

**National Fireplace Institute® (NFI)
Policy Handbook
Table Of Contents**

I. Exam Characteristics	2
A. Purpose and Limitations.....	2
B. Basis of Exams	2
C. Specializations Offered	3
D. Content of Exams*	3
II. Pre-Exam Information and Procedures	5
A. Registration	5
B. Non-discrimination.....	5
C. Pricing	5
D. Time Limits, Rescheduling, Cancellation, and Refunds.....	5
III. Exam Preparation	6
A. Resource Materials.....	6
B. Preparation Methods.....	6
IV. Exam Information	6
V. Exam Scoring and Results	7
A. Results and Feedback.....	7
B. Confidentiality and Publication.....	7
C. Retesting.....	7
D. Exam Results Appeals.....	7
E. Certification Recognition.....	8
VI. Certification Renewal Information	9
Length of Certification.....	9
Failure to Renew Certification.....	9
Option 1. Renewal by Retesting	9
Option 2. Renewal by Continuing Education	10
VII. Requirements for Renewing Certification(s) by Earning CEUs	10
VIII. CEU Categories.....	11
IX. CEU Rules and Regulations.....	12
A. General CEU Policy: All Types of Instruction	12
B. CEU Training Event Attendance Policy.....	13
C. Hearth Industry CEU Education/Training Service.....	14
D. Tracking CEUs.....	15
Questions?	15

National Fireplace Institute® (NFI) Policy Handbook

The National Fireplace Institute® is the professional certification division of the Hearth, Patio & Barbecue Education Foundation (HPBEF), a 501(c)3 non-profit educational organization. HPBEF is ruled by a Board of Governors that includes representatives from the industry, public safety, and the allied service industry.

The goal of the National Fireplace Institute® is to improve public safety by certifying that hearth installers / planners have successfully passed a rigorous examination of knowledge identified by hearth industry experts and practitioners as fundamental to competent planning and installation of hearth systems. Certification is offered for three hearth products specializations: Gas, Woodburning, and Pellet. Participation in the certification process should be a challenging and rewarding professional experience that can increase knowledge, confidence, and public recognition.

The information provided here reflects the policies and procedures that directly affect examination candidates and NFI Specialists pursuing certification renewal, including:

- exam characteristics
- pre-exam information and procedures
- exam results and appeals
- options and requirements for renewing certification.

Policy and procedures are subject to change. Check the NFI website <http://www.nficertified.org> or contact NFI for the latest version.

I. Exam Characteristics

A. Purpose and Limitations

The National Fireplace Institute® is a voluntary, nationally administered certification program. NFI certifications are awarded to candidates who attain a passing score on exams that test subject matter recognized as fundamentally important to the planning and installation of different types of hearth systems. NFI certifies that candidates have successfully passed an exam or exams. While the certification is a recognized indicator of commitment to professional accomplishment, it does not guarantee competence. Certification may be recognized as a requirement for licensing to perform installation in some jurisdictions, but certification in itself is not a license.

Certification is a mark of accomplishment that is widely recognized as an indication of professional status and commitment. In a growing number of local and state jurisdictions, NFI certification is being considered as an appropriate pre-requisite for hearth products installation. NFI accordingly provides identification and promotional materials to successful candidates.

B. Basis of Exams

In order to ensure fairness, job relevance, and effectiveness of the certification process, examinations are based on a formal job analysis and recognized procedures for exam reliability and validity. These recognized, formal processes include participation of industry experts, survey of practitioners, and

collaboration with testing consultants. The resulting exam blueprints cover industry-identified knowledge and reflect the relative importance of different subject categories.

C. Specializations Offered

Candidates can become NFI Gas, Woodburning, and Pellet Certified Specialists. Each exam covers core knowledge such as combustion and heat transfer as well as information about appliances and venting systems of each specialization:

- Gas: all major gas burning hearth appliances and their venting systems
- Woodburning: both factory-built solid fuel fireplaces and all major types of cordwood burning hearth appliances and their venting systems
- Pellet: all major wood pellet and biomass burning hearth appliances and their venting systems.
- MHP: NFI offers recognition to individuals who have successfully gained all three NFI Certifications as **Master Hearth Professionals**.

