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STATE FIRE TRAINING PROCEDURES MANUAL



California
Office of the State Fire Marshal

STATE FIRE TRAINING
PROCEDURES MANUAL

CALIFORNIA
STATE FIRE



TRAINING

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WELCOME

As an organization of fire service professionals, State Fire Training (SFT) understands the need for standardized yet contemporary rules for the programs it manages. This document is intended to provide that standardization.

Many changes have occurred in SFT's operational procedures since it issued the first *CFSTES Policies and Procedures Manual* in 1985. In many instances, these changes have necessitated the revision of existing requirements and the development of new ones.

This was particularly true of the 2015 edition of the *State Fire Training Procedures Manual*, which incorporated a number of changes implemented through a three-year mission-alignment process, including the pursuit of national certification, a streamlined curriculum development process, simplification of many internal procedures, and a move toward more accessible content on digital platforms.

As is the case with any document published by this office, SFT has attempted to include all of the information that you, the user, might find useful. If you do not find the information you need, or have a question regarding the application of a procedure, please contact SFT.

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Thank you for your continued support of SFT's efforts to provide the training and education framework that assists you in achieving your professional development goals.

SUMMARY OF CHANGES

1. 2019

- A. The 2019 edition of the *State Fire Training Procedure Manual* is an update to the January 2015 edition.
- B. Significant changes include:
 - i. Update to reflect new and retired certifications and courses.
 - ii. Incorporated IFSAC and Pro Board Testing Requirements

ACRONYM GLOSSARY

A

AAIM = Advanced All-Hazards Incident Management

ALA = Accredited Local Academy

APA = Administrative Procedure Act

ARTP = Accredited Regional Training Program

ASE = National Institute for Auto Service Excellence

C

CAL FIRE = California Department of Forestry and Fire Protection

Cal OES = California Governor's Office of Emergency Services (see also CalEMA)

CalEMA = California Emergency Management Agency (see also Cal OES)

Cal-JAC = California Fire Fighters Join Apprenticeship Committee

CCCCO = California Community College Chancellor's Office

CCR = California Code of Regulations

CDF = California Department of Forestry (see also CAL FIRE)

CFCA = California Fire Chiefs Association

CFMA = California Fire Mechanics Academy, Inc.

CFOD = Chief Fire Officer Designation

CFR = Code of Federal Regulations

CFSTES = California Fire Service Training and Education System

CFTDA = California Fire Technology Directors' Association

CICCS = California Incident Command Certification System

CIMC = Complex Incident Management Course

CIRM = *Course Information and Required Materials Manual*

CPF = California Professional Firefighters

CPR = Cardiopulmonary resuscitation

CPSE = Center for Public Safety Excellence

CSFA = California State Firefighters' Association

CSRT = Confined Space Rescue Technician

CSTI = California Specialized Training Institute

CSU = California State University

D

DOT = U.S. Department of Transportation

E

EVTCC = Emergency Vehicle Technician Certification Commission

F

FDAC = Fire Districts Associations of California

FEMA = Federal Emergency Management Agency

FIRESCOPE = Firefighting Resources of California Organized for Potential Emergencies

FSTEP = Fire Service Training and Education Program

H

HAZMAT = Hazardous Materials

HVAC = Heating, ventilation, and air conditioning

I

IAFF = International Association of Fire Fighters

IAP = Incident Action Plan

ICC = International Code Council

ICS = Incident Command System

IFCI = International Fire Code Institute

IFSAC = International Fire Service Accreditation Congress

IMT = Incident Management Team

J

JFIS = Juvenile Fire Setter Intervention Specialist

JFS = Juvenile Fire Setter

L

LARRO = Low Angle Rope Rescue Operational

N

NCSA = National Code Services Association Inc. (see also UFCA)

NFA = National Fire Academy

NFPA = National Fire Protection Association

NWCG = National Wildfire Coordinating Group

O

OAL = Office of Administrative Law

OER = Onguard Emergency Resources, Inc.

OSFM = Office of the State Fire Marshal

P

PACE II = Peer Assessment for Instructor Evaluation

PACE III = Peer Assessment for Course Equivalency

PACE IV = Peer Assessment for Chief Executive

PACE V = Peer Assessment for CICC Evaluation

PIO = Public Information Officer

Pro Board[®] = National Board on Fire Service Professional Qualifications

R

RIC = Rapid Intervention Crew

RIO = Regional Instructor Orientation

RRT = Rope Rescue Technician

S

SBFS = State Board of Fire Services

SFT = State Fire Training

STEAC = Statewide Training and Education Advisory Committee

T

TRT = Trench Rescue Technician

U

UC = University of California

UFCA = Uniform Fire Code Association (see also NCSA)

1: State Fire Training

1.1: ORGANIZATION AND AUTHORITY

1.1.1: OVERVIEW

- A. The California Department of Forestry and Fire Protection (CAL FIRE) is the state agency that serves and safeguards the people and protects the property and resources of California.
- B. The Office of the State Fire Marshal (OSFM) is the CAL FIRE program that protects life and property through the development and application of fire prevention, engineering, training and education, and enforcement.
- C. State Fire Training (SFT) is the OSFM division that establishes, develops, and delivers standardized training and education for the California fire service.

1.1.2: OFFICE OF THE STATE FIRE MARSHAL

1.1.2.1: Mission

- A. The mission of OSFM is to protect life and property through the development and application of fire protection engineering, enforcement, and education. As part of this mission, OSFM establishes a fire-safe environment for the people of California, which serves as a foundation for local agencies to build on as they strive to meet their specific goals.
- B. OSFM is able to achieve its public fire-safety objectives because legally organized local fire authorities generally carry out the enforcement of minimum fire safety standards. This delegation of enforcement responsibilities minimizes duplication and overlapping efforts while preserving local autonomy.

1.1.2.2: Function

- A. OSFM functions as an entity within CAL FIRE and carries out its fire prevention mission in three basic ways:
 - 1. Regulating buildings in which people live, congregate, or are confined
 - 2. Controlling substances and products which may, when misused or in and of themselves, cause injury, death, or destruction by fire
 - 3. Providing training and education in fire protection methods and responsibilities
- B. OSFM is also responsible for the State Board of Fire Services (SBFS), which plays a major role in providing a state-level focus for resolving fire prevention and fire control issues affecting

the entire fire service. SBFS includes representation from fire service labor, fire chiefs, fire districts, volunteer firefighters, city and county governments, CAL FIRE, the Governor's Office of Emergency Services (Cal OES), and the insurance industry. The State Fire Marshal serves as the SBFS chair.

- C. SBFS serves in an advisory capacity in multiple areas, including developing technical and professional performance standards for training fire service personnel, accrediting curriculum, and establishing policy for the California fire service certification system.
- D. OSFM has also established several other advisory committees comprised of SFT staff, fire service representatives, outside agencies, and industry professionals to aid in carrying out its regulations and duties.

1.1.2.3: Authority

- A. The California Health and Safety Code authorizes OSFM activities under Division 12, Part 2, Chapter 1 – State Fire Marshal.

1.1.3: STATE FIRE TRAINING

1.1.3.1: Background

- A. In 1978, the California Department of Education transferred responsibility for the California Fire Service Training and Education Program to OSFM. Since that time, OSFM has established the California Fire Services Training and Education System (CFSTES) and the Fire Service Training and Education Program (FSTEP) within the State Fire Training (SFT) Division. SFT coordinates the statewide delivery system in collaboration with fire agencies, community colleges, and instructors.
- B. SFT is a self-funded program, paid for by participant fees.
- C. Through coursework and practical training exercises, every California fire fighter is exposed to training standards approved by OSFM. Offering more than 2,500 classes annually, SFT programs reach over 45,000 students each year. SFT has issued over 100,000 certifications to members of the more than 900 California fire agencies.
- D. The program's goals include using nationally recognized standards—including the most current National Fire Protection Agency (NFPA) standards—seeking national recognition for its certifications, efficiently and effectively carrying out curriculum delivery, preventing undue or inappropriate influence by individuals and groups, and making testing and certifications available to all without discrimination.

1.1.3.2: Mission

- A. SFT is committed to providing the highest level of quality training and education to the California fire service community.

1.1.3.3: Function

- A. SFT achieves its mission through four training and education programs or systems.
 - 1. The Fire Service Training and Education Program (FSTEP), which produces continuing education and topic-specific training courses that do not lead to job function certification
 - 2. The California Fire Service Training and Education System (CFSTES), which produces training courses that lead to job function certification
 - 3. The California Fire Academy System, made of up individual Accredited Regional Training Programs (ARTPs), which are partnerships between OSFM and accredited academic institutions or local fire agencies that deliver SFT curriculum to a specific region
 - 4. Accredited Local Academies (ALAs) that deliver SFT curriculum in-house only to their own personnel

1.1.3.4: Authority

- A. The California Health and Safety Code authorizes SFT activities under Division 12, Part 2, Chapter 1, Articles 4 and 5:
 - 1. Article 4 – Fire Service Training and Education Program (sections 13155–13159.2)
 - 2. Article 5 – California Fire and Arson Training Act (sections 13159.7–13159.10)

1.2: SFT PROCEDURES MANUAL

1.2.1: PURPOSE

- A. The *State Fire Training Procedures Manual* documents State Fire Training's (SFT) administrative regulations, providing a framework for SFT's training and education programs and processes.

1.2.2: DEVELOPMENT AND APPROVAL

- A. SFT develops content for the *Procedures Manual* and collaborates with subject matter experts when needed.
- B. SFT and the Office of the State Fire Marshal (OSFM) approve the *Procedures Manual* content before submitting it to the Office of Administrative Law (OAL).
- C. OAL is responsible for reviewing administrative regulations proposed by more than 20 state agencies for compliance with the standards set forth in California's Administrative Procedure Act (APA), for transmitting these regulations to the Secretary of State, and for publishing regulations in the California Code of Regulations (CCR).

1.2.3: UPDATES AND REVISIONS

1.2.3.1: Updates

- A. SFT aims to update the *Procedures Manual* annually.

1.2.3.2: User Feedback

- A. To identify errors or request revisions to the *Procedures Manual*, please submit your request in writing to the address listed below.
- B. In your submission, please include:
 1. A copy of the *Procedures Manual* page(s) in question
 2. A description of the problem, error, or concern
 3. Suggested revisions
 4. Your complete contact information, including name, phone number, and email address

Mailing Address: Title 19 Regulations Coordinator
State Fire Training
2251 Harvard Street, Suite 400
Sacramento, CA 95815

1.2.4: ACQUISITION

- A. A digital copy of the *Procedures Manual* is available for download at <http://osfm.fire.ca.gov/training/SFTProceduresManual.php>

2: Committees

2.1: STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE

2.1.1: SCOPE

- A. The Statewide Training and Education Advisory Committee (STEAC) shall serve as an advisory committee to the Office of the State Fire Marshal (OSFM) on matters pertaining to training and education in the California fire service.
- B. STEAC shall review and recommend action regarding standards and curriculum, instructor requirements, and training site requirements.
- C. STEAC shall serve as the second level of appeal for adverse action toward instructors and accredited facilities.

2.1.2: MEMBERSHIP

- A. The State Fire Marshal shall appoint the committee chair.
- B. The State Fire Marshal and the committee chair shall appoint the committee members and, if applicable, their alternates.
- C. The committee shall be comprised of the Chief of State Fire Training (SFT) and representatives from the following organizations:
 - 1. California Fire Chiefs Association (CFCA) (up to two)
 - 2. California Department of Forestry and Fire Protection (CAL FIRE)
 - 3. CAL FIRE Academy
 - 4. CFCA Training Officers Association (one north and one south)
 - 5. Governor's Office of Emergency Services (Cal OES)
 - 6. California Fire Fighters Joint Apprenticeship Committee (Cal-JAC)
 - 7. California Professional Firefighters (CPF)
 - 8. California State Firefighters' Association (CSFA)
 - 9. Fire Districts Associations of California (FDAC)
 - 10. California Fire Technology Directors' Association (CFTDA) (up to two)
 - 11. League of California Cities
 - 12. California Metropolitan Fire Chiefs Association (Metro Chiefs)
 - 13. Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE)
- D. Committee members shall serve staggered two-year terms.

- E. Committee members shall receive no compensation for participation or reimbursement for expenses.
- F. The committee chair shall appoint one member as the vice chair who acts in place of the chair when needed.
- G. The committee chair may use non-voting subject matter experts in an advisory capacity to address specific needs.

2.1.3: MEETINGS

2.1.3.1: Location and Schedule

- A. The committee shall meet in Sacramento; however, meetings may be scheduled for other locations on an as-needed basis.
- B. The committee shall, at a minimum, meet quarterly.
- C. Additional meetings may be scheduled on an as-needed basis.
- D. Meetings shall not be cancelled without cause.

2.1.3.2: Protocol

- A. Meetings shall be conducted in accordance with the Bagley-Keene Open Meeting Act and Robert's Rules of Order.
- B. Interpretation and decisions related to meeting rules shall be the purview of the chair.
- C. The committee may only act on items listed on the published agenda.
- D. The committee chair has the authority to set time limits on agenda items.
- E. A simple majority (50% plus one) of the committee membership shall be a quorum.
- F. Agenda items brought forward for a motion shall be approved by a majority vote of the quorum.

2.1.3.3: Administration

- A. SFT shall provide staff support for the committee.
- B. Agenda items shall be submitted to the Manager of SFT at least four weeks before the scheduled meeting date.

- C. Minutes shall be taken at each meeting.
1. Draft minutes shall be posted for review by the committee and other interested parties.
 2. After approval at the next meeting, final minutes shall be posted on the SFT website.

2.2: PEER ASSESSMENT FOR INSTRUCTOR EQUIVALENCY (PACE II) COMMITTEE

2.2.1: SCOPE

- A. The PACE II Committee shall review appeals of denied Instructor Equivalency Review applications (See **6.2.6.4: Instructor Equivalency Appeals Process**).
 - 1. This excludes any courses where task book completion is required as a component of instructor registration.

2.2.2: MEMBERSHIP

- A. The Chief of State Fire Training (SFT) shall serve as the committee chair.
- B. The committee chair shall be responsible for:
 - 1. Interpretation and decision-making
 - 2. Evaluating sensitive or ambiguous issues
- C. The Chief of State Fire Training shall appoint committee members.
- D. The committee shall include one individual from each of the following fields:
 - 1. Fire Chief
 - 2. Training Officer
 - 3. SFT Registered Instructor
 - 4. Representative from the community college system
- E. The Chief of State Fire Training may appoint technical advisors based on a specific need.
- F. Committee members shall consistently participate at the meetings during their two-year term.
- G. Committee members shall maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality shall be cause for terminating committee membership.

2.2.3: MEETINGS

- A. The committee shall meet quarterly at the SFT office in Sacramento or through a virtual platform.
- B. The committee may ask the applicant to provide additional information or documentation.

2.3: PEER ASSESSMENT FOR COURSE EQUIVALENCY (PACE III) COMMITTEE

2.3.1: SCOPE

- A. The PACE III Committee shall review appeals of denied course equivalency applications (See **9.1.3: Course Equivalency Application Process.**)

2.3.2: MEMBERSHIP

- A. The Chief of State Fire Training (SFT) shall serve as the committee chair.
- B. The committee chair shall appoint two additional SFT staff members to convene a three-member committee.
- C. The committee shall include one individual from each of the following fields:
 - 1. Training Officer
 - 2. SFT Registered Instructor
- D. The committee chair may appoint subject matter experts in an advisory capacity to address discipline-specific information.

2.3.3: MEETINGS

- A. The committee shall meet quarterly at the SFT office in Sacramento or through a virtual platform.
- B. The committee may ask the applicant to provide additional information or documentation.

2.4: PEER ASSESSMENT FOR FIRE CHIEF (PACE IV) COMMITTEE

2.4.1: SCOPE

- A. The PACE IV Committee shall oversee performance assessments of all candidates for Fire Chief certification.

2.4.2: MEMBERSHIP

- A. The State Fire Marshal or his or her delegate shall serve as the committee chair.
- B. The committee chair shall appoint the committee members.
- C. The committee shall be comprised of a certified Fire Chief and an elected or appointed official from local government or the private sector.
- D. The committee shall be assigned to specific applications and then dissolved when the interviews are completed.
- E. The chair shall appoint an SFT-certified Fire Chief to serve as an advocate for the candidate.
 - 1. Advocates shall serve as non-voting committee members.

2.4.3: ADVOCATES

- A. The advocate shall meet with the candidate to review his or her application for completeness and point value using the Advocate Evaluation Sign-Off Sheet.
 - 1. The advocate shall ensure a 1,000-point minimum prior to requesting an interview with the PACE IV committee.
- B. The advocate shall assist the candidate in developing a portfolio to present to the committee during his or her interview.
- C. The advocate shall notify the chair, in writing, when the candidate is prepared.
- D. The advocate shall accompany the candidate to the interview and introduce the candidate to the committee. The advocate may remain in the room during the interview, however.
- E. The advocate cannot assist the candidate during the interview.
- F. After the interview, the advocate and committee shall review their findings and make a final determination.

2.4.4: INTERVIEWS

- A. Interviews shall be conducted on an as-needed basis.
- B. Candidates shall make a verbal presentation outlining their qualifications and respond to the committee's questions regarding their petition.
- C. There is no compensation for participation or reimbursement for expenses.

2.5: PEER ASSESSMENT FOR CICCS EVALUATION (PACE V) COMMITTEE

2.5.1: SCOPE

- A. The PACE V Committee shall review all applications for position certification at the Area Command, Type I, and other identified specialty positions, in the Incident Command System (ICS).

2.5.2: MEMBERSHIP

- A. The Office of the State Fire Marshal (OSFM) shall establish the committee.
- B. The committee shall elect a chair annually or sooner if the position becomes vacant.
- C. The committee chair shall be responsible for:
 - 1. Interpretation and decision making
 - 2. Evaluating sensitive or ambiguous issues
 - 3. Reporting findings to the State Fire Marshal and the Governor's Office of Emergency Services (Cal OES) Fire and Rescue Division Chief
- D. Committee members shall include only one individual from each of the following:
 - 1. CAL FIRE
 - 2. California Wildland Fire Coordinating Group
 - 3. A city fire department
 - 4. A community college with a fire program
 - 5. A contract county: Kern, Los Angeles, Marin, Orange, Santa Barbara, Ventura
 - 6. A federal military agency
 - 7. A federal wildland fire agency
 - 8. A fire protection district
 - 9. FIRESCOPE Board of Directors, Fire and Rescue Services Advisory Committee
 - 10. Cal OES Fire and Rescue Division
 - 11. An independent volunteer fire department/fire district
 - 12. A fire service labor organization
 - 13. A metro fire department
 - 14. A Native American reservation fire agency
 - 15. OSFM
 - 16. A qualified ICS Training Specialist
- E. An organization or agency shall not hold more than one position on the committee.
 - 1. For example, the Los Angeles County Fire Department can only hold one of the following positions: contract county, fire protection district, or metro fire department.

- F. The chair shall appoint the original committee members using applications submitted by each organization or agency.
 - 1. Thereafter, the committee shall select new members from applications received by the committee chair.

- G. Appointment to the committee shall be for a period of two years or until resignation.

2.5.3: MEETINGS

- A. An annual meeting shall be held each fiscal year.

- B. The committee chair may call additional meetings as needed.

- C. A simple majority of the committee membership shall be a quorum.
 - 1. Certification is approved by a majority vote of the quorum present.

3: Accreditation

3.1: ACCREDITED REGIONAL TRAINING PROGRAM (ARTP)

3.1.1: PURPOSE

- A. An Accredited Regional Training Program (ARTP) is defined as a partnership between an accredited community college or university and the Office of the State Fire Marshal (OSFM) to deliver approved State Fire Training (SFT) curriculum within a given region.
- B. An ARTP shall provide the following delivery components in conjunction with the needs of its region:
 - 1. California Fire Service Training and Education System (CFSTES)
 - 2. Fire Service Training and Education Program (FSTEP)
 - 3. California Incident Command Certification System (CICCS)
 - 4. California Community College Chancellor's Office (CCCCO) Standard Fire Technology Degree Core Curriculum

3.1.2: OSFM AUTHORITY

- A. California Health and Safety Code Section 13159 tasks OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. Under this provision, OSFM accredits academic institutions and fire agencies to deliver fire training and education.
- B. This authority is not intended to duplicate the authority contained in the California Education Code or California Municipal Code, which authorize other educational institutions and agencies to provide for the actual delivery of courses of instruction.
- C. OSFM has the authority to recognize other delivery systems while providing overall coordination and continuity.
- D. OSFM has the authority to create a set of criteria to recognize those institutions and agencies that desire their student population to be recognized as candidates.

3.2: ACCREDITED LOCAL ACADEMY (ALA)

3.2.1: PURPOSE

- A. An Accredited Local Academy (ALA) is defined as a partnership between a fire agency serving a specific authority having jurisdiction and Office of the State Fire Marshal (OSFM) to deliver approved State Fire Training (SFT) curriculum within a given region.
 - 1. ALAs are limited to only one fire agency (e.g., Oakland Fire Department).
 - 2. ALAs may only provide training to in-house personnel.

- B. An ALA shall provide the following delivery components in conjunction with the needs of its community:
 - 1. California Fire Service Training and Education System (CFSTES)
 - 2. Fire Service Training and Education Program (FSTEP)
 - 3. California Incident Command Certification System (CICCS)

3.2.2: OSFM AUTHORITY

- A. California Health and Safety Code Section 13159 tasks OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. Under this provision OSFM accredits academic institutions and fire agencies to deliver fire training and education.

- B. This authority is not intended to duplicate the authority contained in the California Education Code or California Municipal Code, which authorize other educational institutions and agencies to provide for the actual delivery of courses of instruction.

- C. OSFM has the authority to recognize other delivery systems while providing overall coordination and continuity.

- D. OSFM has the authority to create a set of criteria to recognize those institutions and agencies that desire their student population to be recognized as candidates for OSFM job function certification.

3.3: ROLES AND RESPONSIBILITIES

- A. Once accredited by the Office of the State Fire Marshal (OSFM), each Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) shall:
1. Maintain contact with all instructors used by the ARTP or ALA
 2. Establish a self-assessment review process to evaluate the quality of programs and instructors
 3. Conduct student and instructor evaluations
 4. Maintain a copy of course outlines, syllabi, instructor guides, and references used by the instructors (See **5.1.11: Record Keeping.**)
 5. Ensure the security and integrity of Fire Service Training and Education Program (FSTEP) and California Fire Services Training and Education System (CFSTES) certificates issued
 6. Maintain records of classes delivered including class rosters, attendance records, exam scores, and any modification that exceeds the statewide minimum standards
 7. Conduct tests and measurements based on minimum standards
 8. Return all course materials (See **5.1.9: Returning a Course.**)
 9. Submit payment for invoices (See **5.1.10: Payment.**)
 10. Participate in periodic on-site reviews by OSFM or designated representatives to assure course quality
 11. Maintain administrative offices, classrooms, and physical training resources required to deliver quality instruction
 12. Provide a training-level certification testing site upon request
 13. Ensure the safety of students and faculty during all course-related activities
 14. Propose pilot projects for approval by OSFM
 15. Maintain cultural and gender diversity records for each year of accreditation and make the records available to the Accreditation Team at the time of reaccreditation
 16. Comply with the most current California Community College Chancellor's Office (CCCCO) Standard Fire Technology Degree Core Curriculum (ARTP only)
 17. Determine the need for and deliver standalone SFT certification exams. (ARTP only)

3.4: EVALUATION CRITERIA

- A. The Office of the State Fire Marshal (OSFM) shall use the following criteria to evaluate the necessity and efficacy of an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) within a specific geographic region. These criteria form the basis of an applicant's self-assessment report when applying as a new ARTP or ALA or are updated when applying for reaccreditation.

3.4.1: NEEDS ANALYSIS

- A. A needs analysis provides an evaluation of how an ARTP or ALA meets the vocational educational requirements of the region.
- B. Each ARTP shall:
1. Conduct a job market study before applying to OSFM for site accreditation
 - i. The ARTP or the governing board of a community college district may conduct this study.
 2. Convene a Regional Fire Advisory Committee consisting of local Fire Chiefs, Training Officers, community college representatives, instructors, and others as appropriate, to identify regional training and educational needs
- C. Each ALA shall:
1. Conduct a job market study before applying to OSFM for site accreditation
 2. Convene an ALA Advisory Committee consisting of local management and staff, instructors, and other as appropriate, to identify agency training and educational needs

3.4.2: CULTURAL AND GENDER DIVERSITY

- A. ARTPs and ALAs serve as a vital resource and link for fire service agencies statewide. As such, they must strive to mirror the diversity of the communities they serve. ARTPs and ALAs recognize their role in providing a culturally and gender-diverse pool of workforce candidates.
- B. Each ARTP or ALA shall:
1. Complete a demographic report describing the ethnic and gender population of the community it serves
 - i. The report shall include a minimum of three years of data
 2. Provide a demographic report describing the ethnic and gender composition of the participants in the ARTP or ALA program
 3. Provide a written plan including goals to achieve or maintain a composition that mirrors the community

3.4.3: MANAGEMENT

- A. ARTPs provide the management services to support their instructional programs.
- B. An ALA's management services must be sufficient to support instructional programs and consistent with the agency's objectives.
- C. Each ARTP or ALA shall:
 - 1. Appoint an individual with five years' fire service experience to manage the ARTP (ARTP only)
 - 2. Appoint an administrative officer with fire service experience to supervise the ALA (ALA only)
 - 3. Support participation by their instructor cadre and fire service personnel in establishing procedures and determining resource needs
 - 4. Provide clerical support sufficient to meet the program's needs
 - 5. Ensure course records, class rosters, and other documents are consistent with State Fire Training (SFT) procedures (See **5.1.4: Course Materials** for specific document requirements.)

