



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
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**State Fire Training Division**  
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**Date:** July 12, 2019

Attachment 3

**To:** Ronny J. Coleman, Chairman  
Statewide Training and Education Advisory Committee  
c/o State Fire Training

**From:** Mark Bisbee, Battalion Chief, State Fire Training

**SUBJECT/AGENDA ACTION ITEM:**

Certification Task Book Issuance – Open Task Books

**Recommended Actions:**

Approve changes to Certification Task Book Issuance and Interim Procedure

**Background Information:**

Currently SFT staff issue Task Books after the applicant submits payment and the required documents to SFT for review. SFT staff then reviews the task book application, ensures prerequisites are met, and then issues the task book via email. When the task book is completed, an applicant returns it to SFT for review before issuance of certification.

- Current CICCIS practice allows for agency Fire Chiefs or their Authorized Designee to initiate and administer Task Books.
- The current SFT process requires staff to process the Tasks Books twice: once for issuance and again for final verification.
- To use limited SFT staff more effectively, a more efficient process is desired where the agency Fire Chiefs or their Authorized Designee initiate the Task Book.
- SFT staff would then verify that all requirements have been met before issuing the certification.

**Analysis/Summary of Issue:**

The new proposed process would allow a Fire Chief, or his or her Authorized Designee, to verify the requirements needed prior to initiating a Task Book instead of SFT. This would reduce the SFT staff time devoted to Task Book issuance and bring SFT procedures more in line with CICCIS practices.

When the applicant completes the Task Book, it would continue to follow current practices for submittal to SFT with payment for review and issuance of certification. When submitted to SFT, staff would verify prerequisites, experience, position, and Fire Chief, or his or her Authorized Designee, approval. SFT Task Books do not count against the CICC/NWCG Task Book limit.

It is the responsibility of the Fire Chief to ensure that only the Fire Chief, or his or her Authorized Designee issue task books. When initiating task books, they will need to ensure that all prerequisites are met. Furthermore, when closing the task book, the fire chief should verify that only an authorized individual initiated the task book.

Task books will only be valid for five years from date of issuance. The person initiating the task book needs to ensure that the latest version is being issued, by printing a current version from the SFT website. SFT updates task books every 1-3 years based on changes to the NFPA Standards. SFT will release task book addendums, as needed, if JPRs are modified or added. It is the candidate's and Fire Chief's responsibility to verify if task book addendums are required when finalizing a task book.

Streamlining this process will increase the efficiency of limited SFT staff and bring SFT more in line with industry generally accepted practices. Eventually, SFT task books will be initiated through the SFT User Portal, but that is approximately five years from being implemented.



# CERTIFICATION TASK BOOKS

## Interim Procedures

Issued: **DRAFT**

- Edition** January 2019 edition of the State Fire Training Procedures Manual
- Effective Date:** **DRAFT**
- Section Change:** Updated section 7.2: Certification and various other sections
- Justification:** SFT is reviewing business practices to determine if there are ways to streamline processes. Task Books that are initiated by agencies instead of SFT will speed up the issuance process, as well as reduce the workload by SFT staff. SFT staff will now review all prerequisite requirements at certification application to ensure all requirements has been completed.
- SFT Contact** [Contact SFT Staff](#) assigned to the specific certification.
- Note:** All new text appears in underline. All deleted text appears in ~~strikeout~~

## 7.2: CERTIFICATION

### 7.2.1: CERTIFICATION REQUIREMENTS

- A. State Fire Training (SFT) requires a candidate to fulfill up to six requirements to obtain a job function certification.
1. Prerequisites: requirements to complete before job function certification, not before participation in an individual course.
    - i. Examples: another SFT certification, an associate's or bachelor's degree, a specific license or qualification
  2. Education: course requirements (SFT or otherwise) required for job function certification
    - i. Excludes prerequisites to required courses
  3. SFT certification exam: a single culminating exam administered by SFT to evaluate and document a candidate's cognitive knowledge
  4. Certification task book: a document issued by SFT initiated and administered by the candidate's fire agency to evaluate and document a candidate's psychomotor skills
    - For most certifications, a candidate must complete the prerequisite, education, and SFT certification exam requirements before applying for a certification task book is initiated by the candidate's fire agency
  5. Experience: a candidate's hands-on practice in a specific job function for a designated period of time
  6. Position: a candidate's official position within his or her fire agency
    - i. ~~Performing in an "acting" capacity does not meet this requirement for job function certification~~



