



**LIFE SAFETY**  
CERTIFICATION GROUP

# CANDIDATE HANDBOOK



This Handbook outlines the policies and procedures that govern the application for and maintenance of the Certified Smoke Control Inspector credential of the Life Safety Certification Group (LSCG). The purpose of this Handbook is to provide the candidate with information on eligibility criteria, the application process, content areas to be tested, the format of the test, the scoring process and so forth. We encourage candidates to read the entire Handbook.

The Life Safety Certification Group reserves the right to make changes to this Handbook.

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# **Introduction**

## **About the Life Safety Certification Group (LSCG)**

Life Safety Certification Group, LLC a for profit company was created by WA State industry experts comprised of fire alarm contractors, engineering, HVAC and mechanical backgrounds. We focus on providing certification pathways based upon knowledge and experience that will provide confidence to the code officials and building owners on the work being performed.

After identifying a gap in code requirements, existing WA State legislation and needs from the contractor world involved in smoke control inspections, LSCG has initiated the development of a Smoke Control Inspector Certification that follows the internationally recognized ISO 17024 standard with the intent to become ANSI National Accreditation Board (ANAB) accredited.

The mission on the Life Safety Certification Group is to direct and implement certification programs to certify Fire and Life Safety Professionals by establishing industry standards and practices that are exemplified through our certification(s) content and process and supported through industry consensus.

## **About the LSCG Board of Directors**

The Board of Directors provides oversight and governance for the Life Safety Certification Group's certification program. The Board of Directors is solely responsible for all essential decisions related to the development, administration, and ongoing maintenance of all Life Safety Certification Group certifications. The Board does not develop, approve, recommend, or endorse certificate programs, courses of study, education or training leading to certification.

## **Contact/Support Information**

LSCG serves as the certifying body for the Certified Smoke Control Inspector program. LSCG can be reached at [certification@lifesafetycertifications.com](mailto:certification@lifesafetycertifications.com). Most questions can be answered by LSCG; however, technical support questions should be directed to:

- Prolydian (application process, taking the exam) at [support+LSCG@prolydian.com](mailto:support+LSCG@prolydian.com)
- ProctorU (issues connecting to proctor) at [support@proctoru.com](mailto:support@proctoru.com) or 1-855-772-8678

LSCG has partnered with Prolydian to support the certification process through its online candidate management platform. Many technical questions can be answered by visiting <https://www.prolydian.com/test-taker-faqs>. Here, candidates will find information and videos on remote-proctored exams, technical requirements, an overview of the exam-day experience and more.

# **Applying for Certification**

Participation in the Smoke Control Inspector certification program is voluntary and open to anyone meeting eligibility requirements at the time of application.

## **Full Fee Schedule**

Application Fee: \$375

Exam Fee: \$300

Reschedule fee: Free up to 24 hours before exam; \$75 thereafter.  
You may cancel or reschedule at no fee up to 72 hours prior to your scheduled exam.

Retest fee: \$205

Two (2) retakes for failure to pass are allowed. The retest fee is only applicable to candidates who have previously taken a Smoke Control Inspector certification exam but did not receive a passing score.

Recertification Fee: \$365 (non-refundable)

*Fees are non-refundable and non-transferrable from one candidate to another.*

## **Making Payment**

Payments are made online by credit card at the time of the initial application, exam scheduling and recertification application). Visa, Mastercard or American Express are accepted. For questions related to the payment processes, contact the LSCG at **certification@lifesafetycertifications.com**.

## **Submitting the Application**

Applicants for LSCG certification are required to complete and submit the online application within the LSCG's certification management system operated by the LSCG's partner, Prolydian, at <https://app.prolydian.com/>. If you do not already have a profile in the system, you will be prompted to create one. Applicants with a disability who require assistance in completing the application should contact the LSCG at **certification@lifesafetycertifications.com**.

Applicants must complete the application in full, using their name **exactly as it appears** on a current approved government-issued photo ID. Approved government-issued photo identification includes:

- Government-issued driver's license
- Passport
- Non-US Military issued identification card
- Any Physical Government-Issued Identification Card (must include photo)

## **Eligibility Requirements**

There are five pathways to becoming eligible to take the certification exam, outlined below. These requirements must be met before exam scheduling.

Applicants will be asked to provide details of and evidence for these requirements in the application process. Examples of needed evidence include copies of diplomas, certification or licensure certificates and providing the names and contact information for individual(s) who can verify work experience. The detailed requirements are in the online application.

