

FREQUENTLY ASKED QUESTIONS

1. What do I need to do to become a certified inspector with the State of Tennessee?

You must first be certified through an organization that is recognized by the State Fire Marshal's Office such as the ICC (International Code Council) or the NFPA (National Fire Protection Association). The ICC website is www.iccsafe.org and the NFPA website is www.nfpa.org. After you have achieved certification through a recognized organization, you must then submit a completed New Code Inspector Application to the State Fire Marshal's Office. You may contact the State Fire Marshal's Office at (615) 741-2981 to request an application or it can be downloaded by clicking the following link: [New Code Inspector Application](#).

2. How much does it cost to become certified with the State?

The initial cost is \$45.00 per certification and covers the first 3-year cycle per certification. Each 3-year cycle after that is \$35.00 plus a late fee of \$10.00 for any recertification sent in within the 60-day late period after the recertification period.

3. How many hours do I need to recertify?

A total of 36 approved hours of continuing education are required to recertify.

4. How many recertification hours do I have?

Call the State Fire Marshal's Office at (615) 741-2981 for assistance or you can view your currently reported hours here: [Certified Inspectors CE Hours Report](#).

5. What happens if I go over the 60-day late recertification period?

- If CE requirements have been met, then you must re-apply and pay the recertification fee of \$35.00 plus a late fee of \$10.00.
- If CE requirements are not met, then you will be required to re-take the nationally recognized organization exam and provide proof of a passing score. You will need to re-apply using the new code application and pay the \$45.00 certification fee.

6. Can you help me find a class that will provide the hours needed to finish my recertification requirement?

You can view upcoming approved CE courses here: [Approved CE Course List](#) or a member of staff can assist directly if you call the Fire and Codes Academy at (931) 294-4111 or the Fire Marshal's Office at (615) 741-2981.

7. After attending an approved course, when should I send in my instructor approved Recertification Hours Claim Record?

All Recertification Hours Claim Records and certificates should be submitted to the State Fire Marshal's Office as soon as possible. Please submit your Claim Record before your expiration. Claim Records can be faxed to (615)741-1583.

8. Where can I obtain a Recertification Hours Claim Record?

Call the State Fire Marshal's Office at (615) 741-2981 or by clicking the following link: [Recertification Hours Claim](#).

9. How do I obtain approval from the SFMO to conduct a course for recertification hours?

All prospective courses must be submitted to the State Fire Marshal's Office for approval. For more information or to obtain the necessary form, you can call the Fire Marshal's Office at (615) 741-2981. You may also download the document here: [Course Submittal Form](#).