# CERTIFICATION TASK BOOKS

## Interim Procedures

### 7.2.2: CERTIFICATION PROCESS

- A. To pursue certification for a job function that does not yet require a certification task book, a candidate must:
  1. Complete all prerequisite requirements
  2. Complete all educational requirements
    - i. Including a minimum 80% score on all written summative tests
  3. Complete all experience requirements
  4. Complete all position requirements
  5. Apply for certification
    - i. See **7.2.3: Application Process – Without a Certification Task Book.**
- B. To pursue certification for a job function that requires a certification task book, a candidate must:
  1. Complete all prerequisite requirements
  2. Complete all educational requirements
    - i. Including a minimum 80% score on all written summative tests
  3. Pass the SFT certification exam (when applicable)
  4. Apply for/Initiate a certification task book
    - i. See 7.2.4: Application Process – With a Certification Task Book. Task books can be downloaded and printed from SFT website
    - ii. Task books are initiated by the fire chief, or his or her authorized designee, and completed within five years of task book issuance date.
  5. Complete all Certification Task Book requirements
    - i. Experience
    - ii. Position
    - iii. Job performance requirements
  6. Submit complete certification task book to SFT
    - i. See 7.2.3: Application Process.

### 7.2.3: APPLICATION PROCESS – WITHOUT A CERTIFICATION TASK BOOK

#### 7.2.3.1: Candidate Application

- A. A. Download (from the SFT website) and print:
  - The SFT Fee Schedule
  - The checklist for the job function certification requirements being pursued
- B. Using the job function certification checklist, compile and attach all supporting and verification documentation. See Table 7.2.3.1: Supporting Documentation.



# CERTIFICATION TASK BOOKS

## Interim Procedures

1. A Fire Chief or Unit Chief cannot self certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE Unit Chiefs) must be signed off by his or her supervisor or superior.

**Table 7.2.3.1: Supporting Documentation**

Requirement	
Prerequisites	Copies of certificates, letters, or licenses verifying completion of any prerequisite requirements
Education	Copies of course completion certificates from SFT or an SFT-approved provider for each educational requirement
Experience	A verification letter signed by the current Fire Chief, or his or her authorized designee, describing the candidate’s specific background as it relates to the experience requirement (See <b>4.1.1: Letters of Verification.</b> )
Position	A verification letter signed by the current Fire Chief, or his or her authorized designee, describing the candidate’s specific background as it relates to the position requirement (See <b>4.1.1: Letters of Verification.</b> )

- C. A complete application package includes:
  - The SFT Fee Schedule
  - A nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
  - The job function certification checklist
  - All supporting and verification documentation
- D. Submit the complete application package to:
 

State Fire Training  
Attn: Cashier  
P.O. Box 997446  
Sacramento, CA 95899-7446

### 7.2.3.3: State Fire Training Review

- A. SFT shall review each application package and determine if it is complete or incomplete.
- B. Complete



# CERTIFICATION TASK BOOKS

## Interim Procedures

1. If the application package is complete and approved, SFT shall issue a certificate and mail it to the address on the candidate's application.
- C. Incomplete
1. If the application package is incomplete, SFT shall identify the missing or incomplete item(s) on the checklist and send the checklist back to the candidate.
  2. The candidate shall complete the missing or incomplete item(s) and submit them with the checklist to SFT at the address listed on the checklist.
  3. When SFT receives all missing or incomplete item(s), SFT shall issue a certificate and mails it to the address on the candidate's application.
  4. SFT shall retain incomplete applications for up to one year from the date recorded on the SFT Fee Schedule.
    - i. Candidates who do not complete their application within the one-year timeframe are required to submit a new application and fees, meeting any additional requirements in place for that job function certification at that time.

### **7.2.4: APPLICATION PROCESS – WITH A CERTIFICATION TASK BOOK**

#### **7.2.4.1: Candidate Application**

##### **A. Download (from the SFT website) and print:**

- The SFT Fee Schedule
- The Certification Task Book Application for the job function certification being pursued

##### **B. Complete the certification task book application and attach all supporting and verification documentation.**

1. A Fire Chief or Unit Chief cannot self certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE Unit Chiefs) must be signed off by his or her supervisor or superior.
2. SFT does not accept electronic or stamped signatures on certification task book applications.

##### **C. A complete certification task book application package includes:**

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

##### **D. Submit the complete certification task book application package to:**



# CERTIFICATION TASK BOOKS

## Interim Procedures

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

### 7.2.4.2: State Fire Training Application Review

A. SFT shall review each certification task book application package.

B. Complete

1. If the certification task book application package is complete and approved, SFT shall issue a certification task book and mail or email it to the address on the candidate's application or.

