

**State of Vermont  
Office of the Secretary of State  
Professional Regulation**

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*In re: Sunrise Application Review*        }  
*Vermont Alarm & Signal Assoc.*        }

PRELIMINARY ASSESSMENT ON REQUEST FOR LICENSURE  
SUMMARY OF TESTIMONY AND EVIDENCE RELATED TO THE  
ELECTRONIC LIFE SAFETY & SECURITY INDUSTRY

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**Introduction**

The **Electronic Life Safety and Security Trade**, as represented by its association, The Vermont Alarm & Signal Association (VASA), seeks regulation via professional licensure by the State of Vermont. VASA asks that the State of Vermont license those persons engaged in the business of selling, installing, servicing and monitoring safety and intrusion detection systems, which includes security systems, video surveillance systems, electronic premises access and medical alarms (“Alarm Systems”).

VASA petitioned the Office of Professional Regulation (OPR) for review under the guidelines set forth in Chapter 57, Title 26 (Professional Licensing Standards and Policies). Pursuant to 3 V.S.A. § 3105(d), OPR conducted a preliminary assessment “Sunrise Review” of VASA’s request for licensure.

For the reasons set forth in this review, OPR does not recommend the imposition of State regulatory authority, via professional licensure, upon those persons engaged in the Alarm Systems business.

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## **Regulatory Considerations & Summary of Testimony & Evidence Received In Support & In Opposition to the Sunrise Petition**

OPR received a fully completed application for professional licensure review of the electronic life, safety and security trade seeking regulation of Vermont's Alarm Systems business. The Vermont Alarm & Signal Association (VASA) represents persons engaged in this business and VASA submitted the sunrise application on behalf of its members. See Exhibit A (VASA sunrise application). The sunrise application, along with the applicant's supporting documentation, is also located at <http://vtprofessionals.org>.

### REGULATORY CONSIDERATIONS:

The policy and statutory directive set forth by the General Assembly, as it relates to professional licensure, is that Vermont will *only* impose regulation upon a profession

. . . solely for the purpose of protecting the public. The legislature believes that all individuals [have an unrestricted right] to enter into a profession or occupation unless there is a *demonstrated need for the state to protect the interests of the public by restricting entry* into the profession or occupation. If such a need is identified, the form of regulation adopted by the state shall be the least restrictive form of regulation necessary to protect the public interest....”

26 V.S.A. § 3101 Policy and Purpose (emphasis added).

The General Assembly has directed OPR to apply specific criteria when evaluating a sunrise petition. Vermont law therefore requires OPR to determine whether the State of Vermont can justify restricting Vermont citizens from entering into a field of business, type of work, a trade or the practice of a profession. Title 26 V.S.A. § 3105(a) requires that OPR recommend to the General Assembly restricting entry into a profession only when it finds evidence demonstrating that:

- (1) the unregulated practice of the profession or occupation can clearly harm or endanger the health, safety, or welfare of the public, and the potential for the harm is recognizable and not remote or speculative;
- (2) the public can reasonably be expected to benefit from an assurance of initial and continuing professional ability; and
- (3) the public cannot be effectively protected by other means.

The legislative delegation to OPR, for assessment of requests to regulate a trade or business, comes prior to review or “consideration by the legislature of any bill to regulate a profession or occupation. . . [OPR shall make] a preliminary assessment of whether any particular request for regulation” demonstrates the need to restrict its entry by means of State licensure. 26 V.S.A. § 3105(d).

Pursuant to its statutory duty and the public policy directives set forth by the General Assembly, OPR reviewed VASA’s Sunrise Application in the context of the three specific criteria set forth in Title 26, Chapter 57, and in context of the public response to the Sunrise Application. *See also*, 26 V.S.A. §3101: (“The legislature believes . . . [if there is a demonstration of the §3105 criteria], the form of regulation adopted by the state shall be the least restrictive form of regulation necessary to protect the public [and if] regulation is imposed, the profession or occupation may be subject to periodic review by the legislature to insure the continuing need for and appropriateness of such regulation.”)

OPR evaluated the Sunrise Application, conducted its own review of potential risks to the public, conducted a public hearing and also accepted written comments between October and December 2010. Among the types of evidence OPR reviewed and facts and policy that OPR considered were the:

- extent of current Vermont regulatory regime;
- types of regulatory regime used in other states;
- proposed legislation submitted by VASA and under consideration by the Vermont General Assembly (H.368 and S.199) *See Exhibits B & C*;
- exhibits and supporting documentation submitted by VASA along with the testimony given in response to this proposal at the September hearing; *See Exhibit D* (multiple documents) and
- other potential issues of public safety that may relate to professional licensing and which were identified in the sunrise application.
- testimony and comments from a public meeting on the Sunrise Application;

#### REVIEW OF SUPPORTING EVIDENCE:

At the Secretary of State’s Office in Montpelier on 14 October 2009, OPR held a public meeting to take comments on VASA’s application. The hearing was an opportunity for members of the public as well as the applicants, the applicants’ supporters, potential licensees and other members of the public to present testimony and ask questions related to the issue of licensing persons or entities engaged in the security alarm business. The

public meeting allowed OPR to review evidence in addition to the material submitted as part of the sunrise application.

From the public meeting and from general notice given of OPR's consideration of the application, OPR received written comments from approximately a dozen interested persons. *See* Exhibit E (letters collected as one document). The written statements, from a wide range of perspectives, were relatively divided among those supporting licensure and those who opposed it. OPR also received two letters from individuals concerned OPR might recommend Alarm System licenses under the jurisdiction of the Vermont Board of Private Investigative and Security Services (the "Security Services" Board). Chapter 59, Title 26. Both of these letters adamantly opposed adding Alarm Systems to the existing Security Services Board.

The following are typical sentiments expressed in the relatively small number of public comments OPR received:

[To OPR]

. . . I would like to express my support. . . "The potential for harm must be recognizable and remote of speculation", is a direct criterion within the Sunrise Application which both qualifies and necessitates endorsement. Not unlike law enforcement professionals or the medical community, security installation technicians are responsible for the personal safety and well-being of our residents, along with property protection of public facilities inhabited and frequented by the public; technicians have access to proprietary information, which could compromise any edifice, its occupants, and or its contents.

Although the first consideration for approval that was presented to Department of Public Safety was rejected, it is still believed that an additional subcategory of an electrical license (Type S) would accomplish this request for licensure without creating more government. Currently, the Department of Fire Safety regulates ten certification fields, all of which include mandates for training, both prior to initial licensing and before renewal of [these] licenses; H-368 [which proposes to create a State Licensing Board for alarm services] has provisions for education built in under the guidelines provided by our National organization, which eliminates the need for creation of additional curriculum. DFS has familiarity with the principals of the low-voltage aspect of installation, and creation of a board under their jurisdiction would facilitate additional understanding of this particular trade. The revenue generated by the implementation of proposed licensing fees would accommodate the costs associated with the proposed background checks, and reimbursement of its expenses to allow for neutral financial operation, all providing a favorable outcome.

Pro-Tech Systems  
Waterbury, VT

\* \* \*

[To OPR]

As a Licensed Private Investigator I have been informed about the current discussion re: the licensing request from alarm companies.  
. . . I would oppose that licensing, under the Private Investigator and Security Guard category. The installation of alarms, cameras and other monitoring

devices has nothing to do with the profession. The OPR has trouble enough finding money [and staff] without adding these people to this category. Their services are certainly not in any way related to either professions requiring training much different [from] an installer. [Licensing alarm services] as plumbers and electricians might be a consideration. It appears to me they need a way to police their own individual companies and set their own screening processes. I read this as someone wanting to cut out the competition. Thank you for the opportunity to give my input.

Barton Agency & Backgrounds Plus  
Investigative and Security Services  
Wilmington VT

\* \* \*

[To OPR]

I AM THE ASSISTANT FIRE MARSHAL FOR THE CITY OF BURLINGTON VERMONT. I HAVE BEEN EMPLOYED BY THE CITY FOR SEVENTEEN YEARS, AND HAVE HELD MY CURRENT POSITION SINCE 2002. I HOLD AN ASSOCIATES DEGREE IN FIRE SCIENCE FROM PIKES PEAK COMMUNITY COLLEGE AND I AM CERTIFIED [and] CONDUCT FIRE INVESTIGATIONS. . . THE OPINIONS EXPRESSED ARE MY OWN.

I FEEL VERY STRONGLY THAT AS PUBLIC SAFETY OFFICIALS, WE ALL SHARE A RESPONSIBILITY TO PROTECT THE VULNERABLE POPULATIONS . . . WHO TYPICALLY NEED THE PROTECTION OF A SECURITY ALARM SYSTEM...BE IT A MEDICAL ALERT SYSTEM, A BURGLAR SYSTEM OR A FIRE SAFETY SYSTEM. THE THOUGHT OF AN ELDERLY PERSON'S VALUABLES AND MEDICATIONS BEING EXPOSED TO THEFT, THE THOUGHT OF AN ABUSED SPOUSE OR RAPE VICTIM IN A BATTERED WOMEN'S SHELTER BEING EXPOSED TO CONTACT WITH A KNOWN SEX OFFENDER OR OTHER CONVICTED FELON IN THE ALARM INDUSTRY. WELL, IT'S A SERIOUS CONCERN. MOST OF THE ELDERLY, THE WEAK, THE DISABLED OR THE INFIRM WHO NEED SECURITY SERVICES PROBABLY ASSUME THAT THE ALARM INDUSTRY AND SECURITY RESPONSE PROFESSIONALS WHO COME TO THEIR HOMES OR SHELTERS ARE TRUSTWORTHY, LAW ABIDING CITIZENS WITHOUT HISTORIES OF THEFT, DRUG ABUSE OR SEX CRIMES.

I AM ALSO CONCERNED THAT THIS UNREGULATED SECURITY INDUSTRY IS AN OPEN CONDUIT THROUGH WHICH POTENTIAL TERRORISTS COULD GAIN ACCESS TO POSSIBLE TARGETS. . .

OFFICIALS WITHIN THE DIVISION OF FIRE SAFETY (DFS) TELL ME THAT THE ELECTRICIAN'S BOARD IS LOATH TO TAKE ACTION AGAINST ONE OF THEIR OWN, THAT THE BOARD WILL NOT LISTEN TO ANYONE WHO IS NOT AN ELECTRICIAN, AND THAT ATTEMPTS BY DFS TO DEAL WITH CONSISTENTLY INCOMPETENT OR FRAUDULENT LICENSED ELECTRICIANS HAVE NEVER BEEN SUCCESSFUL WHEN TAKEN TO THE ELECTRICIAN'S BOARD. . .

WHILE WE ARE IN THE PROCESS OF ESTABLISHING LICENSURE FOR INDIVIDUALS AND FIRMS ENGAGED IN THE SECURITY ALARM INDUSTRY, WE SHOULD TAKE A VERY SERIOUS LOOK AT THE HANDLING OF LICENSURE ISSUES FOR OTHER TRADES REGULATED BY DFS .ESPECIALLY FIRE ALARM ELECTRICIANS AND OTHERS WHO INSTALL LIFE SAFETY EQUIPMENT (EX FIRE SPRINKLER SYSTEMS AND SPECIALTY FIRE SUPPRESSION SYSTEMS).

THE DIVISION OF FIRE SAFETY DOES A VERY GOOD JOB AT REGULATING FIRE ALARM, FIRE SPRINKLER AND OTHER LICENSED TRADESMEN. DFS ISSUES FINES WHEN APPROPRIATE, AND IS GENERALLY A VERY PROFESSIONAL ORGANIZATION OF INDIVIDUALS WHO CARE DEEPLY ABOUT PUBLIC SAFETY.

UNFORTUNATELY, DFS DOES NOT HAVE THE POWER TO SUSPEND OR REVOKE LICENSES UNDER THE EXISTING LAW. INSTEAD OF A BOARD DEDICATED SOLELY TO THE REGULATION OF SECURITY ALARMS, WHY NOT CREATE A SINGLE BOARD OF COMPETENT PERSONS FROM PUBLIC SAFETY AND THE PUBLIC AS WELL AS THE VARIOUS TRADES WHO WOULD HAVE THE AUTHORITY TO SUSPEND OR REVOKE THE LICENSES IN ALL OF THE TRADES THAT DFS REGULATES?

PART OF THE PROVISIONS OF H-368 DEAL WITH REQUIRING CRIMINAL BACKGROUND CHECKS PRIOR TO THE ISSUANCE OF LICENSES. I FULLY SUPPORT THIS PROVISION, BUT I SUGGEST IT BE EXPANDED TO INCLUDE CHECKS OF THE PERTINENT ADMINISTRATIVE AND CIVIL VIOLATIONS ISSUED BY DFS OR THEIR COOPERATING MUNICIPALITIES SO THAT PATTERNS OF INCOMPETENCE CAN BE IDENTIFIED BY THE LICENSING AUTHORITY.

I FURTHER SUGGEST THAT RECORDS OF ALL FINES ISSUED BY THE DFS OR COOPERATING MUNICIPALITIES BE POSTED ON A PUBLIC WEBSITE, AVAILABLE TO ALL WHO WISH TO CHOOSE A COMPETENT AND TRUSTWORTHY CONTRACTOR AND THAT THE EXISTENCE OF THIS WEB - BASED SERVICE BE ADVERTISED. IN ADDITION TO THE FINES ISSUED, I SUGGEST THAT THE RESULTS OF THE MANDATED CRIMINAL BACKGROUND CHECKS ALSO BE PUBLISHED VIA THE SAME WEB-BASED SERVICE. IN THIS MANNER, IF A GIVEN CONTRACTOR HAS CONVICTION FOR SOMETHING UNRELATED TO THEIR TRADE (A SPEEDING TICKET FOR EXAMPLE) THE PUBLIC CAN DECIDE FOR THEMSELVES WHETHER THAT IS AN IMPORTANT CONSIDERATION IN THE CHOICE OF CONTRACTOR.

SPEAKING AS A CONCERNED CITIZEN,  
THOMAS A. MIDDLETON

\* \* \*

[To OPR]

I am writing this letter to share some of my thoughts on the sunrise review of State Licensure of the Electronic Life Safety and Property Protections Systems.

After reading [H.368, the Alarm Systems licensing proposal] I find myself wondering why we need to start a new State Agency to police an industry that is

already under the regulations of the Fire Prevention Division of the Dept. of Labor and Industry. It appears to me that this industry belongs in that division and that the protection to the public is already carried out by that Department as well as Fire Dept. Inspectors in each town. They currently have two different Agencies controlling the Fire Alarm Industry. Maybe that Dept. needs to be tweaked to handle some of the issues that this Bill raises.

Burglar alarms if not installed properly will trip for a police response. This will happen once or twice before the police agency will fine and require the homeowner to fix the problem or risk a non-response situation. . . . In my 23 years of being in the Security Services business I have not heard of one single incident where an alarm sales person, installer or technician was involved in any crime against their client.

Closed Circuit Television Systems currently have no regulation on them. Again in my 23 years I have not heard of one incident where CCTV was used to perpetrate a crime against the public. I have not heard of one incident where the installers of these systems have perpetrated a crime against their client. These systems have gotten easier and easier to use and have now basically become . . . plug and play systems. It's a great way for a business owner to watch his property 24 hours a day 7 days a week. These systems are very useful in preventing crime and may be used as evidence in solving crime. Adding regulation to CCTV installations makes very little sense.

I feel the current oversight of this group is adequate in its protection of the public at this time.

Sincerely,

Jim Eckhardt  
Censor Security, Inc.  
Rutland, VT 05701

\* \* \*

From: David Hough [mailto:eyeonvt@yahoo.com]  
Sent: Friday, October 16, 2009 4:18 PM  
To: Kevin Leahy  
Subject: VASA Sunrise Report

I'm writing this email as my response to the [proposal regarding] licensure of alarm installers, alarm dealers, and surveillance camera installers. I do not see a need to require installers to obtain a state license in order to install an alarm, fire alarm installations are already inspected by different municipalities, fire departments and building code inspectors, which are being installed by licensed electricians. . .

There is absolutely no reason that an installer of a video surveillance system should require the need for licensure, with today's systems there is no electrical hard wiring required, the systems are simply a plug in and play system, . . . if you can hook up a VCR, you can hook up a surveillance system, backups are provided by batteries. Creating a law that would require licensure for such an installation would create businesses or allow out of state businesses to come in and charge outrageous fees for a service that could be provided at a fraction of the cost for the home or business owner. It would create the need for some state

board or our professional regulation office to oversee this newly created professional standard . . . In a time of such financial hardships across our state such a law does not seem appropriate, we are cutting jobs in every arena and a bill such as this would take work away from the ones who have been providing these services for decades. . .

David K. Hough  
c/o Eye on Vermont Investigations &  
Recovery Services, LLC  
Barre, VT 05641

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[To OPR]

[Regarding the] Sunrise Application, I would like to express my support for approval. “The potential for harm must be recognizable and remote of speculation”, is a direct criterion within the Sunrise Application which both qualifies and necessitates endorsement. . . security installation technicians are responsible for the personal safety and well-being of our residents, along with property protection of public facilities inhabited and frequented by the public; technicians have access to proprietary information, which could compromise any edifice, its occupants, and or its contents.

. . . Currently, the Department of Fire Safety regulates ten certification fields, all of which include mandates for training . . . DFS has familiarity with the principals of the low-voltage aspect of installation, and creation of a board under their jurisdiction would facilitate additional understanding of this particular trade. The revenue generated by the implementation of proposed licensing fees would accommodate the costs associated with the proposed background checks, and reimbursement of its expenses to allow for neutral financial operation, all providing a favorable outcome.

. . . licensing will bring Vermont in line with the surrounding states and assure competence in our industry.

Sincerely,

Douglas M. Weinreich  
Mountain View Security Systems, Inc.  
Plainfield, VT 05667

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VASA representatives also appeared before a regularly scheduled meeting of the Security Services Board. Vermont law exempts from licensure, as professional security guard, individuals who engage in the security alarm business unless the individual “physically responds” to the alarm. In other words, the Security Services Board does not require a license unless the person monitoring an alarm system answers the alarm in order to protect persons or property from theft or invasion or to otherwise prevent the an unauthorized intrusion. *See* 26 V.S.A. §3151(E) (security guard license required for

individuals “physically respond[ing]” to an alarm used to prevent burglary or other security measures).

The Security Services Board did not endorse the possibility of regulating alarm system related business.

**PROFESSIONAL LICENSURE  
CONSIDERATIONS & CONCLUSIONS:**

-  **Need for continuing education if licensed by Vermont --** Yes. The applicants and related trade associations recommend ongoing education for persons engaged in the alarm systems business.
  
-  **Certification process --** Yes. The National Burglar & Fire Alarm Association (NBFAA) offers training and certification.
  
-  **Alarm Systems occupational services and proposed scope of professional practice --** Installation, design, wiring, maintenance, sales, inspection, servicing and monitoring of life safety and intrusion detection systems and equipment. This includes security and video surveillance systems, electronically controlled access to premises and medical alarm systems. This requires knowledge of Vermont building and electrical codes.
  
-  **Formal Education --** There is no formal degree or educational program. The Sunrise Application anticipates a period of supervised training.
  
-  **Grand-parenting Provisions --** With no existing licenses available, a grandparenting procedure would be necessary if Vermont were to require professional licensure.
  
-  **Existing Public Protections --** Applicants argue that existing public protection regimes, such as “criminal penalties, consumer fraud laws, small claims court, civil litigation” all occur “after the fact.” Applicants argue that a licensing regime would put standards in place prior to problems arising. OPR, however, was unable to find evidence of specific jeopardy to the public health, safety and welfare that (A) State licensure *would* address and (B) existing means of public protection *could not* address.
  
-  **Persons currently practicing in alarm systems field --** The applicant identified a pool of approximately 275 people who would be required to obtain licensure if the State were to adopt the proposed licensing requirements.
  
-  **Existing danger to public health safety or welfare that is appropriately addressed through professional licensure --** The applicant’s position is that

Vermont does not prohibit persons with prior convictions from engaging in the alarm systems business. Additionally, it is the applicant's position that the

installation of electronic access control or intrusion devices in critical infrastructure such as: municipal water treatment plants; power plants; government buildings can be performed by individuals convicted of a felony. Vermont has an obligation to protect its infrastructure from the threat of terrorism. The implementation of standards will provide for education and training that will have a direct impact on the number of false alarms handled by state and local police, saving tax dollars.

OPR does not take issue with the applicant's view of who is eligible to engage in the alarm systems business, and OPR does not take issue with the applicant's view of the necessity to protect Vermont infrastructure. That said, however, OPR is unable to identify any harm suffered by a Vermont consumer due to a lack of professional licensure imposed upon individuals engaged in the alarm systems business.

 **Analysis** -- The applicant raises the possibility that Vermonters with a criminal background may enter the alarm signal business. VASA also warns that, in the absence of professional licensing standards, practitioners of this trade will not have sufficient qualifications to meet "Vermont[']s] obligation to protect its infrastructure from the threat of terrorism" where critical facilities rely on video surveillance.

While these are genuine concerns of the applicants, they are also hypothetical. More importantly, it is not clear that creating a new State regulatory agency would be a proportional response, or even an effective response, to these potential threats. Relative to adding a new type of license to an existing licensing agency -- e.g., the Security Services Board -- OPR did not find grounds to support this approach. The pool of potential licensees and the Security Services Board objected to, or at least failed to endorse, this approach. Also, to the extent there was a smattering of public comment on this potential approach to licensure, the public comment was unsupportive of placing the alarm services under an existing licensing agency.

## Conclusion

In accordance with 26 V.S.A. § 3105(a), OPR concludes as follows:

(1) Proven harm to public unless State requires professional licenses (§ 3105(a)(1)):

The sunrise licensure application, the evidence in support, and the evidence offered in opposition to licensure demonstrated to OPR that the installation, sales, servicing and monitoring of life safety and intrusion detection systems and equipment in Vermont does not pose an immediate threat to the public. The evidence acquired to date does not show that an absence of regulatory oversight, in the form of professional licensing, has harmed Vermonters.

OPR concludes that the continued provision of these services to the public, without a state-issued professional license, is not likely to harm or endanger the health, safety, or welfare of the public. The application, and the evidence given in support and in opposition to the application, demonstrates only a remote and speculative potential for harm if persons engaged in this occupation continue to do so outside of a State mandated regulatory (licensing) framework.

The evidence did not demonstrate that the dangers cited in support of VASA's application are a present.

The evidence did not demonstrate an obvious public harm facing Vermonters that is either "non-speculative" or which OPR could characterize as truly unique to this particular trade.

The evidence did not demonstrate that there is a clear and recognizable harm to the public -- one neither remote nor speculative -- that will continue into the future unless Vermont imposes a professional licensing regime on these particular services.

(2) Reasonable public expectation of safety from existing systems (§ 3105(a)(2)):

OPR's review of VASA's application, and the evidence in support and in opposition to the application, demonstrates the public can reasonably expect to benefit from the abilities of those who install, sell, service and monitor alarm systems in Vermont. The public may do so based on consumer protections and regulations that are already in place. The evidence presented to OPR showed a level of expertise and competence among Vermont providers of alarm systems suggesting that consumers have an added level of protection based on competition, and community reputation and self regulation.

(3) Alternative means to protect the public (§ 3105(a)(3)):

If OPR establishes the first two criterion of 26 V.S.A. §3105(a) ((1) clear harm & (2) licensure reasonably expected to prevent harm), then it must also determine whether the public can be “effectively protected by other means.” 26 V.S.A. §3105(a)(3). Even if an application shows that Vermonters are objectively facing real harm, and licensure will likely be successful in protecting Vermonters from that harm, Vermont *will not license a profession* if there is another means by which to achieve the same result. *Id.*

In this case, the evidence did not show actual harm and the manner in which state licensing will prevent the demonstrated harm from continuing. Under these circumstances, OPR cannot consider whether there is a more appropriate regulatory avenue than professional licensure. Without proven cases of harm, and the likelihood of continued harm, OPR is not in a position to evaluate the imposition or effectiveness of other public safety modalities. 26 V.S.A. §3105(a)(3).

Based on these conclusions, OPR does not recommend professional licensing in response to VASA’s Sunrise Application. OPR is unable to find support for the statutory and policy requirements contained in Vermont law that are prerequisites to creating a new licensing agency and which must exist prior to regulating persons engaged in the installation, sales, servicing and monitoring of life safety and intrusion detection systems and equipment in Vermont.

For these reasons, OPR recommends that the State of Vermont NOT require professional licenses of those persons engaged in the business of selling, installing or monitoring electronic life, safety and security equipment.

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### **Additional Consideration**

In light of the evidence submitted to OPR; and in light of OPR’s consideration of the regulations and the regulatory capacity Vermont already in place, OPR emphasizes that its recommendation ***does not apply to, nor is OPR advocating, any specific regulatory approach(es) by the Department of Labor, the Department of Public Safety or any other agency that already has jurisdiction, or partial jurisdiction, over the installation, sales, servicing and monitoring of life safety and intrusion detection systems and equipment.***<sup>1</sup>

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<sup>1</sup> OPR understands that the applicants have approached these two State agencies regarding licensure. To the extent this issue is, or remains, under consideration by any other State regulatory agency, OPR does not speak for that agency.

A partial basis of OPR's conclusion, that the regulatory protections already in existence in other agencies makes professional licensing unnecessary, is the regulatory protections Vermonters have as a result of these other State agencies. OPR is mindful that other State agencies possess significantly more familiarity with the delivery of this type of service

Indeed, since the Department of Labor and the Department of Public Safety already regulate certain aspects of, or enforce certain laws related to the subject matter of this sunrise application. OPR therefore recommends that future inquiry into the necessity of licensing this occupation, or particular aspects of the installation, sales, servicing and monitoring of life safety and intrusion detection systems and equipment in Vermont, should first go to the Dep't of Labor or DPS, or both, for their consideration since:

1. These agencies already have particularized expertise in the public safety and regulatory considerations that relate to the delivery of alarm services; and
2. These agencies already have subject matter jurisdiction over relevant aspects of the delivery of alarm services; and
3. From the standpoint of public expectation and regulating this business, there already exists is a nexus between these agencies and the delivery of alarm services, in the minds of consumers; and
4. As general matter, OPR staff has expertise in the laws governing professions with inherent dangers related to the delivery of health care services (*e.g.*, laws governing dentists, nurses, psychologists) and financial related services (*e.g.*, laws governing accountants or real estate). The Department of Labor and the Department of Public Safety already employ personnel who have developed the particular skill set and knowledge base necessary to evaluate the appropriate level of regulation, if any, necessary for technical services related to the installation and monitoring of alarm/intrusion detection systems and equipment.

OPR therefore emphasizes that its determination that VASA's sunrise application does not meet the legal criteria set forth in Chapter 57 of Title 26; but OPR takes no position on whether existing regulation or industry safeguards, (*i.e.*, regulation unrelated to professional licensing), require further review. OPR's Chapter 57 review of VASA's application does not reflect a finding by any other State agency. Finally, OPR's Chapter 57 Sunrise review does not constitute a recommendation about the appropriateness of a licensing regime considered before any other State agency.

Respectfully submitted:

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Christopher D. Winters, Director  
Office of Professional Regulation

January \_\_\_\_, 2010

# Application for Preliminary Sunrise Review Assessment

## 1. Profession/Occupation seeking regulation

Name – Electronic Life Safety & Security Industry

## 2. Person/Organization submitting application:

Name – Angela White

Organization – Vermont Alarm & Signal Association (VASA)

Address: PO Box 695, Stowe VT 05672

Phone # FAX # E-mail – 802.253.2141 / 802.253.2143 / Angela@protechvt.com

## 3. Vermont Society/Association – (Exhibit H - NBFAA Code of Ethics)

Name – VASA (National Burglar & Fire Alarm Association (NBFAA) (Exhibit E - NBFAA Code of Ethics attached)

Contact Person – Angela White

Address: PO Box 695, Stowe VT 05672

Phone # FAX # E-mail – 802.253.2141 / 802.253.2143 / Angela@protechvt.com

## 4. National Society/Association – (Exhibit H - NBFAA Code of Ethics)

Name – National Burglar & Fire Alarm Association (NBFAA) (Exhibit E - NBFAA Code of Ethics attached)

Contact Person – Merlin Guilbeau

Address: 2300 Valley View Lane Suite 230, Irving TX 75062

Phone # FAX # E-mail – 214.260.5970 / 214.260.5979 / merling@alarm.org

**5. Does the National Organization have a license or certification process? YES**

NBFAA delivers training and certification through a program it administers called the National Training School (NTS). The certifications currently consist of Certified Alarm Technician (CAT Level I) Advance Fire Alarm Technician (AFAT) and Advanced Alarm Technician (AAT). In addition NBFAA/NTS delivers training for the installation of video surveillance and electronic access control.

**6. List other states currently regulating this profession/occupation. For each state attach copies of the laws and rules.**

<u>LA</u>	_____	_____	_____
<u>NY</u>	_____	_____	_____
<u>TN</u>	_____	_____	_____

**See attached Exhibit A, B, C and D (2008 State Licensing Guide)**

**7. Define the services provided by this profession/occupation. What is the Scope of Practice?**

The installation, integration, sales, inspection, servicing and monitoring of life safety and intrusion detection systems and equipment, including, but not limited to Security Systems, Video Surveillance, Electronic Access Control, Medical Alarms, Etc. Scope of work to include: design, wiring (per NEC & VT building codes) device installation, maintenance and monitoring.

**8. What harm or danger to the health, safety, or welfare of the public can be demonstrated if the practice of this profession/occupation were to remain unregulated? (Note: The potential for harm must be recognizable and not remote of speculative.)**

Currently, a convicted pedophile has no restrictions with regard to the installation of video surveillance at an educational facility. With merely a piece of manufacturers supplied software, he/she can load, and view the video from any remote location. The installation of electronic access control or intrusion devices in critical infrastructure such as: municipal water treatment plants; power plants; government buildings can be performed by individuals convicted of a felony. Vermont has an obligation to protect its infrastructure from the threat of terrorism. The implementation of standards will provide for education and training which will have a direct impact on the number of false alarms currently being handled by state and local police, saving tax dollars.

**9. What benefit can the public reasonably expect if this profession/occupation is regulated and how would it be measured?**

Training and certification to insure a minimum level of competency of those who sell install service and monitor systems that protect life and property as well as continuing education to keep these same individuals abreast of new and changing technologies will greatly enhance safety for the public as well as the public safety community. The public would be afforded a level of confidence and knowledge that individuals entering their property were not convicted of a felony. Minimum standards could be enforced such as National Electric Code (NEC) and Vermont electrical codes. The regulating agency would have a mechanism to allow for complaints, investigation, and consequences (fines).

**10. Why isn't the public protected from unprofessional practitioners through means other than regulation? (For example, criminal penalties, consumer fraud laws, small claims court, civil litigation, etc.)?**

No accountability or consequences because Vermont has not adopted minimal national standards by which to adhere, therefore there is nothing to enforce. Criminal penalties, consumer fraud laws, small claims court, civil litigation, are all after the fact. There is nothing currently in place to proactively deter or prevent unprofessional practitioners from conducting business in the State of Vermont.

**11. Are you seeking Licensure, Certification or Registration? All**

See 26 V.S.A. 3101a. Definitions.

**12. a. What other regulated professions/occupations perform similar services to those of this profession/occupation?**

Electricians                    \_\_\_\_\_                    \_\_\_\_\_                    \_\_\_\_\_

Locksmiths                    \_\_\_\_\_                    \_\_\_\_\_                    \_\_\_\_\_

**b. How will the program distinguish between or among respective scopes of practice?**

Proposed legislation in many states attempts to categorize all limited-energy wiring applications as logical extensions of high voltage systems. The electrician trade and electronic life safety and security profession are two different fields of work. In order for licensing regulations to work effectively they must reflect the scope of work they seek to regulate. The definition of electronic life safety and security systems impacts many different disciplines within our industry and each discipline requires its own skill set, level of expertise, and training. Working in a high-

voltage environment does not qualify a worker to understand the nuances of working in a limited-energy environment.

**13. How many practitioners of this profession/occupation do you estimate are practicing in Vermont?** 275

**14. Estimate the percentage of the practitioners practicing in the following settings.**

Independent: \_\_\_\_\_ Clinics: \_\_\_\_\_ Hospitals: \_\_\_\_\_

Other: \_\_\_\_\_

**15. Is formal education required?** NO

If yes, complete below.

Where this education may be obtained?

**16. Is supervised experience required in addition to, or instead of, formal education?** NO

If yes, complete below.

Experience Requirements

Where this experienced may be obtained?

**17. Is there a National examination?** YES

If yes, complete below.

Name and Address of Examination Agency – NTS, 3718 West Lake Rd, Erie PA 16505

Phone: 866.636.1687 / Contact: Dale Eller & NBFAA, 2300 Valley View Lane Suite 230, Irving TX 75062 / Phone: 214.260.5970 / Contact Merlin Guilbeau

**18. Does this profession/occupation need continuing education?** YES

If yes, explain below.

Requiring continuing education ensures an individual remains relevant with technological or environmental changes within their profession. It also helps individuals stay in compliance with the latest laws, codes and standards in relation to the state of Vermont.

**19. Based on the criteria you propose as a requirement to become license/ certified/ registered estimate how many of the current practitioners will qualify?**

All will need to qualify.

**20. What transitional provisions/“grandfather provisions” do you propose for current practitioners to obtain licensure/certification/registration?**

A “grandfather” clause is not envisioned in the proposed bill. All individuals must be able to successfully pass a background check and a minimum competency exam to continue to do business in the State of Vermont.

**21. Attach copies of any proposed legislative bill(s) related to this request.**

None at this time.

**22. Attach a list of all interested persons or groups in favor of, or opposed to, this request. Have they been consulted?**

The following groups are in favor and have been consulted:

National Burglar & Fire Alarm Association

Vermont Alarm & Signal Association

Labor & Industry

Vermont State Police

**23. Include any statistical data on disciplinary actions for this profession/occupation in other states.**

See (Exhibit G - Louisiana Statistical Data)

**Go to Administrative Rules for Procedures for Preliminary Sunrise Review Assessments**

**Return to Professions Home Page**

**Return to Professional Regulation Home Page**

**E-mail questions and comments about these pages to  
Christopher D. Winters, Director, Office of Professional Regulation**

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H.368

Introduced by Representatives Scheuermann of Stowe, Andrews of Rutland  
City, Baker of West Rutland, Grad of Moretown, O'Donnell of  
Vernon, Savage of Swanton and Toll of Danville

Referred to Committee on

Date:

Subject: Professions and occupations; electronic life safety and property  
protection systems; licensure

Statement of purpose: This bill proposes to establish a system for licensing  
firms and individuals who sell, install, integrate, inspect, service, and monitor  
life safety and intrusion detection systems and equipment, including property  
protection systems, video surveillance, electronic access control, and medical  
alarms.

An act relating to the licensure of electronic life safety and property  
protection systems

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. SHORT TITLE

This act shall be known as the Electronic Life Safety and Property  
Protection Systems Licensing Act.

1       Sec. 2. 26 V.S.A. chapter 95 is added to read:

2               CHAPTER 95. ELECTRONIC LIFE SAFETY AND PROPERTY

3                               PROTECTION SYSTEMS

4       § 4901. DEFINITIONS

5               As used in this chapter, unless the context clearly indicates otherwise:

6               (1) “Access control system” means a combination of electronic  
7               equipment and devices designed and arranged for the control of authorized  
8               individuals, vehicles, and materials through entrances and exits of a controlled  
9               area or premises.

10              (2) “Board” means the electronic life safety and property protection  
11              systems licensing board.

12              (3) “Burglar alarm system” means an assembly of equipment and  
13              devices designed and arranged to signal an unauthorized entry or attempted  
14              entry of a person or an object into the area covered by the system.

15              (4) “Closed circuit television” means an in-house television system in  
16              which a transmitter (camera) feeds one or more receivers (monitors) through a  
17              closed cable or other transmission method and includes portable investigative  
18              equipment such as surveillance equipment devices and associated wiring that is  
19              not permanently attached to a building or other structure, and which may or  
20              may not include the ability to transmit video signals locally or remotely.

1           (5) “Firm” means a person, firm, partnership, corporation, association,  
2           or other entity that sells, installs, services, inspects, tests, or maintains burglar  
3           alarm systems, electronic access control systems, video surveillance systems,  
4           personal emergency response systems, or integrations of any of these systems,  
5           or provides service of property protection.

6           (6) “Individual license” means the authorization under this chapter for  
7           an individual to perform life safety and property protection contracting for  
8           those endorsements held. The individual may sell, install, service, inspect, test,  
9           integrate, or maintain burglar alarm systems, electronic access control systems,  
10           video surveillance systems, or personal emergency response systems.

11           (7) “License” means a license to engage in business in this state in life  
12           safety and property protection.

13           (8) “Licensee” means an individual, firm, sole proprietorship,  
14           partnership, corporation, association, or other entity that holds either a firm  
15           license or individual license.

16           (9) “Life safety and property protection systems and equipment” means  
17           those life safety and property protection systems intended to protect lives and  
18           property from the risk of theft, unauthorized entry, or physical harm to a  
19           structure’s occupants or property. Property protection systems and equipment  
20           may include intrusion alarms, closed circuit televisions, and access control.

1           (10) “Monitoring” means the retransmission of information received  
2 from property protection systems to the proper individual as required by law or  
3 as determined by the property protection systems user.

4           (11) “NBFAA” means the National Burglar and Fire Alarm Association.

5           (12) “Operator” means an individual licensed to perform alarm operator,  
6 dispatcher, or monitor functions of a life safety and property protection system.

7           (13) “Person” means an individual, firm, sole proprietorship,  
8 partnership, corporation, association, or other entity.

9           (14) “Property protection system” means an assembly of electronic  
10 equipment and devices that provides as its main purpose the protection of life  
11 or property, and the detection of threats or violations to the security of the  
12 protected premises. The system functions include, solely or in combination:  
13 burglar alarm systems, electronic access control systems, video surveillance  
14 systems, or personal emergency response systems.

15           (15) “Runner” means an individual who is employed by a monitoring  
16 station for the purpose of responding in direct response to an alarm condition.

17           (16) “VASA” means the Vermont Alarm and Signal Association.

18           § 4902. ELECTRONIC LIFE SAFETY AND PROPERTY PROTECTION

19           SYSTEMS LICENSING BOARD

20           (a) The electronic life safety and property protection systems licensing  
21 board is created. The board shall consist of the following members:

1           (1) three electronic life safety and property protection systems firm  
2           licensees who are members of VASA and who have been actively engaged in  
3           the electronic life safety and property protection systems industry in Vermont  
4           for at least five years immediately preceding appointment;

5           (2) one representative of the Vermont state police;

6           (3) one representative of law enforcement in Vermont who is not a  
7           member of the Vermont state police;

8           (4) two members of the public.

9           (b) The board shall meet within 30 days after the appointment of its  
10           members and shall establish operating procedures and develop application  
11           forms for licensure.

12           (c) Board members shall be appointed by the governor pursuant to sections  
13           129b and 2004 of Title 3 and shall be citizens of the United States and  
14           residents of the state of Vermont.

15           (d) The three electronic life safety and property protection systems firm  
16           licensees initially appointed to the board need not be licensed at the time of  
17           appointment but shall satisfy eligibility requirements for licensure within 90  
18           days of appointment.

19           (e) A majority of the members of the board shall constitute a quorum. A  
20           member shall not be counted as part of a quorum or vote on any issue unless  
21           the member is physically in attendance at the meeting.

1       (f) The board shall select annually a chair from among its members. The  
2       board, with the approval of the secretary, shall select and fix the compensation  
3       of an individual, who shall conduct the daily operations of the board and  
4       provide for the administration of the board's activities.

5       (g) Each electronic life safety and property protection systems firm licensee  
6       and the public members of the board shall be eligible for reimbursement of  
7       mileage and actual expenses when attending board meetings.

8       (h) A member who is an electronic life safety and property protection  
9       systems firm licensee or a public member who fails to attend three consecutive  
10       meetings shall forfeit the member's seat unless the secretary, upon written  
11       request from the member, finds that the member should be excused from a  
12       meeting because of illness or the death of a family member.

13       (i) A public member who fails to attend two consecutive board meetings  
14       shall forfeit the member's seat unless the secretary, upon written request from  
15       the public member, finds that the public member should be excused from a  
16       meeting because of illness or the death of a family member.

17       (j) The board shall meet at least quarterly and at additional times as called  
18       by the chair or a majority of the board.

19       § 4903. POWERS AND DUTIES OF BOARD

20       (a) The board shall have the following powers and duties:

1           (1) To ensure at least one examination every six months for each  
2           specific classification of individual license, designate the time and place of  
3           those examinations, and notify applicants. The board may engage a testing  
4           service that is qualified to administer any examinations required under this  
5           chapter.

6           (2) To provide for and regulate the licensing of individuals under this  
7           chapter.

8           (3) To establish the minimum qualifications for applicants for  
9           examination and licensing.

10          (4) To issue licenses, renew licenses, reinstate licenses, or refuse to  
11          renew, suspend, and revoke licenses as provided in this chapter.

12          (5) To administer and enforce the provisions of this chapter.

13          (6) To investigate applications for licensure and to determine the  
14          eligibility of an individual applying for licensure.

15          (7) To adopt rules, consistent with this chapter, as necessary only to  
16          carry into effect the provisions of this chapter.

17          (8) To keep and maintain minutes and records of all its transactions,  
18          proceedings, and meetings and to ensure those records are available to the  
19          public consistent with applicable state law.

20          (9) To work with the department of public safety to establish and  
21          maintain a database.

1           (10) To conduct an investigation of any alleged violation of this chapter.

2           (11) To notify the secretary and board members of meeting dates and  
3 agenda items at least five days prior to the meeting.

4           (12) To circulate the forms and educate the public regarding the  
5 requirements of being licensed.

6           (13) To establish procedures to investigate and undertake disciplinary  
7 action against a licensee.

8           (14) To adopt by rule a process by which it will evaluate the experience  
9 required of applicants for licenses under this chapter.

10           (15) To conduct an examination of any civil judgments and criminal  
11 convictions of an applicant, including obtaining any criminal record  
12 information permitted by law.

13           (16) To require documentation that a firm with a property protection  
14 alarm license is an entity licensed to conduct business within this state and  
15 with its principal place of business within the physical boundaries of this state.

16           (17) To issue a license to an applicant if the applicant has complied with  
17 the application requirements and paid the fees required by this chapter not later  
18 than 30 days after the date on which the board determines that an applicant  
19 successfully completed the education requirements under this chapter.

20           (18) To adopt by rule, continuing education requirements for licensees.

1           (b) The board shall not adopt any rule that unreasonably restricts  
2 competition or the availability of services requiring licenses pursuant to this  
3 chapter or that unnecessarily increases the cost of services.

4           (c) No member of the board shall be liable in a civil action for any act  
5 performed in good faith in the execution of his or her duties as a board  
6 member.

7           (d) Notice of the issuance, revocation, reinstatement, or expiration of every  
8 license issued by the board shall be furnished to the Vermont state police,  
9 county sheriffs, and the chiefs of police, as appropriate.

10           (e) Information contained in alarm system records held by the board  
11 concerning the location of an alarm system, the name of the occupant, or the  
12 type of alarm system used shall be confidential and disclosed only to the board  
13 or as otherwise required by law.

14           § 4904. TYPES OF LICENSES

15           (a) The following are types of firm licenses:

16           (1) Property protection alarm license: for a firm that sells, installs,  
17 services, inspects, tests, or maintains burglar alarm systems, electronic access  
18 control systems, video surveillance systems, personal emergency response  
19 systems or that provides monitoring of burglar alarm systems, electronic access  
20 control systems, video surveillance systems, or personal emergency response  
21 systems.

1           (2) Monitoring license: for a firm that provides monitoring of, and  
2 responds only to, burglar alarm systems, electronic access control systems,  
3 video surveillance systems, or personal emergency response systems.

4           (b) The following are types of individual licenses:

5           (1) Installer license: for an individual whose primary responsibility is  
6 the installation, service, or repair of equipment used in the alarm industry  
7 under the exclusive guidance and supervision of a technician licensee who is  
8 licensed with the same firm and holds a valid license to perform the same acts.

9           (2) Technician license: for an individual whose primary responsibility  
10 is the installation, service, or repair of equipment used in the alarm industry.

11           (3) Sales license: for an individual who solicits another on behalf of a  
12 firm licensee by any means, including by telephone or other electronic device,  
13 public notice or advertisement, door-to-door, or any other type of personal  
14 interaction.

15           (c) No license may be used for any purpose by any person other than the  
16 person to whom the license is issued. No license may be assigned, transferred,  
17 or otherwise disposed of so as to permit its unauthorized use.

18           § 4905. EXEMPTIONS

19           Except as otherwise provided in this chapter, the following are exempt from  
20 licensure:

1           (1) Retail and Internet sales of electronic life safety and property  
2 protection systems directly to the consumer for self installation and personal  
3 use.

4           (2) Personal emergency response systems provided by nonprofit or  
5 social welfare agencies.

6           (3) A person who personally performs electronic life safety and property  
7 protection systems work on the site of real property which the person owns or  
8 leases, whether or not for commercial or residential purposes.

9           (4) Work done by an employee of the state, a county, a municipality, or  
10 any governmental subdivision or agency, when done in conjunction with or as  
11 part of the primary job responsibility of that employee.

12           (5) A firm or individual who installs a motor vehicle alarm system.

13           (6) Work performed by a person's regular employees, for which the  
14 employees are paid regular wages and not a contract price, on property which  
15 the employer owns or leases, whether for commercial or residential purposes.

16           § 4906. LICENSE REQUIRED; DISPLAY OF LICENSE

17           (a) No person in this state shall engage in any act as a licensee unless the  
18 person shall first have obtained a license. A person who is employed by a firm  
19 licensed under this chapter and who is not individually licensed under this  
20 chapter, but who has access to information in the ordinary course of  
21 employment that would allow that individual to circumvent property protection

1 or life-safety systems, shall submit to a search of all criminal record  
2 information including information relating to convictions in Vermont,  
3 convictions in other jurisdictions recorded in other state repositories, or by the  
4 Federal Bureau of Investigation (FBI), and other related information as  
5 required by the board. The board shall not issue a license to a person  
6 individually or any firm that employs an individual who has been convicted of  
7 a felony.

8 (b) No person or firm shall aid, abet, facilitate, or otherwise assist an  
9 unlicensed person or firm in engaging in life safety and property protection  
10 contracting as defined in this chapter when the person or firm knew or should  
11 have known that the person or firm assisted was unlicensed.

12 (c) No person or firm, while holding a license, shall:

13 (1) allow another person or firm to use his, her, or its license or license  
14 number;

15 (2) use any credential, method, means, or practice to impersonate a  
16 representative of the board;

17 (3) make use of any designation provided by law to denote professional  
18 or occupational competence without being duly licensed;

19 (4) make use of any title, words, letter, or abbreviations which may  
20 reasonably be confused with a designation provided by law to denote a

1 standard of professional or occupational competence without being duly  
2 licensed;

3 (5) materially misrepresent facts in an application for licensure or in  
4 other communications with the board;

5 (6) refuse to furnish to the board information or records required or  
6 requested pursuant to statute or regulation.

7 (d) A firm to whom a license has been issued shall keep the license or a  
8 copy posted in a conspicuous position at the primary place of business. The  
9 license number shall be included in all contracting advertisements and all fully  
10 executed and binding contracts.

11 § 4907. FIRM LICENSEES; REQUIREMENTS

12 (a) A firm licensed under this chapter may sell, lease, rent, plan with the  
13 intent to pre-wire, pre-wire, maintain, repair, test, modify, improve, or alter life  
14 safety systems and equipment; hold oneself or one's firm out for hire to  
15 perform any of these tasks; or otherwise offer to perform any of these tasks for  
16 compensation, either directly or indirectly or any tasks that provide off-site  
17 monitoring of burglar alarm systems, electronic access control systems, or  
18 video surveillance systems in this state.

19 (b) The following shall be required of a firm holding a property protection  
20 alarm license or a monitoring license:

1           (1) A firm shall maintain records of all employees during their  
2           employment and for one year after the end of their employment. Records shall  
3           be available upon request of the board or an investigator of the board.