*D. Content of Exams**

The following exam blueprints indicate the categories of knowledge identified through formal job analysis.

*A full list of knowledge statements for each category is available at <http://www.nficertified.org>, in each HEARTH Reference Manual, or by contacting NFI.



GAS EXAMINATION

- I. Fundamental Knowledge (25% of exam)
 - 1. Combustion
 - 2. Heat/Heat Protection
 - 3. Safety Guidelines/Consequences of Action
 - 4. Construction Fundamentals
- II. Installation Knowledge (75% of exam)
 - 5. Regulations and Instructions
 - 6. Fuel Delivery
 - 7. Appliance Requirements
 - 8. Draft and Ventilation Principles
 - 9. Gas Venting Requirements
 - 10. Post Installation Inspection and Service

WOODBURNING EXAMINATION

- I. Fundamental Knowledge (25% of exam)
 - 1. Combustion
 - 2. Heat/Heat Protection
 - 3. Safety Guidelines/Consequences of Action
 - 4. Construction Fundamentals
- II. Installation Knowledge (75% of exam)
 - 5. Regulations and Instructions
 - 6. Appliance Requirements
 - 7. Draft and Ventilation Principles
 - 8. Woodburning Venting Requirements
 - 9. Post Installation Inspection and Service

PELLET EXAMINATION

- I. Fundamental Knowledge (25% of exam)
 - 1. Combustion
 - 2. Heat/Heat Protection
 - 3. Safety Guidelines/Consequences of Action
 - 4. Construction Fundamentals
- II. Installation Knowledge (75% of exam)
 - 5. Regulations and Instructions
 - 6. Appliance Requirements
 - 7. Draft and Ventilation Principles
 - 8. Pellet Venting Requirements
 - 9. Post Installation Inspection and Service

II. Pre-Exam Information and Procedures

A. Registration

To take an NFI exam the candidate may either attend a sponsored NFI event (usually offered with a full-day review program) or take the proctored computerized exam at one of the numerous locations operated by NFI's testing partner, PSI Exams Online/LaserGrade. While sponsored testing events may offer the option of review prior to the exam, the PSI Exams Online/LaserGrade testing option is available to allow the candidate to test closer to home at a convenient time.

- Exam candidates must register with NFI or the sponsoring organization. Full payment for the exam and any related study materials must accompany registration.
- If the registration is for individual computer testing, NFI will authorize the computer testing service to administer the exam and provide information to the applicant regarding how to contact the computer testing service to set up a time and location for the exam.
- If study materials are purchased with the exam order, NFI will ship them when the registration form is approved. Expedited shipping can be arranged for an additional fee.

B. Non-discrimination

In accordance with the Americans with Disabilities Act (ADA), NFI will provide reasonable accommodation for those with disabilities, such as providing extra time and/or facilitating having someone to read the exam to the candidate. No accommodation need be offered that fundamentally alters the measurement of the skills or knowledge that the exam is intended to test, or which is an undue burden on NFI, including, but not limited to, offering the exam in any language other than English. In order to request accommodations for disabilities, candidates should contact NFI to obtain an ADA Special Request Form. The Request Form must be submitted sixty (60) days prior to the desired exam date so that special considerations can be provided.

C. Pricing

Pricing for exams and/or study materials is available from NFI or from the sponsoring organization. Visit www.nficertified.org for more information.

D. Time Limits, Rescheduling, Cancellation, and Refunds

For Computerized Testing:

1. Exam Deadlines
 - Candidates have 6 months from registration and payment of fees to take examinations.
 - An extension of 2 months can be granted if applied for within the 6 month period.
2. Rescheduling Exams
 - If necessary, a candidate registered for computerized testing can reschedule an exam within the exam deadlines by contacting PSI/LaserGrade Exams Online.
 - There may be an administrative fee for rescheduling.

3. Cancelling Exams

- A candidate may cancel and not take a scheduled exam.
- Within the 6 months after registration, exam registration can be cancelled if requested in writing.
- A refund for the exam, less a \$50 administrative fee, will be granted.
- No refunds are made for the exam after the 6 month period.
- Refunds are made for study materials only if they have not been opened and are returned within 6 months of purchase. No refunds are made for related shipping costs.