**PATHWAY I – Certified in Inspection and Testing of Fire Alarm Systems**

<b>Requirement</b>
Current NICET Level II (or higher) in Inspections and Testing of Fire Alarm Systems, or equivalent certification
Minimum of 4 years full time equivalent (FTE)* of professional experience as a field inspector working for a licensed contractor or licensed engineering firm <ul style="list-style-type: none"> <li>• Within the 4 years, minimum of 2 years FTE experience conducting a combination of the following activities: <ul style="list-style-type: none"> <li>○ Fire Alarm Inspections,</li> <li>○ Smoke Control Inspections,</li> <li>○ Documentation and reporting of inspections findings,</li> <li>○ Service and Maintenance of Fire alarm integrated with Smoke control systems.</li> </ul> </li> </ul>

**PATHWAY II - Certified Balancer**

<b>Requirement</b>
Current balancer certifications: NEBB, TABB or AABC
Minimum of 4 years of FTE professional experience as a field inspector working for a licensed contractor or licensed engineering firm <ul style="list-style-type: none"> <li>• Within the 4 years, minimum of 2 years FTE experience conducting a combination of the following activities: <ul style="list-style-type: none"> <li>○ HVAC Inspections, Service and Maintenance of HVAC aspirating and/or smoke control systems,</li> <li>○ Smoke control system commissioning</li> <li>○ Documentation and reporting of inspections findings.</li> </ul> </li> </ul>

**PATHWAY III – Mechanical, Electrical or Fire Protection Engineer**

<b>Requirement</b>
<b>Option A – State Registration</b>
Mechanical, Electrical or Fire Protection Engineer, registered in at least one state
Minimum of 2 years of FTE professional experience working as a licensed professional engineer <ul style="list-style-type: none"> <li>• With the 2 years, minimum of 1 year of experience conducting a combination of the following activities on smoke control systems: <ul style="list-style-type: none"> <li>○ Preparing and/or reviewing</li> <li>○ Rational Analysis,</li> <li>○ Conducting inspections as a third-party inspector for smoke control systems,</li> <li>○ Preparing and/or reviewing computational fire models,</li> <li>○ Documentation and reporting of inspections findings.</li> </ul> </li> </ul>
<b>Option B – Engineering Degree</b>
Bachelor’s degree in engineering from an ABET accredited institution
Minimum of 4 years of FTE professional experience working for a licensed contractor or licensed engineering firm <ul style="list-style-type: none"> <li>• Within the 4 years, minimum of 2 years FTE conducting a combination of the following activities on smoke control systems:</li> </ul>

- Preparing and/or reviewing Rational Analysis,
- Conducting inspections as a third-party inspector for smoke control systems,
- Preparing and/or reviewing computational fire models,
- Documentation and reporting of inspections findings.

**PATHWAY IV - Experienced Journeyman**

<b>Requirement</b>
<p>Minimum of 6 years of FTE professional experience as a journeyman level in their respective field, working for a licensed contractor or licensed engineering firm engaging in the performance of the following activities:</p> <ul style="list-style-type: none"> <li>• Fire Alarm Inspections or Electrical Inspections or HVAC Inspections</li> <li>• Smoke Control Inspections,</li> <li>• Documentation and reporting of smoke control systems inspections findings,</li> <li>• Service and Maintenance of Fire alarm, HVAC or Electrical systems integrated with Smoke control systems.</li> </ul>

**PATHWAY V – Code Enforcement, Fire Marshal or Building Inspector Professional**

<b>Requirement</b>
<p>NFPA Certified Fire Inspector I (CFI-I ) <b>and</b> Certified Fire Plan Examiner (CFPE) or equivalent certification(s) provided by the State or Local Jurisdiction</p> <p>Minimum of 4 years of FTE professional experience working as a code official, authority having jurisdiction, or as a field inspector with experience performing a combination of the following tasks:</p> <ul style="list-style-type: none"> <li>• Fire Alarm Inspections,</li> <li>• Electrical Inspections,</li> <li>• HVAC and/or Smoke Control Final Inspections/Commissioning,</li> <li>• Documentation and reporting of inspections findings,</li> <li>• Review with comments of the Design of fire alarm, smoke control, and/or HVAC systems,</li> <li>• Project Management.</li> </ul>

*\*Full time equivalent (FTE) is defined as 40 hours or more of work per week with two weeks vacation per year (or 2000 hours/year). If any of your experiences were less than full-time, calculate the FTE for your submission. Example: if you worked half-time (20 hours per week – 1000 hours annual) it would take 8 years to reach the 4-year requirement. So, your years of employment should reflect an 8-year span.*

**Request for Testing Accommodations for Candidates with Disabilities**

The LSCG complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a documented disability is deprived of the opportunity to take the certification exam solely by reason of that disability provided that reasonable special accommodations can be made. Applicants requesting accommodations must submit the request during the online application process. Please see the Policies section towards the end of this document for more information.

**Applicant Statement of Understanding**

During the online application process, applicants will see an Applicant Statement of Understanding. Applicants must agree to the statement before submitting their application.

**Application Fee**

Applicants must submit the \$375 application fee during the application process.

**Review of Application and Notice of Status**

Once applicants submit an application, LSCG will send a request to their provided work experience

verifiers to complete the online verification form. Once the verifiers have submitted the verifications, LSCG will review applications and provide a notice of application status within 10 business days. If approved, applicants will receive a verification email with instructions on how to register for the examination. If not approved, applicants will receive notification of next steps. Applicants have 90 calendar days from the date of application submission to submit a complete and successful application. After that date, applicants will be required to start the application process over and submit a new application fee.

