice. It is designed to ensure accredited individuals keep their skills and knowledge relevant and up to date with industry standards and the regulatory framework.

FPA Australia expects Accredited Fire Systems Certifiers to maintain records of CPD activities that extend or update their knowledge, skill or judgement in relation to the provision of Fire Systems Certification services.

To maintain accreditation individuals must accrue the minimum required number of CPD Points. To qualify for CPD points, an activity must:

1. Extend knowledge or skills in areas that are relevant to the current and future practise needs.

2. Contribute to the development of the relevant Fire Systems Certification profession.

3. Promote the development of relevant outcomes that will better serve the community; and

4. Not form part of normal income generation.

Approval of a CPD activity is at the discretion of FPA Australia. Accredited individuals are required to keep adequate records of evidence that can be independently assessed and verified. These records must include details of:

1. The date and category of the activity.

2. A description of the activity and its relevance to improving the skills and knowledge required to practice as an Accredited Fire Systems Certifier.

3. The evidence submitted to verify the validity of the activity; and

4. The number of hours "claimed" as contributing to professional development.

CPD Requirements

To maintain accreditation individuals must comply with the following requirements:

1. Accrue a minimum of 20 CPD Points in every 12 month period.

    a. Accredited individuals may accrue CPD points from any CPD category.

    b. The conditions and restrictions outlined in the table in Appendix 1 apply - CPD Guide for Accredited Fire Systems Certifiers.

    c. The 12 month period is aligned to the accreditation renewal date.

Categories of CPD

Not all CPD activities are considered equal in terms of enhancing the technical competence and professionalism of accredited individuals. Those activities that have a demonstrable relationship to extending knowledge and skills are given a higher weighting than those activities that maintain existing knowledge and skills.

To achieve this, each activity is allocated a specific number of points per hour. The total points that can be claimed for an activity is the result of the points per hour multiplied by the total hours contributed to the activity.

CPD activities and their corresponding weighting (points per hour) are categorised as follows:

Category	CPD Activity	Points per hour
1	Formal education and training, including distance education, where there is a formal assessment.	2.5
2	Short courses where a formal assessment may not be required.	1.5
3	Attendance at workshops, seminars and discussion groups and conferences where these are delivered or facilitated by recognised individuals in the fire systems certification field.	1.5
4	Learning activities in the workplace (non-income generating) that extend your knowledge and skills.	1
5	Private study of journals, texts etc (informal learning activities) which extends your knowledge and skills in the fire systems certification area and/or in the areas of business and management skills.	0.5
6	Voluntary service to the fire systems certification profession.	1
7	The preparation and presentation of material for courses, conferences and seminars.	1
8	Any other structured activities not covered by 1 to 7 above that meet the CPD requirements of this scheme.	1
9	Attendance at a nominated FPA Australia professional development session if considered critical to FPAS accredited certifiers.	tba (depending on subject matter)

See Appendix 1: CPD Guide for Fire Systems Certification Accredited Individuals.

15. Accreditation Application Outcomes

Once your application has been received and evaluated as meeting the requirements of FPAS, you will be advised and notified about the date and location of the next available Fire Systems Certification Accreditation Information Session in your State. Alternatively, you will be contacted if your application requires further information or clarification.

Following the Information Session you will be advised of the location and details of the Fire Systems Certification Accreditation Assessment you need to undertake. After you have completed the written assessment you will be notified of the outcome.

The application fee and additional category and/or jurisdiction fees (f applicable) must accompany the application form.

Successful Applications

If your accreditation application is successful, you will need to arrange payment for the first year accreditation fee. Once processed, you will receive a welcome letter outlining the specific conditions relating to your accreditation, as well as an Accreditation Certificate and Card. Accreditation is valid for one (1) year, and thereafter you must renew your accreditation annually.

Your accreditation entitles you to:

- An accreditation identification card for the class and category for which you are accredited, with a one (1) year expiry date.

- A listing on FPA Australia's website as an accredited individual with accreditation details (no contact information).

Unsuccessful Applications and / or Accreditation Renewals

If your application is not successful you will be provided with feedback to assist you identify the particular aspects of the accreditation and competency requirements where you were deficient.

If your application is refused on the basis of your written assessment, you can sit the written assessment for a second time. If your application is unsuccessful on your second written assessment attempt, your application for accreditation status will be considered unsuccessful.

If your application or renewal is refused you can re-apply once you have met accreditation requirements or alternatively you may appeal the outcome.

Applicants who wish to re-apply must wait a further three (3) months from the date of the last assessment (or accreditation expiry in the case of renewals) before they can lodge a new application. New applications will incur the re-application fee (see schedule of fees over page).

Re-application

If you do not successfully complete a second assessment you will have to wait three (3) months (from the date of your last assessment) before you can apply for accreditation a second time.

A re-application will require you to:
- complete a new application form
- include additional relevant projects you have undertaken since your initial application
- provide evidence of the 'upskilling' you have undertaken in the last six (6) months.

Appealing an Unsuccessful Application or Renewal

Applicants wishing to appeal a decision regarding an accreditation application or renewal should apply in writing to the General Manager - Member and Industry Services and lodge it in writing within 14 days of notification of the application or renewal outcome. The applicant needs to provide detailed reasons for the appeal. Payment of a non-refundable appeal fee must accompany the application for appeal.

All written appeals will be reviewed by a panel appointed by the FPA Australia Chief Executive Officer.