For Sponsored Events:

All cancellation, refund, and time limit policies for sponsored testing events are the prerogative of the sponsor. To determine these policies, please contact the sponsor directly.

III. Exam Preparation

A. Resource Materials

The primary reference resources for the exams are the most current version of the *Gas Hearth Systems Reference Manual*, the *Woodburning Hearth Systems Reference Manual*, or the *Pellet Hearth Systems Reference Manual*, published by the HPBEF. In addition, job experience, familiarity with manufacturer's installation instruction manuals, and fundamental construction knowledge may be required or helpful.

B. Preparation Methods

Self-study of current HPBEF reference manuals is strongly recommended, even for experienced professionals. In addition, organized exam review sessions are offered at a number of locations at different times. Schedules of such reviews are available at <http://www.nficertified.org>.

IV. Exam Information

- The examinations consist of 100 multiple choice type questions. The time allowed to complete an exam is 2.5 hours.
- In some exam administrations, extra questions are included to determine their performance and suitability for future exams. New exam questions are selected from these questions based on statistical performance. Extra time is allowed for these over-length exams.
- In group exam settings, the exams are taken on paper test forms to be filled out with provided #2 pencils. These test forms are capable of being scored electronically. Individual exams are offered at proctored computerized testing centers and are taken on provided computers.
- NFI exams are closed book exams. No study materials are allowed in the testing area.
- Only hand held, non-programmable calculators are permitted during testing. Other calculators, including PDA's and cell phones are not permitted. Sharing calculators is not permitted.
- Exam proctors cannot answer questions about the content of the exam.
- Any testing irregularities should be reported to the proctor and/or NFI.

V. Exam Scoring and Results

A. Results and Feedback

- Pencil/paper exams are scored by an authorized testing agency. Results are mailed by NFI to the candidate. Candidate Feedback Reports and other materials are normally received by the candidate four to six weeks after testing.
- Pass/fail results of computer exams are available on completion of the exam.
- Candidate Feedback Reports and other materials are normally received by the Candidate by mail four to six weeks after testing.
- The exam results indicate whether the candidate passed or failed, based on overall performance in all categories of assessed knowledge. An overall numerical score or grade is not reported. The Candidate Feedback Report provides feedback on the percentages of correctly answered questions in each knowledge category. It also provides the identifying numbers of Knowledge Statements associated with missed questions. An index of Knowledge Statements provided in each Hearth Reference Manual facilitates reinforcement and further study by linking each Statement to sections in the manual.
- Candidates who do not pass the exam receive test results, feedback, and information about retesting.

B. Confidentiality and Publication

- The exam Candidate Feedback Report is provided only to the candidate, unless the candidate gives NFI written permission to do otherwise.
- Candidates agree that by registering and taking NFI exams that their names and furnished contact information will be published on the NFI website and in other media if they pass the exam.
- Renewal dates for certifications are considered public information and may be provided to employers, exam sponsoring organizations, and the public.

C. Retesting

- Candidates who fail an exam and wish to retest must register and pay a retesting fee (listed on <http://www.nficertified.org>).
- Candidates are allowed 2 retests at a discounted fee. In order to qualify for the discounted retesting fee, the first retest must be taken within 12 months of failing the initial exam, and a second retest must be taken within 6 months of failing the retest exam. Testing after these time periods and conditions will be subject to full exam fees.
- Candidates must wait a minimum of 30 days after an unsuccessful examination before retesting.
- Candidates should be aware that exams and reference manuals are revised on a regular basis and should check to see whether their reference manual is the current edition for the exam.
- Retesting can be taken, with advance registration through NFI, at all available computer testing centers (NFI uses PSI Exams Online testing), and at some sponsored testing events.

D. Exam Results Appeals

A candidate who fails an NFI Exam may appeal the results of the exam to the NFI Certification Committee. The appeal must be received by NFI within 30 days of receipt of exam results. The appeal must be in writing and must include the basis or reason for the appeal. The appeal may result in rejection

(exam results stand), rescoring, and/or retesting, or granting of certification. A final appeal can be made to the HPBEF Board of Governors.

