



# CERTIFICATION PROGRAM

## Certified Emergency Power Systems Specialist (CEPSS) for Facility Managers

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# Candidate Handbook

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This Certified Emergency Power Systems Specialist (CEPSS) for Facility Managers Candidate Handbook contains important program information, along with the following documents:

- Exam Content Outline / Weighted Criteria
- Recertification Form

Please carefully review this handbook and retain it for future reference.



**Certified Emergency Power Systems Specialist (CEPSS) for Facility Managers Program Summary**

**Program Overview** - The NFPA Certified Emergency Power Systems Specialist (CEPSS) for Facility Managers credential highlights a facility manager’s knowledge of the many challenges associated with emergency power supply systems and how to keep a facility in compliance with the 2016 editions of *NFPA 110, Standard for Emergency and Standby Power Systems*, and *NFPA 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems*.

**Program Application & Duration** - The CEPSS application form is found in the CEPSS candidate handbook as well as online at [www.nfpa.org/cepss](http://www.nfpa.org/cepss). You have 12 months after you are accepted as an applicant to take and pass the exam. The 12-month timer starts the day your application is accepted by the NFPA Certification Department.

**Program Fees** - \$350 USD for the initial exam. \$150 USD to recertify at the end of each three (3) year certification period. The most up to date fee schedule may be found on the applicable forms at [www.nfpa.org/cepss](http://www.nfpa.org/cepss).

**Payment** – Payment must be received before any exam is taken. NFPA accepts credit cards and checks. Please ensure all checks are made payable to “NFPA” and are sent to the mailing address listed below.

**IMPORTANT:** When emailing this application to NFPA, you must use the [NFPA secure email server](#). Once you access this server and create your secure email account, select OTHER from the "To" pull-down list, then enter [adminsucs@nfpa.org](mailto:adminsucs@nfpa.org) in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

**Exam** - The CEPSS exam is a computer-based three hour open-book examination, containing 100 multiple-choice questions. It is designed to evaluate the candidate’s knowledge of emergency power supply system principles and code application skills. The exam is only available in English. You may only bring printed 2016 editions of NFPA 110 and NFPA 111 into the testing area during the exam. No photocopied or other duplicated or electronic versions of NFPA 110 and NFPA 111 are permitted in the testing area during the exam.

**Exam Results** -The computer-based exam allows candidates to receive their results upon completion.

**Retesting** – If you fail your exam, you are permitted to retest two additional times (completing a retest application and paying a retest fee each time) within 12 months from the day your original CEPSS application was accepted. If you fail the examination three times within this period, you must wait until the 12-month testing period expires before you will be allowed to restart the registration process. The retest application is found in the CEPSS candidate handbook as well as online at [www.nfpa.org/cepss](http://www.nfpa.org/cepss). The cost to retest is \$175 USD.

**Recertification** – Once you become CEPSS certified, you must recertify every three years. The recertification form is available in the CEPSS candidate handbook as well as online at [www.nfpa.org/cepss](http://www.nfpa.org/cepss). The NFPA Certification Department will mail you a reminder approximately three months prior to your recertification date. You must earn a specific number of continuing education points within the three-year recertification period. The fee for recertification is \$150 USD.

NFPA Admin & Support Services  
11 Tracy Drive  
Avon, MA. 02322  
Email: [adminsucs@nfpa.org](mailto:adminsucs@nfpa.org) website: [www.nfpa.org/cepss](http://www.nfpa.org/cepss)

**CANDIDATE HANDBOOK - CERTIFIED EMERGENCY POWER SYSTEMS  
SPECIALIST (CEPSS) for Facility Managers**

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## **NFPA's VISION**

NFPA is the leading global advocate for the elimination of death, injury, property, and economic loss due to fire, electrical and related hazards.

## **MISSION OF NFPA CERTIFICATION PROGRAMS**

The overall mission of NFPA's certification program is to enhance human and organizational performance as related to the use and application of NFPA codes and standards.

## **CERTIFIED EMERGENCY POWER SYSTEMS SPECIALIST PROGRAM**

The NFPA Certified Emergency Power Systems Specialist Program (CEPSS) for Facility Managers was created in 2016 after extensive market research was conducted with facility managers from a wide array of industries. The research indicated a strong desire to have a credential that highlights their knowledge of the many challenges associated with emergency and standby power systems and stored electrical energy emergency and standby power systems, as well as how to keep their facilities in compliance with the 2016 editions of *NFPA 110, Standard for Emergency and Standby Power Systems* and *NFPA 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems*.

