



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL  
STATE FIRE TRAINING**

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**Date:** April 10, 2026

**To:** Statewide Training and Education Advisory Committee  
State Board of Fire Services

**From:** Chris Fowler, Division Chief, State Fire Training

**SUBJECT/AGENDA ACTION ITEM:**  
State Certified Burn Boss – Administrative Updates

**Recommended Actions:**  
Consent

**Background Information:**

State Fire Training (SFT) maintains the comprehensive certification and qualification system to ensure that California's fire service personnel meet consistent, nationally aligned standards for training, education, and professional development. Key components of this system include Certification applications, Informational Bulletins, and Task Books which establish the minimum competencies and documentation requirements for certification.

**Analysis/Summary of Issue:**

The current application process, associated Information Bulletin, and CA-RX Task Book contain outdated language, inconsistent formatting, and references to superseded requirements. These issues may create confusion for candidates and evaluators, potentially leading to delays in certification processing or inconsistencies in qualification evaluation. Updating these documents will ensure alignment with current SFT procedures, improve clarity for end users, and support a more efficient process.

As a consent item, these updates are presented for approval without the need for curriculum cadre. These changes were developed in partnership with the CAL FIRE Prescribed Fire Program and CA-RX Registered Instructors to ensure coordination with statewide prescribed fire training practices.

## **Summary of Changes:**

### **Application**

The overview section was revised to remove references to after-action reviews, as this content is not applicable to the Task Book.

### **Informational Bulletin**

Updated email hyperlinks, added applicable civil code language, and clarified evaluator qualifications. Prescribed fire practitioners must document completion of each (up to three) successful prescribed burn of low-to-moderate complexity within the past three years to qualify under the application.

### **Task Book**

Incorporated language from the SFT Procedure Manual regarding limits on task book submittals and the non-refundability of fees. Aligned Task Book language with the Informational Bulletin civil code language and cultural burners. Removed digital signature requirements and deleted employer affiliation fields. Added a requirement for a pocket weather meter or Kestrel to Job Performance Requirement (JPR) #2. Removed JPR #3, as it is not included in the CTS Guide and Course Plan.

The proposed revisions are administrative in nature and are intended to improve clarity, consistency, and alignment with current standards and procedures.



# INFORMATION BULLETIN

## Prescribed-Fire Burn Boss Task Books

..... April 2026

### OVERVIEW

The CAL FIRE-Office of the State Fire Marshal (OSFM) Prescribed-Fire Burn Boss is for persons seeking certification to plan and manage prescribed fire on State or private lands. A certified Prescribed-Fire Burn Boss may possess the authority to engage in a prescribed burning operation and to enter into the necessary contracts with the Department of Forestry and Fire Protection. To become a certified Prescribed-Fire Burn Boss, candidates must complete the required coursework and complete a certification task book.

### TASK BOOK INITIATION

Once a candidate has completed the Prescribed Fire Burn Boss course, they can obtain the course completion diploma through the [SFT User Portal](#). It may take up to two weeks for the course diploma to be available to print in the SFT User Portal.

The candidate will need to print a Certification Task Book from the [Prescribed Fire Burn Boss webpage](#) (within the Certification Information section). The candidate must complete the Candidate Information located on the Initiation Requirements page.

The candidate will then send the Task Book and course completion diploma to the CAL FIRE Region Vegetation Management Program (VMP) Coordinator. Please email the Task Book and course completion diploma to:

Northern Region: [drew.coe@fire.ca.gov](mailto:drew.coe@fire.ca.gov)

Southern Region: [gregg.bratcher@fire.ca.gov](mailto:gregg.bratcher@fire.ca.gov)

The Region VMP Coordinator will initiate the task book and send a scanned copy back to the candidate.