E. Certification Recognition

Individual Certifications

- Candidates who successfully pass the NFI Certification exam will be designated NFI Certified Specialists.
- Successful candidates will receive test results and feedback, a wall certificate, an identification card (with photo if provided), Internet listing with company contact information, and recognition materials such as decals and clothing patches. Additional recognition materials, also including tee shirts, hats, and large decals can be purchased through www.nficertified.org.
- The company of the employee or employees who hold the certification(s) can identify their company as having an NFI Certified Specialist on staff as long as an employee or employees holds/hold current NFI certification(s) in good standing.
- Identification includes use of the NFI trademark logo in public relations and advertising materials. The company cannot claim installation or planning by NFI Certified Specialists unless they are carried out or directly supervised (on-site) by a currently certified specialist.
- Although fees related to an individual's certification may have been provided for by a third party (i.e. the employer), the certification earned is the sole property of the candidate, and company identification rights (above) are transferrable upon any changes in employment. The certification holder is responsible for providing NFI with corrections or changes to contact information.

Master Hearth Professional (MHP) Designation

Specialists who hold all three certifications (Gas, Woodburning, Pellet) can apply to be designated as Master Hearth Professionals (MHP) under one of the following two options:

1. Synchronized Renewal Dates

All three certifications have a new expiration date, which is the median date selected by NFI between the earliest certification's expiration date and the latest certification's expiration date. The NFI Certificate and ID card reflect that expiration date, and standard procedures are followed for renewal. Failure to renew any one of the three certifications by the expiration date result in immediate withdrawal of the MHP designation from the Specialist's NFI website listing, cancellation of the MHP ID card and certificate, and cessation of the Specialist's use of the MHP designation in any media.

2. Unsynchronized Renewal Dates

The expiration date on the MHP certificate and ID card is the earliest certification's expiration date. If that certification is renewed according to standard procedures and an MHP Unsynchronized Renewal Date fee is paid, the Specialist is issued a new MHP certificate and ID card with the next certification's expiration date. That process continues as long as the Specialist renews each certification properly. If a certification is allowed to expire, the MHP designation is immediately withdrawn from the Specialist's NFI website listing, the MHP ID card and certificate are cancelled, and the Specialist must cease use of the MHP designation in any media. There is a fee for administrative costs associated with unsynchronized renewal dates for the MHP designation.

VI. Certification Renewal Information

Length of Certification

- Upon passing the exam(s), the specialist will be certified by NFI for a period of three years from the end of the month the exam was passed. For example, if an exam is taken and passed on January 10, 2010, the certification is valid through January 31, 2013.
- Near the end of the certification period, the specialist must renew the certification in order to retain the credentials and their benefits by one of the following methods:
 - Retesting
 - **or**
 - Continuing Education

Failure to Renew Certification

If the specialist does not renew a certification before its expiration date:

- NFI will remove the certification listing, and if appropriate, the specialist's name and contact information from the NFI website. NFI may inform the appropriate individuals, companies and/or organizations (i.e. employer, CSIA, HPBA Affiliate) that the specialist is no longer certified.
- The specialist and employer forfeit the right to any use of NFI Certification recognition materials that are based on the expired certification(s).

If there is evidence of misuse, NFI has the right to take legal action against the specialist and/or the employer. After the certification expires, a former specialist who wishes to reinstate the certification must pay full certification fees instead of discounted renewal fees and must successfully pass the exam.

Option 1. Renewal by Retesting

The Specialist can renew a certification by registering and paying the renewal fee and successfully passing the current NFI exam.

- Candidates should note that NFI exams are revised on a schedule that ensures that the retesting exam is a revised exam based on revised reference materials.
- Retesting opportunities are available at some sponsored events at various times and locations and at the annual Hearth, Patio & Barbecue Expo. Check <http://www.nficertified.org> or contact NFI at 703-524-8030 for schedules and more information.
- Retesting opportunities are continually available through NFI's proctored computer exam locations across the country. Check <http://www.lasergrade.com/psi-locate.shtml> for testing locations (be sure to select National Fireplace Institute as the Sponsor). Check <http://www.nficertified.org> or call NFI at 703-524-8030 for PSI/LaserGrade Exams online exam registration and more information.
- Information regarding requirements for renewing certification by retesting are available below, online at <http://www.nficertified.org>, or by phone at 703-524-8030.