## **Scheduling an Examination**

After application approval, applicants will follow the instructions in the approval email to schedule an examination. Once the examination has been scheduled, applicants will receive a confirmation email listing the date and time of the examination. The email will also contain instructions on how to prepare for a live remote proctored exam session. If you do not receive an email, please check your “junk” or “spam” email folders before contacting us.

Applicants will have a 90 calendar day deadline from the application’s approval to schedule the certification examination.

### **Rescheduling**

Applicants may reschedule the exam, as long as they do so 24 hours in advance of the scheduled test time and if it is within the allowed 90 calendar day scheduling window. If, however, applicants cancel an appointment with less than 24 hours’ notice, or if they miss an appointment, show up late or provide inadequate identification, they will not be able to make a new appointment without paying an additional testing fee. Specific instructions for rescheduling will be included in the exam scheduling confirmation email.

### **Cancellation Policy**

No fees will be refunded in the event an applicant fails to report at the scheduled time or fails to register for an exam within the allowed 90 calendar day exam scheduling window.



# Preparing to Take the Examination

## Examination Content Outline

The LSCG certifications utilize computer-based exams composed of 100 multiple-choice questions administered in one session. All questions will be included in calculating the candidates' scores. The exam questions cover the topic areas detailed in the examination content outlines included below. The exams are currently offered in English only.

<b>Do not perform</b>	
<b>DOMAIN ONE: Project information review</b>	<b>3%</b>
Reviews all relevant project information as assembled by smoke control engineer of record.	
<b>DOMAIN TWO: Smoke control system design, components and integral subsystem identification</b>	<b>16%</b>
Identifies the overall smoke control design as designed by the smoke control engineer of record including the critical life-safety sub-systems such as fire alarm, smoke detection and sprinkler.	
Identifies the integration and sequencing of smoke alarm subsystems such as fire alarm, smoke detection and sprinkler.	
Identifies smoke control equipment and building components and how each relates to the smoke control design.	
Identifies whether or not additional inspection team members are required and assembles qualified team when necessary.	
Coordinates the efforts of smoke control team members (when necessary) ensuring timely and accurate assessment of smoke control system and components.	
<b>DOMAIN THREE: Smoke control system inspection and testing</b>	<b>59%</b>
Verifies that all smoke control equipment and components required by approved drawings, codes and standards are installed and functioning as required.	
Identifies any equipment or component of the smoke control system found to not conform to the approved smoke control design and reports non-conformities as required.	
Verifies passive smoke control components are installed and functioning correctly.	
Conducts complete testing of mechanical control dampers, relief dampers, fire dampers and smoke fire dampers to ensure each is working properly.	
Manipulates manual override controls of the smoke control system and activation of detection devices, fans, and dampers to ensure proper operation.	
Verifies functionality of the fire alarm system	
Tests each smoke control system per the approved smoke control design.	
Conducts multiple sequence tests as needed based on type and location of system activation to verify smoke control system performs under all scenario requirements in accordance with IBC Section 909.4.7.	
Test functionality of firefighter smoke control panel during all smoke control testing scenarios and verifies with the fire alarm control panel.	
Test for proper fire alarm integration with any required subsystems.	
Verifies operation under secondary power conditions.	
Verifies all parameters as required by the smoke control engineer of record.	
Verifies airflow requirements for the smoke control system including proper smoke control pressure differentials and code-compliant pressure differentials.	
Verifies operation of fire/smoke dampers, smoke control dampers, duct smoke detectors, smoke control relief assemblies, initiating devices, fans, controls, fire alarm panel and firefighter smoke control panel.	
Verifies pressure differentials across smoke control barriers and smoke control zones.	
Verifies proper interaction with the elevators (primary and alternate floor recall scenarios).	
Verifies proper operation of fire doors, smoke doors and smoke curtains.	
<b>DOMAIN FOUR: Documentation, reporting and communication</b>	<b>22%</b>

Completes all required written reports as required by Code, smoke control engineer of record and the jurisdiction.
Generates smoke control system documentation as listed in NFPA-92 (2018 edition, NFPA-3, NFPA-4, ASHRAE Guideline 1.5 and jurisdictional requirements.
Identifies in writing any elements of smoke control system found not to conform to design or code requirements.
Organizes and documents results of measurements and testing.
Creates/maintains/updates necessary issue(s) logs.
Communicates results to smoke control engineer of record, building owner and other parties as required.
Develops smoke control annual testing requirements for the project / building.

Certifications offered by the LSCG are developed using nationally recognized industry standards. The Smoke Control Inspector certification examination conforms to a content outline based on a practice analysis of professionals working in smoke control inspection. The initial practice analysis study was conducted in 2021 with participation from a diverse panel of subject matter experts (SMEs). The practice analysis study focused on identifying what smoke control inspectors need to know and be able to do. Exam questions are based on this analysis, and it is an essential process in identifying required expertise and performance standards.

The LSCG Board of Directors provides oversight for the development and ongoing maintenance of the certification examinations. The Board and the LSCG staff work in partnership with testing specialists to ensure the examination is developed and maintained in a manner consistent with generally accepted principles for professional certification programs.

