



RECERTIFICATION (LAPSED) APPLICATION INSTRUCTIONS

State-Certified Prescribed-Fire Burn Boss Certification Application

Overview

This application is for the State-Certified Prescribed-Fire Burn Boss that did not complete the required Continuing Education course for annual Recertification by the expiration date and the certification lapse is less than 24 months.

If the certification lapse is less than six (6) months, the applicant can maintain Certification by completing the Continuing Education Course and completing this application. If the certification lapse is between six (6) and 12 months, the applicant will also need to take an S-130 refresher course and provide documentation of prescribed fire experience within the past 12 months. For Lapses greater than 12 months, the applicant is required to re-take the State-Certified Prescribed-Fire Burn Boss 40-hour course. For lapses greater than 24 months, the applicant will need to retake all State Fire Training (SFT) courses listed in the Certification Requirements and reapply for the initial certification.

Application Requirements

Submit verification of the following documents along with this application form. It is not necessary to submit SFT course diplomas or certifications if it is listed in your SFT User Portal.

Prerequisites

- Prior State-Certified Prescribed-Fire Burn Boss certification on record

Education

- State-Certified Prescribed-Fire Burn Boss Continuing Education **AND**;
 - Lapses Greater than six (6) Months: S-130 Refresher **AND**;
 - Lapses Greater than 12 Months: State-Certified Prescribed-Fire Burn Boss (40 Hours)

Documentation

- State-Certified Prescribed-Fire Burn Boss Statement of Experience: e.g., copies of burn plans, Incident Action Plans (IAPs), After-Action Review (AAR) or other verification.

Application Process

The following are the steps for submitting certification application:

1. Mail the State-Certified Prescribed-Fire Recertification application, supporting documentation, and fee to: State Fire Training, Burn Boss Recertification, PO Box 944246, Sacramento, CA 94244-2460.
2. SFT conducts an application review.
 - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital certification(s) through the SFT User Portal at:
<https://osfm-sft.acadisonline.com/>

Personal Information Notice

Pursuant to the Federal Privacy Act ([P.L. 93-579](#)) and the Information Practices Act of 1977 (Civil Code [Sections 1798, et seq.](#)), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or part of the requested information

may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6 of the Information Practice Act of 1977 (Civil Code [Section 1798.24](#)). Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries to calfire.cpo@fire.ca.gov.



State-Certified Prescribed-Fire Burn Boss Recertification (Lapsed) Application

OSFM-SFT-999-1R (REV. 08/23)

Identification

Full Name:

SFT ID Number:

Date of Birth:

Mailing Address:

City, State, Zip Code:

Phone (Mobile):

Email:

Submission Requirements

Submit documentation to verify completion of the following requirements. You do not need to submit verification for anything issued by State Fire Training (SFT) already documented in your SFT User Portal.

Prerequisites

- Prior State-Certified Prescribed-Fire Burn Boss certification on record

Education

- State-Certified Prescribed-Fire Burn Boss Continuing Education **AND;**
 - Lapses Greater than 6 Months: S-130 Refresher **AND;**
 - Lapses Greater than 12 Months: State-Certified Prescribed-Fire Burn Boss (40 Hours)

Documentation

- State-Certified Prescribed-Fire Burn Boss Statement of Experience: e.g., copies of burn plans, Incident Action Plans (IAPs), After-Action Review (AAR) or other verification.

Fees

- \$100 Burn Boss Recertification (non-refundable) - payable to: State Fire Training

Applicant Review

I, the undersigned, am the person applying for this certification. I hereby certify under penalty of perjury under the laws of the State of California, that all information contained in this application is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Applicants Signature: _____ Date: _____

Acct Code: 0198-####-4143500-4143500014-35405902-59210