



# REGISTERED SKILLS/LEAD EVALUATOR Application

## Application Requirements

Submit verification of the following requirements along with this application form to register as a Skills and/or Lead Evaluator. It is not necessary to submit SFT course diplomas or certifications if there is a record of completion listed in your SFT User Portal.

### Education

- Certification Examination Evaluator Training course (Completed within 24 months of application submission. Not required for existing Skills/Lead Evaluator).
- Ethical Leadership in the Classroom **or** Ethical Leadership for Instructors course

### Instructor Requirement

- **Skills Evaluator**
  - Certified SFT Instructor 1 **or**;
  - Certified SFT Training Instructor 1 **or**;
  - Certified SFT Fire Instructor 1 **or**;
  - SFT Historically Recognized Fire Fighter 1 & 2 Academy Instructor **or**;
  - SFT Registered Instructor in good standing
- **Lead Evaluator**
  - Be a SFT Registered Instructor in good standing

### Certification(s)

Must possess SFT Fire Fighter Certification level(s) for all examinations for which you are seeking Registered Skills/Lead Evaluator status:

- SFT Fire Fighter 1 certification
- SFT Fire Fighter 2 certification
- SFT Fire Fighter 2 Tenured path can also be used for Fire Fighter 1

### Documents

- Registered Skills/Lead Evaluator Application
- Evaluator Code of Conduct form (not required if already a Registered Skills/Lead Evaluator)
- Letter of Verification written on ARTP/ALA letterhead and signed by ARTP/ALA Authorized Signer or authorized designee that attests and certifies the following:
  - Demonstrate mastery in the subject matter, has the capacity to objectively evaluate the performance of the candidates, and possesses supervisory skills sufficient to oversee the testing process (required for Lead only)

### Fee

- \$50 non-refundable Evaluator Fee – payable to State Fire Training

## Application Process

The following are the steps for submitting an Evaluator application:

1. Mail the Evaluator application, Evaluator Code of Conduct, Letter of verification and fee to: State Fire Training, Evaluator Registration, PO Box 944246, Sacramento, CA 94244-2460.
2. The applicant will be notified through the provided email once reviewed.
  - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital Evaluator certificate(s) through the SFT User Portal:  
<https://osfm-sft.acadisonline.com/>



**Registered Skills/Lead Evaluator Application**  
(REV. 07/22)

**Identification**

**Full Name:** \_\_\_\_\_

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

**Phone (Home):** \_\_\_\_\_ **Phone (Mobile):** \_\_\_\_\_

**Application Requirements**

**Evaluator**

Please select all options that apply (*Must possess SFT Fire Fighter Certification level(s) for all examinations for which you are seeking Registered Evaluator status*):

- Fire Fighter 1 Skills Evaluator
- Fire Fighter 1 Lead Evaluator
- Fire Fighter 2 Skills Evaluator
- Fire Fighter 2 Lead Evaluator

**Documents**

- Evaluator Code of Conduct form (not required if already a Registered Skills/Lead Evaluator)
- Letter of Verification signed by the ARTP/ALA Authorized Signer or authorized designee
- Copies of certification(s) that are not listed in SFT User portal record

**Fee**

- **\$50** non-refundable Evaluator Fee – payable to State Fire Training

**Applicant Review**

*I, the undersigned am the person applying for Registered Skills/Lead Evaluator status. I hereby certify under penalty of perjury under the laws of the State of California that all statements made herein are true in every respect. I have reviewed, understand, and agree to comply with the requirements and expectations set forth in the State Fire Training Procedures Manual. I understand that misstatements, omissions of material facts, or falsification of information, or conduct that violates these procedures may be cause for denial or revocation of my status as an evaluator.*

*Applicants Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Acct Code: 0198-XXXX-4143500-4143500003-35405902-59210