4           (2) An affidavit of compliance with this chapter shall be submitted with  
5           the application for and renewal of a license.

6           (3) All individuals shall have their fingerprints submitted within 90 days  
7           after employment.

8           (4) An individual designated as an operator or a runner shall have  
9           submitted an FBI criminal background check within 90 days of employment.  
10          A law enforcement agency or law enforcement officer acting in an official  
11          capacity who responds to an alarm system shall be exempt from this  
12          requirement.

13          § 4908. INDIVIDUAL LICENSES; REQUIREMENTS

14          The following shall be required of an individual holding an installer license,  
15          technician license, or sales license:

16               (1) An individual that sells, installs, services, inspects, tests, or  
17               maintains a property protection system shall hold a technician license.

18               (2) An individual shall complete minimum training relative to the  
19               specific field as set forth in this chapter.

20               (3) An individual shall notify the board of any arrest or conviction  
21               within 10 days.

1           (4) Individual license applicants shall have one year after the date of  
2           employment to complete the educational requirements.

3           (5) An individual licensee shall submit his or her fingerprints within 90  
4           days after employment.

5           (6) An individual licensee shall submit to a search of all criminal record  
6           information, including information relating to convictions in Vermont,  
7           convictions in other jurisdictions recorded in other state repositories, or by the  
8           Federal Bureau of Investigation (FBI), and other related information as  
9           required by the board within 90 days of employment.

10           § 4909. INDIVIDUAL LICENSEES; ELIGIBILITY; EDUCATIONAL  
11           REQUIREMENTS

12           (a) To be eligible for licensure, an individual applicant shall successfully  
13           complete the prescribed training in at least one of the three disciplines  
14           governed by the license.

15           (b) To be eligible for licensure, an applicant for a technician license shall  
16           satisfactorily complete the prescribed training in at least one of the three  
17           disciplines governed by the license and verify completion of 1,000 hours  
18           working in the industry under the supervision of a technician license holder or  
19           board-approved equivalent.

20           (c) To be eligible for licensure renewal, a technician licensee shall  
21           satisfactorily complete the NBFAA Level One Certified Alarm Technician

1 Course and one of the following NBFAA advanced courses: the NBFAA  
2 Advanced Burglar Alarm Technician Course, the NBFAA Electronic Access  
3 Control Course, or the NBFAA Video System Technologies Course, or  
4 equivalent training approved by the board.

5 (d) To be eligible for licensure, an applicant for a sales license shall  
6 satisfactorily complete the NBFAA Essential Sales Training (EST).

7 § 4910. APPLICATIONS; QUALIFICATIONS; FEES

8 Applicants for licensure under this chapter shall:

9 (1) Submit to the board a completed application on a form prescribed by  
10 the board;

11 (2) Pay an application fee as follows:

12 (A) Firm licenses:

13 (i) Property protection alarm license      \$100.00

14 (ii) Monitoring license                      \$100.00

15 (B) Individual licenses:

16 (i) Installer license                          \$ 75.00

17 (ii) Technician license                      \$100.00

18 (iii) Sales license                            \$ 75.00

19 (3) Submit to the board any other information required by the board by  
20 rule.

1           (4) Demonstrate to the satisfaction of the board the appropriate amount  
2 of work experience, honesty, trustworthiness, and integrity as required for the  
3 license.

4           (5) Maintain workers' compensation coverage for the firm's employees  
5 through an insurance company authorized to engage in the business of  
6 insurance in this state or through self-insurance.

7           (6) Maintain in full force and effect general liability insurance coverage  
8 in an amount not less than \$500,000.00 for each occurrence and \$500,000.00  
9 in the aggregate. The firm shall submit evidence of liability insurance  
10 coverage when it submits its licensing application or at any time requested by  
11 the board. The board may in its discretion adjust the amount of required  
12 insurance coverage by rule.

13           (7) Be a citizen of the United States.

14           § 4911. INACTIVE STATUS

15           (a) A license may be placed on inactive status for up to three years. The  
16 licensure fee shall be paid upon application for the license to be returned to  
17 active status.

18           (b) A license that has been moved to inactive status may be reactivated  
19 upon application to the board. The board may adopt, by rule, continuing  
20 education requirements as a condition of reactivating a license. The continuing

1 education requirements for reactivating a license may not exceed 12 classroom  
2 hours for each year the license was inactive.

3 (c) Notwithstanding any other provision of law to the contrary, a licensee  
4 may apply to the board for voluntary inactive status at any time during the  
5 period of licensing.

6 § 4912. RENEWALS

7 (a) Except as provided in subsection (b) of this section, a license shall  
8 expire three years from the date of issue, but may be renewed upon payment of  
9 the required renewal fee.

10 (b) Not later than the 60 days prior to the expiration of a license, the board  
11 shall notify the licensee in writing, at the licensee's last known mailing  
12 address, of the impending license expiration.

13 (c) If a licensee fails to renew a license prior to its expiration date, the  
14 licensee may renew it within 30 days of its expiration by submitting a renewal  
15 application, the license renewal fee, and a late fee, as adopted by the board by  
16 rule.

17 (d) A license that is not renewed within 30 days of its expiration shall be  
18 automatically suspended. An individual who continues to practice with a  
19 suspended license shall be in violation of this chapter.

20 (e) Renewal fees shall be the same as the fees for initial licensure.

1     § 4913. UNPROFESSIONAL CONDUCT

2           (a) Unprofessional conduct is the conduct prohibited by this section or by  
3     section 129a of Title 3, whether or not demonstrated by a licensee or applicant.

4           (b) Unprofessional conduct means any of the following:

5           (1) a violation of any provision of this chapter. If the violation is by a  
6     firm, the board may discipline the responsible officers or employees of the firm  
7     as it deems appropriate;

8           (2) an individual who holds himself or herself out as a firm without  
9     being properly licensed as provided in this chapter;

10          (3) negligence or incompetence in the area of contracting for which a  
11     license was issued;

12          (4) willful or repeated violation of any of the provisions of this chapter  
13     or rule of the board;

14          (5) fraud or deceit in securing licensure;

15          (6) a license suspension or revocation or other disciplinary action by the  
16     appropriate licensing authority in another state, territory, possession of the  
17     United States, or country;

18          (7) with respect to the practice of contracting, acting in such a manner as  
19     to present an immediate and clear danger to health, safety, or property;

20          (8) failure to notify the board of any change in legal name or mailing  
21     address within 30 days of the change.

1           (c) After a hearing, the board may take disciplinary action against a  
2           licensee or applicant found guilty of unprofessional conduct. Discipline by the  
3           board against a licensee or applicant for unprofessional conduct may include  
4           denial of an application, revocation or suspension of a license, imposed  
5           supervision, reprimand, warning, or the required completion of a course of  
6           action.

7           § 4914. CRIMINAL PENALTIES

8           (a) An individual or the responsible officers or employees of a firm or other  
9           entity violating a provision of this chapter or a rule of the board commits a  
10           misdemeanor and shall, upon conviction, be sentenced to pay a fine of not  
11           more than \$1,000.00 for the first violation.

12           (b) For a second and each subsequent conviction, an individual shall be  
13           sentenced to pay a fine of not more than \$2,000.00.

14           (c) In addition to or in lieu of administrative sanctions, the board is  
15           empowered to issue an order to any person or firm engaged in any activity,  
16           conduct, or practice constituting a violation of any provision of this chapter to  
17           cease and desist from the activity, conduct, or practice. The order shall be  
18           issued in the name of the state of Vermont under the official seal of the board.  
19           If the person or firm to whom the board directs a cease-and-desist order does  
20           not cease and desist from the prohibited activity, conduct, or practice  
21           immediately after service of the order by certified mail or personal service, the

1 board may seek, in any court of competent jurisdiction and proper venue, a  
2 writ of injunction enjoining the person or firm from engaging in any activity,  
3 conduct, or practice prohibited by this law.

4 Sec. 3. EFFECTIVE DATE

5 This act shall take effect on January 1, 2010, however, sections 4901, 4902,  
6 and 4903, relating to definitions and the creation and powers and duties of the  
7 electronic life safety and property protection systems licensing board, shall  
8 take effect upon passage.

1

S.199

2

Introduced by Senator Ayer

3

Referred to Committee on

4

Date:

5

Subject: Professions and occupations; electronic life safety and property

6

protection systems; licensure

7

Statement of purpose: This bill proposes to establish a system for licensing

8

firms and individuals who sell, install, integrate, inspect, service, and monitor

9

life safety and intrusion detection systems and equipment, including property

10

protection systems, video surveillance, electronic access control, and medical

11

alarms.

12

An act relating to the licensure of electronic life safety and property

13

protection systems

14

It is hereby enacted by the General Assembly of the State of Vermont:

15

Sec. 1. SHORT TITLE

16

This act shall be known as the Electronic Life Safety and Property

17

Protection Systems Licensing Act.

1       Sec. 2. 26 V.S.A. chapter 95 is added to read:

2                   CHAPTER 95. ELECTRONIC LIFE SAFETY AND PROPERTY

3                                   PROTECTION SYSTEMS

4       § 4901. DEFINITIONS

5           As used in this chapter, unless the context clearly indicates otherwise:

6                   (1) “Access control system” means a combination of electronic  
7                   equipment and devices designed and arranged for the control of authorized  
8                   individuals, vehicles, and materials through entrances and exits of a controlled  
9                   area or premises.

10                   (2) “Board” means the electronic life safety and property protection  
11                   systems licensing board.

12                   (3) “Burglar alarm system” means an assembly of equipment and  
13                   devices designed and arranged to signal an unauthorized entry or attempted  
14                   entry of a person or an object into the area covered by the system.

15                   (4) “Closed circuit television” means an in-house television system in  
16                   which a transmitter (camera) feeds one or more receivers (monitors) through a  
17                   closed cable or other transmission method and includes portable investigative  
18                   equipment such as surveillance equipment devices and associated wiring that is  
19                   not permanently attached to a building or other structure, and which may or  
20                   may not include the ability to transmit video signals locally or remotely.

1           (5) “Firm” means a person, firm, partnership, corporation, association,  
2           or other entity that sells, installs, services, inspects, tests, or maintains burglar  
3           alarm systems, electronic access control systems, video surveillance systems,  
4           personal emergency response systems, or integrations of any of these systems,  
5           or provides service of property protection.

6           (6) “Individual license” means the authorization under this chapter for  
7           an individual to perform life safety and property protection contracting for  
8           those endorsements held. The individual may sell, install, service, inspect, test,  
9           integrate, or maintain burglar alarm systems, electronic access control systems,  
10           video surveillance systems, or personal emergency response systems.

11           (7) “License” means a license to engage in business in this state in life  
12           safety and property protection.

13           (8) “Licensee” means an individual, firm, sole proprietorship,  
14           partnership, corporation, association, or other entity that holds either a firm  
15           license or individual license.

16           (9) “Life safety and property protection systems and equipment” means  
17           those life safety and property protection systems intended to protect lives and  
18           property from the risk of theft, unauthorized entry, or physical harm to a  
19           structure’s occupants or property. Property protection systems and equipment  
20           may include intrusion alarms, closed circuit televisions, and access control.

1           (10) “Monitoring” means the retransmission of information received  
2 from property protection systems to the proper individual as required by law or  
3 as determined by the property protection systems user.

4           (11) “NBFAA” means the National Burglar and Fire Alarm Association.

5           (12) “Operator” means an individual licensed to perform alarm operator,  
6 dispatcher, or monitor functions of a life safety and property protection system.

7           (13) “Person” means an individual, firm, sole proprietorship,  
8 partnership, corporation, association, or other entity.

9           (14) “Property protection system” means an assembly of electronic  
10 equipment and devices that provides as its main purpose the protection of life  
11 or property, and the detection of threats or violations to the security of the  
12 protected premises. The system functions include, solely or in combination:  
13 burglar alarm systems, electronic access control systems, video surveillance  
14 systems, or personal emergency response systems.

15           (15) “Runner” means an individual who is employed by a monitoring  
16 station for the purpose of responding in direct response to an alarm condition.

17           (16) “VASA” means the Vermont Alarm and Signal Association.

18           § 4902. ELECTRONIC LIFE SAFETY AND PROPERTY PROTECTION

19           SYSTEMS LICENSING BOARD

20           (a) The electronic life safety and property protection systems licensing  
21 board is created. The board shall consist of the following members:

1           (1) three electronic life safety and property protection systems firm  
2           licensees who are members of VASA and who have been actively engaged in  
3           the electronic life safety and property protection systems industry in Vermont  
4           for at least five years immediately preceding appointment;

5           (2) one representative of the Vermont state police;

6           (3) one representative of law enforcement in Vermont who is not a  
7           member of the Vermont state police;

8           (4) two members of the public.

9           (b) The board shall meet within 30 days after the appointment of its  
10          members and shall establish operating procedures and develop application  
11          forms for licensure.

12          (c) Board members shall be appointed by the governor pursuant to sections  
13          129b and 2004 of Title 3 and shall be citizens of the United States and  
14          residents of the state of Vermont.

15          (d) The three electronic life safety and property protection systems firm  
16          licensees initially appointed to the board need not be licensed at the time of  
17          appointment but shall satisfy eligibility requirements for licensure within 90  
18          days of appointment.

19          (e) A majority of the members of the board shall constitute a quorum. A  
20          member shall not be counted as part of a quorum or vote on any issue unless  
21          the member is physically in attendance at the meeting.

1       (f) The board shall select annually a chair from among its members. The  
2       board, with the approval of the secretary, shall select and fix the compensation  
3       of an individual, who shall conduct the daily operations of the board and  
4       provide for the administration of the board's activities.

5       (g) Each electronic life safety and property protection systems firm licensee  
6       and the public members of the board shall be eligible for reimbursement of  
7       mileage and actual expenses when attending board meetings.

8       (h) A member who is an electronic life safety and property protection  
9       systems firm licensee or a public member who fails to attend three consecutive  
10       meetings shall forfeit the member's seat unless the secretary, upon written  
11       request from the member, finds that the member should be excused from a  
12       meeting because of illness or the death of a family member.

13       (i) A public member who fails to attend two consecutive board meetings  
14       shall forfeit the member's seat unless the secretary, upon written request from  
15       the public member, finds that the public member should be excused from a  
16       meeting because of illness or the death of a family member.

17       (j) The board shall meet at least quarterly and at additional times as called  
18       by the chair or a majority of the board.

19       § 4903. POWERS AND DUTIES OF BOARD

20       (a) The board shall have the following powers and duties:

1           (1) To ensure at least one examination every six months for each  
2           specific classification of individual license, designate the time and place of  
3           those examinations, and notify applicants. The board may engage a testing  
4           service that is qualified to administer any examinations required under this  
5           chapter.

6           (2) To provide for and regulate the licensing of individuals under this  
7           chapter.

8           (3) To establish the minimum qualifications for applicants for  
9           examination and licensing.

10          (4) To issue licenses, renew licenses, reinstate licenses, or refuse to  
11          renew, suspend, and revoke licenses as provided in this chapter.

12          (5) To administer and enforce the provisions of this chapter.

13          (6) To investigate applications for licensure and to determine the  
14          eligibility of an individual applying for licensure.

15          (7) To adopt rules, consistent with this chapter, as necessary only to  
16          carry into effect the provisions of this chapter.

17          (8) To keep and maintain minutes and records of all its transactions,  
18          proceedings, and meetings and to ensure those records are available to the  
19          public consistent with applicable state law.

20          (9) To work with the department of public safety to establish and  
21          maintain a database.

1           (10) To conduct an investigation of any alleged violation of this chapter.

2           (11) To notify the secretary and board members of meeting dates and  
3 agenda items at least five days prior to the meeting.

4           (12) To circulate the forms and educate the public regarding the  
5 requirements of being licensed.

6           (13) To establish procedures to investigate and undertake disciplinary  
7 action against a licensee.

8           (14) To adopt by rule a process by which it will evaluate the experience  
9 required of applicants for licenses under this chapter.

10          (15) To conduct an examination of any civil judgments and criminal  
11 convictions of an applicant, including obtaining any criminal record  
12 information permitted by law.

13          (16) To require documentation that a firm with a property protection  
14 alarm license is an entity licensed to conduct business within this state and  
15 with its principal place of business within the physical boundaries of this state.

16          (17) To issue a license to an applicant if the applicant has complied with  
17 the application requirements and paid the fees required by this chapter not later  
18 than 30 days after the date on which the board determines that an applicant  
19 successfully completed the education requirements under this chapter.

20          (18) To adopt by rule, continuing education requirements for licensees.

1           (b) The board shall not adopt any rule that unreasonably restricts  
2 competition or the availability of services requiring licenses pursuant to this  
3 chapter or that unnecessarily increases the cost of services.

4           (c) No member of the board shall be liable in a civil action for any act  
5 performed in good faith in the execution of his or her duties as a board  
6 member.

7           (d) Notice of the issuance, revocation, reinstatement, or expiration of every  
8 license issued by the board shall be furnished to the Vermont state police,  
9 county sheriffs, and the chiefs of police, as appropriate.

10           (e) Information contained in alarm system records held by the board  
11 concerning the location of an alarm system, the name of the occupant, or the  
12 type of alarm system used shall be confidential and disclosed only to the board  
13 or as otherwise required by law.

14           § 4904. TYPES OF LICENSES

15           (a) The following are types of firm licenses:

16           (1) Property protection alarm license: for a firm that sells, installs,  
17 services, inspects, tests, or maintains burglar alarm systems, electronic access  
18 control systems, video surveillance systems, personal emergency response  
19 systems or that provides monitoring of burglar alarm systems, electronic access  
20 control systems, video surveillance systems, or personal emergency response  
21 systems.

1           (2) Monitoring license: for a firm that provides monitoring of, and  
2 responds only to, burglar alarm systems, electronic access control systems,  
3 video surveillance systems, or personal emergency response systems.

4           (b) The following are types of individual licenses:

5           (1) Installer license: for an individual whose primary responsibility is  
6 the installation, service, or repair of equipment used in the alarm industry  
7 under the exclusive guidance and supervision of a technician licensee who is  
8 licensed with the same firm and holds a valid license to perform the same acts.

9           (2) Technician license: for an individual whose primary responsibility  
10 is the installation, service, or repair of equipment used in the alarm industry.

11           (3) Sales license: for an individual who solicits another on behalf of a  
12 firm licensee by any means, including by telephone or other electronic device,  
13 public notice or advertisement, door-to-door, or any other type of personal  
14 interaction.

15           (c) No license may be used for any purpose by any person other than the  
16 person to whom the license is issued. No license may be assigned, transferred,  
17 or otherwise disposed of so as to permit its unauthorized use.

18           § 4905. EXEMPTIONS

19           Except as otherwise provided in this chapter, the following are exempt from  
20 licensure:

1           (1) Retail and Internet sales of electronic life safety and property  
2 protection systems directly to the consumer for self installation and personal  
3 use.

4           (2) Personal emergency response systems provided by nonprofit or  
5 social welfare agencies.

6           (3) A person who personally performs electronic life safety and property  
7 protection systems work on the site of real property which the person owns or  
8 leases, whether or not for commercial or residential purposes.

9           (4) Work done by an employee of the state, a county, a municipality, or  
10 any governmental subdivision or agency, when done in conjunction with or as  
11 part of the primary job responsibility of that employee.

12           (5) A firm or individual who installs a motor vehicle alarm system.

13           (6) Work performed by a person's regular employees, for which the  
14 employees are paid regular wages and not a contract price, on property which  
15 the employer owns or leases, whether for commercial or residential purposes.

16           § 4906. LICENSE REQUIRED; DISPLAY OF LICENSE

17           (a) No person in this state shall engage in any act as a licensee unless the  
18 person shall first have obtained a license. A person who is employed by a firm  
19 licensed under this chapter and who is not individually licensed under this  
20 chapter, but who has access to information in the ordinary course of  
21 employment that would allow that individual to circumvent property protection

1 or life-safety systems, shall submit to a search of all criminal record  
2 information including information relating to convictions in Vermont,  
3 convictions in other jurisdictions recorded in other state repositories, or by the  
4 Federal Bureau of Investigation (FBI), and other related information as  
5 required by the board. The board shall not issue a license to a person  
6 individually or any firm that employs an individual who has been convicted of  
7 a felony.

8 (b) No person or firm shall aid, abet, facilitate, or otherwise assist an  
9 unlicensed person or firm in engaging in life safety and property protection  
10 contracting as defined in this chapter when the person or firm knew or should  
11 have known that the person or firm assisted was unlicensed.

12 (c) No person or firm, while holding a license, shall:

13 (1) allow another person or firm to use his, her, or its license or license  
14 number;

15 (2) use any credential, method, means, or practice to impersonate a  
16 representative of the board;

17 (3) make use of any designation provided by law to denote professional  
18 or occupational competence without being duly licensed;

19 (4) make use of any title, words, letter, or abbreviations which may  
20 reasonably be confused with a designation provided by law to denote a

1 standard of professional or occupational competence without being duly  
2 licensed;

3 (5) materially misrepresent facts in an application for licensure or in  
4 other communications with the board;

5 (6) refuse to furnish to the board information or records required or  
6 requested pursuant to statute or regulation.

7 (d) A firm to whom a license has been issued shall keep the license or a  
8 copy posted in a conspicuous position at the primary place of business. The  
9 license number shall be included in all contracting advertisements and all fully  
10 executed and binding contracts.

11 § 4907. FIRM LICENSEES; REQUIREMENTS

12 (a) A firm licensed under this chapter may sell, lease, rent, plan with the  
13 intent to pre-wire, pre-wire, maintain, repair, test, modify, improve, or alter life  
14 safety systems and equipment; hold oneself or one's firm out for hire to  
15 perform any of these tasks; or otherwise offer to perform any of these tasks for  
16 compensation, either directly or indirectly or any tasks that provide off-site  
17 monitoring of burglar alarm systems, electronic access control systems, or  
18 video surveillance systems in this state.

19 (b) The following shall be required of a firm holding a property protection  
20 alarm license or a monitoring license:

1           (1) A firm shall maintain records of all employees during their  
2           employment and for one year after the end of their employment. Records shall  
3           be available upon request of the board or an investigator of the board.

4           (2) An affidavit of compliance with this chapter shall be submitted with  
5           the application for and renewal of a license.

6           (3) All individuals shall have their fingerprints submitted within 90 days  
7           after employment.

8           (4) An individual designated as an operator or a runner shall have  
9           submitted an FBI criminal background check within 90 days of employment.

10          A law enforcement agency or law enforcement officer acting in an official  
11          capacity who responds to an alarm system shall be exempt from this  
12          requirement.

13          § 4908. INDIVIDUAL LICENSES; REQUIREMENTS

14          The following shall be required of an individual holding an installer license,  
15          technician license, or sales license:

16               (1) An individual that sells, installs, services, inspects, tests, or  
17               maintains a property protection system shall hold a technician license.

18               (2) An individual shall complete minimum training relative to the  
19               specific field as set forth in this chapter.

20               (3) An individual shall notify the board of any arrest or conviction  
21               within 10 days.

1           (4) Individual license applicants shall have one year after the date of  
2           employment to complete the educational requirements.

3           (5) An individual licensee shall submit his or her fingerprints within 90  
4           days after employment.

5           (6) An individual licensee shall submit to a search of all criminal record  
6           information, including information relating to convictions in Vermont,  
7           convictions in other jurisdictions recorded in other state repositories, or by the  
8           Federal Bureau of Investigation (FBI), and other related information as  
9           required by the board within 90 days of employment.

10           § 4909. INDIVIDUAL LICENSEES; ELIGIBILITY; EDUCATIONAL  
11           REQUIREMENTS

12           (a) To be eligible for licensure, an individual applicant shall successfully  
13           complete the prescribed training in at least one of the three disciplines  
14           governed by the license.

15           (b) To be eligible for licensure, an applicant for a technician license shall  
16           satisfactorily complete the prescribed training in at least one of the three  
17           disciplines governed by the license and verify completion of 1,000 hours  
18           working in the industry under the supervision of a technician license holder or  
19           board-approved equivalent.

20           (c) To be eligible for licensure renewal, a technician licensee shall  
21           satisfactorily complete the NBFAA Level One Certified Alarm Technician

1     Course and one of the following NBFAA advanced courses: the NBFAA  
2     Advanced Burglar Alarm Technician Course, the NBFAA Electronic Access  
3     Control Course, or the NBFAA Video System Technologies Course, or  
4     equivalent training approved by the board.

5             (d) To be eligible for licensure, an applicant for a sales license shall  
6     satisfactorily complete the NBFAA Essential Sales Training (EST).

7     § 4910. APPLICATIONS; QUALIFICATIONS; FEES

8             Applicants for licensure under this chapter shall:

9             (1) Submit to the board a completed application on a form prescribed by  
10     the board;

11             (2) Pay an application fee as follows:

12                 (A) Firm licenses:

13                     (i) Property protection alarm license     \$100.00

14                     (ii) Monitoring license                     \$100.00

15                 (B) Individual licenses:

16                     (i) Installer license                             \$ 75.00

17                     (ii) Technician license                            \$100.00

18                     (iii) Sales license                                    \$ 75.00

19             (3) Submit to the board any other information required by the board by  
20     rule.

1           (4) Demonstrate to the satisfaction of the board the appropriate amount  
2 of work experience, honesty, trustworthiness, and integrity as required for the  
3 license.

4           (5) Maintain workers' compensation coverage for the firm's employees  
5 through an insurance company authorized to engage in the business of  
6 insurance in this state or through self-insurance.

7           (6) Maintain in full force and effect general liability insurance coverage  
8 in an amount not less than \$500,000.00 for each occurrence and \$500,000.00  
9 in the aggregate. The firm shall submit evidence of liability insurance  
10 coverage when it submits its licensing application or at any time requested by  
11 the board. The board may in its discretion adjust the amount of required  
12 insurance coverage by rule.

13           (7) Be a citizen of the United States.

14           § 4911. INACTIVE STATUS

15           (a) A license may be placed on inactive status for up to three years. The  
16 licensure fee shall be paid upon application for the license to be returned to  
17 active status.

18           (b) A license that has been moved to inactive status may be reactivated  
19 upon application to the board. The board may adopt, by rule, continuing  
20 education requirements as a condition of reactivating a license. The continuing

1 education requirements for reactivating a license may not exceed 12 classroom  
2 hours for each year the license was inactive.

3 (c) Notwithstanding any other provision of law to the contrary, a licensee  
4 may apply to the board for voluntary inactive status at any time during the  
5 period of licensing.

6 § 4912. RENEWALS

7 (a) Except as provided in subsection (b) of this section, a license shall  
8 expire three years from the date of issue, but may be renewed upon payment of  
9 the required renewal fee.

10 (b) Not later than the 60 days prior to the expiration of a license, the board  
11 shall notify the licensee in writing, at the licensee's last known mailing  
12 address, of the impending license expiration.

13 (c) If a licensee fails to renew a license prior to its expiration date, the  
14 licensee may renew it within 30 days of its expiration by submitting a renewal  
15 application, the license renewal fee, and a late fee, as adopted by the board by  
16 rule.

17 (d) A license that is not renewed within 30 days of its expiration shall be  
18 automatically suspended. An individual who continues to practice with a  
19 suspended license shall be in violation of this chapter.

20 (e) Renewal fees shall be the same as the fees for initial licensure.

1     § 4913. UNPROFESSIONAL CONDUCT

2           (a) Unprofessional conduct is the conduct prohibited by this section or by  
3     section 129a of Title 3, whether or not demonstrated by a licensee or applicant.

4           (b) Unprofessional conduct means any of the following:

5                 (1) a violation of any provision of this chapter. If the violation is by a  
6     firm, the board may discipline the responsible officers or employees of the firm  
7     as it deems appropriate;

8                 (2) an individual who holds himself or herself out as a firm without  
9     being properly licensed as provided in this chapter;

10                (3) negligence or incompetence in the area of contracting for which a  
11    license was issued;

12                (4) willful or repeated violation of any of the provisions of this chapter  
13    or rule of the board;

14                (5) fraud or deceit in securing licensure;

15                (6) a license suspension or revocation or other disciplinary action by the  
16    appropriate licensing authority in another state, territory, possession of the  
17    United States, or country;

18                (7) with respect to the practice of contracting, acting in such a manner as  
19    to present an immediate and clear danger to health, safety, or property;

20                (8) failure to notify the board of any change in legal name or mailing  
21    address within 30 days of the change.

1           (c) After a hearing, the board may take disciplinary action against a  
2           licensee or applicant found guilty of unprofessional conduct. Discipline by the  
3           board against a licensee or applicant for unprofessional conduct may include  
4           denial of an application, revocation or suspension of a license, imposed  
5           supervision, reprimand, warning, or the required completion of a course of  
6           action.

7           § 4914. CRIMINAL PENALTIES

8           (a) An individual or the responsible officers or employees of a firm or other  
9           entity violating a provision of this chapter or a rule of the board commits a  
10           misdemeanor and shall, upon conviction, be sentenced to pay a fine of not  
11           more than \$1,000.00 for the first violation.

12           (b) For a second and each subsequent conviction, an individual shall be  
13           sentenced to pay a fine of not more than \$2,000.00.

14           (c) In addition to or in lieu of administrative sanctions, the board is  
15           empowered to issue an order to any person or firm engaged in any activity,  
16           conduct, or practice constituting a violation of any provision of this chapter to  
17           cease and desist from the activity, conduct, or practice. The order shall be  
18           issued in the name of the state of Vermont under the official seal of the board.  
19           If the person or firm to whom the board directs a cease-and-desist order does  
20           not cease and desist from the prohibited activity, conduct, or practice  
21           immediately after service of the order by certified mail or personal service, the

1 board may seek, in any court of competent jurisdiction and proper venue, a  
2 writ of injunction enjoining the person or firm from engaging in any activity,  
3 conduct, or practice prohibited by this law.

4 Sec. 3. EFFECTIVE DATE

5 This act shall take effect on January 1, 2011, however, sections 4901, 4902,  
6 and 4903, relating to definitions and the creation and powers and duties of the  
7 electronic life safety and property protection systems licensing board, shall  
8 take effect upon passage.

# EXHIBIT D

(multiple supporting docs to application)

## Laws & Rules

Clicking on the given links will open a new window and take you to the [Louisiana State Legislature](#) website.

Please be aware that these regulations are currently under review and revision and may not be current. If you have any questions regarding any of the information herein regarding Licensing by this office, please call 1-800-256-5452 and ask for the Licensing Division for clarification.

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### **Laws**

- [RS 40:1646 | Inspection of Life Safety Systems Law](#)
- [RS 40:1664 | Life Safety and Property Protection Licensing Law](#)

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### **Rules**

- [LAC Title 55:V Chapter 30 | Fire Protection Administrative Rules](#)
  - *Under Construction:*  
Fire Sprinkler Administrative Rules
  - *Under Construction:*  
Property Protection Administrative Rules
-



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## CURRENT Life Safety and Property Protection Laws and Regulations

### **RS 40:1646 Inspection of Life Safety Systems Law**

§1646. State fire marshal; owners; life safety systems and equipment inspections

A. The fire marshal is authorized to cause the inspection and testing of all life safety systems and equipment in the state, whether in public or private buildings, during installation or immediately after installation to determine compliance with applicable standards.

B. The owner of any building containing a life safety system and equipment shall cause at a minimum an annual inspection to be made of the life safety system and equipment in that building to assure compliance with applicable safety standards and to determine whether structural changes in the building or in the contents of the building mandate alteration of a system.

C. Life safety systems and equipment includes but is not limited to fire sprinkler, fire alarm, fire suppression, special locking systems and equipment, and portable fire extinguishers.

*Acts 1991, No.  
664, §1; Acts  
2006, No. 307,*

*§2, eff. Jan.  
1, 2007.*

## **RS 40:1664 Life Safety and Property Protection Licensing Law**

### §1664.1. Short title

This Subpart shall be known as and may be cited as the "Life Safety and Property Protection Licensing Act".

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

### §1664.2. Purpose; administration and enforcement

A. The purpose of this Subpart is to regulate the certifying, inspecting, installation, integrating, selling, and servicing of life safety and property protection systems and equipment and to prohibit the use of life safety and property protection systems and equipment which are not properly labeled in accordance with the rules adopted by the state fire marshal in the interest of safeguarding lives and property.

B. The state fire marshal shall administer and enforce the provisions of this Subpart and may issue rules and regulations which he considers necessary to such administration and enforcement pursuant to the Administrative Procedure Act. In formulating necessary rules and regulations, the fire marshal may use recognized standards, including those of the National Fire Protection Association, those recognized by federal law or regulation, those published by nationally recognized standards-making organizations, those industry standards established by accepted practices or trade associations, or those contained in manufacturers' installation manuals.

C. The state fire marshal shall have the authority to charge and collect such fees as provided for in this Subpart.

D. The Louisiana Life Safety and Property Protection Advisory Board shall advise the fire marshal with respect to administration and enforcement of the provisions of this Subpart and shall

exercise those functions specified in this Subpart.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

### §1664.3. Definitions

As used in this Subpart, the following terms shall have the meanings specified in this Section:

(1) "Apprentice" means a person who is licensed to work under the direct supervision and accompaniment of a technician who is licensed to the same firm and holding a valid license to perform the same acts.

(2) "Bank-locking specialist" means an individual licensed to certify, inspect, install, integrate, sell, and service mechanical and or electric locks within the confines of a bank, credit union, or other financial institution.

(3) "Board" means the Louisiana Life Safety and Property Protection Advisory Board.

(4) "Certify" means to attest to the proper functionality, inspection, installation, integration, and service of life safety and property protection systems and equipment in accordance with all applicable engineered specifications, manufacturers specifications, submitted plans and per the inspection, testing, and maintenance chapters as set forth in the applicable NFPA codes and standards.

(5) "Closed circuit television alarm specialist" means an individual licensed to certify, inspect, install, integrate, sell, and service closed circuit television alarm systems.

(6) "Closed circuit television alarm system" means a system that provides video surveillance of events, primarily by means of transmission, recording, or transmission and recording of visual signals through the use of cameras, receivers, monitors, computer, and other visual imaging systems. Closed circuit television alarm systems are a subclassification of security.

(7) "Designated agent" means an owner or a manager of an alarm contracting company or single station fire alarm contracting company, a locksmithing services company, or closed circuit television alarm system contracting company who has been assigned the responsibility of submitting any notice required by this Subpart to the fire marshal.

(8) "Detention locking specialist" means an individual licensed to certify, inspect, install, integrate, and service locks and locking systems within the confines of a penal institution only.

(9) "Direct supervision" means oversight of a firm's operations by a qualifier or onsite supervision by a licensed technician or specialist of an apprentice or consultant. The technician or specialist can supervise an apprentice or consultant only in areas he is licensed to perform. Both the technician and apprentice must be licensed to the same firm.

(10) "Door hardware specialist" means an individual who consults and provides technical advice regarding selection of mechanical locking devices and consults and provides technical advice regarding selection of electrical or electronic locking devices for controlled access to premises, safes, vaults, safe doors, lock boxes, automatic teller machines, or other devices.

(11) "DOT" means the United States Department of Transportation.

(12) "DOT hydrostatic testing specialist" means an individual licensed to certify, inspect, and service fire protection cylinders by approved hydrostatic methods and in accordance with NFPA codes and the United States Department of Transportation.

(13) "Employee" means a person who performs services for wages or salary.

(14) "Engineered fire suppression system" means fire suppression systems individually integrated or altered in accordance with nationally recognized fire protection system design standards and manufacturer's guidelines.

(15) "Fire detection and alarm systems" means those assemblies of wiring, electronic transmitting devices, detection devices, and

related equipment for the detection of products of combustion or flammable gases, heat and for alerting occupants, including fire department personnel, of a fire emergency.

(16) "Fire detection and alarm system owner specialist" means an individual who is employed by the owner of a fire detection and alarm system and who is licensed only to perform routine inspection and minor service and repair of fire detection and alarm systems within his employer facilities.

(17) "Fire detection and alarm system specialist" means an individual licensed to certify, inspect, install, integrate, and service nonrequired fire detection and alarm systems.

(18) "Fire detection and alarm system technician" means an individual licensed to certify, inspect, install, integrate, and service both required and nonrequired fire detection and alarm systems.

(19) "Fire hose" means a flexible conduit used to convey water.

(20) "Fire protection systems and equipment" means those life safety and property loss systems, whether commercial or residential, intended to protect a structure's occupants or property from the risk and dangers of fire or explosion. Fire protection systems and equipment include but are not limited to portable fire extinguishers, fire detection and alarm systems, fire suppression systems, fire hoses, kitchen hood, and duct installation and cleaning. However, the term "fire protection system and equipment" shall not include a single station smoke or heat detector installed in a private residence by a fire department, the fire marshal, a public agency, a volunteer association, or their designated representatives where no compensation is received for such installation.

(21) "Fire sprinkler systems and equipment" means those life safety systems intended to protect a structure's occupants or property from the risk and dangers of fire or explosion. Fire sprinkler systems and equipment include but are not limited to water-based fire protection systems, fire pumps, standpipe systems, and hose stations.

(22) "Fire sprinkler systems and equipment inspector" means an

individual licensed to certify and inspect water-based fire protection systems, fire pumps, standpipe systems, fire hoses, and hose stations.

(23) "Firm" means a sole proprietorship, partnership, corporation, limited liability company, or any other entity.

(24) "Firm license" means that document authorizing a firm to perform life safety and property protection contracting for those endorsements held.

(25) "Fixed fire suppression systems" means those assemblies of piping, conduits, or containers that convey liquid, powder, or gases to dispersal openings or devices protecting one or more hazards by suppressing or extinguishing fires, but shall not include fire sprinkler systems, as defined in this Subpart.

(26) "Fixed fire suppression systems technician" means an individual licensed to certify, inspect, install, integrate, and service fixed fire suppression systems.

(27) "General endorsement" means a broad category of license authorizing its holder to perform multiple aspects of life safety and property protection contracting.

(28) "Household fire warning system" means a fire alarm, fire alarm system, or portion of such an alarm or system intended to detect or warn of smoke or fire and intended for use in a residential one- or two-family dwelling or wholly within the confines of an individual living unit in a residential multifamily structure.

(29) "Household fire warning system specialist" means an individual licensed to certify, inspect, install, integrate, and service household fire warning systems.

(30) "DOT hydrostatic testing" means pressure testing fire protection cylinders by approved hydrostatic methods and in accordance with NFPA codes and the U.S. Department of Transportation.

(31) "Individual license" means that document authorizing an

individual to perform life safety and property protection contracting for those endorsements held.

(32) "Inspect" means a visual examination of life safety and property protection systems or equipment to verify that it appears to be in operating condition and is free of physical damage.

(33) "Install" means the initial placement of life safety and property protection systems or equipment or an extension of such after initial placement.

(34) "Integrate" means the act of utilizing accepted and approved life safety and property protection systems or equipment and components in accordance with manufacturers' direction to develop a unified and functioning system meeting applicable NFPA codes and standards.

(35) "Intrusion alarm" or "intrusion alarm system" means an alarm, alarm system, or portion of such an alarm or system intended to detect an unauthorized entry or other emergency, not including a fire, in a structure.

(36) "Kitchen suppression specialist" means an individual licensed to certify, inspect, install, integrate, and service pre-engineered fire suppression systems protecting kitchen appliances.

(37) "Life safety and property protection contracting" means performing certification, inspection, installation, integration, sale, or service of mechanical locking, special locking, security, fire sprinkler, fire alarm, fire suppression, or other fire systems and equipment. Life safety contracting includes but is not limited to the sale, lease, rent, planning with the intent to prewire, rewiring, hydrostatic testing, maintenance, repair, testing, modification, improvement, or alteration of life safety systems and equipment; holding oneself or one's firm out for hire to perform any such task; or otherwise offering to perform any such task for compensation, either directly or indirectly. Notwithstanding any other provision of this Subpart, no person licensed under this Subpart may install primary power sources of one hundred volts or greater when such power source is being installed to operate low voltage systems unless licensed by the State Licensing Board for Contractors to perform such installations.

(38) "Limited locksmith specialist" means an individual who sells, repairs, rebuilds, recodes, services, adjusts, installs, manipulates, or bypasses a mechanical locking device for safeguarding areas. The term does not include special locking systems or closed circuit television alarm systems.

(39) "Locksmith technician" means an individual who sells, repairs, rebuilds, recodes, services, adjusts, installs, manipulates, or bypasses a special locking system, mechanical locking device or electrical locking devices for controlled access or egress to premises, safes, vaults, safe doors, lock boxes, automatic teller machines, or other devices for safeguarding areas or certifies, inspects, installs, integrates, sells and services closed circuit television alarm systems.

(40) "Mechanical locks" means a mechanical device or door hardware intended to control access or egress to or from a structure or area.

(41) "NFPA" means the National Fire Protection Association.

(42) "Officer" means the president, vice president, secretary, treasurer, comptroller, or any other person who performs functions for an alarm contracting company or single station fire alarm contracting company, a locksmithing services company or closed circuit television alarm system contracting company corresponding to those performed by those officers.

(43) "Operating location" means a physical address that houses an entity that performs life safety and property protection contracting.

(44) "Person" means a natural person or individual.

(45) "Portable fire extinguisher" means any portable device that contains liquid, powder, or gases for suppressing or extinguishing fires.

(46) "Portable fire extinguisher and fire hose technician" means an individual licensed to certify, inspect, install, and service portable fire extinguishers and fire hoses.

(47) "Pre-engineered fire suppression specialist" means an individual licensed to certify, inspect, install, integrate, and service pre-engineered fire suppression systems.

(48) "Pre-engineered fire suppression system" means packaged fire suppression systems which consist of system components intended to be installed according to pre-tested limitations as approved or listed by a testing laboratory.

(49) "Principal" means a person or entity that owns at least five percent of a life safety and property protection contracting firm regardless of the form of organization. "Principal" includes a person or entity entitled to exercise the prerogatives or indicia of ownership or control of a life safety and property protection contracting firm whether by direct action, assignment, or any other kind of substitution or subrogation, to the extent that such person or entity would be entitled to receive at least five percent of the remaining assets of the life safety and property protection contracting firm upon dissolution. "Principal" includes, if the entity is a partnership, each partner, including any general or limited partner. "Principal" includes, if the entity is organized as a corporation, any person or entity who owns or controls five percent or more of the total aggregate number of shares of all types of stock issued by a life safety and property protection contracting firm organized as a corporation or shares of a corporation that owns or controls a life safety and property protection contracting firm. "Principal" includes any member if the entity is organized as a limited liability company.

(50) "Property protection systems and equipment" means those life safety and property protection systems intended to protect lives and property from the risk of theft, unauthorized entry, or other physical harm to a structure's occupants or property. Security systems and equipment include, but are not limited to intrusion alarms, closed circuit television, mechanical locks, and electronic locks.

(51) "Qualifier" means a person who possesses the appropriate training or experience credentials enabling a firm to obtain a life safety and property protection license. A qualifier must be a paid employee of the firm for which he qualifies and work a minimum of thirty-two hours per week. A qualifier must provide direct supervision of a firm's operations for which he qualifies. An

individual may only qualify one firm.

(52) "Security sales technician" means an individual licensed to sell or specify security systems and equipment.

(53) "Security systems and equipment" means those life safety and property protection systems intended to protect lives and property from the risk of theft, unauthorized entry, or other physical harm to a structure's occupants or property. Security systems and equipment include but are not limited to intrusion alarms, closed circuit television, household fire alarm, and special locking systems.

(54) "Security technician" means an individual licensed to certify, inspect, install, integrate, sell, and service security systems and equipment or special locking systems.

(55) "Sell" means to solicit another on behalf of a property protection firm by any means, including but not limited to telephone or electronic device, public notice or advertisement, door-to-door or any other type of personal interaction.

(56) "Service" means to repair or maintain.

(57) "Specialist" means an individual who is trained and certified to perform life safety and property protection contracting within a specific endorsement.

(58) "Special locking systems" means an electro-mechanical lock, electronic lock, or electronic locking arrangement intended to control access or egress to a structure or area.

(59) "Specialty endorsement" means a narrow category of license authorizing its holder to perform only one aspect of life safety and property protection contracting.

(60) "Technical endorsement" means a broad category of license authorizing its holder to perform multiple aspects of life safety and property protection contracting within a certain endorsement.

(61) "Technician" means an individual who is trained and certified to perform life safety and property protection contracting within a

technical endorsement.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

#### §1664.4. License required

A. No person or firm shall engage in life safety and property protection contracting without holding a current and valid license issued by the fire marshal as provided in this Subpart. Life safety and property protection contracting is divided into the three main categories of fire sprinkler, fire protection, and security. Each operating location of a firm shall hold a separate firm license.

B. No person or company shall aid, abet, facilitate, or otherwise assist any unlicensed person or firm in engaging in life safety and property protection contracting as defined in this Subpart when such person or firm knew or should have known that the person or firm assisted was unlicensed.

C. The state fire marshal may, by rule, license the owner of a life safety and property protection system or equipment and an employee of the owner to allow such employee to perform routine inspections and minor service and repairs of the life safety systems or equipment solely within the facilities of the owner. The owner shall document such service or repair and assume responsibility for all such service or repair. Such employee shall not engage in certifying, installing, or integrating such systems or equipment.

D. Each person who acts as an apprentice performing life safety and property protection contracting must apply to the state fire marshal for an apprentice license. The fire marshal shall establish the qualifications of an apprentice by rule. An apprentice may perform such services only under the direct supervision of a technician holding a valid license pursuant to this Subpart who works for the same firm as the apprentice.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

## §1664.5. Exemptions to licensure

The requirements for licensure shall not apply to:

(1) An officer or employee of the United States, this state, or any political subdivision of either, while engaged in the performance of his official duties within the course and scope of his employment with the United States, this state, or any political subdivision of either. However, no person or entity excepted from licensure pursuant to this Subpart shall engage in the certification, inspection, installation, integration, sale, or service of electronic locking, fire detection and alarm, fire sprinkler, fire suppression systems, or portable fire extinguishers.

(2) Any sworn police, fire, or other peace officer or certified medical technician may open any lock or locked motor vehicle while engaged in the performance of his official duties within the course and scope of his employment, provided that he receives no additional compensation for such services.

(3) Any owner, management firm, or public institution and such person's or entity's employees while such person or entity is certifying, inspecting, installing, integrating, selling, and servicing mechanical locks, intrusion alarm systems, or closed circuit television alarm systems, only on the premises of the owner or public institution during the normal course and scope of his duties.

(4) A member of the building trades or building owner performing the installation or removal of complete locks or locking devices when doing so in the course of residential or commercial new construction or remodeling.

(5) Any automotive service dealer, lock manufacturer, or manufacturer's employee engaged in servicing, installing, repairing, or rebuilding automotive locks.

(6) Any employee of a towing service, or an automobile club, while such person is opening automotive locks in the normal course of his duties.

(7) Any merchant or retail store that is in the business of selling, servicing, or installing intrusion alarms for motor vehicles. This

exception from licensure shall also apply to the employees of the merchant or retail store but only as to work performed by them on behalf of the exempted employer.

(8) Any merchant or retail store that is in the business of selling intrusion alarm systems or closed circuit television systems or household fire warning systems at retail to an individual end user for self-installation. This exception from licensure shall also apply to the employees of the merchant or retail store but only as to work performed by them on behalf of the exempted employer.

(9) Any merchant or retail store that is in the business of re-coding new locks on the retail premises only or duplicating keys, except for those keys which are proprietary and those marked "do not duplicate" or "master key". This exception from licensure shall also apply to the employees of the merchant or retail store but only as to work performed by them on behalf of the exempted employer.

(10) Any manufacturer, and his employee or representative, who acts as a consultant to a licensed firm in the certifying, inspecting, installation, integrating, selling, and servicing of life safety and property protection systems regulated by this Subpart while under the direct supervision of the licensed firm.

(11) Any gate manufacturer or merchant that is in the business of installing, servicing, repairing, rebuilding, reprogramming, or maintaining electronic garage door devices or gate systems for vehicle traffic. This exception from licensure shall also apply to the employees of the manufacturer or merchant but only as to work performed by them on behalf of the exempted employer.

