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OFFICE OF THE STATE FIRE MARSHAL
STATE FIRE TRAINING**

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Date: August 12, 2025

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

From: Brandon Erickson, Certification Exam Manager
Caryn Petty, Deputy State Fire Marshal III, Specialist
Chris Fowler, Division Chief

SUBJECT/AGENDA ACTION ITEM:
Fire and Emergency Services Instructor 1 Correction

Recommended Actions:
Motion

Background Information:

In April 2024, STEAC approved Fire and Emergency Services Instructor 1 and 2 accreditation certification expansion. The *National Accreditation Certification Expansion - Fire and Emergency Services Instructor 1 and 2 Staff Report* explained how the program would be implemented, covering a range of topics from certification options, the certification exam, fees, Lead and Skills Evaluator, Reciprocity, and Upgrades. Specifically, the Reciprocity section outlined the process for out-of-state IFSAC/Pro Board-certified Fire and Emergency Services Instructor (FESI) applicants seeking California certification within California.

The Staff Report reciprocity language states that:

- A reciprocity option will be available for out-of-state certified individuals to seek certification in California.
- Reciprocity requires an IFSAC/Pro Board certification issued within ten years of the date of application (with Department of Defense exceptions).
- FESI 2 reciprocity applicants must have California Fire Department experience prior to issuance.
- Reciprocity results in State Certification only (no IFSAC/Pro Board seals).

Analysis/Summary of Issue:

The *Interim Procedures* for both FESI 1 and FESI 2 outline different requirements for reciprocity than those described in the Staff Report. Specifically, the Interim Procedures for FESI 1 reciprocity (Section 7.7.1.13) require:

1. Accredited IFSAC/Pro Board FESI 1 certification (NFPA 1041 standard)
2. Completion of the Certification Task Book (Section 7.7.1.6)
3. Fulfillment of experience requirements (Section 7.7.1.7)
4. Standard application process and SFT review

The requirement for a FESI 1 reciprocity candidate to complete a Certification Task Book with completion of experience requirements was an oversight. This now creates a conflict in requirements, where Interim Procedures require both, but this was not included in the Staff Report. It was not SFT's intention to require FESI 1 reciprocity candidates to complete a Certification Task Book or experience requirements for FESI 1 reciprocity.

Recommendation:

SFT recommends updating the Interim Procedures to align with the Staff Report and eliminate conflicting guidance. Specifically, remove the Interim Procedure requirements:

1. Completion of the Certification Task Book (Section 7.7.1.6)
2. Fulfillment of experience requirements (Section 7.7.1.7)



INTERIM PROCEDURES

Fire and Emergency Services Instructor

Issued: June 2025

Procedure Changes

- Edition:** May 2020 edition of the State Fire Training Procedures Manual
- Effective Date:** February 1, 2022
- Section Change:** Updated section 7.7: Fire and Emergency Services Instructor
- Justification:** Added an optional SFT Certification Examination pathway for candidates seeking a nationally accredited Fire and Emergency Services Instructor Certification.
- SFT Contact:** [Contact SFT Staff](#) assigned to the specific certification.
- Note:** All new text appears in underline. All deleted text appears in ~~strikeout~~

7.7: FIRE AND EMERGENCY SERVICES INSTRUCTOR

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. Pass the SFT Certification Exam (when applicable)
 4. Complete all experience requirements
 5. Complete all position requirements
 6. Apply for Certification
 - i. See **7.2.3: Application Process**

7.7.1: FIRE AND EMERGENCY SERVICES INSTRUCTOR 1

7.7.1.1: Overview

- A. The Fire and Emergency Services Instructor 1 certification provides the knowledge and skills needed for an entry-level Instructor to deliver instruction from a prepared lesson plan utilizing instruction aids and evaluation instruments, adapt a lesson plan, and complete reporting requirements to the local jurisdiction.
- B. Instructor 1 certification replaced Training Instructor I Certification, which retired on December 31, 2017.