3.4.4: INSTRUCTOR CADRE

- A. ARTPs and ALAs should provide services that encourage and stimulate competency, innovation, and increased effectiveness of the program's student population (ARTP) or agency personnel (ALA). To that end, they shall make every effort to select an instructor cadre diverse in its cultural and gender composition.
- B. Each ARTP or ALA shall:
 - 1. Provide a chart that illustrates the organizational structure and an itemized listing of functional duties
 - 2. Provide a report that compares the ethnic and gender population of the community to that of the ARTP or ALA instructor cadre
 - 3. Provide a written plan to achieve or maintain an ethnic and gender composition that mirrors the community
 - 4. Utilize OSFM Registered Instructors (See **6.1: Instructor Types**.)
 - 5. Provide a policy for faculty and staff conduct and demeanor consistent with the SFT Instructor Code of Ethics/Conduct

3.4.5: FACILITIES, SUPPLIES, AND EQUIPMENT

- A. ARTPs and ALAs provide the facilities and equipment necessary to support the program. Computers, apparatus, tools, simulations, supplies, and equipment shall be relevant and available in sufficient quantity and quality.

- B. Each ARTP or ALA shall:
 - 1. Ensure that arrangements are clearly stated in a signed, written agreement when an agency or institution other than the ARTP or ALA provides resources
 - 2. Ensure classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the program's needs and objectives
 - 3. Ensure equipment and training aids are sufficient in quantity and quality to meet the program's needs and objectives
 - 4. Ensure all personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the instructor cadre and student population
 - 5. Ensure expendable supplies are sufficient to meet the program's needs

3.4.6: LEARNING PROCESS

- A. ARTPs and ALAs provide current learning resources, such as print and digital library materials and media equipment, sufficient in quantity to support the program's (ARTP) or department's (ALA) training needs.
- B. Each ARTP or ALA shall:
 - 1. Ensure training resources are adequate to support the various modes and levels of training to be conducted
 - 2. Ensure resources, such as library and computer-assisted learning resources, meet the instructor cadre's and the program's objectives
 - 3. Ensure on- and off-campus audiovisual materials are current, support the training program, and are readily accessible to the instructor cadre and student population

3.4.7: COURSE MATERIALS

- A. ARTPs and ALAs shall use SFT-approved course materials to maintain statewide standardization.
- B. Each ARTP or ALA shall:
 - 1. Support instructor cadre participation in the selection and evaluation of training and educational resource materials
- C. Additionally, each ARTP shall convene a Curriculum Advisory Committee to:
 - 1. Recommend curriculum enhancements to address local content or requirements that exceed minimum requirements
 - 2. Identify lesson plans and syllabi to be utilized by the ARTP
 - 3. Recommend to OSFM when revisions are appropriate for adoption on a statewide basis

3.4.8: COURSE AVAILABILITY AND DELIVERY

- A. The ARTP or ALA shall provide the widest possible selection and variety of training and educational opportunities.
 - 1. ARTPs shall utilize input from college administration, the Regional Fire Advisory Committee, staff, students, and neighboring institutions.
 - 2. ALAs shall utilize input from agency administration, staff, and students.
- B. Each ARTP or ALA shall:
 - 1. Ensure all courses are delivered in compliance with SFT procedures (See **5.1: Course Delivery**.)
 - 2. Ensure all courses are delivered in compliance with the California Community College Chancellor's Office (CCCCO) Standard Fire Technology Degree Core Curriculum (ARTP only)
 - 3. Schedule training and continuing education programs on a regular basis
 - 4. Ensure SFT courses are readily available and offered according to the needs analysis for the area served
 - 5. Provide access to or distribute catalogs and brochures of fire training and educational offerings (ARTP only)
 - 6. Post and make available training and educational offerings to all personnel (ALA only)

3.4.9: TESTING AND EVALUATION

- A. To maintain a high-quality program in alignment with OSFM standards, ARTPs and ALAs conduct regular testing and evaluation in order to provide feedback regarding student progress and success, instructor effectiveness, and the ARTP's or ALA's overall viability.
- B. Each ARTP or ALA shall:
 - 1. Oversee the administration of written summative and practical psychomotor skills testing of students within the program
 - 2. Ensure testing adequately measures student achievement and competence in accordance with the identified course objectives
- C. Each ARTP or ALA shall:
 - 1. Ensure an instructor and course evaluation process is in place
 - 2. Ensure a program evaluation process is in place
 - i. An ARTP shall utilize the Regional Fire Advisory Committee in the evaluation process.

3.4.10: SFT CERTIFICATION EXAMS

- A. In consultation with its established Fire Technology Advisory Committee and cooperating

fire agencies, each ARTP shall determine the need for and deliver SFT certification exams (See **11.2: Certification Exam Sites**).

3.5: ACCREDITATION

3.5.1: ACCREDITATION TEAM

- A. State Fire Training (SFT) shall establish an Accreditation Team to review Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) applications, conduct site reviews, and provide a written report and recommendation to the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS).
- B. The Accreditation Team shall include:
 - 1. A representative from STEAC
 - 2. Representatives from the community colleges' California Fire Technology Directors' Association (CFTDA) and/or Fire Training Officer
 - 3. The Chief of State Fire Training or his or her authorized designee
- C. No individual from the applicant ARTP or ALA may serve on the Accreditation Team evaluating that ARTP or ALA.

3.5.2: ACCREDITATION PROCESS

- A. For initial accreditation, the applicant shall meet with the Chief of State Fire Training or his or her authorized designee prior to preparing the self-assessment study.
- B. Upon completing a self-assessment study on the viability of a regional training program, and ensuring that the ARTP or ALA applicant meets the evaluation criteria, the ARTP or ALA applicant submits an application package to the Chief of State Fire Training.
- C. A complete application package includes:
 - 1. A cover letter to the Chief of State Fire Training requesting ARTP or ALA status
 - 2. A self-assessment report
 - 3. A Certification Exam Agency Evaluator Agreement
 - 4. A completed SFT Fee Schedule
 - 5. A nonrefundable accreditation fee
 - 6. Letters of support from regional fire agencies (ARTP only)
- D. SFT reviews the application package and returns the application for more information or submits the information to the assigned Accreditation Team for review, a site visit, and a recommendation.
- E. The Accreditation Team reviews the application and conducts a site visit.
 - 1. The applicant may be required to reimburse costs incurred by the Accreditation Team during the site review, not to exceed \$2,000 per visit.

- F. Following the site visit, the Accreditation Team:
 - 1. Requests additional information, if needed
 - 2. Develops a list of deficiencies and follow-up to ensure compliance, if needed
 - 3. Develops a report and provides a recommendation to STEAC

- G. STEAC reviews the documentation and forwards one of the following written recommendations to SBFS:
 - 1. Initial accreditation for three years
 - 2. Conditional accreditation for one year
 - 3. Application denial

- H. SBFS reviews the STEAC recommendation and application and forwards one of the following written recommendations to OSFM:
 - 1. Initial accreditation for three years
 - 2. Conditional accreditation for one year
 - 3. Application denial

- I. OSFM reviews the recommendation and application and issues one of the following:
 - 1. An initial accreditation letter and certificate
 - 2. A conditional accreditation letter
 - 3. A denial letter

- J. The applicant may appeal a denial letter using the process outlined in **3.6.2: Appeals Process**.

3.5.3: REACCREDITATION

- A. SFT shall require an ARTP or ALA to seek reaccreditation after one year (programs with conditional accreditation), three years (programs with initial accreditation), or five years (programs seeking reaccreditation).
 - 1. The accreditation expiration date is based on the timeframe initially granted by SBFS for the program's current accreditation.

- B. An ARTP or ALA may submit a written request for a reaccreditation extension to the Chief of State Fire Training for consideration.
 - 1. The Chief of State Fire Training may grant an extension of reaccreditation if the ARTP or ALA can show circumstances that hindered its ability to prepare for the reaccreditation visit.
 - i. The Chief of State Fire Training may grant a six-month extension
 - 2. The Chief of State Fire Training may grant a second extension of reaccreditation of the ARTP or ALA demonstrates a good faith effort to prepare for the reaccreditation visit.
 - i. No extension or combination of extensions of reaccreditation may exceed one year from the current accreditation's expiration date.

- ii. The timeframe until the next reaccreditation shall be reduced by one year (i.e., the next reaccreditation period will occur in four years instead of five).
- C. Failure to obtain reaccreditation before the SBFS meeting immediately following the due date of the previous accreditation or any granted extensions will result in the loss of ARTP or ALA abilities.
 - 1. In order to resume ARTP or ALA abilities, the ARTP or ALA must successfully complete the reaccreditation requirements.
- D. To maintain its accredited status, an ARTP or ALA shall evaluate and update its application and self-assessment report and submit it to the Chief of State Fire Training for processing with a completed SFT Fee Schedule and a nonrefundable reaccreditation fee.
- E. Accreditation renewal follows the same process as accreditation application. (See **3.5.2: Accreditation Process**.) However, SFT may choose to send staff or authorized representatives to conduct the site review instead of assembling a full Accreditation Team.

3.6: PROGRAM ACCOUNTABILITY

3.6.1: ACCOUNTABILITY

- A. It is the responsibility of each Accredited Regional Training Program (ARTP) and Accredited Local Academy (ALA) to maintain the standards by which it gained accreditation.
 - 1. The Office of the State Fire Marshal (OSFM) shall reevaluate the accredited status of an ARTP or ALA in the event that compliance with these standards comes into question.
 - 2. OSFM will only review and investigate written complaints. OSFM will not act on verbal comments or complaints.
- B. Corrective action may be necessary to ensure compliance with OSFM procedures and to call any reported problems to the ARTP's or ALA's attention.
- C. State Fire Training (SFT) recognizes that corrective action can have far-reaching impacts. Therefore, SFT affords ARTPs and ALAs undergoing corrective action the rights and privileges normally established through an administrative hearing, including the right to appeal.
- D. SFT undertakes three levels of corrective action:
 - 1. Remedial action
 - 2. Suspension
 - 3. Accreditation revocation

3.6.1.1: Remedial Action

- A. First, SFT issues a corrective comment.
 - 1. SFT shall address the concern through personal contact, either by phone or in person.
- B. Next, SFT issues a written comment.
 - 1. SFT shall document the procedure violation or infraction in the ARTP's or ALA's file.
 - 2. Multiple written comments may lead to accreditation suspension or revocation.

3.6.1.2: Suspension

- A. SFT bases accreditation suspension on documented evidence of procedure violation or flagrant misbehavior associated with conducting an ARTP or ALA.
- B. The Chief of State Fire Training shall determine whether or not an ARTP or ALA shall be suspended and what actions it must undertake for reinstatement.

- C. SFT may enact immediate academy suspension if it believes an ARTP or ALA has threatened or violated public safety.
 - 1. Under these circumstances, the ARTP or ALA shall immediately cease all instructional activities.
- D. An ARTP or ALA has the option to appeal any suspension.

3.6.1.3: Revocation

- A. SFT bases ARTP and ALA accreditation revocation on documented evidence of procedure violation or gross negligence associated with conducting an ARTP or ALA.
- B. The Chief of State Fire Training shall determine whether or not an ARTP's or ALA's accreditation shall be revoked and what actions it must take for reinstatement.
- C. SFT may enact immediate accreditation revocation if it believes the ARTP or ALA has threatened or violated public safety.
 - 1. Under these circumstances, the ARTP or ALA shall immediately cease all instructional activities.
- D. An ARTP or ALA has the option to appeal a revocation.

3.6.2: APPEALS PROCESS

3.6.2.1: Appeals

- A. Assistant State Fire Marshal or his/her designee
 - 1. The ARTP or ALA shall submit a written appeal to reverse the action to the Assistant State Fire Marshal or his/her designee within 60 days of receiving the notice of suspension or revocation.
 - i. The appeal should include all evidence necessary to support reversing the action.
 - 2. The Assistant State Fire Marshal or his/her designee shall review the evidence and notify the ARTP or ALA in writing of the decision to uphold, modify, or withdraw the action within 45 days.
 - i. The letter must state the effective date of the decision and identify the next level of appeal.
- B. Statewide Education and Training Committee (STEAC)
 - 1. To appeal the Assistant State Fire Marshal's or his/her designee's decision, the ARTP or ALA may submit to STEAC in writing all evidence to support reversing the suspension or revocation action within 60 days of receiving the Assistant State Fire Marshal's or his/her designee's decision.

- i. This request shall be added to the agenda for the next regularly scheduled STEAC meeting.
- ii. STEAC shall review the evidence and notify the ARTP or ALA in writing of its decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of its decision.

C. State Fire Marshal

1. To appeal STEAC's decision, the ARTP or ALA may submit in writing to the State Fire Marshal or his/her designee all evidence to support reversing the suspension or revocation action within 60 days of being notified by STEAC of its decision.
 - i. The State Fire Marshal shall review the evidence and notify the ARTP or ALA in writing of his or her decision to uphold, modify, or withdraw the action within 60 days of the date of appeal.
 - ii. The State Fire Marshal's decision is final.

3.6.2.2: Reinstatement

- A. SFT may reinstate an ARTP's or ALA's accreditation if the ARTP or ALA:
1. Meets all terms of disciplinary action
 2. Reapplies for accreditation

3.7: DISTANCE EDUCATION

3.7.1: HYBRID AND ONLINE COURSES

3.7.1.1: Definition

- A. State Fire Training (SFT) defines electronically delivered courses as:
 - 1. Those in which the entire content of the course can be communicated between the instructor and the student electronically (online course)
 - 2. Those which require both classroom attendance and the use of electronic communication (hybrid course)

3.7.1.2: Approval

- A. Only an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) has authorization to deliver SFT courses electronically.
- B. An ARTP or ALA may only deliver an online or hybrid course after receiving approval from and signing an agreement with SFT.
 - 1. SFT requires approval for all new courses and any time a previously approved course is updated or significantly revised.
- C. SFT shall consider the course outline (clearly identifying the content of each section), teaching methodology (classroom or electronic), and instructional timeframe to determine approval.
- D. Course segments requiring psychomotor skills training, activities, and/or psychomotor skills testing cannot be delivered electronically.
- E. An ARTP or ALA must offer the course in the traditional classroom format prior to applying to teach an online or hybrid version of the course.

3.7.1.3: Responsibilities

- A. The ARTP or ALA shall maintain staff development records for instructors who teach electronically.
- B. Registered Instructors who teach electronically must complete formalized training in the course's delivery platform (i.e. Canvas).
- C. The ARTP or ALA shall provide SFT access to monitor the electronically delivered portions of any course.

- D. The ARTP or ALA shall utilize an electronic course-delivery platform that tracks student participation information in accordance with the ARTP or ALA's established written policy.
- E. All course requirements listed in the *Course Information and Required Materials Manual* (CIRM) must be met, regardless of delivery format.

4: Administration

4.1: LETTERS OF VERIFICATION

4.1.1: LETTERS OF VERIFICATION

- A. All letters of verification shall be written on agency letterhead and signed by the current Fire Chief or his or her authorized designee.
- B. A Fire Chief or Unit Chief cannot self certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE unit chiefs) must be signed off by his or her supervisor or superior.
- C. All letters of verification shall have a current date.
- D. State Fire Training (SFT) does not accept electronic or stamped signatures on verification letters.
- E. SFT accepts electronic submission of original signed letters of verification.
- F. Letters may contain verification of experience.

4.2: UPDATING AN AUTHORIZED SIGNATORY

4.2.1: FIRE CHIEF

- A. A fire agency shall notify State Fire Training (SFT) of a change of Fire Chief through written notification.
- B. The letter must be written on department letterhead and list the separation date of the former Fire Chief and the effective date of the new Fire Chief.
- C. The letter must be signed by an individual holding an equivalent or higher rank than the Fire Chief (e.g. another Fire Chief, a City Planner, etc.).
- D. The Fire Chief shall print or type his or her name and sign the letter so that SFT can accurately read and verify the signature when certification documents are submitted.

4.2.2: AUTHORIZED SIGNATORIES

- A. A fire agency shall update or remove its authorized signatories through written notification to SFT.
- B. A fire agency may update its Fire Chief and add or remove signatories in the same letter.
- C. The letter must be written on department letterhead and list the names and effective dates of all current signatories who have authority to sign on behalf of the Fire Chief.
- D. In order to remove an authorized signatory, submit a letter written on department letterhead listing all of the signatories that are to be removed.
- E. The Fire Chief and all listed signatories must print or type their name and sign the letters so that SFT can accurately read and verify the signatures when certification documents are submitted.

4.3: ACCESS TO STUDENT TRANSCRIPTS

4.3.1: STUDENT ACCESS TO STUDENT TRANSCRIPTS

4.3.1.1: Transcripts

- A. A student may access his or her own transcripts by submitting a completed Request for Student Transcripts form to State Fire Training (SFT) via email or mail.
- B. SFT shall process transcript requests on a first-come, first-served basis.
- C. SFT shall only process requests submitted with complete information.

4.3.1.2: Certificates

- A. A student may request copies of course certificates by submitting a completed SFT Fee Schedule with the appropriate fees to SFT.
- B. SFT shall process certificate requests on a first-come, first-served basis.
- C. SFT shall only process requests submitted with complete information.

4.3.2: PUBLIC ACCESS TO STUDENT RECORDS

4.3.2.1: Overview

- A. SFT adheres to the California Public Records Act as codified in California Government Code Section 6250 et seq.
- B. All requests for information regarding student records (including certification) must be in writing and include the student's full name, signature, social security number, and mailing address.

4.3.2.2: Exceptions

- A. If an individual applies for a position with a public agency that requires certification, SFT views the application for the position as written permission to release the specific information required.
 - 1. The request for this information must come from the public agency in writing.
- B. A Registered Instructor may provide a community college Fire Technology Coordinator with the portion of a student's record in which they have a legitimate educational interest.

1. For example, the Registered Instructor may allow the community college Fire Technology Coordinator access to a student's course score if the student applies to the college for credit.

4.4: INDIVIDUAL INTEGRITY AND ETHICS

4.4.1: CHEATING

- A. State Fire Training (SFT) defines cheating as the act of obtaining or attempting to obtain credit for work using dishonest, deceptive, or fraudulent means.
- B. Examples of cheating include, but are not limited to:
 - 1. Copying, in part or in whole, from another's test or other exam
 - 2. Having exam-related materials, other than those issued for the exam, in the exam area
 - 3. Discussing answers or ideas relating to the answers on a test or exam without the permission of SFT or the Instructor
 - 4. Obtaining copies of a test, exam, or other course material without the permission of SFT or the Instructor
 - 5. Using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition
 - 6. Collaborating with others on work to be presented without the permission of the Instructor
 - 7. Altering or interfering with grading procedures
 - 8. Knowingly or intentionally assisting another individual in any of the above

4.4.2: PLAGIARISM

- A. SFT defines plagiarism as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, into one's own work to fulfill requirements.
- B. Examples of plagiarism include, but are not be limited to:
 - 1. Submitting another person's work, such as written reports, portfolio documents, or certificates as one's own work
 - 2. Submitting papers purchased from a third party as one's own work

4.4.3: FALSE INFORMATION AND FRAUDULENT ACTIVITY

- A. SFT defines fraudulent activity as deliberate deception to secure unfair or unlawful gain, including but not limited to, falsifying records, portfolios, work examples, certifications, course completions, other submitted documents, or the alteration of official SFT documents, diplomas, or certificates.

4.4.4: DISCIPLINARY ACTION

- A. Any candidate found cheating during the administration of an SFT certification exam shall not be permitted to complete the exam and shall be required to retake the entire certification track.
- B. If a candidate cheats on, plagiarizes, or falsifies any portion of a portfolio, SFT will not accept any further portfolio work from that candidate.
- C. SFT will deny course completion, certification, or instructor registration to any candidate who knowingly cheats, plagiarizes, submits false information, or engages in fraudulent activity during the application process.
- D. SFT will revoke the course completion, certification, or instructor registration of any individual found to have knowingly cheated, plagiarized, provided false information, or engaged in fraudulent activity during the application process.
- E. Any individual denied course completion, certification, or instructor registration or who has had their course completion, certification, or instructor registration revoked may appeal.
- F. Any individual denied course certification or instructor registration or who has had their certification or instructor registration revoked are prohibited from reapplying for a minimum for two years.
- G. SFT shall address denial or revocation appeals in accordance with California Code of Regulations, Title 19, Section 1990.09.

5: Course Delivery

5.1: COURSE DELIVERY

5.1.1: RESPONSIBILITY

- A. The Registered Instructor, in conjunction with the host agency (college or university, fire agency, private vendor, etc.), is responsible for all aspects of delivering a State Fire Training (SFT) California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) course.

5.1.2: SCHEDULING

- A. The Registered Instructor or the host agency submits a Request for Course Scheduling form to SFT at least four weeks before the course start date.
 - 1. Use a course-specific course schedule form if one exists for the course to be taught.
 - 2. If no course-specific form exists, use the generic version of the appropriate form.
- B. SFT reviews all course scheduling requests prior to approval or denial of request.
- C. SFT shall notify the Registered Instructor or the host agency of approval or denial of course delivery.
 - 1. A Registered Instructor may not deliver a course without SFT approval.
- D. The Registered Instructor or the host agency, shall notify SFT in writing of any changes in course delivery prior to the first class meeting.
 - 1. Changes include, but are not limited to:
 - i. Start or end date
 - ii. Facility or location
 - iii. Primary or senior instructor
 - iv. Estimated number of students
 - v. Shipping or billing contact information
 - vi. Hosting agency

5.1.3: APPROVAL

- A. SFT shall not approve a course after delivery. Approval must be obtained before a course begins.
1. See **5.2: FSTEP Curriculum Historical Recognition** for exceptions.
- B. If a Registered Instructor or a host agency does not obtain SFT approval for a course, a student will not receive recognition for the course.
- C. SFT shall only allow a Registered Instructor in compliance with the SFT Instructor Code of Ethics/Conduct to deliver an approved CFSTES or FSTEP course.
- D. SFT may rescind course delivery approval if the Registered Instructor violates the SFT Instructor Code of Ethics/Conduct between the time of course approval and the time of course delivery.
- E. A Registered Instructor or a host agency may advertise for properly approved SFT courses.

5.1.4: COURSE MATERIALS

- A. SFT requires the Registered Instructor, in conjunction with the host agency, to use the following items when delivering an approved CFSTES course:

Table 5.1.4(A): CFSTES

SFT Provides	Instructor Provides
<ul style="list-style-type: none"> • Completed CFSTES Courses Request for Course Scheduling form • CFSTES Instructor Checklist (See 12.7) • Course roster sheets • SFT-approved course plan • Student supplement(s) (if applicable) 	<ul style="list-style-type: none"> • Syllabus • Attendance sheet • Lesson plans • Test planning sheet • Formative and written summative tests • Evaluation of student competency • Qualifications of assistant instructors, psychomotor skills evaluators, or guest lecturers • Written safety plan (appropriate to the course facilities and content)

- B. SFT requires the Registered Instructor, in conjunction with the host agency, to use the following items when delivering an approved FSTEP course:

Table 5.1.4(B): FSTEP

SFT Provides	Instructor Provides
<ul style="list-style-type: none"> • Completed FSTEP Courses Request for Course Scheduling form • FSTEP Instructor Checklist (See 12.8.) • Course roster sheets • SFT-approved course plan • Student supplement(s) (if applicable) 	<ul style="list-style-type: none"> • Syllabus • Attendance sheet • Lesson plans • Formative and written summative tests • Evaluation of student competency • Qualifications of assistant instructors, psychomotor skills evaluators, or guest lecturers • Written safety plan (appropriate to the course facilities and content)

- C. The Registered Instructor, in conjunction with the host agency, shall provide the facilities, tools, and equipment used in the delivery of FSTEP courses.

5.1.5: ENROLLMENT

- A. The Registered Instructor, in conjunction with the host agency, shall:
1. Verify student eligibility and pre-requisites for course enrollment
 2. Ensure the maximum student limit for the course is not exceeded
 3. Ensure the appropriate instructor-to-student ratio
 4. Ensure the safety of all students participating in the course
 5. Ensure that absenteeism and tardiness does not exceed 10% of the required course attendance hours
- B. For courses with less than five (5) students, the Registered Instructor shall acquire SFT approval prior to course instruction.

5.1.6: ADJUNCT OVERSIGHT

- A. The Registered Instructor, in conjunction with the host agency, shall:
1. Verify the qualifications of Assistant Instructors, Psychomotor Skills Evaluators, and Guest Lecturers participating in the course
 2. Ensure the safety of all Assistant Instructors, Psychomotor Skills Evaluators, and Guest Lecturers participating in the course

5.1.7: COURSE DELIVERY

- A. The Registered Instructor, in conjunction with the host agency, shall:
1. Utilize the SFT-approved course plan
 2. Meet all terminal and enabling learning objectives for the course

3. Abide by the information and requirements listed in the *Course Information and Required Materials* (CIRM) manual applicable to the course
 4. Not omit any material from the SFT-approved course
- B. The Registered Instructor, in conjunction with the host agency, may add additional course content as long as it does not conflict with content in the SFT-approved course plan.

