



## SAFENETIX LEVEL 1 CERTIFIED FIRE & SMOKE DAMPER INSPECTOR (LEVEL 1 CFSDI)

### EXAM APPLICATION GUIDE



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### 1.0. What is the value of becoming a Safenetix Level 1 Certified Fire and Smoke Damper Inspector?

Becoming a Safenetix Level 1 Certified Fire and Smoke Damper Inspector (CFSDI-1), as well as maintaining certification, demonstrates through accredited examination an individual's professional expertise in the field of fire and smoke damper inspection. The certified inspector will generally be accepted within the passive fire protection profession for knowing the fire and smoke damper functionality, inspection reporting, and building code requirements.

As a CFSDI-1, building owners and facility managers can rest assured when hiring you for a fire and smoke damper inspection project as the certification program is guided by industry subject experts and is subject to rigorous compliance requirements. As such, the CFSDI-1 designation also increases your value for companies hiring passive fire protection field employees.

### 2.0. Which areas of knowledge will the Level 1 Fire and Smoke Damper Inspector Certification Exam cover?

The CFSDI-1 examination was developed by subject matter experts in the passive fire protection industry and is continuously reviewed and updated by the Safenetix Certification Test Committee using the most current testing statistics and when changes in the industry occur. In creating the examination questions, the Committee utilizes data gathered from job task analysis surveys completed by fire and smoke damper inspectors that represent a nationwide selection. To ensure the integrity of the certification program, it is Safenetix and the Committee's goal to ensure examination results in certification being granted only to those who are truly knowledgeable of the fire and smoke damper inspection processes and regulatory requirements.

The content of the current CFSDI-1 examination is comprised of the following domains (i.e., categories), and the number of questions within each domain is represented by the corresponding percentage.

- Domain 1: General Fire Safety – 15%
- Domain 2: Codes, Standards and Life Safety/Mechanical Drawings – 20%
- Domain 3: Prepare for the Onsite Visit – 9%
- Domain 4: Perform Fire and Smoke Damper Inspector – 30%
- Domain 5: After the inspection: Damper Repairs and Reporting Requirements – 9%
- Domain 6: Maintain Safety (understanding of OSHA standards) – 17%

### 3.0. What are the objectives of the Level 1 Fire and Smoke Damper Inspector Certification?

The following outlines Safenetix's objectives for the CFSDI-1 designation:

- Advance fire and smoke damper inspectors' knowledge of fire and smoke dampers in commercial facilities, as well as the regulations that influence the industry and the related ethical responsibilities of inspectors
- Set an industry standard for the technical aptitude needed by inspectors
- Incentivize building owners and facility managers to hire qualified inspectors by creating an avenue for identifying those who are dedicated experts in the passive fire protection industry



#### 4.0. Who is Eligible to Apply for the Safenetix Level 1 Fire and Smoke Damper Inspector Exam?

Per the requirements established by the Safenetix Certification Board, applicants must have a minimum experience level of two years working in the passive fire protection industry. As an alternative, applicants can meet the requirements with a combination of applicable education and one year of related experience.

Applicable education can be met through either of the following:

- An associate degree that included a minimum of two courses directly related to facilities management and/or fire safety
- A bachelor's degree that included a minimum of four courses directly related to facilities management and/or fire safety

Experience is defined as full-time work that utilizes knowledge specific to the inspection of fire/smoke dampers or knowledge of fire/smoke dampers from an engineering or HVAC perspective. Examples include employment within:

- Fire protection companies
- Facilities management
- Property management
- HVAC companies
- Building inspection companies / consultancies

Applicants must submit documentation of work experience, such as reference letters from current and/or previous employers. If applicants are meeting the eligibility requirement through a combination of applicable education and experience, documentation of education must also be submitted.

*Note, completing training offered by Safenetix is not required to take the Safenetix Level 1 Fire and Smoke Damper Inspector Certification examination.*

#### 5.0. What is the process to apply for the exam?

##### 5.1. Dates and Location

Safenetix Certified Level 1 Fire and Smoke Damper Inspector examinations are offered at 1:00 pm ET on the 2nd and 4th Thursday of every month onsite at designated test center locations across United States. The examination schedule can be found on the Safenetix website:

<https://www.safenetix.com/cfsdi-1/>

##### 5.2. Fees

The cost for the examination is \$1,495. *Note, purchasing training offered by Safenetix is not required to take the Safenetix Level 1 Fire and Smoke Damper Inspector Certification examination.*



### 5.3. Safenetix Level 1 Fire and Smoke Damper Inspector Code of Ethics and the Certification Agreement and Release Authorization

As part of the application process, applicants must review and complete/sign the associated *Code of Ethics and Certification Agreement and Release Authorization*. Both documents are included within the exam application and can also be found on the Safenetix website on the Certifications page:

<https://www.safenetix.com/cfsdi-1/>

### 5.4. Application Submission

The application is a two-step process that can be completed either through Safenetix exam partner Prolydian's website or by submitting a paper application with supporting documentation to the corporate office. The process is outlined at the end of this section.