## Certification Preparation

The LSCG does not require, provide, approve, accredit, recommend, or endorse any specific educational programs, courses, study guides, review materials, or other examination preparation products. Applicants are encouraged to develop a study plan based on a review of the content outline.

# **Examination Requirements**

## **Before the exam**

LSCG's partners with Prolydian to host the exam and ProctorU to provide the remote proctors. The following are the **general** steps you must complete; these instructions *with the needed links* will be sent to you after you schedule your exam.

Prior to beginning your exam you must complete the ProctorU computer requirements check and download the Guardian Browser. Follow the steps below to do so:

1. Download the Guardian Browser
2. Check your equipment to make sure your system is compatible with ProctorU
3. Prepare identity verification documents. This includes one of the following:
  - Government-issued driver's license
  - College/University-issued staff photo ID
  - Passport
  - Non-US Military issued identification card
  - Any Physical Government-Issued Identification Card (must include photo)

***The name and photo on the identification presented must match the examinee as identified at the time of application.*** Candidates will not be permitted to test without proper identification, and all fees will be forfeited.

## **On the day of the exam**

Log in 10 minutes prior to the exam. You may want to refresh the screen at the time of the exam. To access your exam:

1. Download the Guardian Browser if you don't already have it.
2. Open the Guardian Browser and log into your Prolydian account. You **MUST** access Prolydian and log in via Guardian Browser and **NOT** any other browser
3. Go to the "My exams" dashboard and click the "Launch Exam" button (This button will be enabled one minute before your exam time.)
4. Click "Start Session"
5. Follow the on-screen instructions to share your screen and check your equipment
6. Follow the identity verification instructions
7. The proctor will perform a system check and camera pan of your workspace and will give you directions on how to begin your exam

## **Technical Requirements**

- Guardian Browser is required for testing.
- Operating System: macOS X 10.13 or higher, Windows 10 or higher. ProctorU does not support Linux or ChromeOS
- Web Camera: Minimum- 640×480 resolution, Recommended- 1280×720 resolution
- Internet Download Speed: A required upload and download speed of 2Mbps, with 10Mbps preferred
- RAM: Minimum – 2GB, Recommended- 4GB
- A Functioning Microphone: Webcams with built in microphones and **stand-alone** microphones **are both** supported

- Not Supported:
  - Tablets (iPad, Galaxy Tab, Galaxy Note, etc.)
  - Mobile (Android, iOS)
  - ARM CPU Architecture
  - Chromebooks
  - Dual monitors

## Testing Environment Requirements

- A suitable environment is a room that is enclosed - e.g., an office, a bedroom, or any other room with four walls that contains a door or other barrier to prevent entry. A bathroom is not a permitted testing location. Windows are allowed; however, they need to be closed and covered. A candidate can close blinds, and shades, or cover the window with a sheet, towel, or other material.
- The room must be free of clutter and contain no accessible devices, books, notes, or other materials that could potentially allow a candidate to cheat. (See allowable materials below. \*)
- Dual monitors are NOT supported- If you have a second monitor, it must be removed from your testing environment.
- The desk or workspace the individual uses must be free of any devices, books, notes, or other materials that could potentially allow a candidate to cheat.
- Headphones are not permitted for use during the exam appointment.
- Examinees are allowed a CLEAR glass or bottle of water only
- In general, the goal is to have as sterile an environment as possible.

\*The Smoke control Inspector exam is open-book . Reference materials that are allowed include the following in their most current editions: **IBC, NFPA 3, NFPA 4, NFPA 90A/B, NFPA 92**

The only non-reference materials candidates should have within reach as they check in are their ID and phone or a hand-held mirror (to show their monitor). These must be placed out of reach once the check-in process is over. A beverage as described above may be kept on the desk.

## Remote Proctored Exam Rules

To provide a fair and consistent environment for all candidates, exams are delivered using standardized procedures following strict security protocols. Candidates are required to follow all testing rules at all times. Failure to follow these rules may result in termination of a candidate’s testing session, invalidation of the candidate’s exam score and/or disciplinary action. To ensure the security of the examination, the following rules will apply.

- Candidates arriving more than 15 minutes after their scheduled exam start time will be required to reschedule the examination

Actions and behaviors that are not allowed and will be flagged during an exam:

1. **Talking aloud:** Unless you have an accommodation, talking or whispering aloud during the exam is not permitted.  
**Being out of camera view:** Your face, chin to forehead, needs to be in the camera view at all times.
2. **Anyone entering your testing area:** You may not have anyone else in your testing location with you.
3. **Anyone talking to you while you’re in your testing area:** Additional noises, including other people talking to you, while you’re in your exam are not allowed.
4. **Looking off-screen:** If you aren’t allowed any materials, your eyes should stay on the screen at all times while testing.