### EVALUATORS

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Prescribed fire practitioners must document completion of each (up to three) successful prescribed burn of low-to-moderate complexity within the past three years to qualify under the application



# INFORMATION BULLETIN

## Prescribed-Fire Burn Boss Task Books

A qualified evaluator is designated by the CAL FIRE Prescribed Fire Staff Chief and holds an equivalent or higher-level Certification:

- California State-Certified Prescribed-Fire Burn Boss (CA-RX)
- California State-Certified Prescribed-Fire Burn Boss instructor
- NWCG/CICCS Prescribed Fire Burn Boss Type 1 (current or previous qualification)
- NWCG/CICCS Prescribed Fire Burn Boss Type 2 (current or previous qualification)
- CAL FIRE Prescribed Fire Incident Commander Type 1 or Type 3
- Bureau of Indian Affairs/Tribal Land Burn Boss (or Federal Equivalent)
- California Civil Code 3333.8 (g) Cultural Fire Practitioner recognized by a California Native American tribe with substantial experience in cultural burning for sustenance, ceremonies, or biodiversity.

If no such evaluator is present, the CAL FIRE Prescribed Fire Staff Chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A Task Book evaluator may be, but is not required to be, a Registered Skills Evaluator who oversees a State Fire Training Certification Exam.

A certification task book may have more than one evaluator.

### **TASK BOOK COMPLETION**

Once all of the Job Performance Requirements (JPRs) have been completed within the Task Book, the candidate needs to verify that no task book updates have been posted on the Prescribed Fire Burn Boss webpage.

The completed Task Book shall be emailed to the CAL FIRE Prescribed Fire Staff Chief at [CA-RXTaskBook@fire.ca.gov](mailto:CA-RXTaskBook@fire.ca.gov).

After reviewing the Task Book and Evaluators, the CAL FIRE Prescribed Fire Staff Chief will sign the Review and Approval page and return it to the candidate.

### **SUBMITTING PACKAGE FOR CERTIFICATION TO SFT**

The candidate shall complete a State-Certified Prescribed-Fire Burn Boss Certification Application from the State Certified [Prescribed-Fire Burn Boss webpage](#). The application, Task Book, and the non-refundable fee shall be mailed to:



# INFORMATION BULLETIN

## Prescribed-Fire Burn Boss Task Books

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State Fire Training  
State-Certified Prescribed-Fire Burn Boss Certification  
PO Box 944246  
Sacramento, CA 94244-2460

Contact the SFT Burn Boss Coordinator at [CA-RX-SFTCoordinator@fire.ca.gov](mailto:CA-RX-SFTCoordinator@fire.ca.gov) with any other questions.

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# CERTIFICATION APPLICATION INSTRUCTIONS

## State-Certified Prescribed-Fire Burn Boss Application

### Overview

The CAL FIRE-Office of the State Fire Marshal (OSFM) State-Certified Prescribed-Fire Burn Boss performs prescribed-fire planning, obtains approval and permits, develops and implements a burn plan, monitors fire effects, and maintains prescriptive requirements.

### Application Requirements

Submit verification of the following documents along with this application form. It is not necessary to submit SFT course diplomas or certifications if it is listed in your SFT User Portal.

#### Education

- State-Certified Prescribed-Fire Burn Boss

#### Certification Task Books

- State-Certified Prescribed-Fire Burn Boss Certification Task Book

### Application Process

The following are the steps for submitting certification application:

1. Mail the certification application, certification task book, and fee to: State Fire Training, State-Certified Prescribed-Fire Burn Boss Certification, PO Box 944246, Sacramento, CA 94244-2460.
2. SFT conducts an application review.
  - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital certification(s) through the SFT User Portal at:  
<https://osfm-sft.acadisonline.com/>

### Personal Information Notice

Pursuant to the Federal Privacy Act ([P.L. 93-579](#)) and the Information Practices Act of 1977 (Civil Code [Sections 1798, et seq.](#)), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6 of the Information Practice Act of 1977 (Civil Code [Section 1798.24](#)). Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries to [calfire.cpo@fire.ca.gov](mailto:calfire.cpo@fire.ca.gov).