### **PROGRAM GOALS:**

- Recognize and provide evidence of knowledge with emergency and standby power, and stored electrical energy emergency and standby power systems
- Enhance professionalism within the facility management community
- Ensure a uniform, fair process for certification that is accessible to everyone who is eligible
- Ensure proficiency in the use of NFPA codes and standards
- Facilitate success for those seeking certification
- Promote professional development through continuous learning

### **FEATURES & BENEFITS**

CEPSS credential holders receive the following benefits:

- A nationally recognized certification
- Recognition as an expert by your colleagues
- Greater confidence in your abilities
- Improved job performance
- Career advancement opportunities

Certificate holders also receive an NFPA certificate that highlights their accomplishment.

### **ELIGIBILITY**

A candidate for the CEPSS certification must have attained a high school diploma or equivalent before being allowed to sit for the exam.

### **APPLICATIONS & FORMS**

All CEPSS applications including the program application, are available at [www.nfpa.org/cepss](http://www.nfpa.org/cepss).

### **APPLICATION ACCEPTANCE**

An application is accepted only when both of the following requirements are met:

- The completed and signed application is received by NFPA
- The examination fee is processed by NFPA

**IMPORTANT:** When emailing this application to NFPA, [you must use the NFPA secure email server](#). Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter [admins@nfpa.org](mailto:admins@nfpa.org) in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

Following the receipt of your CEPSS application form and examination fee, the NFPA will send you an authorization letter with instructions on how to schedule your computer-based exam. A list of test centers may be found at <https://proscheduler.prometric.com/scheduling/searchAvailability>.

### **PROGRAM FEES**

\$350 USD for the initial exam. \$150 USD to recertify at the end of each three (3) year certification period. The most up to date fee schedule may be found on the applicable forms at [www.nfpa.org/cepss](http://www.nfpa.org/cepss).

### **NON-DISCRIMINATION**

NFPA evaluates all CEPSS candidates without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age or disability.

### **SPECIAL ACCOMMODATIONS**

NFPA provides special accommodations in accordance with the Americans with Disabilities Act of 1991 (ADA). If a disability prevents you from taking the examination under standard conditions, you may request special accommodations. Written requests explaining the nature of the disability (i.e., the diagnosis), the type of accommodation you feel is appropriate, and any supporting documentation of the diagnosis from a qualified healthcare professional must accompany the registration application. NFPA reserves the right to request reasonable documentation from healthcare or other professionals to support requests for special accommodations.

### **STEPS TO CERTIFICATION**

- Submit your application with the appropriate examination fee to the NFPA certification department (see application form for details).
- Examination - You will have to sit for a computer-based examination within 12 months of entering the CEPSS program.
- If you fail your exam, you are permitted to retest two (2) additional times (completing a retest application and paying a retest fee each time) within twelve (12) months from the day your original CEPSS application was accepted. If you fail the examination three (3) times within this period, you must wait until the twelve (12) month testing period expires before you will be allowed to restart the registration process. The retest application is found in the CEPSS candidate handbook as well as online at [www.nfpa.org/cepss](http://www.nfpa.org/cepss). The current retest fee can be found on the retest application form.

### **REFERENCE MATERIAL**

The exam is based on the 2016 editions of *NFPA 110, Standard for Emergency and Standby Power Systems* and *NFPA 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems*. It is the candidate's responsibility to obtain these reference sources for study purposes and to have present during the examination. They are the only reference sources allowed in the examination room. If you would like to purchase these NFPA documents please go to the NFPA website at [www.nfpa.org/catalog](http://www.nfpa.org/catalog).

**REVIEW REFERENCE MATERIALS** - It is not necessary to memorize the reference material, but it is important to know the general format of NFPA 110 and NFPA 111. The standards begin with chapters on administration, referenced publications, and definitions, followed by the specific requirements covered in the standards. For the examination, when answering questions, it is helpful to look for tables in the documents that summarize different requirements. The following is a sample question with an explanation.

A transfer switch requires which of the following for maintenance and isolation purposes?