5.1.8: TESTING

5.1.8.1: History

- A. SFT retired its certification exam process for individual courses effective July 1, 2012, and adopted written summative test requirements in its place.

5.1.8.2: Written Summative Test Requirements

- A. The Registered Instructor shall develop the written summative test, which serves as the final exam for the course.
- B. The written summative test shall make up a portion of a student's final grade for the course and must be used to determine successful completion of the class.
- C. The written summative test shall consist of a minimum of 50 questions. The format may be completion, short answer, and/or multiple-choice questions.
- D. The Registered Instructor should use a test-planning sheet to ensure test questions are linked to the student materials.
1. The Registered Instructor retains the test-planning sheet with other course materials for a minimum of five years.
- E. A student must pass the written summative test with at least an 80% score in order to pass the course.
- F. The Registered Instructor includes each student's numeric score on the back of Course roster sheet.

5.1.8.3: Retesting

- A. The Registered Instructor may elect to administer a retake written summative test for students who fail the original test.
- B. The Registered Instructor shall administer a retake written summative test prior to returning the course materials to SFT.
1. SFT requires Registered Instructors to return all course materials within 15 days of

the course ending date; therefore, Registered Instructors must administer the retake written summative test within that timeframe.

5.1.9: RETURNING A COURSE

- A. When a course concludes, the Registered Instructor shall submit the following course materials to SFT:
 - 1. A digital copy of the completed CFSTES or FSTEP Request for Course Scheduling form
 - 2. A digital completed CFSTES or FSTEP Instructor Checklist
 - 3. A digital SFT student roster
- B. When submitting course materials, the Registered Instructor shall:
 - 1. Submit the materials within 15 days of course completion
 - 2. Submit materials for each course separately
 - 3. Submit materials to the online SFT Records Management System
- C. No payment should be submitted with course materials.
- D. If course materials are not submitted within 15 days of the course end date, SFT shall send the Registered Instructor or the host agency a written notice of their obligation to return the course materials.
- E. If course materials are not submitted within 60 days of the course end date, SFT shall suspend teaching and/or hosting privileges.
- F. Until all course materials are submitted, SFT shall temporarily suspend teaching, refuse to approve future courses, and revoke any previously approved course materials until the Registered Instructor returns the outstanding course materials.

5.1.10: PAYMENT

5.1.10.1: Student Fees

- A. Students shall pay all course registration and materials fees to the Registered Instructor or host agency.

5.1.10.2: Invoicing

- A. After SFT receives the returned course materials, the CAL FIRE Accounting Department shall send an invoice to the name and address listed in the "Bill To" section of the CFSTES/FSTEP Courses Request for Course Scheduling form.
- B. The invoice is due and payable upon receipt.

- C. The invoiced individual or agency shall submit one check payable to CAL FIRE.

5.1.10.3: Delinquent Invoices

- A. If the CAL FIRE Accounting Department does not receive payment within 30 days of the invoice date, it will send the Registered Instructor or host agency a delinquent notice.
 - 1. SFT shall temporarily suspend teaching privileges, hosting privileges or SFT certification exam delivery; refuse to approve future courses; and withhold shipment of any previously approved course or exam materials until the Registered Instructor or host agency pays the invoice.
- B. If the invoice remains unpaid, the CAL FIRE Accounting Department shall send a second notice 60 days after the invoice date reminding the Registered Instructor and/or host agency of their obligation and that their instruction privileges for SFT have been suspended.
- C. If the invoice still remains unpaid, the CAL FIRE Accounting Department shall send a third and final notice 90 days after the invoice date reminding the Registered Instructor and/or host agency of their obligation and that their instruction privileges for SFT have been suspended.

5.1.10.4: Revocation of Teaching or Hosting Privileges

- A. SFT shall revoke the teaching privileges, hosting privileges, or SFT certification exam delivery of any Registered Instructor or host agency receiving CAL FIRE-issued delinquent notices for 3 or more courses in a fiscal year.

5.1.10.5: Appeals Process

- A. A Registered Instructor or host agency may appeal this revocation only after paying all delinquent invoices.
- B. Appeals shall be submitted in writing to the Assistant State Fire Marshal within 60 days of receiving the notice of revocation and include all evidence to support reversing the revocation action.
 - 1. The Assistant State Fire Marshal shall review the evidence and notify the Registered Instructor or host agency in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days.
- C. The second level of the appeal process shall occur with the Registered Instructor or host agency submitting to the Statewide Training and Education Advisory Committee (STEAC) in writing all evidence to support reversing the suspension or revocation action within 60 days of receiving the Assistant State Fire Marshal's decision.

1. The Assistant State Fire Marshal shall put this request on the agenda for the next regularly scheduled STEAC meeting.
 2. STEAC shall review the evidence and notify the Registered Instructor or host agency in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of STEAC presentation.
- D. The third level of the appeal process shall occur with the Registered Instructor or host agency submitting to the State Fire Marshal in writing all evidence to support reversing the suspension or revocation action within 60 days of being notified by STEAC of its decision.
1. The State Fire Marshal shall review the evidence and notify the Registered Instructor or host agency in writing of the decision to uphold, modify, or withdraw the action within 60 days of the date of appeal.
 2. The State Fire Marshal's decision is final.

5.1.10.6: Reinstatement

- A. Reinstatement as a Registered Instructor shall be achieved by meeting all terms of disciplinary action and by reapplying and meeting the current requirements as a Registered Instructor.
- B. Reinstatement as a host agency shall be achieved by meeting all terms of disciplinary action.

5.1.11: RECORD KEEPING

- A. For a CFSTES course, the Registered Instructor, in conjunction with the host agency, shall keep the following records for a minimum of four years:
1. Class attendance
 2. Student assignment records
 3. The course syllabus
 4. Written Summative tests and student scores
 5. Test-planning sheet(s)
 6. Evaluations of student competency
 7. Qualifications of Assistant Instructors, Psychomotor Skills Evaluators, or Guest Lecturers
 8. A calendar of events identifying the topics taught by an Assistant Instructor or Guest Lecturer
 9. A list of each psychomotor skill evaluated by anyone other than the Registered Instructor and who performed the evaluation
- B. For an FSTEP course, the Registered Instructor, in conjunction with the host agency, shall keep the following records for a minimum of four years:
1. Class attendance
 2. Student assignment records
 3. The course syllabus, if applicable

4. Evaluations of student competency
 5. Qualifications of Assistant Instructors, Psychomotor Skills Evaluators, or Guest Lecturers
 6. A calendar of events identifying the topics taught by an Assistant Instructor or Guest Lecturer
 7. A list of each psychomotor skill evaluated by anyone other than the registered instructor and who performed the evaluation
- C. The Registered Instructor, in conjunction with the host agency, shall not reproduce or release SFT course rosters.
- D. SFT may ask the Registered Instructor, in conjunction with the host agency, to submit retained records for review at any time during the four-year maintenance period.
1. Failure to comply may result in disciplinary action.

5.2: FSTEP CURRICULUM HISTORICAL RECOGNITION

5.2.1: COURSE DELIVERY PRIOR TO CURRICULUM APPROVAL

- A. The Chief of State Fire Training may authorize staff to process Fire Service Training and Education Program (FSTEP) courses that have been delivered by approved Registered Instructors prior to final curriculum approval.
- B. To qualify for this exception, the course must meet the following criteria:
 1. The course was developed in accordance with State Fire Training (SFT) curriculum development standards
 2. The course received approval from the Statewide Training and Education Advisory Committee (STEAC) at a later date and became a permanent FSTEP course
 3. The instructor who taught the course was an SFT Registered Instructor in good standing at the time the course was delivered
- C. To apply for course recognition, submit the following:
 1. A formal letter explaining how the course qualifies for historical recognition
 2. A completed generic FSTEP Courses Course Scheduling Form for each course delivered (See **12.6: Request for Course Scheduling**), including:
 - i. The original course delivery dates
 - ii. The name(s) of the Registered Instructor(s)
 - iii. The actual number of students in the course
 - iv. The sponsoring agency
 - v. The “bill to” agency
 - vi. The physical mailing address for materials shipment

6: Instructors

6.1: INSTRUCTOR TYPES

6.1.1: PRIMARY INSTRUCTOR

- A. A Primary Instructor is registered by State Fire Training (SFT) to administer a course, teach 50% or more of a course, keep course records, administer periodic tests and psychomotor skills exams, and select and oversee any Assistant Instructors or Guest Lecturers associated with a course. (See **6.2: Primary Instructor.**)

6.1.2: SENIOR INSTRUCTOR

- A. A Senior Instructor is registered by SFT and may have the responsibilities of a Primary Instructor, but also supervises Primary Instructors within specific course disciplines. (See **6.3: Senior Instructor.**)

6.1.3: ASSISTANT INSTRUCTOR

- A. An Assistant Instructor, under supervision of the Primary Instructor, may teach up to 50% of a course and administer periodic tests and psychomotor skills exams. (See **6.4: Assistant Instructor.**)

6.1.4: GUEST LECTURER

- A. A Guest Lecturer, under direct supervision of the Primary Instructor, may teach topics for which they are qualified through education and experience.
1. Combined utilization of Guest Lecturers can account for up to 20% of a course.
 2. The Primary Instructor must be present while a Guest Lecturer addresses the class. (See **6.5: Guest Lecturers.**)

6.1.5: FIRE FIGHTER INSTRUCTOR

- A. A Fire Fighter Instructor administers a course, keeps course records, and administers periodic tests and psychomotor skills exams for Fire Fighter I or Fire Fighter II programs. (See **6.6: Fire Fighter Instructor.**)

6.2: PRIMARY INSTRUCTOR

6.2.1: QUALIFICATIONS

- A. These qualifications apply to all individuals seeking Primary Instructor registration with State Fire Training (SFT). Additional qualifications and specific requirements to teach specific courses are listed in **6.7: Instructional Disciplines**.

6.2.1.1: Course Work

- A. Has passed the SFT course he or she is applying to teach
- B. In cases where an individual has not completed the SFT course he or she wishes to teach, he or she may attempt to qualify through the Peer Assessment for Instructor Equivalency (PACE II) process.
 - 1. See **2.2: Peer Assessment for Instructor Equivalency (PACE II) Committee**.
 - 2. See **6.2.6: Instructor Equivalency (PACE II) Process**.

6.2.1.2: Instructor Requirements

- A. Has completed SFT's Regional Instructor Orientation (RIO) within the previous 24 months
- B. Has completed SFT's Ethical Leadership in the Classroom or Ethical Leadership for Instructors course and signed the SFT Instructor Code of Ethics/Conduct (See **12.5: Instructor Code of Ethics/Conduct**.)
- C. Has fulfilled the following instructor training qualifications:
 - 1. Certified SFT Instructor I or Certified SFT Training Instructor I or Certified SFT Fire Instructor I
 - 2. Certified SFT Instructor II or Certified SFT Fire Instructor II

6.2.1.3: Professional Experience

- A. Meets the experience requirement for the course he or she is applying to teach (See **6.7: Instructional Disciplines**.)
 - 1. Performing in an "acting" capacity does not qualify.

6.2.2: REGISTRATION

- A. Primary Instructors shall be registered with SFT.
- B. SFT shall verify that a Primary Instructor applicant meets the qualifications.

6.2.3: APPLICATION PROCESS

- A. The applicant shall submit a complete application package to SFT for review.
 - 1. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.
 - 2. A Fire Chief or Unit Chief cannot self-certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE Unit Chiefs) must be signed off by his or her supervisor or superior.
 - 3. SFT does not accept electronic or stamped signatures on instructor application documents.

- B. A complete application package shall include all of the following:
 - 1. A signed and dated current Instructor Application (See **12.4: Instructor Application.**)
 - 2. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to his or her teaching experience and his or her experience (See **4.1: Letters of Verification.**)
 - 3. A copy of Instructor Trainee Task Book (when applicable), signed off by a Primary or Senior Instructor as designated by discipline

- C. Additional classes may be added to a Registered Instructor's list of registered classes by completing these steps:
 - 4. A signed and dated current Instructor Application (See **12.4: Instructor Application.**)
 - 5. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to his or her teaching experience and his or her experience (See **4.1: Letters of Verification.**)
 - 6. A copy of Instructor Trainee Task Book (when applicable), signed off by a Primary or Senior Instructor as designated by discipline

6.2.4: APPLICATION REVIEW

- A. SFT staff shall review instructor applications as they are received.
- B. SFT shall determine whether to approve, return as incomplete, or deny each application.

6.2.4.1: Approved

- A. If SFT approves the application, SFT shall mail a letter confirming instructor registration to the applicant and record the applicant as a Registered Primary Instructor.

6.2.4.2: Incomplete

- A. If the application is incomplete (not all required documentation has been submitted), SFT shall send the applicant a checklist indicating the missing documents.
- B. Applicants must submit all missing documentation within one year of the date identified on the checklist. A copy of the checklist must accompany the submitted missing documentation.

6.2.4.3: Denied

- A. If SFT denies the application, SFT shall mail a letter identifying the reasons for denial to the applicant. The letter shall also provide information on the appeals process.
 - 1. See **6.2.5: Instructor Registration Appeals Process**.

6.2.5: INSTRUCTOR REGISTRATION APPEALS PROCESS

- A. Individuals shall make appeals in writing to the Chief of State Fire Training within 30 days of the date on a denial notification letter.
- B. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
- C. The Chief of State Fire Training shall review the appeal and render his or her decision in writing.
 - 1. The Chief of State Fire Training may, at his or her discretion, use a workgroup of the individual's peers to review the appeal and provide a recommendation.
- D. The individual may appeal the decision by writing to the Assistant State Fire Marshal within 30 days of the date on the Chief of State Fire Training's written decision.
 - 1. This appeal must also contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
 - 2. The State Fire Marshal shall review the appeal and render a decision. The decision of the State Fire Marshal is final.
- E. If the individual chooses to continue the registration application process after receiving SFT's appeal decision, he or she has one year from the date on the initial SFT denial letter to meet the requirements using his or her existing application.
- F. If the applicant chooses to meet the requirements and complete the application process, the timeframes stated in **6.2.3: Application Process** are reinstated.

6.2.6: INSTRUCTOR EQUIVALENCY (PACE II) PROCESS

6.2.6.1: Purpose

- A. SFT provides an alternative method to qualify fire service personnel to teach specific courses when the applicant has not completed the course he or she wishes to teach.
 - 1. This excludes any courses where task book completion is required as a component of instructor registration.

6.2.6.2: Application

- A. To pursue Instructor Equivalency, the applicant shall submit the following items to SFT:
 - 1. A completed SFT Fee Schedule (indicating Instructor Equivalency and course equivalencies desired)
 - 2. A nonrefundable Instructor Equivalency fee per equivalency requested
 - 3. A justification letter that includes:
 - i. A request for Instructor Equivalency review
 - ii. A list of courses for which he or she seeks equivalency
 - iii. Complete justification for the request
 - 4. Copies of all relevant course records, certificates, resumes, and any other required documents
- B. SFT shall acknowledge receipt of the application.

6.2.6.3: SFT Review

- A. SFT shall review the application.
 - 1. Upon receipt SFT shall assign the Instructor Equivalency application to an SFT staff member associated with the certification or courses up for review.
 - 2. The SFT staff member shall review the packet and make a recommendation with written justification to approve or deny the request.
 - 3. The SFT Supervising Deputy State Fire Marshal will review the recommendation
- B. Approved Applications
 - 1. SFT shall formally document the course approval in the applicant's record.
 - 2. SFT shall notify the applicant in writing confirming the applicant's experience as equivalent to having completed the course.
- C. Incomplete Applications
 - 1. If the application is incomplete, SFT shall notify the applicant in writing and identify the missing documents.

2. Applicants must submit all missing documentation within one year of the date identified on the notification.

D. Denied Applications

1. If SFT denies the request, the applicant may appeal the decision (See **6.2.6.4: Instructor Equivalency Appeals Process.**)

6.2.6.4: Instructor Equivalency Appeals Process

- A. To appeal a denied Instructor Equivalency request, the applicant may appeal to the SFT Supervising Deputy State Fire Marshal in writing within 30 days of the date on the denial letter.
- B. The appeal request must, at a minimum, include an explanation of the appeal, all of the documentation submitted for the initial Instructor Equivalency application, and a stated desired outcome.
- C. The SFT Supervising Deputy State Fire Marshal will notify the PACE II committee chair and the committee will review the appeal at the next quarterly PACE II committee meeting.
- D. The PACE II committee shall review the applicant's request.
 1. The committee may contact the applicant to address questions.
 2. The committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.
- E. SFT shall notify the applicant in writing of the committee's decision.
 1. The committee's decision is final.

6.2.7: RESPONSIBILITIES

6.2.7.1: Ethical Conduct

- A. A Registered Primary Instructor shall abide by the SFT Instructor Code of Ethics/Conduct.
 1. See **12.5: Instructor Code of Ethics/Conduct.**

6.2.7.2: Course Delivery

- A. A Registered Primary Instructor shall administer all California Fire Service Training and Education System (CFSTES) and Fire Service Training and Education Program (FSTEP) courses

in accordance with SFT procedures.

1. See **5.1: Course Delivery**.

6.2.7.3: Teaching Time

A. A Registered Primary Instructor shall teach at least 50% of each course.

6.2.7.4: Supervision

A. The Registered Primary Instructor manages and oversees an Assistant Instructor's course participation.

1. The Registered Primary Instructor does not have to be present but shall remain accessible when an Assistant Instructor is teaching.

B. The Registered Primary Instructor directly supervises a Guest Lecturer's course participation.

1. The Registered Primary Instructor attends and monitors any presentations given by a Guest Lecturer.

6.2.8: MAINTAINING PRIMARY INSTRUCTOR STATUS

A. In order to maintain his or her registered status, a Registered Primary Instructor must:

1. Abide by all published SFT procedures
2. Submit any change of personal or professional contact information to SFT
3. Attend any SFT-required update courses

6.2.9: ACCOUNTABILITY AND QUALITY IMPROVEMENT

6.2.9.1: Evaluation

A. Student Evaluations

1. Students have an opportunity to evaluate every CFSTES and FSTEP course.
 - i. There is a permanent URL on the SFT website available to all students for providing course feedback.
 - ii. The survey requests voluntary contact information in the event a student wishes to be contacted by SFT.
2. SFT shall review electronic student evaluations.
 - i. SFT staff shall review evaluations on a periodic basis and contact anyone requesting follow up.
3. A Registered Instructor can request student responses by submitting a Class Feedback request form (http://osfm.fire.ca.gov/training/training_classfeedback) to SFT.
 - i. SFT usually responds to requests within seven days.
 - ii. SFT sends the Registered Instructor a PDF of student responses with the

students' contact information removed.

4. Evaluations are filed and used to identify trends in and continuity of a Registered Instructor's courses.
 - i. Problems or negative trends are noted and may generate an instructor investigation or field audit.
 - ii. Positive evaluations are noted and may be recognized as SFT deems appropriate.

B. Complaints

1. Anonymous complaints will not be accepted.
2. Comments and complaints must be submitted in writing. SFT shall not act on verbal comments or complaints.
3. Written comments and complaints may generate an instructor investigation or field audit.

C. SFT Field Audits

1. SFT staff may audit CFSTES and FSTEP courses. Field audits increase accessibility between SFT staff, Registered Instructors, students, and Training Coordinators statewide and should not be construed as negative contact.
2. SFT generally conducts field audits for any of the following reasons:
 - i. Random audits for quality control
 - ii. Complaint follow-up
 - iii. Student evaluation follow-up

6.2.9.2: Corrective Action

- A. Corrective action may be necessary to ensure Registered Instructor compliance with SFT procedures.
- B. SFT recognizes that corrective action can have far-reaching impacts. Therefore, SFT affords Registered Instructors undergoing corrective action the rights and privileges normally established through an administrative hearing, including the right to appeal.
- C. SFT undertakes three levels of corrective action:
 1. Remedial action
 2. Suspension
 3. Registration revocation
- D. Remedial Action
 1. Corrective comment:
 - i. SFT shall address the concern through personal contact, either by phone or in person.
 2. Written comment:

- i. SFT shall document the procedure violation or infraction in the Registered Instructor's file.
- ii. Multiple written comments may lead to suspension or revocation.

E. Suspension

1. SFT bases suspension on documented evidence of procedure violation or flagrant misbehavior associated with conducting an SFT course.
2. The Chief of State Fire Training shall determine whether or not a Registered Instructor shall be suspended and what actions he or she must undertake for reinstatement.
3. SFT may enact immediate suspension if SFT believes Registered Instructor has threatened or violated public safety.
4. The Registered Instructor shall immediately cease all instructional activities.
5. The Registered Instructor has the option to appeal any suspension. (See **6.2.9.3: Appeals Process.**)

F. Revocation of Registration

1. SFT bases Registered Instructor registration revocation on documented evidence of procedure violation or gross negligence associated with conducting an SFT course.
2. The Chief of State Fire Training shall determine whether or not a Registered Instructor's teaching privileges shall be revoked.
3. SFT may enact immediate registration revocation if SFT believes a Registered Instructor has threatened or violated public safety.
 - i. Under these circumstances, the Registered Instructor shall immediately cease all instructional activities.
4. The Registered Instructor has the option to appeal a revocation. (See **6.2.9.3: Appeals Process.**)

6.2.9.3: Appeals Process

A. Assistant State Fire Marshal

1. The Registered Instructor shall submit a written appeal to reverse the action to the Assistant State Fire Marshal within 60 days of receiving the notice of suspension or revocation.
 - i. The appeal should include all evidence necessary to support reversing the action.
2. The Assistant State Fire Marshal shall review the evidence and notify the Registered Instructor in writing of the decision to uphold, modify, or withdraw the action within 45 days.
 - i. The letter shall state the effective date of the decision and identify the next level of appeal.

B. Statewide Education and Training Committee (STEAC)

1. To appeal the Assistant State Fire Marshal's decision, the Registered Instructor may submit in writing all evidence to support reversing the suspension or revocation action to STEAC within 60 days of receiving the Assistant State Fire Marshal's decision.
 - i. This request shall be added to the agenda for the next regularly scheduled STEAC meeting.
 - ii. STEAC shall review the evidence and notify the Registered Instructor in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of its decision.

C. State Fire Marshal

1. To appeal STEAC's decision, the Registered Instructor may submit in writing all evidence to support reversing the suspension or revocation action to the State Fire Marshal within 60 days of being notified by STEAC of its decision.
 - i. The State Fire Marshal shall review the evidence and notify the Registered Instructor in writing of the decision to uphold, modify, or withdraw the action within 60 days of the date of appeal.
 - ii. The State Fire Marshal's decision is final.

6.2.9.4: Reinstatement

- A. SFT may reinstate an instructor as a Registered Instructor if he or she:
1. Meets all terms of disciplinary action
 2. Reapplies for Primary Instructor registration
 3. Meets all current Registered Instructor requirements

6.3: SENIOR INSTRUCTOR

6.3.1: QUALIFICATIONS

- A. These qualifications apply to all individuals seeking Senior Instructor registration with State Fire Training (SFT). Additional qualifications and specific requirements to teach specific courses are listed in **6.7: Instructional Disciplines**.

6.3.1.1: Course Work

- A. Same as a Registered Primary Instructor
1. See **6.2.1.1: Course Work**.

6.3.1.2: Instructor Requirements

- A. Same as a Registered Primary Instructor
1. See **6.2.1.2: Instructor Requirements**.
- B. Has completed the task book for the course he or she is applying to teach
1. The applicant must complete the task book within two years of starting it.
2. The applicant must submit the task book for instructor registration within one year of completing it.

6.3.1.3: Teaching Experience

- A. Is currently registered to teach the course as a Registered Primary Instructor in good standing
- B. Has taught the course as a Registered Primary Instructor for a specific number of times within a designated period of time
1. See discipline-specific instructor requirements in **6.7: Instructional Disciplines**.

6.3.1.4: Professional Experience

- A. Meets the experience requirement for the course he or she is applying to teach (See **6.7: Instructional Disciplines**.)
1. Performing in an “acting” capacity does not qualify an applicant.

6.3.2: REGISTRATION

- A. Senior Instructors shall be registered with SFT.
- B. SFT shall verify that a Senior Instructor applicant meets the qualifications.

6.3.3: APPLICATION PROCESS

- A. The applicant shall submit a signed and dated current Instructor Application and his or her completed task book to SFT for review.
- B. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.

6.3.4: APPLICATION REVIEW

- A. Same as a Registered Primary Instructor
 - 1. See **6.2.4: Application Review**.

6.3.5: APPEALS PROCESS

- A. Same as a Registered Primary Instructor.
 - 1. See **6.2.5: Instructor Registration Appeals Process**.

6.3.6: RESPONSIBILITIES

6.3.6.1: Ethical Conduct

- A. A Registered Senior Instructor shall abide by the SFT Instructor Code of Ethics/Conduct.
 - 1. See **12.5: Instructor Code of Ethics/Conduct**.

6.3.6.2: Course Delivery

- A. A Registered Senior Instructor shall administer all California Fire Service Training and Education System (CFSTES) and Fire Services Training and Education Program (FSTEP) courses in accordance with SFT procedures.
 - 1. See **5.1: Course Delivery**.

6.3.6.3: Supervision

- A. A Registered Senior Instructor supervises Registered Primary Instructor(s) for the entire course.
- B. A Registered Senior Instructor evaluates instructor trainees seeking Senior Instructor status and signs off on trainee task books.