**State-Certified Prescribed-Fire Burn Boss Certification Application**  
OSFM-SFT-999-1 (REV. 02/22)

## Identification

Full Name: \_\_\_\_\_

SFT ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

## Submission Requirements

### Certification Task Book

- State-Certified Prescribed-Fire Burn Boss Certification Task Book

### Fees

- \$100 Burn Boss Certification (non-refundable) – payable to: State Fire Training

## Applicant Review

I, the undersigned, am the person applying for this certification. I hereby certify under penalty of perjury under the laws of the State of California, that all information contained in this application is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acct Code: 0198-####-4143500-4143500014-35405902-59210

# State-Certified Prescribed-Fire Burn Boss

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## Certification Task Book (2026)



California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
State Fire Training



## Overview

### Authority

Revised: January 2026

Published by: State Fire Training, PO Box 944246 Sacramento, CA 94244-2460

Cover photo courtesy of The Nature Conservancy.

### Purpose

The State Fire Training Certification Task Book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification Task Book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

### Assumptions

With the exception of the Fire Fighter 1 and 2 Certifications, a candidate may begin the Task Book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate's Director initiates the Task Book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Prescribed fire practitioners must document completion of each (up to three) successful prescribed burn of low-to-moderate complexity within the past three years to qualify under the application

State Fire Training Task Books do not count towards the NWCG Task Book limit. There is no limit to the number of State Fire Training Task Books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated Task Book. Any State Fire Training update or addendum is required for Task Book completion.

A candidate must complete a Task Book within five years its initiation date. Otherwise, a candidate must initiate a new Task Book using the certification's current published version.

## Roles and Responsibilities

### Candidate

The candidate is the individual pursuing certification.

### Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
  - Please print or type.
2. Obtain the Region VMP Coordinator signature as approval to open the Task Book.
  - Northern Region: [drew.coe@fire.ca.gov](mailto:drew.coe@fire.ca.gov)
  - Southern Region: [gregg.bratcher@fire.ca.gov](mailto:gregg.bratcher@fire.ca.gov)
  - The Region VMP Coordinator will initiate the Task Book and send a scanned copy back to the candidate.
3. A candidate may not document evaluation signatures that are dated prior to the initiation approval date.

### Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
2. Ensure that an evaluator initials, signs, and dates each task to verify completion.
3. Complete all **Completion Requirements**.
4. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
5. Obtain the CAL FIRE Prescribed Fire Staff Chief handwritten (not stamped) signature on the Director verification section.
6. Create and retain a physical or high-resolution digital copy of the completed Task Book

### Evaluator

A qualified evaluator is designated by the CAL FIRE Prescribed Fire Staff Chief and holds an equivalent or higher-level Certification:

- California State-Certified Prescribed-Fire Burn Boss (CA-RX)
- California State-Certified Prescribed-Fire Burn Boss (CA-RX) Registered Instructor
- NWCG/CICCS Prescribed Fire Burn Boss Type 1 (qualified/certified since 2012 or newer)
- NWCG/CICCS Prescribed Fire Burn Boss Type 2 (qualified/certified since 2012 or newer)
- CAL FIRE Prescribed Fire Incident Commander Type 1 or Type 3

- Bureau of Indian Affairs/Tribal Land Burn Boss (or Federal Equivalent)
- California Civil Code 3333.8 (g) Cultural Fire Practitioner recognized by a California Native American tribe with substantial experience in cultural burning for sustenance, ceremonies, or biodiversity

If no such evaluator is present, the CAL FIRE Prescribed Fire Staff Chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A Task Book evaluator may be, but is not required to be, a Registered Skills Evaluator who oversees a State Fire Training Certification Exam.

A certification Task Book may have more than one evaluator.

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Prescribed fire practitioners must document completion of each (up to three) successful prescribed burn of low-to-moderate complexity within the past three years to qualify under the application

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
1. Review and understand the candidate's certification Task Book requirements and responsibilities.
2. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
3. Do not evaluate any job performance requirement (JPR) until after the candidate's Director initiates the Task Book.
4. Sign all lines in the certification Task Book with a handwritten signature to record demonstrated performance of tasks.

