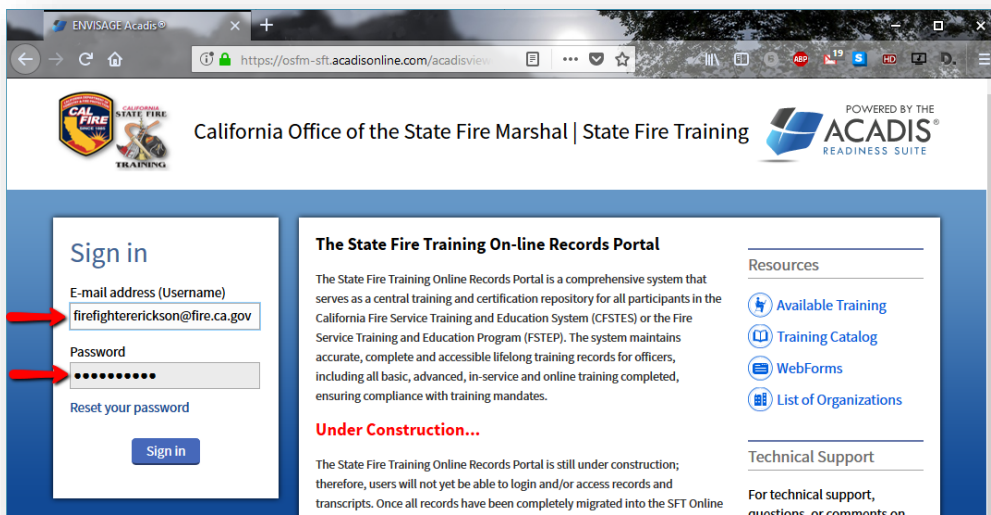## How to Schedule your FF Academy Certification Exam

Download Request Form and Roster Template

1. Download and complete the **FF Certification Exam Scheduling Request** form and **FF Academy Roster template** from the SFT website: https://osfm.fire.ca.gov/divisions/state-fire-training/evaluator-resources/

Account Login

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

Submit Webform

1. At the top of the screen, select the tab labeled **Web Forms**
2. From the dropdown menu, select **Find & Complete a WebForm**

3. From the list of web forms, select **FF Cert. Exam Skills Request Form**

4. Complete the web form by entering the requested information

5. Once all required fields are completed and all required 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.