



CERTIFICATION EXAM

Skills Results Submission Instructions

Submission Overview

The ARTP/ALA is required to return completed exams within fifteen (15) days of the last exam module's last day and return as one upload. Regardless of the exam delivery type, it is unnecessary to return results until all modules and retakes have been conducted and completed.

Submission Instructions

Download Forms

- Download the *Certification Exam Results Template (xlsx)* from the SFT Website.
TIP: SFT recommends using the data from the roster file (spreadsheet) provided in the exam approval email to avoid account credential errors during processing.

California Office of the State Fire Marshal | State Fire Training

The State Fire Training User Portal

The State Fire Training (SFT) User Portal is a comprehensive system that serves as a central training and certification repository for all participants in the California Fire Service Training and Education System (CFSTES) or the Fire Service Training and Education Program (FSTEP).

Retreiving or Obtaining an SFT ID

Sign In

Enter email address

Enter password

Sign In to Portal

[Reset password](#) | [Sign up](#)

[Terms of Service](#) | [Feedback](#)

SFT User Portal

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

Webform

- From the sidebar of the screen, select the tab labeled **Web Forms**
- From the dropdown menu, select **Web Forms**
- Select the **Certification Exam Skill Results Form** from the web form list.

ACADIS

Home

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Training and Events

Web Forms

Web Forms Overview

WebForms

Certification Exam Request Form

Certification Exam Retake Completion Form

Certification Exam Skills Results Form

Course Request Form

Web Forms Overview



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

WebForms > Complete A WebForm

Certification Exam Skills Results Form

Logged in user: Cal, Captain

Certification Exam Skills Results Form

Accredited Academy Name

Select the Certification Exam you are returning

I, hereby certify that I am the Lead Evaluator of record or authorized representative for the certification exam being submitted. I hereby certify that this exam was conducted in compliance with California Code of Regulations, Title 19 Public Safety Code, Division 1 State Fire Marshal, Chapter 13 California Fire Service Training and Education Program. This exam was delivered in accordance with the SFT Procedures Manual and conducted in an ethical manner. I understand that misstatements, omissions of material facts, or falsification of information may be cause for exam and/or evaluator revocation.

Submitted By:

I may be contacted at:

* Email Address

WebForms > Complete A WebForm

Certification Exam Skills Results Form

Attached Documentation

Attach and upload your documentation below. Be sure to include any irregularities or changes on

* Copy of Certification Exam Approval Form

* Certification Exam Skills Result Spreadsheet (See Help Bubble)

CSTI or IAFF Documentation (if applicable)

Remediation Documentation (if applicable):

Question Audit Request (if applicable):

Other:

Other:

All forms and required documents can be found on the appropriate certification web page of the SFT

Exam Deviations and/or Notes

5. Once completed and all necessary documents have been uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display, and a confirmation will be emailed. SFT will process submissions in the order they were received.

✓ Thank You

Thank you for your Certification Exam request submission.

Close