Notices of application and registration status will be sent via email – if email is not an option for you, please contact Safenetix before submitting your application materials.

After reviewing your application package, Safenetix will notify you of the results, either approving or denying your application. If your application is denied, you cannot continue the application/registration process until your submitted documentation is deemed acceptable. Safenetix reserves the right to deny applications that contain false information.

Once you receive approval, you can then register and pay for the examination, both of which must be submitted at least twelve business days prior to your preferred examination date. The approval notification email will include a link to the online enrollment portal, or you can access it directly on the Safenetix website: <https://www.safenetix.com/cfsdi-1/>

As noted in the application document, you authorize Safenetix to contact related third parties and to receive personal information on your behalf for the sole purpose of reviewing and processing your application materials.

Step 1 – Submitting the Application Choose one of the following methods:

To apply online, visit <https://www.safenetix.com/cfsdi-1/> and complete the certification application OR print the application and email it, along with your experience documentation, to [certification@safenetix.com](mailto:certification@safenetix.com).

- To apply by mail, send your paper application and experience documentation to:  
Safenetix, ATTN: Certification, 908 S 8th St, Ste 500, Louisville, KY 40203
- To email application, send us the paper application, select the payment method and eligibility documents to [certification@safenetix.com](mailto:certification@safenetix.com).
  - The application can be printed from the website listed above or by contacting Safenetix through one of the following methods:
    - Emailing [certification@safenetix.com](mailto:certification@safenetix.com)
    - Calling the office at 888.857.3004

Step 2 – Submitting Payment and Registering

Candidates can make payments through multiple methods that best suits their preference and organizational requirements. Payments for paper applications must be made during the application, the amount will be deducted only if the application is approved. For online application upon completing your



application, candidates have the flexibility to choose between two payment methods for registration.

- Credit Card Payment:
  - For online application, Candidates opting for credit card payment will receive an approval notice from Safenetix. This notice includes a link for registration and payment processing.
  - Upon clicking the provided link, candidates will be directed to the registration form on the Prolydian platform ([app.prolydian.com](http://app.prolydian.com)). Here, they can input their contact information, location, and preferred testing date, and proceed to pay securely using a credit card.
  - For paper application, you may call ([888\) 857-3004](tel:888-857-3004) – Ext 330 to pay via credit card.
  
- Money Order or Check Payment:
  - You can choose this payment mode for paper application only. In the application, please select the payment method.
  - This should be addressed to LSS Technologies, LLS DBA Safenetix. Address: 908 S 8th St, Ste 500, Louisville, KY 40203, and Memo on money order should show Level 1 – CFSDI Exam
  - Upon signing the money order or check, please send a photo or scanned copy to [certification@safenetix.com](mailto:certification@safenetix.com). Make sure to add the check# or Money order Receipt # on application.
  - The exam will be scheduled upon receiving the payment
  
- Purchase Order (PO) Payment:
  - During the application process, candidates can indicate their intention to pay via Purchase Order (PO). If this option is selected, candidates should check the designated box, provide a PO number, and attach the Purchase Order document.
  - Once Safenetix approves the application, candidates choosing the PO payment method will receive an email containing a registration link and a unique voucher code.
  - To complete the registration, candidates will follow the link to the Prolydian platform ([www.app.prolydian.com](http://www.app.prolydian.com)), where they can fill out the registration form with their contact details, location, and preferred testing date.

### 5.5. Enrollment Confirmation

Prolydian will notify you via email once your enrollment/registration is processed. The notification will include a letter listing the examination's testing location, date and time, and primary point-of-contact.

*Note: Registration and associated fees are only valid for the individual submitting the application package and are not transferable to other individuals.*

### 6.0. Rescheduling the Exam

You may be eligible to reschedule your examination date after you completed the application process if your rescheduling request is received at least three business days prior to your scheduled examination



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date. If your request is not received by this deadline, you will be deemed a no-show and will forfeit your examination fee; refer Section 7.0.

In case of any disruptions (political, natural, technical) affecting the exam, candidates will promptly be notified through official channels (email, notifications, website updates) about the rescheduled date by Prolydian.

To cancel or reschedule an exam the candidate must reach out to Prolydian support ([support@prolydian.com](mailto:support@prolydian.com)) to make their request.

### 7.0. Failure to Attend Examination

Should you fail to attend or complete the examination – including failure to submit a rescheduling request by the aforementioned deadline – a refund of your examination fee or discounts on future fees will not be issued. Safenetix will not make any exceptions to this rule.

