



CERTIFICATION APPLICATION INSTRUCTIONS

Chief Fire Officer Certification Application

Overview

The California Office of the State Fire Marshal Chief Fire Officer Certification contains two levels of Professional Qualifications set by the National Fire Protection Association (NFPA). The two levels are NFPA 1021: Fire Officer III and NFPA 1051: Wildland Fire Officer II.

In January 2020, State Fire Training (SFT) transitioned to “Open Task Books”. Open Task Books are initiated by California Fire Agencies. Applicants who previously had their Task Books initiated by SFT shall use Option A. Applicants whose task books were initiated by their Fire Agency shall use Option B.

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

- OSFM Fire Officer certification **OR**
- OSFM Company Officer certification **OR**
- Appointed to the rank of Chief Fire Officer waives this certification prerequisite. *Performing in an “acting” capacity does not fulfill this requirement.*

Education

- Chief Fire Officer 3A: Human Resource Management
- Chief Fire Officer 3B: Budget & Fiscal Responsibilities
- Chief Fire Officer 3C: General Administration Functions
- Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
- ICS-300: Intermediate ICS for Expanding Incidents

Certification Task Book

- Chief Fire Officer Certification Task Book

Supporting Documentation

- Associate’s degree (any major) or higher from an accredited post-secondary institution

Fee (Option B Applicants Only)

- \$150 non-refundable certification fee - payable to: State Fire Training

Application Process

Option A: Task Books Initiated by SFT (prior to December 31, 2019)

The following are the steps for submitting the certification application:

1. Email the certification application, certification task book, and supporting documentation to the [SFT Staff Member](#) who processes the certification that you are applying for.
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/>

Option B: Task Books Initiated by Agency (after December 31, 2019)

The following are the steps for submitting certification application:

1. Mail the certification application, certification task book, supporting documentation, and fee to:
State Fire Training, Chief Fire Officer Certification, 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.



Identification

Full Name: _____

SFT ID Number: _____

Date of Birth: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone (Mobile): _____

Email: _____

Option A: Task Books Initiated by SFT (prior to December 31, 2019)

Certification Task Book

- Chief Fire Officer Certification Task Book

Supporting Documentation

- Associate's degree (any major) or higher from an accredited post-secondary institution

Option B – Task Books Initiated by Agency (after December 31, 2019)

Certification Task Book

- Chief Fire Officer Certification Task Book

Supporting Documentation

- Associate's degree (any major) or higher from an accredited post-secondary institution

Fee

- \$150 non-refundable certification fee - 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