



Bobby Jindal  
GOVERNOR

# DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

## Public Safety Service



H. "Butch" Browning  
STATE FIRE MARSHAL

May 1, 2012

To: All Life Safety and Property Protection Contractors  
From: Boyd Petty, Assistant Chief, Licensing Section

Re: 1. Multiple Year License  
2. New Advisory Board Members  
3. Revised LSPP Policy and Procedures Guidelines  
4. Property Protection Applicants Fingerprinting  
5. Ethics Training for Qualifiers  
6. Certified Licensed Locksmith Requirement  
**Licensing Section Memo 1-2012**

### **1. Multiple Year License**

Per R.S. 40:1664.11, the agency is authorized to create multiple year licenses. To that end, the agency began implementing the multiple year on January 1, 2012. This system will reduce the amount of paperwork needed to be submitted on an annual basis and allow a more efficient and expedient renewal process. With this new system, we will switch to a three (3) year cycle for renewals, continuing education, rules revisions and photographs.

During the first renewal cycle of multiple year licenses, some firms and their employees will be issued a three year license, some a four (4) year license and some a five (5) year license. This will allow us to place everyone into the multiple year system without all licenses coming due at the same time at the end of the cycle. The computer system will randomly assign firms into either the three, four or five year categories. Upon the next renewal, all firms will then be placed into a three year renewal cycle.

All fees that the firm and employees pay will continue to be assessed on an annual basis. An invoice will be sent to the firm each year listing the current employees and the total fee due for that year. The only documents that need to be submitted on an annual basis will be the signed invoice, a current insurance certificate from your agent, the firm's Qualifier's affidavit and the annual fees.

Example: A firm with only a Security endorsement and 5 employees currently pays \$300 to renew (\$50 for the firm and \$250 for the employees) annually. Assuming no changes are made to the number of employees, then the firm will be sent a bill for \$300 each year.

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If this same firm was given a three year license, then they would follow the below schedule:

2012 Renewal – submit all required applications, documentation, digital photographs, etc.

Fee Total: \$300

2013 Invoice – submit a signed invoice, current insurance certificate.

Fee Total: \$300

2014 Invoice – submit a signed invoice, current insurance certificate.

Fee Total: \$300

2015 Renewal – submit all required applications, documentation, digital photographs, etc.

Fee Total: \$300

Note: Firms and employees must still notify the Fire Marshal within ten (10) days of any changes affecting licensure (name change, address change, employment status etc.).

## **2. Life Safety and Property Protection Advisory Board:**

Governor Jindal recently made appointments to the Board. Please see the below individuals who make up the current Advisory Board.

### Newly appointed:

David Allen (Security/Fire Alarm)

Daniel Brown (Suppression/Portables)

Ron Case (Suppression/Portables/Security/Fire Alarm)

Kimberly Wilkins (Security)

### Reappointments:

Stephen Elmore (Security/Fire Alarm)

Gerald Faulk (Suppression/Portables)

Chad Himmel (Locksmith/Door Hardware)

Alan Laguna (Sprinkler)

Frankie LeDoux (Suppression/Portables)

Jeffrey Okun (Security/Fire Alarm)

Robert Reynolds (Locksmith)

### Previously appointed:

Kathy Brown (Associated Industry)

Boyd Petty (Office of the State Fire Marshal)

## **3. Revised LSPP Policy and Procedures Guidelines**

Please continue to review the Life Safety and Property Protection (LSPP) Advisory Board Policy and Procedure Guidelines. These are also found on the agency website under “Licensing,” then “LSPP Policy and Procedures.” These guidelines are continually updated as the Board approves initial certification and continuing education courses.

#### **4. Ethics Training for Qualifiers**

At the April 12, 2012 Advisory Board meeting, the Board voted to suspend the requirement for Qualifiers to take an Ethics course. Any Ethics course taken will be granted a maximum of two (2) contact hours of continuing education credit. Qualifiers are still required to take an Administrative Rules class by December 31, 2012. Additionally, if the individual qualifiers a firm that installs sprinkler, fire alarm, fire suppression or special locking systems, then the Qualifier must also take a Plan Review and a NFPA 101 Life Safety class by December 31, 2013.

#### **5. Property Protection Fingerprinting**

All Property Protection applicants must undergo a fingerprint check at the time of application. Employers **cannot** fingerprint their own employees. Fingerprint cards must be completed by a law enforcement agency. **The cards must have the signature of the law enforcement officer taking the prints and the name of his police agency.** If not, the cards will not be accepted.

#### **6. Certified Licensed Locksmith Requirement**

The Advisory Board has added the ALOA Certified Licensed Locksmith (CLL) certification as the minimum required of all locksmithing qualifiers. This certification or one of the other ALOA certifications listed below will be required by December, 31, 2013. All of the requirements for locksmith qualifiers are listed below.

##### ***LOCKSMITH (Electronic or Mechanical locks)***

1. Certifications:
  - a. ALOA Certified Licensed Locksmith (CLL); or
  - b..ALOA Certified Registered Locksmith (CRL); or
  - c. ALOA Certified Professional Locksmith (CPL);or
  - d. ALOA Certified Master Locksmith (CML); or  
(must be obtained by December 31, 2013)
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

CC: Louisiana Life Safety and Security Association  
Louisiana Automatic Fire Alarm Association  
Louisiana Fire Sprinkler Association