Requirements for Renewing Certification(s) by Taking an Exam

If a specialist does not have the required number of CEUs to renew a certification, or if the specialist just prefers to pass the new version of the exam to renew the certification, it will be necessary to:

- a. Purchase the NFI renewal exam package (available at reduced cost only prior to certification expiration date). Renewal exams can be taken, with advance registration through NFI <http://www.nficertified.org> and 703-524-8030, at all available computer testing centers, at HPBExpo, and at some sponsored exam administrations.
- b. Register for the appropriate NFI exam before the expiration date and successfully complete the exam no later than 30 days after the expiration date of the current NFI certification. The renewal expiration date (month and day) remains the same if the exam is completed successfully within 90 days before or within 30 days after the current expiration date. Note: if the expiring certification was achieved by examination, the renewal exam must be a revised edition of the previously taken exam.
- c. Submit a new digital photograph if a new photograph on the new ID card is desired.

Option 2. Renewal by Continuing Education

The NFI Continuing Education Program allows each specialist to renew a certification by attending the required number and type of accredited courses and paying the renewal fee.

Courses approved with NFI Continuing Education Units (CEUs) have been reviewed by the NFI CEU Commission, which is comprised of industry members with varying backgrounds and expertise. Information regarding requirements for renewing certification by CEUs is available online at <http://www.nficertified.org> and by phone at 703-524-8030.

VII. Requirements for Renewing Certification(s) by Earning CEUs

CEU Requirements

For One Certification

Prior to the expiration of a three-year certification, the specialist must earn and document **24 CEUs** in these specific categories:

- Technical – Wood/Gas/Pellet 12 CEUs
- Safety, Health & Liability (SHL) 4 CEUs
- Professional Development Electives 8 CEUs*

**Note: Extra Technical or SHL CEUs may fulfill Elective CEU requirements*

TOTAL 24 CEUs

For Two or Three Certifications

Prior to the expiration of second or third **three-year** certifications, the specialist must earn and document a total of **32 CEUs** in the specific categories. If the specialist has already renewed the first certification by CEUs (24), the specialist will only need an additional **8 CEUs (minimum 4 Technical; maximum 4 Elective)** by the next certification expiration.

CEUs are valid for 3 years and can be applied to all certifications that expire during that period of validity. For specialists that hold more than one certification, this means that some CEUs can be applied to multiple certifications. After that three year period, CEUs are no long valid for certification renewal.

If a certification is not renewed by testing or CEUs before its expiration, it will be necessary to take the exam in order to hold that certification again.

The requirements for two or three certifications are as follows:

- Technical – Wood/Gas/Pellet 16 CEUs
- Safety, Health & Liability (SHL) 4 CEUs
- Professional Development Electives 12 CEUs*

**Note: Extra Technical or SHL CEUs may fulfill Elective CEU requirements.*

TOTAL 32 CEUs

Upon request, NFI can synchronize expiration dates for 2 or 3 certifications if all fees are paid and all CEU/Exam requirements are met. The dates will be synchronized to a median date between the earliest and latest certification's expiration dates. Note: Specialists who hold all three certifications (Gas, Woodburning, Pellet) and choose either to synchronize expiration dates or to follow unsynchronized expiration date procedures are eligible for designation as Master Hearth Professional (MHP).

Update & Reinforcement Course Requirement

The HPBEF/NFI Board was concerned that certified specialists that renew their certification by CEUs may never know what changes have occurred in the past three years. In June 2009, the Board added a requirement that starting in 2013 a specialist renewing a certification by earning CEUs must also take an "Update & Reinforcement Course" (URC) for each fuel type being renewed. The URC may be taken any time within a year of when the certification expires. The URC is available online, at HPBExpo and/or at some HPBA Affiliate education events. When a specialist renews his or her certification by CEUs and pays the applicable renewal fee, the specialist's CEU record is reviewed by NFI staff to determine if the required URC has been taken. If it has been taken, the specialist's certification is renewed. If the required URC has not been taken, the log in information and a link for the applicable URC will be sent to the specialist. Once NFI staff receives the completion certificate confirming that the URC was taken by the specialist, the renewal process will be finalized. There is no extra charge for the URC, it is included in the renewal fee. Each specialist will be credited with the applicable Technical CEUs for each URC taken.