The appeals panel will consider the appeal and provide a written decision of the outcome. A decision of the appeals panel will occur within 90 working days of the date of receiving the written request for an appeal. The appeals panel decision is final and no other means of appeal is available.

16. Payment of fees

The following fees apply to individual accreditation:

Once-off fees apply at initial application and are non-refundable.

Application Fee (Once-off)	**$660** Includes: • GST • one category • one jurisdiction • a half-day information session • one written assessment.
Additional Category Fee (Once-off)	**$150 per category** Includes: • GST • one category • with one written assessment.
Additional Jurisdiction Fee (Once-off and capped at $400)	**$100** Includes: • GST • all categories.

Annual Accreditation Fee	**$660**

Note: This payment is not due until you have attended the half-day information session and satisfactorily completed a written assessment(s).

Includes:
• GST
• all categories
• all jurisdictions
• one (1) year accreditation fee.

Other fees:

Re-assessment Fee	**$220**	Includes GST, all categories and jurisdictions; and relates to a second written assessment.

Re-application Fee	**$330**	**Note:**	This reduced fee only applies if a subsequent application is submitted within 12 months of the unsuccessful notification date.

Includes:
• GST
• one category
• one jurisdiction
• one written assessment.

Note: Additional category and jurisdiction fees as per standard application.

Appeal Fee	**$220**	Includes GST, all categories and jurisdictions; and is non-refundable.

Status change	**$44**	Includes additional category(s) and transition to Qualified Accreditation.

Payment

FPA Australia accepts payment via:

- Cheque: Cheques must be made out to **Fire Protection Association Australia.**

- Credit card: AMEX, MasterCard and VISA (not Diners Club).

  There is provision on the application form for credit card details.

- Electronic Funds Transfer (EFT):   **BSB: 033-083   Account Number: 33-2932.**

A tax invoice will be mailed to you with your FPAS Accreditation kit.

Once you have completed your application form, send it with your payment and certified documents to:

General Manager - Member & Industry Services.
Fire Protection Association Australia
PO Box 1049
Box Hill
Victoria 3128

OR

Scan your completed Application form and email it together with your photo (.jpg or .tif) to fpas@fpaa.com.au

Note: In order to keep your file size to a minimum, you should scan your application form in black and white (apart from your digital photo that must be in colour).

FPAS contact details and resources

For enquiries, please contact Accreditation and Licensing on fpas@fpaa.com.au or 03 8892 3131.

For additional resources: www.fpaa.com.au/fpas

Appendix 1: CPD Guide for Fire Systems Certification Accredited Individuals

CPD Category	CPD Activity	Conditions	Notes	Points per hour
1.	Formal education and training, including distance education, where there is a formal assessment.	There is no limit to the maximum number of CPD Points that you can claim for these activities.	Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved. Time claimed is the actual hours of lectures, tutorials and assessment work.	2.5
2.	Short courses, professional development sessions and workshops where a formal assessment may not be required.	There is no limit to the maximum number of CPD Points that you can claim for these activities.	Includes professional development sessions and workshops relevant to fire systems certification activities run by FPA Australia, Fire Services or other authorities where the content is directly related to the fire systems certification activities.	1.5
3.	Attendance at seminars and discussion groups and conferences where there is a clear link to the professional development of individuals working in the fire systems certification profession.	There is no limit to the maximum number of CPD Points that you can claim for these activities.	Seminars and workshops will normally be delivered or facilitated by recognised individuals in the fire systems certification and associated fields. Only the portion of the seminar / conference that is relevant to fire systems certification activities or the professional development of the individual may be included.	1.5
4.	Learning activities in the workplace (non-income generating) that extend your knowledge and skills.	A maximum of 10 hours may be claimed for these activities.	Activities that are normal work activities applying current knowledge cannot be claimed as learning activities in the workplace. For any learning activity undertaken in the workplace you must be able to demonstrate how it has extended your knowledge.	1
5.	Private study of journals, texts etc. (informal learning activities) which extends your knowledge and skills in the fire systems certification area and/or in the areas of business and management skills.	A maximum of 20 hours may be claimed for these activities.	Private study should be limited to areas directly related to fire systems certification consultancy or business and management skills. Private study includes the reading of books, journals, transactions, manuals etc. Sufficient records must be kept of claimed personal reading (e.g. date, title, author and time invested) to address an auditor's inquiry. This information should be recorded after you have read the article for audit purposes.	0.5

CPD Category	CPD Activity	Conditions	Notes	Points per hour
6.	Voluntary service to the fire systems certification profession.	A maximum of 20 hours may be claimed for these activities.	Service to the fire systems certification profession may include: ▪ serving in a volunteer capacity on boards, working groups and committees of FPA Australia ▪ being a member of the peer review panel ▪ reviewing technical publications prior to publication ▪ assisting with CPD audits ▪ serving as a volunteer on other boards and committees which advance the fire systems certification profession ▪ mentoring a colleague for work experience purposes ▪ preparation of written submissions / contributions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to fire systems certification.	1
7.	The preparation and presentation of material for courses, conferences, seminars or journals.	Up to 10 hours per paper may be claimed for papers published in journals and conference proceedings and for the preparation of material for courses not part of your normal employment function	This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared and presented by you and the activities contribute to the advancement of the profession.	1
8.	Any other structured activities not covered by 1 to 8 above that meet the CPD requirements of this scheme.	Documentary evidence and a clear justification will be necessary.	It is recommended that advice be sought from FPA Australia before claiming CPD points for activities in this category.	1