



## TEXAS DEPARTMENT OF INSURANCE

### State Fire Marshal's Office (112-FM)

333 Guadalupe Street, Austin, Texas 78701 ★ PO Box 12107, Austin, Texas 78711  
 (512) 676-6800 | F: (512) 490-1056 | TDI.texas.gov/fire | @TXSFMO

## Fire Sprinkler License, Registration, and Test Information

- Licenses are issued to individuals; registrations are issued to companies.
- Applications for the company and individual must be submitted together when both the company and the individual are new.
- You must include a fingerprint receipt with your application unless you already have [fingerprints](#) on file with the State Fire Marshal's Office (SFMO).
- We will send a renewal notice 90 days before your license expires. After your initial renewal, we will send the notice every two years.

### Registrations

- A company cannot be registered without a licensed employee.

#### ► Sprinkler Certificate of Registration – General (SCR)

If your company is in the business of planning, selling, installing, maintaining, certifying, or servicing fire protection sprinkler systems, your company must have a SCR.

To obtain a SCR:

1. Submit a Fire Sprinkler Certificate of Registration Application ([SF037](#)).
2. Submit a Certificate of Insurance ([SF239](#)) for bodily injury and property damage.
3. Include form(s):
  - [SF038](#) for transferring an existing licensee with an SCR application; and/or
  - [SF036](#) for a new individual licensee application with an RME application.
4. Submit the complete application, required documents, additional forms, and all applicable fees at the same time.

Note: Please send only one payment to cover all fees. Fee payments for various applications need to be combined.

### ► **Sprinkler Certificate of Registration-Underground (SCR-U)**

If your company is in the business of selling, installing, maintaining, servicing, or certifying underground water supply piping to all types of fire protection sprinkler systems, your company must have a SCR-U.

To obtain a SCR-U:

1. Submit a Fire Sprinkler Certificate of Registration Application ([SF037](#)).
2. Submit a Certificate of Insurance ([SF239](#)) for bodily injury and property damage.
3. Include form(s):
  - [SF038](#) for transferring an existing licensee with an SCR application; and/or
  - [SF036](#) for a new individual licensee application with an RME application.
4. Submit the complete application, required documents, additional forms, and all applicable fees at the same time.

Note: Please send only one payment to cover all fees. Fee payments for various applications need to be combined.

### ► **Sprinkler Certificate of Registration-Dwelling (SCR-D)**

If your company is in the business of planning, selling, installing, maintaining, servicing, and certifying a one- or two- family dwelling fire protection sprinkler systems, your company must have a SCR-D.

To obtain a SCR-D:

1. Submit a Fire Sprinkler Certificate of Registration Application ([SF037](#)).
2. Submit a Certificate of Insurance ([SF239](#)) for bodily injury and property damage.
3. Include form(s):
  - [SF038](#) for transferring an existing licensee with an SCR application; and/or
  - [SF036](#) for a new individual licensee application with an RME application.
4. Submit the complete application, required documents, additional forms, and all applicable fees at the same time.

Note: Please send only one payment to cover all fees. Fee payments for various applications need to be combined.

## Individual Licenses

- An individual cannot be issued a license until employed by a registered company.

### ► Responsible Managing Employee – General License (RME-G)

An individual with an RME-G license is permitted to plan, install, maintain, service, and certify all types and parts of a fire sprinkler system.

To obtain an RME-G:

1. Pass these tests:
  - the [NICET](#) Water-Based Systems Layout Level III test. The technical exam may be waived if an individual holds a current Professional Engineer license.
  - the Sprinkler Statute & Rules [TFM08](#) test. The study material for the TFM08 test is the [Fire Sprinkler Statute & Rules](#).
2. Have a [fingerprint](#) background check done if one is not already on file with SFMO.
3. Submit a Fire Sprinkler Responsible Managing Employee (RME) License Application ([SF036](#)).
4. Submit the complete applications, additional forms, and all fees at the same time.

Note: Please send only one payment to cover all fees. Fee payments for various applications need to be combined.

### ► Responsible Managing Employee – Dwelling (RME-D)

An individual with an RME-D license is permitted to plan, install, maintain, service, and certify all parts of a one- or two-family dwelling fire sprinkler system.

To obtain an RME-D:

1. Pass these tests:
  - the [NICET](#) Water-Based Systems Layout Level II test, and
  - the Sprinkler Statute & Rules [TFM08](#) test. The study material for the TFM08 test is the [Fire Sprinkler Statute & Rules](#).
2. Have a [fingerprint](#) background check done if one is not already on file with SFMO.
3. Submit a Fire Sprinkler Responsible Managing Employee (RME) License Application ([SF036](#)).
4. Submit the complete applications, additional forms, and all fees at the same time.