(12) A firm or person licensed to perform electrical work by the State Licensing Board for Contractors pursuant to R.S. 37:2156.1 and 2156.2 which installs wire, conduit, or other wire raceways, its associated boxes or fittings, or installs fire alarm initiating and notification devices or intrusion alarm systems or closed circuit television systems or special locking systems in either commercial or residential property. This exception from licensure shall also apply to the employees of a firm or person exempted by this Subpart, but only as to work performed by them on behalf of the exempted employer.

(13) A mechanical contractor licensed by the State Licensing Board for Contractors and holding a statewide mechanical work license classification issued by that board or, where applicable, a plumber licensed by the State Plumbing Board who only certifies, inspects, installs, and services water supply piping supplying sprinkler systems, stand pipe, and hose station systems, or fire pumps.

(14) A mechanical contractor licensed by the State Licensing Board for Contractors and holding a statewide mechanical work license classification issued by that board or, where applicable, a plumber licensed by the State Plumbing Board who only installs piping within a fixed fire suppression system.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

§1664.6. Application for a firm license; requirements to maintain

A. In order to engage in life safety and property protection contracting, a firm shall apply for and obtain a license for each operating location doing business in the state and the firm must apply for each discipline for which it shall perform life safety and property protection contracting.

B. An applicant for a firm license shall submit the following to the fire marshal:

(1) A completed firm application.

(2) Documentation that the firm is an entity duly authorized to conduct business within this state. If the firm is physically located in Louisiana, documentation shall be in the form of a local or parish occupational license and if incorporated, registration with the secretary of state. If the firm is physically located outside of the state, documentation shall be in the form of registration with the secretary of state as a foreign corporation.

(3) An original certificate of insurance documenting that the firm has a minimum of five hundred thousand dollars general liability coverage.

(4) An original certificate of insurance documenting that the firm has a current and valid worker's compensation insurance policy as required by state law.

(5) The name of the person who will serve as the designated agent of the company.

(6) Proof of employment of a qualifying individual with the proper certification and training at each of its operating locations for each endorsement held.

(7) The application fee authorized by this Subpart.

C. A firm holding a property protection endorsement must be located within the physical boundaries of the state.

D. A firm holding a security endorsement must provide the name of each firm providing monitoring services.

E. Each firm as a condition of licensure shall be open for inspection by the fire marshal or his designated representative at any reasonable time for the purpose of observation and collection of facts and data relating to proper enforcement of this Subpart. No person acting on behalf of the firm shall refuse to admit the fire marshal or his designated representative to an operating location. Firms physically located outside of Louisiana may be charged for the travel expenses of the fire marshal to conduct such an inspection.

F. Each firm shall clearly display its license in a conspicuous location at its place of business.

G. The designated agent of a life safety and property protection firm shall notify the fire marshal within ten days of the following:

(1) Any change in the business address of the firm.

(2) Any change in ownership of or interest in the firm.

(3) Any change in the employment of a person holding an individual license.

(4) For firms with a property protection endorsement, any owner, partner, or other principal with an interest in the firm who has been convicted of a felony or entered a plea of guilty or nolo contendere to a felony charge or received a first-time offender pardon. A felony that has been dismissed pursuant to Code of Criminal Procedure Article 893 or equivalent judicial dismissal shall not apply to this Paragraph.

(5) For firms with a security endorsement only, a change of the firm providing monitoring services.

H. No life safety and property protection firm shall contract for the independent services of a holder of an individual license under this Section.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

§1664.7. Application for an individual license; requirements to maintain

A. In order to engage in life safety and property protection contracting, an individual shall apply for and obtain a license for each discipline for which he shall perform life safety and property protection contracting. Such license shall authorize its holder to engage in life safety and property protection contracting for the endorsements listed. Each individual license holder shall maintain his license on his person while engaging in life safety and property protection contracting. Each such license holder shall present his license for inspection upon demand by an employee of the office of the state fire marshal, fire department, or a law enforcement officer.

B. Each individual license holder shall notify the fire marshal, on a form specified and provided by the fire marshal, within ten days of the following:

(1) Any change in business or home address.

(2) Any separation from an employer or change in employer.

(3) For a person holding a property protection endorsement, any conviction for a felony or entry of a plea of guilty or nolo contendere to a felony charge or receipt of a first-time offender pardon.

C. No individual licensed under this Section shall contract for his services as an independent contractor or agent with any life safety and property protection firm or with any other license holder under this Section.

D. Meet all certification, continuing education, training, and testing requirements as established by the board.

E. An individual may act as a temporary apprentice for a thirty-day calendar period commencing on the date the fire marshal receives an application from the applicant. Applications for property protection endorsements must be accompanied by a criminal record check of the applicant. Such license shall expire on the thirtieth calendar day after its commencement or on the date of issuance of an apprentice or technician license, whichever is earlier.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

#### §1664.8. Criminal background checks

A. Each principal or officer of a firm holding a property protection endorsement must undergo and pass a criminal background check prior to the firm receiving a license pursuant to this Subpart.

B. Each person holding a property protection endorsement must undergo and pass a criminal background check prior to receiving a license pursuant to this Subpart, except as provided in R.S. 40:1664.7(E).

C. No person or officer or principal of a firm applying for a property protection license shall have been convicted of a felony, received a first-time offender pardon for a felony, or entered a plea of guilty or nolo contendere to a felony charge. A felony that has been dismissed pursuant to Code of Criminal Procedure Article 893 or equivalent judicial dismissal shall not apply to this Subpart.

D. A conviction or a plea of guilty or nolo contendere to a felony charge or receipt of a first-time offender pardon shall not constitute an automatic disqualification as otherwise required pursuant to Subsection C of this Section if ten or more years has elapsed between the date of application and the date of successful completion or service of any sentence, deferred adjudication, or period of probation or parole.

E. Subsection D of this Section shall not apply to any person convicted of a felony crime of violence specifically enumerated in R.S. 14:2, a sex offense as defined in R.S. 15:541 (14.1), with the exception of R.S. 14:92(A)(7) and R.S. 14:80, or a felony offense against property as enumerated in R.S. 14:51 through 62.6.

F. The office of state fire marshal, code enforcement and building safety, may consider the seriousness and circumstances of the offense and subsequent arrests.

G. The fire marshal is authorized to order fingerprint analysis or any other analysis or documents deemed necessary by the fire marshal for the purpose of verifying the criminal history of a person or named officer or principal of a firm applying for a license. The fire marshal shall have the authority to conduct criminal history verification on a local, state, or national level. All costs for verifying criminal history shall be borne by the applicant.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

#### §1664.9. Fees; Louisiana Life Safety and Property Protection Trust Fund

A. The fire marshal is authorized to assess and collect fees pursuant to this Subpart. License endorsements are separated into the two general categories of Property Protection and Life Safety. The Property Protection category is subdivided into the Technical Endorsements of Locksmith, Special Locking, and Security. The Life Safety category is subdivided into the Technical Endorsements of Fire Sprinkler, Fire Suppression, Fire Alarm, Fire Other, and DOT Hydrostatic Testing. Technical endorsements may further be divided into specialty endorsements. A technical endorsement

holder is authorized to perform all life safety and property protection contracting authorized by the specialty endorsements within the specific technical endorsement category. Specialty endorsement holders are limited to only life safety and property protection contracting authorized by that specialty endorsement.

B. The amount of licensing fees for a firm shall be as follows:

Initial fee

Renewal fee

(1)(a)

Technical Endorsement-Locksmith

\$250

\$50

(b)

Speciality Endorsement:

\$250

\$50

(i)

Limited locksmith

\$250

\$50

(ii)

Door hardware

\$250

\$50

(iii) Bank locking

\$250

\$50

(iv) Detention locking

\$250

\$50

(2)(a)

Technical Endorsement-Security

\$250

\$50

(b)

Specialty Endorsement

(i) Closed Circuit Television

\$250

\$50

(ii) Household fire

\$250

\$50

(3) Technical Endorsement-Fire Sprinkler

\$500

\$250

(4)(a) Technical Endorsement-Fixed

Fire Suppression

\$350

\$100

(b) Specialty Endorsement

(i) Pre-engineered

\$350

\$100

(ii) Kitchen suppression

\$350

\$50

(5)(a) Technical Endorsement-Fire Alarm

\$350

\$100

(b) Specialty Endorsement

(i) Fire alarm (Non-required)

\$350

\$50

(ii) Fire alarm owner

\$350

\$50

(6) Technical Endorsement-Portable

Fire Extinguishers/Hoses

\$350

\$150

(7) Technical Endorsement-DOT

hydrostatic testing

\$350

\$50

C. The amount of licensing fees for a person shall be as follows:

Initial fee

Renewal fee

(1)(a) Technical Endorsement-Locksmith

\$100

\$50

(b) Specialty Endorsement

(i) Limited locksmith

\$100

\$50

(ii) Door hardware

\$100

\$50

(iii) Bank locking

\$100

\$50

(iv) Detention locking

\$100

\$50

(2)(a) Technical Endorsement-

Security technician

\$100

\$50

(b) Specialty Endorsement

(i) Closed Circuit Television

\$100

\$50

(ii) Household fire

\$100

\$50

(3) Technical Endorsement-Security sales

\$100

\$50

(4) Technical Endorsement-

Fire Sprinkler Qualifier

\$100

\$50

(5) Technical Endorsement-

Fire Sprinkler Inspector

\$100

\$50

(6)(a) Technical Endorsement-

Fixed Fire Suppression

\$50

\$50

(b) Specialty Endorsement

(i) Pre-engineered

\$50

\$50

(ii) Kitchen suppression

\$50

\$50

(7)(a) Technical Endorsement-Fire Alarm

\$50

\$50

(b) Specialty Endorsement

(i) Fire alarm (Non-required)

\$50

\$50

(ii) Fire alarm owner

\$50

\$50

(8)(a) Technical Endorsement-

Portable Fire Extinguishers/Hoses

\$50

\$50

(9) Technical Endorsement-

DOT hydrostatic testing

\$25

\$25

(10) Technical Endorsement-Apprentice

\$50

\$50

D. All licenses are valid for one year and must be renewed within thirty days of its expiration date to remain valid. The fire marshal may create a prorated fee system to allow employee license renewal dates to coincide with the firm license renewal date.

E. A license not renewed within thirty days of its expiration date shall be considered past due and subject to late fees. The late fee penalty shall be twenty-five dollars for a license not renewed before thirty-one to forty-five days past the expiration date and fifty dollars for a license not renewed before forty-six to sixty days past the expiration date.

F. A license shall be suspended if not renewed within sixty days of its expiration date or if the license holder has not maintained the license. The cost to reinstate a suspended license shall be the cost of the initial fees plus twenty dollars.

G. The cost for a duplicate or replacement firm or individual license is twenty dollars, regardless of how many endorsements are carried.

H. The cost to transfer an individual license from one firm to another is twenty dollars.

I. The fees established in this Section shall not be refundable except under such conditions as the fire marshal may establish.

J.(1) Subject to the exceptions contained in Article VII, Section 9 of the Constitution of Louisiana, all monies received by the fire marshal pursuant to this Subpart, including but not limited to fees and fines, shall be deposited immediately upon receipt in the state treasury and shall be credited to the Bond Security and Redemption Fund. Out of the funds remaining in the Bond Security and Redemption Fund after a sufficient amount is allocated from that fund to pay all obligations secured by the full faith and credit of the state which become due and payable within any fiscal year, the treasurer, prior to placing such remaining funds in the state

general fund, shall pay an amount equal to the total amount of funds paid into the state treasury by the fire marshal pursuant to this Subpart into a special fund which is hereby created in the state treasury and designated as the Louisiana Life Safety and Property Protection Trust Fund.

(2) The monies in the Louisiana Life Safety and Property Protection Trust Fund shall be used solely for implementation, administration, and enforcement of this Subpart and only in the amounts appropriated each year to the fire marshal or the board by the legislature. Any surplus monies and interest remaining to the credit of the fund on June thirtieth of each year after all such appropriations of the preceding fiscal year have been made shall remain to the credit of the fund, and no part thereof shall revert to the state general fund.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

#### §1664.10. Powers and duties of state fire marshal

The state fire marshal shall:

(1) Formulate and administer such rules as may be determined essentially necessary for the protection and preservation of life and property and for the enforcement of this Subpart.

(2) Evaluate the qualifications of firms or persons applying for or maintaining a license pursuant to this Subpart.

(3) Conduct examinations to ascertain the qualifications and fitness of applicants for a license pursuant to this Subpart.

(4) Issue licenses to firms and persons that meet the qualifications established by this Subpart.

(5) Evaluate the qualifications of firms seeking approval as testing laboratories.

(6) Have authority, after notice and opportunity for hearing, to increase or decrease the limits of insurance coverage and

authorize acceptance of surplus lines coverage if the state fire marshal determines that due to loss experience, market conditions, or other good reason, the liability insurance coverage required by this Subpart is unavailable to applicants for or holders of licenses.

(7) Have authority to conduct inspections of licensed firms, whether in state or out of state, for the purpose of observation and collection of facts and data relating to proper enforcement of this Subpart.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

#### §1664.11. Life Safety and Property Protection Advisory Board

A. The Life Safety and Property Protection Advisory Board is hereby created and placed within the Department of Public Safety and Corrections as further provided by R.S. 36:409(M) and 919.3. The board shall be composed of twelve members, as follows:

(1)(a) Eleven members shall be appointed by the governor from a list of nominees submitted to the governor by the fire marshal.

(b) The board shall consist of members representing all aspects of life safety and property protection. Each of the technical endorsements shall be represented by at least one board member licensed for such.

(c) Any person appointed to the board shall be licensed pursuant to this Subpart and shall have been engaged in life safety and property protection contracting for a minimum of four years prior to his appointment, except that one member may be from an associate industry to life safety and property protection or end user for which no license is required.

(2)(a) One member shall be an employee of the office of the state fire marshal designated by the fire marshal.

(b) Such member shall serve as the chairman of the board but shall not vote except in the event of a tie vote of the members

present and voting.

B.(1) Each appointed member shall serve a term of two years.

(2) The member designated by the fire marshal shall serve a term concurrent with the term of the fire marshal making such designation.

(3) No member shall serve more than two consecutive terms except the member designated by the fire marshal.

(4) A vacancy on the board occurring prior to expiration of a term shall be filled in the manner of the original appointment for the remainder of the term.

C. The board shall meet upon the call of the chairman or upon the written request of any three members of the board. Notice of any such meeting shall be given to board members and the public at least seven days in advance.

D. Five members of the board shall constitute a quorum for the transaction of business. The board may take action by majority vote of its members present and voting.

E. Each appointed member of the board may be reimbursed for travel and related expenses incurred, not to exceed those expenses authorized for reimbursement by the State Travel Guide, for each day that the member engages in board business.

F. No member of the board shall be liable in a civil action for any act performed in good faith in the execution of his duties as a board member.

G. The board shall have the authority to approve all training, certification, and examination requirements for licensure under this Subpart. The board shall have the authority to approve written training programs as acceptable equivalents for meeting the training or examination requirements of this Subpart. The board may also accept, as such an equivalent, licensure of a firm or person by a jurisdiction outside this state which has standards and requirements of practice which substantially conform to the provisions of this Subpart. The board shall also establish

continuing education requirements.

H. In the absence of an appointed board, the fire marshal shall determine and approve licensing equivalencies, written training programs, examination requirements, and continuing education requirements.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

#### §1664.12. Prohibited acts

No person or firm shall do any of the following:

- (1) Engage in life safety and property protection contracting without a valid license.
- (2) Aid and abet an unlicensed individual, employee, or firm in life safety and property protection contracting.
- (3) Certify, inspect, install, integrate, sell, or service life safety and property protection contrary to plans submitted for review, applicable NFPA codes, standards, or manufacturers specifications without specific written authorization from the office of the state fire marshal.
- (4) Submit an application or any other document to the office of the state fire marshal when the person reasonably should have known that the document contained false or misleading information.
- (5) Engage in false, misleading, or deceptive acts or practices.
- (6) Fail to maintain a valid license as required by this Subpart.
- (7) Fail to maintain a valid insurance policy as required by this Subpart.
- (8) Refuse to admit the fire marshal or his designated representative to an operating location or refuse to cooperate in the purposes of such admittance as required by this Subpart.

(9) Fail to maintain his license on his person and to present it for inspection as required by this Subpart.

(10) Fail to return the lockout, installer, or programming code of a life safety or property protection system to the factory default setting.

(11) Fail to abide by the administrative rules promulgated pursuant to this Subpart.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

#### §1664.13. Notice, hearing, and revocation of certificate or license

The license as provided for in this Subpart may be revoked or suspended after notice and hearing in accordance with the Administrative Procedure Act and upon a finding that a person or firm:

- (1) Willfully violated any provision of this Subpart or any rule, regulation, or order adopted hereunder.
- (2) Used deceit or false or misleading information in obtaining any certificate or license pursuant to this Subpart.
- (3) Has been professionally incompetent or grossly negligent.
- (4) Has assisted any person attempting to evade the provisions of this Subpart, or any rules or regulations adopted hereunder.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

#### §1664.14. Penalties

A.(1) In addition to or in lieu of administrative sanctions provided in this Subpart, the state fire marshal is empowered to issue an

order to any person or firm engaged in any activity, conduct, or practice constituting a violation of any provision of this Subpart, directing such person or firm to cease and desist from such activity, conduct, or practice. Such order shall be issued in the name of the state of Louisiana under the official seal of the state fire marshal.

(2) If the person or firm to whom the state fire marshal directs a cease and desist order does not cease and desist the prohibited activity, conduct, or practice immediately after service of such cease and desist order by certified mail or personal service, the state fire marshal may seek, in any court of competent jurisdiction and proper venue, a writ of injunction enjoining such person or firm from engaging in any activity, conduct, or practice prohibited by this Subpart.

(3) Upon a proper showing by the state fire marshal that such person or firm has engaged in any activity, conduct, or practice prohibited by this Subpart, the court shall issue a temporary restraining order restraining the person or firm from engaging in unlawful activity, conduct, or practices pending the hearing on a preliminary injunction, and in due course a permanent injunction shall be issued after a hearing, commanding the cessation of the unlawful activity, conduct, or practices.

(4) A temporary restraining order, preliminary injunction, or permanent injunction issued under this Subpart shall not be subject to being released upon bond.

(5) In the suit for an injunction, the fire marshal may demand of the defendant a penalty of fifty dollars per day for each violation, reasonable attorney fees, and court costs. Judgment for penalty, attorney fees, and court costs may be rendered in the same judgment in which the injunction is made absolute.

B. If the state fire marshal finds that any person or firm has violated any provision of this Subpart or any regulation, rule, or order issued hereunder, he may impose upon that person or firm a fine in an amount not to exceed five thousand dollars for each violation.

C. Procedures for the imposition of fines and appeals of such fines

shall be governed by the Administrative Procedure Act.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

§1664.15. Purchased life safety and property protection system

A. Each firm engaged in life safety and property protection contracting who sells a life safety or property protection system to a consumer shall immediately return the lockout, installer, or programming code of the system to the factory default setting when the consumer cancels the contract with the firm and contracts with another firm provided all original contractual obligations are fulfilled.

B. In addition to the penalties provided in this Subpart, any life safety and property protection contracting firm who violates this Section shall have its license revoked and be subject to a civil fine pursuant to this Subpart.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

§1664.16. Effect on local regulation, effective date

A. Except for requirements which pertain to all types of businesses generally, no parish or municipality shall enact any new ordinance, rule, or regulation regulating firms and persons subject to licensure pursuant to this Subpart.

B. This Subpart shall supersede any existing parish or municipal ordinance, rule, or regulation requiring certification or licensure of firms and persons engaged in life safety and property protection contracting and such ordinances, rules, and regulations shall be null and void and have no effect.

*Acts 2006, No.  
307, §2, eff.  
Jan. 1, 2007.*

## LAC Title 55:V - Administrative Rules on Fire Protection

Clicking on the given link will give you the section of Title 55 that pertains to the Licensing section. To view Title 55 in its entirety, please use the link [below](#).

[Title 55:V: Chapter 30](#)

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**RULES  
OF  
THE TENNESSEE ALARM SYSTEMS CONTRACTORS BOARD**

**CHAPTER 0090-1  
GENERAL PROVISIONS**

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**0090-1-.01 PURPOSE.**

The purpose of these rules is to implement uniform procedures and qualifications throughout Tennessee for the certifying, licensing, registration, and regulation of alarm systems contractors and to protect the safety and security of persons and property by assuring the competence of individuals or companies offering alarm systems and services to the general public.

**Authority:** *T.C.A. §§62-32-302 and 62-32-307(a).* **Administrative History:** *Original rule filed January 14, 1993; effective February 28, 1993.*

**0090-1-.02 DEFINITIONS.**

As used in these rules, unless the context otherwise requires, the definitions of terms contained in *T.C.A. §62-32-303* of the Act are applicable. Additional definitions are listed as follows:

- (1) **QUALIFYING AGENT** - An individual licensed by the Board whose qualifications have been demonstrated to the Board for overseeing and supervising alarm systems contractor operations of fire, burglar, Closed Circuit Television, and/or monitoring.
- (2) **DESIGNATED QUALIFYING AGENT** - The Qualifying Agent designated by the certified contractor to be responsible for compliance with state law.
- (3) **RESPONSIBLE CHARGE** - Capable of answering questions relevant to the technical and business decisions regarding alarm systems contracting in sufficient detail as to leave little doubt as to the Qualifying Agent's proficiency for the work performed and familiarity with the alarm systems contractor's day to day business operations.
- (4) **CLERICAL EMPLOYEE** - An employee of an alarm systems contractor whose primary responsibility is maintenance of records, letters, or correspondence related to specific alarm systems.
- (5) **MANAGERIAL EMPLOYEE** - An employee of an alarm systems contractor whose primary responsibility is supervising the activity of other employees.
- (6) **TECHNICAL EMPLOYEE** - An employee of an alarm systems contractor whose primary responsibility is the installation, service, or repair of equipment used in alarm systems.
- (7) **SALES REPRESENTATIVE** - An employee of an alarm systems contractor whose primary responsibility is direct contract with the existing or proposed customer with the intent to sell alarm equipment or services.

(Rule 0900-1-.02, continued)

- (8) **MONITORING CENTER EMPLOYER** - An employee of an alarm systems contractor whose primary responsibility is to monitor alarm systems and/or receive alarm signals and provide an appropriate response to an alarm condition.
- (9) **ALARM RUNNER** - An employee of an alarm system contractor whose primary responsibility is direct response to an alarm condition at the premises where the alarm signal originated.
- (10) **CERTIFICATION** - The authority granted by the Board to a business entity to do business as an alarm systems contractor.
- (11) **REGISTRANT** - An individual employee of an alarm systems contractor, other than a Qualified Agent, who has been found to meet the requirements established by the Board for their job classification.
- (12) **LICENSURE** - The authority granted by the Board for an individual to serve as a Qualifying Agent.
- (13) **BOARD** - The Alarm Systems Contractors Board as established by *T.C.A.*, Title 62, Chapter 32.
- (14) **PORTABLE INVESTIGATIVE EQUIPMENT** - Surveillance equipment, devices and associated wiring that is not permanently attached to a building or other structure.
- (15) **NATIONALLY RECOGNIZED TRAINING PROGRAM** - A course or educational training program, as further described in Chapter 0090-3 of the Board's rules, for one or more segments of the alarm industry that is recognized for high quality training of alarm professionals.
- (16) **CLOSED CIRCUIT TELEVISION** - An alarm system that provides video surveillance of events, primarily by means of transmission and recording of visual signals through the use of film, cameras, receivers, and other visual imaging systems. Closed circuit television systems may also include as secondary functions, audio and related electrical signals.

**Authority:** *T.C.A. §§62-32-304(b), and 62-32-307(a).* **Administrative History:** *Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 17, 1994; effective December 30, 1994. Amendment filed May 24, 1996; effective August 4, 1996.*

#### **0090-1-.03 RESTRICTIONS AND EXCLUSIONS.**

- (1) As used in these rules, the prohibited activities as set forth in *T.C.A. §62-32-304*, paragraphs (a) through (k), and exclusions as set forth in *T.C.A. §62-32-305*, paragraphs (1) through (11) are applicable.
- (2) Mechanical locks without electrical components and electro-mechanical locking devices securing a single entry point, which are not part of either an integrated system involving multiple access points or other alarm systems shall not be considered an "alarm system" as defined in *T.C.A. §62-32-303* paragraph (1).
- (3) A contractor qualifying for the exclusion under *T.C.A. §62-32-305(7)* who intends to engage in the business of an alarm system contractor shall file with the Board:
  - (a) a notarized statement to the effect that the contractor derives less than fifty percent (50%) of its gross annual revenue from such business; and
  - (b) a photocopy of the contractor's license.
- (4) Motor vehicle alarm systems are not subject to regulation under *T.C.A.*, Title 62, Chapter 32, or these rules.

(Rule 0900-1-.03, continued)

- (5) The Board recognizes that Portable Investigative Equipment is not an alarm system as defined by *T.C.A. §62-32-303(1)(A)*.
- (6) A unitized or self-contained alarm device with a single function (e.g. smoke or intrusion detector) that requires no wiring to install, that is not interconnected or linked to other alarm devices, and that does not send a signal outside the protected premises by means of buzzers, bells, sirens or remote communication shall not be considered an alarm system as defined in *T.C.A. §62-32-303(1)*.

**Authority:** *T.C.A. §§62-32-303(1)(A) and (2), 62-32-305(7) and 62-32-307(a). Administrative History: Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 17, 1994; effective December 30, 1994. Amendment filed May 24, 1996; effective August 4, 1996.*

#### **0090-1-.04 APPLICATION FOR CERTIFICATION, LICENSE OR REGISTRATION.**

All companies or persons who seek to be certified, licensed, or registered must complete an application on forms prescribed by the Board and submit the completed application forms to the Board.

**Authority:** *T.C.A. §§62-32-304 and 62-32-307(a). Administrative History: Original rule filed January 14, 1993; effective February 28, 1993.*

#### **0090-1-.05 EMPLOYEE REGISTRATION REQUIREMENTS.**

- (1) All persons seeking registration with the Board must comply with the requirements set out in *T.C.A. §§62-32-307 and 62-32-312*.
- (2) An employee registration applicant shall either obtain electronically scanned fingerprints placed on standard FBI/TBI applicant cards through a company that has contracted with the State of Tennessee to provide a fingerprinting service or the applicant shall provide the Board with three (3) sets of classifiable fingerprints on standard FBI/TBI applicant cards for processing by the TBI/FBI.
- (3) All persons employed by an alarm systems contractor and required to be registered shall apply for registration with the Board on such forms as prescribed by the Board within thirty (30) days after employment and shall pay the applicable fees, and submit to a background check conducted by the Board, including investigation by the Tennessee Bureau of Investigation, and the Federal Bureau of Investigation.
- (4) The Board may deny, suspend, or revoke any registration issued, or to be issued under this part to any applicant or Registrant who fails to satisfy the requirements of *T.C.A. §62-32-301 et seq.* or the rules of the Board.
- (5) A registered employee may not be employed by a certified company other than the company the employee originally registered with unless the employee and the Qualifying Agency submit a completed transfer form to the Board.
- (6) An employee's registration may be suspended, revoked, or civil penalties can be assessed if the employee violates any rule of the Board or any provision of *T.C.A.*, Title 62, Chapter 32, Part 3.
- (7) If a registered employee leaves the employment of a contractor the registered employee must be employed with a certified contractor within ninety (90) days or their registration will expire.
- (8) An applicant for registration shall respond promptly to all requests by the Board for further information. Failure to provide requested information within thirty (30) days of a request from the Board shall be a basis for the denial of an application.

(Rule 0900-1-.05, continued)

- (9) Renewal
- (a) A registration shall expire on the expiration date of the certification of the alarm systems contractor that employs the holder of the registration.
  - (b) An alarm systems contractor shall apply to the Board for the renewal of the registration of each registrant employed by the contractor as of the date the contractor submits its application for renewal of its certification.
  - (c) An alarm systems contractor is not required to apply to renew an employee who has submitted an application for initial registration which has not yet been determined by the Board by the date of the expiration of the contractor's certification provided that the contractor renews its certification in a timely fashion. If the contractor fails to submit to the Board its application for renewal by the expiration date of its certification, then the contractor is required to apply to renew each registration of a registrant employed by the contractor regardless of the date that the registration was issued by the Board.
  - (d) In order to renew the registrations of its employees, an alarm systems contractor shall submit to the Board:
    - 1. a Board approved form containing a notarized statement of the contractor's designated qualifying agent or chief executive officer which identifies the number of registrations being renewed as well as a list containing the name and registration number of each registered employee which the contractor is required to renew; and
    - 2. the renewal fee required for the renewal of each registration, as established by rule 0090-1-.09 Fees.

**Authority:** T.C.A. §§62-32-307(a), 62-32-307(b), 62-32-307(g), 62-32-307(l), 62-32-312, 62-32-312(d), 62-32-318 and 62-32-320. **Administrative History:** Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed May 24, 1996; effective August 4, 1996. Amendment filed May 11, 1998; effective July 25, 1998. Amendment filed October 6, 2004; effective December 20, 2004.

#### 0090-1-.06 QUALIFYING AGENT REQUIREMENTS.

- (1) Any person desiring to be licensed as a qualifying agent shall make written application to the Board on such forms as are prescribed by the Board. The application shall be accompanied by an application fee as set by the Board. An applicant shall receive a license if the requirements of Tenn. Code Ann. § 62-32-313(a), (b), (c) and (d) as described in these rules have been met and all requisite fees have been paid.
- (2) A qualifying agent applicant shall either obtain electronically scanned fingerprints through a company that has contracted with the State of Tennessee to provide a fingerprinting service or the applicant shall provide the Board with three (3) sets of classifiable fingerprint cards for processing by the TBI/FBI.
- (3) The classifications for qualifying agents are as follows:
  - (a) fire alarm system;
  - (b) burglar alarm system;
  - (c) monitoring; and
  - (d) closed circuit television.

(Rule 0900-1-.06, continued)

- (4) An applicant for a qualifying agent's license shall apply for each classification in which the applicant will be serving as a qualifying agent for an alarm systems contractor.
- (5) An applicant for a qualifying agent license will be deemed to have met the criteria for a classification if the applicant has indicated on the application form the classification(s) for which application is made and has met all applicable requirements contained in Tenn. Code Ann. §§ 62-32-307(d), 62-32-312(d), (e) and 62-32-313.
- (6) An applicant for a qualifying agent license shall respond promptly to all requests by the Board for further information. Failure to provide requested information within thirty (30) days of a request from the Board shall be a basis for the denial of an application.
- (7) A qualifying agent may have his or her license revoked or suspended or civil penalties imposed upon him or her for any violation of these rules or Tenn. Code Ann., Title 62, Chapter 32, Part 3.
- (8) A qualifying agent must file a termination/transfer form with the Board within thirty (30) days if the qualifying agent leaves the employment of the alarm systems contractor by which he is employed.
- (9) A designated qualifying agent must perform the following:
  - (a) A designated qualifying agent shall be in responsible charge of the alarm systems contractor by which he or she is employed.
  - (b) A designated qualifying agent shall be a full-time employee of the alarm systems contractor for whom he or she works.
  - (c) A designated qualifying agent shall submit an affidavit to the Board stating that he or she is an employee of an alarm systems contractor within thirty (30) days of beginning his or her employment.
  - (d) A designated qualifying agent shall reside within a sixty (60) mile radius from the alarm systems contractor with whom he or she is employed as a designated qualifying agent.
  - (e) Before the designated qualifying agent begins to work as an employee of an alarm systems contractor, he or she shall notify his previous employer in writing that he or she is no longer the designated qualifying agent of the previous employer.
  - (f) A designated qualifying agent shall determine which employees of the alarm systems contractor will have access to records, diagrams, plans, or other sensitive information pertaining to monitored, installed or proposed alarm systems.
  - (g) A designated qualifying agent shall be responsible for ensuring that any person required to be registered has submitted an application to the Board and for providing the Board with all materials and information required by Tenn. Code Ann. §62-32-312(d).
  - (h) A designated qualifying agent shall review a registered employee's application to ensure that the information submitted on the application is accurate.
  - (i) A designated qualifying agent shall notify the Board within thirty (30) days after any change in business address for him or herself, the alarm systems contractor who employs the designated qualifying agent or the registered employees or qualifying agents who are employed by the alarm systems contractor.

(Rule 0900-1-.06, continued)

- (j) A designated qualifying agent shall be responsible for ensuring that an accurate application for the renewal of registrants employed by the alarm systems contractor has been submitted in accordance with rule 0090-1-.05 Employee Registration Requirements.
- (k) A designated qualifying agent shall notify the Board within thirty (30) days after a registrant's, applicant's or qualifying agent's conviction, that is known or should be known to the designated qualifying agent. The designated qualifying agent shall provide this notification for persons who are registered or required to be registered under the alarm systems contractor that employs the designated qualifying agent. The designated qualifying agent shall provide notification if the registrant, applicant or qualifying agent was convicted in any city, county, state, federal or military court of any crimes listed in Tenn. Code Ann. §62-32-303(8). For the purposes of these rules, "conviction" means the entry of a guilty plea, no contest plea or a verdict or decision rendered by a judge or jury.
- (l) A designated qualifying agent shall notify the Board within ten (10) days after the designated qualifying agent has knowledge that the alarm systems contractor, a registrant, an applicant or a qualifying agent has violated any provision of Tenn. Code Ann. Title 62, Chapter 32, Part 3 or any of the Board's rules.

**Authority:** *T.C.A. §§62-32-303, 62-32-304(b), 62-32-307(a), 62-32-307(c), 62-32-307(d), 62-32-307(g), 62-32-307(i), 62-32-307(l) 62-32-313, 62-32-316(b), and 62-32-320. Administrative History: Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 17, 1994; effective December 30, 1994. Amendment filed May 24, 1996; effective August 4, 1996. Amendment filed May 11, 1998; effective July 25, 1998. Repeal and new rule filed October 6, 2004; effective December 20, 2004.*

#### **0090-1-.07 ALARM SYSTEMS CONTRACTOR REQUIREMENTS.**

- (1) Any person desiring to be certified as an alarm systems contractor shall make written application to the Board on such forms as are prescribed by the Board. The application shall be accompanied by an application fee as set by the Board. An applicant shall meet the requirements of *T.C.A. §62-32-314* to the satisfaction of the Board.
- (2) Effective July 1, 1994, classification of alarm systems contractors are as follows:
  - (a) Fire alarm system;
  - (b) Burglar alarm system;
  - (c) Monitoring; and
  - (d) Closed Circuit Television
- (3) The applicant for an alarm systems contractor shall apply for each classification in which it will be engaging in alarm systems contracting activity.
- (4) An applicant for an alarm systems contractor certification shall respond promptly to all requests by the Board for further information. Failure to provide requested information within thirty (30) days of a request from the Board shall be a basis for the denial of an application.
- (5) An alarm systems contractor shall submit an application for the renewal of registrants employed by the contractor in accordance with rule 0090-1-.05 Employee Registration Requirements.
- (6) The Certification of an alarm systems contractor can be suspended, revoked, or civil penalties can be assessed for any violation of these rules or *T.C.A.*, Title 62, Chapter 32, Part 3.

(Rule 0900-1-.07, continued)

- (7) An alarm systems contractor must have a Designated Qualifying Agent who shall be responsible for the contractor’s compliance with state law.
- (8) The contractor and the Designated Qualifying Agent must file a termination/transfer form with the Board within ten (10) days if the Designated Qualifying Agent leaves the employment of the contractor or becomes a non-Designated Qualifying Agent still in the employment of the contractor. The business entity must obtain a substitute Designated Qualifying Agent within thirty (30) days after the prior Designated Qualifying Agent ceases to serve as such, unless the Board in its discretion extends this period for good cause for a period not to exceed three (3) months.
- (9) The contractor and the Designated Qualifying Agent must file a termination/transfer form with the Board within ten (10) days if a Qualifying Agent leaves the employment of the contractor or becomes a Designated Qualifying Agent within the employment of the contractor.
- (10) The contractor or the Designated Qualifying Agent must notify the Board within thirty (30) days of any known conviction or any conviction of which the contractor or Designated Qualifying Agent should have known of any Designated Qualifying Agent, Qualifying Agent, or registered employee under their supervision by any state, federal, or military court of any crime listed in *T.C.A. §62-32-303*, paragraph (8). For purposes of these rules, “conviction” means and includes the entry of a plea of guilty, pleas of no contest or a verdict rendered in open court by a judge or jury.
- (11) Upon application for certification and renewal the contractor or the Designated Qualifying Agent must file with the Board a roster of all employees who are licensed or registered.

**Authority:** *T.C.A. §§62-32-307(a), 62-32-307(l), and 62-32-314. Administrative History:* Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 17, 1994; effective December 30, 1994. Amendment filed May 24, 1996; effective August 4, 1996. Amendment filed May 11, 1998; effective July 25, 1998.

**0090-1-.08 INSURANCE REQUIREMENTS.**

No certification can be issued under this part until the applicant files with the Board, on a form approved by the Board, evidence of insurance that meets all of the requirements as set forth in *Tenn. Code Ann. §62-32-315*.

**Authority:** *T.C.A. 62-32-307(a) and 62-32-315. Administrative History:* Original rule filed January 14, 1993; effective February 28, 1993. Repeal and new rule filed October 6, 2004; effective December 20, 2004.

**0090-1-.09 FEES.**

- (1) Application Fees. An alarm systems contractor, qualifying agent (including designated qualifying agent) or registered employee of the alarm systems contractor shall pay the following non-refundable application fees:
  - (a) Company Certification application fee .....\$200.00
  - (b) Qualifying Agent License application fee .....\$100.00
  - (c) Employee Registration application fee.....\$80.00
- (2) Certification/License/Registration Fees. An alarm systems contractor or qualifying agent (including designated qualifying agent) shall pay the following certification/license fees when the alarm systems contractor or qualifying agent has been notified that his or her application has been approved:
  - (a) Company certification fee for each classification .....\$50.00
  - (b) Qualifying agent or designated qualifying agent license fee for each classification .....\$50.00

(Rule 0900-1-.09, continued)

- (3) The following transfer fees and duplicate identification card fees shall be required upon notification that a licensee or registered employee has transferred to a certified alarm contractor other than the contractor indicated on the identification card, or upon receipt of a request for a duplicate identification card. An identification card being replaced must be returned to the Board with a transfer form.
  - (a) Transfer Fee .....\$50.00  
A qualifying agent, designated qualifying agent and registered employee shall submit a transfer form supplied by the Board with two (2) color passport-style photographs for a new identification card.
  - (b) Duplicate Identification Card Fee .....\$25.00  
A certified company, qualifying agent, designated qualifying agent and registered employee shall submit a request for a duplicate identification card with two (2) color passport-style photographs.
- (4) Adding Classifications. An alarm systems contractor, qualifying agent (including a designated qualifying agent), or registered employee shall pay the following fees when adding classifications:
  - (a) Company Certification (per classification) .....\$100.00
  - (b) Qualifying Agent License (per classification).....\$100.00
- (5) Renewal Fees. An alarm systems contractor, qualifying agent (including a designated qualifying agent), or registered employee shall pay the following renewal fees:
  - (a) 1) Single classification company certification  
Renewal fee per year.....\$80.00  
(per location)
  - 2) Multiple classification company certification  
Renewal fee per year.....\$100.00  
(per location)
  - (b) 1) Single classification qualifying agent license  
Renewal fee per year.....\$40.00
    - a. Multiple classification qualifying agent license  
Renewal fee per year .....\$100.00
  - (c) Employee Registration  
Renewal fee per year .....\$25.00  
(per employee).

**Authority:** T.C.A. §§62-32-307(b), 62-32-313(a), 62-32-313(i), 62-32-314(a), and 62-32-318. **Administrative History:** Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 17, 1994; effective December 30, 1994. Amendment filed May 24, 1996; effective August 4, 1996. Amendment filed May 11, 1998; effective July 25, 1998. Repeal and new rule filed October 6, 2004; effective December 20, 2004. Notice of withdrawal of rule 0090-1-.09(2)(c) filed October 26, 2004; effective December 20, 2004.

**0090-1-.10 RENEWAL OF CERTIFICATION AND LICENSE.**

- (1) As used in these Rules, the requirements contained in T.C.A. §62-32-317 are applicable.
- (2) Each certificate and license shall expire on the last day of the twelfth month following its issuance or renewal and shall become invalid on such date unless renewed.

(Rule 0900-1-.10, continued)

- (3) Company Certification renewal notices shall be mailed by the Board ninety (90) days prior to the expiration date of the Certification. Qualifying Agent License renewal notices shall be mailed by the Board to the last known business address ninety (90) days prior to the expiration date of the license. Such renewals must be received in the office of the Board thirty (30) days prior to the expiration of such Certification or license.
- (4) It shall be the duty of the Board to notify every company certificate holder and Qualifying Agent licensee by mail to the last known business address of the date of expiration of such certificate or license and the amount of fee required for its renewal for one (1) year.
- (5) Applications for renewal of the company Certification shall list all persons required to be licensed or registered in accordance with *T.C.A. §62-32-312(a)*.
- (6) No Qualifying Agent license shall be renewed unless the Board has received satisfactory evidence of the completion of continuing education during the previous year, in compliance with the minimum satisfactory standards as set forth in rule 0090-5-.01.
- (7) A qualifying agent who has not met the requirements for renewal of a qualifying agent license by the expiration date of the license shall cease acting as a qualifying agent for any firm until the qualifying agent has established to the satisfaction of the Board that all qualifications for renewal, including the payment of any fees for late renewal, have been met.
- (8) The fee to be paid for the renewal of a company certificate or Qualifying Agent license after the expiration date shall be increased ten percent (10%) for each month or fraction of a month that payment for renewal is delayed; provided that the maximum fee for a delayed renewal shall not exceed twice the normal fee.
- (9) No company certificate holder or Qualifying Agent licensee shall receive a renewal when such company or agent has been in default in complying with *T.C.A. §62-32-301 et seq.* for a period of one (1) year, and, in such an event, the alarm systems contractor or Qualifying Agent, in order to qualify under the law, shall make new application and meet all current requirements to obtain a new license or certificate.

**Authority:** *T.C.A. §§62-32-307(a), 62-32-307(c), 62-32-313, and 62-32-317. Administrative History: Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed May 24, 1996; effective August 4, 1996. Amendment filed May 11, 1998; effective July 25, 1998.*

#### **0090-1-.11 IDENTIFICATION CARDS.**

- (1) The Board shall issue to every individual licensed or registered by the Board an identification card bearing a minimum:
  - (a) The full correct name.
  - (b) A color passport size photo.
  - (c) The registration or license number assigned by the Board.
  - (d) The license or job classification.
  - (e) The company affiliation.

(Rule 0900-1-.11, continued)

- (2) It is the Designated Qualifying Agent's responsibility to provide this information with the initial application, renewal application, employee registration application, notice of transfer, or request for duplicate identification card.
- (3) Individuals shall, while on the official business of an alarm systems contractor, wear their identification card in a conspicuously visible location on their person.
- (4) If the identification card is lost a notarized statement requesting a duplicate card must be complete and fee as set out in rule 0090-1-.09 shall be remitted to the Board with the request.

**Authority:** T.C.A. §62-32-307(a). **Administrative History:** Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed May 24, 1996; effective August 4, 1996.

#### 0090-1-.12 FINGERPRINTING.

- (1) All applicants for employee registration or qualifying agent license shall be subject to a Federal Bureau of Investigations(FBI)/Tennessee Bureau of Investigations (TBI) background investigation pursuant to Tenn. Code Ann. §§ 62-32-312(e) and 62-32-313(b).
- (2) In order to expedite the application process, an applicant may obtain electronically scanned fingerprints on standard FBI/TBI cards through any company that has contracted with the State of Tennessee to provide an electronic fingerprinting service. The applicant shall be deemed to have provided the Board with sets of classifiable prints if he or she causes a private company contracted by the State to electronically transmit the applicant's classifiable prints directly to the FBI and TBI and to forward a classifiable hard copy of the applicant's fingerprints to the Board on standard FBI/TBI applicant cards. The Board shall notify each applicant in writing of the name, address, and telephone number of any company contracted by the State to provide such service. All qualifying agent and registered employee applicants shall comply with the following requirements regarding payment for the fingerprinting service:
  - (a) If the applicant chooses to use the services of a company that has contracted with the State to provide an electronic fingerprinting service, then the applicant shall make the arrangements for the processing of his or her fingerprints with the company directly and shall be responsible for payment of any fees associated with the processing of fingerprints to the respective agency.
  - (b) If the applicant chooses to request that the Board process the fingerprint cards, then the applicant shall submit three (3) sets of classifiable fingerprint cards, on cards provided by the Board, with his or her application for processing through the FBI and TBI. The applicant shall pay to the Board all processing fees established by the TBI and FBI.
  - (c) In the event that the contracting company no longer contracts with the State to provide an electronic fingerprinting service, then the applicant shall submit three (3) classifiable fingerprint FBI/TBI cards with his or her application and shall pay to the Board all processing fees established by the TBI and FBI.
- (3) In the event that a qualifying agent or employee registration applicant furnishes unclassifiable fingerprints or fingerprints that are unclassifiable in nature to the Board, the Board may refuse to issue the requested license or registration. For the purposes of this rule, "unclassifiable fingerprints" means that the electronic scan or the print of the person's fingerprints cannot be read and therefore, cannot be used to identify the person.

**Authority:** T.C.A. §§ 62-32-307(a), 62-32-307(d), 62-32-307(g), 62-32-312(d)(1), 62-32-312(e), 62-32-313(b), and 62-32-318. **Administrative History:** Original rule filed October 6, 2004; effective December 20, 2004.

**0090-1-.13 ADDING CLASSIFICATIONS.**

## (1) Qualifying Agent License

If a licensed qualifying agent wishes to add an alarm systems contractor classification to his or her license, then he or she shall make written application to the Board on such forms as are prescribed by the Board. The application shall be accompanied by an application fee as set by the Board. An applicant shall receive a license if the requirements of Tenn. Code Ann. § 62-32-313(c) and (d) as described in these rules have been met and all requisite fees have been paid. Submission of fingerprint cards shall not be required to add a classification to an “active” qualifying agent license. If the licensee is qualified based on Tenn. Code Ann. § 62-32-313(c) (1) or (2), the requirements of rule 0090-5-.01(4) must be satisfied prior to the first renewal after adding the “fire” classification.

## (2) Company Certification

If a certified alarm company wishes to add an alarm systems contractor classification to its certification, then the certified company shall make written application to the Board on such forms as are prescribed by the Board. The application shall be accompanied by an application fee as set by the Board. The requested classification will be added to the company certification if the requirements of Tenn. Code Ann. § 62-32-314(a)(4), have been met, the designated qualifying agent has applied for and been issued a license with the requested classification(s), and all requisite fees have been paid. Submission of additional city or county business tax licenses or insurance certificates will not be required to add a classification to an “active” company certification.

## (3) Adding a classification will not change the expiration date of the qualifying agent license or company certification.

**Authority:** T.C.A. §§62-32-313(c), 62-32-313(d), 62-32-313(e), 62-32-314(a)(4), 62-32-314 (c), 62-32-314(d), and 62-32-316(b). **Administrative History:** Original rule filed October 6, 2004; effective December 20, 2004.

**RULES  
OF  
THE TENNESSEE ALARM SYSTEMS CONTRACTORS BOARD**

**CHAPTER 0090-5  
CONTINUING EDUCATION**

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**0090-5-.01 CONTINUING EDUCATION REQUIREMENTS.**

- (1) A Qualifying Agent shall obtain eight (8) hours of classroom instruction in the alarm industry for each year for which the license is valid. This classroom instruction shall be completed prior to the expiration of the license.
- (2) A classroom hour shall be defined as fifty (50) minutes out of the hour of actual instruction.
- (3) The curriculum must be relevant to the alarm industry and meet criteria established by the Board.
- (4) For Fire Alarm Licensure the Qualifying Agent must complete a course in Fire Alarm Installation and Monitoring prior to their first renewal, unless this Certification was presented for approval of initial licensing. For purposes of meeting this requirement the individual must complete the National Institute for Certification in Engineering Technologies (NICET) Level II Certification, or the National Burglar and Fire Alarm Association, Inc. (NBFAA) - National Training School (NTS) Level II B Certification, or the Southern Building Codes Congress International (SBCCI) Certification, or equivalent. This certification will be accepted by the Board as the required continuing education for the first renewal period if obtained during the first renewal period.
- (5) The Board shall have the authority to accept additional courses other than those stated in paragraph (5) for purposes of meeting the requirements in paragraph (5).