C. Incomplete

1. If the certification task book application package is incomplete, SFT shall identify any missing or incomplete item(s) on a checklist and notify the candidate in writing via mail or email.
2. The candidate shall complete any missing or incomplete item(s) and submit them with the checklist to SFT at the address listed on the checklist.
3. When SFT receives all missing or incomplete item(s), SFT shall issue a certification task book and mail or email it to the address on the candidate's application.
4. SFT shall retain incomplete applications for up to one year from the date recorded on the SFT Fee Schedule.
  - i. Candidates who do not complete their application within the one-year timeframe are required to submit a new application and fees, meeting any additional requirements in place for that job function certification at that time.

### 7.2.4.3: Task Book Submission

A. Task book completion timelines and instructions for submission are contained within each individual task book.

## 7.3: COMMUNITY RISK

### 7.3.1: COMMUNITY RISK EDUCATOR

#### 7.3.1.9: Application

A. See 7.2.43: Application Process—With a Certification Task Book.



# CERTIFICATION TASK BOOKS

## Interim Procedures

### 7.3.2: COMMUNITY RISK SPECIALIST

#### 7.3.2.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.3.3: COMMUNITY RISK OFFICER

#### 7.3.3.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

## 7.4: DRIVER/OPERATOR

### 7.4.1: FIRE APPARATUS DRIVER/OPERATOR – AERIAL APPARATUS

#### 7.4.1.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.4.2: FIRE APPARATUS DRIVER/OPERATOR – PUMPING APPARATUS

#### 7.4.2.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.4.3: FIRE APPARATUS DRIVER/OPERATOR – TILLERED APPARATUS

#### 7.4.3.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.4.4: FIRE APPARATUS DRIVER/OPERATOR – WATER TENDER

#### 7.4.4.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.4.5: FIRE APPARATUS DRIVER/OPERATOR – WILDLAND FIRE APPARATUS

#### 7.4.5.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

## 7.6: HAZARDOUS MATERIALS





# CERTIFICATION TASK BOOKS

## Interim Procedures

### 7.6.1: HAZARDOUS MATERIALS TECHNICIAN

#### 7.6.1.9: Application

A. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

### 7.6.2: HAZARDOUS MATERIALS SPECIALIST

#### 7.6.2.9: Application

A. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

## 7.7: INSTRUCTOR

### 7.7.1: INSTRUCTOR I

#### 7.7.1.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.7.2: INSTRUCTOR II

#### 7.7.2.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.7.3: INSTRUCTOR III

#### 7.7.3.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

## 7.8: INVESTIGATION

### 7.8.1: FIRE INVESTIGATOR (2017)

#### 7.8.1.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

## 7.9: MECHANIC

### 7.9.1: FIRE MECHANIC I

#### 7.9.1.9: Application

A. See 7.2.3: Application Process—~~Without a Certification Task Book.~~



# CERTIFICATION TASK BOOKS

## Interim Procedures

### 7.9.1.11: Recertification

D. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

### 7.9.2: EMERGENCY VEHICLE TECHNICIAN I

#### 7.9.2.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

#### 7.9.2.11: Recertification

D. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

### 7.9.3: FIRE MECHANIC II

#### 7.9.3.9: Application

A. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

#### 7.9.3.11: Recertification

D. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

### 7.9.4: EMERGENCY VEHICLE TECHNICIAN II

#### 7.9.4.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

#### 7.9.4.11: Recertification

D. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

### 7.9.5: FIRE MECHANIC III / MASTER MECHANIC

#### 7.9.5.9: Application

A. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

#### 7.9.5.11: Recertification

D. See 7.2.3: Application Process—~~Without a Certification Task Book.~~



# CERTIFICATION TASK BOOKS

## Interim Procedures

### 7.9.6: EMERGENCY VEHICLE TECHNICIAN III

#### 7.9.6.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

#### 7.9.6.11: Recertification

D. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

## 7.10: OFFICER

### 7.10.1: COMPANY OFFICER

#### 7.10.1.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.10.2: CHIEF FIRE OFFICER

#### 7.10.2.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.10.3: EXECUTIVE CHIEF FIRE OFFICER

#### 7.10.3.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

## 7.11: PREVENTION

### 7.11.1: FIRE INSPECTOR I

#### 7.11.1.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.11.2: FIRE INSPECTOR II

#### 7.11.2.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.11.3: PLAN EXAMINER



# CERTIFICATION TASK BOOKS

## Interim Procedures

### 7.11.3.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.11.4: FIRE MARSHAL

#### 7.11.4.9: Application

A. See 7.2.3: Application Process—~~Without a Certification Task Book.~~

### 7.11.5: FIRE MARSHAL (2018)

#### 7.11.5.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

## 7.12: SUPPRESSION

### 7.12.1: FIRE FIGHTER I

#### 7.12.1.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

### 7.12.2: FIRE FIGHTER II

#### 7.12.2.9: Application

A. See 7.2.43: Application Process—~~With a Certification Task Book.~~

**[CERTIFICATION TITLE]**

**[NFPA Title(s)]**

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**Certification Task Book**  
**[Primary NFPA Standard Year]**