- (A) Two indicator lights
- (B) Voltage gauge
- (C) Bypass switch
- (D) Amperage gauge

Analyze the Question – This question is asking about transfer switches. As transfer switches may be found in both emergency and standby power and stored electrical energy emergency and standby power systems, the answer to this question can be found in both NFPA 110 and NFPA 111.

Find the right reference – Turn to the table of contents or the index in either document to determine that transfer switches are covered in chapter six. Section 6.4.1 in both documents covers isolation of the transfer switch. The correct response as found in section 6.4.1 is “C” Bypass switch.

These tips will help you find specific information quickly during the examination.

## EXAM FORMAT

The CEPSS exam is a three (3) hour open-book examination, containing 100 multiple-choice questions. The examination is only available in English. It is designed to evaluate the candidate’s knowledge of principles of emergency and standby power and standard application skills.

The examination is available in a computer-based format at test centers throughout the world. Upon receipt of the CEPSS examination application and test fee, the candidate will receive their authorization letter with instructions on how to schedule the computer-based examination. A list of computer-based test centers is available on the test administrator’s website at <https://proscheduler.prometric.com/scheduling/searchAvailability>.

## EXAM RULES AND PROCEDURES

The following suggestions, regulations, and procedures pertain to every candidate taking the examination:

- You must present a valid photo ID at the test center.
- Smart phones and other electronic devices are not permitted in the testing area.
- You will not be permitted to continue the test beyond the established three-hour time limit.
- You should bring only the approved, published and copyrighted NFPA documents identified in this handbook into the exam room. Photocopies of NFPA documents, additional pages with notations, and other test taking aids are not permitted. All materials taken into the exam room are subject to review by the test center proctor.
- You may highlight, tab, and make notations within your NFPA documents prior to entering the exam room. Only commercial permanent adhesive type tabs are allowed. Post-it type notes and flags or other types of easily moveable tabs are **not** permitted. You may **not** write on, mark in, or tab the pages of your NFPA documents during the examination.
- Electronic versions of the NFPA documents are not permitted to be used at the test site.
- If you wish to leave the room during the test, you must secure the proctor’s permission. You will not be allowed to make up lost time.
- Visitors are not permitted at the test center.
- Smoking is not permitted in the testing area.
- Candidates may provide comments on exam items. All comments will be reviewed by NFPA certification staff. Candidates will not receive responses to their comments. Comments may be entered directly on the computer screen.

## FAILURE TO APPEAR FOR EXAM

No application fees will be refunded if you fail to appear on your registered examination date. See “Cancellation and Rescheduling Exceptions” below.

## **RESCHEDULING AND CANCELLATION POLICY**

If you wish to change your exam date or time, you may do so through the Prometric scheduling portal at <https://proscheduler.prometric.com/?prg=NFPA2&path=confirm> or by contacting Prometric's contact centers listed on <https://www.prometric.com/nfpacert>.

There is no charge for reschedule or cancellation of an appointment if the change is made 30 or more days prior to your appointment date.

Between 29 and 5 calendar days prior to your appointment date, you may cancel or reschedule your appointment, but you will be required to pay a \$50 fee (to Prometric).

4 or fewer days prior to your appointment date, you may not reschedule. If you cancel your appointment during this period or fail to appear for your appointment, you will be considered a no-show, and will need to submit a retest application with NFPA and pay applicable fees prior to scheduling a new appointment.

## **EXAM SECURITY**

Failure to follow candidate instructions regarding examination security will result in your application being voided and forfeiture of your application fee. Conduct that results in violation of examination security or disrupts the administration of the examination could result in cancellation of your examination and dismissal from the testing center. In addition, your examination will be considered void and will not be scored.

Examples of misconduct include, but are not limited to, the following: looking at another candidate's examination, or talking with other candidates anytime during the entire examination period. You are particularly cautioned not to do so after you have completed the examination, as other candidates in the area might be taking a break and still have not completed the examination. You may not attend the examination only to review or audit test materials. You may not copy any portion of the examination for any reason. No examination information may leave the test room under any circumstances. This includes memorizing questions for distribution to any other person. No unauthorized persons will be admitted into the testing area. It is very important for you to note all examination content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate means provided within the examination delivery system.

At no other time, before, during, or after the examination, may you communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions.

The NFPA shall have the right to revoke or invalidate any examination score with or without a finding of fault or misconduct if data forensic analysis or other credible evidence establishes a reasonable possibility that a score is not valid or the integrity or security of the examination was compromised.