**Authority:** T.C.A. §§62-32-307(a) and 62-32-313(c). **Administrative History:** Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 17, 1994; effective December 30, 1994. Amendment filed May 24, 1996; effective August 4, 1996.

**0090-5-.02 STANDARDS FOR ACCEPTANCE OF CONTINUING EDUCATION COURSES.**

- (1) The Board shall have the authority to review and either accept or deny approval for courses based upon the criteria established in rule 0090-3-.01, paragraph (4).
- (2) Educational courses submitted for approval shall list the following:
  - (a) Title of course.
  - (b) Class length (in hours).
  - (c) Alarm classification to which course is applicable (ie. burglar alarm, fire alarm, Closed Circuit Television or monitoring).
  - (d) Synopsis and objective(s) or course.
  - (e) Reference materials used with the course.

- (f) Author of course and employment affiliation.
  - (g) Selection of criteria for students.
  - (h) Related courses.
- (3) Course materials and information shall be submitted to the Board for review. The Board shall accept or reject the course for continuing education credit. The Board may audit the course if deemed necessary for evaluation purposes.
  - (4) All correspondence regarding materials submitted for evaluation by the board and/or its Sub-Committees shall be public record. However, nothing in this rule shall adversely affect copyrighted material.
  - (5) These approved courses must certify the attendance and successful completion of the course for each of its students to the Board on an appropriate form.
  - (6) A course approval issued by the Board prior to July 1, 1994 shall continue in effect until July 1, 1998.
  - (7) A course approval issued after July 1, 1994 shall continue in effect for four (4) years from July 1 in the year in which the course is approved.
  - (8) The Board reserves the right to issue course approvals for periods of less than four (4) years.
  - (9) Course providers shall resubmit their courses for approval at least one hundred twenty (120) days prior to the applicable expiration date. Failure to meet this deadline may result in the non-approval of a course.

**Authority:** T.C.A. §§62-32-307(a) and (c), 62-32-313(k), and 62-32-316. **Administrative History:** Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 30, 1994; effective December 30, 1994.

**RULES  
OF  
THE TENNESSEE ALARM SYSTEMS CONTRACTORS BOARD**

**CHAPTER 0090—2  
CIVIL PENALTIES**

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0090—2—.01 Civil Penalties

**0090—2—.01 CIVIL PENALTIES.**

- (1) Any person, partnership, firm, association, or corporation which engages or offers to engage in contracting without a Certification or license as required by *T.C.A. §62—32—304* or who violates the terms and conditions of any Certification, license, or renewal thereof granted by the Board pursuant to this part, shall be subject to a civil penalty of not less than one thousand dollars (\$1,000) and not more than five thousand dollars (\$5,000) per occurrence.
- (2) Any person, firm or corporation which engages or offers to engage in contracting without a Certification or license as required by *T.C.A. §62—32—304* shall be ineligible to apply for a such Certification or license until six (6) months after the violation occurred.
- (3) In addition to revocation or suspension of a Certification, license, or registration under *T.C.A. §62—32—319(b)*, a civil penalty of not more than five thousand dollars (\$5,000) may be assessed by the Board for each separate statutory violation provided that for a violation of *T.C.A. §62—32—319(b)(7)* the minimum civil penalty shall be one thousand dollars (\$1,000).
- (4) For all other violations of *T.C.A.*, Title 62, Chapter 32, Part 3, or the Board's rules, the Board shall have the authority to issue civil penalties up to but not exceeding five thousand dollars (\$5,000) for each separate violation.
- (5) In determining the amount of any civil penalty to be assessed pursuant to this rule, the Board shall consider the degree and extent of harm caused by the violation.

**Authority:** *T.C.A. §§56—1—308, 62—32—304, 62—32—307(a), 62—32—319, and 62—32—320. Administrative History:* Original rule filed January 14, 1993; effective February 28, 1993.

New York State  
DEPARTMENT OF STATE  
**Division of Licensing Services**  
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# **Business of Installing, Servicing or Maintaining Security or Fire Alarm Systems**

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**Business of Installing, Servicing or Maintaining Security or Fire Alarm Systems**  
Article 6-D General Business Law

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## *Section*

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## **§69-l. Definitions**

As used in this article, unless the context requires otherwise:

1. "Department" means the Department of State.
2. "Person" means an individual, firm, company, partnership, limited liability company or corporation.
3. "Licensee" means a person as herein defined licensed to engage in the business of installing, servicing or maintaining security or fire alarm systems under this article.
4. "To engage in the business of installing, servicing or maintaining security or fire alarm systems" means and refers to a person who holds himself out directly or indirectly, as being able, or who offers or undertakes, by any means or method, to install, service or maintain a security or fire alarm system to detect intrusion, break-in, movement, sound or fire.
5. "Fee," "examination fee," "license fee" and "renewal fee" mean the fees required to accompany an application for examination or fingerprint processing for or issuance of any license, including any temporary, apprentice or renewal license, pursuant to this article. Such fee shall be non-refundable.

### **§69-m. License required**

1. On and after October 1, 1992, no person shall engage in the business of installing, servicing or maintaining security or fire alarm systems or hold himself out as being able so to do unless he is licensed therefor pursuant to this article. Nothing herein shall prohibit a person licensed in accordance with the provisions of this article from employing individuals to assist in the installation, servicing or maintaining of security or fire alarm systems, provided such licensee issues identification cards on a form prescribed by the Secretary of State to each unlicensed individual.
2. Notwithstanding the provisions of subdivision one of this section, a license shall not be required of a person to engage in the business of installing, servicing or maintaining security or fire alarm systems if such an alarm system is to be installed in a motor vehicle, water vessel or aircraft or is a battery-operated smoke detection device. Furthermore, a property owner or proprietor who purchases or owns an alarm system to be installed by him or his employees onto his property or place of business shall not fall under the provisions of this article.

### **§69-n. Powers of the Secretary of State**

In addition to the powers and duties elsewhere prescribed in this article, the Secretary of State shall have power:

1. To appoint an adequate number of assistants, inspectors and other employees as may be necessary to carry out the provisions of this article, to prescribe their duties, and to fix their compensation within the amount appropriated therefor.

2. To examine into the qualifications and fitness of applicants for licenses under this article.
3. To keep records of all licenses issued, sus-pended or revoked.
4. To prepare a manual of rules and regulations for the conduct of examinations and to furnish copies thereof to persons desiring the same upon payment of a reasonable fee therefor.
5. To adopt such rules and regulations not incon-sistent with the provisions of this article, as may be necessary with respect to the form and content of applications for licenses, the reception thereof, the investigation and examination of applicants and their qualifications, and the other matters incidental or appropriate to his powers and duties as prescribed by this article and for the proper administration and enforcement of the provisions of this article, and to amend or repeal any of such rules and regulations.
6. To create an advisory committee composed of at least four persons from different areas of the state who have been actively engaged in the business of installing, servicing or maintaining security or fire alarm systems for at least five years prior to their appointment and two persons from different areas of the state, one of whom shall be a fire service official and one of whom shall be a police officer. The advisory committee shall make recommendations to the Secretary of State with respect to the administration of this article.

### **§69-o. License after examination; application**

1. After successfully passing the designated examination, any person over the age of 18 years, desiring a license to engage in the business of installing, servicing or maintaining security or fire alarm systems under this article, may make application to the Secretary of State therefor. The application shall be subscribed by the applicant and affirmed by him as true under the penalties of perjury. The application shall be in such form and shall contain such information relative to the applicant and his qualifications as may be prescribed by the Secretary of State. Each application shall be accompanied by:
  - (a) Two recent photographs of the applicant of a size prescribed by the Secretary of State and two sets of fingerprints of the applicant to be recorded in such manner as the Secretary of State may prescribe by rule. The fingerprints shall be taken on a standard fingerprint card approved for fingerprinting by the state Division of Criminal Justice Services and shall be accompanied by the appropriate processing fee in proper form for the Division of Criminal Justice Services;
  - (b) Evidence of education satisfactory to the Secre-tary of State which shall include evidence of the successful completion of a course of study in a school duly licensed pursuant to the Education Law or approved by the Board of Regents as a school qualified to instruct students in the field of security or fire alarm systems or can demonstrate to the satisfaction of the Secretary of State that he has successfully completed an approved industry sponsored training program; and
  - (c) Evidence of having successfully passed the required examination.
2. After the filing of an applicant's fingerprint cards, the Secretary of State shall forward

such fingerprints to the Division of Criminal Justice Services to be compared with the fingerprints on file with the Division of Criminal Justice Services in order to ascertain whether the applicant has been convicted of a felony involving fraud, bribery, perjury or theft pursuant to article 140, 155, 160, 165, 170, 175, 176, 180, 185, 190, 195, 200 or 210 of the Penal Law; or has a criminal action which has been pending for such a felony for under one year without a final disposition unless adjourned in contemplation of dismissal; provided, however, that for the purposes of this article, none of the following shall be considered criminal convictions or reported as such:

- (a) A conviction which has been vacated and replaced by a youthful offender finding pursuant to article 720 of the Criminal Procedure Law, or the applicable provisions of law of any other jurisdiction; or
- (b) A conviction, the records of which have been expunged or sealed pursuant to the applicable provisions of the laws of this state or of any other jurisdiction; or
- (c) A conviction for which a certificate of relief from disabilities or certificate of good conduct has been issued pursuant to the Correction Law.

The Division of Criminal Justice Services shall retain the fingerprint cards and return the report of such convictions or pending cases, if any, to the Secretary of State who shall retain them in a confidential file for no more than one year, after which time such report shall be destroyed.

The Secretary of State shall deny the application of any individual convicted of a felony involving fraud, bribery, perjury or theft pursuant to article 140, 155, 160, 165, 170, 175, 176, 180, 185, 190, 195, 200 or 210 of the Penal Law; or has a criminal action which has been pending for such a felony for under one year without a final disposition unless adjourned in contemplation of dismissal; provided, however, that for the purposes of this article, none of the following shall be considered criminal convictions or reported as such:

- (i) A conviction which has been vacated and replaced by a youthful offender finding pursuant to article 720 of the Criminal Procedure Law, or the applicable provisions of law of any other jurisdiction; or
- (ii) A conviction the records of which have been expunged or sealed pursuant to the applicable provisions of the laws of this state or of any other jurisdiction; or
- (iii) A conviction for which a certificate of relief from disabilities or a certificate of good conduct has been issued pursuant to the Correction Law.

3. The Secretary of State shall prepare question papers which shall be the same for all applications at any given examination. The questions may be partly written and partly oral and shall not be confined to any specific method or system. In addition, a portion of the examination may include testing of practical skills through various exercises. No person shall receive a license hereunder who has not actually demonstrated to the Secretary of State his ability and fitness to engage in the business of installing, servicing or maintaining security or fire alarm systems in such practical tests as may be required by the Secretary of State.
4. Examinations shall be in the English language and shall be held at least quarterly and shall be given in at least four convenient places in the state.

5. There shall be an examination fee of \$15.
6. When an applicant has successfully passed the examination therefor, and has otherwise qualified for a license, the Secretary of State on payment of the fee prescribed by this article, shall issue to such applicant a license to engage in the business of installing, servicing or maintaining security or fire alarm systems.

### **§69-p. License without examination**

1. Any person over the age of 18 years who shall present to the Secretary of State satisfactory evidence that he has been actually engaged in the business of installing, servicing or maintaining security or fire alarm systems in this state for at least two years within the period of three years immediately prior to October 1, 1992, shall be entitled to a license under this article without examination, provided that application therefor is accompanied by the requirements of paragraphs (a) and (b), respectively, of subdivision one of §69-o of this article and the required annual license fee, is filed with the Secretary of State.
2. The Secretary of State shall upon application and without examination, issue a license to any person over the age of 18 years who has been duly licensed by any other state, territory, protectorate or dependency of the United States to engage in the business of installing, servicing or maintaining security or fire alarm systems upon compliance with standards and requirements not lower, in the judgment of the Secretary of State, than those of this state, provided, however, that such state extends similar reciprocity to licensees of this state. Such application shall be accompanied by the requirements of paragraphs (a) and (b), respectively, of subdivision one of §69-o of this article and the required license fee.

3.

(a) If any person, eligible for any license, mentioned in this section, be in the military service at or during the time application for such license is required to be filed and license fee paid, according to the provisions of this section, the period within which said application may be filed and license fee may be paid, is extended in behalf of such person, until three months after the termination of said military service, any provision contained in this article to the contrary, notwithstanding.

(b) In the case of persons who are or were in the military service and have been or will be discharged under conditions other than dishonorable, the period of two years specified in subdivision one of this section need not be continuous. The length of time such person was engaged in the business of installing, servicing or maintaining security or fire alarm systems before entering the military service may be added to any period of time during which such person was or is engaged in the business of installing, servicing or maintaining security or fire alarm systems after the termination of military service.

## **§69-pp. Licensed master electrician waiver**

1. Any person who is licensed by any municipality as a master electrician and who engages in the business of installing, servicing or maintaining security or fire alarm systems within such municipality shall be waived from the provisions of this article upon registration with the Secretary of State in accordance with the provisions of this section.
2. Each licensed master electrician seeking a waiver shall register with the Secretary of State on a form prescribed by the secretary. Such form shall include at least: the individual's name and home address, the business's name and address, a listing of jurisdictions in which the master electrician is licensed, a listing of all appropriate license numbers and such other information as the secretary shall deem necessary. No applicant for a waiver shall be required to meet the provisions of §69-o of this article.
3. Any waiver shall only apply for engaging in the business of installing, servicing or maintaining security or fire alarm systems in municipalities where such master electrician is licensed. However, should a licensed master electrician for any reason become unlicensed by any municipality, such master electrician shall immediately inform the Secretary of State of such action. The Secretary of State may suspend any waiver granted upon the basis of the master electrician license.
4. A master electrician who engages in the business of installing, servicing or maintaining security or fire alarm systems in municipalities where such master electrician is not duly licensed, shall be required to be licensed pursuant to this article.
5. A master electrician who is licensed in any municipality within the state shall be deemed to have satisfied the requirements of paragraphs (b) and (c) of subdivision one of §69-o of this article.
6. The fee for all waivers granted to any master electrician shall be established by the Secretary of State and shall not exceed \$50 every two years. Provided, however, that any person licensed pursuant to this article prior to the effective date of this section shall be exempt from the waiver fee for periods prior to October 1, 1994. Such waiver shall be valid for a two year period and be renewable for two year periods thereafter.
7. Any license issued by any municipality establishing a master electrician license after July 15, 1993 shall not be grounds for a waiver pursuant to this section unless the secretary determines that the standards for such master electrician license are not lower than those of this article.

## **§69-q. Licenses; display; renewal; duplicates**

1. All licenses shall be for a period of two years.
2. No license shall be assignable or transferable except as hereinafter provided.
- 3.

(a) A license issued to a limited liability company or to a corporation to engage in the business of installing, servicing or maintaining security or fire

alarm systems shall require that such business be operated under the direction and control of at least one member or manager of the limited liability company or a manager or managing officer of a corporation, who shall be required to meet the licensing requirements of this article on behalf of the licensee and who, in the case of a corporation, shall not be required to be an officer of the corporation. If such member, manager or managing officer, who shall have met the requirements of this article, ceases to act in the capacity of member, manager or managing corporate officer for any reason whatsoever, the licensee shall notify the department in writing within 14 days from such termination or cessation. The licensee may continue to conduct the business of installing, servicing or maintaining security or fire alarm systems for a period not to exceed 60 days from the date of such termination or cessation; the period of 60 days aforesaid may be extended upon application to the Secretary of State and for good cause for an additional period not to exceed 120 days; by the end of such period a new member, manager or managing officer must be designated who has met the licensing requirements of this article on behalf of the licensee.

(b) The limited liability company or corporation shall be liable with respect to all actions taken by its member, manager or managing officer acting on behalf of such limited liability company or corporation.

4. A license to engage in the business of installing, servicing or maintaining security or fire alarm systems issued to an individual may be assigned or transferred for the remainder of the license period to a partnership, limited liability company or corporation if such individual is a member of such partnership, a member of the limited liability company or an officer of such corporation at the time of such assignment or transfer. A license issued to a partnership may be assigned or transferred for the remainder of the license period to any one member of such partnership, provided he obtains the consent of all of the other members of such partnership. The application for such transfer or assignment must be accompanied by the requirements of paragraphs (a) and (b) of subdivision one of §69-o of this article and by proof satisfactory to the department that the requirements herein provided have been complied with. No assignment or transfer shall become effective unless and until the endorsement has been made on the face of the license by the department and such license, so endorsed, has been returned to the assignee or transferee. All such endorsements shall be made without payment of any fee. A bona fide purchaser of such business from the holder of the license thereof may continue to use the license of the seller for a period of 30 days from the date of the sale, provided there is endorsed on the face thereof the name of the purchaser, the date of the sale, and the signature of the seller and the purchaser; and provided further within five days from the date of the sale, an application, in accordance with the provisions of this article, shall be presented by the purchaser to the Secretary of State for a license to conduct the business of installing, servicing or maintaining security or fire alarm systems.

5. Employees of a person licensed to conduct the business of installing, servicing or maintaining security or fire alarm systems shall not be required to be licensed provided that the nonlicensed employee have in his possession an identification card issued pursuant to §69-m of this article. A person licensed to conduct such business shall, however, be required to submit to the department a full set of fingerprints of any employee who assists in the installation, servicing or maintaining of security or fire alarm systems, which shall be forwarded by the department to the Division of Criminal Justice Services to be compared with the fingerprints on file with the division to determine whether such employee has been convicted of a felony involving fraud, bribery, perjury or the theft pursuant to article 140, 155, 160, 165, 170, 175, 176, 180, 185, 190, 195, 200 or 210 of the Penal Law or has a criminal action which has been pending for under one year without a final disposition unless adjourned in contemplation of dismissal. Employee fingerprints will be recorded in such manner as the Secretary of State may prescribe by rule. Such employee's fingerprints shall be taken on a standard fingerprint card approved for fingerprinting by the state Division of Criminal Justice Services and shall be accompanied by the appropriate processing fees in proper form for the Division of Criminal Justice Services. The Division of Criminal Justice Services shall return the fingerprint card and the report of such convictions to the department, who shall then notify the licensee that such employee has been convicted of such felony or has a criminal action pending pursuant to a schedule developed by the division in conjunction with the Secretary of State but not to be implemented prior to September 1, 1994. Upon submission of such fingerprints to the department, a person may be employed on a provisional basis to assist in the installation, servicing or maintaining of security or fire alarm systems. However, such employee may not continue in such a capacity if it is determined that such employee has been convicted of such a felony or has a criminal action pending.
6. A license to conduct the business of installing, servicing or maintaining security or fire alarm systems issued to an individual or to a partnership may be used after the death of the licensed individual or co-partner by his next of kin or duly appointed administrator or executor in the name of the estate for a period of not more than 60 days from the date of death of such individual or co-partner, provided that there is endorsed upon the face of the license after the name of the decedent the word "deceased," the date of death and the name of the next of kin, administrator or executor under whose authority the license is being used; the period of 60 days aforesaid may be extended upon application to the Secretary of State and for good cause shown for an additional period not to exceed 120 days. Any license so continued which shall expire during such period of 60 days or the extension thereof may be renewed by the next of kin, administrator or executor for the balance of such period or the extension thereof.
7. A license to conduct the business of installing, servicing or maintaining security or fire alarm systems shall be conspicuously posted upon the premises where the licensee is engaged in the business of installing, servicing or maintaining security or fire alarm systems.
8. Any license which has not been suspended or revoked, may, upon the payment of the

renewal fee prescribed by this article, be renewed for additional periods of two years from its expiration, without further examination, upon the filing of an application for such renewal, on a form and with such additional information as prescribed by the Secretary of State.

9. Any person failing to file application and fee for renewal of a license within one year immediately following the expiration of his last license shall pay an additional fee of \$60, and if he fails to file application and fee for renewal within two years he shall be ineligible for such license until he shall have again met the requirements set forth in this article.
10. A duplicate license may be issued for one lost, destroyed or mutilated upon application therefor on a form prescribed by the Secretary of State and the payment of the fee prescribed therefor by this article. Each such duplicate license shall have the word "duplicate" stamped across the face thereof and shall bear the same number as the one it replaces.
11. Notice in writing shall be given to the Secretary of State at his office in Albany by the holder of a license to conduct the business of installing, servicing or maintaining security or fire alarm systems of any change in address of the business or residence of the person engaged in such business together with the return of license, whereupon a properly signed endorsement will be made on the face of the license as to such change and the license then returned to the licensee. A change of address by a licensee without such notice and endorsement of license shall operate to cancel the license.

## **§69-r. Fees**

1. The fee for a license to engage in the business of installing, servicing or maintaining security or fire alarm systems shall be \$200 plus an amount to be determined by the Division of Criminal Justice Services to cover the cost of the division's fingerprint search and report. For each renewal thereof, the fee shall be \$100 plus an amount to be determined by the Division of Criminal Justice Services to cover the cost of the division's fingerprint search and report.
2. The fee for taking an examination under this article shall be \$15; provided, however, that if the applicant qualifies for a license as the result of such examination, the fee paid for the privilege of taking such examination shall be included in the license fee for the license issued to him thereon.
3. The fee for issuing a duplicate license in substitution for one lost, destroyed, or mutilated shall be \$25.
4. The fee for changing a name or address shall be \$10.
5. The fees hereinabove set forth shall be those for licenses issued for the license period of two years or fraction of such period.

## **§69-s. Suspension and revocation of licenses**

1. A license to engage in the business of installing, servicing or maintaining security or fire

alarm systems may be suspended or revoked, or in lieu thereof a fine not exceeding \$1,000 per violation payable to the department may be imposed or a reprimand issued by the Secretary of State, for any one or more of the following causes:

- (a) Fraud or bribery in securing a license;
  - (b) The making of any false statement as to a material matter in any application or other statement or certificate required by or pursuant to this article;
  - (c) Incompetency;
  - (d) Failure to display the license as provided in this article;
  - (e) Violation of any provision of this article, or of any rule or regulation adopted hereunder;
  - (f) Conviction of a felony involving fraud, theft, perjury or bribery or other cause which would permit disqualifications from receiving a license upon the original application.
2. Whenever the license to engage in the business of installing, servicing or maintaining security or fire alarm systems is revoked, such license shall not be reinstated or reissued until after the expiration of a period of five years from the date of such revocation.

#### **§69-ss. Revocation, suspension, reprimands, fines; unlicensed activities.**

1. The secretary of state shall, before imposing any fine or reprimand on a person thereof, or before issuing any order directing the cessation of unlicensed activities, and at least ten days prior to the date set for the hearing, notify in writing such person, or the person alleged to have engaged in unlicensed activities, of any charges made and shall afford such person an opportunity to be heard in person or by counsel in reference thereto. Such written notice may be served by delivery of same personally to the person charged, or by mailing same by certified mail to the last known business or other address provided by such person to the secretary of state, or by any method authorized by the civil practice law and rules for the service of a summons. The hearing on such charges shall be at such time and place as the department shall prescribe.
2. The department, acting by such officer or person in the department as the secretary of state may designate, shall have the power to subpoena and bring before the officer or person so designated any person in this state, and administer an oath to and take testimony of any person or cause his deposition to be taken. A subpoena issued under this section shall be regulated by the civil practice law and rules.

#### **§69-t. Hearing on charges; decision**

No license shall be suspended or revoked nor shall any fine or reprimand be imposed until

after a hearing had before an officer or employee of the department designated for such purpose by the Secretary of State, upon notice to the licensee of at least 10 days. The notice shall be served either personally or by registered mail and shall state the date and place of hearing and set forth the ground or grounds constituting the charges against the licensee. The licensee shall have the opportunity to be heard in his defense either in person or by counsel and may produce witnesses and testify in his behalf. A stenographic record of the hearing shall be taken and preserved. The hearing may be adjourned from time to time. The person conducting the hearing shall make a written report of his findings and a recommendation to the Secretary of State for decision. The Secretary of State shall review such findings and the recommendation and, after due deliberation, shall issue an order accepting, modifying or rejecting such recommendation and dismissing the charges or suspending or revoking the license or in lieu thereof imposing a fine or reprimand upon the licensee. For the purpose of this article, the Secretary of State or any officer or employee of the department designated by him, may administer oaths, take testimony, subpoena witnesses and compel the production of books, papers, records and documents deemed pertinent to the subject of investigation.

### **§69-u. Judicial review**

The action of the Secretary of State in suspending, revoking or refusing to issue or renew a license, or imposing a fine or reprimand on the holder thereof may be reviewed by a proceeding brought under and pursuant to article 78 of the Civil Practice Law and Rules.

### **§69-v. Violations and penalties**

Any person who shall directly or indirectly engage in the business of installing, servicing or maintaining security or fire alarm systems or hold himself out to the public as being able so to do without a license therefor, or who shall violate any of the provisions of this article, or having had his license suspended or revoked, shall continue to engage in the business of installing, servicing or maintaining security or fire alarm systems or who, without a license to engage in the business of installing, servicing or maintaining security or fire alarm systems, directly or indirectly employs, permits or authorizes an unlicensed person to engage in the business of installing, servicing or maintaining security or fire alarm systems, shall be guilty of a misdemeanor and, upon conviction, shall be punishable by imprisonment of not more than six months, or by a fine of not more than \$1,000 or by both such fine and imprisonment upon the first conviction and by imprisonment of not more than one year or by a fine of not less than \$1,000 nor more than \$5,000 or by both such fine and imprisonment upon a subsequent conviction. Each violation of this article shall be deemed a separate offense.

### **§69-vv. Civil penalties.**

Notwithstanding any inconsistent provision of law, with respect to violations of section sixty-nine-ss of this article, the secretary of state is authorized, upon the complaint of any person or

on his or her own initiative, to investigate and prosecute violations of the provisions of such section by persons not licensed pursuant to this article and may impose a fine of up to one thousand dollars for the first violation; two thousand dollars for a second such violation; five thousand dollars for a third violation; and ten thousand dollars for a fourth violation and each subsequent violation. The attorney general, acting on behalf of the secretary of state, may commence an action or proceeding in a court of competent jurisdiction to obtain a judgment against such unlicensed person in an amount equal to that imposed as a fine.

### **§69-w. Official acts used as evidence**

The official acts of the Secretary of State and department shall be prima facie evidence of the facts therein and shall be entitled to be received in evidence in all actions at law and other legal proceedings in any court or before any board, body or officer.

### **§69-x. Disposition of moneys derived from operation of article**

Examination fees collected pursuant to this article shall be paid into the licensing examination services account pursuant to §97-aa of the State Finance Law. Processing fees for the fingerprint search conducted by the Division of Criminal Justice Services shall accompany the fingerprint cards and shall be deposited into the criminal justice improvement account pursuant to §97-bb of the State Finance Law. All remaining moneys derived from the operation of this article shall on or before the 10th day of each month be paid into the general fund of the state treasury to the credit of the state purposes account therein.

### **§69-y. Separability clause**

If any part or provision of this article or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this article or the application thereof to other persons or circumstances and the legislature hereby declares that it would have enacted this article or the remainder thereof had the invalidity of such provision or application thereof been apparent.

### **§69-z. Applicability**

1. The provisions of this article shall not be construed to limit in any way the authority of a city with a population of 1,000,000 or more to enact, implement and continue to enforce local laws and regulations governing home improvement contractors and their agents or employees that were in effect prior to the effective date of this article, or to enact, implement and enforce any amendments thereto after the effective date of this article.

2. The provisions of this article shall govern notwithstanding any other law to the contrary; provided, however, that local law shall govern with respect to inspection of fire alarms by a fire marshall or any other person designated under such local law; and provided, further, that this article shall not be held to invalidate any provision of the laws of this state or any subdivision thereof unless there is a direct conflict between the provision of this article and the provision of such law or unless such law is duplicative of this article, in which case this article shall prevail, except as provided otherwise in subdivision one of this section. Except as provided in subdivision one of this section, no local law shall require any fee or license for the installation, servicing or maintaining of security or fire alarm systems, except that which is provided pursuant to this article.

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## **TITLE 19 NYCRR SECURITY AND FIRE ALARM SYSTEMS**

### **PART 195**

#### **LICENSING REGULATIONS FOR THE BUSINESS OF INSTALLING, SERVICING OR MAINTAINING SECURITY OR FIRE ALARM SYSTEMS**

**This information is not the official version of the *Official  
Compilation of Codes,  
Rules and Regulations of  
the State of New York***

**(NYCRR). No representation is made as to its accuracy, nor may it be read into evidence in New York State courts. To ensure accuracy and for evidentiary purposes, reference should be made to the official NYCRR. The official NYCRR is available from West Publishing, West, 610 Opperman Drive, Eagan, MN 55123, 1-800-344-5009.**

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**§195.1 Definitions**

**(a) Security or fire alarm system (alarm system).** An aggregation of devices, equipment or services designed to signal the presence of intrusion, break-in, theft, movement, sound, fire, heat, smoke, explosion, etc. Such devices or equipment include, but are not limited to: signal initiating devices, signal transmitting devices, signal indicating devices or notification appliance. Not included herein are conduits for these systems and direct line voltage connections to an outlet, junction box, or power panel.

**(b) Central station.** An off premises monitoring facility with special receiving equipment, in communication with the transmission equipment for a subscriber's protected premises. The transmission equipment for the subscriber's protected premises may be owned by the central station, the subscriber or any other person. Personnel are generally in attendance on a continuous basis to observe, record and dispatch personnel to investigate various alarms or trouble signals. They may report alarm signals to police, fire or other agencies. Central stations may also provide response services to a protected premises with security personnel or with technicians to check and service the system.

**(c) Installation of an alarm system includes, but is not limited to, the placing and connection of equipment and devices such as, control panels, batteries, smoke or heat detectors (excluding battery operated smoke detectors), motion detectors, switches, annunciators, sensors, sirens, horns, bells, microprocessors (controls, logic key pads), other communication equipment and similar devices. Installation also includes programming the client's control panel to include but not limited to programming or reprogramming for access codes, system protocol, bypass features, and hours of operation.**

**(d) Maintaining an alarm system includes, but is not limited to, the inspection of a device, component or system for the purpose of detecting and preventing problems with equipment and devices, such as, control panels, batteries, smoke or heat detectors, motion detectors, switches, annunciators, sensors, sirens, horns, bells, microprocessors (controls, logic key pads), other communication equipment and similar devices. Maintenance shall also include testing of alarm components, devices or systems for the purpose of establishing proper operating conditions. Maintaining an alarm system also includes inspection, testing, programming or reprogramming of the client's control panel to include but not limited to testing, programming or reprogramming for access codes, system protocol, bypass features, and hours of operation.**

**(e) Servicing an alarm system includes, but is not limited to, the repair, troubleshooting, or replacement of malfunctioning, failed or damaged equipment such as batteries, smoke or heat detectors, motion detectors, switches, annunciators, sensors, sirens, horns, bells, microprocessors (controls, logic key pads), other communication equipment and similar devices. Servicing an alarm system also includes testing, repair, troubleshooting, replacement, programming or reprogramming of the client's control panel to include but not limited to testing, repair, troubleshooting, replacement, and programming or reprogramming of access codes, system protocol, bypass features, and hours of operation.**

**(f) Assisting a licensed security or fire alarm system installer includes on-site and off-site participation in the installation, maintenance or servicing of a security or fire alarm system. Assisting also includes having access to or knowledge of the on-line or off-line condition of a security or fire alarm system installed, serviced or maintained by a licensed security or fire alarm systems installer. Assisting also includes having access to or knowledge of the access codes, system protocols, bypass features or hours of operation of a security or fire alarm system installed, serviced or maintained by a licensed security or fire alarm systems installer.**

## **§195.2 Need for license**

**(a) An individual, firm, company partnership or corporation must be licensed:**

- (1) if it installs, maintains or services alarm systems, including such items as the detectors, control devices and alarm communication systems; or**
- (2) if it holds itself out to the public as being able to do so.**

**(b) A security and fire alarm installers license is required for the installation, maintenance or servicing of the following:**

- (1) a closed circuit television system (CCTV) if such system is used, either full-time or part-time, for the detection or monitoring of intrusion, break-in, theft, movement, sound or fire; and**
- (2) electrical entry systems which detect and/or provide notification of intrusion, break-in, theft, movement, sound or fire regardless of the number of entry points.**

**(c) A license is not required for the installation, maintenance or servicing of the following:**

- (1) sprinkler systems;**
- (2) conduits and associated wires of an alarm system, including line-voltage connections to an outlet, junction box, or electrical distribution panel;**
- (3) security or fire alarm systems in motor vehicles, water vessels or aircraft;**
- (4) battery-operated smoke detection devices; and**
- (5) a security or fire alarm system if the alarm system has been purchased by a property owner or proprietor, and the alarm system is to be installed, maintained or serviced by him or his employees on his property or at his place of business; and**
- (6) a single-door, card-access entry system that does not detect and/or provide notification of intrusion, break-in, theft, movement, sound, or fire.**

**(d) Employees of a licensed security and fire alarm installer do not have to be licensed to assist with the installation, maintenance or servicing of security or fire alarm systems if they have been issued identification cards in the form prescribed by the Secretary of State.**

**(e) Master electricians.**

- (1) A master electrician must be licensed as a security and fire alarm installer to install, maintain or service a security or fire alarm system in any municipality where he or she is not licensed as a master electrician.**
- (2) A master electrician does not need to be licensed as a security and fire alarm installer but must be registered with the Secretary of State to install, maintain or service a security or fire alarm systems in a municipality where he or she is licensed as a master electrician.**

### **§195.3 Qualifying officers or managers**

**An individual (qualifier) may make an application for licensure on behalf of a company, firm, partnership or corporation:**

**(a) In the case of a company, firm or partnership, such application must be accompanied by evidence that the qualifier is a principal in the company to be**

**licensed. Such individual must meet all applicable licensing requirements.**

**(b) In the case of a corporation the qualifier may be an officer or employee of the corporation. In addition to meeting all applicable licensing requirements, such individual must direct and control the operation of the corporation. Such direction and control must be real and substantial and take place on a day to day basis.**

#### **§195.4 Standards**

**Installation, maintenance and servicing of fire alarm systems shall be done in accordance with prevailing industry standards.**

#### **§195.5 License must be displayed**

**(a) The license to engage in the business of installing, servicing or maintaining a security or fire alarm system shall be conspicuously displayed at the principal location. A photocopy of the business license issued to the principal location must be conspicuously displayed at each secondary location of the business.**

**(b) Licensee shall maintain, at the principal office, a current list of all such secondary locations.**

**(c) Licensee shall file with the Department of State, by registered or certified mail, the location of such secondary locations, within five business days of their opening.**

**(d) Licensee shall post the name of the person in charge at each business location.**

#### **§195.6 Use of trade or corporate name**

**No licensee or applicant may use a trade or corporate name which, in the opinion of the Department of State, is so similar to the trade name or corporate name of any licensee that confusion to the public will result therefrom.**

#### **§195.7 Transitional licenses**

**(a) The Department of State shall issue a transitional business license for a two-year period to an applicant who has not completed the educational requirement described in section 196.2 or 196.8 of this Title.**

**(b) Nonrenewable transitional licenses will be issued by the Department of State from October 1, 1992 until April 1, 1995.**

**(c) All required education must be concluded by the expiration date of the transitional license and evidence of satisfactory completion must be submitted to the Division of Licensing Services.**

**(d) Applicants for a transitional license, who do not qualify for the experience exemption, must take and pass the examination.**

## **§195.8 Fingerprinting**

**(a) Qualifying Licensee(s).** Applicants for a business of installing, maintaining or servicing security or fire alarm systems license can be fingerprinted by employees of the Department of State, Division of Licensing Services at designated locations and at appointed times.

**(1)** The fingerprints of any applicant for licensure may also be taken and recorded by local and State Police, or sheriffs and chiefs of police.

**(2)** Each fingerprint card must be signed and authenticated by the official who took the fingerprints, with his/her title of office.

**(b)** Any employee who assists with the installation, maintenance or service of security or fire alarm systems must be fingerprinted, and the employer must submit the fingerprint cards to the Division of Licensing Services within 24 hours of such employment.

**(c) Further requirements.** All fingerprinting must be performed at the office of the licensee by the person who qualifies as the licensee or by a designated person who is employed by the entity and who has been previously fingerprinted.

**(1)** The designation of such person(s) to take fingerprints must be made in writing by the qualifying licensee and filed with the Albany Office of the Division of Licensing Services, Department of State.

**(2)** The form of certification on the fingerprint pattern card as to the taking of the fingerprints of an employee shall be signed by the person authorized to take such fingerprints as provided by this section and shall not be signed by any other person.

**(3)** One set of fingerprint cards must be retained by the employer and attached to the front of the employee statement of each person hired.

**(4)** Along with the employee statement and fingerprint card, a copy of the fingerprint transmittal form which accompanies the fingerprint card must be attached to each employee personnel folder.

**(5)** Individuals possessing a current security guard registration need only complete an employee statement to be retained in the employee's personnel folder, in lieu of fingerprinting.

**(6)** Fingerprinting procedures for all employees classified as "security guards" must be performed in accordance with regulations stipulated in General Business Law, article 7A (Security Guard Law).

## **§195.9 Supervisory responsibility**

**A licensee has an affirmative duty to provide supervision to employees and for all business activities. Such supervision shall consist of regular, frequent and consistent personal guidance, instruction, oversight and superintendence by the qualifying license holder with respect to the general business conducted by the firm and all matters relating thereto.**

### **§195.10 Business and employee records**

- (a) Each business licensed under this Part shall keep and maintain for a period of three years records of all transactions performed by the business.**
- (b) A licensee under this Part must keep and maintain records of employees of the firm until each employee has not been in the licensee's employ for a period of at least three full years. Such records shall include employee statement, employee application, employee business and employment I.D. number, length of employment and payroll records.**
- (c) All records must be retained for longer periods in the event there is any litigation pending concerning such records and/or employee. Litigation shall include investigation or administrative action by the Department of State, initiated by complaint from the general public or by the department.**
- (d) A business which is licensed to install, maintain or service security or fire alarm systems must maintain employee and business records at a central location within New York State. This is applicable to all company and personnel records pertaining exclusively to the conduct of business in this state.**
- (e) Each licensee shall prepare and retain a statement of services and charges which has been agreed upon between the licensee and the consumer, a copy of which must be presented to the consumer. The consumer must be presented with a copy of any document signed by the licensee and consumer. Any agreement signed by a representative of the licensee and the consumer for services to be performed must be retained by the licensee in the business records of the firm.**
- (f) In conjunction with any transaction, each licensee shall identify any and all employees who work on the installation, service, or maintenance of a security or fire alarm system.**

### **§195.11 I.D. cards**

**(a) Employee identification cards issued by licensee. Each employee of a business which is licensed to install, maintain or service security or fire alarm systems shall be issued a company identification card as described herein.**

- (1) The form of the employee identification card shall be as follows:**
  - (i) The identification card shall be approximately 3 3/8" x 2 1/8 ".**
  - (ii) On the identification card, the employer shall place a current color**

**photograph of the employee's head and neck. The photograph shall be approximately 1" x 1¼" in size. The photograph shall, at all times, be a true likeness of the employee's actual appearance.**

**(iii) Employee identification cards shall be constructed of a solid, durable material such as plastic, for example, or be laminated with a clear, durable laminate.**

**(iv) The following information must appear on one side of the identification card:**

**(a) The following informational statement:**

**"Employee of**

**(Licensee's Business Name)**

**(Licensee's Area Code and Telephone Number)**

**(Licensee's Unique License Identification Number)";**

**(b) the employee's name;**

**(c) the following statement:**

**"This business is licensed by the New York State Department of State to install, service and maintain security or fire alarm systems. For information, call (518) 474-4429."; and**

**(d) the employee's photograph.**

**(v) Identification cards must have the required information and photograph. However, employers may arrange the information and photograph to suit their own needs or preferences.**

**(vi) Employers may include additional information on their employee identification cards.**

**(2) Termination of Employment. Upon termination of employment, each employee of a business licensed to install, maintain or service security or fire alarm systems shall surrender his/her identification card within five business days to the employer. The identification card of the terminated employee shall be placed in the individual's personnel file.**

## **§195.12 Employee and employer responsibility**

**(a) Any person who is or has been an employee of a holder of a license shall not divulge to anyone other than his employer, except as may be required by law, any information acquired by him/her during such employment in respect to any of the work to which he/she shall have been assigned by such employer.**

**(b) It is the duty and obligation of an employer of any individual believed to have violated this section to divulge all known facts and circumstances to the Secretary of State or such person in the Department of State who may be designated.**

### **§195.13 License revocation and suspension**

**Any person, firm, company, partnership, corporation or organization licensed under article 6-D of the General Business Law which has its license revoked or suspended by the Department of State shall be ineligible to employ assistants to install, maintain or service security or fire alarm systems for the period of the revocation or suspension.**

### **§195.14 Criminal convictions**

**Any applicant or qualifier convicted of any felony or misdemeanor may be denied licensure or subjected to license revocation and suspension. Departmental discretion shall be exercised pursuant to the standards articulated in article 23-A of the Correction Law.**

### **§195.15 Employee statements**

**(a) Each business licensed to install, maintain or service security or fire alarm systems shall obtain a complete employee statement from each employee at the time of hiring.**

**(b) The employee statement shall be a form prescribed by the Department of State, and shall set forth, whether or not the employee has ever been convicted of an offense (other than a minor motor vehicle offense); and at least the following information:**

- (1) employee's full name and residence address;**
- (2) the business or occupation engaged in for the three years immediately preceding the date of the filing of this statement, setting forth the place or places where such business or occupation was engaged in and the name or names of employers, if any;**
- (3) that he/she has not been convicted of a felony involving fraud, bribery, perjury or theft or any other misdemeanors or offenses indicated in §69-o(2) of this article;**
- (4) such further information as the Department of State may by rule require to show the good character, competency and integrity of the person executing the statement.**

**(c) Immediately upon the verification of an employee's statement, the holder of a license by whom such person has been or is to be employed shall cause two sets of fingerprints of the two hands of such person to be recorded in such manner as the Department of State may by rule prescribe. The holder to a license shall**

**immediately stamp in indelible ink the employee's statement and each set of fingerprints with the name, year and license number of such holder and a number, which number shall be determined by the number of such statements furnished to such holder and shall be in numerical sequence.**

**(d) The holder of a license shall affix one set of such fingerprints to the employee's statement in such manner that the prints can be examined without disclosing the contents of the employee's statement and shall retain such statement and prints so long as he shall be licensed under this article by the Department of State.**

**(e) The holder of a license shall file the other set of fingerprints with the Department of State by forwarding the same by registered mail to the office of the Division of Licensing Services, P.O. Box 22001, Albany, NY 12201-2001, in accordance with the schedule stipulated in §195.8 of this Part.**

### **§195.16 Advertising**

**All advertising placed by an individual or a business licensed under this article must contain the following statement: "licensed by the N.Y.S. Department of State."**

### **§195.17 Statement of licensure**

**All documents or receipts issued by an individual or business licensed pursuant to this article must contain the identification number issued to such individual or business and the phrase "licensed by the N.Y.S. Department of State".**

### **§195.18 Special licensure requirements under Articles 7 & 7-A**

**(a) A business licensed pursuant to article 6-D of the General Business Law (licensed business) which employs security guards as that term is defined in General Business Law, article 7-A will be required to be licensed pursuant to Private Investigator, Watch, Guard or Patrol Agency License Law (General Business Law, article 7) and to comply with the security guard registration requirements of the Security Guard Act (General Business Law, article 7-A). An example of such security guard employment is the use of security personnel to respond to an alarm and secure a protected premises.**

**(b) A licensed business which does not provide security response service to the protected premises or otherwise employs security guards, but which provides response service with technicians only to check or service the alarm system, will not require licensure under article 7 of the General Business Law.**

### **§195.19 Insurance**

**(a) All businesses licensed pursuant to this Article who employ security guards as**

that term is defined in **General Business Law, article 7-A** must maintain insurance as defined: all security guard companies other than public entities which are self-insured shall file with the department a certificate of insurance evidencing comprehensive general liability coverage from an insurance company licensed to do business in this State for death and personal injury, which coverage shall include false arrest or false imprisonment, malicious prosecution, libel, slander, and violation of right of privacy, in the minimum amount of \$100,000 per occurrence and \$300,000 in the aggregate. The certificate shall provide that the insurance shall not be modified or canceled unless 30 days prior notice shall be given to the department.

(b) After the effective date of this article, no security guard company shall knowingly have in its employ a security guard unless such coverage is in force and such certificate is filed with the department. Public entities which are self-insured shall file a statement to that effect satisfactory to the secretary in lieu of a certificate of insurance.

### **§195.20 Enforcement**

All employees of the security guard company shall be subject to the enforcement provisions contained in article 7 of the General Business Law.