Cover Photo



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

# **[Certification Title]**

## **Certification Task Book [Primary NFPA Standard Year]**

**Version 1.0.0**

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This Certification Task Book includes the certification training standards included in [Certification Title] CTS Guide [Primary NFPA Standard Year] which is based on NFPA [####]: Standard for Fire Officer Professional Qualifications ([year]) [position].

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This book is published by State Fire Training

Cover photo courtesy of [name]

## Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Position, and Job Performance requirements for certification.

### Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book 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 necessary to obtain that certification.

### Responsibilities

#### Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
  - No date shall be prior to the issuance date.
- Complete the Experience, Position, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authority segment with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

#### Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator is designated by the candidate's fire chief (or authorized designee) and shall possess the equivalent or higher-level certification. If no such evaluator is present within the organization, the fire chief (or authorized designee) shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. A certification task book may have more than one evaluator.

All evaluators shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review and understand the candidate's certification task book requirements and responsibilities.
- Verify the candidate's successful completion of one or more job performance requirements through observation or review.
  - All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.
- Sign all appropriate lines in the certification task book with an original wet-ink signature to record demonstrated performance of tasks.

## Fire Chief Responsibilities

The fire chief (or authorized designee) is the individual who initiates and then reviews and confirms the completion of a candidate's certification task book.

The fire chief (or authorized designee) shall:

- Initiate the candidates Task Book, and verify that all requirements and prerequisites are met prior to Task Book initiation
- Designate qualified evaluators.
- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review the candidate's certification task book requirements and responsibilities.
- Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
  - Ensure that no signature or date is prior to the certification task book issuance date.
  - Ensure that the task book completion date is within five years of the task book issuance date.
- Verify the experience segment is completed and sign the fire chief verification statement under Authority segment with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.
- SFT task books do not count towards the NWCG Task book Limit. There is no limit to the amount of SFT task books initiated, as long as the candidate meets the requirements.

## Completion Process

When you receive your certification task book: Once your certification task book is initiated:

1. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also, ensure that every evaluator is listed on the Signature Verification page.
2. Thoroughly review the Experience, Position, and Job Performance Requirements segments to make sure that you understand them.
3. Confirm who will evaluate your job performance requirements with your fire agency.
4. Complete the Experience segment, if applicable.
5. Complete the Position segment.
6. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also ensure that every evaluator is listed on the Signature Verification page.
7. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under Authority section.
8. Make a copy of the completed certification task book to retain with your personal records.
9. Mail the original certification task book to State Fire Training (see address below) within five years of task book issuance date.

After receipt and successful review of your completed certification task book, State Fire Training will approve the certification task book and mail your certificate to you. State Fire Training retains a digital copy of the completed, authorized original certification task book.



If State Fire Training determines that your certification task book is incomplete State Fire Training will return insufficient components, replacement pages and a checklist indicating what needs to be completed.

**Do not submit this certification task book until you have:**

- Completed the Experience segment
- Fulfilled the Position segment
- Completed Job Performance Requirements
- Obtained all required signatures

**State Fire Training Mailing Address**

Office of the State Fire Marshal  
State Fire Training  
2251 Harvard Street, Suite 400  
Sacramento, CA 95815

## Completion Timeframe

State Fire Training (SFT) will periodically update Task Books to reflect changes in the new editions of NFPA Professional Qualifications. When the updated standards are published, SFT staff and/or cadres will evaluate the changes and determine if the current task books will be required to be amended. If the Task Book requires amendments, SFT will release an addendum for candidates with Task Books that have already been initiated.

When a candidate completes their Task Book and submits to SFT for certification, it is his/her responsibility to check the SFT website to determine if they are required to complete one or more addendums. Task Books expire after 5 years of issuance.

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.