6.3.6.4: Other

- A. In addition to the responsibilities common to all Registered Primary Instructors, Registered Senior Instructors are required to:
1. Develop sites and props (when required)
 2. Conduct site inspections (when requested)
 3. Ensure the safety of all participants and instructors

6.3.7: MAINTAINING SENIOR INSTRUCTOR STATUS

- A. Same as a Registered Primary Instructor
1. See **6.2.8: Maintaining Primary Instructor Status.**

6.3.8: ACCOUNTABILITY AND QUALITY IMPROVEMENT

- A. Same as a Registered Primary Instructor
1. See **6.2.9: Accountability and Quality Improvement.**

6.4: ASSISTANT INSTRUCTOR

6.4.1: QUALIFICATIONS

6.4.1.1: Course Work

- A. Same as a Registered Primary Instructor
 - 1. See **6.2.1.1: Course Work**.

6.4.1.2: Instructor Requirements

- A. Has fulfilled one of the instructor training qualifications
 - 1. See **6.2.1.2: Instructor Requirements**.

6.4.1.3: Professional Experience

- A. Same as a Registered Primary Instructor
 - 1. See **6.2.1.3: Professional Experience**.

6.4.2: REGISTRATION

- A. State Fire Training (SFT) does not register Assistant Instructors.
- B. The Registered Primary Instructor shall ensure that the individual assisting with a course meets the qualifications.
- C. Upon request, the Registered Primary Instructor shall provide SFT documentation verifying these qualifications:
 - 1. Resume/statement of professional qualifications
 - 2. Course work
 - 3. Instructor requirements
 - 4. Teaching experience
 - 5. Professional experience

6.4.3: RESPONSIBILITIES

- A. Under supervision of the Registered Primary Instructor, an Assistant Instructor may:
 - 1. Teach up to 50% of a course
 - 2. Administer periodic tests
 - 3. Administer psychomotor skills exams

6.5: GUEST LECTURERS

6.5.1: QUALIFICATIONS

- A. Has expertise in the subject on which he or she intends to lecture

6.5.2: REGISTRATION

- A. State Fire Training (SFT) does not register Guest Lecturers.
- B. The Registered Primary Instructor shall ensure that an individual meets the qualifications.
- C. Upon request, the Registered Primary Instructor shall provide SFT documentation verifying these qualifications. This documentation may include:
 - 1. Resume/statement of professional qualifications
 - 2. Previous teaching experience
 - 3. Letters of recommendation

6.5.3: RESPONSIBILITIES

- A. Under supervision of the Registered Primary Instructor, a Guest Lecturer may teach only those topics for which he or she is qualified through education and experience.
- B. Combined instruction by all Guest Lecturers can account for no more than 20% of a course.
- C. The Registered Primary Instructor must be present during all guest lectures.

6.6: FIRE FIGHTER INSTRUCTOR

6.6.1: QUALIFICATIONS

- A. These qualifications apply to all individuals seeking to teach in the State Fire Training (SFT) Fire Fighter I or Fire Fighter II programs.

6.6.1.1: Course Work

- A. None

6.6.1.2: Instructor Requirements

- A. Has fulfilled one of the following instructor training qualifications:
1. Certified SFT Instructor I
 2. Certified SFT Training Instructor 1
 3. Certified SFT Fire Instructor 1
 4. Fire Fighter Instructors who were instructing on or before December 31, 2018 with SFT Fire Instructor 1A and 1B or SFT Training Instructor 1A and 1B.

6.6.1.3: Teaching Experience

- A. None

6.6.1.4: Professional Experience

- A. Held the rank of Fire Fighter performing suppression duties within a recognized fire agency in California for a minimum of three years

6.6.2: REGISTRATION

- A. SFT does not register Fire Fighter Instructors.
- B. Each fire agency's Fire Chief or academic institution's Fire Technology Director shall ensure that individuals teaching in the fire fighter program meet the instructor qualifications.

6.6.3: RESPONSIBILITIES

- A. A Fire Fighter Instructor:
1. Teaches the curriculum approved by the Office of the State Fire Marshal (OSFM)
 2. Meets all course objectives
 3. Ensures the safety of all participants and instructors
 4. Completes all administrative requirements in accordance with SFT guidelines

5. Proctors psychomotor skills and written exams
6. Maintains consistent subject matter mastery by remaining current in the field

6.7: INSTRUCTIONAL DISCIPLINES

6.7.1: COMMAND INSTRUCTOR

6.7.1.1: Eligible Courses

Table 6.7.1.1: Command Instructor Eligible Course

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Company Officer 2D: All-Risk Command Operations • Company Officer 2E: Wildland Incident Operations • Chief Fire Officer 3D: Emergency Services Delivery Responsibilities • Executive Chief Fire Officer 4D: Emergency Services Delivery 	<ul style="list-style-type: none"> • None

6.7.1.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) Command course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.
- B. A Registered Primary Instructor authorized to teach one of the courses in Retired Courses column is authorized to deliver the corresponding course in the Corresponding Courses column.

Table 6.7.1.2: Command Instructor Legacy Matrix

Retired Courses	Corresponding Courses
<ul style="list-style-type: none"> • Command 1A: Structure Fire Command Operations for the Company Officer 	<ul style="list-style-type: none"> • Company Officer 2D: All-Risk Command Operations
<ul style="list-style-type: none"> • Command 1C: WUI Command Operations for the Company Officer 	<ul style="list-style-type: none"> • Company Officer 2E: Wildland Incident Operations
<ul style="list-style-type: none"> • Fire Command 2A: Command Tactics at Major Fires 	<ul style="list-style-type: none"> • Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
<ul style="list-style-type: none"> • Fire Command 2B: Management of Major Hazmat Incidents 	<ul style="list-style-type: none"> • Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
<ul style="list-style-type: none"> • Fire Command 2C: High-Rise Fire Fighting Tactics 	<ul style="list-style-type: none"> • Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
<ul style="list-style-type: none"> • Fire Command 2D: Planning for Large Scale Disasters 	<ul style="list-style-type: none"> • Chief Fire Officer 3D: Emergency Service Delivery Responsibilities

Retired Courses	Corresponding Courses
<ul style="list-style-type: none"> Fire Command 2E: Wildland Fire Fighting Tactics 	<ul style="list-style-type: none"> Chief Fire Officer 3D: Emergency Service Delivery Responsibilities

6.7.1.3: Professional Experience

A. A Registered Primary Instructor for a CFSTES Command course shall meet the professional experience qualifications listed below.

1. Performing in an “acting” capacity does not qualify.

Table 6.7.1.3: Command Instructor Professional Experience

CFSTES Course	Experience
<ul style="list-style-type: none"> Company Officer 2D 	<ul style="list-style-type: none"> Held the rank of Company Officer of higher within a recognized fire agency in California for a minimum of three years
<ul style="list-style-type: none"> Company Officer 2E 	<ul style="list-style-type: none"> Performed in the Incident Command System (ICS) position of Division/Group Supervisor on a minimum of two incidents that extended 24 hours beyond the initial burning phase (24 hours)
<ul style="list-style-type: none"> Chief Fire Officer 3D 	<ul style="list-style-type: none"> Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years Specific expertise in emergency services delivery responsibilities
<ul style="list-style-type: none"> Executive Chief Fire Officer 4D 	<ul style="list-style-type: none"> Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years Specific expertise in emergency services delivery responsibilities

* An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.

6.7.2: COMMUNITY RISK INSTRUCTOR

6.7.2.1: Eligible Courses

Table 6.7.2.1: Community Risk Instructor Eligible Course

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> Community Risk Educator Community Risk Officer Community Risk Specialist 	<ul style="list-style-type: none"> None

6.7.2.2: General Qualifications

A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) Community Risk courses shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.

1. See **6.2.1: Qualifications**.

6.7.2.3: Professional Experience

A. A Registered Primary Instructor for a CFSTES Community Risk course shall meet the professional experience qualifications listed below.

1. Performing in an “acting” capacity does not qualify.

Table 6.7.2.3: Community Risk Instructor Professional Experience

CFSTES Course	Experience
<ul style="list-style-type: none"> Community Risk Educator 	<ul style="list-style-type: none"> Have a minimum of one year’s experience as a Fire and Life Safety Educator within a recognized fire agency in California
<ul style="list-style-type: none"> Community Risk Officer 	<ul style="list-style-type: none"> Have a minimum of two years’ full-time paid or six years’ volunteer or part-time paid experience in a recognized fire agency in California pertaining to fire and life safety education
<ul style="list-style-type: none"> Community Risk Specialist 	<ul style="list-style-type: none"> Have a minimum of three years’ full-time paid or two years’ volunteer or part-time paid experience in a recognized fire agency in California pertaining to fire and life safety education

6.7.3: CONFINED SPACE RESCUE TECHNICIAN (CSRT) – INSTRUCTOR LEVELS

6.7.3.1: Primary Instructor Trainee

- A. Primary Instructor Trainee is the entry level for becoming a Registered CSRT Primary Instructor.
- B. An individual is considered a Primary Instructor Trainee while he or she completes the CSRT Primary Instructor Trainee Task Book.
 - 1. Trainees have two years after beginning the task book to complete its requirements.
 - 2. The applicant must submit the task book for instructor registration within one year of completing it.
- C. Under direct supervision of a Registered CSRT Senior Instructor, the Primary Instructor Trainee shall:
 - 1. Assist in classroom and field exercise setup
 - 2. Support the logistics of the component(s) he or she is training to teach
 - 3. Instruct the entire squad(s) he or she is training to teach
- D. State Fire Training (SFT) does not register CSRT Primary Instructor Trainees.

6.7.3.2: Primary Instructor

- A. A Registered CSRT Primary Instructor is qualified to teach one squad (up to 12 students) in a CSRT course with two or three squads.
- B. In addition to the responsibilities required of all SFT Registered Primary Instructors (See **6.2.7: Responsibilities**), Registered CSRT Primary Instructors, under the supervision of a Registered CSRT Senior Instructor, are also required to:
 - 1. Set up the classroom and field exercises
 - 2. Administer any psychomotor skills exams
 - 3. Evaluate student/team performance and sign each student's task book

6.7.3.3: Senior Instructor Trainee

- A. Senior Instructor Trainee is the entry level for becoming a Registered CSRT Senior Instructor.
- B. An individual is considered a Senior Instructor Trainee while he or she completes the CSRT Senior Instructor Trainee Task Book.
 - 1. Trainees have two years after beginning the task book to complete its requirements.
 - 2. The applicant must submit the task book for instructor registration within one year of completing it.

6.7.3.4: Senior Instructor

- A. A Registered CSRT Senior Instructor is required for any delivery of a CSRT course.
- B. For courses with only one or two squads, the Registered CSRT Senior Instructor may also function as the Registered CSRT Primary Instructor for a squad.
- C. In addition to the responsibilities required of all SFT Registered Senior Instructors (See **6.3.6: Responsibilities**), Registered CSRT Senior Instructors are also required to comply with **5.1.11: Record Keeping**.

6.7.4: CONFINED SPACE RESCUE TECHNICIAN (CSRT) – PRIMARY INSTRUCTOR

6.7.4.1: Eligible Courses

Table 6.8.4.1: CSRT Primary Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Confined Space Rescue Technician

6.7.4.2: General Qualifications

- A. A Registered CSRT Primary Instructor shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.

6.7.4.3: Course Work

- A. A CSRT Primary Instructor Trainee or Registered Primary Instructor must have attended and passed:
1. SFT Confined Space Rescue Technician
 2. SFT Rescue Systems 1

6.7.4.4: Instructor Requirements

- A. See **6.2.1.2: Instructor Requirements**.

6.7.4.5: Teaching Experience

- A. None

6.7.4.6: Task Book

- A. A CSRT Primary Instructor Trainee has two years after starting his or her CSRT Primary Instructor Trainee Task Book to complete the task book requirements.
- B. A CSRT Primary Instructor Trainee must satisfy all instructor requirements and become a Registered CSRT Primary Instructor within one year of completing his or her task book.

6.7.4.7: Professional Experience

- A. A CSRT Primary Instructor Trainee or Registered Primary Instructor shall meet the rank and professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.7.4.1: CSRT Primary Instructor Professional Experience

FSTEP Courses	Experience
<ul style="list-style-type: none"> • Confined Space Rescue Technician 	<ul style="list-style-type: none"> • Have a minimum of three years' experience within a recognized fire agency in California in the field of rescue (e.g., being a member of an identifiable rescue team)

6.7.4.8: Application – Primary Instructor Trainee

- A. The applicant shall submit the following items to the Registered CSRT Senior Instructor who will oversee the evaluation:
- A current resume listing education, position, and experience
 - A copy of a course completion certificate from SFT for Confined Space Rescue Technician and Rescue Systems 1
 - A copy of SFT certificates or verification of the qualifying equivalents (See **6.2.1.2: Instructor Requirements**, item C.)
 - A verification letter signed by the Fire Chief, or his or her authorized designee, describing the applicant's specific background as it relates to his or her experience.
 - See **4.1.1: Letters of Verification**.
 - Primary CSRT Instructor Task book

6.7.4.9: Application – Primary Instructor

- A. See **6.2.3: Application Process**.

6.7.4.10: Maintenance

- A. A Registered CSRT Primary Instructor shall teach at least two SFT Confined Space Rescue Technician courses every four years.

6.7.5: CONFINED SPACE RESCUE TECHNICIAN (CSRT) – SENIOR INSTRUCTOR

6.7.5.1: Eligible Courses

Table 6.7.5.1: CSRT – Senior Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Confined Space Rescue Technician

6.7.5.2: General Qualifications

- A. A Registered CSRT Senior Instructor shall meet the qualifications required of all State Fire Training (SFT) Registered Senior Instructors.
1. See **6.3.1: Qualifications**.

6.7.5.3: Course Work

- A. Same as Registered CSRT Primary Instructor.
1. See **6.7.4.3: Course Work**.

6.7.5.4: Instructor Requirements

- A. A CSRT Senior Instructor Trainee shall be a Registered CSRT Primary Instructor in good standing.

6.7.5.5: Teaching Experience

- A. Will have taught at least two SFT Confined Space Rescue Technician courses within the past four years

6.7.5.6: Task Book

- A. A CSRT Senior Instructor Trainee has two years after starting his or her CSRT Senior Instructor Trainee Task Book to complete the task book requirements.
- B. A CSRT Senior Instructor Trainee must satisfy all instructor requirements and become a Registered CSRT Senior Instructor within one year of completing the task book.

6.7.5.7: Professional Experience

- A. Same as Registered CSRT Primary Instructor
1. See **6.7.4.7: Professional Experience**.

6.7.5.8: Application – Senior Instructor Trainee

- A. The applicant shall submit the following items to the Registered CSRT Senior Instructor who will oversee the evaluation:
- A current resume listing education, position, and experience
 - Verification of Registered CSRT Primary Instructor status
 - Senior CSRT Instructor Task book

6.7.5.9: Application – Senior Instructor

- A. See **6.3.3 Application Process**.

6.7.5.10: Maintenance

- A. A Registered CSRT Senior Instructor shall teach at least two SFT Confined Space Rescue Technician courses every four years.

6.7.6: DRIVER/OPERATOR INSTRUCTOR

6.7.6.1: Eligible Courses

Table 6.7.6.1: Driver/Operator Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Fire Apparatus Driver/Operator 1A: Driver/Operator • Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations • Aerial Apparatus Operations • Tillered Apparatus Operations • Wildland Fire Apparatus Operations • Water Tender Fire Apparatus Operations 	<ul style="list-style-type: none"> • Basic Emergency Vehicle Operations • Basic Pump Operations

6.7.6.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) Driver/Operator course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.
- B. Instructors registered to teach the retired CFSTES Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008) course prior to August 15, 2015, are authorized to deliver the CFSTES Driver/Operator 1A: Driver/Operator (2015) course.
- C. Instructors registered to teach the retired CFSTES Fire Apparatus Driver/Operator 1B: Pump Operations (2008) course prior to August 15, 2015, are authorized to deliver the CFSTES Driver/Operator 1B: Pumping Apparatus Operations (2015) course
- D. Instructors registered to teach the retired FSTEP Driver/Operator: Aerial/Tiller Truck Operations course prior to August 15, 2015, are authorized to deliver the following CFSTES courses:
1. Aerial Apparatus Operations (2015)
 2. Driver/Operator 1B: Pumping Apparatus Operations (2015)
 3. Tillered Apparatus Operations (2015)

6.7.6.3: Course Work

- A. Attending and passing the corresponding CFSTES Driver/Operator course meets the FSTEP course requirement.

- B. Attending and passing the retired CFSTES Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008) and Fire Apparatus Driver/Operator 1B: Pump Operations (2008) courses meet the requirement for attending and passing the CFSTES Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) and Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations (2015) courses.

6.7.6.4: Professional Experience

- A. A Registered Primary Instructor for a CFSTES or FSTEP Driver/Operator course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.7.6.4(A): Driver/Operator Instructor Professional Experience for CFSTES Courses

CFSTES Courses	Experience
<ul style="list-style-type: none"> • Fire Apparatus Driver/Operator 1A • Fire Apparatus Driver/Operator 1B 	<ul style="list-style-type: none"> • Held the rank of Engineer for a minimum of three years within a recognized fire agency in California • For those departments that do not use the Engineer rank, applicants who have operated fire apparatus as their primary responsibility for a minimum of three years within a recognized fire agency in California qualify.
<ul style="list-style-type: none"> • Aerial Apparatus Operations • Tillered Apparatus Operations • Wildland Fire Apparatus Operations • Water Tender Fire Apparatus Operations 	<ul style="list-style-type: none"> • Held the rank of Driver/Operator or Engineer for a minimum of three years within a recognized fire agency in California <ul style="list-style-type: none"> ○ For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility for a minimum of three years within a recognized fire agency in California qualify. • Have a minimum of three years’ experience operating the course-specific apparatus

Table 6.7.6.4(B): Driver/Operator Instructor Professional Experience for FSTEP Courses

FSTEP Courses	Experience
<ul style="list-style-type: none"> • Basic Emergency Vehicle Operations • Basic Pump Operations 	<ul style="list-style-type: none"> • Have a minimum of two years’ suppression/rescue experience within a recognized fire agency in California

6.7.7: FIRE CONTROL – PRIMARY INSTRUCTOR

6.7.7.1: Eligible Courses

Table 6.7.7.1: Fire Control – Primary Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Fire Control 1: Basic Fire Chemistry • Fire Control 2: Basic Operations – Structural • Fire Control 3A: Structural Fire Fighting in Acquired Structures • Fire Control 3B: Structural Fire Fighting in Live-Fire Simulators • Fire Control 4: Controlling Ignitable Liquids and Gases • Fire Control 5: Aircraft Rescue and Fire Fighting • Fire Control 6: Wildland Fire Fighting Essentials • Fire Control 7: Wildland Fire Fighting

6.7.7.2: General Qualifications

- A. A Registered Primary Instructor for a Fire Service Training and Education Program (FSTEP) Fire Control course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.
- B. An Instructor registered to teach Fire Control 4: Oil and Gas Fire Fighting (retired) or Fire Control 4A/B: Flammable Gases and Liquids Fire Fighting is authorized to teach Fire Control 4: Controlling Ignitable Liquids and Gases.

6.7.7.3: Professional Experience

- A. A Registered Primary Instructor for an FSTEP Fire Control course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.7.7.3: Fire Control – Primary Instructor Professional Experience

FSTEP Course	Experience
<ul style="list-style-type: none"> • Fire Control 1 • Fire Control 2 • Fire Control 3A • Fire Control 3B • Fire Control 4 	<ul style="list-style-type: none"> • Held the rank of Fire Fighter within a recognized fire agency in California performing suppression/rescue duties for a minimum of two years

FSTEP Course	Experience
<ul style="list-style-type: none"> • Fire Control 5 • Fire Control 6 • Fire Control 7 	

6.7.7.4: Task Book

- A. A Primary Instructor candidate for Fire Control 3A, 3B, or 4 must successfully complete the corresponding instructor trainee task book.
- B. A Fire Control 3A, 3B, or 4 Primary Instructor Trainee has two years after starting his or her Fire Control 3A, 3B, or 4 Trainee Task Book to complete the task book requirements.
- C. A Fire Control 3A, 3B, or 4 Primary Instructor Trainee must satisfy all instructor requirements and become a Registered Fire Control 3A, 3B, or 4 Primary Instructor within one year of completing the task book.
- D. A Primary Instructor candidate for Fire Control 4 must successfully perform all of the tasks during three different training events.
- E. Only a Registered Fire Control 4 Senior Instructor may evaluate a Fire Control 4 Primary Instructor candidate.

6.7.8: FIRE CONTROL – SENIOR INSTRUCTOR

6.7.8.1: Eligible Courses

Table 6.7.8.1: Fire Control – Senior Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Fire Control 3A: Structural Fire Fighting in Acquired Structures • Fire Control 3B: Structural Fire Fighting in Life-Fire Simulators • Fire Control 4: Controlling Ignitable Liquids and Gases • Fire Control 5: Aircraft Rescue and Fire Fighting • Fire Control 7: Wildland Fire Fighting

6.7.8.2: General Qualifications

- A. A Registered Senior Instructor for a Fire Service Training and Education Program (FSTEP) Fire Control course shall meet the qualifications required of all State Fire Training (SFT) Registered Senior Instructors.
1. See **6.3.1: Qualifications**.
- B. An Instructor registered to teach Fire Control 4: Oil and Gas Fire Fighting (retired) or Fire Control 4A/B: Flammable Gases and Liquids Fire Fighting is authorized to teach Fire Control 4: Controlling Ignitable Liquids and Gases.

6.7.8.3: Teaching Experience

- A. A Registered Senior Instructor for Fire Control 4, 5, and 7 shall have taught a minimum of two Fire Control courses as the Registered Primary Instructor within the last three years.

6.7.8.4: Experience

- A. Same as the Registered Primary Instructor.
1. See **6.7.7.3: Experience**.

6.7.8.5: Task Book

- A. A Senior Instructor candidate for Fire Control 3A, 3B, or 4 must successfully complete the corresponding instructor trainee task book.
- B. A Fire Control 3A, 3B, or 4 Senior Instructor Trainee has two years after starting his or her Fire Control 3A, 3B, or 4 Trainee Task Book to complete the task book requirements.

- C. A Fire Control 3A, 3B, or 4 Senior Instructor Trainee must satisfy all instructor requirements and become a Registered Fire Control 3A, 3B, or 4 Senior Instructor within one year of completing the task book.
- D. A Senior Instructor candidate for Fire Control 3A, 3B, or 4 must successfully perform all of the tasks during three different training events.
- E. A Senior Instructor candidate for Fire Control 3A or 3B must be evaluated by a minimum of three different senior instructors.
- F. Only a Registered Fire Control 4 Senior Instructor may evaluate a Fire Control Senior Instructor candidate.

6.7.9: FIRE FIGHTING AND RESCUE INSTRUCTOR

6.7.9.1: Eligible Courses

Table 6.7.9.1: Fire Fighting and Rescue Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Command and Control of the RIC Deployment • Confined Space Rescue Awareness • Emergency Response to Alternative Fuels • Fire Fighter Survival • Fireline Safety for the Hired Vendor • Large Animal Rescue Operational • Low Angle Rope Rescue Operational (LARRO) • Open Water Rescuer - Basic • Personal Watercraft Operations • Rapid Intervention Crew (RIC) Operations • Rescue Boat Operations • River and Flood Water Rescue • Tire Fire Prevention and Suppression • Trench Rescue • Vehicle Extrication

6.7.9.2: General Qualifications

- A. A Registered Primary Instructor for a Fire Service Training and Education Program (FSTEP) Fire Fighting and Rescue course shall meet the following the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.

6.7.9.3: Course Work

- A. Attending and passing SFT's Confined Space Rescue Technician course meets the requirement for attending and passing Confined Space Rescue Awareness.
- B. Registered Low Angle Rope Rescue Operational Instructors must have attended and passed ICS-200: Basic ICS.
- C. Attending and passing SFT's Auto Extrication (1996) course meets the requirement for attending and passing Vehicle Extrication.

6.7.9.4: Teaching Experience

- A. In order to teach Command and Control of the RIC Deployment, the Registered Instructor must have previously assisted another Registered Instructor in teaching the course at least once.
1. The Registered Instructor applicant shall submit to SFT a letter from a Registered Instructor verifying this requirement.

6.7.9.5: Professional Experience

- A. A Registered Primary Instructor for an FSTEP Fire Fighting and Rescue course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.7.9.5: Fire Fighting and Rescue Instructor Professional Experience

FSTEP Course	Experience
<ul style="list-style-type: none"> • Confined Space Rescue Awareness • Low Angle Rope Rescue Operational • Personal Watercraft Operations • Rescue Boat Operations • River and Flood Water Rescue • Trench Rescue 	<ul style="list-style-type: none"> • Held the rank of Fire Fighter and/or performed rescue duties within a recognized fire agency in California for a minimum of two years
<ul style="list-style-type: none"> • Emergency Response to Alternative Fuels • Fireline Safety for the Hired Vendor • Large Animal Rescue Operational • Open Water Rescuer - Basic • Tire Fire Prevention and Suppression 	<ul style="list-style-type: none"> • Held the rank of Fire Fighter and/or performing suppression/rescue duties within a recognized fire agency in California for a minimum of two years
<ul style="list-style-type: none"> • Command and Control of RIC Deployment 	<p>One of the following:</p> <ul style="list-style-type: none"> • Held the rank of Suppression Officer within a recognized fire agency in California for a minimum of three years • Worked as a volunteer Suppression Officer or paid Call Officer within a recognized fire agency in California for a minimum of five years
<ul style="list-style-type: none"> • Rapid Intervention Crew (RIC) Operations • Fire Fighter Survival 	<ul style="list-style-type: none"> • Have five years suppression/rescue experience, of which two years must be while holding the rank of Fire Fighter performing suppression/rescue duties within a recognized fire agency in California

FSTEP Course	Experience
<ul style="list-style-type: none"> • Vehicle Extrication 	<ul style="list-style-type: none"> • Have three year's suppression/rescue experience performing suppression/rescue duties within a recognized fire agency in California

6.7.9.6: Task Book

A. Fire Fighter Survival

1. An Instructor applicant for Fire Fighter Survival shall complete the appropriate instructor trainee task book.
2. A Registered Fire Fighter Survival Primary Instructor must sign off on the applicant's task book within two years of its initiation.

