



Canadian Fire Alarm Association  
**CFAA · ACAI**  
Association Canadienne d'Alarme Incendie

# **CONTINUING EDUCATION CREDIT SUBMITTAL**





Canadian Fire Alarm Association  
**CFAA · ACAI**  
Association Canadienne d'Alarme Incendie

## **CONTINUING EDUCATION CREDIT OUTLINE**

As of January 1, 2016 under the new CFAA Fire Alarm Technology Program, every Registered CFAA Fire Alarm Technician must obtain a minimum of 8 (eight) approved Continuing Education credits each year to renew their registration annually, commencing January 1, 2017. **The documentation verifying that this requirement has been met must be submitted to the CFAA at same the time as the technician's registration renewal request.** The Continuing Education must be relevant to Fire Alarm Systems and may include those 'Performance Objectives and Skills' outlined in the CFAA Fire Alarm Trainee Log Book. Preference for credit allotment will be given to those categories that provide proof of attendance and successful completion of a proficiency examination. The CFAA has final determination of the number of credits approved, which is not open to dispute or recourse. All required supporting documentation including the attached "CONTINUING EDUCATION SUBMITTAL FORM" must be emailed to: CE@cfaa.ca

Total credits required annually: 8 (Eight)

CATEGORY	2016 CREDIT ALLOTMENT	REQUIRED DOCUMENTATION	MINIMUM CATEGORY REQUIREMENT	MAXIMUM CATEGORY ALLOWANCE
1. CFAA Training, Course or Seminar with an Examination	1 credit per hour of attendance	Certificate of successful completion	2	8
2. CFAA Lecture, Seminar or Symposium Attendance	½ credit per hour of attendance	Certificate or proof of attendance	0	6
3. Manufacturer or Vendor Training or Course with an Examination	1 credit per hour of attendance	Certificate of successful completion AND outline of training and schedule from instructor	0	6
4. Manufacturer or Vendor Lecture or Training Attendance	¼ credit per hour of attendance	Certificate of attendance AND outline and schedule from provider or instructor	0	6
5. Industry related Training or Course with an Examination	1 credit per hour of attendance	Certificate of successful completion AND outline and schedule from provider or instructor	0	6
6. Industry related Lecture or Training Attendance	¼ credit per hour of attendance	Certificate of attendance AND outline and schedule from provider	0	6
7. Industry related Post-Secondary or Trade School course	1 credit per hour of attendance	Copy of the official transcript from the educational institution	0	6

\*\*\*The above table is subject to change annually\*\*\*



## CONTINUING EDUCATION CREDIT SUBMITTAL FORM

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ CFAA REGISTRATION #: \_\_\_\_\_

CATEGORY	DATE(S) ATTENDED	TITLE OF TRAINING	DESCRIPTION OF TRAINING	CERTIFICATE, OUTLINE AND SCHEDULE ATTACHED	HOURS ATTENDED	CREDITS REQUESTED
1				<input type="checkbox"/> YES		
2				<input type="checkbox"/> YES		
3				<input type="checkbox"/> YES		
4				<input type="checkbox"/> YES		
5				<input type="checkbox"/> YES		
6				<input type="checkbox"/> YES		
7				<input type="checkbox"/> YES		
8				<input type="checkbox"/> YES		

Submit completed form(s) along with all required supporting documentation (certificates, outlines and transcripts) at the time of renewal to [ce@cfaa.ca](mailto:ce@cfaa.ca)