



Membership Upgrade Information for Professional Member

How do I upgrade?

To upgrade to Professional Member, your application packet will need to be reviewed by our Qualifications Subcommittee. The Qualifications Subcommittee meets on a quarterly basis (March, June, September, and December) to review applicants. If you have any questions or need further assistance please contact our Membership Director at 301-915-9721. Your application packet must include all of the following checklist items and you must execute the certifications below, otherwise the committee will not be able to process your application.

Upgrade Checklist:

- A copy of your diploma, college transcripts or other evidence of graduation
- A copy of any certifications or registrations (e.g. P.E, Chartered Engineer, NIST; *Note*: please do not include certificates of course attendance.)
- The Ethical Certification Completed (**See Below/Required for Upgrade Process**)
- Your sponsor reference form(s). **ONE (1) if completed by a Professional Member or Fellow of SFPE OR THREE (3) professional references familiar with your work if you do not have access to a SFPE Professional or Fellow member.**
- A resume/CV of your professional experience which describes the number of months in and the nature of your professional responsibilities in your work experience. **Please document and highlight all of your fire protection engineering experience.** Be specific as to the projects and your responsible charge involvement.
- Describe project areas where you have been in responsible charge including time period. *Note*: this **must** cover the minimum experience outlined in the Qualifications Board Table.

Certifications-**(This area is a requirement for completion of the upgrade process.)**

Responsible Charge

Responsible charge signifies responsibilities of the individual to make decisions for successful completion of work without relying upon the aid or advice from a superior as to methods, materials and standards to be utilized. It further signifies that these duties are carried out at the discretion of the individual and do not necessarily require authority from supervisors except as a matter of form.

I have spent _____ years in responsible charge of Fire Protection Engineering work.

Ethical Certification

I agree to subscribe to the Constitution, the Bylaws and Code of Ethics of SFPE and to refer in any written materials such as letterhead, calling cards and advertising only to the specific grade to which elected. I further certify that all statements and answers included are to the best of my knowledge true in substance and effect and are made in good faith.

Date _____ Signature _____