## CAL FIRE Director

The Director may identify an Authorized Signatory on file with State Fire Training to fulfill any Task Book responsibilities assigned to the Director. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

## Initiation

The CAL FIRE Regional VMP Coordinator shall:

1. Review and understand the certification Task Book requirements and responsibilities.
2. Verify that the candidate has met all **Initiation Requirements** prior to initiating the Task Book.
3. Open the Task Book by signing the **Director Approval** verification statement with a handwritten (not stamped) signature.

## Completion

The CAL FIRE Prescribed Fire Staff Chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
2. Ensure that all **Job Performance Requirements** are evaluated after the initiation date.
3. Confirm that the candidate meets the **Completion Requirements**.
4. Sign and date the verification statement under **Review and Approval** with a handwritten signature.
5. If signing as an Authorized Signatory, verify that your signature is on file with State Fire Training.
6. Designate qualified evaluators.

## Submission and Review

A candidate should not submit a Task Book until all requirements and signatures are complete. State Fire Training will reject and return an incomplete Task Book.

The candidate shall submit a complete Certification Task Book application package including:

- The SFT Fee Schedule
- A payment by check or money order (payable to CAL FIRE – State Fire Training)
- The Certification Task Book application
- All supporting and verification documentation

The application, Task Book, and the non-refundable fee shall be mailed to:

State Fire Training  
Attn: Cashier  
PO Box 997446  
Sacramento, CA 95899-7446

State Fire Training reviews all submitted Task Books.

- If the Task Book is complete, State Fire Training will authorize the Task Book and retain a digital copy of the authorized Task Book in the candidate's State Fire Training file.
- If the Task Book is incomplete, State Fire Training will return the Task Book with a notification indicating what needs to be completed prior to resubmission.

Completion of this Certification Task Book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for Certification.

## Initiation Requirements

The following requirements must be completed prior to initiating this Task Book.

### Candidate Information

Name: \_\_\_\_\_

SFT ID Number: \_\_\_\_\_

### Region VMP Coordinator Approval

Region VMP Coordinator (please print): \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's Task Book initiation requirements and to initiate State Fire Training Task Books. I hereby certify under penalty of perjury under the laws of the State of California that the completion of all requirements to open the Task Book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Signature Verification

The following individuals have the authority to verify portions of this certification Task Book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required. Please add additional signature pages as needed.

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

## Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All JPRs must be completed within a California fire agency or Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate’s regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate’s Director initiates the Task Book.

### **Burn Plans, Permits and Approvals, and Operations**

1.      Develop a burn plan, so that competency is demonstrated, and the plan can mitigate risk and achieve desired objectives. (Topic 3-2)

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_



Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

2. Conduct a field weather observation using a belt weather kit or pocket weather meter (i.e., Kestral) and correctly measure the weather conditions. (Topic 3-1)

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

3. Implement a prescribed-fire operation in accordance with the burn plan, so that objectives are addressed, risk is mitigated, and safety is maintained. (Topic 3-4)

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Completion Requirement

### Updates

The candidate has completed and enclosed all updates to this certification Task Book released by State Fire Training since its initial publication.

Number of enclosed updates: \_\_\_\_\_

### Completion Timeframe

The candidate has completed all requirements documented in this Certification Task Book within five years of its initiation date.

Initiation Date (see Region VMP Coordinator signature under **Initiation Requirements**): \_\_\_\_\_

## Review and Approval

### Candidate

Candidate (please print): \_\_\_\_\_

I, the undersigned, am the person applying for State-Certified Prescribed-Fire Burn Boss certification. I hereby certify under penalty of perjury under the laws of the State of California that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CAL FIRE Prescribed Fire Staff Chief

Name (please print): \_\_\_\_\_

CAL FIRE Unit: \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's qualifications for State-Certified Prescribed-Fire Burn Boss certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_