



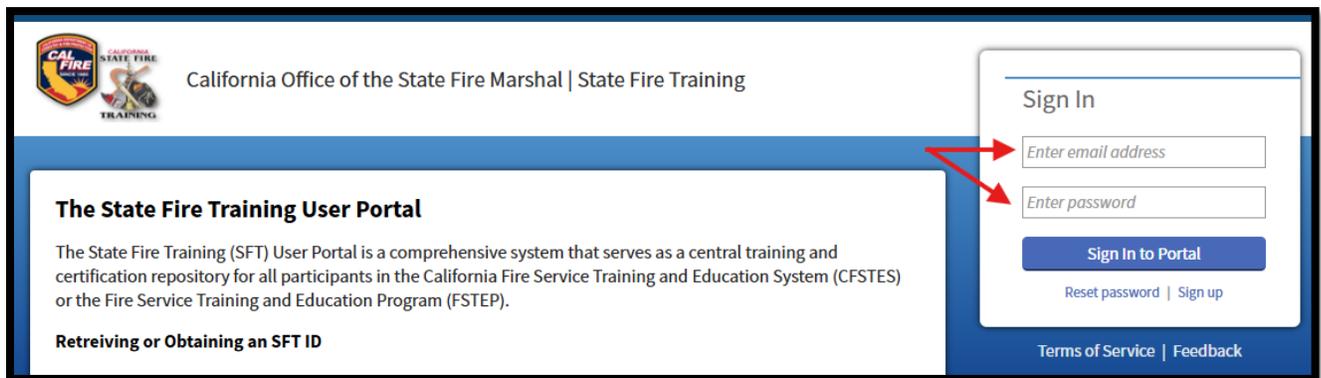
CERTIFICATION EXAM Request Submission Instructions

Certification Exam Request Form Submittal

Download Forms

- Download and complete forms from the SFT Website:
 - *Certification Exam Scheduling Request Form*
 - *Certification Exam Roster Template*
 - And any other misc. forms (*i.e., CAL FIRE STD 697, etc.*)

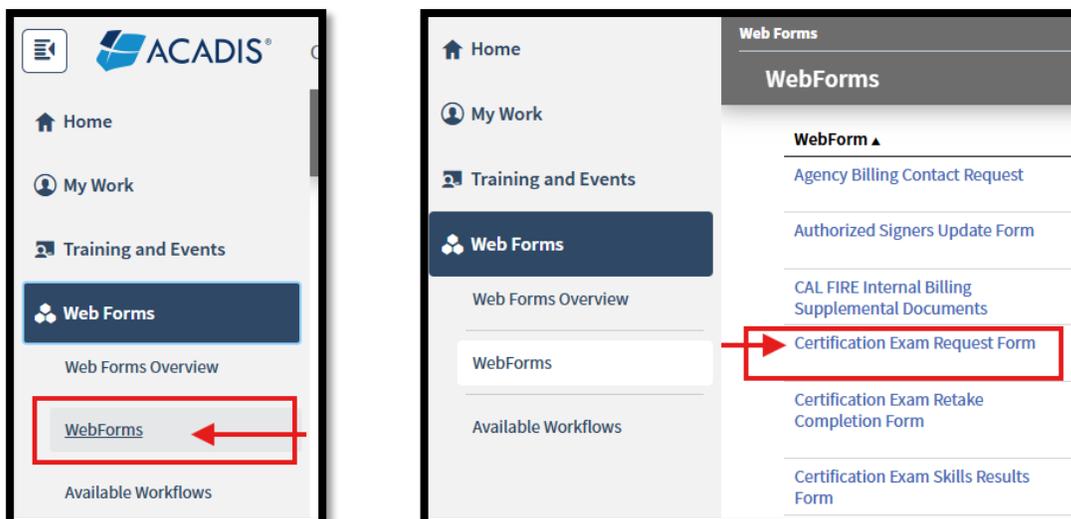
SFT User Portal



1. Go to the SFT User Portal at: <https://osfm-sft.acadisonline.com>
2. Log in to your account using your **username** and **password**

Webform

1. From the sidebar of the screen, select the tab labeled **Web Forms**
2. From the dropdown menu, select **Web Forms**
3. From the list of web forms, select the **Certification Exam Request Form**





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4. Complete the web form by entering the requested information.

A screenshot of a web browser showing a form titled 'Certification Exam Request Form'. The page header indicates 'WebForms > Complete A WebForm' and 'Logged in user: Cal, Captain'. The main heading is 'Certification Exam Request & Roster Submission Form'. The form contains several fields: a dropdown for 'Select your certification exam', a dropdown for '* Accredited Academy Name' with the placeholder 'Enter organization name...', and three input fields for 'Submitted By:' labeled '* First', '* Last', and 'Suffix' with a dropdown for 'Select an opt...'. Below these are fields for contact information: 'If there are questions regarding this submission, I can be contacted at:' followed by a 'Phone Number' field and an '* Email Address' field. There is also a section for 'Alternate Skills (for Fire Fighter Exams Only)' with a dropdown for '* Are you planning on simulating any of the eligible psychomotor' and a 'more' link. At the bottom, there is a legend for '* Required Information' and three buttons: 'Cancel', 'Finish Later', and 'Submit'.

5. Once all required fields are completed and all the necessary documents are uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display on the screen, and a confirmation will be emailed to the submitter. SFT will also receive a notification that results have been submitted, and SFT will process those results in the order they were received.