INTERIM PROCEDURES

Fire and Emergency Services Instructor

- C. The Instruction 1 Certification title was changed to Fire and Emergency Services Instructor 1 to align with NFPA Professional Qualifications.
- D. The Fire and Emergency Services Instructor 1 certification became nationally accredited in June 2025.

7.7.1.2: History

- A. Established
 - May 22, 2014
- B. Revised
 - Not applicable

7.7.1.3: Prerequisites

- A. Not applicable

7.7.1.4: Education

- A. Instructor 1: Instructional Methodology

7.7.1.5: Certification Exam

- A. State Certification Candidates: Not applicable
- B. Nationally Accredited Certification Candidates:
 - a. Cognitive Exam Module(s)
 - i. Fire and Emergency Services Instructor 1
 - b. Skills Exam Module(s)
 - i. Fire and Emergency Services Instructor 1

7.7.1.6: Certification Task Book

- A. State Certification Candidates: Fire and Emergency Services Instructor 1 Certification Task Book
- B. Nationally Accredited Certification Candidates: Not applicable

7.7.1.7: Experience



INTERIM PROCEDURES

Fire and Emergency Services Instructor

A. State Certification Candidates:

a. Fire Service (one (1) of the following three (3) options)

- i. Have a minimum of one (1) years' full-time paid experience in a recognized fire agency in California
- ii. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California
- iii. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year full-time paid experience in a recognized fire agency in California
 1. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)

b. Teaching

1. Have a minimum of forty (40) hours teaching/training experience (with feedback) within a fire service-related program
 - i. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
 - ii. Document all teaching experience in the Fire and Emergency Services Instructor 1 Certification Task Book.

B. Nationally Accredited Certification Candidates: The experience requirement does not apply to Nationally Accredited Certification Candidates.

7.7.1.8: Position

A. Not Applicable

7.7.1.9: Application

A. See **7.2.3: Application Process**

7.7.1.10: Maintenance

A. Not applicable

7.7.1.11: Recertification

A. Not applicable

7.7.1.12: Upgrade



INTERIM PROCEDURES

Fire and Emergency Services Instructor

- A. A Fire and Emergency Services Instructor 1 upgrade is available for a candidate who is seeking IFSAC/Pro Board certification and certified with SFT with one of the following versions:
 - a. Fire and Emergency Services Instructor 1 certification
 - b. Instructor 1 certification
 - c. Training Instructor I certification
 - d. Fire Instructor I certification
- B. The candidate must meet the Certification Exam requirements in **7.7.1.5: Certification Exam**

7.7.1.13: Reciprocity

- A. Fire and Emergency Services Instructor 1 reciprocity is available for a candidate who has an accredited certification from IFSAC/Pro Board in NFPA 1041: Standard for Fire and Emergency Services Instructor 1.
- ~~B. The candidate must meet the task book requirements in **7.7.1.6 (A) Certification Task Book.**~~
- ~~C. The candidate must meet the experience requirements in **7.7.1.7 (A) Experience.**~~
- D. See **7.2.3: Application Process.**
- E. SFT shall review applications as they are received.
 - a. See **7.2.3.2: State Fire Training Review**



INTERIM PROCEDURES

Fire and Emergency Services Instructor

7.7.2: FIRE AND EMERGENCY SERVICES INSTRUCTOR 2

7.7.2.1: Overview

- A. The Fire and Emergency Services Instructor 2 certification provides the knowledge and skills utilized by intermediate-level Instructors to develop lesson plans and evaluation instruments, teach and deliver instruction, evaluate and coach other instructors, analyze resources, and formulate a program budget.
- B. Instructor 2 certification replaced Fire Instructor II certification, which retired on December 31, 2016.
- C. The Instruction 2 Certification title was changed to Fire and Emergency Services Instructor 2 to align with NFPA Professional Qualifications.
- D. The Fire and Emergency Services Instructor 2 certification became nationally accredited on June 2025.