B. Low Angle Rope Rescue Operational

1. An Instructor applicant for Low Angle Rope Rescue Operational (LARRO) shall complete the appropriate instructor trainee task book.
2. A Registered LARRO Primary Instructor must sign off on the applicant's task book within two years of its initiation.

C. Rapid Intervention Crew Operations

1. An Instructor applicant for Rapid Intervention Crew Operations shall complete the appropriate instructor trainee task book.
2. A Registered Rapid Intervention Crew Operations Primary Instructor must sign off on the applicant's task book within two years of its initiation.

6.7.10: HAZARDOUS MATERIALS (HAZMAT) INSTRUCTOR

6.7.10.1: Eligible Courses

Table 6.7.10.1: HAZMAT Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Hazardous Materials First Responder Awareness Level Hazardous Materials First Responder Operational Level Hazardous Materials First Responder Operational, Decontamination

6.7.10.2: General Qualifications

- A. A Registered Primary Instructor for a Fire Service Training and Education Program (FSTEP) Hazmat First Responder course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
- See **6.2.1: Qualifications**.

6.7.10.3: Course Work

- A. SFT accepts Hazmat First Responder certificates from SFT or California Specialized Training Institute (CSTI).
- See Section 9.1.2
- B. Attending and passing SFT or CSTI Hazardous Materials Technician course meets the requirement for attending and passing Hazardous Materials First Responder Awareness, Operations, and Decontamination.

6.7.10.4: Experience

- A. A Registered Primary Instructor for a Hazmat First Responder course shall meet the professional experience qualifications listed below.
- Performing in an “acting” capacity does not qualify.

Table 6.7.10.4: HAZMAT Instructor Experience

FSTEP Course	Experience
<ul style="list-style-type: none"> Hazardous Materials First Responder Awareness Level Hazardous Materials First Responder Operational Level Hazardous Materials First Responder Operational, Decontamination 	<ul style="list-style-type: none"> Held the rank of Fire Fighter within a recognized fire agency in California performing suppression/rescue duties for a minimum of two years

6.7.11: INCIDENT COMMAND SYSTEM (ICS) INSTRUCTOR

6.7.11.1: Eligible Courses

Table 6.7.11.1: ICS Instructor Eligible Courses

<ul style="list-style-type: none"> • Advanced All-Hazards Incident Management (AAIM) • AR-330: Task Force/Strike Team Leader All Risk • AR-339: Division/Group Supervisor All Risk • AR-430: Operations Section Chief All Risk • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • S-130: Fire Fighter Training • S-131: Fire Fighter Type 1 Training • S-190: Introduction to Wildland Fire Behavior • S-200: Initial Attack Incident Commander Type 4 • S-203: Introduction to Incident Information • S-212: Wildland Fire Chain Saws • S-215: Fire Operations in the Wildland/Urban Interface • S-230: Crew Boss - Single Resource • S-231: Engine Boss - Single Resource • S-234: Ignition Operations • S-244: Field Observer • S-245: Display Processor • S-270: Basic Air Operations • S-290: Intermediate Wildland Fire Behavior • S-300: Extended Attack Incident Commander 	<ul style="list-style-type: none"> • S-330: Task Force/Strike Team Leader • S-336: Tactical Decision Making in Wildland Fire • S-339: Division/Group Supervisor • S-346: Situation Unit Leader • S-349: Resources Unit Leader/Demobilization Unit Leader • S-355: Ground Support Unit Leader • S-356: Supply Unit Leader • S-358: Communications Unit Leader • S-359: Medical Unit Leader • S-360: Finance/Administration Unit Leader • S-390: Introduction to Wildland Fire Behavior Calculations • S-400: Incident Commander • S-403: Information Officer • S-404: Safety Officer • S-420: Command and General Staff • S-430: Operations Section Chief • S-440: Planning Section Chief • S-445: Incident Training Specialist • S-450: Logistics Section Chief • S-460: Finance/Administration Section Chief • S-490: Advanced Wildland Fire Behavior Calculations • S-491: Intermediate National Fire Danger Rating System • Terrorism Liaison Officer - Basic
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6.7.11.2: General Qualifications

- A. A Registered Primary Instructor for a Fire Service Training and Education Program (FSTEP) Incident Command System course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.

1. See **6.2.1: Qualifications**.

6.7.11.3: Course Work

- A. A Registered Primary Instructor for AAIM shall successfully complete AAIM or one of the following requirements:
 1. A Complex Incident Management Course (CIMC)
 2. Advanced Incident Management (ICS-520)
 3. Performed as a Command and General Staff (ICS-420) Instructor/Coach
 - i. Must be validated with a Fire Chief validation letter (See **4.1.1: Letters of Verification**.) and/or a copy of an instructor participation certificate
 4. Performed as an Instructor for FEMA O-305 All-Hazards Incident Management Training
 - i. Must be validated with a Fire Chief validation letter (See **4.1.1: Letters of Verification**.) and/or a copy of an instructor participation certificate
- B. SFT accepts ICS certificates from:
 1. Governor’s Office of Emergency Services (CalEMA/CalOES)
 2. California Department of Forestry and Fire Protections (CDF/CAL FIRE)
 3. Federal Emergency Management Agency (FEMA)
 4. Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE)
 5. National Fire Academy (NFA)
 6. National Wildfire Coordinating Group (NWCG)
 7. SFT

6.7.11.4: Instructor Requirements

- A. A Registered Primary Instructor for Terrorism Liaison Officer – Basic shall present a letter from his or her Regional Threat Assessment Center documenting approval to teach this course.

6.7.11.5: Experience

- A. A Registered Primary Instructor for an ICS Instructor course shall be appointed to the rank of suppression officer and meet the professional experience qualifications listed below.
 1. Performing in an “acting” capacity does not qualify.

Table 6.7.11.5: ICS Instructor Experience

FSTEP Course	Experience
<ul style="list-style-type: none"> • Advanced All-Hazards Incident Management (AAIM) 	<ul style="list-style-type: none"> • Appointed to the rank of Suppression Officer • A qualified Command or General staff position during Type 1 complex incidents while assigned on an incident management team (IMT)

FSTEP Course	Experience
<ul style="list-style-type: none">• 100-level and 200-level courses	<ul style="list-style-type: none">• Appointed to the rank of Suppression Officer• Performed at the First-line Supervisor level on an incident
<ul style="list-style-type: none">• 300-level courses	<ul style="list-style-type: none">• Appointed to the rank of Suppression Officer• Performed at the Unit Leader level on an incident
<ul style="list-style-type: none">• 400-level courses	<ul style="list-style-type: none">• Appointed to the rank of Suppression Officer• Performed at the Section Chief level on an incident
<ul style="list-style-type: none">• Terrorism Liaison Officer – Basic	<ul style="list-style-type: none">• Appointed to the rank of Suppression Officer• Fire service experience as a Terrorism Liaison Officer

6.7.12: INSTRUCTOR SERIES INSTRUCTOR

6.7.12.1: Eligible Courses

Table 6.7.12.1: Instructor Series Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Instructor I: Instructional Methodology • Instructor II: Instructional Development • Instructor III: Instructional Program Management 	<ul style="list-style-type: none"> • Ethical Leadership in the Classroom • Ethical Leadership for Instructors • Instructional Techniques for Company Officers

6.7.12.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) Fire Instructor course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.

6.7.12.3: Instructor Requirements

- A. Instructor I or Instructor II
1. A Registered Primary Instructor for Instructor I or Instructor II must have attended and passed Instructor I, Instructor II, and Fire Instructor 2A, 2B, and 2C.
 2. A Registered Primary Instructor authorized to teach Training Instructor 1A, 1B, or 1C is authorized to deliver Instructor I and Instructor II.
- B. Instructor III
1. A Registered Primary Instructor for Instructor III must have attended and passed Instructor I, II, and III.
- C. Ethical Leadership in the Classroom or Ethical Leadership for Instructor
1. A Registered Primary Instructor for Ethical Leadership in the Classroom or Ethical Leadership for Instructors must have attended and passed Instructor I and Instructor II (or Training Instructor 1A, 1B, and 1C) and Fire Instructor 2A, 2B, and 2C (or the following three FSTEP courses: Techniques of Evaluations, Group Dynamics and Problem Solving, and Employing Audiovisual Aids).
 2. An SFT staff member or SFT-approved Ethical Leadership Primary Instructor must evaluate a Primary Instructor candidate during his or her first delivery of Ethical Leadership in the Classroom or Ethical Leadership for Instructors.

6.7.12.4: Teaching Experience

- A. A Registered Primary Instructor for the CFSTES Instructor courses shall have taught a minimum of 160 hours within a fire service related program.
- B. A Registered Primary Instructor for an FSTEP course shall have taught a minimum of 80 hours within a fire service related program.

6.7.12.5: Professional Experience

- A. A Registered Primary Instructor for a CFSTES or FSTEP Instructor course shall meet the professional experience qualifications listed below.
1. Performing in an "acting" capacity does not qualify.

Table 6.7.12.5(A): Instructor Series Professional Experience for CFSTES Courses

CFSTES Courses	Experience
<ul style="list-style-type: none"> • Instructor I • Instructor II 	<ul style="list-style-type: none"> • Held the position of Designated Agency Instructor within a California fire department for a minimum of three years
<ul style="list-style-type: none"> • Instructor III 	<ul style="list-style-type: none"> • Have a minimum of three years' experience in a training program management position

Table 6.7.12.5(B): Instructor Series Professional Experience for FSTEP Courses

FSTEP Courses	Experience
<ul style="list-style-type: none"> • Ethical Leadership in the Classroom 	<p>All required:</p> <ul style="list-style-type: none"> • Have a minimum of five years' full-time paid experience in a recognized fire agency in California as a Fire Fighter • Held the rank of Chief Officer for a minimum of two years <ul style="list-style-type: none"> ○ Two letters of recommendation from current Registered Ethical Leadership in the Classroom Primary Instructors waives this requirement. • Have a minimum of five years' experience as an SFT Registered Instructor in good standing • Taught a minimum of three CFSTES courses within the last five years

6.7.13: INVESTIGATION INSTRUCTOR

6.7.13.1: Eligible Courses

Table 6.7.13.1: Investigation Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Fire Investigation 1A: Basic Fire Investigation (2017) • Fire Investigation 1B: Evidence and Documentation (2017) • Fire Investigation 1C: Preparation for Legal Proceedings (2017) 	<ul style="list-style-type: none"> • None

6.7.13.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) Fire Investigation course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.
- B. An Instructor registered to teach Fire Investigation 1A: Fire Origin Cause and Determination (2000), Fire Investigation 1B: Techniques of Fire Investigation (2011), Fire Investigation 2A: Criminal and Legal Procedures (1989), or Fire Investigation 2B: Field Case Studies (1989) is authorized to teach Fire Investigation 1A (2017), 1B (2017), and 1C (2017).

6.7.13.3: Professional Experience

- A. A Registered Primary Instructor for a CFSTES or FSTEP Fire Investigation course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.7.13.3: Investigation Instructor Professional Experience

CFSTES Courses	Experience
<ul style="list-style-type: none"> • Fire Investigation 1A (2017) • Fire Investigation 1B (2017) • Fire Investigation 1C (2017) 	<ul style="list-style-type: none"> • Held the rank of position of Fire Investigator within a recognized fire agency in California for a minimum of two years

6.7.14: MANAGEMENT INSTRUCTOR

6.7.14.1: Eligible Courses

Table 6.7.14.1(A): Management Instructor Eligible CFSTES Courses

<ul style="list-style-type: none"> • Company Officer 2A: Human Resource Management • Company Officer 2B: General Administrative Functions • Chief Fire Officer 3A: Human Resource Management • Chief Fire Officer 3B: Budget & Fiscal Responsibilities • Chief Fire Officer 3C: General Administrative Functions • Executive Chief Fire Officer 4A: Human Resource Management • Executive Chief Fire Officer 4B: Community and Government Relations • Executive Chief Fire Officer 4C: Administration • Executive Chief Fire Officer 4E: Health and Safety

Table 6.7.14.1(B): Management Instructor Eligible FSTEP Courses

<ul style="list-style-type: none"> • Fire Service Supervision: Increasing Personal Effectiveness • Fire Service Supervision: Increasing Team Effectiveness • Volunteer Fire Service Management

6.7.14.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) Management course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.
- B. An Instructor registered to teach one of the courses in Retired Courses column is authorized to deliver the corresponding course in the Corresponding Courses column.

Table 6.7.14.2: Management Instructor Legacy Matrix

Retired Courses	Corresponding Courses
<ul style="list-style-type: none"> • Fire Management 1 	<ul style="list-style-type: none"> • Company Officer 2A • Company Officer 2B
<ul style="list-style-type: none"> • Fire Management 2A or 2C 	<ul style="list-style-type: none"> • Chief Fire Officer 3A
<ul style="list-style-type: none"> • Fire Management 2B 	<ul style="list-style-type: none"> • Chief Fire Officer 3B
<ul style="list-style-type: none"> • Fire Management 2A or 2D 	<ul style="list-style-type: none"> • Chief Fire Officer 3C

6.7.14.3: Professional Experience

A. A Registered Primary Instructor for a CFSTES or FSTEP Management course shall meet the professional experience qualifications listed below.

1. Performing in an "acting" capacity does not qualify.

Table 6.7.14.3(A): Management Instructor Professional Experience CFSTES Courses

CFSTES Courses	Experience
<ul style="list-style-type: none"> • Company Officer 2A • Company Officer 2B 	<ul style="list-style-type: none"> • Held the rank of Company Officer within a recognized fire agency in California for a minimum of three years
<ul style="list-style-type: none"> • Chief Fire Officer 3A 	Both required: <ul style="list-style-type: none"> • Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in human resource management
<ul style="list-style-type: none"> • Chief Fire Officer 3B 	Both required: <ul style="list-style-type: none"> • Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in budgets and fiscal responsibilities
<ul style="list-style-type: none"> • Chief Fire Officer 3D 	Both required: <ul style="list-style-type: none"> • Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in general administrative functions
<ul style="list-style-type: none"> • Executive Chief Fire Officer 4A 	Both required: <ul style="list-style-type: none"> • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in human resource management
<ul style="list-style-type: none"> • Executive Chief Fire Officer 4B 	Both required: <ul style="list-style-type: none"> • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in community and government relations
<ul style="list-style-type: none"> • Executive Chief Fire Officer 4C 	Both required: <ul style="list-style-type: none"> • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years • Specific expertise in administration
<ul style="list-style-type: none"> • Executive Chief Fire Officer 	Both required:

CFSTES Courses	Experience
4E	<ul style="list-style-type: none"> • Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three years Specific expertise in health and safety

* An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.

Table 6.7.14.3(B): Management Instructor Professional Experience CFSTES Courses

FSTEP Courses	Experience
<ul style="list-style-type: none"> • Fire Service Supervision • Fire Service Supervision • Volunteer Fire Service Management 	<ul style="list-style-type: none"> • Held the rank of Company Officer within a recognized fire agency in California for a minimum of two years

6.7.15: PREVENTION INSTRUCTOR

6.7.15.1: Eligible Courses

Table 6.7.15.1: Prevention Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Company Officer 2C: Fire Inspections & Investigations for Company Officers • Fire Inspector 1A: Duties and Administration • Fire Inspector 1B: Fire and Life Safety • Fire Inspector 1C: Field Inspection • Fire Inspector 1D: Field Inspection – California Specific • Fire Inspector 2A: Fire Prevention Administration • Fire Inspector 2B: Fire and Life Safety Requirements • Fire Inspector 2C: Inspecting New and Existing Fire and Life Safety Systems and Equipment • Fire Inspector 2D: Hazardous Materials, Operations, and Processes • Fire Marshal 1A: Administration and Professional Development • Fire Marshal 1B: Community Relations & Fire and Life Safety Education • Fire Marshal 1C: Fire Investigation Program Management • Fire Marshal 1D: Community Risk Reduction Program Management • Fire Marshal 1E: Regulatory Program Management • Plan Examiner 1A: Building Plan Review • Plan Examiner 1B: Fire Protection and Life Safety Systems Plan Review • Plan Examiner 1C: Hazards and Special Operations Plan Review 	<ul style="list-style-type: none"> • None

6.7.15.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) Fire Prevention course shall meet the qualifications required for all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.
- B. An Instructor registered to teach one of the courses in the Retired Courses column A is authorized to deliver the corresponding course in the Corresponding Courses column.

Table 6.7.15.2: Prevention Instructor Legacy Matrix

Retired Courses	Corresponding Courses
<ul style="list-style-type: none"> • Fire Prevention 1 	<ul style="list-style-type: none"> • Company Officer 2C
<ul style="list-style-type: none"> • Fire Prevention 3A • Fire Prevention 3B 	<ul style="list-style-type: none"> • Plan Examiner 1A • Plan Examiner 1B

Retired Courses	Corresponding Courses
	<ul style="list-style-type: none"> Plan Examiner 1C

6.7.15.3: Professional Experience

A. A Registered Primary Instructor for a CFSTES Prevention course shall meet the professional experience qualifications listed below.

1. Performing in an “acting” capacity does not qualify.

Table 6.7.15.3: Prevention Instructor Professional Experience

CFSTES Courses	Experience
<ul style="list-style-type: none"> Company Officer 2C 	One of the following: <ul style="list-style-type: none"> Held the position of Company Officer within a recognized fire agency in California for a minimum of three years <ul style="list-style-type: none"> The department must have an active company inspection program The applicant must have performed company-level fire and life safety inspection for a minimum of three years Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three years <ul style="list-style-type: none"> With coordination responsibilities of an active company inspection program within the agency
<ul style="list-style-type: none"> Fire Inspector 1A Fire Inspector 1B Fire Inspector 1C Fire Inspector 1D 	<ul style="list-style-type: none"> Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three years
<ul style="list-style-type: none"> Fire Inspector 2A 	Both required: <ul style="list-style-type: none"> Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three years Specific expertise in prevention duties and administration
<ul style="list-style-type: none"> Fire Inspector 2B 	Both required: <ul style="list-style-type: none"> Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three years Specific expertise in fire and life safety requirements
<ul style="list-style-type: none"> Fire Inspector 2C 	Both required: <ul style="list-style-type: none"> Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three years Specific expertise in field inspections

CFSTES Courses	Experience
<ul style="list-style-type: none"> • Fire Inspector 2D 	Both required: <ul style="list-style-type: none"> • Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three years • Specific expertise in California specifications for field inspections
<ul style="list-style-type: none"> • Plan Examiner 1A • Plan Examiner 1B • Plan Examiner 1C 	<ul style="list-style-type: none"> • Held the position of Plan Examiner or Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three years with the responsibility for performing plan checks
<ul style="list-style-type: none"> • Fire Marshal 1A • Fire Marshal 1B • Fire Marshal 1C • Fire Marshal 1D • Fire Marshal 1E 	<ul style="list-style-type: none"> • Held the position of fire marshal within a Recognized Fire Agency in California for a minimum of three years

6.7.16: RESCUE SYSTEMS (I, II, and III) – INSTRUCTOR LEVELS

6.7.16.1: Rescue Systems Primary Instructor Trainee

- A. Primary Instructor Trainee is the entry level for becoming a Registered Rescue Systems Primary Instructor.
- B. An individual is considered a Primary Instructor Trainee while he or she meets the educational and experience criteria and completes a Rescue Systems Instructor Trainee Task Book.
 - 1. Trainees have two years after beginning the task book to complete its requirements.
 - 2. The applicant must submit the task book for instructor registration within one year of completing it.
- C. Under direct supervision of a Registered Rescue Systems Primary or Senior Instructor, the Primary Instructor Trainee shall:
 - 1. Support the logistics of the module(s) he or she is training to teach
 - 2. Instruct the entire module(s) he or she is training to teach
- D. State Fire Training (SFT) does not register Rescue Systems Primary Instructor Trainees.

6.7.16.2: Primary Instructor

- A. A Rescue Systems Primary Instructor is qualified to teach one or more modules in a Rescue Systems course.
- B. During a 1-module or 2-module course delivery, a Registered Primary Instructor is responsible for:
 - 1. Initiating a course from start to finish
 - 2. Coordinating and monitoring all safety aspects of the course
 - 3. Maintaining records
 - 4. Supervising and evaluating any Instructor Trainees
 - 5. Forwarding fees and appropriate course documents to SFT

6.7.16.3: Senior Instructor Trainee

- A. Senior instructor Trainee is the entry level for becoming a Registered Rescue Systems Senior Instructor.
- B. An individual is considered a Senior Instructor Trainee while he or she meets the educational and experience criteria and completes a Rescue Systems Senior Instructor Trainee Task Book.
 - 1. Trainees have two years after beginning the task book to complete its requirements.

2. The applicant must submit the task book for instructor registration within one year of completing it.

6.7.16.4: Senior Instructor

- A. A Registered Rescue Systems Senior Instructor is qualified to teach all of the modules in a Rescue Systems course.
- B. During a 3-module or 4-module delivery, a Registered Senior Instructor is a required position and is responsible for:
 1. Initiating a 3-module or 4-module course from start to finish
 2. Coordinating and monitoring all safety aspects of the course
 3. Maintaining records
 4. Supervising and evaluating the Registered Primary Instructor(s) and any Instructor Trainees
 5. Forwarding fees and appropriate class documents to SFT
- C. A Registered Senior Instructor may conduct site inspections and make recommendations for approval to SFT.

6.7.16.5: FEMA Instructor

- A. The Federal Emergency Management Agency (FEMA) does not recognize SFT instructors. In order for FEMA to recognize a SFT Rescue Systems III course, it must be taught by a FEMA credentialed Structural Collapse Technician.

6.7.17: RESCUE SYSTEMS (I, II, and III) – PRIMARY INSTRUCTOR

6.7.17.1: Eligible Courses

Table 6.7.17.1: Rescue Systems – Primary Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Rescue Systems I: Basic Rescue Skills • Rescue Systems II: Advanced Rescue Skills 	<ul style="list-style-type: none"> • Rescue Systems III: Structural Collapse Technician

6.7.17.2: General Qualifications

- A. A Registered Rescue Systems Primary Instructor shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.

6.7.17.3: Course Work

- A. A Rescue Systems I Primary Instructor Trainee or Registered Primary Instructor must have attended and passed:
1. ICS-200: Basic ICS
 2. Rescue Systems I (2010)
- B. A Rescue Systems II Primary Instructor Trainee or Registered Primary Instructor must have attended and passed:
1. ICS-200: Basic ICS
 2. Rescue Systems I
 3. Rescue Systems II (2010)
- C. A Rescue Systems III Primary Instructor Trainee or Registered Primary Instructor must have attended and passed all of the courses associated with one of the following options:
1. Option A
 - i. ICS-200: Basic ICS
 - ii. Rescue Systems I
 - iii. Rescue Systems II
 - iv. Rescue Systems III
 2. Option B
 - i. FEMA’s Structural Collapse Technician course
 - ii. ICS-200: Basic ICS

6.7.17.4: Instructor Requirements

- A. See **6.2.1.2: Instructor Requirements**.

6.7.17.5: Task Book

- A. A Rescue Systems Primary Instructor Trainee has two years after starting his or her Rescue Systems Primary Instructor Trainee Task Book to complete its requirements or each module he or she seeks to teach.
- B. A Rescue Systems Primary Instructor Trainee must satisfy all instructor requirements and become a registered Rescue Systems primary instructor within one year of completing his or her task book.

6.7.17.6: Professional Experience

- A. A Rescue Systems Primary Instructor Trainee or Registered Primary Instructor shall meet the professional experience qualifications listed below.
1. Performing in an "acting" capacity does not qualify.

Table 6.7.17.6(A): Rescue Systems – Primary Instructor Professional Experience CFSTES Courses

CFSTES Courses	Experience
<ul style="list-style-type: none"> • Rescue Systems I • Rescue Systems I 	<ul style="list-style-type: none"> • Held the rank of Fire Fighter performing rescue duties within a recognized fire agency in California for a minimum of three years

Table 6.7.17.6(B): Rescue Systems – Primary Instructor Professional Experience FSTEP Courses

FSTEP Courses	Experience
<ul style="list-style-type: none"> • Rescue Systems III 	<ul style="list-style-type: none"> • Held the rank of Fire Fighter performing rescue duties within a recognized fire agency in California for a minimum of three years

6.7.17.7: Application – Primary Instructor Trainee

- A. The applicant shall submit the following items to the Registered Rescue Systems Primary or Senior Instructor who will oversee his or her evaluation:
- A current resume listing education, position, and experience
 - A copy of a course completion certificates
 - A copy of SFT certificates or verification of the qualifying equivalents (See **6.2.1.2: Instructor Requirements**, item C.)
 - A verification letter signed by the Fire Chief, or his or her authorized designee, describing the applicant’s specific background as it relates to his or her experience (See **4.1.1: Letters of Verification**.)