## Task Book Initiation

### Candidate Information

**Candidate:** \_\_\_\_\_

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

**Fire Agency:** \_\_\_\_\_

### Requirements to Open Task Book:

**Certification or Position (One of the Following):**

OSFM Fire Fighter II Certification

Appointment to the rank of officer (Lieutenant or higher)

Appointment to the CAL FIRE rank of Fire Apparatus Engineer

**Complete**

**Education (All the Following):**

Company Officer 2A: Human Resource Management

Company Officer 2B: General Administrative Functions

Company Officer 2C: Fire Inspections and Investigations

Company Officer 2D: All Risk Command Operations

Company Officer 2E: Wildland Incident Operations

Instructor I: Instructor Methodology

**Complete**

**Position:**

Must currently be in the rank of (or performing in the acting capacity) of a Company Officer.

**Complete**

### Task Book Initiated By:

Candidate's Fire Chief (Printed): \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's experience, position, and job performance requirements. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience, position, and job performance requirements made 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.

\_\_\_\_\_  
Fire Chief or Authorized Representative's Signature

\_\_\_\_\_  
Date

## Signature Verification

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

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

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

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

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

# Task Book Requirements

## Job Performance Requirements

All job performance requirements must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

For JPR's that are not part of a candidate's regular work assignment or are a rare event, the evaluator can develop a scenario or interview which supports the required task and evaluates the candidate to the stated standard.

**All Job Performance Requirements shall be reviewed, validated and dated after issuance of the certification task book.**

### [Heading #1]

1. [JPR] ([Identification])

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

2. [JPR] ([Identification])

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

### [Heading #1]

3. [JPR] ([Identification])

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

4. [JPR] ([Identification])

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

## Experience

The candidate meets the following requirements for experience.

- A minimum of two (2) years' full-time paid experience in a California fire agency as a fire fighter performing suppression duties
- A minimum of four (4) years part-time paid or volunteer experience in a California fire agency as a fire fighter performing suppression duties

## Position

- The candidate meets qualifications for the level of certification. The position requirement is met when applicant fulfills the role of the specific duties as defined by the Fire Chief.





# OPEN TASK BOOKS Implementation Plan

Issued: August 2019

## OVERVIEW

This document is intended to provide information for all State Fire Training (SFT) stakeholders on the new Task Book Issuance process for all California Fire Service Training and Education System (CFSTES) certification tracks. SFT currently issues task books for all CFSTES tracks except for Fire Fighter 1 and Fire Fighter 2. To streamline the task book issuance process, SFT will now allow agencies to initiate task books. This will bring SFT into alignment with the California Incident Command Certification System (CICCS) and the National Wildfire Coordinating Group (NWCG) task book issuance practices.

## IMPLEMENTATION

**Agency Initiated Task Books..... Available October 1, 2019**

## EXISTING TASK BOOKS (INITIATED BY SFT)

Task Books already Issued by SFT will remain valid for certification through December 31, 2024. Candidates will need to verify that there are no Task Book Addendums required for the certification prior to submitting to SFT for final approval. Candidates who paid the required fee and were issued a task book will not be required to pay any additional fees if the certification package is completed and submitted to SFT postmarked on or before December 31, 2024. If the certification package is submitted after the deadline the application will be withdrawn and the fee will be forfeited.

## TASK BOOKS INITIATED BY AGENCIES

Task books will be available on the SFT website for candidates to download. When initiating a task book, the candidate needs to ensure that the latest version is being issued. Task books can only be initiated by the Fire Chief, or his or her Authorized Designee, who is on file with SFT in accordance with the SFT Procedures Manual Section 4.2. When initiating task books, the Fire Chief, or his or her Authorized Designee, will need to ensure that all prerequisites are met.

Task books will only be valid for five (5) years from date of issuance. SFT updates task books every one (1) to five (5) years based on changes to the NFPA Standards. SFT will release task book addendums, as needed, if JPRs are modified or added. It is the candidate's and Fire Chief's, or his or her Authorized Designee, responsibility to verify if task book addendums are required before submitting to SFT for certification with certification fee and application. Expired task books (older than 5 years for issuance) will need to be reinitiated using the latest task book.

## Potential Agency Impacts

Fire agencies should put policies in place to ensure that only authorized persons are initiating SFT Task Books. It is critical for Fire Agencies to ensure that SFT is notified when a new Fire



# OPEN TASK BOOKS Implementation Plan

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Chief is appointed, and to ensure a current roster of the Fire Chief's Authorized Designee is on file with SFT. This must be done in accordance with Section 4.2 of the SFT Procedures Manual. Additionally, agencies need to ensure that all requirements are met to initiate the specific task book. SFT Task Books are separate from, do not count towards, the CICC or NWCG active Task Book limit.

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