7.7.2.2: History

- A. Established
 - May 22, 2014
- B. Revised
 - Not applicable

7.7.2.3: Prerequisites

- A. One of the following Office of the State Fire Marshal (OSFM) certifications:
 - Fire and Emergency Services Instructor 1
 - Instructor 1
 - Training Instructor I
 - Fire Instructor I

7.7.2.4: Education

- A. Instructor 2: Instructional Development

7.7.2.5: Certification Exam



INTERIM PROCEDURES

Fire and Emergency Services Instructor

- A. State Certification Candidates: Not applicable
- B. Nationally Accredited Certification Candidates:
 - a. Cognitive Exam Module(s):
 - i. Fire and Emergency Services Instructor 2
 - b. Skills Exam Module(s):
 - i. Fire and Emergency Services Instructor 2

7.7.2.6: Certification Task Book

- A. State Certification Candidates: Fire and Emergency Services Instructor 2 Certification Task Book
- B. Nationally Accredited Certification Candidates: Fire and Emergency Services Instructor 2 Certification Experience Verification

7.7.2.7: Experience

- A. State Certification Candidates:
 - a. Fire Service (one (1) of the following three (3) options)
 - i. Have a minimum of one (1) years' full-time paid experience in a recognized fire agency in California
 - ii. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California
 - iii. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year full-time paid experience in a recognized fire agency in California
 - 1. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)
 - b. Teaching
 - i. Have a minimum of eighty (80) hours teaching/training experience (with feedback) within a fire service-related program
 - 1. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
 - 2. Document all teaching experience in the Fire and Emergency Services Instructor 2 Certification Task Book.
- B. Nationally Accredited Certification Candidates:
 - a. Fire Service (one (1) of the following three (3) options)



INTERIM PROCEDURES

Fire and Emergency Services Instructor

- i. Have a minimum of one (1) years' full-time paid experience in a recognized fire agency in California
 - ii. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California
 - iii. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year full-time paid experience in a recognized fire agency in California
 1. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)
- b. Teaching
1. Have a minimum of eighty (80) hours teaching/training experience (with feedback) within a fire service-related program
 - iii. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
 - iv. Document all teaching experience in the Fire and Emergency Services Instructor 2 Certification Experience Verification.

7.7.2.8: Position

- A. Not applicable

7.7.2.9: Application

- A. See **7.2.3: Application Process**

7.7.2.10: Maintenance

- A. Not applicable

7.7.2.11: Recertification

- A. Not applicable

7.7.2.12: Upgrade

- A. A Fire and Emergency Services Instructor 1 upgrade is available for a candidate who is seeking IFSAC/Pro Board certification and certified with SFT with one of the following versions:
- a. Fire and Emergency Services Instructor 2 certification
 - b. Instructor 2 certification



INTERIM PROCEDURES

Fire and Emergency Services Instructor

- c. Fire Instructor II certification
- B. The candidate must meet the Certification Exam requirements in **7.7.2.5: Certification Exam**
- C. There is no upgrade application.

7.7.2.13: Reciprocity

- A. Fire and Emergency Services Instructor 2 reciprocity is available for a candidate who has an accredited certification from IFSAC/Pro Board in NFPA 1041: Standard for Fire and Emergency Services Instructor 2.
- B. The candidate must meet prerequisite requirements in **7.7.2.3: Prerequisites**.
 - a. **Note** an accredited Fire and Emergency Services Instructor 1 certification from IFSAC/Pro Board does not meet this requirement.
- C. The candidate must meet the task book requirements in **7.7.2.6 (A) Certification Task**
 - a. **Book.**
- D. The candidate must meet the experience requirements in **7.7.2.7 (A) Experience**.
- E. See **7.2.3: Application Process**.
- F. SFT shall review applications as they are received.
 - a. See **7.2.3.2: State Fire Training Review**.