6.7.17.8: Application – Primary Instructor

- A. See **6.2.3: Application Process**.

6.7.17.9: Maintenance

- A. A Registered Rescue Systems Primary Instructor shall teach at least two SFT Rescue Systems courses every four years.

6.7.18: RESCUE SYSTEMS (I, II, and III) – SENIOR INSTRUCTOR

6.7.18.1: Eligible Courses

Table 6.7.18.1: Rescue Systems – Senior Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Rescue Systems I: Basic Rescue Skills • Rescue Systems II: Advanced Rescue Skills 	<ul style="list-style-type: none"> • Rescue Systems III: Structural Collapse Technician

6.7.18.2: General Qualifications

- A. A Rescue Systems Senior Instructor Trainee or Registered Senior Instructor shall meet the qualifications required of all State Fire Training (SFT) Registered Senior Instructors.
1. See **6.3.1: Qualifications**.

6.7.18.3: Course Work

- A. Same as Registered Rescue Systems Primary Instructor.
1. See **6.7.17.3: Course Work**.

6.7.18.4: Instructor Requirements

- A. Same as Registered Rescue Systems Primary Instructor.
1. See **6.7.17.4: Instructor Requirements**.
- B. Be a Registered Rescue Systems III Primary Instructor in good standing for all modules.
- C. A Rescue Systems III Senior Instructor applicant shall submit a letter from at least one Registered Rescue Systems III Senior Instructor verifying competency in requesting, administering, and providing logistical support in at least one Rescue Systems III course.

6.7.18.5: Teaching Experience

- A. A Rescue Systems I Senior Instructor Trainee or Registered Senior Instructor shall have taught one module as a Registered Rescue Systems I Primary Instructor in at least three 3-module or 4-module courses within the last three years.
- B. A Rescue Systems II Senior Instructor Trainee or Registered Senior Instructor shall have taught one module as a Registered Rescue Systems II Primary Instructor in at least three 3-module or 4-module courses within the last three years.

- C. A Rescue Systems III Senior Instructor Trainee or Senior Instructor shall have taught one module as a Registered Rescue Systems III Primary Instructor in at least three courses within the last three years.

6.7.18.6: Task Book

- A. A Rescue Systems Senior Instructor Trainee has two years after starting his or her Rescue Systems Senior Instructor Trainee Task Book to complete its requirements.
- B. A Rescue Systems Senior Instructor Trainee must satisfy all instructor requirements and become a Registered Rescue Systems Senior Instructor within one year of completing his or her task book.

6.7.18.7: Professional Experience

- A. Same as Registered Rescue Systems Primary Instructor.
 - 1. See **6.7.17.7: Professional Experience**.

6.7.18.8: Application – Senior Instructor Trainee

- A. The applicant shall submit the following items to the Registered Rescue Systems Senior Instructor who will oversee his or her evaluation:
 - 1. A current resume listing education, position, and experience
 - 2. Verification of primary instructor status

6.7.18.9: Application – Senior Instructor

- A. See **6.3.3: Application Process**.

6.7.18.10: Maintenance

- A. A Registered Rescue Systems Senior Instructor shall teach at least two SFT Rescue Systems courses every four years.

6.7.19: ROPE RESCUE TECHNICIAN (RRT) – INSTRUCTOR LEVELS

6.7.19.1: Primary Instructor Trainee

- A. Primary Instructor Trainee is the entry level for becoming a Registered RRT Primary Instructor.
- B. An individual is considered a Primary Instructor Trainee while he or she completes the RRT Primary Instructor Trainee Task Book.
 - 1. Trainees have two years after beginning the task book to complete its requirements.
 - 2. The applicant must submit the task book for instructor registration within one year of completing it.
- C. Under direct supervision of a Registered RRT Senior Instructor, the Primary Instructor Trainee shall:
 - 1. Assist in classroom and field exercise setup
 - 2. Support the logistics of the component(s) he or she is training to teach
 - 3. Instruct no more than 50% of a single course delivery
 - 4. Carry out all other related tasks as assigned by the Registered Senior Instructor
 - 5. Satisfactorily complete the Primary Instructor Trainee Task Book
- D. State Fire Training (SFT) does not register RRT Primary Instructor Trainees.

6.7.19.2: Primary Instructor

- A. A Registered RRT Primary Instructor is qualified to teach one squad (up to 12 students) in an RRT course.
- B. In addition to the responsibilities required of all SFT Registered Primary Instructors (See **6.2.7: Responsibilities.**), Registered RRT Primary Instructors, under the supervision of a Registered RRT Senior Instructor, are also required to:
 - 1. Set up the classroom and field exercises
 - 2. Administer any psychomotor skills exams
 - 3. Evaluate student/team performance and sign each student's task book
 - 4. Coordinate and monitor all safety aspects of the course

6.7.19.3: Senior Instructor Trainee

- A. Senior Instructor Trainee is the entry level for becoming a Registered RRT Senior Instructor.
- B. An individual is considered a Senior Instructor Trainee while he or she completes the RRT Senior Instructor Trainee Task Book.
 - 1. Trainees have two years after beginning the task book to complete its requirements.

2. The applicant must submit the task book for instructor registration within one year of completing it.
- C. Under direct supervision of a Registered RRT Senior Instructor, the Senior Instructor Trainee shall:
1. Ensure all objectives and minimum requirements of the course curriculum are met
 2. Function as the safety officer and monitor all safety aspects of the course
 3. Supervise and evaluate any primary instructor
 4. Carry out all other related tasks as assigned by the Registered Senior Instructor
 5. Satisfactorily complete the Senior Instructor Trainee Instructor Task Book
- D. SFT does not register RRT Senior Instructor Trainees.

6.7.19.4: Senior Instructor

- A. A Registered RRT Senior Instructor is required for any delivery of an RRT course.
- B. In addition to the responsibilities required of all Registered SFT Senior Instructors (See **6.3.6: Responsibilities.**), Registered RRT Senior Instructors are also required to comply with **5.1.11: Record Keeping.**

6.7.20: ROPE RESCUE TECHNICIAN (RRT) – PRIMARY INSTRUCTOR

6.7.20.1: Eligible Courses

Table 6.7.20.1: RRT – Primary Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Rope Rescue Technician

6.7.20.2: General Qualifications

- A. An RRT Primary Instructor Trainee or Registered Primary Instructor shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.
- B. A National Fire Protection Association (NFPA) Rope Rescue Technician Instructor may be eligible to attend an SFT Rope Rescue Technician Instructor update course and be recognized as a Registered SFT (primary or senior) RRT Instructor.
1. To seek eligibility, the candidate must:
 - i. Be a Registered SFT Instructor in good standing
 - ii. Have completed the following courses:
 - a. SFT Rescue Systems 1
 - b. SFT Low Angle Rope Rescue Operations
 - c. I-200: Basic ICS
 - iii. Currently teach and possess currency (three-year cycle) at the NFPA 1006 and 1670 Rope Rescue Technician level
 - iv. Have taught a minimum of 40 hours at the technician level course during the past three years

6.7.20.3: Course Work

- A. An RRT Primary Instructor Trainee or Registered Primary Instructor must have attended and passed:
1. SFT Rope Rescue Technician
 2. I-200: Basic ICS

6.7.20.4: Instructor Requirements

- A. See **6.2.1.2: Instructor Requirements**.

6.7.20.5: Teaching Experience

- A. None

6.7.20.6: Task Book

- A. An RRT Primary Instructor Trainee has two years after starting his or her RRT Primary Instructor Trainee Task Book to complete the task book requirements.
- B. An RRT Primary Instructor Trainee must satisfy all instructor requirements and become a Registered RRT Primary Instructor within one year of completing his or her task book.
- C. All components within the RRT Primary Instructor Task Book must be verified and signed by a Registered RRT Senior Instructor.
- D. Task book completion requires teaching in at least two SFT RRT courses as a Primary Instructor Trainee.

6.7.20.7: Professional Experience

- A. An RRT Primary Instructor Trainee or Registered Primary Instructor shall meet the professional experience qualifications listed below.
 1. Performing in an “acting” capacity does not qualify.

Table 6.7.20.7: RRT – Primary Instructor Professional Experience

FSTEP Courses	Experience
<ul style="list-style-type: none"> • Rope Rescue Technician 	<ul style="list-style-type: none"> • Perform rescue duties for a minimum of three years within a recognized California fire agency (e.g., being a member of an identifiable rescue team)

6.7.20.8: Application – Primary Instructor Trainee

- A. The applicant shall submit the following items to the Registered RRT Senior Instructor who will oversee the evaluation:
 1. A current resume listing education, position, and experience
 2. A copy of a course completion certificate from SFT Rope Rescue Technician and I-200: Basic ICS
 3. A copy of SFT Instructor I and Instructor II certificates or verification of the qualifying equivalents
 4. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the applicant’s specific background as it relates to his or her teaching experience and his or her experience.
 - i. See **4.1.1: Letters of Verification**.
 5. A blank Primary RRT Instructor Task Book

6.7.20.9: Application – Primary Instructor

- A. See **6.2.3: Application Process**.

6.7.20.10: Maintenance

- A. A Registered RRT Primary Instructor shall teach at least two SFT Rope Rescue Technician courses every four years.

6.7.21: ROPE RESCUE TECHNICIAN (RRT) – SENIOR INSTRUCTOR

6.7.21.1: Eligible Courses

Table 6.7.21.1: RRT – Senior Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Rope Rescue Technician

6.7.21.2: General Qualifications

- A. An RRT Senior Instructor Trainee or Registered Senior Instructor shall meet the qualifications required of all State Fire Training (SFT) Registered Senior Instructors.
- See **6.3.1: Qualifications**.

6.7.21.3: Course Work

- A. Same as a Registered RRT Primary Instructor.
- See **6.7.20.3: Course Work**.

6.7.21.4: Instructor Requirements

- A. An RRT Senior Instructor Trainee shall be currently registered as an RRT Primary Instructor in good standing.

6.7.21.5: Teaching Experience

- A. Taught at least two SFT Rope Rescue Technician courses within the past four years

6.7.21.6: Task Book

- A. An RRT Senior Instructor Trainee has two years after starting his or her RRT Senior Instructor Trainee Task Book to complete the task book requirements.
- B. An RRT Senior Instructor Trainee must satisfy all instructor requirements and become a Registered RRT Senior Instructor within one year of completing the task book.
- C. All components within the RRT Senior Instructor Task Book must be verified and signed by a Registered RRT Senior Instructor.
- A minimum of two Registered RRT Senior Instructor evaluators are required.
- D. Task book completion requires teaching in at least two SFT RRT courses as a Senior Instructor Trainee.

6.7.21.7: Professional Experience

- A. Same a Registered RRT Primary Instructor
 - 1. See **6.7.20.7: Professional Experience**.

6.7.21.8: Application – Senior Instructor Trainee

- A. The applicant shall submit the following items to the Registered RRT Senior Instructor who will oversee the evaluation:
 - 1. A current resume listing education, position, and experience
 - 2. Verification of Registered Primary Instructor status
 - 3. Senior RRT Instructor Task Book

6.7.21.9: Application – Senior Instructor

- A. See **6.3.3 Application Process**.

6.7.21.10: Maintenance

- A. A Registered RRT Senior Instructor shall teach at least two SFT Rope Rescue Technician courses every four years.

6.7.22: TRENCH RESCUE TECHNICIAN (TRT) – INSTRUCTOR LEVELS

6.7.22.1: Primary Instructor Trainee

- A. Primary Instructor Trainee is the entry level for becoming a Registered TRT Primary Instructor.
- B. An individual is considered a Primary Instructor Trainee while he or she completes the TRT Primary Instructor Trainee Task Book.
 - 1. Trainees have two years after beginning the task book to complete its requirements.
 - 2. The applicant must submit the task book for instructor registration within one year of completing it.
- C. Under direct supervision of a Registered TRT Senior Instructor, the Primary Instructor Trainee shall:
 - 1. Assist in classroom and field exercise setup
 - 2. Support the logistics of the component(s) he or she is training to teach
 - 3. Instruct no more than 50% of a single course delivery
 - 4. Carry out all other related tasks as assigned by the Registered Senior Instructor
 - 5. Satisfactorily complete the Primary Instructor Trainee Task Book
- D. State Fire Training (SFT) does not register TRT Primary Instructor Trainees.

6.7.22.2: Primary Instructor

- A. A Registered TRT Primary Instructor is qualified to teach one squad (up to 12 students) in a TRT course with one or two squads.
- B. In addition to the responsibilities required of all SFT Registered Primary Instructors (See **6.2.7: Responsibilities.**), Registered TRT Primary Instructors, under the supervision of a Registered TRT Senior Instructor, are also required to:
 - 1. Set up the classroom and field exercises
 - 2. Administer any psychomotor skills exams
 - 3. Evaluate student/team performance and sign each student's task book
 - 4. Coordinate and monitor all safety aspects of the course

6.7.22.3: Senior Instructor Trainee

- A. Senior Instructor Trainee is the entry level for becoming a Registered TRT Senior Instructor.
- B. An individual is considered a Senior Instructor Trainee while he or she completes the TRT Senior Instructor Trainee Task Book.
 - 1. Trainees have two years after beginning the task book to complete its requirements.

2. The applicant must submit the task book for instructor registration within one year of completing it.
- C. Under direct supervision of a Registered TRT Senior Instructor, the Senior Instructor Trainee shall:
1. Ensure all objectives and minimum requirements of the course curriculum are met
 2. Function as the safety officer and monitor all safety aspects of the course
 3. Supervise and evaluate any primary instructor
 4. Carry out all other related tasks as assigned by the senior instructor
 5. Satisfactorily complete the Senior Instructor Trainee Instructor Task Book
- D. SFT does not register TRT Senior Instructor Trainees.

6.7.22.4: Senior Instructor

- A. A Registered TRT Senior Instructor is required for any delivery of a TRT course.
- B. In addition to the responsibilities required of all SFT Registered Senior Instructors (See **6.3.6: Responsibilities.**), Registered TRT Senior Instructors are also required to:
1. Comply with **5.1.11: Record Keeping**
 2. Complete and maintain an incident action plan and a daily trench inspection worksheet

6.7.23: TRENCH RESCUE TECHNICIAN (TRT) – PRIMARY INSTRUCTOR

6.7.23.1: Eligible Courses

Table 6.7.23.1: TRT – Primary Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Trench Rescue Technician

6.7.23.2: General Qualifications

- A. A TRT Primary Instructor Trainee or Registered Primary Instructor shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.

6.7.23.3: Course Work

- A. A TRT Primary Instructor Trainee or Registered Primary Instructor must have attended and passed:
1. Rescue Systems 1: Basic Rescue Skills
 2. Trench Rescue Technician
- B. A Registered Instructor who has taught a trench rescue course since January 15, 2009, is eligible to attend a Trench Rescue Technician update course.
- C. A Registered Instructor who has not taught a trench rescue course since January 15, 2009 is required to take the Trench Rescue Technician course.

6.7.23.4: Instructor Requirements

- A. See **6.2.1.2: Instructor Requirements**.

6.7.23.5: Teaching Experience

- A. None

6.7.23.6: Task Book

- A. A TRT Primary Instructor Trainee has two years after starting his or her TRT Primary Instructor Trainee Task Book to complete the task book requirements.
- B. A TRT Primary Instructor Trainee must satisfy all instructor requirements and become a Registered TRT Primary Instructor within one year of completing his or her task book.
1. A minimum of one Registered TRT Senior Instructor evaluators is required.

6.7.23.7: Professional Experience

- A. A TRT Primary Instructor Trainee or Registered Primary Instructor shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.7.23.7: TRT – Primary Instructor Professional Experience

FSTEP Courses	Experience
<ul style="list-style-type: none"> • Trench Rescue Technician 	<ul style="list-style-type: none"> • Held the rank of Fire Fighter within a recognized fire agency in California performing rescue duties for a minimum of three years (e.g., being a member of an identifiable rescue team)

6.7.23.8: Application – Primary Instructor Trainee

- A. The applicant shall submit the following items to the Registered TRT Senior Instructor who will oversee the evaluation:
1. A current resume listing education, position, and experience
 2. A copy of a course completion certificate from SFT for Rescue Systems 1 and Trench Rescue Technician
 3. A copy of SFT Instructor I and Instructor II certificates or verification of the qualifying equivalents
 4. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the applicant’s specific background as it relates to his or her teaching experience and his or her experience.
 - i. See **4.1.1: Letters of Verification**.
 5. A blank Primary TRT Instructor Task Book

6.7.23.9: Application – Primary Instructor

- A. See **6.2.3: Application Process**.

6.7.23.10: Maintenance

- A. A Registered TRT Primary Instructor shall teach at least one SFT Trench Rescue Technician courses every two years.

6.7.24: TRENCH RESCUE TECHNICIAN (TRT) – SENIOR INSTRUCTOR

6.7.24.1: Eligible Courses

Table 6.7.24.1: TRT – Senior Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Trench Rescue Technician

6.7.24.2: General Qualifications

- A. A TRT Senior Instructor Trainee or Registered Senior Instructor shall meet the qualifications required of all State Fire Training (SFT) Registered Senior Instructors.
1. See **6.3.1: Qualifications**.

6.7.24.3: Course Work

- A. Same as a Registered TRT Primary Instructor.
1. See **6.7.23.3: Course Work**.

6.7.24.4: Instructor Requirements

- A. A TRT Senior Instructor Trainee shall be currently registered as a TRT Primary Instructor in good standing.

6.7.24.5: Teaching Experience

- A. Taught at least one SFT Trench Rescue Technician courses within the past two years

6.7.24.6: Task Book

- A. A TRT Senior Instructor Trainee has two years after starting his or her TRT Senior Instructor Trainee Task Book to complete the task book requirements.
- B. A TRT Senior Instructor Trainee must satisfy all instructor requirements and become a registered TRT senior instructor within one year of completing the task book.
1. A minimum of two Registered TRT Senior Instructor evaluators are required.

6.7.24.7: Professional Experience

- A. Same as a Registered TRT Primary Instructor
1. See **6.7.23.7: Professional Experience**.

6.7.24.8: Application – Senior Instructor Trainee

- A. The applicant shall submit the following items to the Registered TRT Senior Instructor who will oversee the evaluation:
1. A current resume listing education, position, and experience
 2. Verification of primary instructor status
 3. Verification of Competent Person course certification
 4. Senior TRT Instructor Task Book

6.7.24.9: Application – Senior Instructor

- A. See **6.3.3 Application Process**.

6.7.24.10: Maintenance

- A. A Registered TRT Senior Instructor shall teach at least one SFT Trench Rescue Technician courses every two years.

6.7.25: OSFM DELIVERED COURSE INSTRUCTOR

6.7.25.1: Eligible Courses

Table 6.7.25.1: OSFM Delivered Eligible Courses

CFSTES Courses	FSTEP Courses
<ul style="list-style-type: none"> • Certification Examination Evaluator Training • Regional Instructor Orientation 	<ul style="list-style-type: none"> • Outdoor Aerial Public Fireworks Display (2014) • Proximate Audience Pyrotechnics (2011) • Statutes and Regulations (2015)

6.7.25.2: General Qualifications

- A. A Registered Primary Instructor for a California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) OSFM Delivered course shall meet the following the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
1. See **6.2.1: Qualifications**.

6.7.25.3: Instructor Requirements

- A. A Registered Primary Instructor for OSFM Delivered courses must be approved by the Chief of State Fire Training.
- B. A Registered Primary Instructor for OSFM Delivered courses shall maintain employment or acting as an agent for the OSFM.

7: California Fire Service Training and Education System (CFSTES)

7.1: CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM (CFSTES)

7.1.1: OVERVIEW

- A. The Office of the State Fire Marshal (OSFM) is responsible for the California Fire Service Training and Education System (CFSTES).
- B. CFSTES coordinates the various elements that contribute to the development, delivery, and administration of standardized in-service and specialty training for the California fire service.
- C. Through the years, CFSTES has become synonymous with certification. State Fire Training (SFT) uses the term “certification” to describe the process of meeting approved professional standards.
- D. The objective of CFSTES is to provide a single statewide focus for fire service training in California. General functions of the system include:
 - 1. Implementing OSFM standards and requirements
 - 2. Overseeing curriculum development
 - 3. Approving courses that lead to job function certification
 - 4. Approving standardized training programs for local and regional delivery
 - 5. Administering the job function certification system
 - 6. Publishing certification training standards, course plans, certification task books, and related support materials
 - 7. Maintaining relationships with individuals, groups, organizations, and agencies involved in training
- E. The Chief of State Fire Training and SFT staff manage CFSTES, collaborating with advisory committees and volunteer task forces of working professionals in the field (referred to as cadres) to develop and update certification training standards, course plans, certification task books, and other documents that support the system.
- F. The Statewide Training and Education Advisory Committee (STEAC) reviews all substantive changes and additions to CFSTES standards, rules, procedures, curriculum development documents, and job function certifications before they are presented to the State Board of

Fire Services (SBFS) and OSFM for approval and adoption.

G. CFSTES is a self-funded program supported by participant registration and certification fees.

7.1.2: PURPOSE AND GOALS

A. The purpose and goals of CFSTES are to:

1. Set minimum performance standards for job function certifications issued by SFT
2. Identify the tasks a candidate must perform to obtain a specific job function certification
3. Establish a standard curriculum for California fire service training programs
4. Provide the means for maintaining a record of training accomplishments
5. Correlate OSFM certification standards with national certification standards
6. Provide the opportunity for fire service personnel to achieve appropriate levels of certification

7.2: CERTIFICATION

7.2.1: CERTIFICATION REQUIREMENTS

- A. State Fire Training (SFT) requires a candidate to fulfill up to six requirements to obtain a job function certification.
1. Prerequisites: requirements to complete before job function certification, not before participation in an individual course
 - i. Examples: another SFT certification, an associate's or bachelor's degree, a specific license or qualification
 2. Education: course requirements (SFT or otherwise) required for job function certification
 - i. Excludes prerequisites to required courses
 3. SFT certification exam: a single culminating exam administered by SFT to evaluate and document a candidate's cognitive knowledge
 4. Certification task book: a document issued by SFT and administered by the candidate's fire agency to evaluate and document a candidate's psychomotor skills
 - i. For most certifications, a candidate must complete the prerequisite, education, and SFT certification exam requirements before applying for a certification task book
 5. Experience: a candidate's hands-on practice in a specific job function for a designated period of time
 6. Position: a candidate's official position within his or her fire agency
 - i. Performing in an "acting" capacity does not meet this requirement for job function certification

7.2.2: CERTIFICATION PROCESS

- A. To pursue certification for a job function that does not yet require a certification task book, a candidate must:
1. Complete all prerequisite requirements
 2. Complete all educational requirements
 - i. Including a minimum 80% score on all written summative tests
 3. Complete all experience requirements
 4. Complete all position requirements
 5. Apply for certification
 - i. See **7.2.3: Application Process – Without a Certification Task Book.**
- B. To pursue certification for a job function that requires a certification task book, a candidate must:
1. Complete all prerequisite requirements
 2. Complete all educational requirements
 - i. Including a minimum 80% score on all written summative tests

3. Pass the SFT certification exam (when applicable)
4. Apply for a certification task book
 - i. See **7.2.4: Application Process – With a Certification Task Book.**
5. Complete all Certification Task Book requirements
 - i. Experience
 - ii. Position
 - iii. Job performance requirements
6. Submit complete certification task book to SFT

7.2.3: APPLICATION PROCESS – WITHOUT A CERTIFICATION TASK BOOK

7.2.3.1: Candidate Application

- A. Download (from the SFT website) and print:
 - The SFT Fee Schedule
 - The checklist for the job function certification requirements being pursued
- B. Using the job function certification checklist, compile and attach all supporting and verification documentation. See **Table 7.2.3.1: Supporting Documentation.**
 1. A Fire Chief or Unit Chief cannot self certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE Unit Chiefs) must be signed off by his or her supervisor or superior.

Table 7.2.3.1: Supporting Documentation

Requirement	Supporting Documentation
Prerequisites	Copies of certificates, letters, or licenses verifying completion of any prerequisite requirements
Education	Copies of course completion certificates from SFT or an SFT-approved provider for each educational requirement
Experience	A verification letter signed by the current Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See 4.1.1: Letters of Verification.)
Position	A verification letter signed by the current Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the position requirement (See 4.1.1: Letters of Verification.)

- C. A complete application package includes:
 - The SFT Fee Schedule
 - A nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
 - The job function certification checklist
 - All supporting and verification documentation

D. Submit the complete application package to:

State Fire Training
Attn: Cashier
P.O. Box 997446
Sacramento, CA 95899-7446

7.2.3.2: State Fire Training Review

A. SFT shall review each application package and determine if it is complete or incomplete.

B. Complete

1. If the application package is complete and approved, SFT shall issue a certificate and mail it to the address on the candidate's application.

C. Incomplete

1. If the application package is incomplete, SFT shall identify the missing or incomplete item(s) on the checklist and send the checklist back to the candidate.
2. The candidate shall complete the missing or incomplete item(s) and submit them with the checklist to SFT at the address listed on the checklist.
3. When SFT receives all missing or incomplete item(s), SFT shall issue a certificate and mail it to the address on the candidate's application.
4. SFT shall retain incomplete applications for up to one year from the date recorded on the SFT Fee Schedule.
 - i. Candidates who do not complete their application within the one-year timeframe are required to submit a new application and fees, meeting any additional requirements in place for that job function certification at that time.