## **COPYRIGHT**

Exam questions are copyrighted by the NFPA. All rights reserved. Reproduction, distribution or display in any form or by any means, electronic, mechanical or otherwise, is strictly prohibited.

## **RESULTS**

The computer-based examination allows candidates to receive their results immediately upon completion of the examination.

The CEPSS exam is a pass/fail exam. Your actual number (%) exam score will never be reported to you for either a passing score or a failed score. If you pass the exam, you will only be told that you passed. If you fail the exam, you will be provided with a list of the five (5) exam domains and an infographic indicating which domains you performed well or poorly on.

This domain performance infographic is provided so you may focus on areas of improvement for your retest. See the CEPSS exam weighted criteria table in the appendix section of this handbook for a listing of the CEPSS exam domains.

## **RETEST**

If you fail your exam, you are permitted to retest two additional times (completing a retest application and paying a retest fee each time) within 12 months from the day your original CEPSS application was accepted. If you fail the examination three times within this period, you must wait until the 12-month testing period expires before you will be allowed to restart the registration process. The retest application is found in the CEPSS candidate handbook as well as online at [www.nfpa.org/cepss](http://www.nfpa.org/cepss). The cost to retest is \$175 USD.

## **CONFIDENTIALITY**

The identity and information concerning all candidates is confidential. Information regarding exam results are only communicated in writing from the NFPA certification department directly to the candidate. Exam results are never provided over the phone.

## **USE OF YOUR CEPSS CREDENTIAL**

Once granted the CEPSS credential, the certified may refer to themselves as a CEPSS credential holder as long as the certified has an active certification status. The certified is authorized to use the CEPSS designation after their name on business cards, personal letterhead, resumes, websites and in their email signature.

## **RECERTIFICATION**

Once a candidate has been certified, to remain active, they must recertify every three years. In order to maintain currency and relevancy with emergency power supply systems, CEPSS certification holders are required to demonstrate their continuing participation in professional development activities.

NFPA awards points towards recertification for various activities. Ten points of professional development activities related to emergency power supply systems must be earned and submitted during the three-year recertification cycle. Certification holders must complete the Summary of Recertification Points Form, and submit it to NFPA for processing. It is important that you begin accumulating the required points as soon as possible. If college courses are declared for training hours, the same course cannot be taken twice within the 3-year period, and the candidate must convert credit hours to actual hours spent in the classroom.



**Recertification Audit**

Certification holders will be subject to a random audit of their CEPSS recertification documentation for a period of up to six months after their recertification date. Accordingly, certification holders are expected to retain recertification documentation in their possession for six months beyond their recertification date. Recertification Points Forms are available at [www.nfpa.org/cepss](http://www.nfpa.org/cepss). Back up documentation is not required when submitting the Summary of Recertification Points Form.

The certified must submit documented evidence of a total of ten (10) credit points from the following categories:

PROFESSIONAL DEVELOPMENT CATEGORY	POINT ALLOTMENT	MINIMUM POINTS	MAXIMUM POINTS
Participation in training related to emergency and standby power systems or stored electrical energy systems	1 point per contact hour 1 CEU = 10 contact hours	3	10
Participation in the <b>testing</b> of an emergency and standby power system or stored electrical energy system	2 points per year	0	6
Participation in the <b>maintenance</b> of an emergency and standby power system or stored electrical energy system	1 point per year	0	3
Participation in the <b>installation</b> of an emergency and standby power system or stored electrical energy system	1 point per year	0	3
Membership in a related industry association	1 point per year	0	3

**DOCUMENTATION**

Reasonable proof of attendance/participation in the described categories will be accepted. Reasonable proof includes copies of agendas, rosters, or other descriptive program materials which have been signed and dated by the presenter/sponsor indicating the certification holder’s attendance, course certificates, letters of attestation from course sponsors, college transcripts, and letters from employers. The certification holder is required to sign the descriptive materials as an attestation of their attendance.

Note: A copy of the Summary of Recertification Points Form and the Recertification Points Form are found in this handbook and at [www.nfpa.org/cepss](http://www.nfpa.org/cepss).

**RENEWAL**

If NFPA does not receive the necessary recertification materials within the three-year period, the certification holder will no longer be considered a Certified Emergency Power Systems Specialist, and will no longer be entitled to use the CEPSS credential in professional communications. To regain certification, the candidate must successfully complete the entire CEPSS certification program (subject to the applicable application fees).

