



Follow these steps below to be a Fire Alarm Technician with the CFAA

Canadian Fire Alarm Association Technician Registration Process

1. Complete the 5 requisite courses at a community college eg. Seneca College...or through a private career college eg. HSMC, or CFAA self-study courses online administered through our training partner, Orderline. <https://www.cfaa.ca/training-program> Once completed, submit the transcripts/**certificates** to techadmin@cfaa.ca
2. *Electrician may apply for exemptions from the middle three courses in the program. *The cost is \$50.00 plus applicable taxes. Here is the link: <https://www.cfaa.ca/course-exemptions> . If all three courses are granted, they will be required to complete only courses 1 and 5 before being eligible to register as a trainee.
3. Each applicant must create a student account online at www.cfaa.ca so that the exemptions' department and the administration can update the account with the exemptions result.
4. Once all five courses are completed, applicants will be eligible to apply online for a trainee registration. CFAA will send the link to do so. CFAA will process the application and mail a certificate of completion of the requisite courses and a photo ID Registration card marked "Trainee". **NB. As a Trainee, the registration number will not appear on the CFAA website technician registry and trainees are not required to complete CE credits to renew their registration.**
5. It is highly recommended that applicants complete approximately 1500 hours of work experience performing testing, inspection, maintenance, and repairs of Fire Alarms Systems. The use of the trainee Logbook as a guide and to keep track of the training/learning is suggested. It is not a requirement to present the trainee logbook to the CFAA. This is for personal use only. Here is the link: <https://www.cfaa.ca/trainee-logbook> . The experience and knowledge gained through work, will greatly assist with successfully completing the two registration exams: Registration Theory Exam and Registration Practical Exam.
6. After registering as a trainee and gaining all the recommended work experience, the next step in the registration process is to register and successfully complete the online Registration Theory Examination (80% to pass). The cost is \$80.00 plus taxes for the proctored exam only. We recommend that trainees purchase



the simulation package for \$180.00, which includes practice tests and the proctored exam. Here is the link:

<https://www.orderline.com/catalogsearch/result/?q=cfaa+theory+exam;>

7. Following the successful completion of the Registration Theory Exam, trainees may notify the CFAA Office by way of email to techadmin@cfaa.ca that the exam has been completed and their wish to proceed to the (RPE) Registration Practical Exam. A link will be sent to schedule the (RPE) exam. The passing grade for the Registration Practical Exam is 80% and the cost is \$425.00 plus taxes.
8. If unsuccessful on the first attempt on the Registration Practical Exam, trainees must wait for a minimum of three months to attempt again. Failure on the second attempt, trainees must complete and submit the Trainee Logbook (free online at CFAA website) <https://www.cfaa.ca/trainee-logbook> before they are allowed to attempt the practical exam the third time after one year wait. *New payment of \$425.00 plus taxes will be required.
9. Finally, successful completion of the Registration Practical Exam, the CFAA will update the trainee status on the website to "Full". The Registration number and name will then be visible to others (AHJ and employers) on the CFAA Website Registry. CFAA will send a congratulatory letter and a new photo ID card indicating the Full Technician Registration status.
10. Registration renewals are yearly or every two years. Currently, one year is \$80.00 plus taxes and two years, \$135.00 plus taxes.
11. Fully registered Fire Alarm Technicians are required to complete and submit eight continuing education credits per year to renew their registration or sixteen credits every two years. Credit courses are offered through: Seminars, Webinars, online and small groups through employers' In-house training. Technicians are encouraged to watch the website and their email inbox for upcoming seminars and alerts.
12. You may purchase additional provincial cards if you are working in other provinces for \$25.00 plus taxes each. The extra provincial registration will correspond with your primary registration card's expiry date.