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## **PART 196**

### **APPROVAL OF SECURITY OR FIRE ALARM SYSTEM INSTALLER COURSES**

**This information is not the official version of the *Official Compilation of Codes, Rules and Regulations of the State of New York***

**(NYCRR). No representation is made as to its accuracy, nor may it be read into evidence in New York State courts. To ensure accuracy and for evidentiary purposes, reference should be made to the official NYCRR. The official NYCRR is available from West Publishing, West, 610 Opperman Drive, Eagan, MN 55123, 1-800-344-5009.**

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#### **Section**

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**196.2 Equivalency—prelicensing education**

**196.3 Course approval**

**196.4 Approved entities**

- 196.5 Correspondence courses for hardship cases**
  - 196.6. Approval of correspondence courses**
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- 

### **§196.1 Basic course requirements**

**Individuals desiring to satisfy the education requirements to become licensed security or fire alarm system installers must satisfactorily complete four courses prescribed by section 196.8 of this Part identified as: Module 1, Module 2, Module 3 and Module 4. Each module will consist of a program of 15 classroom hours.**

### **§196.2 Equivalency—prelicensing education**

**The criteria for determining acceptance of courses completed prior to January 1, 1993 shall be that the course or courses have substantially covered the same subject matter, classroom hours of attendance and completed standards as prescribed by the regulations as a prerequisite of licensing. Applications for past course evaluation shall be accompanied by an official transcript or other documentation showing the subjects taken and hours of instruction devoted to each subject and the hours attended by said applicant together with the date completed. The department may request additional supportive documentation to determine course equivalency. Equivalency credit will be granted in 15 hour segments. If an applicant receives partial credit towards the 60 hour education requirement, the applicant may choose any of the four approved modules to complete the requirement.**

### **§196.3 Course approval**

**In order to be credited towards the education requirement, courses completed on or after January 1, 1993 must be approved by the Department of State as to method and content.**

### **§196.4 Approved entities**

**Security or fire alarm system installer course offerings may be presented for department approval: by a school duly licensed pursuant to the Education Law or approved by the Board of Regents as a school qualified to instruct students in the field of security or fire alarm systems; or by an industry sponsored training program. No person or entity applying for course approval may use a trade or corporate name which, in the opinion of the Department of State, may be misleading or cause confusion to members of the public. Each approved entity must provide the Department of State with the identity of an education coordinator who will be responsible for compliance with the regulations.**

### **§196.5 Correspondence courses for hardship cases**

**Correspondence courses containing the same subject matter and requiring substantially the same assignment work can be approved for individuals who by reason of hardship cannot physically attend a classroom setting. A hardship case is defined to include any individual who, by reason of a permanent physical disability, cannot attend the location where classes are conducted. Any individual desiring to complete the required educational courses by means of correspondence courses shall make a request in writing to the Bureau of Educational Standards of the Division of Licensing Services, setting forth the basis of the alleged hardship. The department shall require said request to be supported by statements of doctors and/or other persons having knowledge of the facts.**

### **§196.6 Approval of correspondence courses**

**Correspondence courses containing the same subject matter and requiring substantially the same assignment work as described in section 196.8 of this Part may be presented for prior approval to the Bureau of Educational Standards of the Division of Licensing Services. An organization submitting an application for such consideration will be required to provide a full, concise and acceptable method as to how the final examinations will be conducted and submit the textbooks that will be used in the course.**

## **§196.7 Request for approval of courses of study**

**Applications for consideration for approval to conduct courses of study in the security or fire alarm system installer field to be given to satisfy the requirements for licensure covering the subjects described in section 196.8 of this Part shall be made 60 days before the proposed course is to be conducted and on a form prescribed by the department which shall include the following:**

- (a) name and business address of the proposed school which will present the courses;**
- (b) if applicant is a partnership, the name and home address of each partner;**
- (c) if applicant is a corporation, the name and home address of every person who owns five percent or more of the shares of the corporation;**
- (d) the name, home and business address and telephone number of the education coordinator who will be responsible for administering these regulations;**
- (e) locations where classes will be conducted;**
- (f) title of each course to be conducted;**
- (g) detailed outline of each course, together with the time sequence of each segment;**
- (h) final examination to be presented for each course including the answer key;**
- (i) description of materials that will be distributed;**
- (j) the books that will be used for the outline and the final exams; and**
- (k) all items included on each test form must be consistent with content specifications indicated for each course. Weighing of significant content areas should fall within the hours indicated. All reference sources used to support each correct answer must be included. Linkage to each answer must be indicated with a footnote showing page number and subject matter consistent with outlines.**

## **§196.8 Security or fire alarm system installer courses**

**(a) The education qualifications for the New York State security or fire alarm system installer license requires the completion of the following courses of study:**

- Module 1 Installations: Standards, Codes and Techniques**
- Module 2 Control Panels and Alarm Transmissions**
- Module 3 Security Systems**
- Module 4 Fire Technology**

**(b) The following are the required subjects to be included in the courses of study and the required number of hours to be devoted to each subject:**

### **MODULE #1 INSTALLATIONS: STANDARDS, CODES AND TECHNIQUES**

Subject Matter	Time
<b>I. STANDARDS AND CODES</b>	<b>1 HOUR</b>
<b>A. History (why they exist)</b>	concept
How standards allow us to function as a society.	
<b>B. What are standards/codes?</b>	definitions
1. Provide definition and outline uses, i.e., Life Safety Code	
2. American National Standards Institute	
3. NYS Uniform Fire Prevention and Building Code	
<b>C. How they are developed and modified.</b>	concept
The role of committees and boards	
<b>D. Standards in the security industry</b>	definition
1. UL (Underwriters Laboratories)	
2. NFPA (National Fire Protection Association)	
3. NEC (National Electrical Code)	
4. FM (Factory Mutual)	
<b>II. NATIONAL ELECTRICAL CODE (NEC)-NFPA 70</b>	<b>4 HOURS</b>
<b>A. Articles</b>	2.2 hours
1. Article 110	concept/ application
2. Article 300	concept/ application
3. Article 325	concept/ application
4. Article 725	concept/ application
5. Article 760	concept/ application
6. Article 770	concept/ application
<b>B. Wiring Classes</b>	.5 hour concept/application

1. Wire types, uses and applications

1 hour

a. Twisted pair

definition

b. Quad

definition

c. Multiconductor

definition

d. Teflon and flouropolymer

definition

e. Shielded cable

definition

f. Power limited

definition

g. Non-power limited

definition

h. "Fire Wire"

definition

2. Listing Requirements

.3 hour

a. Underwriters Laboratories

concept

b. Cable markings

concept/application

III. BASIC ELECTRICITY

10 HOURS

A. Math review

2 hours

1. Decimals: adding, subtracting, multiplying, dividing
2. Fractions: adding, subtracting, multiplying, dividing
3. Squares, square roots
4. Powers of number, positive and negative (places)
5. Algebra: place holders, order of operation
6. Proportions: product of means = product of extremes
7. Conversions: working with the metric system

B. Ohms law

1 hour

1. Definitions and symbols

definition

$E, I, R; E=IR, I=E/R; R=E/I$

2. Application and problem solving

application

C. Series circuits

1 hour

1. Series circuit laws

concept

2. Using ohms law to solve for the unknown

concept

3. Voltage division (introduction)

concept

4. Troubleshooting with ohms law

application

D. Parallel circuits

2 hours

1. Parallel circuit laws

concept

2. Parallel circuit analysis

application

3. Troubleshooting parallel circuits

application

4. Combined (series-parallel) circuit analysis

application

E. Power formulas

2 hours

1. Definitions

definition

$P, I, E; P=IE; E=I/P; I=P/E$  + Ohm substitutions

2. Amp hours

concept

3. Figuring current draws

application

4. Changing voltages

application

F. Capacitance and induction

.1 hour concept

G. Additional applications

1.4 hours

1. Calculating Wire Runs	concept/application
2. Calculating bell voltages	concept/ application
H. Reading resistor codes	.5 hour
1. Color code number equations	definition
2. Placement representation of each band	definition
3. Tolerance	definition
4. Determining resistor value	concept/ application
5. Resistor types	concept
6. Resistor power ratings	concept
	Total 15 Hours

## Final Examination

## **MODULE #2 CONTROL PANELS AND ALARM TRANSMISSIONS**

Subject Matter	Time
I. CONTROL DEVICES	6 HOURS
A. Functions and features	1 hour
1. Panel supervision	concept
2. Detection	concept
3. Organization	concept
4. Annunciation	concept
B. Supervised and nonsupervised circuits	1 hour

1. Definitions	concept
2. Comparison and application	application
C. Zoning and types of circuits	1 hour
1. Definitions	concept
2. Comparison and application	application
D. Grounding, bonding and suppressing	.5 hour
1. Equipment protection	concept
2. Metallic oxide varistors (MOV)	application
3. Thermal breakers	application
4. Earth/cold water grounds	application
5. Static charges	application
E. Arming/Disarming	.5 hour
1. Cards	concept/application
2. Keys	application
3. Digital keypads	application
4. Programmed	application
5. Applied voltage	application
6. Momentary voltage	application
7. Wireless	application
F. Transformers/power supplies	.5 hour

1. Definitions	concept
2. Applications	application
G. Troubleshooting	1.5 hours
1. Opens, shorts, grounds	application
2. High resistance opens	application
3. Voltage drops	application
II. JOB PLANNING AND RECORD KEEPING	1 HOUR
A. Minimum installation standards	concept
B. Planning out the job/Hazmat anticipation	application
C. Schematic drawings/job charts	concept
III. ALARM TRANSMISSION	8 HOURS
A. Methods	
1. Original methods	1 hour
a. Direct wire	definition/concept/application
b. Direct connect	definition/concept/application
c. Mcculloh	definition/concept/application
2. Transition method	.5 hour
a. Dialers	definition/concept/application
3. Digital technology	2 hours
a. Digital/receivers	concept
b. Handshakes	definition

c. Speeds	definition
d. Modem and non-modem transmissions	definition
e. Digital formats	application
(1) Basic formats	
(2) Advanced formats	
(3) Point ID	
4. Multiplexing	.5 hour
a. Frequency division	concept/application
b. Time division	concept/application
5. Derived channel	.5 hour
Scanners, STU, ATU	concept/application
6. Radio	1.5 hours
a. 900mHz 1 way radio	concept/application
b. 2 way radio	concept/application
c. VHF unsupervised	concept/application
d. Time sequence signals	concept/application
7. Cellular technology	.5 hour
a. Definitions	definition
b. Comparison and application	concept/application

B. Hardware (telephone jacks)	.5 hour
1. Line seizure	concept
2. Types of jacks: RJ21, RJ11c, RJ31, RJ38	application
3. PSC Rules (capturing public phone lines- autodialers)	concept
C. Supervision	1 hour
1. Comparing technologies	definition/concept
2. Mixing technologies to create supervision	application
3. Review	
	Total 15 Hours

Final Examination

**MODULE #3 SECURITY SYSTEMS**

Subject Matter	Time
I. HISTORY OF ALARM SYSTEMS—LICENSE LAW	.5 HOUR
A. Practical Ionization Fire Detector invented in Switzerland - 1941 by Miele/Jaeger (Cerberus)	concept
B. License Law	concept
II. MOTION DETECTION	8 HOURS
A. Technologies	4 hours
1. Ultrasonic Engineering and application	concept
2. Passive infrared Engineering and application	concept
3. Microwave detector Engineering and application	concept

4. Active infrared  
Engineering and application concept

5. Combination detector  
Engineering and application concept

B. Comparison and Application 1 hour

C. Advanced applications 3 hours

1. Installation techniques application

a. Different rules of installation

b. Walk-testing

2. Troubleshooting application

Rules for each technology

III. PERIMETER SYSTEMS 2.5 HOURS

A. Perimeter definition definition

B. Equipment concept/application

1. Indoor equipment

a. Foiling and foiling accessories

b. Security screens and wooden dowels

c. Magnetic switches; mechanical and reed

d. Shock sensors and inertia/time frame pulse count

e. Mercury devices and vibration switches

f. Glassbreak sensors and detectors

g. Sound and audio discriminators

## 2. Outdoor equipment

- a. Photoelectric beams
- b. Outdoor microwave
- c. Fence detection
- d. Seismic systems

## IV. SPECIALTY SYSTEMS

.5 hour  
concept

### A. Safe and vault (capacitance/proximity)

1. Definitions
2. Technology and applications
3. Troubleshooting

### B. Outdoor protection

concept

1. Photoelectric beams
2. Outdoor microwave
3. Fence detection
4. System engineering

## V. CCTV SYSTEMS

1 HOUR  
definition

### Overview

1. Types of equipment
2. Lenses, focal lengths, light sensitivity
3. Types of monitors

4. Systems engineering

5. PC based equipment

VI. ACCESS CONTROL

1.75 HOURS

Overview

VII. FALSE ALARM PREVENTION

.75 HOUR

Consumer education

concept/application

Total 15 Hours

Final Examination

**MODULE #4 FIRE TECHNOLOGY**

Subject Matter

Time

I. FIRE DETECTION AND DETECTOR APPLICATION

1 HOUR

A. Stages of fire development

.2 hour

1. Incipient

concept

2. Smoldering

concept

3. Flaming

concept

4. High heat

concept

B. Application of automatic fire detectors

.8 hour

1. Early warning

concept

a. Ionization

concept/application

b. Photoelectric

concept/application

2. Optical

concept

a. Ember

concept/application

b. Spark

concept/application

c. Flame

concept/application

3. Heat

concept

## II. FIRE ALARM SYSTEMS

13.5 hours

### A. System types

.8 hour

Local

Municipal

Central Station

Remote Station

Auxiliary

Audio Evacuation

Household

### B. Control units

.5 hour definition

### C. Initiating devices

.6 hour definition

### D. Notification appliances

.6 hour definition

1. Bells

application

2. Chimes

application

3. Horns

application

4. Strobes

application

5. Speakers

application

E. Circuits - Monitoring for Integrity, Classes and Types	1 hour concept/ definition/application
1. Initiating	definition/application
2. Signaling line	definition/application
3. Notification	definition/application
F. Ancillary Systems	1 hour
1. Sprinkler	concept/application
2. Special hazard	concept/application
3. Supplementary	concept/application
4. Combination	concept/application
G. Codes and Standards - NFPA 13, 72, 74, 75, 80, 90A, 101 and 720	9 hours definition/ application
1. Household fire warning systems and carbon monoxide detection	2.2 hours application
2. Commercial systems	2.5 hours application
3. ADA (Americans with Disabilities Act)	1.3 hours application
4. NYS Fire Prevention and Building Code	2.5 hours application
a. Occupancy definitions	definition
(1) Systems and equipment definition	definition
(2) Systems design	concept
(3) Maintenance and testing	application

- 5. Authorities having jurisdiction .5 hour application
  - a. Identification and definition concept
  - b. Responsibilities to and from application

III. JOB SAFETY .5 hour

A. OSHA regulations .3 hour

- 1. Safety equipment
- 2. Proper ladder use
- 3. Reporting procedures

B. Asbestos handling .2 hour

- 1. Detection
- 2. Responsibilities
- 3. Disposal procedures

Total 15 Hours

Final Examination

### §196.9 Instruction time

**To meet the minimum statutory requirement, attendance shall be computed on the basis of an hour equaling 50 minutes. The instruction periods may be longer than 50 minutes. Course offerings must include a break in instruction of ten minutes for every hour of instruction. The time of the breaks shall be left to the discretion of the individual education coordinators, but shall not be considered optional, nor may they be used to release the class earlier than scheduled.**

### §196.10 Attendance

**To satisfactorily complete any course offered for study, a person must physically attend 12 hours of each 15 hour course offering, exclusive of sessions devoted to examinations. Final examinations may not be presented to any students who have**

**not completed the attendance requirements. Attendance records for all students enrolled in approved courses must be retained for a minimum of two years from the date such courses were completed.**

### **§196.11 Examinations**

**(a) All final examinations shall be written and presented within a reasonable time after the completion of the course work. No examination may be used unless it is approved by the department. If a make up examination is offered, this exam must also be submitted to the Department of State for approval. Examinations for all approved courses must be reflective of the required course outline.**

**(b) Examinations must be periodically changed.**

**(c) A mark of 70% must be achieved by a student on the final examination in order for a certificate of completion to be issued. Students who fail to achieve a mark of at least 70% on the final examination may, at the discretion of the approved entity, be allowed to take another final examination.**

### **§196.12 Certificates of successful completion**

**A certificate of successful completion, approved by the department, for the security or fire alarm system installer course of study, approved by the department, shall be issued to a person who completes same when he or she shall have attended the required aggregate number of hours of such course of study, provided such student shall have also received a passing mark in the examinations for all subjects given. The certificate must indicate the name of approved entity, the name of course that has been completed, that the student's attendance record was satisfactory and in conformity with the law, and that such course was completed on a stated date.**

### **§196.13 Facilities**

**Each course shall be conducted in such premises and in such facilities as shall be necessary to properly present the course. The sponsor must provide a certificate of occupancy, and fire and health permits for the specific facility to be used and must attest that the facility is in full compliance with the Federal Americans with Disabilities Act.**

### **§196.14 Retention of examination papers**

**All persons and organizations conducting approved courses of study shall retain**

**examination papers for persons attending for a period of two years after the completion thereof, and such papers shall at all time during such period be available for inspection by duly authorized representatives of the department.**

#### **§196.15 Change in approved course of study**

**There shall be no change or alteration in any approved course of study of any subject or in any instruction staff without prior written notice to and approval by the department.**

#### **§196.16 Auditing**

**A duly authorized designee of the department may audit any course offered, and may verify attendance and inspect the records of attendance of the course at any time during its presentation or thereafter.**

#### **§196.17 Suspensions and denials of course approval**

**Within 60 days after the receipt of the application for approval, the department shall inform the entity as to the status of the application or whether additional information is needed to determine the acceptability of the offering. The department may deny, suspend, or revoke the approval of a course, instructor, or location, if it is determined that they are not in compliance with the law and rules, or if the offering does not adequately reflect and present current installer knowledge. If disciplinary action is taken, a written order of suspension, revocation or denial of approval will be issued. Anyone who objects to such denial, suspension or revocation shall have the opportunity to appeal to the Secretary of State or designee.**

#### **§196.18 Open to public**

**All courses approved pursuant to this Part shall be open to all members of the public regardless of the membership of the prospective student in any professional society or organization.**

#### **§196.19 Revocation of course approval**

**The Department of State may revoke approval of any course or deny the renewal of any course:**

**(a) which fails to comply with any of the provisions of this Part; or**

**(b) where the sponsor has obtained, used, or attempted to obtain or use, New York State Department of State security or fire alarm system installer examination questions; or**

**(c) where students of any approved course have demonstrated, during any annual period, a performance record substantially below the statewide average for first time examination candidates.**

### **§196.20 Advertisements**

**Any educational institution or other organization offering approved courses may not make or publish any false or misleading statement regarding employment opportunities which may be available as a result of the successful completion of a course or acquisition of a license.**

### **§196.21 Employment recruitment**

**Educational institutions or other organizations offering approved courses or employees of such institutions or organizations are prohibited from any recruitment activities which may result in the offering of employment of students. No recruitment activities for employment are to be allowed by the education coordinators whatsoever.**

### **§196.22 Policy concerning course cancellation and tuition refund**

**A sponsor which requests approval of courses from the Department must provide its policy relating to course cancellation and tuition refunds to its students prior to the acceptance of any fees from that student.**

### **§196.23 Faculty approval and qualifications**

**An individual who wishes to teach Department of State approved security or fire alarm system installer courses must provide evidence of having obtained a New York State security or fire alarm system installer license or provide evidence of having obtained a passing grade on the New York State security or fire alarm system installer examination.**



## *2008 State Licensing Guide*

*Prepared by:*  
***Chwat & Company, Inc.***  
*For the National Burglar & Fire Alarm Association*  
*Updated: February 2008*

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# 2008 State Licensing Guide

## INTRODUCTION

The NBF AA 2008 State Licensing Guide is designed to familiarize you and your company with the licensing requirements in the states you conduct business.

It is **strongly** recommended that you become active in the State Association where you do business. It is the state association that has the greatest influence over the licensing law in the states, and the state associations are an invaluable asset that allows your company to keep up with changes in licensing laws on a timely basis.

Keep in mind, that this is a living, changing document. Each page is subject to change at the will of the legislature and/or regulatory agency of each state. The guide only references licensing at the state level. Many municipalities across the country have their own requirements. Contact the state or local regulatory agency for additional information regarding a particular license.

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# 2008 State Licensing Guide

## ALABAMA

### Licensing Required

#### Licensing Contacts:

Alabama Alarm Association  
3050 Guess Park Drive  
Birmingham, AL 35215  
Attn: Kristi Harris, President  
Tel. (205) 520 - 0757  
Fax. (205) 520 - 5057  
<http://www.alabamaalarm.org>

Alabama Electronic Security Board of Licensure (AESBL)  
7956 Vaughn Road, Suite 392  
Montgomery, AL 36116  
Tel. (334) 264-9388  
Fax. (334) 264-9332  
<http://www.aesbl.com>

#### About the State Regulatory Agency

The AESBL regulates licensing for alarm systems and locksmiths. The Board is composed of two members from the alarm industry, a locksmith, a member of the Sheriff's Association, a member of the Alabama Consulting Engineers Association, and a member representing the consumers of the state.

#### Who needs a license?

Burglar alarm and locksmith companies that conduct business in Alabama must be licensed. All employees who sell, install, service or monitor must apply for a license with AESBL within ten business days of beginning employment with a licensed company. Out of state monitoring companies that contract with a licensed company, but do not service or have employees in the state, are not required to have a licensed Qualified Agent (QA), but the company must be licensed as well as all central station employees.

#### How often does the license need to be renewed?

Every year. All licenses expire December 31 each year. Qualified Agents and Installer/Technicians must receive 12 hours of training each year.

#### Law Reference:

Code of Alabama Sec. 34-1A.  
<http://www.legislature.state.al.us/CodeofAlabama/1975/150299.htm>

#### EMPLOYEE

#### Requirements for electronic security employees:

All installation and service technicians for the installation of burglar alarms must complete NTS Level I training program or licensing test. Sales persons must complete an approved sales course.

#### Background check requirement for electronic security employees:

New applicants are required to have an FBI and statewide criminal background check. Renewing applicants must have an updated statewide criminal background check every other year.

#### Employment History Check:

None required.

#### BUSINESS

#### Qualifying Agent Requirements

Qualifying Agents (QA) must complete NTS Level I and have a current NTS Level 2 or ABAT Certificate, as well as being a full time (32+ hours per week) employee of the entity for which the person serves as a QA. QA's must obtain 12 hours of continuing education training on an annual basis.

#### Enforcement:

Regulations enforced by the AESBL

#### FEES

\$150 one time Administrative Fee for companies.

#### Test:

Written exam: \$50

#### License/Renewal:

\$75 annual fee for Qualifying Agent  
\$25 annual fee for Installer/Technicians, Locksmiths, Salespersons, Owners and Managers  
\$150 annual fee for Sole Proprietorship  
\$200 annual fee for company, corporation, or branch  
\$12.50 annual fee for central station operators

## 2008 DRAFT State Licensing Guide

**Reciprocity/Recognition**

None

# 2008 DRAFT State Licensing Guide

## ALASKA

### Licensing Required

#### **Licensing contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

#### *Low Voltage Contractor:*

Department of Commerce, Community and  
Economic Development  
Occupational Licensing Division  
Contractor Licensing Section  
PO Box 110806  
Juneau, AK 99811-0806  
Tel. (907) 465-8843 (business name begins A-E)  
(907) 465-8444 (business name begins F-N)  
(907) 465-5372 (business name begins O-Z)  
Fax. (907) 465-2974  
<http://www.commerce.state.ak.us/occ/pcon.htm>

#### *Electrical Administrators:*

Department of Commerce, Community and  
Economic Development (DCCED)  
Occupational Licensing Division  
Regulation of Electrical Administrators  
PO Box 110806  
Juneau, AK 99811-0806  
Tel. (907) 465-2589  
Fax. (907) 465-2974  
<http://www.commerce.state.ak.us/occ/pead.htm>

#### **About the state regulatory agency**

The DCCED adopts regulations to carry out laws governing electrical administrators in Alaska. It makes final licensing decisions and takes disciplinary actions against people who violate licensing laws.

#### **Who needs a license?**

*Specialty Contractor – Low Voltage Alarm or Signaling Device:*

Install 1) fire sensing & signaling devices; 2) intrusion or proximity detection & signaling devices; or 3) automatic fire protection systems, except sprinkler systems which fall under specialty mechanical exemption. A low voltage alarm or signaling device contractor does not perform any work covered by the National Electrical Code cited in AS 18.60.580, unless the

work is specifically exempted under AS 08.40.190.

*Electrical Administrator:* Security and fire alarm installers are licensed under the title “Electrical Administrator” for any electrical work performed. Exclusions include the installation, maintenance, and repair of fire alarm, intrusion alarm, or other low voltage signaling systems of 48 volts to ground or less.

#### **How often does the license need to be renewed?**

*Low Voltage Contractor and Electrical Administrator:* Expire August 31 of odd-numbered years.

Low Voltage Contractor Business Licenses expire on December 31, every two years.

An electrical administrator must complete one approved 8-hour continuing education course covering the National Electrical Code and/or one approved 8-hour continuing education course covering the National Electrical safety Code.

#### **Law reference:**

AS 08.18, 12 AAC 21.390 (1998)\n<http://www.dced.state.ak.us/occ/pub/ElectricalStatutes.pdf>

### EMPLOYEES

#### **Requirements for electronic security employees**

*Low Voltage Contractor:*

Construction management experience in low voltage control wiring as a field superintendent or similar position in low voltage control wiring for at least two of the four years immediately before the date of application; a registration in the state as an electrical or mechanical engineer plus management experience in the electrical or mechanical low voltage control wiring industry as a field engineer for at least one of the three years immediately before the date of application.

*Electrical Administrator:* No electrical administrator required for burglar or fire alarm. See 08.40.190(b)(7)

## 2008 State Licensing Guide

**Background check requirement for electronic security employees:**  
None

Fax: 1-800-813-6670  
<http://www.prometric.com/Alaska/Construction.htm>

**Employment history checks:**  
Notarized certificate in support of past experience

### BUSINESS

**Qualifying agent requirements:**  
None

**Enforcement:**  
Regulations enforced by the DCCED

### FEES

**Test:**  
*Low Voltage Contractor:*  
\$50 Application  
\$20 Verification/certificate of registration

*Electrical Administrator:*  
\$50 Application  
\$125 Examination per classification

**License:**  
*Low Voltage Contractor:*  
\$200 Initial registration fee  
\*Contractor registration also requires a State Business License (\$200 fee)

*Electrical Administrator*  
\$350

**Renewal:**  
*Low Voltage Contractor:*  
\$200

*Electrical Administrator:*  
\$200 (for license #001 through #1486)  
\$100 (for license #1487 and above)

**Reciprocity/Recognition:**  
None

**Comments:**  
For examination questions, contact:  
  
Thomson Prometric (formerly Experion)  
1260 Energy Lane  
St. Paul, MN 55108  
Tel. 1-800-280-3726

# 2008 State Licensing Guide

## ARIZONA

### Licensing Required

**Licensing Contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Arizona Registrar of Contractors  
800 West Washington, 6th Floor  
Phoenix, AZ 85007  
Tel. (888) 271-9286 (AZ only)  
(602) 542-1525  
Fax. (602) 542-1536  
<http://www.azroc.gov>

**About the State Regulatory Agency:**

The AZ Registrar of Contractors (AZROC) is appointed by the Governor. The AZROC is a state agency that regulates the construction industry, including the installation of fire and burglar alarms.

**Who needs a license?**

Businesses through a qualifying party. Alarm companies charging more than \$1,000.00 for a system have to apply for low voltage contractor licenses (C-12 for residential and C-62 for commercial). Electrical licenses are also required for any line voltage (110-230V) work.

**How often does the license need to be renewed?**

Every two years for low voltage contractors.

**Law reference:**

Arizona Revised Statute 32-1101 through 32-1170  
[http://www.azroc.gov/statutes.html#C10\\_A2](http://www.azroc.gov/statutes.html#C10_A2)

#### EMPLOYEES

**Requirements for electronic security employees:**

One year experience for residential and two years experience for commercial. Trade examination required.

**Background check requirement for electronic security employees:**

Applicants list felony convictions on application.

**Employment history checks:**

Employment history verified by agency.

#### BUSINESS

**Qualifying Agent Requirements:**

Have a minimum of 4 years electrical experience, practical or management trade experience at least 2 of which must have been in the last 10 years, dealing specifically with the type of construction or its equivalent for which applying for license. List of felony convictions required. C-12: 14 years experience. C-62: 24 years experience.

**Enforcement:**

Regulations enforced by the AZROC.

#### FEES

**Test:**

Residential C-12: \$120  
Commercial L-67: \$120

**License:**

Residential C-12: \$320 Initial + \$450 Recovery Fund  
Commercial L-67 \$645 Initial

**Renewal:**

Residential C-12: \$540 Renewal  
Commercial L-67 \$490 Renewal

**Reciprocity/Recognition:**

Those who have held a license in CA or UT for five or more years do not have to take the trade test, but must still take the business test.

**Comments:**

Many local jurisdictions also require licensure of alarm companies and/or alarm agents in addition to state contractor's license.

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## ARKANSAS

### Licensing Required

**Licensing Contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Arkansas State Police  
Regulatory Services  
Administrative Services  
#1 State Police Plaza Drive  
Little Rock, AR 72209  
Tel. (501) 618-8600  
Fax (501) 618-8125  
<http://www.asp.state.ar.us/pl/pl.html>

**About the State Regulatory Agency:**

Arkansas Board of Private Investigators and Private Security Agencies is a 7-member board that regulates alarm companies, PIs, security service contractors and polygraph examiners. The board is made up of one sheriff, one PI, one ASIS member, one municipal officer, one polygraph representative, an alarm company representative and a guard representative.

**Who needs a license?**

Alarm companies need a license, and all employees must be registered.

**How often does the license need to be renewed?**

Companies must renew their licenses annually. Employees must renew their registration biannually.

**Law Reference:**

17-40-101 through 17-40-353  
[http://www.asp.arkansas.gov/divisions/rs/pdf/pi\\_ai\\_monitoring\\_statute.pdf](http://www.asp.arkansas.gov/divisions/rs/pdf/pi_ai_monitoring_statute.pdf)

#### EMPLOYEES

**Requirements for alarm system employees:**

NTS Level 1 for tech/service and alarm agents. No training requirements for monitoring personnel. Level IIA Electronics and IIB Fire or Board-approved equivalent for managers (ABAT is approved for IIA Electronics and FAIM are approved for IIB Fire). For fire alarm

installation in a building with 3 or more stories, either NICET III or NBFAA II with practical fire is required (FAIM is approved substitute for practical fire).

**Background check requirement for alarm system employees:**

State and Federal

**Employment history checks:**

List past ten years of employment on application.

#### BUSINESS

**Qualifying Agent Requirements:**

Level II companies can install residential alarm systems or commercial fire alarms for buildings up to 2 stories or 15,000 sq ft must have either NBFAA Level II electronics or ABAT, as well as FAIM certification and NBFAA Level I or NICET II. Level III companies have no limits on building size and can work on both commercial and residential properties. Level III companies have the same NBFAA requirements as well as NICET III.

**Enforcement:**

Regulation enforced by Board of Private Investigators and Private Security Agencies.

#### FEES

**Test:**

None  
Renewal Exam: \$50

**License:**

Class E: \$450  
Class F: (One owner and 1-5 employees, not incorporated) \$225  
Technicians, Monitors, Apprentices & Agents: \$40

**Renewal:**

Class E: \$150  
Class F: \$75  
Technicians, Monitors, Apprentices & Agents: \$40

**Reciprocity/Recognition:** None

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## CALIFORNIA

### Licensing Required

#### **Licensing Contacts:**

California Alarm Association  
333 Washington Blvd. #433  
Marina Del Ray, CA 90292  
Attn: Jerry Lenander, Executive Director  
Tel. (800) 437 - 7658  
Fax. (800) 490 - 9682  
<http://www.caaonline.org>

#### *Burglar Alarm Licensing:*

Department of Consumer Affairs  
Bureau of Security & Investigative Services  
2420 Del Paso Road, Suite 270  
Sacramento, CA 95834  
Tel. (916) 322-4000  
Fax. (916) 575-7290  
<http://www.bsis.ca.gov/>

#### *Fire Alarm Licensing:*

Contractor's State Licensing Board  
P.O. Box 26000  
Sacramento, CA 95826  
Tel. (800) 321-2752  
Fax. (916) 255-4535  
<http://www.cslb.ca.gov/>

#### *Fire/Life Safety Technician Certification*

Department of Industrial Relations  
Division of Apprenticeship Standards  
455 Golden Gate Avenue  
San Francisco CA 94102  
Tel. (415) 703-4919  
Fax. (415) 703-5477  
<http://www.dir.ca.gov/das>

#### **About the State Regulatory Agency:**

The BSIS has jurisdiction over private security-related businesses, including alarm company operators. The CSLB regulates and licenses contractors that constitute the construction industry, including electrical (C-10) and fire protection contractors (C-16).

#### **Who needs a license?**

*BSIS* – Alarm company operators, employees and qualified agents

*CSLB* – Any Fire Protection Contractor who lays out, fabricates and installs all types of fire protection systems; including all the equipment

associated with these systems, excluding electrical alarm systems.

*DAS:* All technicians working for a C10 licensed contractor must be certified as a Fire/Life Safety Technician.

#### **How often does the license need to be renewed?**

*BSIS:* Every two years

*CSLB:* Every two years

*DAS:* Every three years

#### **Law Reference:**

*BSIS:* Alarm Act & Business & Professional Code – Chapter 11, 7590 (1995)

[http://www.bsis.ca.gov/about\\_us/laws/alarm\\_law.shtml](http://www.bsis.ca.gov/about_us/laws/alarm_law.shtml)

*CSLB:* Contractors License Law

[http://www.dca.ca.gov/bsis/about\\_us/laws/alarm\\_law.shtml](http://www.dca.ca.gov/bsis/about_us/laws/alarm_law.shtml)

### EMPLOYEES

#### **Requirements for electronic security employees:**

*BSIS:* Alarm company operators must have at least two years of paid experience totaling not less than 4,000 hours in alarm company work or the equivalent.

*CSLB:* Four full years of experience at a journey level, or as a foreman, supervisor, or contractor in the classification for which he or she is applying.

*DAS:* All electricians working for C10

Contractors need to be certified or enrolled in a state-approved apprenticeship training program to work in California, including Fire/Life Safety Technicians.

#### **Background check requirement for electronic security employees:**

*BSIS:* FBI Fingerprint and Criminal Check

*CSLB:* Fingerprint

#### **Employment history checks:**

Employer's responsibility

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## BUSINESS

### Qualifying Agent Requirements:

*BSIS:* At least two years experience in an alarm company work (one year experience is equal to no less than 2,000 hours). Qualifying test required. When QA position becomes vacant, BSIS must be notified and at such time, they should give you a 90-day grace period to fill position.

*CSLB:* C-10 At least four years experience in same trade within the past 10 years. Qualifying test required. C-7 At least four years experience in same trade within the past 10 years. Qualifying test required. Cannot install electric fire alarms.

### Enforcement:

BSIS and CSLB enforce regulations.

### Comments:

Check local authorities for registration and business permit requirements.

### WBFAA UATC

The WBFAA Unilateral Apprenticeship and Training Committee was established by the CAA and CAFAA and is a statewide, state-approved apprenticeship program for Fire/Life Safety Technicians. For information, visit [www.wbfaa.net](http://www.wbfaa.net) or call (800) 809-0280.

## FEES

### Application Fee/Test:

*BSIS:* Company: \$35

Qualified Manager: \$105

Branch Office: \$35

Employee: \$17

*CSLB:* \$250

*DAS:* Employee: \$175 (exam and application)

### License:

*BSIS:*

Company: \$280 plus Department of Justice fingerprint processing (\$32), and FBI fingerprint processing (\$19).

Employee: \$17 license fee plus Department of Justice fingerprint (\$32), and FBI fingerprint processing fee (\$19).

*CSLB:* \$150 initial license fee; or, \$400 (includes \$250 application fee and \$150 license fee) if no examination required. Department of Justice fingerprint processing (\$32), and FBI fingerprint processing (\$19).

### Renewal:

*BSIS:* Company: \$335

Qualified Manager: \$120

Branch Office: \$35

Employee: \$7

*CSLB:* \$300

### Reciprocity/Recognition:

*BSIS:* None

*CSLB:* Arizona, Nevada, and Utah only

*DAS:* None

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## COLORADO

### Municipal Licensing Required

**Licensing Contacts:**

Colorado Burglar & Fire Alarm Association  
PO Box 6015  
Denver, CO 80206  
Attn: Larry Halpern, President  
Tel. (303) 805-0885  
Fax (303) 805-7866  
<http://www.coloradobfaa.org>

**License:**

N/A

**Renewal:**

N/A

**Reciprocity/Recognition:**

N/A

**About the State Regulatory Agency:**

N/A

**Who needs a license?**

N/A

**How often does the license need to be renewed?**

N/A

**Law Reference:**

N/A

**Comments:**

Many municipalities have licensing requirements that require a wide range of compliance procedures. Contact local officials for specific requirements.

### EMPLOYEES

**Training requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

### FEES

**Test:**

N/A

# 2008 State Licensing Guide

## CONNECTICUT

### Licensing Required

#### Licensing contacts:

Connecticut Alarm & Systems Integrators Association  
1087 Federal Road  
Brookfield, CT 08804  
Attn: Robert McVeigh, President  
Tel. (203) 775-8788  
Fax. (203) 775-8222  
<http://www.casiact.org>

Connecticut Department of Consumer Protection  
Occupational & Professional Licensing Division  
165 Capitol Avenue, Room 110  
Hartford, CT 06106-1630  
Tel. (860) 713-6135  
Fax. (860) 713-7230  
<http://www.ct.gov/dcp>

#### About the State Regulatory Agency

The Department is responsible for all licensing classes. It's Board is advisory, regulatory and adjudicative. Division employees administer the boards' regulatory responsibilities.

#### Who needs a license?

All Low Voltage Systems  
*Burglar Alarm Installation Technicians:* L-6  
*Burglar Alarm Contractors:* L-5, 24 volts or less.  
*Combination Burglar Alarm & Telephone Installer:* C-6, 48 volts or less.  
*Combination Burglar Alarm & Telephone Contractor:* C-5

#### How often does the license need to be renewed?

Yearly

#### Law reference:

Examining Boards and Professional Licenses  
Chapter  
393 (1965)  
<http://www.cga.ct.gov/2007/pub/Chap393.htm#Sec20-330.htm>

### EMPLOYEES

#### Requirements for electronic security employee's (L-6 type):

State apprenticeship program (4000 hours). As of May 1995, the following is accepted as "related studies": NBFAA Level 1, ABAT (Advanced Burglar Alarm Technician), FAIM (Fire Alarm Installation Methods), Connecticut Burglar & Fire Alarm Association L-6 Course, and related instruction (288 hours).

#### Background check requirement for electronic security employees:

Felony questions asked; if yes, then documentation required.

#### Employment history checks:

None

### BUSINESS

#### Qualifying Agent requirements:

None

#### Enforcement:

Regulations are enforced by state, local building and fire inspectors. Class B misdemeanor AND civil penalties.

### FEES

#### Test:

*C-5 Contractor:* \$104  
*C-6 Journeyman:* \$52  
*L-5 Contractor:* \$104  
*L-6 Journeyman:* \$52

#### License:

*C-5 Contractor:* \$75  
*C-6 Journeyman:* \$60  
*L-5 Contractor:* \$75  
*L-6 Journeyman:* \$60

#### Application:

*C-5 Contractor:* \$75  
*C-6 Journeyman:* \$45  
*L-5 Contractor:* \$75  
*L-6 Journeyman:* \$45

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### **Renewal (plus 7 hours Continuing Education class each year):**

*C-5 Contractor: \$75*

*C-6 Journeyman: \$60*

*L-5 Contractor: \$75*

*L-6 Journeyman: \$60*

### **Reciprocity/Recognition:**

The Commissioner of Consumer Protection may, upon payment of the appropriate fee grant a license or a card of registration without an examination, to any currently practicing, competent person who holds a similar license or card of registration granted by any other state having licensure or registration requirements substantially similar to, or higher than, those of CT, if the licensing authority in such other state may grant such similar license or card of registration, without an examination, to any currently practicing, competent licensee or registrant from this state.

### **Comments:**

As of 9/5/07, no reciprocity agreements to date.

# 2008 State Licensing Guide

## DELAWARE

### Licensing Required

**Licensing Contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

*Security System:*

Delaware State Police  
Detective Licensing Section  
P.O. Box 430  
Dover, DE 19903  
Tel. (302) 739-5991  
Fax (302) 739-5888  
<http://www.state.de.us/dsp/detlic.htm>

*Fire Alarm:*

Office of the State Fire Marshal  
Licensing Program  
1537 Chestnut Grove Rd.  
Dover, DE 19904  
Tel. (302) 739-4394  
Fax (302) 739-3696  
<http://statefiremarshal.delaware.gov/>

**About the State Regulatory Agency:**

*Security System:* The Superintendent of the Delaware State Police manages regulation of security systems and protection services.

*Fire Alarm:* The State Fire Marshal enforces regulation of fire alarm signaling companies.

**Who needs a license?**

*Security System:* Any person or entity that sells, monitors, installs, or maintains burglar alarms must obtain licensure.

*Fire Alarm:* Every fire alarm signaling company operating in Delaware must be licensed.

**How often does the license need to be renewed?**

*Security Systems:* Every two years

*Fire:* Annually

**Law Reference:**

*Security Systems:* Delaware State Code, Title 24, Chapter 12  
<http://law.justia.com/delaware/codes/title24/c012.html>

*Fire:* State Fire Prevention Regulation, Part III  
<http://statefiremarshal.delaware.gov/codes/part3/part3.pdf>

### EMPLOYEES

**Requirements for electronic security employees:**

*Fire Alarm:* License applications must pass State Fire Prevention Regulation and certification examinations prior to obtaining license .

**Background check requirement for electronic security employees:**

*Security System:* State and Federal Criminal History, fingerprints  
*Fire Alarm:* None

**Employment history checks:**

*Security System:* Background information on application

*Fire Alarm:* Notarized application requires determination of professional qualifications

### BUSINESS

**Qualifying Agent Requirements:**

*Security System:* Background check

*Fire Alarm:* Company must employ a certificate holder certified in types of work performed by the company; Central Stations must employ Registered Agents to act on behalf of and in the interest of the licensee.

**Enforcement:**

*Security System:* Regulations enforced by The Delaware State Police, Detective Licensing Section

*Fire Alarm:* Regulations enforced by the Office of the State Fire Marshal

### FEES

**Test:**

*Fire Alarm:* Examination required

**License:**

*Security System:* \$150 license fee

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*Fire Alarm:* (Companies must also hold a DE Business License) - \$25 per company license and \$25.00 per certificate holder; Central Station - \$25 company license

**Renewal:**

\$10 Annual Fee for Fire Alarm

**Reciprocity/Recognition:**

*Security System/Fire Alarm:* None

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## FLORIDA

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Department of Business and Professional Regulation  
Electrical Contractors Licensing Board  
Northwood Centre  
1940 North Monroe Street  
Tallahassee, FL 32399  
Tel. (850) 487-1395  
Fax (850) 922-2918  
<http://www.myflorida.com/dbpr/pro/elboard/index.html>

#### About the State Regulatory Agency:

The Electrical Contractors' Licensing Board is composed of eleven members appointed by the Senate and regulate both fire and burglar alarm licensing.

#### Who needs a license?

Any person or entity whose business includes the execution of contracts requiring the ability, experience, license knowledge and skill to lay out, install, maintain, alter, repair, inspect, replace or service alarm systems for compensation. *Certified* license requires passing state examination and ability to practice throughout state. *Registered* license requires passing local examination and ability to practice only within the locale.

#### How often does the license need to be renewed?

Every two years. Continuing education required for licensed individuals.

#### Law Reference:

FL Statutes Chapter 489, Part II;  
[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=Ch0489/PART02.HTM](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0489/PART02.HTM)  
FL Administrative Code Chapter 61G6 (2002)  
<https://www.flrules.org/gateway/division.asp?DivID=276>

#### EMPLOYEES

#### Requirements for electronic security employees:

*Certified:* By Endorsement – completion of questionnaire by home state required; applicant must have obtained license through examination of home state. New - competency card required

*Registered:* Electrical, Alarm System and Specialty Contractors must license with the locale, county; competency card required to be completed upon required examination; 3 years of technical experience required if county/locale does not require examination.

#### Background check requirement for electronic security employees:

*Certified:* Local, State and Federal criminal background check

*Registered:* Local, State and Federal criminal background check

#### Employment history checks:

*Certified:* Employment history and verification forms required at time of application; Proof of work and educational experience required; notarized application.

*Registered:* Employment history required if county does not require examination and does not issue competency card; notarized application.

#### BUSINESS

#### Qualifying Agent Requirements:

*Certified:* A business can have more than one qualifying agent. All primary qualifying agents for a business organization are jointly and equally responsible for supervision of all operations of the business organization; of all field work at all sites; and for financial matters both for the organization in general and for each specific job. The QA must be an officer or a supervising employee of the business organization and is legally responsible for the business organization in all matters connected with its electrical or alarm system contracting business and concerning regulations by the Board.

*Registered:* No; however, QA must sign off Registered individual's application; Business credit report; Business financial statement;

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Workers' compensation; Proof of liability insurance; Certificate of status; Statement of bonding.

**Enforcement:**

Regulations enforced by the DBPR

**FEES**

**Test:**

*Certified:* \$22.50

*Registered:* Dependent on locale/county

**License:**

*Certified:* \$277.50 by examination; \$150 by endorsement; \$250 certification of registered license; \$255 qualifying new business; \$250 qualifying additional business

*Registered:* \$105.00 initial; \$100 additional county application; \$105 additional business application

**Renewal:**

**Reciprocity/Recognition:**

AL-unlimited electrical only

GA- all except EN

NC- unlimited electrical only

**Comments:**

None

# 2008 State Licensing Guide

## GEORGIA

### Licensing Required

**Licensing contacts:**

Georgia Electronic Life Safety and Systems  
Association  
PO Box 2924  
Suwanee, GA 30024  
Attn: Mike Latty, President  
Tel. (678) 546-7012  
Fax. (678) 482-0611  
[www.gaelssa.org](http://www.gaelssa.org)

Secretary of State  
Construction Industry Licensing Board  
237 Coliseum Drive  
Macon GA, 31217-3858  
Tel. (478) 207-2440  
Fax. (478) 207-1425  
<http://www.sos.ga.gov/plb/construct>

**About the State regulatory agency:**

The CILB consists of five divisions, including Electrical Contractors and Low Voltage divisions. Each division consists of five members who are contractors, journeymen, engineers, and inspectors. In addition, the Board has two consumer members who are not connected with the construction industry. The Board members are appointed by the Governor to serve a term of four years. The Board establishes and administers standards for the licensing of the contractors

**Who needs a license?**

Each business (or branch) needs a low voltage alarm license holder.

**How often does the license need to be renewed?**

Every two years, on odd numbered years.

**Law reference:**

O.C.G.A. @ 43-14-8.1  
[http://sos.georgia.gov/acrobat/PLB/laws/44thru48\\_Construction\\_43-1411%20.pdf](http://sos.georgia.gov/acrobat/PLB/laws/44thru48_Construction_43-1411%20.pdf)

#### EMPLOYEES

**Requirements for low voltage alarm license holder:**

One-year experience and examination required.

**Background check requirement for electronic security employees:**

None

**Employment history checks:**

Affidavit sworn before a notary public

#### BUSINESS

**Qualifying Agent requirements:**

Each company and branch in the electronic security business must have a qualifying license holder who holds a Low Voltage license. To qualify for the license, the registrant must have one-year verifiable experience in the security industry. The registrant must sit for the specific alarm examination and score a 70 or better. Once the license is obtained, the individual must be actively employed by the company that they qualify for, and can only qualify for that company.

**Enforcement:**

Regulation is enforced by the CILB.

#### FEES

**Test:**

\$30 application fee and current fees listed on the exam scheduling form on the website.

**License:**

No fee for initial license.

**Renewal:**

\$75

**Reciprocity/Recognition:**

Georgia will accept results of approved examinations from FL and NC.

**Comments:**

None

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## HAWAII

### Licensing Required

**Licensing contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Contractors License Board  
Department of Commerce and Consumer Affairs  
Professional and Vocational Licensing Division  
PO Box 3469  
Honolulu, HI 96801  
Tel. (808) 586-2700  
Fax. (808) 586-3031  
Verna Oda, Executive Officer  
<http://www.hawaii.gov/dcca/areas/pvl>

Board of Electricians and Plumbers  
Department of Commerce and Consumer Affairs  
Professional and Vocational Licensing Division  
PO Box 3469  
Honolulu, HI 96801  
Tel. (808) 586-2705  
Fax. (808) 586-3031  
Charlene Tamanaha, Executive Officer  
<http://www.hawaii.gov/dcca/areas/pvl>

**About the State Regulatory Agency**

Licensing is regulated by the Contractors License Board and Board of Electricians and Plumbers under the Department of Commerce and Consumer Affairs, Professional & Vocational Licensing Division. The Contractors License Board is made up of 13 members; 10 are contractors and 3 are non-contractors.

The Board of Electricians & Plumbers is made up of 2 electrician licensee members, 2 plumbing licensee members, and 3 public members.

**Who needs a license?**

Burglar and fire alarm companies are required to have a contractor's license as a C-13, C-15 or C-15a.

Installers are required to have a journey worker electrician, supervising electrician, journey

worker specialty, or supervising specialty electrician's license.

**Law reference:**

Contractors: Chapter 444, Hawaii Revised Statutes, Title 16, Ch. 77, Hawaii Administrative Rules  
[www.hawaii.gov/dcca/areas/pvl/main/har/har\\_77-c.pdf](http://www.hawaii.gov/dcca/areas/pvl/main/har/har_77-c.pdf)

Electricians & Plumbers: Chapter 448E, Hawaii Revised Statutes, Title 16, Ch.80, Hawaii Administrative Rules  
<http://www.hawaii.gov/dcca/areas/pvl/main/har/>

**How often does the license need to be renewed?**

License must be renewed every 2 years by September 30<sup>th</sup> for contractors and every 3 years June 30<sup>th</sup> (2008, 2011, 2014) for electricians.

### EMPLOYEES/INSTALLERS

**Requirements for electronic security employees:**

To qualify as a journey worker electrician or journey worker specialty electrician, one must verify 5 years and not less than 10,000 hours experience in performing electrical wiring. To qualify as a supervising electrician or supervising specialty electrician, one must verify in addition to that required for a journey worker, an additional 4 years at the journey worker level.