Note: Please send only one payment to cover all fees. Fee payments for various applications need to be combined.

### ► **Responsible Managing Employee - Underground (RME-U)**

An individual with an RME-U license is permitted to install, maintain, service, and certify all underground water supply piping for any sprinkler system. Planning must be done by another type of qualified company.

To obtain an RME-U:

1. Pass these tests:
  - the Sprinkler Underground [TFM10](#) test. The technical exam may be waived if an individual holds a current Professional Engineer license.
  - the Sprinkler Statute & Rules [TFM08](#) test. The study material for the TFM08 test is the [Fire Sprinkler Statute & Rules](#).
2. Have a [fingerprint](#) background check done if one is not already on file with SFMO.
3. Submit a Fire Sprinkler Responsible Managing Employee (RME) License Application ([SF036](#)).
4. Submit the complete applications, additional forms, and all fees at the same time.

Note: Please send only one payment to cover all fees. Fee payments for various applications need to be combined.

### ► **Responsible Managing Employee - General Inspector (RME-I)**

An individual with an RME-I license is permitted to perform the inspection, test, and maintenance (ITM) service for a fire sprinkler system.

To obtain an RME-I:

1. Pass these tests:
  - the [NICET](#) Sprinkler Inspection and Testing of Water-Based Systems Level II test; and
  - the Sprinkler Statute & Rules [TFM08](#) test. The study material for the TFM08 test is the [Fire Sprinkler Statute & Rules](#).
2. Have a [fingerprint](#) background check done if one is not already on file with SFMO.
3. Submit a Fire Sprinkler Responsible Managing Employee (RME) License Application ([SF036](#)).
4. Submit the complete applications, additional forms, and all fees at the same time.

Note: Please send only one payment to cover all fees. Fee payments for various applications need to be combined.

## Tests

| Work permitted by type of license  |   |                   |                    |                                      |   |                   |                    |                                      |   |      |                    | Required Tests    |                                 |                             |                     |                 |                  |
|--|---|-------------------|--------------------|--------------------------------------|---|-------------------|--------------------|--------------------------------------|---|------|--------------------|-------------------|---------------------------------|-----------------------------|---------------------|-----------------|------------------|
| Type of License  | Commercial                                      |                   |                    |                                      | 1-2 Family Dwelling                             |                   |                    |                                      | Underground   |      |                    |                   | Tests                           |                             |                     |                 |                  |
|  | Plan, Sell, Install, Maintain, Service, Certify | Sign Design Plans | Sign Certification | Perform & Sign ITM <sup>1</sup> Tags | Plan, Sell, Install, Maintain, Service, Certify | Sign Design Plans | Sign Certification | Perform & Sign ITM <sup>1</sup> Tags | Sell, Install, Maintain, Service, Certify (No Planning) | Plan | Sign Certification | Sign Design Plans | Sprinkler Statute & Rules TFM08 | Sprinkler Underground TFM10 | NICET II Inspection | NICET II Layout | NICET III Layout |
| Sprinkler Certificate of Registration=SCR<br>Responsible Managing Employee=RME |   |                   |                    |                                      |   |                   |                    |                                      |   |      |                    |                   |                                 |                             |                     |                 |                  |
| SCR - General  | X   |                   |                    |                                      | X   |                   |                    |                                      | X   | X    |                    |                   |                                 |                             |                     |                 |                  |
| SCR - Underground  |   |                   |                    |                                      |   |                   |                    |                                      | X   |      |                    |                   |                                 |                             |                     |                 |                  |
| SCR - Dwelling   |   |                   |                    |                                      | X   |                   |                    |                                      |   |      |                    |                   |                                 |                             |                     |                 |                  |
| RME - General  |   | X                 | X                  | X                                    |   | X                 | X                  | X                                    |   | X    | X                  | X                 | X                               |                             |                     |                 | X                |
| RME - Dwelling   |   |                   |                    |                                      |   | X                 | X                  | X                                    |   |      |                    |                   | X                               |                             |                     | X               |                  |
| RME - Underground  |   |                   |                    |                                      |   |                   |                    |                                      |   |      | X                  |                   | X                               | X                           |                     |                 |                  |
| RME - General Inspector  |   |                   |                    | X                                    |   |                   |                    | X                                    |   |      |                    |                   | X                               |                             | X                   |                 |                  |

<sup>1</sup> Inspection, Test, and Maintenance (ITM)

## Scheduling a test

- Tests are registered through PSI Exams Online.
- You may schedule your test either:
  - Online at <https://www.psiexams.com/txfire>
  - By phone: 800-733-9267
  - By email: [examsschedule@psionline.com](mailto:examsschedule@psionline.com)

## Test description

- All tests are closed book.
- Tests consist of 50 questions that are true/false or multiple choice.
- Questions may refer to a drawing, chart, or figure included with the test.