VIII. CEU Categories

TECHNICAL

Hearth Products Technical Subjects: Planning and installation technical subjects for manufactured residential hearth products that are included in NFI Exam knowledge statements, including:

- Product Knowledge
- Codes and Standards
- Venting Principles and Design
- Ventilation (House Pressure)
- Fuel Knowledge
- Installation Planning
- Installation Guidelines and Techniques
- Tools and Gauges
- Troubleshooting and Repair

SAFETY, HEALTH, & LIABILITY

Workplace Safety and Health

Consumer Health and Safety (Hearth Products Issues) Liability

ELECTIVES*

Additional Technical or Safety, Health & Liability sessions OR Business and Profession Subjects, including:

- Business Management
- Sales & Marketing
- Service Department Organization and Management
- Communication Skills
- Hearth Industry Diversification Products subjects related to:
 - Outdoor Living
 - Outdoor Room
 - Barbecue
 - Patio
 - Portable Spas
 - HVAC
 - Exhaust System Maintenance (e.g., chimney sweeping, dryer vent maintenance)

**Note: Extra Technical or SHL CEUs may fulfill Elective CEU requirements.*

IX. CEU Rules and Regulations

A. General CEU Policy: All Types of Instruction

1. Industry training must be submitted for CEUs 30 days in advance of the event.
 - a. Exception: For highly standardized programs such as American Red Cross First Aid or CPR, or standard OSHA training programs, prior and formal CEU approval is not required. Proof of attendance is required.
 - b. Applications for courses over 2 hours in length are required to include a timeline that indicates estimated instructional time for major topics and for breaks (refreshment, bathroom, meals, etc.).
 - c. The minimum course length for CEU consideration is 30 minutes.
2. Usually, one hour of training/education equals one CEU.
 - a. Instructional presentations that have been converted from live, face-to-face courses to recorded online courses without accompanying audio or written instruction similar to that available in the live presentation may result in reduced or denied CEUs.
3. The maximum number of credits that are awarded for a one-day program is six (6).
4. The maximum number of credits that are awarded for a two-day course is twelve (12)
 - a. No more than 6 CEUs can be awarded for any single day.
5. The maximum number of credits that are awarded for a multiple day program over two days in length is sixteen (16).
 - a. No more than 6 CEUs can be awarded for any single day.
6. If a person attends an education program accredited with CEUs within seven (7) days prior to taking and passing the NFI exam, the person may earn CEUs for that course attendance, which can be applied to that certification. Otherwise, no CEUs are awarded for coursework completed before taking and passing the NFI exam.
7. There are no retroactive CEU credits for courses/events/activities that were not approved for CEUs before attendance or completion. However, if appealed, NFI Staff will review on a case-by-

case basis. The burden of proof for course content and attendance will be with the person making the request and/or the instructor/sponsor.

8. All qualifying CEUs must be earned prior to the expiration date of the certification(s) being renewed.
9. CEUs for a course can only be earned once in a certification period with the following exceptions:
 - a. A course with expirations and renewals (eg., CPR) or that are required multiple times within a certification period by an employer or jurisdiction is eligible for CEUs each time.
 - b. A course demonstrated and declared by the instructor/sponsor to have at least 30% new content is eligible for CEUs for repeated attendance.
10. Any extra CEUs earned during an initial certification period will not carry over into the next certification period.
11. NFI reserves the right to reject applications for courses that introduce or espouse political or otherwise inappropriate subject matter.
12. For all approved CEU applications submitted on a timely basis, NFI will post upcoming CEU programs at www.nficertified.org.
13. When signing a CEU event attendance form, you must write legibly using the same name that is on the NFI records. NFI ID numbers must also be included for CEUs to be awarded.
14. Once approved for CEUs, courses may be offered for two years¹ after approval.
15. Additional dates and locations may be added if:
 - a. The title of the course is exactly the same.
 - b. The length of the course is the same.
 - c. The content has not significantly changed (less than 30% has changed).
16. To renew an expiring CEU approval, the sponsor must submit a new application
 - a. Applications for renewed approval can be submitted no earlier than three months before expiration of the original approval.