### 8.0. Exam Retake

Candidates who fail the exam have the opportunity to retake it at no additional cost. Within 45 days of receiving the results, candidates can take a second attempt without the need for a new application. The registration link for the free retake will be sent via email along with the exam results. If a candidate is unable to take the second attempt within the specified 45-day period, they must submit a new application and pay for the attempt. In the event of consecutive failures in the first two attempts, a waiting period of 60 days is required before resubmitting the application. These guidelines ensure a fair and structured process for candidates seeking to retake the exam.

### 9.0. What is the Format of the Safenetix Level 1 Fire and Smoke Damper Inspector Exam?

The examination consists of multiple-choice and true/false questions, each of which will list possible answers with only one correct option – for subject matter content, see page 3. Examinations begin promptly at 1:00 pm local time. Once the examination room doors close, no other individuals will be allowed to enter the exam room, and no exceptions will be made. The exam is allocated a two-hour time-frame, but examinees are allowed to leave the exam room once they turn in their exam materials (book and test sheet) to the Exam Administrator.

### 10.0. How Should I Prepare for the Exam?

For the Level 1 Fire & Smoke Damper Inspector Certification examination, examinees should reference a few source materials related to fire/smoke damper inspections, including the most current version of NFPA, 80, 101, and 105 and the International Codes pertaining to buildings and fire safety. It is helpful to focus on acquiring in-depth knowledge in fire safety codes and standard, parts and equipment, drawings, before and after inspection preparation and requirements, inspection process, repairs, and maintaining



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safety in line with OSHA standards, ensuring certification is granted only to those truly knowledgeable in the field, as emphasized by the continuously reviewed CFSDI-1 examination developed by industry experts.

Safenetix also offers fire/smoke damper training courses online, which are available for purchase on the Safenetix website. While these courses can be used to prepare for the examination, completing the courses is not a prerequisite for examinees nor does it guarantee a passing score on the certification exam.

### 11.0. What Are the Rules and Conduct Expectations During the Exam?

#### 11.1. Admission

The Level 1 Certified Fire and Smoke Damper Inspector Certification examination is currently only available on-site at approved test centers across United States. The test centers are managed through Prolydian, Safenetix's exam partner. Examinees are required to bring proof of government issued identification for the Exam Administrator to verify each individual's identity upon entry to the examination room.

Examinees are allowed to bring the latest version of NFPA 80, 101, and 105 for reference during the examination. The Exam Administrator will verify that there are no notes written within the reference material before examination materials are distributed.

Prior to taking the examination, examinees must review and agree to, via signature, the *Examinee Test User Agreement*, a legally binding contract between an examinee and Safenetix that dictates the terms and conditions governing the purpose, use, and policies of the examination. If an Examinee does not agree with any aspect of the *Examinees Test User Agreement*, they may elect not to sign the agreement and request a full refund by completing and submitting a signed *Examinee Test User Agreement Refund Exam Form* to [certification@safenetix.com](mailto:certification@safenetix.com) within two business days of rejecting the agreement.

### 12.0. Process to attain certification. What Are the Rules and Conduct Expectations During the Exam?

#### 12.1. Completion Requirements

To obtain the designation of Level 1 Certified Fire and Smoke Damper Inspector, examinees must receive a passing score of 76%. Note, the passing score is subject to change as deemed necessary through the Safenetix Certification Test Committee's review processes. Examinees who do not receive a high enough score to pass the examination step must retest until a passing score is received. Examinees who receive a passing score will be granted the designation of Safenetix Level 1 Certified Fire and Smoke Damper Inspector.

#### 12.2. Exam Scoring

The Exam Administrator at individual testing center will collect and seal each examinees paper exam. Examinations will be processed in scored within 2-3 weeks.





### 12.3. Examination Results and Notification of Certification

Safenetix will notify examinees of their final scores and whether or not they passed the examination via email. Examinees who achieve a passing score will also receive a soft copy of custom certificate listing their name and certificate ID along with a Wallet card

Certification designations are specific to individuals and can not be transferred to other individuals or organizations. Successful examinees must strictly follow the *Safenetix Certification Mark Branding and Style Guide* when publicizing their credentials – the guide can be found on Safenetix’s website: [www.safenetix.com/certifications](http://www.safenetix.com/certifications)

Questions regarding examination results may be submitted in writing to Safenetix via email at [certification@safenetix.com](mailto:certification@safenetix.com). Note, in an effort to maintain exam security, Safenetix will not provide specific examination questions/answers in any format – the only performance information that will be made available will be the details contained in each examinee’s score report.

### 12.4. Requesting Regrading of Examination

If you believe there was an error in the grading of your examination, you have the option to request that it be regraded. Requests can be submitted through the Safenetix website or

via email to [certification@safenetix.com](mailto:certification@safenetix.com). It may take Safenetix up to two weeks to process your request.