**Enforcement:**

Regulations enforced by the DCCA's Regulated Industries Complaints Office (RICO)  
Department of Commerce and Consumer Affairs  
235 South Beretania St. 9<sup>th</sup> Floor  
Honolulu, HI 96813  
Tel. (808) 587-3222

### BUSINESS

Entities must obtain a contractors license.

**Qualifying Agent requirements:**

Responsible managing employee to obtain a contractor's license requires: 4 years of

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supervisory experience in the burglar and fire alarm area.

### FEES

#### Test:

Contractors: Part I (Business and Law Exam)  
\$65; Part II (Trade Exam) \$65  
Electricians: \$85

#### License:

\$50 Contractor application fee  
\$255 - \$335 (*Contracting entity*: depending on date.)  
\$40 Electrician application fee  
\$75-225 (*Journey worker electrician or journey worker specialty electrician*, depending on date.)

#### Renewal:

Contractors (Biennial-Even numbered years)  
\$275 Contracting entities  
\$160 Managing employees of contracting

Electricians: Triennial (2008, 2011, 2014) \$225

#### Reciprocity/Recognition:

None

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## IDAHO

### Licensing Required

**Licensing contacts:**

Idaho Alarm Association  
6033 West Franklin Road  
Boise, ID 83709  
Attn: Ken Webster, President  
Tel: 208 367 9100  
Fax: 208 367 9280

Idaho Division of Building Safety  
Electrical Bureau  
1090 E. Watertower St.  
Meridian, ID 83642  
Tel. (800) 344-3044  
(208) 334-3950  
Fax. (208) 885-2165  
<http://dbs.idaho.gov/electrical/licenses.html>

**About the State Regulatory Agency**

The Electric Bureau of the Idaho Division of Building Safety regulates the alarm installation industry.

**Who needs a license?**

Any person, partnership, companies, firm, association or corporation contracting to install alarm systems in other than two family dwellings must hold a Limited Energy Specialty Electrical Contractor license. Installers must be employed by a licensed contractor and hold a Limited Energy Specialty Journeyman license.

**Law reference:**

Idaho Code Title 54 Chapter 10  
<http://www3.state.id.us/idstat/TOC/54010KTOC.html>  
IDAPA 07 Title 01 Chapter 04  
<http://adm.idaho.gov/adminrules/rules/idapa07/07.01index.htm>

**How often does the license need to be renewed?**

Every 3 years

#### EMPLOYEES

**Requirements for electronic security employees:**

For a *Limited Energy Specialty Journeyman License*, it is required to have two years

(minimum of 4,000 hours) of experience with this type of installation.

**Background check requirement for electronic security employees:**

None

**Employment history checks:**

Department of Labor requires past history.

#### BUSINESS

**Qualifying Agent requirements:**

Proof of \$300,000 insurance and worker's compensation insurance or statement of exemption from worker's compensation insurance

**Enforcement:**

Enforced by the Electric Bureau, Division of Building Safety

#### FEES

**Test:**

*Examination fee for Limited Energy Specialty Journeyman:* \$100

**License:**

*Administrative fee for all applications:* \$15  
*Limited Energy Specialty Journeyman License:* \$55  
*Limited Energy Specialty Electrical Contractor's License:* \$125

**Renewal:**

*Limited Energy Specialty Journeyman License:* \$55  
*Limited Energy Specialty Electrical Contractor's license:* \$100

**Reciprocity/Recognition:**

Idaho has journeyman electrician reciprocity. No reciprocity for the Limited Energy Specialty license.

**Comments:**

City of Boise requires installer's license and contracting owner of company.

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## ILLINOIS

### Licensing Required

#### Licensing Contacts:

Illinois Electronic Security Association  
2718 North Elm Lane  
Arlington Heights, IL 60004  
Attn: Chester Donati, President  
Tel. (847) 398 - 3300  
Fax (847) 398 - 3376  
[www.iesa.net](http://www.iesa.net)

Illinois Department of Professional & Financial  
Regulation  
Division of Professional Regulation  
320 W. Washington Street, 3<sup>rd</sup> Floor  
Springfield, IL 62786  
Tel. (217) 785-0800  
Fax. (217) 782-7645  
<http://www.idfpr.com/dpr/>

#### About the State Regulatory Agency:

Appointed by the Director of the Department of Professional Regulation, the thirteen-member board regulates all fire and burglar alarm related issues.

#### Who needs a license?

All businesses, installers, and monitoring agents must be licensed.

#### How often does the license need to be renewed?

Every three years

#### Law Reference:

Illinois P.A. 93-0438@447/5-5 - 447/50-40, inclusive short title - The Private Detection, Private Alarm, Private Security Fingerprint Vendor and Locksmith Act of 2004.  
<http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2474&ChapAct=225%26nbsp%3BILCS%26nbsp%3B447%2F&ChapterID=24&ChapterName=PROFESSIONS+AND+OCCUPATIONS&ActName=Private+Detective%2C+Private+Alarm%2C+Private+Security%2C+and+Locksmith+Act+of+2004%2E>

#### EMPLOYEES

#### Requirements for electronic security employees:

Private alarm contractor employees who respond to alarm systems shall complete a minimum requirement of 20-hours classroom training. Private alarm contractors must complete 20 hours of training related to their employment to be provided by a qualified instructor.

#### Background check requirement for electronic security employees:

Illinois and FBI fingerprint background check

#### Employment history checks:

Five-year employment history required

#### BUSINESS

#### Qualifying Agent Requirements:

Must be twenty-one years of age, with no criminal background, have at least three years of experience within the past five years employed as a manager for a licensed alarm company, and must pass the examination.

#### Enforcement:

Regulations enforced by DPFR

#### FEES

#### Test:

Contact Division of Professional Regulation (Depends on Education and Experience)

#### License:

\$500

#### Renewal:

\$500

#### Reciprocity/Recognition:

None

#### Comments:

None

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## INDIANA

### Licensing Not Required

**Licensing Contacts:**

Indiana Burglar & Fire Alarm Association  
2602 E. 55<sup>th</sup> Street  
Indianapolis, IN 46220  
Attn: Marc Turner, President  
Tel. (317) 579-1260 x 55288  
<http://www.ibfaa.org>

**Renewal:**

N/A

**Reciprocity/Recognition:**

N/A

**Comments:**

Licensing requirements may exist in some municipalities—check with local officials.

**About the State Regulatory Agency:**

N/A

**Who needs a license?**

N/A

**How often does the license need to be renewed?**

N/A

**Law Reference:**

N/A

#### EMPLOYEES

**Training requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

#### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

#### FEES

**Test:**

N/A

**License:**

N/A

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## IOWA

### Licensing Required

**Licensing Contacts:**

Iowa Alarm Association  
510 1<sup>st</sup> St. SW  
Cedar Rapids, IA 52404  
Attn: Chris Brooks, President  
Tel: (515) 244 - 5660  
Fax: (515) 244-3833

Division of Contractor Registration  
1000 East Grand Avenue  
Des Moines, Iowa 5033319-0209  
(515) 242-5871  
(515) 281-7995  
<http://www.dps.state.ia.us/fm/alarm/index.shtml>

**About the State Regulatory Agency:**

N/A

**Who needs a license?**

The Iowa General Assembly has enacted legislation (2007 Iowa Acts, House File 897), which establishes a certification program for alarm system contractors and installers. The program was established in the Fire Marshal Division of the Iowa Department of Public Safety. The Fire Marshal will receive advice about the program from the Fire Extinguishing System Contractors and Alarm Systems Advisory Board.

**How often does the license need to be renewed?**

N/A

**Law Reference:**

<http://coolice.legis.state.ia.us/Cool-ICE/default.asp?category=billinfo&service=billbook&GA=82&hbill=HF897>

#### EMPLOYEES

**Requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

#### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

#### FEES

**Test:**

N/A

**License:**

N/A

**Renewal:**

N/A

**Reciprocity/Recognition:**

N/A

**Comments:**

**Effective Date of Alarm System Certification Requirements:** The provisions of 2007 Iowa Acts, House File 897 which establish the new certification program for alarm system contractors and installers takes effect on January 1, 2008. However, at its meeting on November 27, 2007, the Fire Extinguishing System Contractors and Alarm Systems Advisory Board agreed that rules to implement the program would not be ready for referral to the Fire Marshal in time to be in effect by January 1, 2008. While the effective date of the rules is somewhat uncertain, they will not take effect prior to April 1, 2008.

Questions about the Alarm System Contractor and Installer Certification Program may be directed to [alarminfo@dps.state.ia.us](mailto:alarminfo@dps.state.ia.us) or by phone to the Fire Marshal Division at 515-725-6145.

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## KANSAS

### Licensing Not Required

**Licensing Contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Kansas State Fire Marshal's Office  
700 SW Jackson Street, Suite 600  
Topeka, KS 66603  
Tel. (785) 296-3401  
Fax (785) 296-0151  
<http://www.accesskansas.org/firemarshal/>

**About the State Regulatory Agency:**

N/A

**Who needs a license?**

N/A

**How often does the license need to be renewed?**

N/A

**Law Reference:**

N/A

#### EMPLOYEES

**Training requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

#### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

**FEES****Test:**

N/A

**License:**

N/A

**Renewal:**

N/A

**Reciprocity/Recognition:**

N/A

**Comments:**

Kansas does not have a state licensing law but fire alarm companies need to register with the State Fire Marshal's office.

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## KENTUCKY

### Municipal Licensing Required

**Licensing Contacts:**

Kentucky Burglar & Fire Alarm Association  
PO Box 991721  
Louisville, KY 40269  
Attn: Michele Wolff, President  
Tel: (502) 774-3216  
Fax: (502) 244 - 1568  
<http://www.kbfaa.org>

N/A

**Renewal:**

N/A

**Reciprocity/Recognition:**

N/A

**Comments:**

There are no licensing requirements for fire alarm installers or burglar alarm installers and inspectors in the Commonwealth of Kentucky at this time. Installers and inspectors should contact local jurisdictions for any requirements local governments may have.

**About the State Regulatory Agency:**

N/A

**Who needs a license?**

N/A

**How often does the license need to be renewed?**

N/A

**Law Reference:**

N/A

#### EMPLOYEES

**Requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

#### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

#### FEES

**Test:**

N/A

**License:**

N/A

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## LOUISIANA

### Licensing Required

#### Licensing Contacts:

Louisiana Life Safety and Security Association  
100 Beauvias Avenue, Suite A-2  
Lafayette, LA 70507  
Attn: Mark Lagarde, President  
Tel. (337) 886-7282  
Fax. (337) 886-7284  
<http://www.lbfaa.org>

Louisiana State Fire Marshal  
8181 Independence Blvd.  
Baton Rouge, LA 70806  
Tel. (225) 925-4911  
Tel. (800) 256-5452  
Fax (225) 925-3699  
[www.dps.louisiana.gov/sfm/](http://www.dps.louisiana.gov/sfm/)

#### About the State Regulatory Agency:

The Louisiana State Fire Marshal's Office is part of the Louisiana Department of Public Safety, dedicated to reducing the threat of fire and explosion through plan review, building inspection, licensing and fire education programs.

#### Who needs a license?

All Life Safety and Property Protection firms and their employees are required to obtain a license from the State Fire Marshal's Office.

#### Types of firms needing a license:

##### Life Safety Endorsements

1. Fire Sprinkler
2. Fire Extinguishers/Hoses
3. DOT Hydrostatic Testing
4. Fixed Fire Suppression Systems
5. Pre-Engineered Suppression Systems
6. Kitchen Suppression Systems
7. Fire Alarm
8. Fire Alarm (Non-Required)
9. Fire Alarm (Owner)

##### Property Protection Endorsements

1. Security (Includes Burglar Alarm, CCTV, Access Control and Household Fire)
2. Closed Circuit Television (CCTV)
3. Household Fire

4. Locksmith (Includes Locksmith, CCTV, Access Control, Door Hardware, Bank Locking and Detention Locking.
5. Limited Locksmith
6. Door Hardware
7. Bank Locking
8. Detention Locking

#### How often does the license need to be renewed?

Yearly

#### Law Reference:

R.S. 40:1664 et seq.  
[http://www.dps.state.la.us/SFM/doc/lic/lica\\_law-change.pdf](http://www.dps.state.la.us/SFM/doc/lic/lica_law-change.pdf)

### EMPLOYEES

**Requirements:** Please see the website for training and/or testing requirements for employees as governed by the Life Safety and Property Protection Advisory Board.

#### Background check requirement:

Background checks will be conducted on owners/principals and employees of all Property Protection endorsements.

### FEES

#### Life Safety Employee Fees

	Initial	Renewal
Fire Sprinkler Qualifier	\$100	\$50
Fire Sprinkler Inspector	\$100	\$50
Fire Extinguishers/Hoses	\$50	\$50
DOT Hydrostatic Testing	\$25	\$25
Fixed Fire Suppression	\$50	\$50
Pre-Engineered	\$50	\$50
Kitchen Suppression	\$50	\$50
Fire Alarm	\$50	\$50
Fire Alarm (Non-Required)	\$50	\$50
Fire Alarm Owner	\$50	\$50
Life Safety Apprentice	\$50	\$50

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### Property Protection Employee Fees

	Initial	Renewal
Security	\$100	\$50
CCTV	\$100	\$50

### Life Safety Firm Fees

	Initial	Renewal
Fire Sprinkler	\$500	\$250
Fire Extinguishers/Hoses	\$350	\$150
DOT Hydrostatic Testing	\$350	\$50
Fixed Fire Suppression	\$350	\$100
Pre-Engineered	\$350	\$100
Fire Alarm	\$350	\$100
Fire Alarm Owner	\$350	\$50

### Property Protection Firm Fees

	Initial	Renewal
Security	\$250	\$50
CCTV	\$250	\$50

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## MAINE

### Licensing Required

**Licensing Contacts:**

Maine Burglar & Fire Alarm Association  
139 Newbury Street  
Portland, ME 04101  
Attn: Doug Hanson, President  
Tel. (207) 775 - 5755

Dept. of Professional & Financial Regulation  
Office of Licensing and Registration  
Electricians' Examining Board  
#35 State House Station  
Augusta, ME 04333  
Tel. (207) 624-8457  
Fax. (207) 624-8636  
<http://www.maine.gov/professionallicensing>

**About the State Regulatory Agency:**

Appointed by the Governor, the Board is responsible to insure the competency of electricians through examination, licensure, etc.

**Who needs a license?**

Any individual installing burglar and fire alarms is required to have a Master Electrician, Limited-Low Energy, Journeyman Electrician, Apprentice, Helper, or Journeyman-in training license.

**How often does the license need to be renewed?**

Every two years (for all licenses).

**Law Reference:**

Maine Revised Statutes, Title 32 Chapter 17  
<http://janus.state.me.us/legis/statutes/32/title32ch17sec0.html>

#### EMPLOYEES

**Requirements for electronic security employees:**

Requirements range from 2,000 to 12,000 hours of experience in electrical installations dependent upon license. Completion in a program of study comprising 576 hours as approved by the Electricians' Examining Board or from an accredited institution is required by most (excludes apprentice, helper and journeymen in training). The 576 hours shall consist of 450 hours of required study, including a course of not less than 45 hours in the current National

Electrical Code and 126 hours of degree-related courses. Apprentice, helper, and journeyman-in-training, have additional educational/training requirements such as being a graduate of an accredited Maine vocational technical college/institute electrical program and/or vocational high school program.

**Background check requirement for electronic security employees:**

Criminal background checks for all licenses required.

**Employment history checks:**

N/A

#### BUSINESS

**Qualifying Agent Requirements:**

None

**Enforcement:**

Regulation enforced by the Board

#### FEES

**Test:**

\$25 application fee (for all applicants)  
\$50 examination fee (excludes  
Apprentice/Helper/Journeyman-in-training)

**License:**

*Master Electricians Fee:* \$150  
*Limited Low Voltage:* \$100  
*Journeyman Electrician:* \$80  
*Journeyman-in-training:* \$80  
*Apprentice/Helper:* \$20

**Renewal:**

Identical to original licensure fee

**Reciprocity/Recognition:**

*Master Electrician:* NH, and VT (minimum experience of 6 yrs actively engaged in work as an electrician)  
*Journeyman's:* NH, MA, OR, and VT

**Comments:**

None

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## MARYLAND

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Maryland State Police, Licensing Division  
7751 Washington Blvd  
Jessup, MD 20794  
Tel. (410) 799-0191 x334  
Fax (410) 799-5934  
<http://www.mdsp.org>

#### About the State Regulatory Agency:

Department of State Police regulates the alarm industry as well as PIs and Guards.

#### Who needs a license?

Companies or employees providing security systems services (1) surveying the property for purposes of installing a security system; (2) physically installing, maintaining, or repairing a security system for the customer; or (3) responding to a distress call or an alarm sounding from a security system.

An individual holds the license for a company. Installers, service technicians, responders, salespersons and any employee who has access to information or physically enters the premises of a customer or prospect are required to be registered under a company license. Subcontractors working for several companies are required to be licensed with their employees registered.

#### How often does the license need to be renewed?

Every three years

#### Law Reference:

Title 18- Security Systems Technicians Business Occupation and Professions Annotated Code of MD.  
[http://www.dsd.state.md.us/comar/Annot\\_CodeIdx/BOIndex.htm#Title%2018](http://www.dsd.state.md.us/comar/Annot_CodeIdx/BOIndex.htm#Title%2018)

#### EMPLOYEES

**Requirements for electronic security employees:**  
None

**Background check requirement for electronic security employees:**  
State and FBI fingerprint check for licensee, firm manager, technicians, salespersons, and monitors.

**Employment history checks:**  
Completed application with references

#### BUSINESS

**Qualifying Agent Requirements:**  
Submit application 29-100 fees, 2-2"x2" photos. Must submit bond and license application. Tax verification for agencies.

**Enforcement:**  
Regulations enforced by Maryland State Police

#### FEES

**Test:**  
None

**License:**  
Agency Fee: \$150.00  
Registrant Fee: \$52.25

**Renewal:**  
Agency Renewal: \$119.25  
Registrant Renewal: \$34.25

**Reciprocity/Recognition:**  
None

**Comments:**  
None

# 2008 NBFAA State Licensing Guide

## MASSACHUSETTS

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Office of Consumer Affairs & Business Regulation  
Division of Professional Licensure  
Board of State Examiners of Electricians  
239 Causeway Street, Suite 500  
Boston, MA 02114  
Tel. (617) 727-9931  
Fax. (617) 727-9932  
<http://www.mass.gov/dpl/boards/el/index.htm>

#### About the State Regulatory Agency:

The Board, made up of the 10 members of state examiners, establishes minimum standards for persons performing electrical installations.

#### Who needs a license?

Any person, firm, corporation or partnership performs the work of installing, repairing or maintaining wires, conduits, apparatus, devices, fixtures or other appliances used for light, heat, power, fire warning or security system purposes.

#### How often does the license need to be renewed?

Every 3 years by July 31<sup>st</sup>. Each licensee shall present satisfactory evidence that in the three year period before license renewal he or she has completed 21 clock hours of continuing education.

#### Law Reference:

General Laws of Massachusetts, Chapter 112  
Sections 61 to 65, Chapter 141 Sections 1 to 10,  
and Chapter 143 Sections 3L to 3P.  
<http://www.mass.gov/legis/laws/mgl/gl-pt1-toc.htm>

### EMPLOYEES

#### Training requirements for electronic security employees:

*Master Electrician – Class A:* 1 year as a licensed Mass Journeyman and 150hrs Board approved education,

*Journeyman – Class B:* High school Diploma or equivalent, 8000hrs in 4yrs apprentice experience for light heat and power purposes,

600hrs Board approved education within 10yrs of application  
(300hrs commenced before 11/04 with proof of trade entry prior to 7/01/01)

*Systems Technician – Class D:* 6000hrs in 3yrs for fire warning and security systems installation purposes (4000hrs in 2yrs experience with proof of trade entry prior to 7/01/01), and 200hrs Board approved education (within 10yrs of application).

*Systems Contractor – Class C:* 1 year as a licensed Mass Systems Tech and 75hrs Board approved education.

#### Background check requirement for electronic security employees:

Criminal background check

#### Employment history checks:

Employer verification form and/or certificate of education required for each employer.

### BUSINESS

#### Qualifying Agent Requirements:

Applicants for a Class A or Class C Certificate shall provide to the Board the following:

- (a) a completed application form together with the fee set by the Secretary of Administration and Finance;
- (b) a list of all officers of such corporation certified by the Clerk of the corporation as a true copy of its records
- (c) a copy of its Articles of Organization
- (d) the name of the individual holding the Class A or Class C license who will serve as the Qualifying Officer and who must be a current employee and officer of the corporation and which individual holder of a Class A or Class C license shall surrender his individual license to the Board in order to be the holder upon which the corporate license is issued; and
- (e) a letter from the Qualifying Officer requesting that the Board grant the corporation a certificate based on the examination previously passed by him or her.

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### **Enforcement:**

Regulations are enforced by the Examiners.

### **FEES**

#### **Test:**

*B or D:* \$222

*A or C:* \$267

(includes Parts A & B)

#### **License:**

*B or D:* \$90

*A or C:* \$102

\$15 Certified Statement of Registration

#### **Renewal:**

*Master Electrician:* \$102

*Journeyman Electrician:* \$68

*Systems Contractor:* \$102

*Systems Technician:* \$68

#### **Reciprocity/Recognition:**

The Board may license without examination any person who has been licensed as a Master or Journeyman Electrician or Systems Contractor or Technician in another state which maintain standards substantially the same as those of Massachusetts. In addition, the Electricians' Board currently has reciprocity with New Hampshire for both Master and Journeyman licensees. There is also reciprocity with Washington state for Journeyman Electricians only.

#### **Comments:**

None

# 2008 NBFAA State Licensing Guide

## MICHIGAN

### Licensing Required

#### Licensing contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

#### *Fire Alarm Licensing:*

Electrical Administration Board  
7150 Harris Drive  
Lansing, MI 48909  
Tel. (517) 241-9320  
Fax. (517) 241-9308  
[http://www.michigan.gov/cis/0,1607,7-154-10575\\_17394---,00.html](http://www.michigan.gov/cis/0,1607,7-154-10575_17394---,00.html)

#### *Burglar Alarm Licensing:*

Department of Labor and Economic Growth  
Licensing Division  
611 W. Ottawa  
P.O. Box 30018 Lansing, MI 48909  
Tel. (517) 241-9288  
Fax. (517) 241-9280  
[http://www.michigan.gov/dleg/0,1607,7-154-35299\\_35414\\_35476---,00.html](http://www.michigan.gov/dleg/0,1607,7-154-35299_35414_35476---,00.html)

#### **About the State Regulatory Agency**

Department of the State Police regulates the alarm industry as well as PIs and Guards.

*Fire Alarm:* The Building Division is responsible for fire alarm and suppression system installation, documentation and certification.

*Burglar Alarm:* The Electrical Division is responsible for issuing electrical permits, the examination and licensing and renewals of licenses of master and journey electricians, apprenticeship registration, fire alarm specialty technicians, sign specialists, electrical contractors, sign specialty contractors, and fire alarm contractors.

#### **Who needs a license?**

All burglar installers must obtain a security systems license. All fire alarm installers must obtain a fire alarm license. Companies and salespersons need written permission.

#### **How often does the license need to be renewed?**

Every two years

#### **Law reference:**

*Fire:* MSA @ 4.559(27) (1993)  
[http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin\\_Num=40830801&Dpt=CI&RngHigh=](http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=40830801&Dpt=CI&RngHigh=)  
*Burglar:* Public Act 330 of 1968.  
<http://www.michiganlegislature.org/mileg.asp?page=getObject&objName=mcl-Act-330-of-1968&queryid=2066019&highlight=>

### EMPLOYEES

#### **Requirements for electronic security employees:**

*Fire Alarm:* Must be 20 years of age and have certification from the National Institution for Certification in Engineering Technology (NICET) at Level II.

*Burglar Alarm:* (i) Is not less than 25 years of age, (ii) has a high school education or its equivalent, (iii) has not been convicted of a felony, (iv) has not been under any sentence, including parole, probation, or actual incarceration, for the commission of a felony within 5 years before the date of application, and (v) has not been dishonorably discharged from the US military.

#### **Background check requirement for electronic security employees:**

Licensee required to submit fingerprints of all prospective employees to department for processing and approval.

#### **Employment history checks:**

Department will conduct background checks on all prospective employees based upon a name check. If approval is once denied, the employee cannot be employed by the licensee except upon receipt of an approved fingerprint clearance.

# 2008 NBF AA State Licensing Guide

## BUSINESS

### **Qualifying Agent requirements:**

#### *Fire alarm contractor:*

Hold a fire alarm specialty technician's license or has not less than 1 fire alarm specialty technician residing in this state who is in his or her full-time employ. The fire alarm specialty technician shall be actively in charge of and responsible for code compliance of all installations of fire alarm system wiring and equipment.

#### *Burglar:*

Must have posted \$25,000 surety bond with the Department or have insurance amounting to \$25,000 for property damage, \$100,000 for injury or death to one person, and \$200,000 for injury or death of more than one person.

### **Enforcement:**

Enforced by the state police

## FEES

### **Test:**

*Fire alarm installation exam:* \$25

### **License:**

*Security Alarm Contractor:* \$250

*Security alarm agency application:* \$500

*Security alarm branch office application:* \$100

*Fingerprints:* \$49.25

*Fire alarm contractor license:* \$200

### **Renewal:**

*Security alarm contractor renewal fee:* \$250

*Security alarm branch renewal fee:* \$100

### **Reciprocity/Recognition:**

None

### **Comments:**

None

# 2008 NBF AA State Licensing Guide

## MINNESOTA

### Licensing Required

#### Licensing contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Department of Labor & Industry  
CCLD Licensing and Certification Services  
Saint Paul, MN 55155  
Tel. (651) 284-5080  
Fax. (651) 284-5743  
E-mail: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
[www.doli.state.mn.us/license.html](http://www.doli.state.mn.us/license.html)

#### About the State Regulatory Agency

The Minnesota Department of Labor and Industry is responsible for administration and enforcement of the laws and rules regulating the licensing of electricians and technicians, and inspection of electrical installations statewide except for cities that have by ordinance established their own program for performing electrical inspections.

#### Who needs a license?

Persons doing electrical work on technology circuits and systems, including systems for power-limited fire alarm or class 2 or 3 alarm or signaling. Individuals hold the Power Limited Technician license (PLT). Businesses hold a Technology Systems Contractor license (TSC).

#### How often does the license need to be renewed?

Every 2 years: Technology System contractor licenses expire on July 31 every even numbered year. Power Limited Technician licenses expire biennially on their anniversary date. Individual must complete 16-hours of continuing education training before license renewal.

#### Law reference:

MN Stat. @ 326.242 (2006)  
[http://www.electricity.state.mn.us/Stat\\_rul/Mn\\_stat/LawsRulesFullPageJan2007.pdf](http://www.electricity.state.mn.us/Stat_rul/Mn_stat/LawsRulesFullPageJan2007.pdf)

#### EMPLOYEES

##### Requirements for electronic security employees:

*Power Limited Technician* – 1) be a graduate of a four-year electrical course in an accredited college or university; or 2) have had at least 36 months experience in planning for, laying out, supervising, and installing wiring, apparatus, or equipment for power limited systems – except that up to 12 months experience may be offset by successful completion of an approved two-year post high school electrical course or other approved technical training.

##### Background check requirement for electronic security employees:

None

##### Employment history checks:

None

#### BUSINESS

##### Qualifying Agent requirements:

Examination of individual to obtain PLT license. Liability insurance & bonding required for TSC.

##### Enforcement:

Enforced by the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division

#### FEES

**Test:** Exam fee: \$35

**License:** PLT: \$15 per year  
TSC: \$100 annually

**Renewal:** PLT: \$15 per year  
TSC: \$100 annually

##### Reciprocity/Recognition:

Not available.

##### Comments:

None

# 2008 NBFAA State Licensing Guide

## MISSISSIPPI

### Licensing Required

#### Licensing Contacts:

Mississippi Alarm Association  
P.O. Box 720252  
Jackson, MS 39272  
Attn: James Mason, President  
Tel. (601) 668-0528  
Fax. (601) 372-2667  
[www.msalarm.org](http://www.msalarm.org)

Residential Electronic Protection  
Division of the State Fire Marshal's Office  
P.O. Box 79  
Jackson, MS 39205  
Phone (601) 359-1061  
Fax (601) 359-1076  
[www.doi.state.ms.us](http://www.doi.state.ms.us)

#### About the State Regulatory Agency:

The Electronic Protection Licensing Advisory Board will assist the State Fire Marshal with the rules and regulations. Three members appointed by the Governor, one from each Supreme Court District. Each member shall possess a valid Class A or Class B license and may be appointed from a list submitted by the Mississippi Alarm Association. Chairman of the Board will be one member who is an employee of the Office of the State Fire Marshal, designated by the State Fire Marshal.

#### Who needs a license?

The State Fire Marshal shall issue licenses to companies and individuals who offer electronic protective systems to the general public, including individuals and companies which offer residential electronic protective systems, burglar alarm systems, closed circuit television alarm systems, or services relating to such alarms or systems. The licenses are broken down as:

*Class A:* Contracting Company  
*Class B:* System Technician  
*Class C:* System Installer  
*Class T:* Apprentice

#### How often does the license need to be renewed?

All licenses shall be valid for a period of one year from its date of issuance and shall be renewed annually, on or before the anniversary date.

#### Law Reference:

Mississippi Residential Electronic Protection Licensing Act;  
<http://www.doi.state.ms.us/regulations/ep06reg1.PDF>  
Mississippi Department of Insurance Regulation  
No. 88-101.

### EMPLOYEES

#### Requirements for alarm security employees:

*Class B License (Alarm Installer):*  
Documentation that the applicant has successfully completed a minimum of National Burglar & Fire Alarm Association, Level 2 A&B Burglar Alarm training course or equivalent training approved by the State Fire Marshal.

*Class C License (Alarm Technician):*  
Documentation showing that the applicant has successfully completed, at a minimum, National Burglar & Fire Alarm Association, Level 1 Burglar Alarm training course, or equivalent training approved by the State Fire Marshal.

#### Background check requirement for electronic security employees:

Class Licenses B and C shall submit a statement authorizing the State Fire Marshal to order fingerprint analysis or any other analysis or documents deemed necessary by the State Fire Marshal for the purpose of verifying the applicant's criminal history.

#### Employment history checks:

N/A

### BUSINESS

#### Qualifying Agent Requirements:

Class A license: Among other requirements, the applicant must provide (i) documentation that the company is an entity duly authorized to conduct business within this state; (ii) documentation that the company holds a general liability and errors and omissions insurance policy, or a surety bond, in an amount not less than \$300,000; and (iii) a sworn statement that no officer or principal has been convicted of a felony, has received a first-time offender pardon for a felony, or has entered a plea of guilty or nolo contendere to a felony charge.

## 2008 NBF AA State Licensing Guide

### **Enforcement:**

State Fire Marshal's Office

### **FEES**

#### **Application Fee:**

Class A (Company): \$100  
Class B (Technician): \$100  
Class C (Installer): \$100  
Class T (Apprentice): 0

#### **License Fee:**

Class A (Company): \$350  
Class B (Technician): \$50  
Class C (Installer): \$50  
Class T (Apprentice): \$25

#### **Renewal Fee:**

Class A (Company): \$200  
Class B (Technician): \$50  
Class C (Installer): \$50  
Class T (Apprentice): 0

**Renewal Requirements:** Every individual seeking to receive a renewal license shall satisfactorily complete twelve (12) hours of study in approved courses during each twelve – month period. Each one hour credit shall be awarded for fifty minutes of attendance of an approved course. Courses must be approved by the State Fire Marshal, and any course offered by the National Training School (NTS), which is a member service of the National Burglar & Fire Alarm Association (NBFAA), shall qualify as an approved course.

#### **Reciprocity/Recognition:**

State Fire Marshal may enter into reciprocal agreements with other states for mutual recognition of individual license holders, provided that state will award licenses to residents of this state and as long as that state's requirements are not less stringent than those set forth under the Act or this Regulation.

#### **Comments:**

None

# 2008 NBF AA State Licensing Guide

## MISSOURI

### Municipal Licensing Required

#### FEES

**Licensing Contacts:**

Missouri Burglar & Fire Alarm Association  
104 East 11th Street  
Rolla, MO 65401  
Attn: Jim Morris, President  
Phone: (573) 341-2562  
Fax: (573) 364-5324  
<http://www.mbf aa.net>

**Test:**

N/A

**License:**

N/A

**Renewal:**

N/A

**About the State Regulatory Agency:**

N/A

**Reciprocity/Recognition:**

N/A

**Who needs a license?**

N/A

**Comments:**

Licensing administered by some municipalities—check with town and county governments.

**How often does the license need to be renewed?**

N/A

**Law Reference:**

N/A

#### EMPLOYEES

**Requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

#### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

# 2008 NBFAA State Licensing Guide

## MONTANA

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

#### *Security Alarm Installer*

Department of Labor  
Business Standards Division  
Private Security Licensing  
PO Box 200513  
Helena, MT 59620-0513  
Tel. (406) 841-2387  
Fax (406) 841-2309  
<http://www.privatesecurity.mt.gov>

#### *Fire Alarm Installer*

Department of Labor  
Business Standards Division  
Fire Prevention Licensing  
1301 S. Park Avenue  
PO Box 200153  
Helena, MT 59620-0513  
Tel. (406) 841-2350  
Fax (406) 841-2309  
<http://www.mt.gov/dli/bsd>

#### About the State Regulatory Agency:

##### *Security Alarm:*

The Board of Private Security is made up of seven voting members who set and enforce standards and rules governing the licensing, certification, registration, and conduct of the members of the security alarm installation industry.

##### *Fire Alarm:*

The Department of Labor Business Standards Division charged with licensing and regulating persons and businesses engaged in specific (non-health care related) professions and occupations, including fire alarm installation.

#### Who needs a license?

*Security Alarm:* Any person to act or perform the duties or maintenance of a security system.

*Fire Alarm:* Any person or entity engaging in the business of selling, servicing, or installing fire alarm systems.

#### How often does the license need to be renewed?

*Security Alarm Installer:* Annually (By March 1)  
*Fire Alarm:* Annually (May 31); Employee – continued education requirements of a minimum of eight hours (60 minutes per hour) annually; earned education in excess of eight hours may be carried over into the succeeding year.

#### Law Reference:

*Security Systems:* Department of Labor Title 37 Chapter 60

[http://data.opi.state.mt.us/bills/mca\\_toc/37\\_60.htm](http://data.opi.state.mt.us/bills/mca_toc/37_60.htm)

*Fire:* Montana Code Title 50 Chapter 39-101

<http://data.opi.mt.gov/bills/mca/50/39/50-39-101.htm>

### EMPLOYEES

#### Requirements for electronic security

##### employees:

*Security Alarm:* Company - 3 years experience; Employee - None

*Fire:* Company – verification of liability insurance; Employee – certification of completion of all the NICET work elements or completion of NICET II (verification sent directly from NICET); completion of state-approved apprenticeship program; completion of manufacturer training or applicant currently holds the equivalent of endorsement in another jurisdiction (see reciprocity).

#### Background check requirement for electronic security employees:

*Security Alarm:* State and Federal background check; fingerprint check

*Fire Alarm:* None

#### Employment history checks:

*Security Alarm:* Minimum last 5 years required on application 2 references from former employees

*Fire Alarm:* License history information on application

# 2008 NBFAA State Licensing Guide

## BUSINESS

### Qualifying Agent Requirements:

*Security Alarm:* None

*Fire Alarm:* None

### Enforcement:

*Security Alarm:* Regulations enforced by the Montana Board of Private Security

*Fire Alarm:* Regulations enforced by the Department of Labor and Industry/ Fire Prevention Licensing Program

## FEES

### Test:

*Security Alarm:* None

*Fire Alarm:* None

### License:

*Security Alarm:*

Company - \$200, \$32 fingerprint card check fee;  
Employee - \$25.00 license fee, \$32 fingerprint fee

*Fire Alarm:*

Company - \$100-one time processing fee;  
Employee - \$25 one-time processing fee;

### Renewal:

*Security Alarm:* Company - \$200; Employee - \$45

*Fire Alarm:* Entity - \$200; Employee - \$100

### Reciprocity/Recognition:

If the standards of licensing are the same or more extensive than those of Montana, the Board may recognize a license issued in another state.

### Comments:

None

# 2008 NBF AA State Licensing Guide

## NEBRASKA

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

State Electrical Division  
P.O. Box 95066  
Lincoln, NE 68509-5066  
Tel. (402) 471-3550  
Fax. (402) 471-4297  
<http://www.electrical.state.ne.us/>

#### About the State Regulatory Agency:

The Nebraska State Electrical Division is under the administrative and operative control of the executive director of the division. The State Electrical Board directs the director's efforts and sets policy.

#### Who needs a license?

Fire alarm installers

#### How often does the license need to be renewed?

License expires at the end of even-numbered years, every two years.

#### Law Reference:

81-2112.02 (1996)  
<http://www.electrical.state.ne.us/electact.html>

### EMPLOYEES

#### Requirements for fire alarm installers:

Test on 2005 Electric Code. Requires two years verifiable work experience installing fire alarm systems.

#### Background check requirement for fire alarm installers:

None

#### Employee history checks:

Verifiable two years of work experience

### BUSINESS

#### Qualifying Agent Requirements:

Insurance information for business must be on file for issuing of permit and must have an alarm installing license.

#### Enforcement:

Enforced by the State Electrical Division

### FEES

#### Test:

Examination fee: \$60

#### License:

When issued on an even year: \$25

When issued on an odd year: \$50

#### Renewal:

\$50 for a two-year license.

#### Reciprocity/Recognition:

None

#### Comments:

Pre-examination Code classes are available for an additional \$40 registration fee through the State Electric Division.

# 2008 NBFAA State Licensing Guide

## NEVADA

### Licensing Required

#### Licensing contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Nevada State Contractors Board:  
[www.nscb.state.nv.us](http://www.nscb.state.nv.us)

Northern Nevada  
9670 Gateway Drive, Suite 100  
Reno, NV 89521  
(775) 688-1141  
Fax: (775) 688-1271  
Investigations: (775) 688-1150

Southern Nevada  
2310 Corporate Circle, Suite 200  
Henderson, NV 89074  
(702) 486-1100  
Fax: (702) 486-1190  
Investigations: (702) 486-1110

#### About the State Regulatory Agency:

Nevada State Contractors Board license required.  
Seven Board members are appointed by the Governor.

#### Who needs a license?

Any person or entity whom installs, maintains or repairs alarms.

#### How often does the license need to be renewed?

Annually.

#### Law Reference:

Chapter NRS 624  
<http://www.leg.state.nv.us/NRS/NRS-624.html>

#### EMPLOYEES

**Background Checks:** Background disclosure statements required for all personnel. State and Federal Fingerprints may be required.

**Qualified Employee:** The qualifier can be an owner, member, manager, or employee of the company. You may have more than one qualified employee. Each qualifier must be a bona fide member or employee of this company, and when you are actively engaged in the contracting business, the qualified employee shall exercise authority in the following manner:

- To make technical and administrative decisions;
- Hire, superintend, promote, transfer, lay off, discipline or discharge other employees and direct them, either by himself or through others, or effectively to recommend such action on behalf on this company; and
- To devote himself or herself solely to the business, not taking any other employment that would conflict with his or her duties.

#### Qualification requirements for trade qualifiers:

Within the last 10 years, an individual must have at least 4 years of experience as a journeyman, foreman, supervising employee or contractor; resume of experience to include description in detail the work performed; and four (4) references verifying the experience requirements of the trade qualifier.

#### BUSINESS

**Qualifying Agent Requirements:** Individual or Entity must be licensed, bonded, insured, pass background checks and credit checks as deemed necessary.

**Enforcement:** Regulations enforced by the Nevada State Contractors Board Investigations Department.

#### FEES

**Test:** \$85-130

**License:** \$600

**Renewal:** \$300 + recovery fees ranging from \$50 - \$250 each year.

# 2008 NBFSA State Licensing Guide

## NEW HAMPSHIRE

### Licensing Not Required

**Licensing Contacts:**

New Hampshire Alarm Association  
122 Bridge St., Rear Unit 2B  
Pelham, NH 03076  
Attn: William McLaughlin, President  
Phone: (800) 498-6835  
Fax: (603) 635-3282  
<http://www.nhalarm.org>

New Hampshire Department of Safety  
Building Safety & Construction  
Electrical Safety and Licensing Section  
33 Hazen Drive  
Concord, NH 03305  
(603) 271-3748  
Email: [info@elecboard.state.nh.us](mailto:info@elecboard.state.nh.us)  
<http://www.nh.gov/safety/divisions/firesafety/building/electrician/index.html>

**About the State Regulatory Agency:**

N/A

**Who needs a license?**

N/A

**How often does the license need to be renewed?**

N/A

**Law Reference:**

N/A

### EMPLOYEES

**Training requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

### FEES

**Test:**

N/A

**License:**

N/A

**Renewal:**

N/A

**Reciprocity/Recognition:**

N/A

**Comments:**

Contact municipal governments for information regarding local regulations.

Voluntary certification program for fire alarm installers is underway (via an administrative rule).

# 2008 NBFAA State Licensing Guide

## NEW JERSEY

### Licensing Required

#### Licensing Contacts:

New Jersey Burglar & Fire Alarm Association  
202 West State Street,  
Trenton, NJ 08608  
Attn: Chris Mack, President  
Tel. (609) 695-4444  
Fax. (609) 695 - 3333  
<http://www.njbfaa.org>

Board of Examiners of Electrical Contractors  
Fire Alarm, Burglar Alarm & Locksmith  
Advisory Committee  
P.O. Box 45042  
Newark, N.J. 07101  
Tel. (973) 504-6245  
Fax. (973) 648- 3355  
[www.njconsumeraffairs.gov/nonmedical/firealarm.htm](http://www.njconsumeraffairs.gov/nonmedical/firealarm.htm)

#### About the State Regulatory Agency:

The Fire Alarm, Burglar Alarm Committee licenses and regulates individuals and businesses engaged in the installation, servicing or maintenance of burglar alarms, fire alarms and electronic security systems.

#### Who needs a License?

Individuals and businesses engaged in the installation, servicing or maintenance of burglar alarms, fire alarms and electronic security systems.

#### How often must the license be renewed?

Licenses are issued triennially. The current triennial period is between September 1, 2007 and August 31, 2010. Licensees are required to complete 36 hours of continuing education for each license held prior to the end of the current triennial period.

#### Law reference:

N.J.S.A. 45:5A-23 (P.L. 1997, c.305)  
N.J.A.C. 13:31A  
<http://www.njconsumeraffairs.gov/laws/FireRegs.pdf>

#### EMPLOYEES

#### Requirements for a License:

Proof of 4 years of practical experience and proof of completion of 72 hours of trade related subjects and the completion of an eight (8) hour code seminar *or* (ii) proof of a bachelor's degree in electrical engineering *and* one year of practical experience *or* (iii) successful completion of at least a one-year course in the study of trade-related electronics *and* 3 years of practical experience (minimum of 5,040 hours). Applicants must successfully complete an examination.

#### Criminal History Background Review:

At the time of application, fingerprints are taken for a criminal record check. The applicant must bear the cost of the background review.

#### Employment history checks:

An applicant who is an employee of an alarm business must submit one (1) form for each employer certifying the applicant's practical experience. An alarm business owner must submit two (2) forms certifying the applicant's practical experience from sources in or affiliated with the alarm business.

#### BUSINESS

Business license applications may be obtained from the Advisory Committee web site.

#### Enforcement:

The statute and rules are enforced by the Committee. The Committee regularly reviews complaints submitted by consumers.

#### License:

License applications may be obtained from the Advisory Committee web site.

## 2008 NBF AA State Licensing Guide

### FEES

*Initial Application: \$150.00*

*Additional Application(s): \$100.00*

*Initial License: \$120-\$40 dependent upon time of payment (first, second or third year of triennial period)*

*Initial Business License: \$75-\$25 dependent upon time of payment (first, second or third year of triennial period)*

#### **Renewal:**

*Individual License Renewal: \$120.00*

*Business License Renewal: To be determined*

#### **Reciprocity/Recognition**

The Advisory Committee does not offer licenses through Reciprocity

#### **Comments:**

\*An individual applying for both a fire alarm license and burglar alarm license must file separate applications.

# 2008 NBFAA State Licensing Guide

## NEW MEXICO

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Regulation & Licensing Department  
Construction Industries Division  
2550 Cerrillos Rd.  
Santa Fe, NM 87505  
Tel. (505) 476-4700  
Fax. (505) 476-4685  
<http://www.rld.state.nm.us/cid/>  
Email: [rldcid@state.nm.us](mailto:rldcid@state.nm.us)

#### About the State Regulatory Agency:

The Construction Industries Division is headed by a Director who is appointed by the Governor. CID is responsible for examinations and the issuance of licenses for contractors, and certificates of competence for journeymen.

#### Who needs a license?

Every person who bids for or performs work in connection with the altering, demolition, installation or repair of any building, structural, electrical, gas, mechanical or plumbing system regulated by the CID rules is responsible for complying with the CID rules.

#### How often does the license need to be renewed?

Every 3 years. Continuing education requirement as the completion of sixteen (16) hours of approved course work, as a condition for renewal or reinstatement of a journeyman electrician certificate of competence.

#### Law Reference:

NM Construction Industries Licensing Act (CILA) 1978, Section 60-13-12, and the New Mexico Administrative Code, (NMAC) Title 14, Part 6.  
<http://www.rld.state.nm.us/cid/rules-and-law.htm>

#### EMPLOYEES

##### Requirements forelectronic security employees:

Contractors are required to carry a licensing bond or cash collateral.

*Low Voltage Special Systems (ES-3)*: two years of experience required [electrical burglar and fire alarm system work 50 volts and under.]

*Electrical Journeyman (ES-3J)*: two years of experience required [electrical alarm system work 50 volts and under.]

*Journeyman, Residential & Commercial (JE-98)*: four years of experience required [install, repair, and maintain any electrical wiring and equipment, including specialty licenses].

*Fire Protection Sprinkler Systems (MS-12)*: four years of experience required [install, alter, repair or service fire protection systems]

##### Background check requirement for electronic security employees:

None

##### Employment history checks:

Work experience affidavit required to be notarized prior to examination.

#### BUSINESS

##### Qualifying Party Requirements:

Any person or entity engaged in contracting within New Mexico must have a Qualifying Party certified by the Division. The Qualifying Party must have experience in the field in which he is applying. A Qualifying Party certificate is issued to an individual and is not transferable from one individual to another. Equivalent training shall be considered technical training in an accredited college, university, manufacturer's accredited training program, technical vocational institute or an accredited apprenticeship program. Each year of equivalent training shall be applied as one-half (½) year of experience, but in no case shall accredited training exceed one-half (½) of the total requirement. During the time that a business is without a Qualifying Party, the license will be in suspense and no new bids may be made nor new work undertaken. Work in progress at the time of the suspension may be continued for one hundred twenty (120)

## 2008 NBF AA State Licensing Guide

days. After the one hundred twenty (120) day grace period, all work will be stopped.

### **Enforcement:**

Compliance Bureau: Violations of the CILA and/or NMAC, including code violations

Investigation Bureau: Unlicensed Activity

Inspectors: code compliance during installation and/or repair.

### **FEES**

\$150 per specialty classification for term of license (3 years)

\$300 per master's classification for term of license (3 years)

### **Test:**

*Electrical Contractor:* \$47.62 examination fee

*Journeyman:* \$95.23 examination fee (includes all parts)

### **License and Certification:**

*Qualifying Party:* \$36 application and certificate fee

*Electrical Contractor:* \$30 application fee and \$6 certificate and license fees

*Journeyman:* \$75 application and certificate fee per classification

### **Renewal:**

Same as original fees, ranging from \$150 to \$300 depending on classification

### **Reciprocity/Recognition:**

Journeyman certification only. Existing certification/licensure from AK, AR, CO, MN, NH, NE, ND, OK, SD, UT, WA, or WO is used to satisfy examination and work experience requirement

### **Comments:**

For all New Mexico licensing questions, contact: Psychological Services, Inc. PSI is handling all the licensing, certification and testing needs on behalf of the state of New Mexico, Construction Industries Division.

