



# RECIPROCITY APPLICATION INSTRUCTIONS

## Fire Fighter 2 (2019) Certification

### Overview

The California Office of the State Fire Marshal (OSFM) Fire Fighter 2 (2019) Certification is based on the NFPA 1001: Fire Fighter II professional qualifications set by the National Fire Protection Association (NFPA).

The Fire Fighter 2 (2019) Reciprocity Application is for applicants who have an IFSAC and/or Pro Board accredited Fire Fighter 2 certification issued within 10 years of the date of submitting this application and are seeking a California OSFM Fire Fighter 2 Certification through reciprocity. Note: SFT will reject any certifications that do not bear the appropriate IFSAC and/or Pro Board seals.

State Fire Training (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.

Applicants shall complete a Fire Fighter (2019) Certification Task Book and meet the California Fire Fighter 2 experience and positions requirements prior to being issued a California OSFM Fire Fighter 2 Certification.

### Reciprocity Certification Requirements – Option A

Option A is for applicants who have a Fire Fighter 2 IFSAC and/or Pro Board accredited certification issued within 10 years of the date of submitting this application.

#### Certification

- California OSFM Fire Fighter 1 Certification
- Fire Fighter 2 Certification (with IFSAC and/or Pro Board seals) issued within the past 10 years

#### Certification Exams

- *Waived – due to having an IFSAC and/or Pro Board certification*

#### Certification Task Book

- Fire Fighter Certification Task Book (2019)

#### Experience (one of the following four options)

- Have a minimum of six months' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
- Have a minimum of one year's volunteer or part-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
- Have a minimum of one year's internship experience in a recognized fire agency in California as a Fire Fighter performing suppression duties (one year = three semesters or four quarters of an academic calendar)
- Have a combination of full-time paid and volunteer or part-time paid experience equal to six months' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties (volunteer or part-time paid to full-time paid ratio is 2:1 (for example, two months' volunteer or part-time paid = one month full-time paid))

### **Position**

- Appointed to a position performing suppression duties in a recognized fire agency in California

## **Reciprocity Certification Requirements – Option B**

Option B – is for applicants who have a Fire Fighter 2 IFSAC and/or Pro Board accredited certification issued older than 10 years of the date of submitting this application and who need an SFT exam authorization to register for the Fire Fighter 2 certification exam at an accredited testing site.

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

- California OSFM Fire Fighter 1 Certification
- Fire Fighter 2 Certification (with IFSAC and/or Pro Board seals) issued more than 10 years of application date

### **Certification Exams**

- Fire Fighter 2A: Structure cognitive exam module
- Fire Fighter 2A: Structure psychomotor skills exam module

### **Certification Task Book**

- Fire Fighter Certification Task Book (2019)

### **Experience (one of the following four options)**

- Have a minimum of six months' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
- Have a minimum of one year's volunteer or part-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
- Have a minimum of one year's internship experience in a recognized fire agency in California as a Fire Fighter performing suppression duties (one year = three semesters or four quarters of an academic calendar)
- Have a combination of full-time paid and volunteer or part-time paid experience equal to six months' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties (volunteer or part-time paid to full-time paid ratio is 2:1 (for example, two months' volunteer or part-time paid = one month full-time paid))

### **Position**

- Appointed to a position performing suppression duties in a recognized fire agency in California

## **Application Process – Option A**

1. Applicant mails the Fire Fighter 2 Certification Reciprocity Application, supporting documentation, and fee(s) to: State Fire Training, Fire Fighter 2 Reciprocity, PO Box 944246, Sacramento, CA 94244-2460.
  - Check the Option A check box on the application.
2. State Fire Training conducts an application review.
  - If the applicant does not meet the eligibility requirements, SFT issues a denial.

- If the applicant meets the eligibility requirements, SFT issues the digital certification(s) through the applicant's SFT User Portal.

## Application Process – Option B

Use Option B if you have a Fire Fighter 2 IFSAC and/or Pro Board accredited certification that was issued more than 10 years from the application submittal date.