B. CEU Training Event Attendance Policy

1. Sign In/Log In

Participant must indicate presence at or before the beginning of the training session:

- Sign the Attendance Sheet at **Traditional Classroom** events (instructor delivering content in person to the audience) and **Roundtable Discussion** events (organized, formal discussion group with pre-announced topic and moderator).
- Log in successfully in advance of scheduled start and answer roll call for **Live Online Training** events (courses/training sessions delivered live by instructor to remote audience via internet).
- Log in and activate session successfully for **Recorded/OnDemand Training** events (courses/training events pre-recorded or electronically stored and delivered to an individual via the internet).

¹ Online course approval is for two years from the date the application is approved. Traditional course approval is for two years from the first date the course is offered.

Attendance

Participant must attend the entire CEU program from beginning to end, including meeting these requirements:

- For Traditional Classroom, Roundtable Discussion, and Live Online Training
 - Participants must not be later than 5 minutes from the start of the event.
 - Participants must not leave or take any breaks other than those given by the instructor, with the exception of 5 minute bathroom breaks.
- For OnDemand Training events
 - Total time participant spends connected to and using the programs are subject to review and approval/disapproval by the instructor/host.
 - Any test, quiz, exercises must be completed to the satisfaction of the instructor/host.

2. Completion

Participants must complete the CEU program satisfactorily, including these requirements:

- For Traditional Classroom, Roundtable Discussion, and Live Online Training
 - Participants must be present at the end of the event.
 - Participants must successfully complete quizzes and/or exercises that may be required by the sponsor/instructor.
- For OnDemand Training events
 - Participants must successfully complete quizzes and/or exercises that may be required by the sponsor/instructor.
 - Participants must agree to a pledge of attendance at the end of the course.

C. *Hearth Industry CEU Education/Training Service*

1. Industry Training

Instructors may receive credit for teaching any program approved with NFI CEUs only once within a three year certification period. The instructor is awarded the same number of CEUs that have been accredited for the course. Exception: NFI Review Course instructors may earn five (5) CEUs for teaching a full-day NFI review course ONCE in a three year certification validation period. Five (5) CEUs each for gas, woodburning and pellet can be earned.

2. Industry Publication

Writing and having a hearth industry paper or article published may be eligible for CEUs based on the following requirements.

- The article must:
 - pertain to the hearth industry
 - be published within the certification period
 - be at least 500 words in length.
- The author must
 - submit application for CEUs within 60 days of publication
 - submit a copy of the article with publication name, date of publication, and word count
 - submit the type of CEU category of the article (Technical; Safety, Health & Liability, Professional Development Electives)

An approved article will be awarded 1 CEU for 500-999 words and 2 CEUs for 1000 words or more. Co-authored articles will be eligible for a percentage of the CEUs based on the number of listed authors (eg., .5 CEUs for a 500 word article listed with 2 authors). An article can only be submitted and awarded CEUs

once, regardless of the number of times it is published. The maximum number of CEUs that can be attained through published articles is 6.

3. CEU Education/Training Committee Work

Participation in face-to-face organized meetings whose purpose is developing hearth industry education/certification programs is eligible for CEUs under the following requirements:

- Only time spent in face to face meetings qualifies for CEUs.
- There is a daily limit of 6 CEUs (12 per meeting).
- The maximum number of CEUs that can be awarded for education/certification program development meetings is 16 in a certification period.

D. Tracking CEUs

1. NFI Certified Specialists are required to keep track of their attendance/progress. To assist in this effort, NFI records and tracks proof of attendance at CEU events that is submitted to NFI by the course sponsor and/or by the Specialist. The history of submitted CEUs is available at <http://www.nficertified.org>.
2. Should there be a discrepancy between NFI records and individual certified specialist records, the NFI certified specialist must submit proof of attendance to gain any disputed CEUs.

Questions?

Visit the NFI website at <http://www.nficertified.org> for additional information, exam and review course sites, to purchase NFI Exams and Study Materials, and to renew certifications.

If you need more information please contact NFI:

National Fireplace Institute
1901 N. Moore St.
Suite 600
Arlington, VA 22209

703-524-8030
703-522-0548

info@nficertified.org