Psychological Services, Inc.

2301 Yale Blvd, S.E.

Albuquerque, NM 87106

Tel. 1-877-663-9267 Licensing

1-800-733-9267 Examinations

Fax. (505) 243-0036 -Licensing only

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## NEW YORK

### Licensing Required

**Licensing Contacts:**

New York Burglar & Fire Alarm Association  
234 Hudson Avenue PMB 9401  
Albany, NY 12210  
Attn: Ron Petrarca, President  
Phone: (800) 556-9232 (In NY)  
(814) 838-0301 (Outside NY)  
Fax: (814) 838-5127  
<http://www.nybfa.org>

Department of State  
Division of Licensing Services  
80 South Swan Street  
P.O. Box 22001  
Albany, New York 12201  
Tel. (518) 474-4429  
Fax. (518) 473-6648  
<http://www.dos.state.ny.us/lcns/licensing.html>

**About the State Regulatory Agency:**

The New York State, Department of State has regulatory authority over those persons licensed to engage in the business of installing, servicing or maintaining security or fire alarm systems.

**Who needs a license?**

An individual, firm, company partnership or corporation that installs, services, inspects, and maintains security and fire alarm systems; central stations are also included.

**How often does the license need to be renewed?**

Every two years.

**Law Reference:**

NY General Business Article 6D (1996)  
Rules & Regulations Title 19 NYCRR Part 195 196  
<http://www.dos.state.ny.us/lcns/lawbooks/security.html>

### EMPLOYEES

**Requirements for electronic security employees:**

Passage of approved examination required. Company employees are not required to take a state test, unless they are the company qualifier. Individuals desiring to satisfy the education component shall successfully complete a course of study at a qualified school, or industry

sponsored training program approved by the Department of State.

**Background check requirement for electronic security employees:**

State fingerprint check.

**Employment history checks:**

None

### BUSINESS

**Qualifying Agent Requirements:**

Two years supervisory experience.

**Enforcement:**

Regulations are enforced by the Secretary of State.

### FEES

**Test:**

Examination & Education: \$260 (includes \$185 application fee and \$75 fingerprint fee)

**License:**

Experience & Education: \$275 (includes \$200 application fee and \$75 fingerprint fee);  
*Master Electrician* \$275 Statewide licensure (includes \$200 application fee and \$75 fingerprint fee); \$50 Local licensure (no fingerprint fee required).

**Renewal:**

\$185

**Reciprocity/Recognition:**

None

**Comments:**

None

# 2008 NBFAA State Licensing Guide

## NORTH CAROLINA

### Licensing Required

#### Licensing Contacts:

North Carolina Burglar & Fire Alarm Association  
8400 Chestnut Oak Court  
Harrisburg, NC 28075  
Attn: Tom Vermillion, President  
Tel. (800) 762-0866  
(704) 454-7619  
Fax (704) 847-7558  
<http://www.ncbfaa.net>

Department of Justice  
Alarm Systems Licensing Board (ASLB)  
1631 Midtown Place, Suite 104  
Raleigh, NC 27609  
Tel. (919) 875-3611  
Fax. (919) 875-3609  
<http://www.ncdoj.gov>  
Email: [PPSASL@ncdoj.gov](mailto:PPSASL@ncdoj.gov)

#### About the State Regulatory Agency:

ASLB is advisory, regulatory, and adjudicative. The Board has seven members: the Attorney General or his designee; two persons appointed by the Governor; two persons appointed by the Senate; and two persons appointed by the House of Representatives.

#### Who needs a license?

Any person, firm, association or corporation engaging in an alarm systems business. Licensure occurs under a specific company name. All employees of the company must be registered with the Board to conduct alarm business activity for the company.

#### How often does the license need to be renewed?

Every two years.

#### Law Reference:

N.C. General Statute 74D-2 (2006)  
<http://ncrules.state.nc.us/ncac/title%2012%20-%20justice/chapter%2011%20-%20alarm%20systems%20licensing%20board/c hapter%2011%20rules.html>

#### EMPLOYEES

##### Requirements for electronic security employees:

Two years experience in the past five years in alarm system installation, service, or alarm systems business management, or take the Certified Alarm Technician Level One course through the NCBFAA.

##### Background check requirement for electronic security employees:

State and federal background check and fingerprints required.

##### Employment history checks:

Ten year work history required on application.

#### BUSINESS

##### Qualifying Agent Requirements:

A licensed individual in a management position whose name and address have been registered with the Board. In addition, each firm, association, corporation, department, division, or branch office required to be licensed, must maintain at all times a licensed or registered employee who holds a license for either a SP-LV, Limited, Immediate, or Unlimited examination as administered by the Board of Examiners of Electrical Contractors, hold a high school diploma, or equivalent and complete six hours of CEUs per year.

##### Enforcement:

Regulated by the ASLB

#### FEES

##### Test:

\$155 initial application fee; \$45 registration fee; \$150 Branch office certificate fee

##### License:

\$350 new license fee

##### Renewal:

\$350 renewal fee

##### Reciprocity/Recognition:

None

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## NORTH DAKOTA

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

North Dakota State Electrical Board  
1929 N Washington St., Suite A-1  
P.O. Box 7335  
Bismarck, ND 58507-7335  
(Phone) 701.328.9522  
(FAX) 701.328.9524  
Email: [electric@nd.gov](mailto:electric@nd.gov)  
<http://www.ndseb.com/>

#### About the State Regulatory Agency:

The State Electrical Board is charged with the responsibility to examine applicants and issue licenses to those having the necessary qualifications and knowledge in the laws of electricity and electrical codes.

#### Who needs a license?

Any person, partnership, company, corporation, limited liability company, or association that undertakes or offers to undertake with another to plan, lay out, supervise, install, make additions, make alterations, or make repairs, in the installation of wiring, apparatus, or equipment for electric light, heat, or power, shall apply to the board for a license.

#### How often does the license need to be renewed?

Yearly

#### Law Reference:

State Electrical Laws (Chapter 43-09)  
<http://www.ndseb.com/Docs/Booklet2008.pdf>

### EMPLOYEES

#### Requirements for electronic security employees:

*Master electrician:* One year's experience as a licensed journeyman electrician.

*Journeyman electrician:* Completed eight thousand hours experience in installing and

repairing electrical wiring, apparatus, and equipment, which experience may not be obtained in less than three years. Additional

qualifications for those who have registered as an apprentice through the Board.

*Class B electrician:* Eighteen months experience in farmstead or residential wiring under the supervision of a master or class B electrician.

#### Background check requirement for electronic security employees:

None

#### Employment history checks:

All relevant past work experience

### BUSINESS

#### Qualifying Agent Requirements:

None

#### Enforcement:

Regulations enforced by the SEB

### FEES

#### Test:

*Master electrician:* \$50

*Journeyman electrician:* \$25

*Class B electrician:* \$40

#### License:

*Master electrician:* \$50

*Journeyman electrician:* \$25

*Class B electrician:* \$40

*Apprentice registration (permit):* \$10 registration

#### Renewal:

*Master electrician:* \$50

*Journeyman electrician:* \$25

*Class B electrician:* \$40

*Apprentice registration:* \$10

#### Reciprocity/Recognition:

The state electrical board may grant licenses of the same grade or class to electricians licensed by other states, upon payment by the applicant of the required fee, after being furnished with proof that the qualifications of the applicant are equal to the qualifications of holders of similar licenses in North Dakota.

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## OHIO

### Licensing Required

#### Licensing Contacts:

Ohio Burglar & Fire Alarm Association  
1145 Slade Avenue  
Columbus, OH 43235-4052  
Attn: Ray Jones, President  
Tel. (800) 746-2322  
Fax (800) 746-2323  
<http://www.secureohio.org>

State Fire Marshal  
Bureau of Testing and Registration  
8895 E. Main Street  
Reynoldsburg, OH 43068  
Tel. (614) 752 - 7126  
Fax (614) 995 - 4206  
<http://www.com.state.oh.us/sfm>

#### About the State Regulatory Agency:

The State Fire marshal may certify any company to engage in the business of servicing, testing, repairing, and installing fire protection and fire fighting equipment. They may also certify any individual or provisional individual to service, test, repair or install fire protection or fire fighting equipment, including fire alarm and detection equipment.

#### Who needs a license?

No person shall engage in the business of servicing, testing, repairing, or installing fire protection or fire fighting equipment for profit without first being certified by the fire marshal

#### How often does the license need to be renewed?

Annually (Date depends on the first letter of last name: January 2 [A-G], April 1 [H-M], July 1 [N-S], October 1 [T-Z])

#### Law Reference:

Ohio Administrative Code Chapter 1301:7-7-09  
Ohio Building Code 2005  
NFPA 72, 2005 Edition  
[http://www.com.state.oh.us/sfm/fire\\_laws.asp](http://www.com.state.oh.us/sfm/fire_laws.asp)  
x

#### EMPLOYEES

##### Requirements for electronic security employees:

None

##### Background check requirement for electronic security employees:

None

##### Employment history checks:

None

#### BUSINESS

##### Qualifying Agent Requirements:

*Individual:* Must pass exam with 70% or higher.

*Company:* Must apply and provide proof of \$50,000 liability insurance.

##### Enforcement:

Regulations enforced by State Fire Marshall

#### FEES

##### Test:

\$50 per category

##### License:

*Company:* \$200

*Individual:* Free with initial exam fee

##### Renewal:

*Company:* \$150

*Individual:* \$40

##### Reciprocity/Recognition:

*Fire Alarms:* None.

##### Comments:

No licensing required for burglar alarm installers at this time.

# 2008 NBFAA State Licensing Guide

## OKLAHOMA

### Licensing Required

**Licensing contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

State Department of Health  
Occupational Licensing Division  
1000 North East 10<sup>th</sup> Street  
Oklahoma City, OK 73117  
Tel. (405) 271-5559  
Fax. (405) 271-5286  
<http://www.health.ok.gov/program/ol/info.html>  
Attn: Matt Schue

**About the State Regulatory Agency:**

The Occupational Licensing Division regulates alarm and locksmith Industry:

**Licensing categories include:**

Burglar Alarm  
Fire Alarm (Residential and Commercial)  
Fire Sprinkler (Residential and Commercial)  
Monitoring Facilities  
Electronic Access Control  
Closed Circuit Television

**Who needs a license?**

All Individuals that engage in the Alarm and Locksmith Industry Business Requires Licensure by the Oklahoma State Department of Health Occupational Licensing Division, including companies, managers, technicians, trainees and salespersons of fire alarms, burglar alarms, electronic Access Control, Closed Circuit Television, Nurse Call, Locksmith and Monitoring stations.

**How often does the license need to be renewed?**

Licensed renewal must be post marked by mail by June 30 each year.

**Law reference:**

Alarm and Locksmith Industry Act Title 59  
Section 1800.  
<http://www.health.ok.gov/program/ol/205act.pdf>

Alarm and Locksmith Regulations Chapter 205,  
Fee and Fire Schedule for Occupational  
Licensing Service Chapter 110  
<http://www.health.ok.gov/program/ol/Alarm-Locksmith%20Rules.pdf>

**EMPLOYEES****Requirements for Individuals:**

*Burglar Alarm & Residential Fire Alarm*

*Company:*

Alarm Company Manager – 4 years Experience,  
State Exam, Security Verification

Alarm Technician – State Exam Security  
Verification

Alarm Technician Trainee – Security  
Verification

Alarm Salesperson – State Exam

*Commercial Fire Alarm Company:*

Alarm Company Manager – 4 years Hours  
Experience, State Exam, Security Verification

Alarm Technician – State Exam, Security  
Verification

Alarm Salesperson – State Exam, Security  
Verification

*Monitoring Company Needs:*

Alarm Company Manager – Security  
Verification

**Background check requirement for Alarm and Locksmith employees:**

Must submit two completed fingerprint cards and submit a passport size photo

Regulations enforced by the Occupational Licensing Division

**Employment verification checks:**

Each Manager must have 4 years experience in the Alarm and Locksmith Business Category and must include Two years technical experience out of the Four Years.

# 2008 NBFSA State Licensing Guide

## BUSINESS

### **Qualifying agent requirements:**

21 years of age and 4 years experience in the alarm and locksmith industry category

### **Enforcement:**

\$50 - \$1000 fines and/or imprisonment

## FEES

### **Test:**

No examination fee. (Included with Application Fee)

### **License:**

*Company License:* \$250.00

*Company Manager:* \$200.00

*Technician* \$75.00

*Trainee:* \$75.00

*Salesperson:* \$75.00

### **Renewal:**

*Company License:* \$250.00

*Company Manager:* \$ 100.00

*Technician:* \$35.00

*Technician Trainee:* \$25.00

*Salesperson:* \$35.00

### **Reciprocity/Recognition:**

None

### **Comments:**

None

# 2008 NBFAA State Licensing Guide

## OREGON

### Licensing Required

**Licensing Contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Department of Consumer & Business Services  
Building Codes Division  
P.O. Box 14470  
Salem, OR 97309-0404  
Tel. (503) 373-1268  
Fax. (503) 373-1358  
<http://www.bcd.oregon.gov>

**About the State Regulatory Agency:**

The Building Codes Division (BCD) adopts and administers the statewide building code and provides licensing services. Permit and inspection services are largely administered by local governments under standards adopted by BCD. The Electrical and Elevator Board consists of 13 members appointed by the Governor.

**Who needs a license?**

A person engaging in the business of making electrical installations is required to hold an electrical contractor license or other limited contractor license appropriate to the class of work performed. Electrical Contractors are required to employ at least one General Supervising Electrician to direct, supervise, control or perform electrical installations. In addition, any individual making electrical installations must hold an appropriate class of license. Classes of licenses include but are not limited to: General Journeyman, Limited Energy Technician (Class A & Class B) and Apprentices.

**How often does the license need to be renewed?**

Every three years

**Law Reference:**

Oregon Revised Statutes Chapter 479  
<http://www.leg.state.or.us/ors/479.html>

Oregon Administrative Rule Chapter 918,  
Divisions 30 and 282  
[http://www.sos.state.or.us/archives/rules/OARS\\_900/OAR\\_918\\_030.html](http://www.sos.state.or.us/archives/rules/OARS_900/OAR_918/918_030.html)

**EMPLOYEES****Requirements for electronic security****employees:**

Applicants for the Class A Limited Energy Technician license must complete an approved apprenticeship program or submit proof of equivalent experience; Equivalent experience is four years (8,000 hours) verified work experience plus proof of related classroom training or 8 years (16,000) of verified work experience without related classroom training; Submit proof of high school diploma, GED certificate or international equivalent, showing proof of high school completion; and pass a written examination. Additionally, the licensee must be employed by an electrical contractor, a limited energy contractor or for a single employer in an industrial plant.

**Background check requirement for electronic security employees:**

No criminal checks.

**Employment history checks:**

Employment history information requested on license application is to be verified by notary.

**BUSINESS****Qualifying Agent Requirements:**

“Qualified employee” means an employee who holds at least a Class A Limited Energy Technician license. An Electrical Contractor must employ at least one General Supervising Electrician to obtain and sign permits. A Limited Energy Contractor must employ at least one General Journeyman or one Class A limited Energy Technician to obtain and sign permits.

**Enforcement:**

Regulations are enforced by BCD and by the Electrical and Elevator Board.

# 2008 NBFEE State Licensing Guide

## FEES

**Test:**

No test fee.

**License:**

\$100 license fee for general journeyman electrical license.

\$50 for Class A Limited Energy Technician License.

**Renewal:**

\$100 renewal fee and for general journeyman electrician license plus 24 hours of continuing education, including code change as required by the electrical and elevator board. \$50 license fee for a Class A Limited Energy Technician license plus 8 hours of continuing education, including code change as required by the electrical and elevator board.

**Reciprocity/Recognition:**

For a current list of reciprocal agreement contact BCD's licensing manager at (503) 373-1268.

**Comments:**

None.

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## PENNSYLVANIA

### Municipal Licensing Required

**Licensing Contacts:**

Pennsylvania Burglar and Fire Alarm Association  
3718 West Lake Road  
Erie, PA 16505  
Attn: Danette Tizkowski, President  
Phone: (800) 458-8512  
(814) 838-3093 (Outside PA)  
Fax: (814) 838-5127  
<http://www.pbfaa.com/>

**BUSINESS****Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

**FEES****About the State Regulatory Agency:**

N/A

**Test:**

N/A

**Who needs a license?**

N/A

**License:**

N/A

**How often does the license need to be renewed?**

N/A

**Renewal:**

N/A

**Law Reference:**

N/A

**Reciprocity/Recognition:**

N/A

**EMPLOYEES****Training requirements for electronic security employees:**

N/A

**Comments:**

Pennsylvania does not regulate their contractors on a state level. Please check with the city/county that you will be working in for specific testing information, and for the appropriate code book.

**Background check requirement for electronic security employees:**

N/A

Pennsylvania does require that all contractors pass a separate Business and Law exam.

**Employment history checks:**

N/A

Philadelphia law requires NICET Level III or IV certification of at least one employee who will be responsible for overseeing the design/installation/servicing of fire alarm systems.

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## RHODE ISLAND

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

#### *Burglar Alarm:*

Department of Business Regulation  
Division of Licensing and Consumer Protection  
233 Richmond Street, Suite 230  
Providence, RI 02903  
Tel. (401) 222-2416  
Fax (401) 222-6654  
<http://www.dbr.state.ri.us/divisions/commlicensing/alarm.php>

Professional Regulations Division  
Department of Labor and Training  
Board of Examiners of Electricians  
1511 Pontiac Avenue  
Cranston, RI 02920  
Tel. (401) 462-8580  
Fax. (401) 462-8582  
<http://www.dlt.state.ri.us>

#### About the State Regulatory Agency:

The Board of Examiners of Electricians, under the jurisdiction of the RI Department of Labor and Training, is responsible for licensing fire alarm system technicians. The Division of Commercial Licensing and Regulation is responsible for the licensing and regulation of Burglar and Hold-up Alarm businesses and Alarm Agents

#### Who needs a license?

Any person or entity that installs, alters, repairs, monitors or renovates fire or security alarm systems must be licensed.

#### How often does the license need to be renewed?

Fire Alarm technicians must renew their licenses on an annual basis. Burglar Alarm business licenses are renewed on a triennial basis and their Alarm Agents are on a biennial basis.

#### Law Reference:

Rhode Island Statutes, Title 5, Chapter 57 (Burglar Alarms) & Chapter 6 (Fire Alarms).  
<http://www.dbr.state.ri.us/documents/rules/commlicensing/Refiled-Regulation-Alarm-1.pdf>

#### EMPLOYEES

#### Requirements for electronic security employees:

Fire Alarm Journeyman license: Complete 4,000 hours or 2 years of practical experience working for licensed fire alarm contractor. Register with licensing agency when starting training.

#### Background check requirement for electronic security employees:

*Fire:* None

*Security Systems:* State and Federal

#### Employment history checks:

Proof of employment history

#### BUSINESS

#### Qualifying Agent Requirements:

*Fire:* Have journeyman's license for two years or longer and complete 10,000 hours of related experience.

*Security Systems:* 3 years experience & Exam.

#### Enforcement:

The PRD enforces licensing regulations.

#### FEES

#### Test:

*Fire:* \$75

*Security Systems:* \$15

#### License:

*Fire:* \$120 + \$36 Application Fee

*Security Systems:*

*Companies-* \$300 + \$125 Application Fee

*Employees-* \$30

#### Renewal:

*Fire:* \$36

*Security Systems:*

*Companies-* \$300 + \$50 Application Fee

*Employees-* \$15

**Reciprocity:** None

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## SOUTH CAROLINA

### Licensing Required

#### Licensing Contacts:

South Carolina Alarm Association  
PO Box 1763  
Columbia, SC 29202  
Attn: Jim Craft, President  
Tel. (877) 252-0589  
Fax (803) 252-0580  
[www.scalarassociation.com](http://www.scalarassociation.com)

Department of Labor, Licensing and Regulation  
P.O. Box 11329  
Columbia, SC 29211  
Tel. (803) 896-4624  
Fax (803) 896-4701  
<http://www.llr.state.sc.us/>

#### About the State Regulatory Agency:

The South Carolina Contractors' Licensing Board currently falls under the jurisdiction of the Department of Labor, Licensing, and Regulation.

#### Who needs a license?

Any person or entity that designs, installs, services, maintains, or alters burglar and fire alarm systems.

#### How often does the license need to be renewed?

Biannually

#### Law Reference:

South Carolina Administrative Code  
Chapters 79 & 29  
<http://www.scstatehouse.net/coderegs/c029.htm>  
<http://www.scstatehouse.net/coderegs/c079.htm>

### EMPLOYEES

#### Requirements for electronic security employees:

None

#### Background check requirement for electronic security employees:

County or / and State

#### Employment history checks:

None

### BUSINESS

#### Qualifying Party Requirements:

Must submit a complete application and pass the examination. Depending on the profession, the qualifying agent should have a certificate of completion from the National Training School for Burglar Alarms by taking the Level I training course and PSI (testing service) Code of Laws and the appropriate technical exams. Fire Sprinkler companies require a certificate of completion from the National Institute for Certification in Engineering Technologies Automatic Sprinkler System Layout taking the Level III or IV training course. Additionally, agent must submit proof they are a full-time employee in a management position, submit a criminal background check and consent to a financial background check if requested.

#### Enforcement:

Regulations are enforced by the LLR

### FEES

#### Test:

\$60-180

#### License:

*Business:* \$200  
*Branch Office:* \$50  
*Employee:* \$10 for adding a Qualifying Party

#### Renewal:

*Business:* \$200  
*Branch Office:* \$50  
*Employee:* \$10 renewing each additional Q. P. (per license).

#### Reciprocity/Recognition:

None

#### Comments:

Any exceptions must be presented to the LLR Contractors' Licensing Board-members for review and determination.

# 2008 NBF AA State Licensing Guide

## SOUTH DAKOTA

### Licensing Not Required

**Licensing Contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

**Renewal:**

N/A

**Reciprocity/Recognition:**

N/A

**Comments:**

There is no specific specialty licensing set aside for low voltage or alarm work. Check with your local municipality for requirements.

**About the State Regulatory Agency:**

N/A

**Who needs a license?**

N/A

**How often does the license need to be renewed?**

N/A

**Law Reference:**

N/A

#### EMPLOYEES

**Training requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

#### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

#### FEES

**Test:**

N/A

**License:**

N/A

# 2008 NBFAA State Licensing Guide

## TENNESSEE

### Licensing Required

#### Licensing contacts:

Tennessee Burglar & Fire Alarm Association  
Box 150062  
Nashville, TN 37215  
Attn: Will Fleenor, President  
Tel. (615) 791-9590  
Fax. (615) 791-1811  
<http://www.tbfaa.com>

Department of Commerce and Insurance  
Division of Regulatory Boards  
Alarm Systems Contractors Board  
500 James Robertson Parkway, 2nd Fl  
Nashville, TN 37243-1168  
Tel. (615) 741-9771  
Fax. (615) 532-2965  
<http://www.state.tn.us/commerce/boards/asc>

#### About the State Regulatory Agency

The Alarm Systems Contractors Board regulates alarm licensing in the state and is composed of members who are of recognized standing in the alarm contracting business.

#### Who needs a license?

Monitoring companies, installing companies, qualifying agents, and employees having access to sensitive information. Company certification number must be placed on all contracts, vehicles, correspondence, advertising and mail solicitation.

#### Law reference:

T.C.A Title 62- Chapter 32- Part 3  
[http://michie.lexisnexis.com/tennessee/lpext.dll?  
f=templates&fn=main-h.htm&cp=](http://michie.lexisnexis.com/tennessee/lpext.dll?f=templates&fn=main-h.htm&cp=)

#### How often does the license or certification need to be renewed?

Every 2 years. Company certification and qualifying agent licenses renew every 2 years. Qualifying agents must have proof of sixteen (16) hours of continuing education in order to renew license.

### EMPLOYEES

**Employees must be registered.**

#### Requirements for electronic security employees:

T.C.A. 62-32-312(g) Effective January 1, 2005  
All alarm system contractors employees who sell, install, or repair alarm systems, including closed circuit television systems, shall take and successfully complete the NBFAA Level 1 or equivalent training within one (1) year of employment.

#### Background check requirement for electronic security employees:

FBI and State background checks for all qualifying agent and employee registrations.

#### Employment history checks:

Qualifying agent's employment history on application is verified.

### BUSINESS

#### Qualifying Agent requirements:

Must be over 18 years of age, licensed by the Board, and is in a management position, responsible for overseeing the quality of operations of the alarm systems contractor. Must be a full time employee of the alarm contractor and reside within a sixty (60) mile radius of the company with whom he or she is employed. Must submit an affidavit to the Board within thirty (30) days of beginning employment stating they are a full time employee of the company they qualify.

#### Enforcement:

Regulations enforced by the Alarm Systems Contractors Board.

### FEES

#### Test:

*Examination:* Burglar Alarm \$94  
Fire Alarm \$94  
CCTV \$94  
Monitoring \$94

## 2008 NBF AA State Licensing Guide

### **License:**

*Company Certification:* \$200 application fee + \$50 for each classification

*Qualifying Agent:* \$100 (+\$60 for applicant fingerprint check) + \$50 for each classification.

*Employee Registration application:* \$140 (application + fingerprint).

### **Renewal:**

*Single classification company:* \$160 per location

*Multiple classification company:* \$200 per location

*Single classification qualifying agent:* \$80

*Multiple classification qualifying agent:* \$200

*Employee registration renewal:* \$50 per employee. (Paid as an administrative fee along with the company renewal)

### **Reciprocity/Recognition:**

None

# 2008 NBF AA State Licensing Guide

## TEXAS

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

Department of Insurance  
State Fire Marshal  
Fire Industry Licensing Services & Investigations  
P.O. Box 149221  
Austin, TX 78714-9221  
Tel. (800) 578-4677  
(512) 305-7900  
Fax (512) 305-7910  
<http://www.tdi.state.tx.us/fire/fmli.html>

#### About the State Regulatory Agency:

The State Fire Marshal will execute rules and standards established to specialized licenses and certificates of registration for organizations or persons engaged in the business of planning, certifying, leasing, selling, servicing, installing, monitoring, or maintaining fire alarm or fire detection devices or systems.

#### Who needs a license?

A firm or employee who will sell, plan, install, certify, service (inspect, maintain, repair or test), and monitor all types of fire alarm or detection devices or systems (residential or commercial).

#### How often does the license need to be renewed?

Every 2 years

#### Law Reference:

Texas Insurance Code Article 5.43-2

### EMPLOYEES

#### Requirements for fire alarm license applicants:

*Fire Alarm Planning Superintendent:* Must pass the NICET Level III Test and the Statute & Rules Test.

*Fire Alarm Technician:* Must pass the Technical Qualifying Test and the Statute & Rules Test. Planning must be done by another type qualified firm.

*Fire Alarm Monitoring Technician:* Must pass the Technical Qualifying Test and the Statute & Rules Test. Only permitted to monitor residential and commercial fire alarm or detection devices or systems.

*Residential Fire Alarm Superintendent:* As a minimum, must pass the Technical Qualifying Test or NICET Level II, the Household Fire Alarm Test, and the Statute & Rules Test. Permitted to sell, plan, install, certify, service, and monitor fire alarm or detection device systems in one- and two-family dwellings. Can also perform all functions of a Fire Alarm Technician.

*Residential Fire Alarm Superintendent-Single Station:* As a minimum, must pass the Household Fire Alarm Test, and the Statute & Rules Test. Only permitted to sell, plan, install, certify and service single station heat or smoke detectors which are not connected to any other detection device or system, in one- or two-family dwellings

#### Background check requirement for fire alarm license applicants:

Criminal History background check

#### Employment history checks:

None

### BUSINESS

#### Qualifying Agent Requirements:

General liability insurance, certificate of authority, letter of good standing, assumed name certificate, application of registration

#### Enforcement:

Regulations enforced by the State Fire Marshal.

### FEEES

#### Test:

Tests have been outsourced to Thomson-Prometric. Got to [www.prometric.com](http://www.prometric.com) to schedule a test and pay applicable test fee.

#### License:

\$120 initial fee for Employee  
\$500 initial registration fee for Company Main Office  
\$150 initial registration fee for Branch Office  
\$250 initial registration fee for Single Station Only

## 2008 NBFAA State Licensing Guide

**Renewal:**

\$200 for Employees

\$1000 for Company Main Office

\$300 for Branch Office

\$500 for Single Station Only

**Reciprocity/Recognition:**

The Board may waive any license requirement for an applicant with a valid license from another state having license requirements substantially equivalent to those of Texas.

**Comments:**

None

# 2008 NBFAA State Licensing Guide

## UTAH

### Licensing Required

#### Licensing contacts:

Utah Alarm Association  
358 South 700 East B#602  
Salt Lake City, UT 84102  
Attn: Bill LaRochelle, President  
Tel. (801) 908 7523  
Fax (801) 973 1354  
<http://www.utahalarm.org/>

Department of Commerce  
Division of Occupational and Professional  
Licensing  
Burglar Alarm Board  
160 East 300 South  
Salt Lake City, UT 84111  
Tel. (801) 530-6628  
Fax. (801) 530-6511  
<http://www.dopl.utah.gov/>

#### About the State Regulatory Agency

Alarm Advisory Board regulates alarm installation licensing in Utah and is made up of 3 members from the alarm industry nominated by the Utah Alarm Assn., one from law enforcement and one citizen.)

#### Who needs a license?

All burglar alarm businesses and employees that have access to alarm information: monitoring companies, alarm companies, sales people and installers.

#### How often does the license need to be renewed?

Every two years, license expires November 30<sup>th</sup> of even numbered years.

#### Law reference:

Title 58, Chapter 55, Utah code Annotated 1953, Amended 2000.  
<http://www.dopl.utah.gov/laws/58-55.pdf>  
Rule R156-55d.  
<http://www.dopl.utah.gov/laws/R156-55d.pdf>

### EMPLOYEES

#### Requirements for electronic security employees:

An alarm agent who installs alarm systems must be fully trained in the installation of an alarm system in accordance with the National Burglar

and Fire Alarm Association (NBFAA) level one certification or equivalent training requirements

#### Background check requirement for electronic security employees:

State and federal criminal background check.

#### Employment history checks:

Application must include record of criminal history or certification of no record of criminal history with respect to the alarm company's qualifying agent

### BUSINESS

#### Qualifying Agent requirements:

In addition to employee requirements, 6000 hours of experience, 2000 of which must be managerial.

\$1 million liability insurance. Written Examination on state law & alarm theory.

#### Enforcement:

Regulation is enforced by the Division of Occupational and Professional Licensing

### FEES

#### Test:

*Utah Burglar Alarm Security Law and Rules Examination:* \$65  
*Burglar Alarm Qualifier Examination:* \$75

#### License:

*Business:* \$330 plus \$39 surcharge for QA, each officer, partner and shareholder of over 5% of stock.

*Company Agent:* \$99 application processing fee

#### Renewal:

*Company:* \$203  
*Agent:* \$42

#### Reciprocity/Recognition:

Persons working in the state of Utah must hold a Utah license.

#### Comments:

There is no state license for locksmith, CCTV and card access. Cities are prohibited from regulating alarm companies (but not customers).

# 2008 NBFAA State Licensing Guide

## VERMONT

### Licensing Required

**Licensing contacts:**

Vermont Alarm & Signal Association  
PO Box 695  
Stowe, VT 05672  
Attn: Scott Trowbridge, President  
Tel. (800) 933-4762  
Fax. (802) 253-2143  
[www.vasaproject.org](http://www.vasaproject.org)

Department of Public Safety  
Division of Fire Safety  
1311 U.S. Route 302 – Berlin, Suite 600  
Barre, VT 05641-2351  
Tel. (802) 479-7561  
Fax. (802) 479-7562  
<http://www.dps.state.vt.us/fire/licensing/index.html>

**About the State Regulatory Agency**

The Division of Fire Safety regulates fire alarm licensing. The director of the division is appointed and there are four regional offices located in Barre, Rutland, Springfield, and Williston.

**Who needs a license?**

Sellers and installers of fire alarm systems

**How often does the license need to be renewed?**

Every 3 years

**Law reference:**

26 Chapter 15 (1971)  
<http://www.leg.state.vt.us/statutes/sections.cfm?Title=26&Chapter=015>

### EMPLOYEES

**Requirements for electronic security employees:**

Must obtain a Master or Journeyman License. To be eligible for a *Journeyman Electrician License*, an applicant must have completed an apprenticeship in electrical wiring or have equivalent experience and pass the examination. To be eligible for a *Master Electrician License*, applicant must have been licensed as a journeyman electrician for two years or had comparable experience and pass the examination.

**Background check requirement for electronic security employees:**

Affidavit forms. Checked after complaints

**Employment history checks:**

None

### BUSINESS

**Qualifying Agent requirements:**

Fulfill requirements for Master or Journeyman license and pass the examination to obtain one of these licenses.

**Enforcement:**

Regulations are enforced by inspectors from the Department of Public Safety

### FEES

**Test:**

*Written examination:* \$65

*Test by computer:* \$100

**License:**

*Journeyman License:* \$90

*Master License:* \$120

**Renewal:**

*Journeyman License:* \$90

*Master License:* \$120

**Reciprocity/Recognition:**

None

**Comments:**

Some municipalities have burglar alarm licensing requirements

# 2008 NBFAA State Licensing Guide

## VIRGINIA

### Licensing Required

#### Licensing contacts:

Virginia Burglar & Fire Alarm Association  
225 N Washington Street Suite 186  
Ashland VA 23005  
Attn: John D. Kochensparger, President  
Phone: (800) 538-2322  
[www.vbfaa.org](http://www.vbfaa.org)

Virginia Department of Criminal Justice  
Services  
P.O. Box 1300  
Richmond, VA 23240  
Tel. (804) 786 - 4700  
Fax. (804) 786 - 6344  
<http://www.dcjs.virginia.gov/pss/howTo/>

#### About the State Regulatory Agency

The advisory board regulates all aspects of the security industry. DCJS, staff agency for CJSB, advised by the Private Security Services Advisory Board. All members of CJS Board are appointed by governor. Members of advisory board appointed by CJS board.

#### Who needs a license?

Electronic security businesses who (i) install, service, maintain, design or consult in the design of electronic security equipment; (ii) respond to or cause a response to electronic security equipment; or (iii) have access to sensitive confidential information relating to an end user's alarm signaling device.

#### How often does the license need to be renewed?

Most categories renew every two years. In-service training required.

#### Law reference:

Title 9, Section 182 and 183  
<http://www.dcjs.virginia.gov/pss/documents/code.pdf>

### EMPLOYEES

#### Requirements for electronic security employees:

All categories of employees are required to take approved "in service" training:  
*Central Station Dispatcher:* 8 hours  
*Sales Representative:* 8 hours  
*Technician:* 14 hours

*Technician's Assistant:* 4 hours  
*Alarm Respondent:* 18 hours  
*Compliance Agent:* 6 hours

#### Background check requirement for electronic security employees:

Fingerprint - State and Federal.

#### Employment history checks:

Proof of required training for registrants and applicants must be included with registration or application.

### BUSINESS

#### Qualifying Agent requirements:

Compliance agent specific training & fingerprint background check, be 18 years of age, and have (i) three years of managerial experience in a security services business, a law enforcement agency, or in a related field, or (ii) have five years experience in a private security services business, a law enforcement agency, or in a related field.

#### Enforcement:

Enforced by the CJS

### FEES

#### Test:

Business License Initial (2 years): \$800  
Business License Renewal (2 years): \$500  
Initial Compliance \$100  
Initial Registration and Renewal: \$20  
Initial Training School (2 years): \$800  
Renewal Training School (2 years): \$500

#### License:

Initial license \$800  
Fingerprint Card Processing \$50

#### Renewal:

Renewal Training School \$500  
Registration Renewal \$20

#### Reciprocity/Recognition:

Per the Code of Virginia, all businesses providing Central Station Monitoring Services to end users located in the Commonwealth of Virginia, must possess a valid Private Security Business License.

<http://www.dcjs.virginia.gov/pss/howto/registrations/outOfStateDispatcher.cfm>

# 2008 NBFAA State Licensing Guide

## WASHINGTON

### Licensing Required

**Licensing Contacts:**

Washington Burglar & Fire Alarm Association  
PO Box 4832  
Spokane, WA 99220  
Attn: Margaret Spitznas, President  
Tel. (800) 248-9272  
(509) 327-1944  
Fax (509) 327-1944  
<http://www.washingtonbffa.org>

Department of Labor & Industries  
Electrical Program  
P.O. Box 44400  
Olympia, WA 98504  
Tel. (360) 902-5269  
Fax (360) 902-5296  
<http://www.lni.wa.gov/TradesLicensing/Electrical>  
[www.dol.wa.gov](http://www.dol.wa.gov) (for Business Licensing Guide)

**About the State Regulatory Agency:**

The Washington State Department of Labor and Industries Electrical Program is responsible for ensuring that all electrical professionals are adequately trained and licensed to do safe and secure electrical work. An apprenticeship program is available for trainees and it is registered under the Washington Burglar and Fire Alarm Association.

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/Programs/default.asp>

**Who needs a license?**

Any person or entity that monitors, maintains, or installs burglar or fire alarms

**How often does the license need to be renewed?**

Every two years.

**Law Reference:**

Washington State Administrative Code 296-46B-920-06; Revised Code of Washington 19.28.041, 19.28.061 and 19.28.161.

<http://www.lni.wa.gov/TradesLicensing/Rules/files/electrical/500-039-111.pdf>

### EMPLOYEES

**Requirements for electronic security employees:**

Examination and 4,000 proven hours in the field.

*Trainees:* Electrical training certificate is required and also that trainees need Continuing Education Units

*Journeyman and Administrators:* 24 hours continuing education hours in the three years between renewals.

**Background check requirement for electronic security employees:**  
None

**Employment history checks:**  
Reference from past employer

### BUSINESS

**Qualifying Agent Requirements:**  
Application, issuance of an IRS Employer Identification Number, and proof of appropriate bonding.

**Enforcement:**  
Regulations enforced by Labor and Industries (L&E) inspectors.

### FEES

**Test:**  
\$55-70 +\$72 Application Fee

**License:**  
\$221.00

**Renewal:**  
\$221.00

**Reciprocity/Recognition:**  
A person who is registered in one of these states *may* be able to become certified without taking the WA State exam: AK, AR, CO, MA, MN, MT, NE, NH, NM, ND, OK, SD, TX, UT & WY.

**Comments (regarding Contractor Registration):** In Washington State, general and specialty contractors must register with the Department of Labor and Industries. A general contractor can perform or supervise numerous building trades or crafts. A specialty contractor can perform no more than two unrelated building trades or crafts.

# 2008 NBFAA State Licensing Guide

## WEST VIRGINIA

### Licensing Required

#### Licensing Contacts:

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

State Fire Marshal's Office  
1207 Quarrier Street  
Charleston, WV 25301  
Tel. (304) 558-2191 ext. 207  
Fax. (304) 558-2537  
<http://www.wvfiremarshal.org/>

#### About the State Regulatory Agency:

State fire marshal is authorized to issue permits and licenses.

#### Who needs a license?

No electrical work may be performed, offered or engaged in for compensation or hire within the state of West Virginia by any person, firm or corporation unless such person, firm or corporation possesses a license and a certificate issued by the State Fire Marshal and a copy of such license is posted on any job in which electrical work is being performed for hire. The four classes of license are: Master electrician, journeyman's electrician, apprentice electrician, and temporary electrician.

#### How often does the license need to be renewed?

All licenses expire on June 30<sup>th</sup> following the year of issue or renewal.

#### Law Reference:

WV Code Chapter 29, Article 3B  
<http://www.legis.state.wv.us/WVCODE/29/masterFrm.htm>  
Legislative Rule Title 87, Series 2  
<http://www.wvfiremarshal.org/pdf/WVSFC-8-03.PDF>

#### EMPLOYEES

#### Requirements for electronic security employees:

##### Master electrician:

Five years of experience in electrical work of such breadth, independence and quality that such work indicates that the applicant is competent to

perform all types of electrical work and can direct and instruct journeyman electricians and apprentice electricians in the performance of electrical work. Required to pass examination with a grade of 80% or better.

*Journeyman's:* must have at least four years of experience in performing electrical work under the direction or instruction of a master electrician or must have completed a formal apprentice program, or an electrical vocational education program of at least one thousand eighty hours in length and approved by the state board of education or its successor, providing actual electrical work experience and training conducted by one or more master electricians. Required to pass examination with a grade of 80% or better.

*Apprentice electrician:* required to pass examination with a grade of 80% or better or be enrolled in an approved electrical apprentice program.

*Temporary:* A one time temporary master or journeyman electrician license of ninety-days duration may be issued to an applicant providing the applicant has completed a United States department of labor/bureau of apprenticeship and training registered electrical apprenticeship program, or an electrical vocational education program of at least one thousand eighty hours in length and approved by the state board of education or its successor, and have at least four years of experience in performing electrical work and furnishes the state fire marshal with satisfactory evidence of electrical work

#### Background check requirement for electronic security employees:

None

#### Employment history checks:

Yes, number of years determined by State Fire Marshal during application process

#### BUSINESS

#### Qualifying Agent Requirements:

None

#### Enforcement:

State Fire Marshal enforces regulation

# 2008 NBFEE State Licensing Guide

## FEES

### **Test:**

\$25 examination fee (applicable to Master, Journeyman electrician, and specialty); \$10 examination fee (apprentice)

### **License:**

\$50 All licenses except temporary apprentice

### **Renewal:**

\$50 renewal license fee

### **Reciprocity/Recognition:**

The State Fire Marshal may grant the same or equivalent classification of license without written examination upon satisfactory proof that the qualifications of such applicant are equal to the qualifications required and upon payment of the required fee: *Provided*, That as a condition to reciprocity, the other jurisdictions must extend to licensed electricians of this state, the same or equivalent classification.

### **Comments:**

No municipality, local government or county may require any license or other evidence of competence as an electrician from any person, firm or corporation who or which holds a valid and current license issued, as a condition precedent to permission for the performance of electrical work in such municipality, local government jurisdiction or county.

# 2008 NBF AA State Licensing Guide

## WISCONSIN

### Licensing Not Required

**Licensing Contacts:**

Wisconsin Burglar & Fire Alarm Association  
P.O. Box 11657  
Shorewood, WI 53211  
Attn: Andy Abbott, President  
Phone: (866)779-2322  
Fax: (877) 572-4713  
<http://www.wbfaa.org>

**Renewal:**

N/A

**Reciprocity/Recognition:**

N/A

**Comments:**

None

**About the State Regulatory Agency:**

N/A

**Who needs a license?**

N/A

**How often does the license need to be renewed?**

N/A

**Law Reference:**

N/A

### EMPLOYEES

**Training requirements for electronic security employees:**

N/A

**Background check requirement for electronic security employees:**

N/A

**Employment history checks:**

N/A

### BUSINESS

**Qualifying Agent Requirements:**

N/A

**Enforcement:**

N/A

### FEES

**Test:**

N/A

**License:**

N/A

# 2008 NBFSA State Licensing Guide

## WYOMING

### Licensing Required

**Licensing Contacts:**

National Burglar & Fire Alarm Association  
2300 Valley View Lane, Suite 230  
Irving, TX 75062  
Tel: 1-888-447-1689  
Fax: 214-260-5979  
[www.alarm.org](http://www.alarm.org)

State Fire Marshall  
Department of Fire Prevention and Electrical Safety  
Herschler 1 West  
Cheyenne, WY 82002  
Tel. (307) 777-7288  
Fax (307) 777-7119  
<http://wyofire.state.wy.us/>

**About the State Regulatory Agency:**

Appointed by the Governor, the State Fire Marshal oversees Electrical, Training, and Code Compliance Division Supervisors.

**Who needs a license?**

Companies and installers practicing in the state of Wyoming

**How often does the license need to be renewed?**

Technicians must renew their licenses every three years while contractors must renew annually.

**Law Reference:**

WY State Statutes 35-9-102 (xii) 35-9-123 (vii) (b); WY Rules and Regulations Chapter VI Section 4 (d) (ii)

[http://soswy.state.wy.us/Rule\\_Search\\_Main.asp](http://soswy.state.wy.us/Rule_Search_Main.asp)

### EMPLOYEES

**Requirements for electronic security employees:**

Two years and 4000 hours of documented experience in the field.

**Background check requirement for electronic security employees:**

None

**Employment history checks:**

Notarized letters from previous and past employers.

### BUSINESS

**Qualifying Agent Requirements:**

Must be a technician of record.

**Enforcement:**

Regulations enforced by Wyoming Electrical Board.

### FEES

**Test:**

\$120

**License:**

\$100

**Renewal:**

\$50

**Reciprocity/Recognition:**

None

**Comments:**

None

# NBFAA Code of Ethics

Amended March 13, 2000

Members of the National Burglar & Fire Alarm Association (NBFAA) are committed to serving the public with high quality products and services that help protect lives and property through the detection of certain events. The NBFAA Code of Ethics is intended to assist NBFAA members and their employees in providing these products and services to the public in a highly ethical manner. This Code is binding on all members of the NBFAA.

In providing products and services, NBFAA member's impact: their customers; public emergency response agencies; their employees; competitors; and the general public. NBFAA members will take all appropriate steps to adhere to the following principles as they apply to each of these impacted groups.

## 1. Customers

Members acknowledge that their customers are the members' reason for being. Members will give due respect to customers by complying with the following:

- (a) Members will advertise in a non-deceptive manner and in accordance with applicable laws.
- (b) In sales presentations to prospective customers, members will:
  - (i) not misrepresent the capabilities of their products or services;
  - (ii) not quote statistics or provide other information which is known to be false or which the member has not made a reasonable effort to objectively verify.
- (c) In contracting with customers, members shall use printed documents, which clearly and conspicuously set forth both the member's and the customer's rights and obligations. Members' representatives shall be trained with respect to the terms of the contract so that a customer's questions can be answered at or prior to signing. Members shall leave the customer with a copy of the contract.
- (d) Members shall comply with all applicable licensing laws.
- (e) Members shall provide and keep updated a phone number for customers to call to obtain subsequent service or assistance.
- (f) Members who sell or purchase a customer account shall take reasonable steps to assure that the customer is notified of the change of ownership and is provided with the names and contact information of the purchasing company.

## 2. Emergency Response Agencies

Members acknowledge that valuable public resources are expended through emergency agency response to alarm system signals. Members shall endeavor to reduce the rate at which emergency agencies respond to alarm signals caused by non-emergency occurrences by:

- (a) Complying with applicable alarm ordinances.
- (b) Encouraging customers to comply with applicable alarm ordinances.
- (c) Training customers in the proper use of the member's products and services and leaving the customer with written instruction material.
- (d) Stopping use of equipment that the member has found to create false alarm signals.

- (e) Providing reasonable cooperation to customers and emergency agencies in remedying an alarm system identified as creating excessive false alarm signals.
- (f) Encouraging participation in, or cooperation with, NBFAA programs designed to reduce false alarm signals.

### **3. Employees**

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Members acknowledge that it is through their employees that they are able to deliver products and services to customers thereby creating, sustaining and developing their businesses.

- (a) Members will develop and utilize training, equipment, policies and procedures, which promote on the job safety for their employees.
- (b) Members will provide training to all employees sufficient to allow them to perform their duties in a high quality manner.
- (c) Members will provide ongoing supervision of employees to allow performance of their duties in a high quality manner.
- (d) Members will encourage the career development of employees.
- (e) Members shall comply with all equal employment opportunity laws.

### **4. Competitors**

---

Members acknowledge that the public is best served by competition among companies that deliver the same products and services that are both aggressive and ethical.

- (a) Members shall comply with all antitrust laws.
- (b) Members shall conduct all Association meetings or functions in accordance with the NBFAA's antitrust statement.
- (c) Members will not make any negative statement regarding a competitor which, it knows to be false, or which the member has not taken reasonable steps to objectively verify.
- (d) Members will not illegally "raid" a competitor by targeting the competitor to hire away its employees for the purpose of harming the competitor.

### **5. General Public**

---

The NBFAA desires that its members act as responsible citizens in the communities in which they operate.

