



# CERTIFICATION APPLICATION INSTRUCTIONS

## Fire and Emergency Services Instructor 3

### Certification Application

#### Overview

The California Office of the State Fire Marshal (OSFM) Fire and Emergency Services Instructor 3 Certification 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 (FESI) Certification Application is for applicants who have completed the FESI academic training, experience requirements and certification task book. In January 2020, State Fire Training (SFT) transitioned to “open task books”. Open task books are initiated by California Fire Agencies.

#### 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

- Fire and Emergency Services Instructor 2 **or** Instructor 2 Certification

#### Education

- Instructor 3: Instructional Program Management

#### Certification Task Book

- Fire and Emergency Services Instructor 3 Certification Task Book **or** Instructor 3 Certification Task Book with all applicable Task Book Updates.

#### Fee

- \$100 non-refundable FESI 3 certification fee - payable to: State Fire Training

#### Application Process

The following are the steps for submitting the certification application:

1. Mail the FESI Certification Application, certification task book, and fee to: State Fire Training, Fire and Emergency Services Instructor Certification, PO Box 944246, Sacramento, CA 94244-2460
2. SFT conducts an application review.
  - a. If the applicant 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](mailto:calfire.cpo@fire.ca.gov).



# Fire and Emergency Services Instructor 3 Certification Application

OSFM-SFT-1041-3 (REV. 04/22)

## Identification

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

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

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

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

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

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

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

## Required Documents

### Prerequisites

- Fire and Emergency Services Instructor 2 **or** Instructor 2 Certification

### Education

- Instructor 3: Instructional Program Management

### Certification Task Book

- Fire and Emergency Services Instructor 3 Certification Task Book **or** Instructor 3 Certification Task Book with all applicable Task Book Updates.

### Fee

- \$100 non-refundable FESI 3 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