

Procedure for taking the Fire Life Safety Online Study Course

If you are interested in becoming Fire Life Safety Level 1 Certified Technician or if you already hold a Level 1 certification and are interested in becoming Level II certified, the following are the steps you would need to perform:

1. Contact the JATC and acquire the text book for the desired course.
2. Online go to www.sheetmetal-iti.org . If you do not already have a user account set up you will need to set one up as follows:
 - a. Click the “Logon” button in the upper right of the screen.
 - b. Click the “Activate your login” link.
 - c. Fill in the required information. You will need to have your IA number and Social Security Number available when you do this.
NOTE: After you complete setting up an account it will take approximately 24 hours for your account to be active. If you have problems setting up your account, you can contact Sue Burke at the ITI at 703-739-7200 during normal business hours.
3. Login to the website by typing your Login and Password. **NOTE:** Logins and passwords are case sensitive.
4. Once you have successfully logged in, click the “Training Catalog” tab. Select the course that you would like to sign up for and click the “Sign Up” button.
5. You will now be guided thru the final registration process and begin your class.
6. Once you have completed the online course you will be prompted to print a “Certificate of completion”. **NOTE:** This is not the certification.
7. After you have completed the online study course and read the text book, contact the JATC to set up the actual certification exam date. **NOTE:** We have been advised that just completing the online study sessions will not guarantee passing the certification exam. You must be familiar with the text book and the information contained within.