**REPLACEMENT CERTIFICATES**

Replacement certificates are available at a charge of \$15 USD per certificate by contacting NFPA Admin & Support Services at [adminsvcs@nfpa.org](mailto:adminsvcs@nfpa.org).

**CONTACT INFORMATION**

NFPA Admin & Support Services  
 11 Tracy Drive  
 Avon, MA. 02322  
 Email: [adminsvcs@nfpa.org](mailto:adminsvcs@nfpa.org)

**APPENDIX**

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## CEPSS-FM Exam Content Outline / Weighted Criteria Table

The following table indicates the approximate percentage (%) of exam content (exam items) for the seven (7) major domain areas and the sub-components of those domain areas:

<b>I.</b>	<b>Classification of Emergency Power Supply Systems (EPSSs)</b>	<b>9%</b>
<b>A.</b>	<b>NFPA 110</b>	
4.1	General	
4.2	Class	
4.3	Type	
4.4	Level	
<b>II.</b>	<b>Classification of Stored-Energy Emergency Power Supply Systems (SEPSS)</b>	<b>7%</b>
<b>A.</b>	<b>NFPA 111</b>	
4.1	General	
4.2	Type	
4.3	Class	
4.4	Category	
4.5	Level	
<b>III.</b>	<b>Emergency Power Supply (EPSS): Energy Sources, Converters, and Accessories</b>	<b>11%</b>
<b>A.</b>	<b>NFPA 110</b>	
5.1	Energy Sources	
5.2	Energy Converters – General	
5.3	Energy Converters – Temperature Maintenance	
5.4	Energy Converters – Capacity	
5.5	Energy Converters – Fuel Supply	
5.6	Rotating Equipment	
<b>IV.</b>	<b>Stored-Energy Emergency Power Supply (SEPSS): Energy Sources, Converters, Inverters, and Accessories</b>	<b>11%</b>
<b>A.</b>	<b>NFPA 111</b>	
5.1	Energy Sources	
5.2	Energy Conversion Equipment (ECE) – General	
5.3	Instrumentation	
<b>V.</b>	<b>Transfer Switch Equipment and Protection</b>	<b>25%</b>
<b>A.</b>	<b>NFPA 110</b>	
6.1	Transfer Switch Equipment	
6.2	ATS Features	
6.3	Load Switching (Load Shedding)	
6.4	Bypass-Isolation Switches	
6.5	Protection	
<b>B.</b>	<b>NFPA 111</b>	
6.1	Transfer Switches and Protection	
6.2	Transfer Switches	
6.3	Load Switching (Load Shedding)	
6.4	Bypass Switches	
6.5	Protection	

- VI. Installation and Environmental Consideration** **16%**
- A. NFPA 110**
- 7.2.1 Indoor EPS Installations
  - 7.2.2 Outdoor EPS Installations
  - 7.3 Lighting
  - 7.4 Mounting
  - 7.5 Vibration
  - 7.6 Noise
  - 7.7 Heating, Cooling, and Ventilating
  - 7.8 Installed EPS Cooling System
  - 7.9 Fuel System
  - 7.10 Exhaust System
  - 7.11 Protection
  - 7.12 Distribution
  - 7.13 Installation Acceptance
- B. NFPA 111**
- 7.1 Installation and Environmental Consideration - General
  - 7.2 Location
  - 7.3 Heating, Cooling, Ventilating, and Humidity Control
  - 7.4 Protection
  - 7.5 Distribution
  - 7.6 Installation Acceptance
- VII. Routine Maintenance and Operational Testing** **21%**
- A. NFPA 110**
- 8.1 Routine Maintenance and Operational Testing - General
  - 8.2 Manuals, Special Tools, and Spare Parts
  - 8.3 Maintenance and Operational Testing
  - 8.4 Operational Inspection and Testing
  - 8.5 Records
- B. NFPA 111**
- 8.1 Routine Maintenance and Operational Testing - General
  - 8.2 Manuals, Special Tools, and Spare Parts
  - 8.3 Maintenance and Operational Testing
  - 8.4 Operational Inspection and Testing
  - 8.5 Load Testing

**SUMMARY OF RECERTIFICATION POINTS FORM**  
**Certified Emergency Power Systems Specialist (CEPSS) for Facility Managers Program**

