

## **NATIONAL TRAINING SCHOOL Renewal Policies/Guidelines**

The NTS, founded by the National Burglar and Fire Alarm Association (NBFAA) in 1985, was established to meet the ever-increasing need for standardized training in the electronic life safety, security and systems industry. Earning an NTS designation will allow you to serve as a role model for your profession by proving your skills and adherence to the highest ethical standards.

Certification is a voluntary practice, which one chooses to do for his/her own personal and professional growth and development. Maintaining your NTS certification is independent of complying with your states' training and licensure requirements. NBFAA/NTS has a mandatory continuing education policy in place to ensure that you are keeping current in your field.

Each state creates and implements it's own laws governing training, continuing education and licensure for a particular profession. Most states in the country have some form of training and/or testing requirements for the electronic life safety, security and systems profession. In order to practice your profession in your state, you must comply with your states licensing laws.

### **NTS certifications:**

- Certified Alarm Technician Level 1 (CAT)
- Advanced Alarm Technician (AAT)
- Advanced Fire Alarm Technician (AFAT)

### **Renewal cycle:**

Certifications are valid for one year from the date of issue. An NTS certificate holder must earn a total of 1.2 CEUs (12 credit hours) within the 12-month renewal cycle to maintain an active certification status.

You may earn 1.2 CEUs at any time during the 12-month cycle. Your certification is valid for one year from the date listed on your certificate.

- Any programs attended prior to earning your certification do not qualify for renewal credits.
- NBFAA reserves the right to audit certificate holders' records. Any credits which cannot be documented during the audit process will be disqualified.
- It is the responsibility of each certificate holder to maintain records documenting continuing education activity.
- Documentation should be retained for two full years after the completion of a renewal cycle in the event of an audit.

**Reporting credits:**

- NBFAA will send reminder notices. Please notify NBFAA of address, e-mail and fax number changes.
- The absence of a renewal reminder notice does not waive the requirement and will not serve as an appeal to revocations.
- Continuing education activities must be reported every year to prevent your certification from being revoked.
- An NTS Renewal Reporting form (downloadable via [www.alarm.org](http://www.alarm.org)) must be completed and returned to NBFAA after completing your 1.2 CEUs. The completed form must have an original signature

**Qualifying activities:**

Programs or topics covering the electronic life safety, security and systems industry are eligible for NTS CEUs. Introductory or fundamental programs, or programs geared toward specific products and/or sales, do not qualify for NTS CEUs.

**College/University/Trade School courses** – credit will be granted for successful completion of a college/university course in a security industry topic area. A three or four credit course is equivalent to 12 credits or 1.2 CEUs. This would fulfill the NTS renewal requirement for one year.

**Conferences, Seminars, Workshops, Training Sessions and Teleconferences/Webinars** – credit will be granted for attendance at industry related activities. Chartered State Association program meetings are included in this category. One credit or .1 CEU will be awarded for each 50 minutes of attendance. There is no limit to the number of CEUs that may be earned in this category on an annual basis.

**Independent Study** – credit will be granted for independent study on any industry related topic. Print, audio and video formats or any combination of these are eligible for credit. The course must include a method of evaluation of the work completed such as examination result, written project or certificate of completion. A maximum of .4 CEUs will be accepted in this category on an annual basis.

**Licenses and Certifications** – credit is awarded for earning a license and/or certification in the electronic life safety, security and systems industry from an entity other than NBFAA. A license or certificate earned during the renewal cycle qualifies for 1.2 CEUs. This would fulfill the NTS renewal requirement for one year.

**Published articles or books** – credit will be granted for published articles or books on an electronic life safety, security and systems industry-related topic. Two credits or .2 CEUs will be awarded for each published page. A maximum of .6 CEUs will be accepted in this category on an annual basis.

**Volunteer Service** – credit will be granted for volunteer service at the rate of .2 CEUs per position on the national level and .1 CEU per position on the state level. A maximum of .4 CEUs will be accepted in this category on an annual basis.

**Teaching** - credit will be granted for teaching NTS courses at the rate of .2 CEUs per course. A maximum of .4 CEUs will be accepted in this category on an annual basis.

### **Governance of the NTS Renewal Program**

All policies, procedures and decisions regarding the NTS Renewal Program are approved by the NBFSA NTS Education Committee. The NTS Education Committee provides ongoing oversight to the program and periodically reviews and revises the policies to ensure the practical and equitable applications of the renewal procedures.



**RENEWAL FORMS WILL NOT BE PROCESSED  
WITHOUT THE APPROPRIATE FEE**

**FEES:** NBFAA Member.....\$25.00  
Non-Member.....\$75.00

Total Enclosed: \$  (US Dollars)

Name: \_\_\_\_\_  
SS# (optional) \_\_\_\_\_  
Company: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Address line 2: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
NBFAA NTS ID#: \_\_\_\_\_

**Method of Payment:**

Check (payable to NBFAA)  Visa  Master Card  AMEX  
Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Card Holder Signature: \_\_\_\_\_

*Renewal forms including credit card information may be sent via fax 814.838.5127 or e-mail at [nts@alarm.org](mailto:nts@alarm.org).  
Payments by check must be mailed. See below for address.*

**INSTRUCTIONS**

1. Use only this form to report your credits for your one-year renewal cycle.
2. You are not required to submit proof of attendance for the professional development activities you report, but you should retain appropriate documentation of your attendance in your files for two years after submitting this form. If you are audited, you will be required to provide documentation in support of the credits you have reported.
3. Send your signed Renewal Reporting Form and the appropriate processing fee in U.S. dollars to:  
NTS  
3718 West Lake Road  
Erie, PA 16505  
FAX: 814.838.5127
4. If you have questions, please contact the NBFAA/NTS Education department at 866.636.1687 or [nts@alarm.org](mailto:nts@alarm.org).

