



# RECIPROCITY INSTRUCTIONS

## Fire and Emergency Services Instructor 2 (2019)

### Overview

The California Office of the State Fire Marshal (OSFM) Fire and Emergency Services Instructor 2 Certification (2019 edition) is based on the NFPA 1041: Standard for Fire and Emergency Services Instructor Professional Qualifications (2019) set by the National Fire Protection Association (NFPA).

The Fire and Emergency Services Instructor 2 (FESI) Reciprocity Application is for applicants who have an IFSAC and/or Pro Board-accredited FESI 2 certification and are seeking a California OSFM Fire and Emergency Services Instructor 2 Certification through reciprocity.

State Fire Training (SFT) will reject certifications that do not bear the appropriate IFSAC and/or Pro Board seals. Refer to the options below for reciprocity requirements and instructions.

SFT only issues combined IFSAC/Pro Board certifications. SFT will not issue a standalone IFSAC or Pro Board certification to an applicant who already holds a certification from only one of the two organizations.

### Option A – Certification Issued Within 10 Years

Use Option A if you have an IFSAC and/or Pro Board-accredited Fire and Emergency Services Instructor 2 certification issued within 10 years of submitting this application. Task Book instructions are listed within the Task Book. Once completed, follow the application instructions to apply.

### Reciprocity Requirements

#### Certification

- Fire and Emergency Services Instructor 2 Certification (with IFSAC and/or Pro Board seals) issued within 10 years\*
- \*Department of Defense issued certifications are exempt from the 10-year requirement.*

#### Education

- Waived – due to having a recent IFSAC and/or Pro Board Certification

#### Certification Exam

- Waived – due to having a recent IFSAC and/or Pro Board Certification

#### Certification Task Book

- FESI 2 Task Book (2019 edition)

#### Experience

All experience is documented in the FESI 2 Certification Task Book

- Fire Service Experience (one (1) of the following three (3) options)
- Have a minimum of one (1) year full-time paid experience in a recognized fire agency in California
- Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California
- Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year full-time paid experience in a recognized fire agency in California
- Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)

## Fire and Emergency Services Instructor 2 Reciprocity Certification

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- Teaching Experience
- An additional 40 hours teaching/training experience beyond the Fire and Emergency Services Instructor 1 certification requirements (for a total of 80 hours) within a fire service-related program (with feedback).
- Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
- Teaching or training experience hours will only be accepted after all educational requirements have been successfully completed.

### **Application Submission**

To apply for the California OSFM FESI 2 Reciprocity, Option A, follow the steps below.

1. Ensure completion of all certification requirements
2. Mail the required documentation (i.e., certification application, task book, and fee) to:
  - State Fire Training, FESI 2 Certification, PO Box 944246, Sacramento, CA 94244-2460
  - NOTE: Remember to check the Option A box on the application.
3. Application Review by State Fire Training (SFT):
  - If approved - A digital certification will be issued and made available through your SFT User Portal.
  - If denied - A notice of denial with information regarding unmet eligibility requirements will be sent via email.

### **Option B – Certification Older Than 10 Years – Exam Authorization**

Use Option B if you have an IFSAC and/or Pro Board-accredited Fire and Emergency Services Instructor 2 certification that is 10 years old or older as of the date this application is submitted and require a SFT exam authorization to register for the FESI 2 certification exam. FESI certification examinations are only available at Accredited Academies. Exam registration is handled directly with the testing site of your choice. A list of Accredited Academies can be found on the Accredited Academies webpage of the SFT website. Once the exam results have been processed, SFT automatically issues a digital certification through the applicant's SFT User Portal.