NFPA Admin & Support Services  
 11 Tracy Drive  
 Avon, MA. 02322  
[adminsvs@nfpa.org](mailto:adminsvs@nfpa.org)



**For Internal Use Only**  
 Date Received: \_\_\_\_\_  
 Database: \_\_\_\_\_

Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_ Certificate Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Business \_\_\_\_\_ Residence \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Category	Points Claimed
Participation in Training	
Testing of Emergency Power Systems	
Maintenance of Emergency Power Systems	
Installation of Emergency Power Systems	
Professional Membership	
<b>Total</b>	

**Instructions:**

1. Collect documentation for your 10 points of professional development. Refer to the *Recertification Requirements Table* for information regarding the categories and point allotments.
2. Complete this *Summary of Recertification Points Form*, and submit it along with the recertification fee to the NFPA Certification Department.

**IMPORTANT:**

Do not submit documentation of your recertification points at this time. NFPA conducts random audits for recertification documentation. It is important that you maintain your documentation in the event that you are selected for a random audit. If you are selected, you will then be required to provide this documentation.

When emailing this application to NFPA, [you must use the NFPA secure email server](#). Once you access this server and create your NFPA secure email account, you should select OTHER from the "To" pull-down list, and then enter adminsvs [adminsvs@nfpa.org](mailto:adminsvs@nfpa.org) in the address box. Complete the email process by attaching your personal documentation and clicking "Send."

- \$150 (USD) Recertification Fee  
 Check. **(Please make checks payable to NFPA Certification Department)**  
 Credit Card:  MasterCard  VISA  Discover  American Express

Credit Card #: \_\_\_\_\_ Card Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Electronic Signature agreement:** In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application. By Selecting the Credit Card button above and entering your name in the signature block, you authorize NFPA to charge your credit card the applicable fee(s).

I, \_\_\_\_\_, certify that all information contained in this application, is accurate and truthful, to the best of my knowledge, and that I am aware that any false entry will be considered sufficient cause for revocation of my certification at any time during the certification term. I agree that at any time during the term of certification any improper conduct on my behalf will result in my certification being revoked. I understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity, and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me. I agree to accept the decision of the NFPA as to my eligibility for certification. I authorize verification of all information in this application. I also release all concerned from any liability arising from this application or certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Electronic Signature agreement:** In lieu of signature, you agree that typing your name on the line above is the legal equivalent of your manual signature on this application.





## NFPA CERTIFIED EMERGENCY POWER SYSTEMS SPECIALIST (CEPSS) for FACILITY MANAGERS RECERTIFICATION REQUIREMENTS CHART (3-year cycle)

In order to maintain currency and relevancy with emergency power supply systems, certificate holders are required to submit a minimum of ten (10) points of documented professional development for recertification. The 10 points must be submitted during the 3-year recertification cycle and must be related to emergency power supply systems.

PROFESSIONAL DEVELOPMENT CATEGORY	POINT ALLOTMENT	MINIMUM POINTS	MAXIMUM POINTS	REQUIRED DOCUMENTATION*
Participation in training related to emergency and standby power systems or stored electrical energy systems	1 point per contact hour (classroom or online) 1 CEU = 10 contact hours	3	10	Copy of Certificate, letter from presenter, or description of training with letter from supervisor
Participation in the <b>testing</b> of an emergency and standby power system or stored electrical energy system	2 points per year	0	6	Description of the testing conducted with a letter from supervisor documenting participation
Participation in the <b>installation</b> of an emergency and standby power system or stored electrical energy system	1 point per year	0	3	Description of the installation with a letter from supervisor documenting participation
Membership in a related industry association	1 point per year	0	3	Copy of membership showing active status during the three year term (not limited to NFPA membership)

Note: *NFPA reserves the right to alter any recertification requirements as deemed necessary*

### \*DOCUMENTATION

Reasonable proof of attendance/participation in the described categories will be accepted. Reasonable proof includes copies of agendas, rosters, or other descriptive program materials which have been signed and dated by the presenter/sponsor indicating the certificate holder's attendance. The certificate holder is required to sign the descriptive materials as an attestation of their attendance.



Certified Emergency Power Systems Specialist  
Facility Manager Program

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website: [www.nfpa.org/cepss](http://www.nfpa.org/cepss)