



# Certification Examination (2019) Scheduling Request Instructions

---

## Overview

The Certification Examination (2019) Scheduling Request Application is used to request certification exam deliveries for Fire Fighter 1 (2019) and Fire Fighter 2 (2019). Certification Exams can only be requested by an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA). For delivery of the Fire Fighter 1 (2013) certification exam, use the Certification Examination (2013) Scheduling Request.

## Certification Exam Delivery

Only an ARTP or an ALA may administer SFT certification exams. An ARTP or ALA conducts all certification exams in conformance with the procedures established by State Fire Training (SFT) and under the supervision of a registered Lead Evaluator with the assistance of registered Psychomotor Skills Evaluators. Chapter 11 of the State Fire Training Procedures Manual (January 2019) outlines the requirements and process that an ARTP or ALA must follow to administer an SFT certification exam in addition to the requirements and process that a candidate must fulfill to participate in an SFT certification exam.

An ARTP or ALA shall provide the facilities and equipment necessary to support the program. All equipment including computers, apparatus, tools, simulations, supplies, and equipment shall be relevant and available in sufficient quantity and quality.

An ARTP or ALA must submit a Certification Examination (2019) Scheduling Request Application and digital academy roster to SFT at least six weeks before the first day of the scheduled exam period. All components of the SFT certification exam, including the cognitive and psychomotor skills portions and any applicable retake exams, shall be scheduled at the same time, as one complete event. SFT will not approve a certification exam after exam delivery. If an ARTP or ALA does not obtain SFT approval for a certification exam, the candidates will not receive credit for the SFT certification exam.

A registered Lead Evaluator or registered Psychomotor Skills Evaluator in violation of established procedures, rules, or regulations shall be subject to disciplinary action, up to and including evaluator status revocation. If a registered Lead Evaluator or registered Psychomotor Skills Evaluator is in violation of established procedures, rules, or regulations, SFT shall declare the exam null and void and invalidate all issued seals or certificates.

## Application Process

1. Download the Certification Examination Scheduling Request form and FF Academy Roster from the Evaluator Resources webpage of the SFT website.
2. Upload and submit completed documents through the SFT User portal via the *FF Cert. Exam Request web form*. Step-by-step instructions on how to upload, can be found on the [Scheduling a Certification Exam Guide](#). Remember that all certification exam requests must be submitted at least six (6) weeks prior to the first certification exam.
3. State Fire Training conducts a review of the submitted exam request and roster.
  - If the exam request is approved, an approval containing the approval documentation, a master roster with SFT ID numbers, and exam access codes will be emailed.
  - If the exam request and supplemental documents do not meet the eligibility requirements, SFT issues a denial.
4. SFT will issue the randomly selected skills 3 weeks before the first day of each skill exam module. This will be a separate email from the approval email.
5. At the conclusion of all certification exam modules, the ARTP or ALA uploads all required exam documents via the *FF Cert. Exam Results web form* into the SFT User Portal. Documents should include:
  - Approval documentation confirming which exam is being returned
  - Skills Results Roster
    - Include a list of registered Skills Evaluators used (sheet #2 of the Results Roster)
  - CSTI/IAFF Letter (if applicable)
6. State Fire Training reviews and processes all exam results
  - If the candidates meet the eligibility requirements for certification, SFT issues the digital certification(s) through each candidate's SFT User Portal.



**Certification Examination (2019) Scheduling Request Application**  
(REV. 12/20)

**Certification Exam Host and Billing Information**

Host Agency Name (ALA/ARTP): \_\_\_\_\_

Contact Name, Email & Phone: \_\_\_\_\_

Website (only if advertising): \_\_\_\_\_

Billing Agency & Contact Name: \_\_\_\_\_

Billing Mailing Address (full): \_\_\_\_\_

**Exam Requests**

Indicate the certification exams that you are requesting and the date & time. Check one of the following boxes if delivering CSTI or IAFF Hazardous Material Training (with Pro Board certification) instead of Fire Fighter 1B:

☐ CSTI    ☐ IAFF

Module ( <i>SFT use only</i> )	Cognitive Date(s) and Time	Psychomotor Date(s) and Time
Fire Fighter 1A: Structure		
Fire Fighter 1B: Haz Mat		
Fire Fighter 1C: Wildland		
Fire Fighter 2A: Structure		

**Exam Location**

List the location of the certification exams. If using multiple sites, please detail in the notes section on page 2.

**Cognitive Facility Name:** \_\_\_\_\_

**Cognitive Facility Address:** \_\_\_\_\_

**Skills Facility Name:** \_\_\_\_\_

**Skills Facility Address:** \_\_\_\_\_

**Invoice Information - SFT Use Only**

Type	Fee	Number of Candidates	Total Price	Approval Code
Fire Fighter 1	\$150		\$	
Fire Fighter 2	\$75		\$	

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

**Certification Examination (2019) Scheduling Request Application**  
(REV. 12/20)

## Lead Evaluators

List the Registered Lead Evaluator(s) first & last name, email and include SFT ID number(s) to indicate who will be delivering each exam module requested. **Registered Skills Evaluators are now tracked at the end of the exam and recorded on the second page of the FF Cert Exam Results Roster.**

## Fire Fighter 1A: Structure

- Cognitive Lead Evaluator: \_\_\_\_\_
- Cognitive Backup Evaluator: \_\_\_\_\_
- Psychomotor Lead Evaluator: \_\_\_\_\_

**Fire Fighter 1B: Haz Mat** (☐ Same as above)

- Cognitive Lead Evaluator: \_\_\_\_\_
- Cognitive Backup Evaluator: \_\_\_\_\_
- Psychomotor Lead Evaluator: \_\_\_\_\_

**Fire Fighter 1C: Wildland** (☐ Same as above)

- Cognitive Lead Evaluator: \_\_\_\_\_
- Cognitive Backup Evaluator: \_\_\_\_\_
- Psychomotor Lead Evaluator: \_\_\_\_\_

**Fire Fighter 2A: Structure** (☐ Same as above)

- Cognitive Lead Evaluator: \_\_\_\_\_
- Cognitive Backup Evaluator: \_\_\_\_\_
- Psychomotor Lead Evaluator: \_\_\_\_\_

### Additional Scheduling Notes