5. **Utilizing materials that are not allowed:** You're only allowed the materials your instructor allows.
6. **Taking pictures or screenshots of the exam:** Taking pictures while in your exam, including screenshots, is not permitted. If you're on a Mac, your proctor will even turn off the ability to use your keyboard screenshot hotkeys.
7. **Copying and pasting any elements of the exam:** In most cases, our system will not allow you to copy and paste any content from your exam. Regardless of whether you can or cannot perform this function, our system will capture all events of copy and paste that occur.
8. **Utilizing a virtual machine:** Virtual machines can be detected through the pre-exam system check, and are not permitted.
9. **Utilizing a secondary monitor:** You are only allowed to use one monitor attached to one computer during your exam.

## Violating Rules and Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit their current examination fee and/or period of eligibility. Proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

For additional information on ProctorU's full requirements list, please visit <https://support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements>.

If you experience any issues connecting to your proctor or during your exam please contact ProctorU via the Live Chat feature within your ProctorU account OR Call 1-855-772-8678, Option 1.

## **After the Examination**

Once you have submitted your exam for scoring, an automatic email will be sent confirming your submission. You will receive the results within the same business day. The individual score reports will contain an indication of “pass” or “fail” for the overall examination, based on the passing standard set by the Board of Directors. Additionally, for individuals not passing the exam, the score report will contain an indication of performance in each of the four content outline domains to inform a study plan.

### **Retesting**

Candidates who fail the exam must wait thirty (30) calendar days from the initial exam date before retaking the exam. A retest fee must be submitted during the rescheduling process. If the candidate fails the second attempt, they must wait at least another thirty (30) calendar days before retaking the exam for a third time. However, the candidate has 90 calendar days from the initial fail date to pass the test. After that date, they will need to submit a new application and regular application and testing fees will apply.

### **Appeals**

All candidates have the right to file an appeal of an adverse decision resulting in a denial of certification or recertification based on a failure to satisfy application requirements, payment of fees required by the LSCG, or failure of the certification examination caused by conditions beyond the candidate’s control. See the Appeals Policy later in this Candidate Handbook.

### **Certificates**

A certificate will be available for download for candidates that are successful in passing the Smoke Control Inspector examination. Login to your Certification Account with us and click on your "My Achievements" section to download. Successful candidates will also receive information on maintaining certified status.

The certificate may only be displayed during the time period for which the credential is valid.

# Maintaining Certification

## Purpose

Those holding a LSCG certification demonstrate their commitment to stay abreast of best practices by ensuring their knowledge and expertise remain current via recertification.

## Recertification Process

Certificants must recertify every three (3) years to maintain active Certified Smoke Control Inspector status. Recertification requires:

- Continued agreement to comply with the rules of certification and the Code of Conduct
- Submission of 60 professional development points or by passing the current version of the Smoke Control Inspector exam
- Attestation to ongoing work experience in smoke control inspection
- Payment of recertification fee of \$265 (non-refundable).

Credit will be given for professional development on an hour-for-hour basis. Credits may also be given for other activities such as instruction and reading approved texts provided they can be directly linked to one of the knowledge domains covered by the Certified Smoke Control Inspector exam. All professional development activities must take place following the date of certification to be eligible for credit.

Professional Development	Allotted points	Max Points allowed	Acceptable Documentation
Seminars and Conferences	1 point per contact hour	48 per cycle	certificate or other proof of event length and attendance
Online/Classroom Training	1 points per contact hour (first delivery of training only)	48 per cycle	brochure or other proof of event length and instructor status
Instructing/presenting for a fire/safety organization	2 points per contact hour (first delivery of instruction/training only)	24 per cycle	brochure or other proof of event length and instructor status
College Credit Courses	3 points per credit hour of college courses (accredited institutions only)	24 per cycle	official transcript
Membership in Fire/Safety Organizations	2 points per organization	12 per cycle	membership card or email confirmation
Professional Leadership in Fire/Safety	2 points per leadership role per year for service as a volunteer for an association or professional society (e.g., member of a Board or chair or	12 per cycle	letter from supervisor or client

	vice-chair of a committee, section or special interest group)		
Voluntary professional service related to fire/safety (e.g., writing code, writing LCSG test questions)	1 point per contact hour	12 per cycle	letter from organization
Professional Authoring f	2 points for each article, chapter or book on smoke control for an association or professional society	12 per cycle	Evidence of authorship
Fire/safety Certifications	10 points for each certification earned or renewed during the CSCI recertification term	40 per cycle	proof of cert for each term

The recertification application and all professional development must be entered online via the Prolydian portal. Notices and reminders will be sent to certified persons at the email on file.

### **Verifying Certification Status**

An online directory of the LSCG Certified Smoke Control Inspectors will be available at [www.LifeSafetyCertifications.com](http://www.LifeSafetyCertifications.com). You can choose whether or not you'd like to be listed in your Prolydian account at <https://app.prolydian.com>.



# **Policies, Procedures and Processes**

## **Contact Information Changes**

The LSCG online portal (Prolydian) is the primary method used for communication regarding exam confirmations, exam results and recertification. As an applicant and certificant, you have 24/7 access to your profile details and are responsible for ensuring that your contact information in your profile is kept up-to-date. The LSCG recommends using a personal email address and phone number in the event of changes in employment. This information will be handled according to the LSCG's Confidentiality, Security and Privacy of Information Policy (see below).

