CERTIFICATION EXAM SCHEDULING REQUEST FORM
Fire & Emergency Services Instructor 1 & 2

Overview

The Fire and Emergency Services Instructor (FESI) 1 and 2 Certification Exams, based on NFPA 1041 (2019), are comprehensive two-part assessments administered through accredited State Fire Training (SFT) test sites. Exams must be scheduled in alignment with the SFT Procedures Manual, and all testing activities must adhere to established security protocols and administrative requirements. To schedule a FESI Certification Exam, use the FESI 1 & 2 Certification Exam Scheduling Request form.

Certification Exam Delivery

Certification exams may only be requested and administered by an Accredited Regional Training Program (ARTP) or an Accredited Local Academy (ALA). All exams must be conducted in accordance with the procedures outlined in Chapter 11 of the State Fire Training (SFT) Procedures Manual and under the supervision of a Registered Lead Evaluator, with support from Registered Skills Evaluators.

Each exam includes two components: a cognitive multiple-choice test and a skills-based performance evaluation. Test sites are responsible for verifying candidate eligibility by reviewing course completion documents, exam authorizations, or SFT transcripts. All exam logistics must follow SFT administrative and security protocols.

To request delivery of FESI 1 or 2 certification exams, ARTPs and ALAs must submit a FESI Certification Examination Scheduling Request Form along with a digital academy roster to SFT at least six weeks prior to the first day of the scheduled exam period. All components of the certification exam—including the cognitive test, skills assessment, and any associated retakes—must be scheduled together as a single event. SFT will not retroactively approve unscheduled or partially scheduled exams; unapproved exams will not receive credit or certification.

ARTPs and ALAs must provide appropriate facilities and ensure all equipment—including computers, instructional materials, and tools—is relevant, functional, and sufficient in quantity and quality to support the exam. Violations of SFT procedures by registered Lead Evaluators or Skills Evaluators may result in disciplinary action, including revocation of evaluator status. In such cases, SFT reserves the right to nullify the exam and invalidate any associated seals or certifications.

Application Process

1. **Download Forms**
   Download the FESI 1 & 2 Certification Exam Scheduling Request Form and the FESI Roster Template from the FESI page on the State Fire Training (SFT) website.
2. **Submit via SFT User Portal**

Complete both documents and any other supporting documentation and upload them using the Certification Exam Request web form in the SFT User portal. Refer to the *Scheduling a Certification Exam Guide* for step-by-step instructions.

> **Important**: Exam requests must be submitted no later than six (6) weeks prior to the first scheduled exam date. If the certification exam is part of an active Instructor 1 or 2 course, include the Course Approval Number on the FESI Exam Scheduling Request Form to assist with timely processing and approval.

3. **SFT Review & Approval**

   SFT will review the request and roster:

   - If approved, SFT will email approval documentation, a master roster with SFT ID numbers, assigned skills, and exam access codes.
   - If denied, SFT will notify the test site with an explanation.

4. **Submit Exam Results**

   After all exams are completed, upload the following documents using the Certification Exam Results web form in the SFT User Portal:

5. **Final Review & Certification**

   SFT will review all submitted results. If candidates meet all eligibility requirements, digital certifications will be issued via their SFT User Portal accounts.

STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
FESI 1 & 2 (2019) Certification Exam Scheduling Request
(REV. 12/20)

Certification Exam Host & Location

Host Agency Name (ALA/ARTP): _____

Contact Name, Email & Phone: _____

Website (only if advertising): _____

Facility Name and Address: _____

Exam Level

Identify the curriculum used to ensure proper test bank assignment: ☐ **IFSTA**   ☐ **Jones and Bartlett**

Module *(SFT use only)*	Cognitive Exam Date(s)	Skill Exam Date(s)	Approval Code
Fire and Emergency Services Instructor 1:			
Fire and Emergency Services Instructor 2:			

Class Approval Code*: _____

If this exam is to be offered upon completion of an ongoing Instructor course, list the Class Approval Code

Evaluators

Cognitive Lead Evaluator: _____

Cognitive Backup Evaluator: _____

NOTE: Registered Skill Evaluators are recorded on the second page of the FESI Cert Exam Results Roster.

Billing Information

Bill to **Individual** or **Agency**: _____

Billing Contact Name: _____

Billing Address (full): _____

Invoice Information - SFT Use Only

Type	Fee	Number of Candidates	Total Price	Approval Code
FESI 1	$150		$	
FESI 2	$150		$	

(CAL FIRE Account Code: 0198-XXXX-4143500-4143500007-35405902-59210)

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Additional Scheduling Notes