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

CANDIDATE APPLICATION GUIDE *V2.1*

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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.
1. Domain 1: General Fire Safety – 15%
2. Domain 2: Codes, Standards and Life Safety/Mechanical Drawings – 20%
3. Domain 3: Prepare for the Onsite Visit – 9%
4. Domain 4: Preform Fire and Smoke Damper Inspector – 30%
5. Domain 5: After the inspection: Damper Repairs and Reporting Requirements – 9%
6. 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. Exam Format, Dates and Location

Safenetix Certified Level 1 Fire and Smoke Damper Inspector examinations are offered at 1:00 pm ET on the last Friday 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/

In addition to in-person testing, Safenetix now offers a **Remote Proctored Exam** option for eligible candidates. The remote exam can be taken from any secure location using a compatible computer, webcam, and internet connection. Candidates will schedule their remote session via the Prolydian platform, and the exam will be monitored in real-time by a live proctor using secure browser technology. This provides greater flexibility while maintaining exam integrity.

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.

5.4.1. Simple Online Application Process

Candidates applying online through Prolydian can follow this step-by-step guide:

➢ Go to the Safenetix website and click on "CFSDI-1 Exam" under the Certifications tab.

➢ Click "Apply for In-Person Exam" or "Apply for Remote Exam" based on your preference.

➢ You will be redirected to the Prolydian portal. Click "Create Account."

➢ Fill out your personal and contact information, then click "Verify My Email."
➢ Select the certification title "Safenetix Certified Fire and Smoke Damper Inspector" and click "Apply Now."

> ➢ During the application, select either Remote Proctored or In-Person testing, upload the required documents, and submit your application for review.

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

Choose one of the following methods:

- **Online:** Visit https://www.safenetix.com/cfsdi-1/ and complete the certification application through the Prolydian platform.

- **Email:** Print the application and email it along with your experience documentation to certification@safenetix.com.

- **Mail**: Send your paper application and experience documentation to:
  Safenetix, ATTN: Certification, 908 S 8th St, Ste 500, Louisville, KY 40203

- If you need assistance:

  - Email: certification@safenetix.com

  - Phone: 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). 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 – 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. 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:
  - Indicate your PO payment method on the application, provide the PO number, and attach the PO document
  - Once approved, Safenetix will send a registration link and unique voucher code
  - Register on www.app.prolydian.com with your contact information and preferred exam 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.

For remote proctored exams, Prolydian will also send instructions for accessing the online testing portal, completing a system check, and launching the exam on your scheduled date.

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 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) to make their request.

7.0.   Failure to Attend Examination

A candidate will be considered a no-show under the following circumstances:

In-Person Exam: Failure to attend the exam at the designated test center without submitting a rescheduling request at least three (3) business days in advance.

Remote Proctored Exam: Failure to log in and complete the exam without submitting a rescheduling request at least twenty-four (24) hours in advance.

Candidates who are marked as a no-show will automatically receive a system-generated notification via email. No refunds, rescheduling, or fee credits will be granted in these cases. Safenetix does not make exceptions to this policy.

In the event of technical issues during a remote proctored exam, Safenetix and the Certification Board will review the session logs and proctor reports to determine whether the disruption qualifies as a legitimate incident. Outcomes and next steps will be determined on a case-by-case basis at the sole discretion of the Certification Board.

8.0.   Exam Retake

Each approved application and payment grant the candidate **two attempts** to pass the certification exam. The **second attempt must be completed within 45 days** of receiving the first exam result and does **not require a new application or payment**. A **free retake** is included with each application. If both attempts are unsuccessful, the candidate must **wait 60 days** from the date of the second attempt result before submitting a **new application**, which includes going through approval and paying the full exam fee again. Candidates are limited to **four exam attempts within a 12-month period**, regardless of how many applications are submitted. Retake instructions and registration links are provided by Prolydian via email with the exam results. For questions, contact **certification@safenetix.com**.

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

The CFSDI-1 examination consists of multiple-choice and true/false questions, each with only one correct answer. The exam is designed to assess candidates' knowledge across various domains of fire and smoke damper inspection (see Section 2.0).

Candidates may choose one of the following formats:

➢ In-Person Exam (Paper-Based): Conducted at designated test centers at 1:00 PM local time on the 2nd and 4th Thursday of each month.

➢ Remote Proctored Exam (Computer-Based): Administered online using a secure browser with live remote supervision. Candidates can schedule their exam date and time based on availability after registration approval.

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.

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 available in two formats:

➢ On-site at approved test centers across the United States

➢ Online through remote proctoring via Prolydian's secure exam platform

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 Proctor 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 within two business days of rejecting the agreement.

11.2. 11.2. Remote Proctoring Guidelines
For candidates opting to take the CFSDI-1 exam via remote proctoring, the exam is delivered through **ProctorU**, integrated with the Prolydian platform. This allows examinees to complete the certification exam from any location that meets the required technical and environmental standards.
Candidates are required to:
- Use a desktop or laptop computer equipped with a webcam, microphone, and stable internet connection

- Install and launch the secure browser as instructed during the Prolydian registration process
- Complete a ProctorU system compatibility check in advance of the scheduled exam date
- Present a valid government-issued photo ID at the beginning of the session for identity verification
- Take the exam in a quiet, well-lit, private space free from interruptions and unauthorized materials

The session will be monitored in real-time by a remote proctor through the ProctorU platform. Candidates must follow all testing protocols. Any violations—including use of unauthorized materials, suspicious behavior, or communication with others—may result in immediate dismissal and disqualification from the certification process.

Detailed instructions for accessing the ProctorU testing environment will be provided via email after registration is approved and exam payment is complete.

12.0. What is the Process for Attaining Certification?

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

Questions regarding examination results may be submitted in writing to Safenetix via email at 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.

13.0. Additional Information About Safenetix Certification

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 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.

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 or mail Safenetix at 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

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. 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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