## **Confidentiality and Privacy of Information**

The LSCG shall hold in confidence, and in a secure manner, the information obtained in the course of certification program activities at all levels of the organization, including the activities of all personnel (paid, contracted, or volunteer) acting on its behalf. Except as required in the LSCG Management Manual containing its full set of policies and procedures, information about a particular individual is considered confidential information and shall not be disclosed to a third party by the LSCG staff, volunteers or contractors without prior written consent of the individual.

A certificant may request their confidential information (e.g., certification status, exam results) to be released to a third party by submitting a Release of Information Form to Life Safety Certification Group. Contact us to get a copy of the form.

Where the law requires information to be disclosed to a third party and unless the law restricts it, the individual shall be notified in writing beforehand of the information disclosed.

## **Nondiscrimination**

The LSCG does not and shall not discriminate on the basis of age, gender, gender identity, gender expression, ethnic origin, color, religion, race, disability, pregnancy, childbirth or related medical conditions, marital status, sexual orientation, or military status in any of its activities or operations. These include, but are not limited to, approval of certification/recertification applicants, staff decisions (including but not limited to hiring, discipline, promotion and termination), selection of volunteers and vendors and provision of services. The LSCG is committed to providing an inclusive and welcoming environment for certification candidates, certificants, volunteers, staff members, clients, subcontractors, vendors and clients.

## **Statement of Impartiality and Fairness**

The LSCG's leadership and management, including its Board of Directors, endorse the principles of impartiality and fairness and commit to

1. implement its policies and procedures impartially and fairly,
2. not restrict certification based on undue financial or other limiting conditions, and
3. not allow commercial, financial, or other pressures to compromise impartiality in certification activities.

## **Testing Accommodations for Candidates with Disabilities**

Reasonable accommodations for testing shall be provided at no cost to candidates with disabilities in

accordance with the Americans with Disabilities Act (ADA) as amended. Reasonable accommodations shall be determined based on:

- the individual's specific request
- the individual's specific disability
- documentation submitted
- the appropriateness of the request

Accommodations that fundamentally alter the purpose or nature of the examination shall not be granted.

### ***Requesting Accommodations***

To apply for accommodation(s), the candidate must:

- Submit the online request for testing accommodation as part of the application process.
- If applicable, submit a Certification of Prior Test Accommodations form.

Requests for accommodations will be reviewed by the Administrative Lead or assignee who will communicate approved accommodations to the Life Safety Certification Group's exam administrator. As needed, Life Safety Certification Group may retain consultation to evaluate accommodation requests.

If the accommodation requires the presence of one or more persons to support the candidate because of disability, they may not assist the candidate in any way in understanding exam content in such a way as to give the candidate an unfair advantage over candidates without disabilities. Supporting personnel must agree to Life Safety Certification Group's Supporting Personnel Agreement and agree to not sit for the exam for two years after the date they assist a candidate.

## **Ownership and Use of the Certified Smoke Control Inspector Marks**

The certification marks are the property of the LSCG. Permission to use the certification marks are granted to certified persons at the discretion of the LSCG for permissible uses only.

### ***Persons Authorized to Use the Marks***

Use of any the LSCG certification marks is limited to those persons who have been granted the certification by the LSCG and who satisfy all maintenance and recertification requirements established by the LSCG. Use of the marks by individuals who have not been granted and maintained the certification is expressly prohibited.

### ***Non-Assignability and Non-Transferability***

Permission to use the certification marks is limited to the certified person and shall not be transferred to, assigned to, or otherwise used by any other individual, organization, or entity.

### ***Mark Use***

Those persons who have been granted permission to use the certification mark shall do so pursuant to the rules and guidelines established by the LSCG. Persons granted permission to use the certification mark must familiarize themselves with the established rules and guidelines for use and must execute approved agreements setting forth such rules and guidelines for use.

The marks may not be revised or altered in any way. They must be displayed in the same form as produced by the LSCG, and they cannot be reproduced unless such reproduction is identical to the mark provided by the LSCG.

The marks may be used on materials, such as business cards, stationery, letterhead and similar documents on which the name of the individual certified is prominently displayed to promote themselves personally as an individual certified as a Smoke Control Inspector.

The mark may not be used in any manner that could bring the LSCG into disrepute or in any way considered misleading or unauthorized. The mark may not be used in any manner that would tend to imply a connection between any business and the certification which, in fact, may not exist. This includes any use of the mark that the public might construe as an endorsement, approval or sponsorship by the LSCG of a certificant's business or any product or service thereof.

### ***Suspension or Revocation of Permission to Use Mark***

The LSCG retains the right, at its sole discretion, to suspend or revoke any person's permission to use its certification mark. In most circumstances, when the LSCG is informed that a person is misusing the certification mark, the LSCG will provide the person notice of the misuse and a reasonable opportunity to comply with the LSCG's rules and guidelines. However, the LSCG retains the right to suspend or revoke privileges without notice and an opportunity to correct, particularly when the violation is of a gross nature and more immediate action is necessary to stop misuse.