- (a) Members will handle all hazardous materials in compliance with applicable environmental laws.
- (b) Members whose employees operate motor vehicles in the performance of the member's business will establish policies and procedures that encourage safe driving.
- (c) When presented with the opportunity, members will positively promote the industry to the public and participate constructively in development of laws and policies that affect the industry.

## Licensing Section

### Licensing Totals for Fiscal Year 1998-1999

	Number of Applicants	Total Amount \$
Burglar Application Fees	1302	\$ 63,800
Burglar New Firms	114	\$ 22,000
Burglar New Employees	1417	\$ 68,050
Burglar Renewals	1438	\$ 68,150
Burglar Miscellaneous	737	\$ 30,930
Totals	5008	\$252,930
Fire Firms	337	\$ 59,770
Fire Employees	1669	\$ 91,988
Apprentices	135	\$ 4,010
Exams	558	\$ 6,120
Fire Miscellaneous	77	\$ 3,936
Totals	2776	\$165,824
Sprinkler Firms	119	\$ 10,650
Sprinkler Miscellaneous	3	\$ 650
Totals	122	\$ 11,270
Grand Totals	7906	\$430,024

# LICENSING SECTION

## LICENSING SECTION TARGET & DEPOSIT FOR FISCAL YEAR 2000 - 2001

MONTH	MONTHLY TARGET	MONTHLY DEPOSIT	FY TO DATE TARGET	FY TO DATE DEPOSIT	OVER/UNDER TO DATE
July 00	\$31,124.00	\$41,873.00	\$31,124.00	\$41,873.00	\$10,749.00
Aug 00	\$31,124.00	\$45,767.00	\$62,248.00	\$87,640.00	\$25,392.00
Sept 00	\$31,124.00	\$34,299.00	\$93,372.00	\$121,939.00	\$28,567.00
Oct 00	\$31,124.00	\$25,199.00	\$124,496.00	\$147,138.00	\$22,642.00
Nov 00	\$31,124.00	\$32,289.00	\$155,620.00	\$179,427.00	\$23,807.00
Dec 00	\$31,124.00	\$32,685.00	\$186,744.00	\$212,112.00	\$25,368.00
Jan 01	\$31,124.00	\$56,899.00	\$217,868.00	\$271,011.00	\$53,143.00
Feb 01	\$31,124.00	\$39,917.00	\$248,992.00	\$310,928.00	\$61,936.00
March 01	\$31,124.00	\$45,013.00	\$280,116.00	\$355,941.00	\$75,825.00
April 01	\$31,124.00	\$36,283.00	\$311,240.00	\$392,224.00	\$80,984.00
May 01	\$31,124.00	\$31,037.00	\$342,364.00	\$423,261.00	\$80,897.00
Jun 01	\$31,124.00	\$27,503.00	\$373,488.00	\$450,764.00	\$77,276.00

The Licensing Section regulates the following industries: Fire Alarm,

Fire Suppression,

Portable Fire

Extinguishers,

Sprinklers, Burglar

Alarm.

### FINAL TOTAL / FISCAL YEAR 2000 - 2001

	Totals
Burglar Application	986
Burglar New Firms	43
Burglar New Employee	949
Burglar Renewals	1,532
Burglar Misc.	409
<b>Totals</b>	<b>3,919</b>
Fire Extinguisher Licenses	2,449
Fire Extinguisher Exams	478
Fire Extinguisher Misc.	14
Apprentices	16
<b>Totals</b>	<b>2,957</b>
Sprinkler Firms	117
<b>Totals</b>	<b>117</b>

#### Number of Complaints Logged into Database:

Fiscal Year (2000/2001): 502

#### Number of New Investigations Begun:

Fiscal year (2000/2001): 345

#### Number of Complaints Cleared:

Fiscal Year (2000/2001): 276

#### Number of Complaints Closed:

Fiscal Year (2000/2001): 310

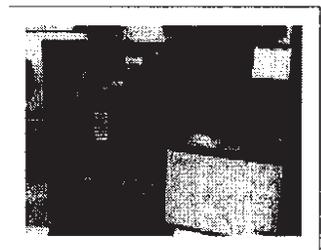
#### Dollar Amount of Fines Collected:

Fiscal Year (2000/2001): \$57,318.00

#### Number of Complaints by Type:

Fiscal Year (2000/2001):

Burglar:	218
Fire Alarm:	107
Fire Extinguisher:	93
Fire Suppression:	19
Kitchen Hood Suppression:	50
Sprinkler:	15



This is an example of a fire alarm panel.

# Licensing Section

## Licenses Issued - Fiscal Year 2001-2002

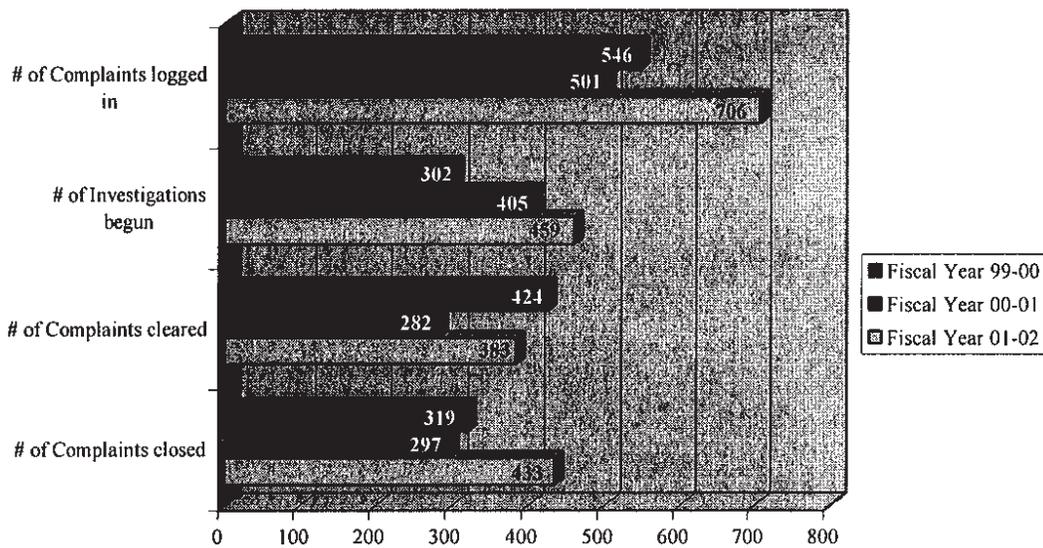
<b>Totals</b>	
Burglar Applications	921
Burglar New Firms	45
Burglar New Employees	758
Burglar Renewals	1,669
<u>Burglar Misc.</u>	<u>539</u>
<b>Totals</b>	<b>3,932</b>
Fire Extinguisher Licenses	2,740
Fire Extinguisher Exams	508
<u>Fire Extinguisher Misc.</u>	<u>30</u>
<b>Totals</b>	<b>3,278</b>
<u>Sprinkler Firms</u>	<u>123</u>
<b>Totals</b>	<b>123</b>

The Licensing Section regulates the following industries: Fire Alarm, Fire Suppression, Portable Fire Extinguishers, Sprinklers & Burglar Alarm.

### Licensing Section Monies Collected



### Summary of Licensing Investigations Section



**Number of complaints by type**  
**Fiscal Year 01-02:**

Burglar:	381
Fire Alarm:	180
Fire Extinguisher:	80
Fire Suppression:	11
Kitchen Hood Suppression:	36
Sprinkler:	18

## Licensing Section

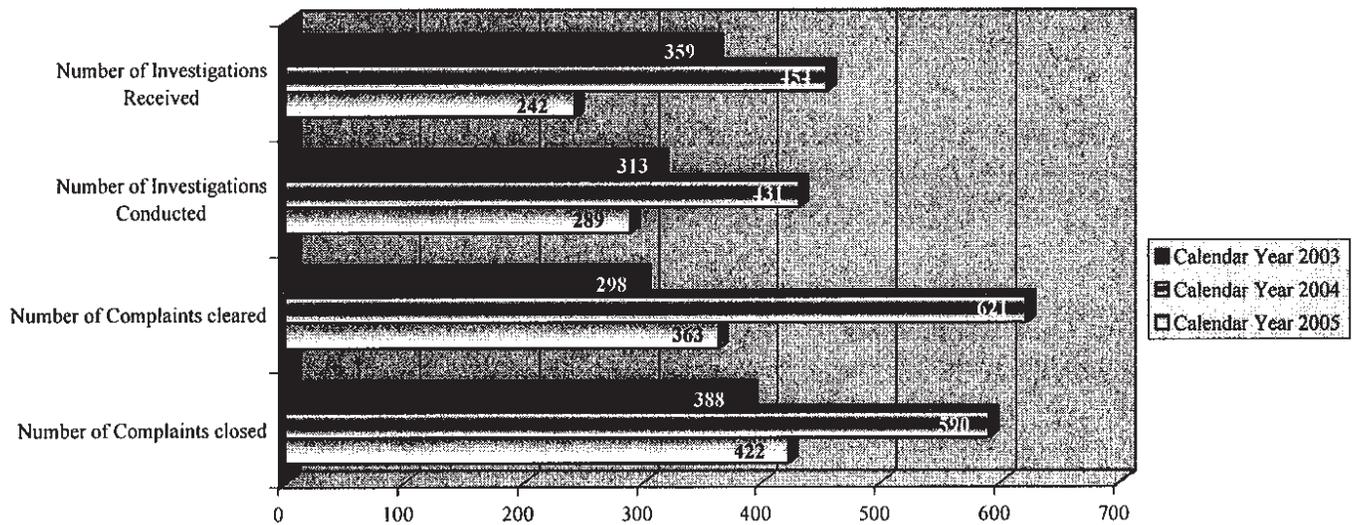
The Licensing Section regulates the following industries: Fire Alarm, Fire Suppression, Portable Fire Extinguishers, Sprinklers, Burglar Alarm, Closed Circuit Television, Locksmithing and Access Control

Burglar New Firms	44	Full Locksmith Firms	22
Burglar New Employees	519	Full Locksmith Employees	122
Burglar Renewals -Employee	1,308	Full Locksmith Employee Revisions	15
Burglar Renewals -Firm	287	Full Locksmith Firm Revisions	12
Burglar Revisions	273	Full Locksmith Employee Renewal	500
<u>Burglar Misc.</u>	<u>39</u>	Full Locksmith Firm Renewal	222
<b>Totals</b>	<b>2,470</b>	Full Locksmith Exam	67
		<u>Full Locksmith Misc.</u>	<u>6</u>
		<b>Totals</b>	<b>966</b>
Fire Protection New Firms	36	Limited Locksmith Firms	9
Fire Protection New Employees	338	<u>Limited Locksmith Employees</u>	<u>14</u>
Fire Protection Renewals -Employee	1,669	<b>Totals</b>	<b>23</b>
Fire Protection Renewals -Firm	549		
Fire Protection Exams	279	Closed Circuit TV Firms	13
Fire Protection Revisions	29	<u>Closed Circuit Employees</u>	<u>23</u>
<u>Fire Protection Misc.</u>	<u>44</u>	<b>Totals</b>	<b>36</b>
<b>Totals</b>	<b>2,944</b>		
Sprinkler New Firms	17		
Sprinkler New Employees	107		
Sprinkler Renewals -Employees	219		
Sprinkler Renewals -Firm	72		
<u>Sprinkler Misc.</u>	<u>4</u>		
<b>Totals</b>	<b>419</b>		

### Number of complaints by type calendar yr. 2004

<b>Burglar:</b>	<b>91</b>
<b>Fire Alarm:</b>	<b>94</b>
<b>Fire Extinguisher:</b>	<b>45</b>
<b>Fire Suppression:</b>	<b>16</b>
<b>Kitchen Hood Suppression:</b>	<b>79</b>
<b>Sprinkler:</b>	<b>46</b>
<b>Locksmith:</b>	<b>30</b>
<b>CCTV:</b>	<b>17</b>
<b>Access Control:</b>	<b>4</b>

### Summary of Licensing Investigations Section



## Licensing Section

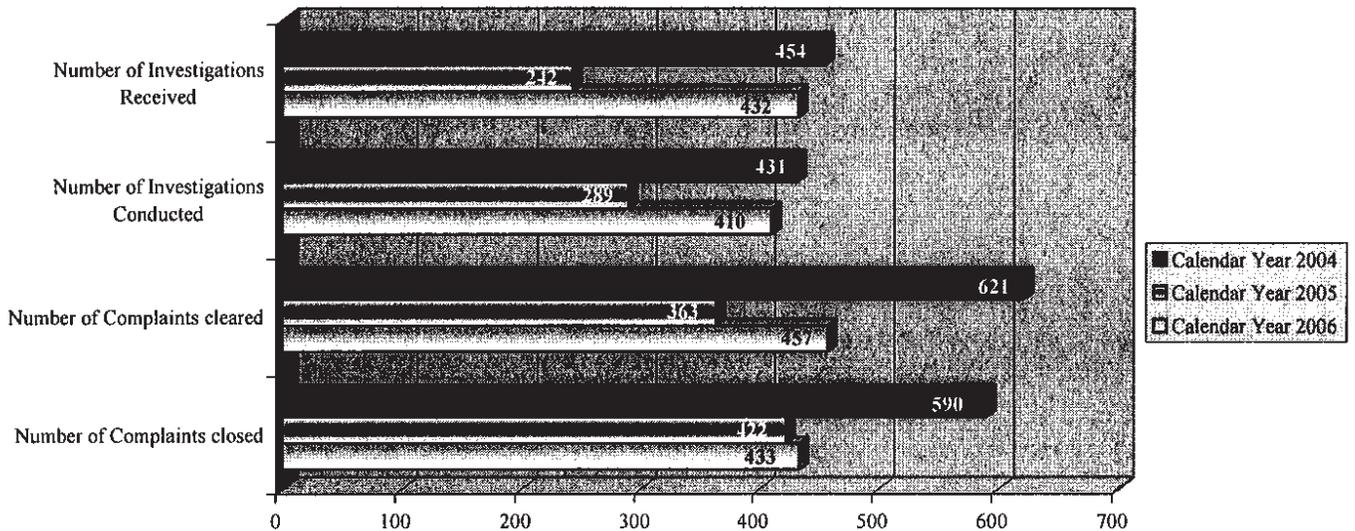
*The Licensing Section regulates the following industries: Fire Alarm, Fire Suppression, Portable Fire Extinguishers, Fire Sprinklers, Burglar Alarm, Closed Circuit Television, Locksmithing and Access Control*

Burglar New Firms	86	Full Locksmith Firms	22
Burglar New Employees	1,442	Full Locksmith Employees	222
Burglar Renewals -Employee	1,517	Full Locksmith Employee Revisions	32
Burglar Renewals -Firm	328	Full Locksmith Firm Revisions	18
Burglar Revisions	302	Full Locksmith Employee Renewal	487
Burglar Misc.	45	Full Locksmith Firm Renewal	203
<b>Totals</b>	<b>3,720</b>	Full Locksmith Exam	54
Fire Protection New Firms	34	Full Locksmith Misc.	8
Fire Protection New Employees	475	<b>Totals</b>	<b>1,046</b>
Fire Protection Renewals -Employee	1,598	Limited Locksmith Firms	17
Fire Protection Renewals -Firm	657	Limited Locksmith Employees	20
Fire Protection Exams	425	<b>Totals</b>	<b>37</b>
Fire Protection Revisions	36	Closed Circuit TV Firms	66
Fire Protection Misc.	66	Closed Circuit Employees	153
<b>Totals</b>	<b>3,291</b>	<b>Totals</b>	<b>219</b>
Sprinkler New Firms	12		
Sprinkler New Employees	89		
Sprinkler Renewals -Employees	197		
Sprinkler Renewals -Firm	78		
Sprinkler Misc.	11		
<b>Totals</b>	<b>387</b>		

### Number of complaints by type - calendar yr. 2006

<b>Burglar:</b>	<b>92</b>
<b>Fire Alarm:</b>	<b>117</b>
<b>Fire Extinguisher:</b>	<b>41</b>
<b>Fire Suppression:</b>	<b>14</b>
<b>Kitchen Hood Suppression:</b>	<b>50</b>
<b>Sprinkler:</b>	<b>48</b>
<b>Locksmith:</b>	<b>24</b>
<b>CCTV:</b>	<b>31</b>
<b>Access Control:</b>	<b>4</b>

### Summary of Licensing Investigations Section



**ADMINISTRATIVE PENALTIES AND FINES COLLECTED**

Total Fines Collected for 2005 \$ 19,280, 2006 \$ 57,875, 2007 \$ 37,585

NAME OF VIOLATOR	ADDRESS	LAW/RULE VIOLATED	DATE
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# Department of Public Safety and Corrections

*Public Safety Services*

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

October 31, 2006  
3000/0234/AGC/0365

HENRY L. WHITEHORN, COLONEL  
DEPUTY SECRETARY, PUBLIC SAFETY SERVICES  
SUPERINTENDENT, OFFICE OF STATE POLICE

Boyd Petty  
Louisiana Department of Public Safety and Corrections  
Office of Fire Marshal  
Baton Rouge, La. 70806

**RE: Elizabeth P. Hott (IFD-0117-06)**

Mr. Petty:

This letter is to advise you that the Louisiana State Police Insurance Fraud Unit has completed the investigation on the above referenced individual. Ms. Hott was arrested on October 23, 2006 and charged with Forgery and Filing False Public Records.

This case has been referred to the District Attorney's office in Bossier Parish for prosecution. We will continue to monitor this case until a final disposition is made.

If you have any questions, please feel free to contact M/T Ted Raley at (318) 862-9984.

Sincerely,

Lt. Allen G. Carpenter  
Insurance Fraud Unit  
7919 Independence Boulevard, A-19  
Baton Rouge, Louisiana 70806  
(225) 925-3818  
Fax (225) 925-3819

AGC: sab

BOI INSURANCE FRAUD ARREST MESSAGE

3100/265/MF/

TO: SUPERINTENDENT  
CHIEF OF STAFF  
DEPUTY SUPERINTENDENT - INVESTIGATION  
DEPUTY SUPERINTENDENT - PATROL  
DEPUTY SUPERINTENDENT - OPS/PLANNING/TRAINING  
DEPUTY SUPERINTENDENT - SUPPORT  
BOI INVESTIGATIVE MAJOR  
BOI GAMING MAJOR  
TESS MAJOR  
INVESTIGATIVE SUPPORT SERVICES/ASSET FORFEITURE  
NARCOTICS COMMANDER  
GAMING COMMANDER  
TROOP COMMANDERS  
PUBLIC INFORMATION  
NORTH DISTRICT  
SOUTH DISTRICT  
WEST DISTRICT  
HIDTA

FROM: CAPTAIN MARK FOURNET  
BOI DETECTIVES

REFERENCE: IFD-0059-06

DATE: 08/16/2006

DISSEMINATION: O.K.

ARRESTED: George J. Hasney Jr.  
W/M; DOB: 10/26/1948  
60028 Hasney Road  
Slidell, Louisiana

CHARGES: L.R.S. 14:133 Filing or Maintaining False Public Documents (3 counts)

DATE & TIME  
OF ARREST: 08/16/2006 @ 0940 hours

O/T CODE: N/A

VALUE OF STOLEN/  
SEIZED PROPERTY: \$0

PARISH ARRESTED: St. Tammany

BOND SET: Unk.

**ARREST NARRATIVE:**

The Louisiana State Police Insurance Fraud Unit received a complaint from a Boyd Petty of the Louisiana State Fire Marshall's Office, 8181 Independence Blvd., Baton Rouge, LA 70401, concerning George J. Hasney Jr providing false documentation in order to receive a business license.

In 2003, 2004, and 2005, George J. Hasney Jr. (owner of A-1 Hasney Lock and Key) submitted insurance certificates which indicated he had Errors and Omissions Insurance (E & O Insurance) on his company to the Louisiana State Fire Marshall's Office. This was an annual requirement of the Louisiana State Fire Marshall's Office for businesses to obtain a yearly business permit.

In March of 2005, the Louisiana State Fire Marshall's Office discovered that all of these certificates were fraudulent. This information was then passed along to the Louisiana State Police / Insurance Fraud Unit for further investigation.

In July of 2006, I spoke with the insurance carrier listed on the paperwork submitted by George J. Hasney and discovered that A-1 Hasney Lock and Key has never had E & O Insurance. Additionally, I could not locate any E & O Insurance policies on A-1 Hasney Lock and Key from any other insurance carriers.

On August 2, 2006, an Arrest Warrant was issued for George J. Hasney Jr by the 19<sup>th</sup> JDC, East Baton Rouge Parish, for Filing or Maintaining False Public Documents.

On August 16, 2006 George J. Hasney Jr. was arrested at his residence by the LSP Insurance Fraud Unit. Mr. Hasney was advised of his Miranda Rights, handcuffed, checked for tightness, and double locked. He was then transported to the St. Tammany Correctional Center where he was booked in good condition as a Fugitive from East Baton Rouge Parish.

**CASE AGENT  
& DATA #:**

S/T Robert Bennett, #1554

**ASSISTING AGENTS:**

TFC Todd M. Marchand, #1770

**AUTHORIZATION:**

Lt. Allen Carpenter

# LOUISIANA STATE POLICE

## Insurance Fraud Unit

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March 16, 2006

FOR IMMEDIATE RELEASE

A long-time Baton Rouge businessman was arrested today and booked on 38 counts of Worker's Compensation Fraud, 7 counts of Insurance Fraud and 7 counts of Willful Misrepresentation as a result of a three month long joint investigation spearheaded by the Louisiana State Police Insurance Fraud Unit and the Office of the Louisiana State Fire Marshal.

According to Lt. Allen Carpenter, Troy J. Rembert, age 43, of 12533 Stoneway Place in Baton Rouge was arrested by the Louisiana State Police Insurance Fraud Unit on March 16, 2006, after it was discovered Rembert had been submitting falsified insurance documents to the Office of the State Fire Marshal. Investigators with the Insurance Fraud Unit determined Rembert tried to conceal the fact he intentionally failed to provide worker's compensation coverage for at least 38 employees over a four year period. Rembert also misrepresented the fact that he did not have liability insurance coverage for his business as required by State Fire Marshal regulations. The case is now being turned over to the East Baton Rouge Parish District Attorney for criminal prosecution.

Approximately three weeks prior to his arrest, Rembert was issued a Cease & Desist order for operating without a valid license to install or service electronic security alarm systems. At that time, Rembert was banned and prohibited from any and all future activities in the alarm industry, as a result of an order issued by the State Fire Marshal's Office under the Louisiana Department of Public Safety & Corrections which has licensing and compliance jurisdiction over companies in the burglar and fire alarm industries. Rembert's sister, Robyn Kusch, was previously arrested in February by the Insurance Fraud Unit for participating with Rembert in the scheme.

"This joint investigation, along with the subsequent arrest Mr. Rembert and Ms. Kusch, are part of a state-wide crackdown on insurance fraud by the Louisiana State Police Insurance Fraud Unit," explained Lt. Carpenter. "In addition, this action also reflects the increased level of scrutiny and regulatory compliance being established and aggressively enforced by the State Fire Marshal's Office in regards to burglar and fire alarm companies."

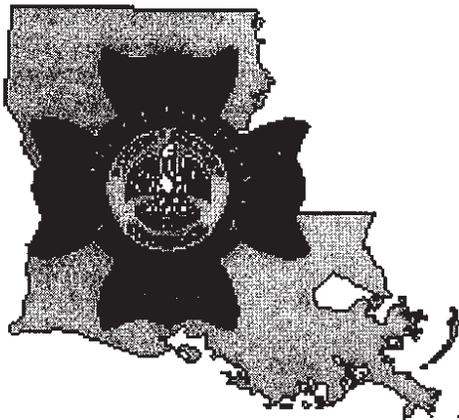
If convicted, Rembert will be prohibited from continuing to operate in the alarm industry, and will be banned from selling, installing or servicing burglar and fire alarms in any manner.

Rembert was previously active in the industry under a number of different corporate identities, including ASP and Advanced Security Protection. However, this will NOT result in a disruption of ongoing monitoring service to ASP or Advanced Security customers. In fact, Lt. Carpenter pointed out that it is important for consumers -- and individual alarm customers -- to delineate and understand the difference between independent alarm installers and the larger alarm monitoring companies.

Pelican Security, based in Baton Rouge, is one of the largest providers of security alarm monitoring services in the United States. Their company was contracted by Rembert to provide monitoring and billing services for all Advanced Security Protection customers. According to a spokesman for Pelican, there will be absolutely no disruption or change in the level of 24-hour-a-day, 7-day-a-week monitoring service provided by Pelican to those customers which were originally installed by, but acquired from, ASP. Pelican has owned and monitored all customer accounts installed by ASP for nearly six years, since June 2000.

Lt. Carpenter explained, "Whereas Mr. Rembert has been prohibited from any future participation in the alarm industry due to the restrictions imposed on him by the Office of the State Fire Marshal, any and all existing alarm systems previously installed by ASP will continue to be monitored by Pelican through its ARGUS Security division." "What this means for an individual consumer, a home or business alarm customer, is that any accounts currently monitored under the ASP name will continue to be monitored, with no change or disruption of service, under the Pelican Security Network."

**Individual ASP customers needing more information regarding their service are encouraged to contact PELICAN directly at 225-927-9300 or toll free at 1-866-PELICAN (866-735-4226).**



# News Release

Office of the Louisiana State Fire Marshal  
8181 Independence Blvd.  
Baton Rouge, Louisiana 70806

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VISIT OUR WEBSITE: "[www.dps.state.la.us/sfm/](http://www.dps.state.la.us/sfm/)"

**FOR IMMEDIATE RELEASE**

**DATE: October 5, 2005**

**CONTACT: Nathan McCallum**  
**PH: 225-925-4911**  
**FAX: 225-929-7795**

## UNLICENSED CONTRACTORS ARRESTED

The State Fire Marshal reported today that an unlicensed fire protection contractor was arrested last week for fraud. The LaSalle Parish Sheriff's office and the Jena Police Department arrested Myron Tim Repp, owner of LA Fire Extinguisher Inspections, Inc. in Jena on September 28, while Repp was attempting to service portable fire extinguishers at several different businesses in Jena. Repp allegedly informed the store owners that the fire extinguishers needed to be inspected and then hung a green tag on the extinguishers indicating "Inspection". Repp last had a license in January, 2002. Repp also worked unlicensed in the Baton Rouge area and a court injunction was obtained by the fire marshal against him on March 22, 2004.

Repp is the second unlicensed fire protection contractor arrested this year. In January, Randle Lee Guillory, owner of Deep South Fire & Hood Cleaning was arrested by the Lake Charles Police Department for fraud and impersonating a fire marshal. Guillory was previously licensed but his license expired in January of 2003.

The Office of the State Fire Marshal regulates the sprinkler, fire protection (fire extinguishers, fire suppression and fire alarms) and the security (burglar alarms, locksmiths, and CCTV) industries. All individuals must pass a competency exam or course. Security contractors must also pass a criminal background check.

Deputy State Fire Marshal Boyd Petty, Manager for the Licensing Section, warned all business and home owners of the fraud potential from unlicensed contractors. "Ask the contractor for his license. Both the firm and the employees must be licensed. If an individual cannot produce a current pocket license with their photograph, then you should not deal with that individual," Petty stated. Petty encourages all home and business owners to contact his office if they have any doubt about the fire or security contractor they are dealing with. The public can reach the fire marshal's office at 1-800-256-5452, statewide or 225-925-7047 in the Baton Rouge area.

"Both Repp and Guillory are also facing large civil penalties for their actions in addition to the criminal charges," Petty concluded.

-End-

# **EXHIBIT E**

(Public comments regarding alarm system licensure)

Kevin Leahy

Office of Professional Regulation

RE: H-368 Electronic Life Safety and Property Protection Bill

Mr. Leahy,

As the current president of the Vermont Alarm and Signal Association, a business owner for twenty years, and an industry professional for twenty-four years, I respectfully submit the following as my support for H-368.

With regard to the aforementioned bill and its applicable Sunrise Application, I would like to express my support for approval. "The potential for harm must be recognizable and remote of speculation", is a direct criterion within the Sunrise Application which both qualifies and necessitates endorsement. Not unlike law enforcement professionals or the medical community, security installation technicians are responsible for the personal safety and well-being of our residents, along with property protection of public facilities inhabited and frequented by the public; technicians have access to proprietary information, which could compromise any edifice, its occupants, and or its contents.

Although the first consideration for approval that was presented to Department of Public Safety was rejected, it is still believed that an additional subcategory of an electrical license (Type S) would accomplish this request for licensure without creating more government. Currently, the Department of Fire Safety regulates ten certification fields, all of which include mandates for training, both prior to initial licensing and before renewal of said licenses; H-368 has provisions for education built in under the guidelines provided by our National organization, which eliminates the need for creation of additional curriculum. DFS has familiarity with the principals of the low-voltage aspect of installation, and creation of a board under their jurisdiction would facilitate additional understanding of this particular trade. The revenue generated by the implementation of proposed licensing fees would accommodate the costs associated with the proposed background checks, and reimbursement of its expenses to allow for neutral financial operation, all providing a favorable outcome.

**Pro-Tech Systems**

272 Cobb Hill Rd

[Angela@protechvt.com](mailto:Angela@protechvt.com)/[jeff@protechvt.com](mailto:jeff@protechvt.com)

Waterbury, VT. 05676

[To OPR]

I'm writing this email as my response to the upcoming proposed H.368 Bill in regards to the licensure of alarm installers, alarm dealers, and surveillance camera installers. I do not see a need to require installers to obtain a state license in order to install an alarm, fire alarm installations are already inspected by different municipalities, fire departments and building code inspectors, which are being installed by licensed electricians. As for security alarm installations, this state has never had a case where an installer has ever committed any wrong doings, or endangered any business owner or home owner in any way, at least not to my knowledge, and when a case happens where an alarm is tripped, it is usually the police or sheriffs department whom will respond, if some security company wants to take the law in to their own hands and actually respond to a tripped burglar alarm than I would agree that the individual responding should be licensed in some way, due to the degree of possible dangers they may encounter, or if in many cases it is a tripped alarm that has been caused by a careless business owner, or a homeowners child, than it would be essential for anyone responding to have some type of professional training so they don't mistakenly shoot or harm some Innocent civilian during a time period of escalated adrenaline, thus why the police respond to such events or licensed security professionals whom are already licensed and approved by the state.

There is absolutely no reason that an installer of a video surveillance system should require the need for licensure, with today's systems there is no electrical hard wiring required, the systems are simply a plug in and play system, the wiring that goes from the camera to the recorder is called a "twisted pair" wire, it contains the video feed and power feed all in one single wire, these systems don't need or require anyone with any special license or skills to install, if you can hook up a VCR, you can hook up a surveillance system, backups are provided by batteries. Creating a law that would require licensure for such an installation would create businesses or allow out of state businesses to come in and charge outrageous fees for a service that could be provided at a fraction of the cost for the home or business owner. It would create the need for some state board or our professional regulation office to oversee this newly created professional standard, our OPR already has more than enough work to do without creating more. In a time of such financial hardships across our state such a law does not seem appropriate, we are cutting jobs in every arena and a bill such as this would take work away from the ones who have been providing these services for decades. At this day and time for our state, we already have licensed security companies & investigators and electricians providing these services without fail, do we really want to take this work from them to open the door for some coorporate giant to come in and make changes that would would create a financial burden on everyone involved, and the only ones to profit would be them.

David K. Hough  
c/o Eye on Vermont Investigations & Recovery Services,LLC  
61 Warren St.  
Barre, VT 05641 [eyeonvt@yahoo.com](mailto:eyeonvt@yahoo.com)

MR. LEAHY,

I AM THE ASSISTANT FIRE MARSHAL FOR THE CITY OF BURLINGTON VERMONT. I HAVE BEEN EMPLOYED BY THE CITY FOR SEVENTEEN YEARS, AND HAVE HELD MY CURRENT POSITION SINCE 2002. I HOLD AN ASSOCIATES DEGREE IN FIRE SCIENCE FROM PIKES PEAK COMMUNITY COLLEGE AND I AM CERTIFIED AS A FIRE INSPECTOR I BY THE NATIONAL FIRE PROTECTION ASSOCIATION. I AM ALSO TRAINED IN AND ASSIGNED TO CONDUCT FIRE INVESTIGATIONS. I SPEAK TODAY ON MY OWN INITIATIVE. I AM NOT REPRESENTING THE BURLINGTON FIRE DEPARTMENT, AND THE OPINIONS EXPRESSED ARE MY OWN.

I FEEL VERY STRONGLY THAT AS PUBLIC SAFETY OFFICIALS, WE ALL SHARE A RESPONSIBILITY TO PROTECT THE VULNERABLE POPULATIONS IN OUR MIDST. IT IS THESE VULNERABLE PERSONS WHO TYPICALLY NEED THE PROTECTION OF A SECURITY ALARM SYSTEM...BE IT A MEDICAL ALERT SYSTEM, A BURGLAR SYSTEM OR A FIRE SAFETY SYSTEM. THE THOUGHT OF AN ELDERLY PERSON'S VALUABLES AND MEDICATIONS BEING EXPOSED TO THEFT, THE THOUGHT OF AN ABUSED SPOUSE OR RAPE VICTIM IN A BATTERED WOMEN'S SHELTER BEING EXPOSED TO CONTACT WITH A KNOWN SEX OFFENDER OR OTHER CONVICTED FELON IN THE ALARM INDUSTRY.WELL, IT'S A SERIOUS CONCERN.

MOST OF THE ELDERLY, THE WEAK, THE DISABLED OR THE INFIRM WHO NEED SECURITY SERVICES PROBABLY ASSUME THAT THE ALARM INDUSTRY AND SECURITY RESPONSE PROFESSIONALS WHO COME TO THEIR HOMES OR SHELTERS ARE TRUSTWORTHY, LAW ABIDING CITIZENS WITHOUT HISTORIES OF THEFT, DRUG ABUSE OR SEX CRIMES.

I AM ALSO CONCERNED THAT THIS UNREGULATED SECURITY INDUSTRY IS AN OPEN CONDUIT THROUGH WHICH POTENTIAL TERRORISTS COULD GAIN ACCESS TO POSSIBLE TARGETS.

FURTHER, I AM CONCERNED THAT THE EXISTING ARRANGEMENT FOR REMOVING THE LICENSE OF AN ELECTRICIAN FOR INCOMPETENCE, MISREPRESENTATION OF THE TRUTH, FRAUD, MALFEASANCE OR OTHER CRIMINAL ACTIONS IS NOT BEING USED WHEN IT SHOULD BE.

OFFICIALS WITHIN THE DIVISION OF FIRE SAFETY (DFS) TELL ME THAT THE ELECTRICIAN'S BOARD IS LOATH TO TAKE ACTION AGAINST ONE OF THEIR OWN, THAT THE BOARD WILL NOT LISTEN TO ANYONE WHO IS NOT AN ELECTRICIAN, AND THAT ATTEMPTS BY DFS TO DEAL WITH CONSISTENTLY INCOMPETENT OR FRAUDULENT LICENSED ELECTRICIANS HAVE NEVER BEEN SUCCESSFUL WHEN TAKEN TO THE ELECTRICIAN'S BOARD.

THIS COZY ARRANGEMENT DOES NOT ADEQUATELY PROTECT THE PUBLIC AND IT CAN NOT CONTINUE. WHILE WE ARE IN THE PROCESS OF ESTABLISHING LICENSURE FOR

INDIVIDUALS AND FIRMS ENGAGED IN THE SECURITY ALARM INDUSTRY, WE SHOULD TAKE A VERY SERIOUS LOOK AT THE HANDLING OF LICENSURE ISSUES FOR OTHER TRADES REGULATED BY DFS .ESPECIALLY FIRE ALARM ELECTRICIANS AND OTHERS WHO INSTALL LIFE SAFETY EQUIPMENT (EX FIRE SPRINKLER SYSTEMS AND SPECIALTY FIRE SUPPRESSION SYSTEMS).

THE DIVISION OF FIRE SAFETY DOES A VERY GOOD JOB AT REGULATING FIRE ALARM, FIRE SPRINKLER AND OTHER LICENSED TRADESMEN. DFS ISSUES FINES WHEN APPROPRIATE, AND IS GENERALLY A VERY PROFESSIONAL ORGANIZATION OF INDIVIDUALS WHO CARE DEEPLY ABOUT PUBLIC SAFETY.

UNFORTUNATELY, DFS DOES NOT HAVE THE POWER TO SUSPEND OR REVOKE LICENSES UNDER THE EXISTING LAW. INSTEAD OF A BOARD DEDICATED SOLELY TO THE REGULATION OF SECURITY ALARMS, WHY NOT CREATE A SINGLE BOARD OF COMPETENT PERSONS FROM PUBLIC SAFETY AND THE PUBLIC AS WELL AS THE VARIOUS TRADES WHO WOULD HAVE THE AUTHORITY TO SUSPEND OR REVOKE THE LICENSES IN ALL OF THE TRADES THAT DFS REGULATES?

PART OF THE PROVISIONS OF H-368 DEAL WITH REQUIRING CRIMINAL BACKGROUND CHECKS PRIOR TO THE ISSUANCE OF LICENSES. I FULLY SUPPORT THIS PROVISION, BUT I SUGGEST IT BE EXPANDED TO INCLUDE CHECKS OF THE PERTINENT ADMINISTRATIVE AND CIVIL VIOLATIONS ISSUED BY DFS OR THEIR COOPERATING MUNICIPALITIES SO THAT PATTERNS OF INCOMPETENCE CAN BE IDENTIFIED BY THE LICENSING AUTHORITY.

I FURTHER SUGGEST THAT RECORDS OF ALL FINES ISSUED BY THE DFS OR COOPERATING MUNICIPALITIES BE POSTED ON A PUBLIC WEBSITE, AVAILABLE TO ALL WHO WISH TO CHOOSE A COMPETENT AND TRUSTWORTHY CONTRACTOR AND THAT THE EXISTENCE OF THIS WEB - BASED SERVICE BE ADVERTISED. IN ADDITION TO THE FINES ISSUED, I SUGGEST THAT THE RESULTS OF THE MANDATED CRIMINAL BACKGROUND CHECKS ALSO BE PUBLISHED VIA THE SAME WEB-BASED SERVICE. IN THIS MANNER, IF A GIVEN CONTRACTOR HAS CONVICTION FOR SOMETHING UNRELATED TO THEIR TRADE (A SPEEDING TICKET FOR EXAMPLE) THE PUBLIC CAN DECIDE FOR THEMSELVES WHETHER THAT IS AN IMPORTANT CONSIDERATION IN THE CHOICE OF CONTRACTOR.

SPEAKING AS A CONCERNED CITIZEN,  
THOMAS A. MIDDLETON

20 October 2009  
Attn: Kevin Leahy

Mr. Leahy,

I would like to take a few moments of your time to express my concerns regarding Bill H.368.

After reading this, I am left wondering why do we need yet another board that will do nothing more than force local businesses to either close or needlessly raise rates. With the current financial state of the country, why are we going out of way to intentionally create hardships and financial burden on what will ultimately affect local businesses?

CCTV systems are easy to install and are more and more becoming plug and play. This Bill seems to target Private Investigators (PI's) and small businesses that have been installing systems for years with no problems. PI's already have licenses and rules to operate under, as do Fire Alarm Installers. CCTV systems primary functions are simply recording, hence DVR (Digital Video Recorder), VCR (Video Cassette Recorder).

You have colleges, hospitals, and department stores allowing Loss Prevention or Public Safety individuals operating, moving, and setting up cameras with no limitations other than what the store or upper management may or may not say. These folks are also doing security without licenses or formal training that PI's and Security Officers have to complete. How does this protect the public?

If someone wants to use the CCTV system in an inappropriate manner, they will regardless of a license. They can also use the video recorder on a cell phone or a camcorder. I do not see where creating a new board and forcing a license process will help.

I would like to see a Bill that makes more sense, like regulating in house Loss Prevention and Public Safety individuals. They act like security and perform security functions, so why are they exempt from the security guard process?

I am definitely against Bill H.368.

Thanks for your time.

Sincerely,

David J. Cahee

TO: OPR re Sunrise Application

As a Licensed Private Investigator I have been informed about the current discussion re: the licensing request from alarm companies.

Please be advised that I would oppose that licensing, under the Private Investigator and Security Guard category. The installation of alarms, cameras and other monitoring devices has nothing to do with the profession. The OPR has trouble enough finding money and time to handle security guard and investigator licensing and investigations without adding these people to this category. Their services are certainly not in any way related to either professions requiring training much different than an installer.

Make them a separate group of licensees such as plumbers and electricians might be a consideration. It appears to me they need a way to police their own individual companies and set their own screening processes. I read this as someone wanting to cut out the competition.

Thank you for the opportunity to give my input.

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Vermont Secretary of State  
Office Of Professional Regulation  
Attn: Kevin Leahy  
Montpelier, Vermont

10/19/09

Mr. Leahy,

I am writing this letter to share some of my thoughts on the sunrise review of State Licensure of the Electronic Life Safety and Property Protections Systems.

After reading Bill 368 I find myself wondering why we need to start a new State Agency to police an industry that is already under the regulations of the Fire Prevention Division of the Dept. of Labor and Industry. It appears to me that this industry belongs in that division and that the protection to the public is already carried out by that Department as well as Fire Dept. Inspectors in each town. They currently have two different Agencies controlling the Fire Alarm Industry. Maybe that Dept. needs to be tweaked to handle some of the issues that this Bill raises.

Burglar alarms if not installed properly will trip for a police response. This will happen once or twice before the police agency will fine and require the homeowner to fix the problem or risk a non-response situation. Insuring that alarm sales people, installers and maintenance technicians have a clean criminal record would be the same in my view as insuring that plumbers and electricians have clean criminal records. If we take it a step further then we would need to insure that all phone company technicians have a clean criminal record as they are ultimately in charge of the communication line for the alarm. In my 23 years of being in the Security Services business I have not heard of one single incident where an alarm sales person, installer or technician was involved in any crime against their client.

Closed Circuit Television Systems currently have no regulation on them. Again in my 23 years I have not heard of one incident where CCTV was used to perpetrate a crime against the public. I have not heard of one incident where the installers of these systems have perpetrated a crime against their client. These systems have gotten easier and easier to use and have now basically become in allot of cases plug and play systems. It's a great way for a business owner to watch his property 24 hours a day 7 days a week. These systems are very useful in preventing crime and may be used as evidence in solving crime. Adding regulation to CCTV installations makes very little sense.

I feel the current oversight of this group is adequate in its protection of the public at this time.

Sincerely,

Jim Eckhardt  
President  
Censor Security, Inc.  
50 Woodstock Ave  
Rutland, VT 05701

**From:** David Hough [mailto:eyeonvt@yahoo.com]  
**Sent:** Friday, October 16, 2009 4:18 PM  
**To:** Kevin Leahy  
**Subject:** VASA Sunrise Report

I'm writing this email as my response to the upcoming proposed H.368 Bill in regards to the licensure of alarm installers, alarm dealers, and surveillance camera installers. I do not see a need to require installers to obtain a state license in order to install an alarm, fire alarm installations are already inspected by different municipalities, fire departments and building code inspectors, which are being installed by licensed electricians. As for security alarm installations, this state has never had a case where an installer has ever committed any wrong doings, or endangered any business owner or home owner in any way, at least not to my knowledge, and when a case happens where an alarm is tripped, it is usually the police or sheriffs department whom will respond, if some security company wants to take the law in to their own hands and actually respond to a tripped burglar alarm than I would agree that the individual responding should be licensed in some way, due to the degree of possible dangers they may encounter, or if in many cases it is a tripped alarm that has been caused by a careless business owner, or a homeowners child, than it would be essential for anyone responding to have some type of professional training so they don't mistakenly shoot or harm some Innocent civilian during a time period of escalated adrenaline, thus why the police respond to such events or licensed security professionals whom are already licensed and approved by the state.

There is absolutely no reason that an installer of a video surveillance system should require the need for licensure, with today's systems there is no electrical hard wiring required, the systems are simply a plug in and play system, the wiring that goes from the camera to the recorder is called a "twisted pair" wire, it contains the video feed and power feed all in one single wire, these systems don't need or require anyone with any special license or skills to install, if you can hook up a VCR, you can hook up a surveillance system, backups are provided by batteries. Creating a law that would require licensure for such an installation would create businesses or allow out of state businesses to come in and charge outrageous fees for a service that could be provided at a fraction of the cost for the home or business owner. It would create the need for some state board or our professional regulation office to oversee this newly created professional standard, our OPR already has more than enough work to do without creating more. In a time of such financial hardships across our state such a law does not seem appropriate, we are cutting jobs in every arena and a bill such as this would take work away from the ones who have been providing these services for decades. At this day and time for our state, we already have licensed security companies & investigators and electricians providing these services without fail, do we really want to take this work from them to open the door for some corporate giant to come in and make changes that would create a financial burden on everyone involved, and the only ones to profit would be them.

David K. Hough  
c/o Eye on Vermont Investigations &  
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Plainfield, VT 05667  
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E-mail [doug@mtviewsecurity.com](mailto:doug@mtviewsecurity.com)

Office of Professional Regulation  
**RE: H-368 Electronic Life Safety and Property Protection Bill**  
Mr. Kevin Leahy,

With regard to the aforementioned bill and its applicable Sunrise Application, I would like to express my support for approval. "The potential for harm must be recognizable and remote of speculation", is a direct criterion within the Sunrise Application which both qualifies and necessitates endorsement. Not unlike law enforcement professionals or the medical community, security installation technicians are responsible for the personal safety and well-being of our residents, along with property protection of public facilities inhabited and frequented by the public; technicians have access to proprietary information, which could compromise any edifice, its occupants, and or its contents.

Although the first consideration for approval that was presented to Department of Public Safety was rejected, it is still believed that an additional subcategory of an electrical license (Type S) would accomplish this request for licensure without creating more government. Currently, the Department of Fire Safety regulates ten certification fields, all of which include mandates for training, both prior to initial licensing and before renewal of said licenses; H-368 has provisions for education built in under the guidelines provided by our National organization, which eliminates the need for creation of additional curriculum. DFS has familiarity with the principals of the low-voltage aspect of installation, and creation of a board under their jurisdiction would facilitate additional understanding of this particular trade. The revenue generated by the implementation of proposed licensing fees would accommodate the costs associated with the proposed background checks, and reimbursement of its expenses to allow for neutral financial operation, all providing a favorable outcome.

In conclusion, the above mentioned aspects of licensure, (background checks, registered with the state, insurance, and training), are qualities that my clients can't believe are not already in place. The above licensing will bring Vermont in line with the surrounding states and assure competence in our industry.

Sincerely,

Douglas M. Weinreich

Kevin Leahy  
Office of Professional Regulation  
RE: H-368 Electronic Life Safety and Property Protection Bill

Mr. Leahy,

We would like to express our support of H-368. Our organization, the Green Mountain Chapter of the International Association of Electrical Inspectors is a not-for-profit organization dedicated to the education and safety of the public and parties interested in the electrical field. We support advancing the alarm industry to a higher level by regulating licensing. The mission of those in the alarm industry to elevate the safety and professionalism of alarm installers is a parallel mission to our organization's efforts to regulate licensing for performing electrical work in single-family homes. We support H-368 because it adds a measure of safety to the installation process as well as increasing the personal safety of the building occupants where the alarm systems are installed.

By creating a specialty license (Type S) for low voltage alarm installations and including it in the Department of Public Safety's group of specialty licenses, the government infrastructure for administering regulation of the alarm industry would already be in place. At the same time, H-368 has provisions for education built in under the guidelines provided by the Alarm industry's National organization, which eliminates the need for developing a new curriculum.

Additionally, we feel strongly that regulation of the alarm industry would enhance the economic outlook for Vermont: Regulation would ensure employment opportunities for Vermonters by providing professionalism and training for jobs that are becoming more abundant as our buildings become smarter.

**Green Mountain Chapter, IAIE:**

Monte Mason, President

Andrew Rea, Vice President

Shelley Warren, Secretary/Treasurer

Richard Schlieder, Dennis Downer, Robert Kehoe, Bruce Wyman and Peter Olney, Executive Board Members