

State of Arkansas
FIRE PROTECTION LICENSING BOARD
7509 Cantrell Road, Suite 103-A
Little Rock, Arkansas 72207
Telephone 501-661-7903
Fax 501-603-3540
Email: afplb@aristotle.net
Web: www.arfireprotection.org

May 1, 2008

TO: ALL LICENSED SPRINKLER FIRMS

FROM: FIRE PROTECTION LICENSING BOARD

SUBJECT: 2008-09 FIRM AND INDIVIDUAL RENEWALS

The 2006-07 firm, RME and Inspector sprinklers license will expire on June 30, 2008. ALL sprinkler renewals (firm and individual) must be postmarked on or before June 30, 2008 in order to avoid a penalty.

A copy of the current renewal application can be downloaded from our web site noted above. Please take note that the renewal form has been changed. The renewal application and the individual renewal application have been combined into one form. You are no longer required to submit two separate applications. However, should the firm or employee have an update which needs to be made on their license, an update/transfer form (can also be downloaded from the web site) must be completed and accompany the application along with appropriate fee (see Section 4 (2-f)). The update cannot be made on the renewal application.

Sprinkler firms will be required to complete the following sections of the renewal application:

1. Renewal Fees for Firm and Renewal Fees for Individual
2. Name of firm and current address, telephone, fax, etc.
3. Branch office 3-6, if applicable
8. Liability Insurance & Renewal Information for Individual License. Under this section you will be required to list your licensed employees (RME(s) and inspector(s), their individual license number and check the appropriate licensing classification. Please

use an additional page if needed. The form must be signed by the company owner or officer and dated.

The following shall accompany the renewal application:

1. check in the correct amount
2. sample of your current red tag, service tag and placard IF they are not on file with the Board office.
3. current certificate of insurance
4. RME current certification IF not on file with the Board office.

Applications postmarked after the June 30, 2008 deadline or those that are incomplete will not be processed and shall be returned to the firm. Applications postmarked after the June 30, 2008 deadline will be returned for late fees.

Should you have any questions or need assistance, please feel free to contact the Fire Protection Licensing Board.

Thank you,

Joyce A. Lemons
Executive Director