Actions by the LSCG to suspend or revoke use of the certification mark shall be communicated in writing to the person whose privileges are being suspended or revoked and to all other persons affected by the decision. The LSCG may also publicize its actions on its website and/or any other of its publications. Should any person continue use of the LSCG's certification marks after notice of suspension or revocation, the LSCG shall seek full equitable and/or legal remedies through a court of competent jurisdiction.

### ***Proper Use of the Marks***

Individuals who have met the certification requirements are authorized to use the following certification marks according to the following guidelines:

- The full designation may be spelled out. As examples:
  - Maria Smith is a Certified Smoke Control Inspector.
  - Maria Smith, Certified Smoke Control Inspector
- The designation acronym may be used. When doing so, the credential is used after the certificant's name and following any academic degrees or licenses. As an example:
  - John Doe, MBA, PE, CSCI

## **Appeals**

An appeal is a formal request for special consideration regarding a decision made by the Board of Directors or its representatives related to an individual's achievement or retention of a certification.

### ***Appeal Submission***

An appeal must be submitted via the online form at [www.lifesafetycertifications.com](http://www.lifesafetycertifications.com). The appeal must be submitted no later than 30 days after notification by the LSCG of the adverse decision. All relevant supportive documentation must be included or referenced in the appeal submission.

### ***Initial Appeal Review and Determination***

The Administrative Lead or their designee will serve as the first level of appeals review. The review will

occur within 10 business days of receipt, and a response will be sent to the appellant via email. Staff members will recuse themselves from the appeal consideration if there is any reason for which impartiality might reasonably be questioned or there is actual or apparent conflict of interest.

The Administrative Lead or their designee will review the appeal to determine whether it meets the definition of an appeal and whether appeal submission requirements are met. If it does, the Administrative lead or their designee will investigate and consider the appeal, including but not limited to taking into account the results of previous similar appeals, and make a determination on appeal action.

The initial response will be one of:

- Appeal denied  
The response will be accompanied by an explanation for the denial and/or information on an alternate course of action where applicable. The denial will include information on the appellant's further recourse if the appellant wishes to pursue the appeal.
- Appeal approved
- Appeal forwarded to the Appeals & Complaints Panel
- Appeal delayed to provide time to gather further information  
Within 30 calendar days, the appellant will be sent either an appeal denied or appeal forwarded notification.

Written notice of the Appeals Panel determination (appeal denied or appeal approved) or a progress notice (appeal forwarded or appeal delayed) will be provided to the appellant within 10 business days of the determination.

***Procedure: Second Level Appeal Review and Determination***

If applicable, appeals are sent to a three-member team pulled from the Appeals Panel) for consideration. The appeal will be considered no later than 90 days after the appeal receipt.

Members of the Appeals Panel will recuse themselves from the appeal consideration if there is any reason for which impartiality might reasonably be questioned or there is an actual or apparent conflict of interest.

The appeal will not include a hearing or any similar trial-type proceeding.

The function of the Appeals Panel in a given case is to review the decision being appealed based on the record that was presented at the time of the determination.

The Appeals Panel will review the appeal, including but not limited to taking into account the results of previous similar appeals, and make a determination on appeal action.

The second level response will be one of:

- Appeal denied
- Appeal approved
- Appeal delayed to provide time to gather further information

Written notice of the Appeals Panel determination (appeal denied or appeal approved) or a progress notice (of appeal delayed) will be provided to the appellant within 10 business days of the determination.

### ***Procedural Appeal Review and Determination***

If an appellant feels their appeal was handled improperly by the staff or Appeals Panel, a procedural appeal may be filed with the Board of Directors.

The appeal will be considered no later than 90 days after the appeal receipt.

Members of the Board of Directors will recuse themselves from the appeal consideration if there is any reason for which impartiality might reasonably be questioned or there is an actual or apparent conflict of interest.

The appeal will not include a hearing or any similar trial-type proceeding.

The function of the Board of Directors in a given case is to review the handling of the appeal to determine if The LSCG policies and procedures were followed.

The procedural appeal response will be one of:

- Appeal denied
- Appeal approved  
In such cases, a new Appeals Panel will be assigned to consider the full appeal again.
- Appeal delayed to provide time to gather further information

Written notice of the Board of Directors determination (appeal denied or appeal approved) or a progress notice (of appeal delayed) will be provided to the appellant within 30 business days of the determination.

## **Program Complaints**

Individuals with concerns regarding the certification program materials, personnel or activities are encouraged to discuss these with the individuals involved to try to resolve the matter informally. In some cases, however, informal resolution is not possible, and individuals may wish to file a formal complaint.

### ***Submission of Formal Program Complaints***

A formal complaint must be submitted via the online form at [www.lifesafetycertifications.com](http://www.lifesafetycertifications.com). within 90 days of the incident's occurrence. In the case of complaints related to exam administration, those must be submitted within two weeks after the applicable exam administration. The submission will include sufficient objective evidence to substantiate the claim(s) and appropriate action to be taken. Dissatisfaction based on hearsay will not be considered as a complaint. Anonymous complaints will not be considered.