7.2.4: APPLICATION PROCESS – WITH A CERTIFICATION TASK BOOK

7.2.4.1: Candidate Application

A. Download (from the SFT website) and print:

- The SFT Fee Schedule
- The Certification Task Book Application for the job function certification being pursued

B. Complete the certification task book application and attach all supporting and verification documentation.

1. A Fire Chief or Unit Chief cannot self certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE Unit Chiefs) must be signed off by his or her supervisor or superior.
 2. SFT does not accept electronic or stamped signatures on certification task book applications.
- C. A complete certification task book application package includes:
- The SFT Fee Schedule
 - A nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
 - The certification task book application
 - All supporting and verification documentation
- D. Submit the complete certification task book application package to:

State Fire Training
Attn: Cashier
PO Box 997446
Sacramento, CA 95899-7446

7.2.4.2: State Fire Training Application Review

- A. SFT shall review each certification task book application package.
- B. Complete
1. If the certification task book application package is complete and approved, SFT shall issue a certification task book and mail or email it to the address on the candidate's application.
- C. Incomplete
1. If the certification task book application package is incomplete, SFT shall identify any missing or incomplete item(s) on a checklist and notify the candidate in writing via mail or email.
 2. The candidate shall complete any missing or incomplete item(s) and submit them with the checklist to SFT at the address listed on the checklist.
 3. When SFT receives all missing or incomplete item(s), SFT shall issue a certification task book and mail or email it to the address on the candidate's application.
 4. SFT shall retain incomplete applications for up to one year from the date recorded on the SFT Fee Schedule.
 - i. Candidates who do not complete their application within the one-year timeframe are required to submit a new application and fees, meeting any additional requirements in place for that job function certification at that time.

7.2.4.3: Task Book Submission

- A. Task book completion timelines and instructions for submission are contained within each individual task book.

7.3: COMMUNITY RISK

7.3.1: COMMUNITY RISK EDUCATOR

7.3.1.1: Overview

- A. The Community Risk Educator certification provides the knowledge and skills needed to effectively and competently coordinate and deliver existing educational information and programs.
- B. The Community Risk certification series replaced the Public Education Officer I certification, which retired on December 31, 2016.

7.3.1.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - Not applicable

7.3.1.3: Prerequisites

- A. None

7.3.1.4: Education

- A. Community Risk Educator

7.3.1.5: Certification Exam

- A. Not applicable

7.3.1.6: Certification Task Book

- A. Community Risk Educator Certification Task Book

7.3.1.7: Experience

- A. Fire Service (one of the following three options)
 - 1. Have a minimum of six months' full-time paid experience in a recognized fire agency in California in fire and life safety education
 - 2. Have a minimum of one years' volunteer or part-time paid experience in a recognized fire agency in California in fire and life safety education

3. Have a combination of full-time paid and part-time paid or volunteer experience equal to six months' full-time paid experience in a recognized fire agency in California in fire and life safety education
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.3.1.8: Position

- A. Not applicable

7.3.1.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 1. Education
 - i. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement

7.3.1.10: Maintenance

- A. No requirements

7.3.2: COMMUNITY RISK SPECIALIST

7.3.2.1: Overview

- A. The Community Risk Specialist certification provides the knowledge and skills to safely, effectively, and competently prepare educational information and programs to meet identified needs; conduct juvenile fire setter (JFS) intakes/interview and determine the need for referral or implementing educational intervention strategies; and manage media interaction and articulate organizational messaging as a Public Information Officer (PIO).
- B. The Community Risk certification series replaced the Public Education Officer I certification, which retired on December 31, 2016.

7.3.2.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - Not applicable

7.3.2.3: Prerequisites

- A. OSFM certified Community Risk Educator

7.3.2.4: Education

- A. Community Risk Specialist

7.3.2.5: Certification Exam

- A. Not applicable

7.3.2.6: Certification Task Book

- A. Community Risk Specialist Certification Task Book

7.3.2.7: Experience

- A. Fire Service (one of the following three options)
 1. Have a minimum of one year's full-time paid experience in a recognized fire agency in California in fire and life safety education
 2. Have a minimum of two years' volunteer or part-time paid experience in a recognized fire agency in California in fire and life safety education

3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience in a recognized fire agency in California in fire and life safety education
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.3.2.8: Position

- A. Not applicable

7.3.2.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**

B. Supporting Documentation

1. Prerequisites
 - i. A copy of State Fire Training (SFT) Community Risk Educator certificate
 - ii. If waiving this requirement, a verification letter signed by the Fire Chief, or his or her authorized designee, confirming officer rank (See **4.1.1: Letters of Verification.**)
2. Education
 - i. Copies of course completion certificates from SFT for each educational requirement

7.3.2.10: Maintenance

- A. No requirements

7.3.3: COMMUNITY RISK OFFICER

7.3.3.1: Overview

- A. The Community Risk Office certification provides the knowledge and skills needed to safely, effectively, and competently create, administer, and evaluate educational information and programs, and manage a Juvenile Fire Setting Intervention Program and the activities of the Juvenile Fire Setter Intervention Specialist (JFIS) I.
- B. The Community Risk certification series replaced the Public Education Officer I certification, which retired on December 31, 2016.

7.3.3.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - Not applicable

7.3.3.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Community Risk Specialist

7.3.3.4: Education

- A. Community Risk Officer

7.3.3.5: Certification Exam

- A. Not applicable

7.3.3.6: Certification Task Book

- A. Community Risk Officer Certification Task Book

7.3.3.7: Experience

- A. Fire Service (one of the following three options)
 1. Have a minimum of three year's full-time paid experience in a recognized fire agency in California in fire and life safety education
 2. Have a minimum of six years' volunteer or part-time paid experience in a recognized fire agency in California in fire and life safety education
 3. Have a combination of full-time paid and part-time paid or volunteer experience

equal to three year's full-time paid experience in a recognized fire agency in California in fire and life safety education

- i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.3.3.8: Position

- A. Not applicable

7.3.3.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**

- B. Supporting Documentation

1. Prerequisites

- i. A copy of State Fire Training (SFT) Community Risk Specialist certificate
- ii. If waiving this requirement, a verification letter signed by the Fire Chief, or his or her authorized designee, confirming officer rank (See **4.1.1: Letters of Verification.**)

2. Education

- i. Copies of course completion certificates from SFT for each educational requirement

7.3.3.10: Maintenance

- A. No requirements

7.4: DRIVER/OPERATOR

7.4.1: FIRE APPARATUS DRIVER/OPERATOR – AERIAL APPARATUS

7.4.1.1: Overview

- A. Fire Apparatus Driver/Operator – Aerial Apparatus certification provides the knowledge and skills to drive, operate, and perform preventative maintenance on an emergency vehicle with an aerial apparatus.

7.4.1.2: History

- A. Established
 - August 20, 2015
- B. Revised
 - Not applicable

7.4.1.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter I
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.1.4: Education

- A. Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) or Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008)
- B. Aerial Apparatus Operations (2015)

7.4.1.5: Certification Exam

- A. Not applicable

7.4.1.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Aerial Operations Certification Task Book

7.4.1.7: Experience

- A. Fire Service (one of the following three options)
 - 1. Have a minimum of one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as an aerial apparatus driver/operator
 - 2. Have a minimum of two years' volunteer or part-time paid experience in a recognized fire agency in California with the primary responsibility as an aerial apparatus driver/operator
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as an aerial apparatus driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.4.1.8: Position

- A. Appointed to the rank of, or performs the duties of a, Fire Apparatus Driver/Operator or Engineer

7.4.1.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 - 1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. A copy of a State Fire Training (SFT) Fire Fighter I certificate
 - a. If waiving this requirement, a verification letter signed by the Fire Chief, or his or her authorized designee, confirming Officer rank (See **4.1.1: Letters of Verification.**)
 - 2. Education
 - i. Copies of course completion certificates from SFT for each educational requirement

7.4.1.10: Maintenance

- A. No requirements

7.4.2: FIRE APPARATUS DRIVER/OPERATOR – PUMPING APPARATUS

7.4.2.1: Overview

- A. Fire Apparatus Driver/Operator – Pumping Apparatus certification provides the knowledge and skills to drive, operate, and perform preventative maintenance on an emergency vehicle with a pump.
- B. The Fire Apparatus Driver/Operator – Pumping Apparatus certification replaced the Fire Apparatus Driver/Operator I certification, which retired on December 31, 2016.

7.4.2.2: History

- A. Established
 - September 1, 1984 (as Driver/Operator I)
- B. Revised
 - August 20, 2015
 - Curriculum updated and reissued to align with *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications* (2014 edition)

7.4.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter I
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.2.4: Education

- A. Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) or Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008)
- B. Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations (2015) or Fire Apparatus Driver/Operator 1B: Pump Operations (2008)

7.4.2.5: Certification Exam

- A. Not applicable

7.4.2.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Pumping Apparatus Operations Certification Task Book

7.4.2.7: Experience

- A. Fire Service (one of the following three options)
1. Have a minimum of one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a pumping apparatus driver/operator
 2. Have a minimum of two years' volunteer or part-time paid experience in a recognized fire agency in California with the primary responsibility as a pumping apparatus driver/operator
 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a pumping apparatus driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.4.2.8: Position

- A. Appointed to the rank of Fire Apparatus Driver/Operator or Engineer
1. For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility within a recognized fire agency in California qualify.

7.4.2.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**

B. Supporting Documentation

1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. A copy of a State Fire Training (SFT) Fire Fighter I certificate
 - a. If waiving this requirement, a verification letter signed by the Fire Chief, or his or her authorized designee, confirming Officer rank (See **4.1.1: Letters of Verification.**)
2. Education
 - i. Copies of course completion certificates from SFT for each educational requirement

7.4.2.10: Maintenance

A. No requirements

7.4.3: FIRE APPARATUS DRIVER/OPERATOR – TILLERED APPARATUS

7.4.3.1: Overview

- A. The Fire Apparatus Driver/Operator – Tillered Apparatus certification provides the knowledge and skills to drive and operate an aerial apparatus equipped with a tiller including operating, positioning, and stabilizing the apparatus from both the tractor and tiller positions.

7.4.3.2: History

- A. Established
 - August 20, 2015
- B. Revised
 - Not applicable

7.4.3.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter I
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.3.4: Education

- A. Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) or Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008)
- B. Aerial Apparatus Operations (2015)
- C. Tillered Apparatus Operations (2015)

7.4.3.5: Certification Exam

- A. Not applicable

7.4.3.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Tillered Operations Certification Task Book

7.4.3.7: Experience

- A. Fire Service (one of the following three options)
 - 1. Have a minimum of one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a tillered apparatus driver/operator
 - 2. Have a minimum of two years' volunteer or part-time paid experience in a recognized fire agency in California with the primary responsibility as a tillered apparatus driver/operator
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a tillered apparatus driver/operator
 - ii. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.4.3.8: Position

- A. Appointed to the rank of Fire Apparatus Driver/Operator or Engineer
 - 1. For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility within a recognized fire agency in California qualify.

7.4.3.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 - 1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. A copy of a State Fire Training (SFT) Fire Fighter I certificate
 - a. If waiving this requirement, a verification letter signed by the Fire Chief, or his or her authorized designee, confirming officer rank (See **4.1.1: Letters of Verification.**)
 - 2. Education
 - i. Copies of course completion certificates from SFT for each educational requirement

7.4.3.10: Maintenance

- A. No requirements

7.4.4: FIRE APPARATUS DRIVER/OPERATOR – WATER TENDER

7.4.4.1: Overview

- A. The Fire Apparatus Driver/Operator – Water Tender certification provides the knowledge and skills needed to drive, operate, and perform preventative maintenance on a water tender.

7.4.4.2: History

- A. Established
 - August 20, 2015
- B. Revised
 - Not applicable

7.4.4.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter I
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is Equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.4.4: Education

- A. Water Tender Operations (2015)

7.4.4.5: Certification Exam

- A. Not applicable

7.4.4.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Water Tender Certification Task Book

7.4.4.7: Experience

- A. Fire Service (one of the following three options)

1. Have a minimum of one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a water tender driver/operator
2. Have a minimum of two years' volunteer or part-time paid experience in a recognized fire agency in California with the primary responsibility as a water tender driver/operator
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a water tender driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.4.4.8: Position

- A. Appointed to the rank of Fire Apparatus Driver/Operator or Engineer
 1. For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility within a recognized fire agency in California qualify.

7.4.4.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. A copy of a SFT Fire Fighter I certificate
 - iii. If waiving this requirement, a verification letter signed by the Fire Chief, or his or her authorized designee, confirming Officer rank (See **4.1.1: Letters of Verification.**)
 2. Education
 - i. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement

7.4.4.10: Maintenance

- A. No requirements

7.4.5: FIRE APPARATUS DRIVER/OPERATOR – WILDLAND FIRE APPARATUS

7.4.5.1: Overview

- A. The Fire Apparatus Driver/Operator – Wildland Fire Apparatus certification provides the knowledge and skills needed to drive, operate, and perform preventative maintenance on a wildland fire apparatus.

7.4.5.2: History

- A. Established
 - August 20, 2015
- B. Revised
 - Not applicable

7.4.5.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter I
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.5.4: Education

- A. Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) or Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008)
- B. Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations (2015) or Fire Apparatus Driver/Operator 1B: Pump Operations (2008)
- C. Wildland Fire Apparatus (2015)

7.4.5.5: Certification Exam

- A. Not applicable

7.4.5.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Wildland Fire Apparatus Task Book

7.4.5.7: Experience

- A. Fire Service (one of the following three options)
 - 1. Have a minimum of one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a wildland fire apparatus driver/operator
 - 2. Have a minimum of two years' volunteer or part-time paid experience in a recognized fire agency in California with the primary responsibility as a wildland fire apparatus driver/operator
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a wildland fire apparatus driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.4.5.8: Position

- A. Appointed to the rank of Fire Apparatus Driver/Operator or Engineer
 - 1. For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility within a recognized fire agency in California qualify.

7.4.5.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 - 1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. A copy of a State Fire Training (SFT) Fire Fighter I certificate
 - iii. If waiving this requirement, a verification letter signed by the Fire Chief, or his or her authorized designee, confirming Officer rank (See **4.1.1: Letters of Verification.**)
 - 2. Education
 - i. Copies of course completion certificates from SFT for each educational requirement

7.4.5.10: Maintenance

- A. No requirements

7.5: FIRE CHIEF

7.5.1: FIRE CHIEF

7.5.1.1: Overview

- A. Fire Chief Certification utilizes a performance assessment process built on the candidate's education and experiential exposure. State Fire Training (SFT) awards Fire Chief Certification only after determining the existence of specific competencies in management, leadership, and technical knowledge.
- B. A Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

7.5.1.2: History

- A. Established
 - 1998 SBFS adopted the Fire Chief Career Development Guide
- B. Revised
 - July 1, 2006
 - If the successful candidate holds a Chief Officer rank, he or she will receive a Fire Chief designation only. After serving as a Fire Chief for one year, the candidate will receive a Fire Chief certification.

7.5.1.3: Qualifications

- A. SFT shall consider the following criteria when evaluating candidates for Fire Chief certification:
 - 1. Chief Officer experience
 - 2. Education
 - 3. Professional organization affiliations
 - 4. Professional development
 - 5. Community
 - 6. Competency in the following categories:
 - i. Governance and administration
 - ii. Assessment and planning
 - iii. Goals and objectives
 - iv. Financial resources
 - v. Programs
 - vi. Physical resources
 - vii. Human resources

- viii. Training and competency
 - ix. Essential resources
 - x. External system relations
- B. SFT shall only grant Fire Chief certification to successful candidates who have been appointed to the rank of Fire Chief in a legally organized California fire service agency and served in that role for one year.
- 1. Performing in an “acting” capacity does not qualify.
 - 2. If the successful candidate holds a Chief Officer Rank, the candidate will only receive a Fire Chief designation. After service as a Fire Chief for one year, the candidate may notify SFT and receive a Fire Chief certification for no additional fee.
- C. A Fire Chief with a Chief Fire Officer Designation (CFOD) conferred by the Center for Public Safety Excellence (CPSE) may apply for SFT Fire Chief certification. See **9.2.2.1: Fire Chief**.

7.5.2: FIRE CHIEF APPLICATION – PACE IV PROCESS

7.5.2.1: Enrollment

- A. The applicant shall submit a SFT Fee Schedule with the required nonrefundable application fee to SFT.
- B. SFT shall record receipt and acknowledgement of the candidate’s enrollment fee in the Peer Assessment for Fire Chief (PACE IV) log and open a file for the candidate.
- C. SFT shall appoint an advocate to the candidate from the list of SFT-certified Fire Chiefs.
- D. SFT shall send the advocate a candidate assignment letter and an Advocate Evaluation Sign-Off Sheet.
- E. SFT shall send an application and a copy of the Fire Chief Career Development Guide to the candidate, informing the candidate of his or her assigned advocate.

7.5.2.2: Application

- A. The candidate shall submit a completed Application for Fire Chief Certification to his or her advocate.
- B. The candidate shall submit a SFT Fee Schedule and a nonrefundable interview fee to SFT.
- C. The candidate and the advocate shall review the completed Application for Fire Chief Certification for completeness and point value by completing the PACE IV Evaluation Sign-Off Sheet.
 - 1. A candidate must obtain a minimum of 1,000 points prior to notifying SFT of readiness.

- D. The advocate shall notify the PACE IV coordinator in writing that that the candidate is prepared for the review process.
- E. The PACE IV coordinator shall schedule a PACE IV committee meeting and notify the candidate and the advocate.
- F. The candidate shall submit up to three copies of his or her application and portfolio to the PACE IV coordinator at least two weeks prior to the PACE IV committee review.
- G. The candidate's portfolio shall include:
 - A detailed professional experience analysis (positions held in the fire service, personal achievements, performance reviews, certificates, resume, correspondence, etc.)
 - A detailed career education analysis (course work taken through educational institutions and other outside training organizations) as it relates to the Fire Chief job function certification
 - Five letters of reference:
 - Two from Fire Chiefs, written on agency letterhead
 - Three from non–fire service personnel, written on agency-specific letterhead (city council member, mayor, city manager, etc.)
- H. The PACE IV coordinator shall compile review packets for the committee.

7.5.2.3: PACE IV Review

- A. The advocate shall accompany the candidate to the PACE IV review, introduce the candidate to the committee, and remain in the room during the interview.
- B. The candidate shall give a verbal presentation outlining his or her qualifications and respond to any questions from the committee.
- C. After the interview, the advocate and the PACE IV committee shall review their findings using the Fire Chief Certification Evaluation Form and make a final determination.
 - 1. If the successful candidate holds a Chief Officer rank, the candidate will only receive a Fire Chief designation. After service as a Fire Chief for one year, the candidate may notify SFT and receive a Fire Chief certification for no additional fee.
 - 2. If the successful candidate holds a Fire Chief rank, he or she will receive Fire Chief certification.

7.5.2.4: Maintenance

- A. SFT-certified Fire Chiefs agree to serve as advocates for a minimum of two Fire Chief Certification Committee candidate reviews.

7.6: HAZARDOUS MATERIALS

7.6.1: HAZARDOUS MATERIALS TECHNICIAN

7.6.1.1: Overview

- A. Hazardous Materials Technician certification identifies the tasks performed by those individuals involved in the planning, response, and handling of hazardous materials incidents. The scope of knowledge is designed to prepare personnel to perform a more aggressive role than the operational level first responder in that the Hazardous Materials Technician is trained to stop the release of a hazardous material.

7.6.1.2: History

- A. Established
- September 1, 1986
- B. Revised
- Not applicable

7.6.1.3: Prerequisites

- A. None

7.6.1.4: Education

- A. Hazardous Materials 1A: Basic Chemistry of Hazardous Materials
B. Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals
C. Hazardous Materials 1C: Incident Considerations
D. Hazardous Materials 1D: Tactical Field Operations

7.6.1.5: Certification Exam

- A. Not applicable

7.6.1.6: Certification Task Book

- A. Not applicable

7.6.1.7: Experience

- A. Fire Service (both of the following)

1. Have a minimum of two years' full-time paid or four years' volunteer or part-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
2. Have a minimum of one year's experience in a fire agency responding to hazardous materials incidents and performing control, containment, and confinement operations that are within the capabilities of the resources available to the agency

7.6.1.8: Position

- A. Not applicable

7.6.1.9: Application

- A. See **7.2.3: Application Process – Without a Certification Task Book.**
- B. Supporting Documentation
1. Copies California Specialized Training Institute (CSTI) completion certificate for each educational requirement
 2. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification.**)

7.6.1.10: Maintenance

- C. Not applicable

7.6.2: HAZARDOUS MATERIALS SPECIALIST

7.6.2.1: Overview

- A. Hazardous Materials Specialist certification identifies the tasks performed by those involved with and who give support to Hazardous Materials Technicians. The scope of knowledge is designed to provide a more specific knowledge of the various hazards and prepare personnel to serve as liaisons to federal, state, and local agencies.

7.6.2.2: History

- A. Established
- January 1, 1993
- B. Revised
- January 1, 1995
 - Hazardous Materials 1E removed as an educational requirement

7.6.2.3: Prerequisites

- A. None

7.6.2.4: Education

- A. Hazardous Materials 1A: Basic Chemistry of Hazardous Materials*
- B. Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals*
- C. Hazardous Materials 1C: Incident Considerations*
- D. Hazardous Materials 1D: Tactical Field Operations*
- E. Hazardous Materials 1F: Specialized Mitigation Techniques
- F. Hazardous Materials 1G: Advanced Field Operations

* Office of the State Fire Marshal (OSFM) certified Hazardous Materials Technicians are not required to repeat Hazardous Materials 1A through 1D in order to become certified as a Hazardous Materials Specialist. In this case, only Hazardous Materials 1F and 1G are required.

7.6.2.5: Certification Exam

- A. Not applicable

7.6.2.6: Certification Task Book

- A. Not applicable

7.6.2.7: Experience

- A. Fire Service (both of the following)
 - 1. Have a minimum of two years' full-time paid or four years' volunteer or part-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 - 2. Have a minimum of one year's experience in a recognized fire agency in California responding to hazardous materials incidents and performing advanced control, containment, and confinement operations that are within the capabilities of the resources available to the agency

7.6.2.8: Position

- A. Not applicable

7.6.2.9: Application

- A. See **7.2.3: Application Process – Without a Certification Task Book.**
- B. Supporting Documentation for OSFM certified Hazardous Materials Technicians
 - 1. One of the following:
 - i. Copies of California Specialized Training Institute (CSTI) score letters for each educational requirement
 - ii. A copy of OSFM Hazardous Materials Technical Certificate AND copies of CSTI completion certificates for Hazardous Materials 1F and 1G
 - 2. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification.**)

7.6.2.10: Maintenance

- A. Not applicable

7.7: INSTRUCTOR

7.7.1: INSTRUCTOR I

7.7.1.1: Overview

- A. The Instructor I certification provides the knowledge and skills needed for an entry-level Instructor to deliver instruction from a prepared lesson plan utilizing instruction aids and evaluation instruments, adapt a lesson plan, and complete reporting requirements to the local jurisdiction.
- B. Instructor I certification replaced Training Instructor I Certification, which retired on December 31, 2017.

7.7.1.2: History

- A. Established
 - May 22, 2014
- B. Revised
 - Not applicable

7.7.1.3: Prerequisites

- A. Not applicable

7.7.1.4: Education

- A. Instructor I: Instructional Methodology

7.7.1.5: Certification Exam

- A. Not applicable

7.7.1.6: Certification Task Book

- A. Instructor I Certification Task Book

7.7.1.7: Experience

- A. Fire Service (one of the following three options)
 1. Have a minimum of one year full-time paid experience in a recognized fire agency in California
 2. Have a minimum of two years' volunteer or part-time paid experience in a

- recognized fire agency in California
3. Have a combination of full-time paid and volunteer or part-time paid experience equal to one year full-time paid experience in a recognized fire agency in California
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months part-time paid or volunteer = one month full-time paid)
- B. Teaching
1. Have a minimum of 40 hours' teaching experience within a fire service related program
 - i. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
 - ii. Document all teaching experience in the Instructor I Certification Task Book.

7.7.1.8: Position

- A. Not Applicable

7.7.1.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement

7.7.1.10: Maintenance

- A. Not applicable

7.7.2: INSTRUCTOR II

7.7.2.1: Overview

- A. The Instructor II certification provides the knowledge and skills utilized by intermediate-level Instructors to develop lesson plans and evaluations instruments, teach and deliver instruction, evaluate and coach other instructors, analyze resources, and formulate a program budget.
- B. Instructor II certification replaced Fire Instructor II certification, which retired on December 31, 2016.

7.7.2.2: History

- A. Established
 - May 22, 2014
- B. Revised
 - Not applicable

7.7.2.3: Prerequisites

- A. One of the following Office of the State Fire Marshal (OSFM) certifications:
 - Instructor I
 - Training Instructor I
 - Fire Instructor I

7.7.2.4: Education

- A. Instructor II: Instructional Development

7.7.2.5: Certification Exam

- A. Not applicable

7.7.2.6: Certification Task Book

- A. Instructor II Certification Task Book

7.7.2.7: Experience

- A. Fire Service (one of the following three options)
 1. Have a minimum of one years' full-time paid experience in a recognized fire agency in California

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

B. Teaching

1. Have a minimum of 80 hours teaching/training experience (with feedback) within a fire service related program
 - i. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
 - ii. Document all teaching experience in the Instructor II Certification Task Book.