### **Reciprocity Requirements**

#### **Certification**

- Fire and Emergency Services Instructor 2 Certification (with IFSAC and/or Pro Board seals) issued more than 10 years after the application date\*
- \*Department of Defense issued certifications are exempt from the 10-year requirement.*

#### **Education**

- Waived – due to having a recent IFSAC and/or Pro Board Certification

#### **Certification Exam(s)**

- FESI 2 Certification Exam (2019)

#### **Certification Task Book**

- FESI 2 Task Book (2019 edition)

#### **Experience**

All experience is documented in the FESI 2 Certification Task Book

- Fire Service Experience (one (1) of the following three (3) options)

## Fire and Emergency Services Instructor 2 Reciprocity Certification

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- Have a minimum of one (1) year full-time paid experience in a recognized fire agency in California
- Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California
- Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year full-time paid experience in a recognized fire agency in California
- Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)
- Teaching Experience
- An additional 40 hours teaching/training experience beyond the Fire and Emergency Services Instructor 1 certification requirements (for a total of 80 hours) within a fire service-related program (with feedback).
- Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
- Teaching or training experience hours will only be accepted after all educational requirements have been successfully completed.

### **Application Submission:**

To apply for the California OSFM FESI 2 Reciprocity, Option B, follow the steps below.

1. Download the FESI 2 Certification Task Book from the SFT website and have it initiated. Initiation instructions are listed within the task book.
2. Ensure completion of all requirements and mail the required documentation (i.e., certification application, task book, and fee) to:
  - State Fire Training, FESI 2 Reciprocity, PO Box 944246, Sacramento, CA 94244-2460.
  - NOTE: Remember to check the Option B box on the application, which must be submitted at least six weeks before the desired exam date.
3. Application review by SFT.
  - If denied, a notice of denial with information regarding unmet eligibility requirements will be sent via email.
  - If approved, SFT issues an exam authorization via email.
4. Applicant takes the exam authorization to an Accredited Academy of their choice and registers as a reciprocity candidate for the FESI 2 (2019) certification exam directly with that site.
5. Once the certification exam results have been processed, SFT automatically issues a digital certification through the applicant's SFT User Portal and notifies the applicant.

### **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 the 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](mailto:calfire.cpo@fire.ca.gov).



**Fire and Emergency Services Instructor 2 Certification Reciprocity Application**  
OSFM-SFT-1041-1R (REV. 06/25)

**Identification**

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

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

**SSN (last 4 digits)** \_\_\_\_\_

**DoD # (if applicable)** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Option A – Certification Issued Within 10 Years**

Option A applies to applicants with an IFSAC and/or Pro Board-accredited certification for Fire and Emergency Services Instructor 2 issued within 10 years of submitting this application. Submit documentation to verify completion of the following requirements. It is unnecessary to submit verification for anything issued by State Fire Training (SFT) already documented in your SFT User Portal.

**Certification (with IFSAC and/or Pro Board seals)**

- Fire and Emergency Services Instructor 2 Certification issued within 10 years

**Certification Task Book**

- FESI 2 Task Book (2019 edition)

**Fee**

- \$275 Reciprocity Review and California OSFM FESI 2 Certification fee (non-refundable) - payable to: State Fire Training

**Option B – Exam Authorization**

Option B applies to applicants with an IFSAC and/or Pro Board-accredited certification for Fire and Emergency Services Instructor 2 that is 10 years old or older as of the date this application is submitted, and who need an SFT exam authorization to register for the FESI 2 certification exam at an accredited testing site. Submit the necessary documentation to verify the completion of the following requirements. It is unnecessary to submit verification for anything issued by State Fire Training (SFT) that is already documented in your SFT User Portal.



## Fire and Emergency Services Instructor 2 Certification Reciprocity Application

OSFM-SFT-1041-1R (REV. 06/25)

### Certification

- Fire and Emergency Services Instructor 2 Certification issued more than 10 years ago

### Certification Task Book

- FESI 2 Task Book (2019 edition)

### Fee

- \$125 Reciprocity Review fee (non-refundable) - payable to: State Fire Training

## Authority

I, the undersigned, am the person applying for 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. If SFT rejects my application due to the falsification of information or documents, I understand that SFT will place a two-year restriction on my ability to reapply for certification.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(CAL FIRE Account Code: 0198-XXXX-4143500-4143500014-35405902-59210)