

# ARTP or ALA Letterhead Stationary

Date

Certification Examination Coordinator  
CALFIRE, Office of State Fire Marshal  
State Fire Training Division  
P.O. Box 944246  
Sacramento, California 94244-2460

Subject: Verification Letter for (insert applicant's name),

## Professional Background

Address the applicant's professional background including current status with the ARTP or ALA. This should include current rank, assignment and years of service. This is the location to list the applicants experience participating in fire training, particularly the fire academy. Address the levels of certification held by the applicant, particularly Fire Fighter I for lead evaluator candidates. Also, for lead evaluator candidates provide information on their registered instructor status, including instructor ID number. Identify how the applicant meets the instructional methodology requirement. Provide copies of certificates to support all registrations, certifications and training.

## Subject Matter Expertise

Provide a statement attesting to the applicant's mastery of the skills associated with Fire Fighter I. For example: "John Doe has been a fire fighter for XX years, having attained the rank of XX. and has been an active instructor in our fire academy program for XX years. Through this experience, John Doe has demonstrated mastery in fire fighting skills, supporting his application to become a (lead evaluator, skills evaluator or both)."

## Objectivity

Provide a statement attesting to the applicant's ability to objectively evaluate candidate performance during formal testing. This is the area where you need to be sure that the applicant has demonstrated that he/she can make the transition from being a trainer to being an evaluator. For example: "John Doe has not only been an instructor in our program but has demonstrated through his performance and interaction with candidates that he is able to fairly and objectively provide feedback on their ongoing performance."

## Supervisory Skills

This area is for lead evaluators only. As the primary responsibility of the lead evaluator is to oversee the entire examination process, you need to be sure that the applicant has demonstrated adequate skills and ability in supervision. It is not mandatory that the applicant hold a supervisory rank in their career assignment. However, keep in mind that as the administrator of the ARTP or ALA you are verifying that the applicant has the ability to supervise both the written and skill examination. The lead evaluator will be

held accountable by State Fire Training for the performance and outcomes of the examination process. For example: "John Doe serves in a supervisory capacity in our organization in both the training and testing environments. He has served in this capacity for XX years and been delegated both the responsibility and authority that accompanies this assignment."

Sincerely,

*Signature*

(For an ALA the letter must be signed by the fire chief, or his/her designee that is on file with State Fire Training. For an ARTP the letter must be signed by the college fire technology director. If the applicant is the fire technology director, the letter must be signed by the director's supervisor.)