

**661—277.7(100C) Technician application and fees.**

**277.7(1) Application.** Any technician seeking licensure as an alarm system technician shall submit a completed application form to the state fire marshal. The application shall be filed no later than 30 days prior to the date on which work begins in the state or on which an existing license expires, except that an application for endorsement as an alarm system technician trainee shall be submitted no later than the first day of employment as an alarm system technician trainee. An application form may be obtained from the state fire marshal or from the state fire marshal's website. The application form shall be submitted with all required attachments and the required application fee established in this rule. An application shall not be considered complete unless all required information is submitted, including required attachments and fees, and shall not be processed until it is complete.

**277.7(2) Licensure fee.** The license fee for an alarm system technician shall be \$150 for three years, except that the license fee for endorsement as an alarm system technician trainee shall be \$50 for one year. There shall be an additional fee of \$25 for each endorsement beyond the first.

The state fire marshal shall waive any fee charged to an applicant for a license if the applicant's household income does not exceed 200 percent of the federal poverty income guidelines and the applicant is applying for the license for the first time in this state.

**277.7(3) Payment.** The certification fee shall be submitted electronically by draft, check, or money order in the applicable amount payable to the Iowa State Fire Marshal Division. Draft, check, or money order shall be addressed to the state fire marshal as established in subrule 277.1(4). Payment shall not be made in cash.

**277.7(4) Amended licensure fee.**

*a.* The fee for issuance of an amended license is the difference between the original license fee paid and changes in endorsement(s), if applicable. The fee shall be submitted with the request for an amended license. A technician shall request and the state fire marshal shall issue an amended license for a change in any material information included in or with the initial or renewal application. A licensee shall request and the state fire marshal shall issue an amended license for any of the following reasons and a fee does not apply:

(1) A change in employer. A licensee may only transfer the licensee's technician license to another employer if the licensee paid the license fee at the time of original application. If the licensee's previous employer paid the license fee, the licensee must reapply for a new license under the new employer and pay the license fee.

(2) A change in any other material information included in or with the initial or renewal application. A change of address is a material change. However, if the request for an amended license is solely for a change of business address, the former address of the business is in an area subject to a disaster emergency proclamation issued by the governor pursuant to Iowa Code section 29C.6, and the relocation occurs as a result of flooding or storm damage or other conditions which form a basis for the issuance of the disaster emergency proclamation, the fee shall not apply, although an amended license shall be issued.

*b.* Other changes in the information required in the application form shall be reported to the state fire marshal but shall not require issuance of an amended license or payment of the amended license fee.

**277.7(5) Attachments.** Required attachments to the application for license include, but are not limited to, the following:

*a.* Documentation applicant has met the applicable licensure requirements.

*b.* Documentation of qualifying licensure in another issuing jurisdiction by providing the following:

(1) Proof of residency in this state.

(2) Proof all conditions are met as established in rule 661—277.8(272C).

1. Copy of a license from other issuing jurisdiction.

2. Evidence the applicant met the issuing jurisdiction's educational requirements and, if applicable, work experience requirements.

3. Evidence the applicant passed issuing jurisdiction's required examination, if applicable.

4. Evidence the applicant has not had a license revoked or voluntarily surrendered, had discipline imposed, or been under investigation by another issuing jurisdiction.

5. Evidence the applicant does not have a complaint, allegation, or investigation pending before any regulatory entity related to unprofessional conduct.

**277.7(6) *National criminal history check.*** Each applicant for licensure as a technician shall submit fingerprints and the applicable fee at the time of application for a new or renewal license for a national criminal history check conducted by the Federal Bureau of Investigation.  
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