- Technical test questions are based on the adopted standards.
- No questions are based on specific manufacturer's equipment other than those generally referenced by an [NFPA](#) standard.

## Test scores

- You must have a passing score of 70% or better.
- PSI will send a copy of your test scores to SFMO.

## Test restrictions

You may schedule each type of test only once a week and no more than three times within a 12-month period.

## Test references

### ► **Sprinkler Statute & Rules TFM08 test<sup>4</sup>**

All questions on this test are based on the Texas Insurance Code, Chapter 6003, Fire Protection Sprinkler System Service and Installation and Section 34.700 of the Texas Administrative Code, Title 28, the Fire Sprinkler Rules. This information may be downloaded from our website at: <http://www.tdi.texas.gov/fire/documents/fmstatsprinkler.pdf>.

### ► **Sprinkler Underground TFM10 test<sup>1,3,4</sup>**

All questions on this test are based on the information contained in [NFPA 24](#) "Standard for the Installation of Private Fire Service Mains and Their Appurtenances."

### ► **[National Institute for Certification in Engineering Technologies \(NICET\) Sprinkler Layout Level II Test<sup>2,3</sup>](#)**

This is a series of tests administered by NICET. A copy of NICET's notification letter confirming the applicant's successful completion of the testing requirements for certification at Level II in Water-Based Systems Layout Level II must be provided to SFMO.

### ► **[National Institute for Certification in Engineering Technologies \(NICET\) Sprinkler Layout Level III Test<sup>2,3</sup>](#)**

This is a series of tests administered by NICET. A copy of NICETS's notification letter confirming the applicant's successful completion of the testing requirements for certification at Level III in Water-Based Systems Layout must be provided to SFMO.

► **National Institute for Certification in Engineering Technologies (NICET) Sprinkler Inspection and Test Level II Test**<sup>2,3</sup>

This is a series of tests administered by NICET. A copy of NICETS's notification letter confirming the applicant's successful completion of the testing requirements for certification at Level II for Inspection and Testing of Water-Based Systems must be provided to SFMO.

► **Notes**

<sup>1</sup> These publications can be purchased through the National Fire Protection Association (NFPA) 1 Batterymarch Park, Quincy, MA 02169-7471; phone: 800-344-3555; [www.NFPA.org](http://www.NFPA.org)

<sup>2</sup> These tests are administered and scheduled by the National Institute for Certification in Engineering Technologies (NICET); phone: 888-476-4238; [www.nicet.org](http://www.nicet.org)

<sup>3</sup> All technical tests requirements (other than Statute & Rules TFM08) are waived if the applicant is a Texas registered professional engineer. A civil engineer license is preferred for an RME-U applicant.

<sup>4</sup> These tests are administered through PSI; <https://www.psiexams.com/txfire>

**Fees**

► **Company certificate of registration fees**

- The certificate of registration initial fees includes a \$50 application fee.

| <b>Certificate of registrations</b> | <b>Initial fee</b> | <b>Renewal fee (2 years)</b> |
|-------------------------------------|--------------------|------------------------------|
| SCR - General                       | \$950              | \$1800                       |
| SCR - Underground                   | \$350              | \$600                        |
| SCR - Dwelling                      | \$350              | \$600                        |

- To obtain a duplicate registration or to revise your registration, send form [SF227](#) and a fee of \$35 to SFMO.
- Send only one payment to cover all fees. Fee payments for various applications need to be combined.
- All fees are nonrefundable, except for overpayments from mistakes of law or fact.
- Late fees are assessed as required by the statute and rules.

► **Individual license fees**

| <b>Type of license</b>  | <b>Initial fee</b> | <b>Renewal fee (2 years)</b> |
|-------------------------|--------------------|------------------------------|
| RME - General           | \$200              | \$350                        |
| RME - Dwelling          | \$150              | \$200                        |
| RME - Underground       | \$150              | \$200                        |
| RME - General Inspector | \$50               | \$100                        |

- To obtain a duplicate license, change or add an employer, change your address, or revise your license, send form [SF038](#) and a fee of \$35 to SFMO.
- Send only one payment to cover all fees. Fee payments for various applications need to be combined.
- All fees are nonrefundable, except for overpayments from mistakes of law or fact.
- Late fees are assessed as required by the statute and rules.