### Step 1: Obtain Exam Authorization

1. Applicant mails the Fire Fighter 2 (2019) Certification Reciprocity Application, supporting documentation, and fee to: State Fire Training, Fire Fighter 2 Reciprocity, PO Box 944246, Sacramento, CA 94244-2460.
  - Check the Option B – Step 1 check box on the application.
  - Application must be submitted at least six weeks prior to proposed exam date.
2. State Fire Training conducts an application review.
  - If the applicant does not meet the eligibility requirements, SFT issues a denial.
  - If the applicant meets the eligibility requirements, SFT issues an exam authorization form.
3. Applicant takes the exam authorization form to an open enrollment Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) to schedule and completes the Fire Fighter 2A (2019) certification exam(s).
  - Contact the ARTP/ALA of your choice to register with the site (not SFT) in order to participate in the exam process.

### Step 2: Request Fire Fighter 2 Reciprocity

1. Applicant mails the Fire Fighter 2 (2019) Certification Reciprocity Application, supporting documentation, and fee to: State Fire Training, Fire Fighter 2 Reciprocity, PO Box 944246, Sacramento, CA 94244-2460.
  - Check the Option B – Step 2 check box on the application.
2. State Fire Training conducts an application review.
  - If the applicant does not meet the eligibility requirements, SFT issues a denial.
  - If the applicant meets the eligibility requirements, SFT issues the digital certification(s) through the applicant's SFT User Portal.

## 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 Fighter 2 (2019) Certification Reciprocity Application**  
OSFM-SFT-1001-2R (REV. 05/23)

**Identification**

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

**SFT ID Number:** \_\_\_\_\_ (leave blank if you don't have one)

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

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

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

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

**Option A – Fire Fighter 2 (2019) Reciprocity Submission Requirements**

Option A is for applicants who have a Fire Fighter 2 IFSAC and/or Pro Board accredited certification issued within 10 years of the date of submitting this application. Submit documentation to verify completion of the following requirements. You do not need to submit verification for anything issued by State Fire Training (SFT) already documented in your SFT User Portal.

**Certification**

- California OSFM Fire Fighter 1 Certification
- Fire Fighter 2 Certification (with IFSAC and/or Pro Board seals) issued within 10 years

**Certification Task Book**

- Fire Fighter Certification Task Book (2019)

**Fees**

- \$200 Pro Board®/IFSAC Reciprocity Review fee and California OSFM Fire Fighter 2 Certification (non-refundable) - payable to: State Fire Training

**Option B – Step 1 - Obtain Exam Authorization**

Option B – Step 1 is for applicants who have a Fire Fighter 2 IFSAC and/or Pro Board accredited certification issued older than 10 years of the date of submitting this application and who need an SFT exam authorization to register for the Fire Fighter 2 certification exam at an accredited testing site. Submit documentation to verify exam completion of the following requirements. You do not need to submit verification for anything issued by State Fire Training (SFT) already documented in your SFT User Portal.

**Certification**

- California OSFM Fire Fighter 1 Certification
- Fire Fighter 2 Certification (with IFSAC and/or Pro Board seals) issued more than 10 years from the application date

**Fee**

- \$125 Pro Board®/IFSAC Reciprocity Review fee (non-refundable) - payable to: State Fire Training



**Fire Fighter 2 (2019) Certification Reciprocity Application**  
OSFM-SFT-1002-2R (REV. 05/23)

**Option B – Step 2 – Fire Fighter 2 (2019) Reciprocity**

Option B – Step 2 is for applicants who have completed the Fire Fighter 2 cognitive and psychomotor skills exam modules at an ARTP/ALA and Fire Fighter Certification Task Book and are now ready to apply for Fire Fighter 2 (2019) Certification Reciprocity.

**Certification Task Book**

- Fire Fighter Certification Task Book (2019)

**Certification Exams**

- Fire Fighter 2A: Structure cognitive exam module
- Fire Fighter 2A: Structure psychomotor skills exam module

**Fee**

- \$75 Fire Fighter 2 Certification 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-####-4143500-4143500011-35405902-59210)