### ***Staff Level Review***

The LSCG Administrative Lead or assignee will serve as the first level of complaint consideration to determine its validity. They will investigate the circumstances of any valid complaint and take one of the following actions:

- Determine and implement corrective action
- Refer the complaint to a different suitable staff member to determine and implement corrective action
- Escalate the complaint to the Board of Directors for review

If the complaint is not immediately resolvable, written notice of progress (of a referral or escalation) will be provided to the complainant within 10 business days of complaint receipt.

In all cases, The Administrative Lead or assignee will communicate the proposed resolution to the complainant within a period of no longer than 30 days.

If for any reason the target deadlines in this policy are not able to be met, a progress notice will be sent to the complainant, outlining when the findings will be communicated.

### ***Board of Directors Review***

If a complaint is found to warrant escalation, the Board of Directors Chair will be notified, and the complaint will be reviewed by the Board of Directors or its designees. A decision will be communicated to the complainant within a period of no longer than 30 days.

If for any reason the target deadlines in this policy are not able to be met, a progress notice will be sent to the complainant, outlining when the findings will be communicated.

### ***Appeal of Complaint Determinations***

The determination of staff or the Board of Directors is appealable, and the Appeals policy will apply.

## **Complaints against Candidates or Certificants**

Life Safety Certification Group candidates and certificants commit to adhering to the standards set out in The LSCG Code of Conduct. LSCG shall have a process for handling complaints against certificants in a constructive, impartial and timely manner.

### ***Complaints***

A complaint against a certificant must be submitted via the online form at [www.lifesafetycertifications.com](http://www.lifesafetycertifications.com)

A complaint must meet four criteria:

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- Specific to a section of the Life Safety Certification Group Code of Ethics or certification rules
- In writing by the individual lodging the complaint
- Supported by specific evidence of such accusation
- Made against a current candidate or holder of an the LSCG certification

### ***Complaint Handling and Communications***

- The complaint and all related documentation will be dealt with in a strictly confidential manner.
- The complaint form on The LSCG website will include a statement that the complainant must agree to hold in strict confidence the filing of the complaint. They will not announce or promote in any manner, or use personal or institutional communication vehicles, to announce filing of a complaint.
- If a preliminary investigation of the information/evidence reveals a valid complaint, the individual(s) named in the written complaint will be sent a “Notice of Complaint.” The Board of Directors will also request any additional information needed and a specific timeframe for providing such information. If this additional information is not received, a decision shall be rendered based on the information initially provided.

- If it is determined that no further action is warranted, the complainant will be advised in writing of the outcome of the initial assessment. The target date for this communication is within 30 days after receipt of the complaint.
- If the initial investigation supports the complaint, an independent investigation will commence, and the information shall be handed over to the Board of Directors.
- The Board of Directors will issue a written report of its findings within 60 working days of receiving all further requested supporting information.
- The final disposition will be communicated to the complainant. The target date for this communication is within 10 working days of the written report findings being accepted.
- If for any reason the target deadlines in this procedure are not able to be met, a progress notice will be sent to the complainant, outlining when the findings will be communicated.

### ***Potential Disciplinary Actions***

If a complaint is found to have valid grounds, the Board of Directors may recommend one of the following disciplinary actions depending on the severity of the infraction:

- **Warning.** A written warning could be issued that outlines the consequences if the situation occurs again, or if there is another violation.
- **Suspension.** Life Safety Certification Group certifications or eligibility to become certified could be suspended.
- **Revocation of Certification.** Life Safety Certification Group certifications could be revoked.

### ***Appeals of Board of Directors' Findings***

The subject of the complaint may appeal the disciplinary actions. The Appeals policy will apply.

## **Code of Conduct**

I acknowledge that the Smoke Control Inspectors certification is a trusted position that must be diligently honored and upheld. I pledge to advocate for, adhere to, and support the Certified Smoke Control Inspector Code of Conduct. If I violate any principle of this Code, I may be subject to disciplinary action by the Life Safety Certification Group (LCSG).

As a Certified Smoke Control Inspector, I will:

1. Perform my duties with objectivity, due diligence, and professional care, in accordance with professional standards.
2. Avoid all conduct or activities likely to discredit this Certification, the smoke control inspection discipline, or to deceive the public.
3. Comply with all applicable laws and regulations.
4. Avoid conflicts of interest.
5. Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure.
6. Represent my abilities and my work accurately to the community, my employer, and my peers.
7. Only undertake smoke control inspection activities for which I am qualified to competently perform.

8. Follow appropriate health and safety procedures, while performing professional activities, to protect clients, employers, employees, and the public.
9. Inform appropriate Authority Having Jurisdiction representatives or agencies when aware of any activity or circumstance that may cause an unsafe condition or violate legal requirements.
10. Voluntarily and immediately report to the Life Safety Certification Group any felony convictions or other legal dispositions related to the practice of smoke control inspection that would constitute violations of this Code, regardless of when they occurred.