Note, if you submit a request for regrading, you may not schedule another Level 1 Certified Fire and Smoke Damper Inspector exam until Safenetix provides you with the results of your regrading request.

### 12.5. Retaking the Examination

Examinees who do not achieve a passing score will receive details for retesting along with their failure notification. To re-register for an examination, Prolydian will send a link in an email along with the exam result. Refer to Section 8.0. Each examinee is granted one free retake, but the second examination must be taken within 30 days of failure notification –

beyond that, you will be required to pay the full exam fee amount to retest. For further questions, contact Safenetix via email at [certification@safenetix.com](mailto:certification@safenetix.com).

## 13.0. Additional Information About Safenetix Certification

Safenetix reserves the right to deny or revoke certification due to the following:

- Providing false information on application
- Violating examination procedures
- Misrepresenting your identity, etc.

### 13.1. What Does Safenetix Certification Represent and Require?

Becoming a Safenetix Level 1 Certified Fire and Smoke Damper Inspector only demonstrates an individual’s professional expertise in the field of fire/smoke damper inspection through an industry supported examination. Certification does not represent any type of registration authorizing



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an individual to conduct fire/smoke damper inspections, such as licensing. Requirements of the designation are subject to change as deemed necessary by the certification program's committees.

### 13.2. Expiration and Recertification

The Safenetix Level 1 Certified Fire and Smoke Damper Inspector certification is valid for three years, and certification holders must recertify every three years to maintain the designation. Recertification requires retesting and receiving a passing score on the current Safenetix Certified Fire and Smoke Damper Inspector examination – active certification holders will receive a 50% discount on the current examination fee. In addition, you must have a valid Safenetix *Code of Ethics* and *Certification Agreement and Release Authorization* on file with Safenetix before your recertification application will be approved.

To receive important notifications, such as expiration/recertification warnings, it is very important that you keep your contact information current with Safenetix. It is solely your responsibility to contact the office as soon as possible with any changes.

Note that the expiration date will be provided on the issued certificate. More information on maintaining certification can be found on the Safenetix website or by emailing Safenetix at [certification@safenetix.com](mailto:certification@safenetix.com).

### 13.3. Denial, Revocation, and Decertification

Safenetix reserves the right to deny or revoke certification due to the following:

- 13.3.1. Providing false information on application
- 13.3.2. Violating examination procedures
- 13.3.3. Misrepresenting your identity, etc.

Individuals that become decertified, regardless of the reason, must immediately cease representing themselves as certified or affiliated with the Safenetix certification program in any manner (e.g., utilizing the Safenetix certification mark, etc.).

### 13.4. Impartiality and Conflict of Interest

To ensure the integrity of certification programs, Safenetix prioritizes impartiality in its certification program, such as assessing and eliminating conflicts of interest. All individuals involved in the certification program are required to comply with impartiality requirements established by Safenetix's policies and procedures.

### 13.5. Nondiscrimination

Safenetix, the organization itself and representatives of the organization, does not discriminate in any form – e.g., ethnicity, religion, race, gender identity, disability, etc. – when determining eligibility for and granting certification designations.

### 13.6. Accommodation for Participants with Disabilities

In accordance with applicable laws and regulations – including the *Americans with Disabilities Act*, *Uniform Guidelines on Employee Selection Procedures* and the *Standards for Educational and*



*Psychological Testing* – Safenetix will provide reasonable accommodations to individuals with disabilities, will ensure information and examinations are in accessible formats, will not evaluate individuals based on disabilities, and will safeguard individuals’ confidential information.

Safenetix reserves the right to request documentation that adequately supports accommodation requests, to select a specific accommodation when there are more than one equally effective options, and to deny accommodation requests that are unwarranted, insufficiently supported, and/or unreasonable.

Exam administrators and examinees can request information and reasonable accommodations by completing the *Accommodation Request Form* is part of the initial application process or you can find the *accommodation request for* located on the Safenetix website – [www.safenetix.com](http://www.safenetix.com) or mail Safenetix at [certification@safenetix.com](mailto:certification@safenetix.com).

### **13.7. Appeals and Complaints**

The process of reviewing appeals and complaints is outlined in Safenetix’s Appeals and Complaints Policy. More information can be found on the Safenetix website: [www.safenetix.com](http://www.safenetix.com)

### **13.8. Privacy**

By becoming certified, you authorize Safenetix to publicly display your name, resident city, and certification designation, as well as release this information to interested parties. If you do not want your name to be made public in this manner, such as on the Safenetix website, email Safenetix at [certification@safenetix.com](mailto:certification@safenetix.com). Note, it is Safenetix’s responsibility to verify individuals’ certification status when requests from third parties are received. Verification includes past and present certification status and associated dates. Approval of such is granted by certification holders’ completing the Certification Agreement and Release Authorization.





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