7.7.2.8: Position

- A. Not applicable

7.7.2.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**

B. Supporting Documentation

1. A copy of OSFM Instructor I, Training Instructor I, or Fire Instructor I certificate
2. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement

7.7.2.10: Maintenance

- A. Not applicable

7.7.3: INSTRUCTOR III

7.7.3.1: Overview

- A. Instructor III certification is designed for candidates assigned to run a fire agency training program. Participants develop the knowledge and ability to build comprehensive training curricula and programs for use by single or multiple organizations, conduct organizational needs analysis, and develop training goals and implementation strategies.
- B. Instructor III certification replaced Fire Instructor III certification, which retired on December 31, 2016.

7.7.3.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - Not applicable

7.7.3.3: Prerequisites

- A. Not applicable

7.7.3.4: Education

- A. Instructor I: Instructional Methodology
 - 1. Training Instructor 1A, 1B, and 1C may be used as a substitute for Instructor I.
- B. Instructor II: Instructional Development
 - 1. Fire Instructor 2A, 2B, and 2C may be used as a substitute for Instructor II.
- C. Instructor III: Instructional Program Management

7.7.3.5: Certification Exam

- A. Not applicable

7.7.3.6: Certification Task Book

- A. Instructor III Certification Task Book

7.7.3.7: Experience

- A. Fire Service (one of the following three options)

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

7.7.3.8: Position

- A. Not applicable

7.7.3.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book**.
- B. Supporting Documentation
1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement

7.7.3.10: Maintenance

- A. Not applicable

7.8: INVESTIGATION

7.8.1: FIRE INVESTIGATOR (2017)

7.8.1.1: Overview

- A. Fire Investigator certification provides the knowledge and skills needed to determine fire origin, conduct scene documentation and evidence collection, develop an interview plan, and testify in legal proceedings.
- B. Fire Investigator certification replaced Fire Investigator I and II, which retired on December 31, 2018.

7.8.1.2: History

- A. Established
 - June 1, 2017

7.8.1.3: Prerequisites

- A. Completion of the following courses:
 1. Basic Electricity (CFITrainer.net)
 2. Ethics and the Fire Investigator (CFITrainer.net)
 3. Introduction to Evidence (CFITrainer.net)
 4. Motive, Means, and Opportunity (CFITrainer.net)
 5. POST certified PC 832 Arrest (POST)
 6. POST certified Interview and Interrogation (POST)
 7. FI210 Wildland Fire Origin and Cause Determination (NWCG)

7.8.1.4: Education

- A. Fire Investigation 1A: Basic Fire Investigation (2017)
- B. Fire Investigation 1B: Evidence and Documentation (2017)
- C. Fire Investigation 1C: Preparation for Legal Proceedings (2017)

7.8.1.5: Certification Exam

- A. Not applicable

7.8.1.6: Certification Task Book

- A. Fire Investigator Certification Task Book

7.8.1.7: Experience

- A. Fire Service or Law Enforcement (one of the following three options)
 - 1. Have a minimum of two years' full-time paid experience in a recognized fire agency in California with the primary duty as a Fire Investigator
 - 2. Have a minimum of four years' volunteer or part-time paid experience in a recognized fire agency in California with the primary responsibility as a Fire Investigator
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to two years' full-time paid experience in a recognized fire agency in California with the primary responsibility as a Fire Investigator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = 1 month full-time paid)
- B. Investigate 20 fires, 10 of which must be structure fires, as the primary investigator, and develop complete fire investigation reports

7.8.1.8: Position

- A. Appointed to the position of Fire Investigator

7.8.1.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting documentation
 - 1. Copies of all prerequisite course completion verification
 - 2. Copies of course completion certificates for each SFT educational requirement

7.8.1.10: Maintenance

- A. Not applicable

7.9: MECHANIC

7.9.1: FIRE MECHANIC I

7.9.1.1: Overview

- A. Fire Mechanic I certification identifies the skills and knowledge necessary for the Fire Apparatus Mechanic. This certification recognizes the level of expertise needed to properly maintain fire apparatus.
- B. Candidates pursuing Fire Mechanic I certification under the requirements listed here must complete all requirements and submit all application materials and fees postmarked on or before December 31, 2019.

7.9.1.2: History

- A. Established
 - September 1, 1984
- B. Revised
 - January 1, 2001
 - National Institute for Auto Service Excellence (ASE) test on Preventative Maintenance Inspections (T8) added
 - ASE test on Drive Train (T3) deleted
 - ASE test on Engine Performance (A8) deleted
 - Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
 - Recertification requirement added
 - Fire Mechanic I certificates expired within one year are eligible for recertification
 - January 1, 2003
 - Experience acquired through private industry qualifies

7.9.1.3: Prerequisites

- A. Not applicable

7.9.1.4: Education

- A. Fire Mechanic 1: Fire Pumps and Accessories
- B. National Institute for Auto Service Excellence (ASE):
 1. Gasoline Engines (T1)
 2. Brakes (T4)
 3. Electrical/Electronic Systems (T6)

4. Preventative Maintenance Inspections (T8)

7.9.1.5: Certification Exam

- A. Not applicable

7.9.1.6: Certification Task Book

- A. Not applicable

7.9.1.7: Experience

- A. Fire Service (one of the following two options)
 - 1. Have a minimum of two years' full-time paid experience in a recognized fire agency in California, public agency, or private industry as an automotive or truck Mechanic
 - i. One year must be related to fire apparatus maintenance
 - 2. Have a minimum of three years' full-time paid experience in a recognized fire agency in California, public agency, or private industry as a Mechanic (no fire apparatus required)

7.9.1.8: Position

- A. Not applicable

7.9.1.9: Application

- A. See **7.2.3: Application Process – Without a Certification Task Book.**
- B. Supporting Documentation
 - 1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement
 - 2. Copies of ASE test completion certificates
 - i. ASE certificates must be current at the time of application.
 - 3. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification.**)
 - i. If the candidate's experience was obtained through a public agency or private industry, the highest-ranking individual familiar with the candidate's experience should sign this letter.

7.9.1.10: Maintenance

- A. Fire Mechanic I certification is valid for five years from the date of issuance.

7.9.1.11: Recertification

- A. Fire Mechanic I recertification is designed for an individual currently certified as a Fire Mechanic I or whose certification has expired within the last year.
- B. The candidate shall successfully complete the following four tests from the National Institute for Auto Service Excellence (ASE):
 - 1. Gasoline Engines (T1)
 - 2. Brakes (T4)
 - 3. Electrical/Electronic Systems (T6)
 - 4. Preventative Maintenance Inspections (T8)
- C. The candidate shall successfully complete a minimum of 36 hours of California Fire Mechanics Academy, Inc. (CFMA) approved continuing education.
- D. See **7.2.3: Application Process – Without a Certification Task Book**.
- E. Supporting documentation:
 - 1. Copies of completion certificates for ASE tests
 - i. ASE certificates must be current at time of application.
 - 2. A copy of a completion certificate for CFMA continuing education
 - 3. A copy of an Office of the State Fire Marshal (OSFM) Fire Mechanic I certificate
- F. SFT shall review applications as they are received.
 - 1. See **7.2.3.2: State Fire Training Review**.

7.9.2: EMERGENCY VEHICLE TECHNICIAN I

7.9.2.1: Overview

- A. Emergency Vehicle Technician I certification identifies the knowledge and skills necessary for the proper inspection and maintenance of emergency apparatus.
- B. Emergency Vehicle Technician I certification replaces Fire Mechanic I, scheduled to retire on December 31, 2019.
- C. Candidates pursuing Fire Mechanic I certification under that certification's requirements must complete all requirements and submit all application materials and fees postmarked on or before December 31, 2019.
- D. As of July 1, 2018, candidates pursuing Emergency Vehicle Technician I certification should utilize the Emergency Vehicle Technician I curriculum.

7.9.2.2: History

- A. Established
 - September 1, 1984
- B. Revised
 - January 1, 2001
 - National Institute for Auto Service Excellence (ASE) test on Preventative Maintenance Inspections (T8) added
 - ASE test on Drive Train (T3) deleted
 - ASE test on Engine Performance (A8) deleted
 - Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
 - Recertification requirement added
 - Fire Mechanic I certificates expired within one year are eligible for recertification
 - January 1, 2003
 - Experience acquired through private industry qualifies
 - July 1, 2018
 - Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2016 edition)
 - Fire Mechanic terminology changed to Emergency Vehicle Technician
 - The following classes will be retired or moved to the Fire Service Training and Education Program (FSTEP):
 - Allison Transmission
 - Ambulance Service and Maintenance

- Aerial Apparatus

7.9.2.3: Prerequisites

- A. Not applicable

7.9.2.4: Education

- A. CAL FIRE State Fire Training (SFT)
 1. Emergency Vehicle Technician 1A: Emergency Vehicle Technician 101
 2. Emergency Vehicle Technician 1B: Electrical Systems A
 3. Emergency Vehicle Technician 1C: Chassis Systems and Components
 4. Emergency Vehicle Technician 1D: Cab and Body Systems and Components
 5. Emergency Vehicle Technician 1E: Pumps and Accessories
 6. Emergency Vehicle Technician 1F: Tanks and Accessories
- B. National Institute for Auto Service Excellence (ASE)
 1. Gasoline Engines (T1)
 2. Drive Train (T3)
 3. Brakes (T4)
 4. Suspension and Steering (T5)
 5. Preventative Maintenance Inspections (T8)
- C. Code of Federal Regulations (CFR)
 1. CFR 396.25: Department of Transportation (DOT) Brake Inspector Qualification

7.9.2.5: Certification Exam

- A. Emergency Vehicle Technician I Certification Exam
 1. An independent third-party testing agency will administer certification exams.
- B. The California Fire Mechanics Academy, Inc. (CFMA) will administer Emergency Vehicle Technician Certification Commission (EVTCC) testing.

7.9.2.6: Certification Task Book

- A. Emergency Vehicle Technician I Certification Task Book

7.9.2.7: Experience

- A. Fire Service (one of the following three options required)
 1. Have a minimum of two years' full-time paid experience in a state or provincial fire agency, public agency, or private industry as an automotive or truck Mechanic with minimum one year related to emergency vehicle maintenance

2. Have a minimum of three years' full-time paid experience in a state or provincial fire agency, public agency, or private industry as a Mechanic (no fire apparatus required)
3. Have a minimum of four years' volunteer or paid part-time experience in a state or provincial fire agency where emergency vehicle apparatus service and maintenance is part of assigned duties

7.9.2.8: Position

- A. Not applicable

7.9.2.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book**.

B. Supporting Documentation

1. Copies of course completion certificates from SFT for each educational requirement
2. Copies of ASE test completion certificates
 - i. ASE certificates must be current at the time of application.
3. Copy of DOT Brake Inspector Qualification

7.9.2.10: Maintenance

- A. Emergency Vehicle Technician I certification is valid for five years from the date of issuance and expires at the end of the fifth calendar year of valid certification
1. Example: A certification issued in May 2015 would expire on December 31, 2020.

7.9.2.11: Recertification

- A. Emergency Vehicle Technician I recertification is designed for an individual currently certified as a Fire Mechanic I or whose certification has a maximum of five-year issue date.

B. The candidate shall successfully complete the following five tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1)
2. Drive Train (T3)
3. Brakes (T4)
4. Suspension and Steering (T5)
5. Preventative Maintenance Inspections (T8)

- C. The candidate shall successfully complete a minimum of 36 hours of CFMA-approved continuing education courses.

- D. See **7.2.4: Application Process – Without a Certification Task Book**.

E. Supporting documentation:

1. Copies of completion certificates for ASE tests
 - i. ASE certificates must be current at time of application.
2. A copy of a completion certificate for CMFA continuing education
3. A copy of DOT Brake Inspector Qualification
4. A copy of an Office of the State Fire Marshal (OSFM) Emergency Vehicle Technician I certificate
5. A copy of an OSFM Fire Mechanic II certificate

F. SFT shall review applications as they are received.

1. The review committee shall be made up of SFT personnel and authorized representatives of CFMA.
2. See **7.2.3.2: State Fire Training Review**.

7.9.3: FIRE MECHANIC II

7.9.3.1: Overview

- A. Fire Mechanic II certification identifies the advanced skills and knowledge necessary for the contemporary fire apparatus Mechanic. This certification addresses the level of expertise needed to properly maintain the new and complex fire apparatus in service today.
- B. Candidates pursuing Fire Mechanic II certification under the requirements listed here must complete all requirements and submit all application materials and fees postmarked on or before December 31, 2019.

7.9.3.2: History

- A. Established
 - September 1, 1994
- B. Revised
 - January 1, 2001
 - Fire Mechanic 2C: Aerial Apparatus changed to Fire Mechanic 3B and moved to Fire Mechanic III certification
 - National Institute for Auto Service Excellence (ASE) test on Gasoline Engines (T1) deleted
 - ASE test on Brakes (T2) deleted
 - ASE test on Electrical/Electronic Systems (T6) deleted
 - ASE test on Engine Performance (A8) deleted
 - Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
 - Recertification requirement added
 - Fire Mechanic II certificates expired within one year are eligible for recertification.
 - January 1, 2003
 - Experience acquired through private industry qualifies

7.9.3.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Mechanic I

7.9.3.4: Education

- A. Fire Mechanic 2A: Fire Apparatus Electrical Systems
- B. Fire Mechanic 2B: Allison Transmissions
- C. National Institute for Auto Service Excellence (ASE):

1. Diesel Engines (T2)
2. Drive Train (T3)
3. Suspension and Steering (T5)

7.9.3.5: Certification Exam

- A. Not applicable

7.9.3.6: Certification Task Book

- A. Not applicable

7.8.2.7: Experience

- A. Fire Service
1. Have a minimum of four years' full-time paid experience in a recognized fire agency in California, public agency, or private industry as an automotive or truck Mechanic
 - i. Three years must be related to fire apparatus maintenance.

7.9.3.8: Position

- A. Not applicable

7.9.3.9: Application

- A. See **7.2.3: Application Process – Without a Certification Task Book.**
- B. Supporting Documentation
1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement
 2. Copies of ASE completion certificates
 - i. ASE certificates must be current at the time of application.
 3. A copy of a current OSFM Fire Mechanic I certificate
 4. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification.**)
 - i. If the candidate's experience was obtained through a public agency or private industry, the highest-ranking individual familiar with the candidate's experience should sign this letter.

7.9.3.10: Maintenance

- A. Fire Mechanic II certification is valid for five years from the date of issuance.

7.9.3.11: Recertification

- A. Fire Mechanic II recertification is designed for an individual currently certified as a Fire Mechanic II or whose certification has expired within the last year.
- B. The candidate shall successfully complete the following three tests from the National Institute for Auto Service Excellence (ASE):
 - 1. Diesel Engines (T2)
 - 2. Drive Train (T3)
 - 3. Suspension and Steering (T5)
- C. The candidate shall successfully complete a minimum of 36 hours of California Fire Mechanics Academy, Inc. (CFMA) approved continuing education.
- D. See **7.2.3: Application Process – Without a Certification Task Book**.
- E. Supporting documentation:
 - 1. Copies of completion certificates for ASE tests
 - a. ASE certificates must be current at time of application.
 - 2. A copy of a completion certificate for CFMA continuing education
 - 3. A copy of an OSFM Fire Mechanic II certificate
- F. SFT shall review applications as they are received.
 - 1. See **7.2.3.2: State Fire Training Review**.

7.9.4: EMERGENCY VEHICLE TECHNICIAN II

7.9.4.1: Overview

- A. Emergency Vehicle Technician II certification identifies the advanced knowledge and skills necessary for the proper repair of emergency apparatus.
- B. Emergency Vehicle Technician II certification replaces Fire Mechanic II, scheduled to retire on December 31, 2019.
- C. Candidates pursuing Fire Mechanic II certification under that certification's requirements must complete all requirements and submit all application materials and fees postmarked on or before December 31, 2019.
- D. As of April 1, 2018, candidates pursuing Emergency Vehicle Technician II certification should utilize the Emergency Vehicle Technician II curriculum.

7.9.4.2: History

- A. Established
 - September 1, 1984
- B. Revised
 - January 1, 2001
 - National Institute for Auto Service Excellence (ASE) test on Preventative Maintenance Inspections (T8) added
 - ASE test on Drive Train (T3) deleted
 - ASE test on Engine Performance (A8) deleted
 - Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
 - Recertification requirement added
 - Fire Mechanic I certificates expired within one year are eligible for recertification
 - January 1, 2003
 - Experience acquired through private industry qualifies
 - January 1, 2010
 - Curriculum updated to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2011 edition)
 - July 1, 2018
 - Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2016 edition)
 - Fire Mechanic terminology changed to Emergency Vehicle Technician

- The following classes will be retired or moved to the Fire Service Training and Education Program (FSTEP):
 - Allison Transmission
 - Ambulance Service and Maintenance
 - Aerial Apparatus

7.9.4.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Emergency Vehicle Technician I

7.9.4.4: Education

- A. CAL FIRE State Fire Training (SFT)
 - 1. Emergency Vehicle Technician 2: Electrical Systems B
- B. National Institute for Auto Service Excellence (ASE)
 - 1. Diesel Engines (T2)
 - 2. Electrical/Electronic Systems (T6)
 - 3. Heating, Ventilation, and Air Conditioning (HVAC) (T7)
- C. Code of Federal Regulations (CFR)
 - 1. CFR 396.25: Department of Transportation (DOT) Brake Inspector Qualification

7.9.4.5: Certification Exam

- A. Emergency Vehicle Technician II Certification Exam
 - 1. An independent third-party testing agency will administer certification exams.
- B. The California Fire Mechanics Academy, Inc. (CFMA) will administer Emergency Vehicle Technician Certification Commission (EVTCC) testing.

7.9.4.6: Certification Task Book

- A. Emergency Vehicle Technician II Certification Task Book

7.9.4.7: Experience

- A. Fire Service
 - 1. Have a minimum of three years' full-time paid experience in a state or provincial fire agency, public agency, or private industry as an automotive or truck Mechanic with minimum one year related to emergency vehicle maintenance

7.9.4.8: Position

- A. Not applicable

7.9.4.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book**.

- B. Supporting Documentation

1. Copies of course completion certificates from SFT for each educational requirement
2. Copies of ASE test completion certificates
 - i. ASE certificates must be current at the time of application.
3. Copy of DOT Brake Inspector Qualification
4. Copy of current OSFM Emergency Vehicle Technician I certificate

7.9.4.10: Maintenance

- A. Emergency Vehicle Technician II certification is valid for five years from the date of issuance and expires at the end of the fifth calendar year of valid certification.
- Example: A certification issued in May 2015 would expire on December 31, 2020.

7.9.4.11: Recertification

- A. Emergency Vehicle Technician II recertification is designed for an individual currently certified as a Fire Mechanic II or whose certification has a maximum of five-year issue date.
- B. The candidate shall successfully complete the following five tests from the National Institute for Auto Service Excellence (ASE):
1. Gasoline Engines (T1)
 2. Diesel Engines (T2)
 3. Drive Train (T3)
 4. Brakes (T4)
 5. Suspension and Steering (T5)
 6. Electrical/Electronic Systems (T6)
 7. Heating, Ventilation, and Air Conditioning (T7)
 8. Preventative Maintenance Inspections (T8)
- C. The candidate shall successfully complete a minimum of 36 hours of CFMA-approved continuing education courses.
- D. See **7.2.3: Application Process – Without a Certification Task Book**.

E. Supporting documentation:

1. Copies of completion certificates for ASE tests
 - i. ASE certificates must be current at time of application.
2. A copy of a completion certificate for CFMA continuing education
3. A copy of DOT Brake Inspector Qualification
4. A copy of an OSFM Emergency Vehicle Technician I certificate

F. SFT shall review applications as they are received.

1. The review committee shall be made up of SFT personnel and authorized representatives of CFMA.
2. See **7.2.3.2: State Fire Training Review**.

7.9.5: FIRE MECHANIC III / MASTER MECHANIC

7.9.5.1: Overview

- A. Fire Mechanic III/Master Mechanic identifies the advanced skills and knowledge necessary for specialized emergency vehicle fleet repair and program management. This certification addresses the latest level of expertise needed to properly maintain the new and complex fire apparatus in service today.

- B. Candidates pursuing Fire Mechanic III/Master Mechanic certification under the requirements listed here must complete all requirements and submit all application materials and fees postmarked on or before December 31, 2019.

7.9.5.2: History

- A. Established
 - January 1, 2001
- B. Revised
 - January 1, 2003
 - Experience acquired through private industry qualifies

7.9.5.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Mechanic II

7.9.5.4: Education

- A. Fire Management 1: Management/Supervision for the Company Officer
- B. Fire Mechanic 3A: Ambulance Service and Maintenance
- C. Fire Mechanic 3B: Aerial Apparatus (formerly Fire Mechanic 2C)
- D. National Institute for Auto Service Excellence (ASE):
 1. Gasoline Engines (T1) or Diesel Engines (T2)
 2. Drive Train (T3)
 3. Brakes (T4)
 4. Suspension and Steering (T5)
 5. Electrical/Electronic Systems (T6)
 6. Preventative Maintenance Inspection (T8)

7.9.5.5: Certification Exam

- A. Not applicable

7.9.5.6: Certification Task Book

- A. Not applicable

7.9.5.7: Experience

- A. Fire Service
 1. Have a minimum of four years' full-time paid experience in a recognized fire agency in California, public agency, or private industry as an automotive or truck Mechanic
 - i. Three years must be related to fire apparatus maintenance.

7.9.5.8: Position

- A. Not applicable

7.9.5.9: Application

- A. See **7.2.3: Application Process – Without a Certification Task Book.**
- B. Supporting Documentation
 1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement
 2. Copies of ASE completion certificates
 - i. The ASE certificates must be current at the time of application.
 3. A copy of a current OSFM Fire Mechanic II certificate
 4. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification.**)
 - i. If the candidate's experience was obtained through a public agency or private industry, the highest-ranking individual familiar with the candidate's experience should sign this letter.

7.9.5.10: Maintenance

- A. Fire Mechanic III/Master Mechanic certification is valid for five years from the date of issuance.

7.9.5.11: Recertification

- A. Fire Mechanic III recertification is designed for an individual currently certified as a Fire Mechanic III or whose certification has expired within the last year.
- B. The candidate shall successfully complete the following six tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1) or Diesel Engines (T2)
 2. Drive Train (T3)
 3. Brakes (T4)
 4. Suspension and Steering (T5)
 5. Electrical/Electronic Systems (T6)
 6. Preventative Maintenance Inspection (T8)
- C. The candidate shall successfully complete a minimum of 36 hours of California Fire Mechanics Academy, Inc. (CFMA) approved continuing education.
- D. See **7.2.3: Application Process – Without a Certification Task Book**.
- E. Supporting documentation:
1. Copies of completion certificates for ASE tests
 - a. ASE certificates must be current at time of application.
 2. A copy of a completion certificate for CFMA continuing education
 3. A copy of an OSFM Fire Mechanic III certificate
- F. SFT shall review applications as they are received.
1. See **7.2.3.2: State Fire Training Review**.

7.9.6: EMERGENCY VEHICLE TECHNICIAN III

7.9.6.1: Overview

- A. Emergency Vehicle Technician III certification identifies the advanced knowledge and skills necessary to properly manage fleet specifications, records, and personnel in a multiple-technician agency or shop.
- B. Emergency Vehicle Technician III certification replaces Fire Mechanic III/Master Mechanic, scheduled to retire on December 31, 2019.
- C. Candidates pursuing Fire Mechanic III/Master Mechanic certification under that certification's requirements must complete all requirements and submit all application materials and fees postmarked on or before December 31, 2019.
- D. As of April 1, 2018, candidates pursuing Emergency Vehicle Technician III certification should utilize the Emergency Vehicle Technician III curriculum.

7.9.6.2: History

- A. Established
 - September 1, 1984
- B. Revised
 - January 1, 2001
 - National Institute for Auto Service Excellence (ASE) test on Preventative Maintenance Inspections (T8) added
 - ASE test on Drive Train (T3) deleted
 - ASE test on Engine Performance (A8) deleted
 - Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
 - Recertification requirement added
 - Fire Mechanic I certificates expired within one year are eligible for recertification
 - January 1, 2003
 - Experience acquired through private industry qualifies
 - January 1, 2010
 - Curriculum updated to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2011 edition)
 - July 1, 2018
 - Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2016 edition)
 - Fire Mechanic terminology changed to Emergency Vehicle Technician

7.9.6.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Emergency Vehicle Technician II

7.9.6.4: Education

- A. CAL FIRE State Fire Training (SFT)
 - 1. Emergency Vehicle Technician 3A: Fleet Specifications and Records
 - 2. Emergency Vehicle Technician 3B: Human Resource Management
- B. National Institute for Auto Service Excellence (ASE)
 - 1. Gasoline Engines (T1)
 - 2. Diesel Engines (T2)
 - 3. Drive Train (T3)
 - 4. Brakes (T4)
 - 5. Suspension and Steering (T5)
 - 6. Electrical/Electronic Systems (T6)
 - 7. Heating, Ventilation, and Air Conditioning (T7)
 - 8. Preventative Maintenance Inspections (T8)
- C. Code of Federal Regulations (CFR)
 - 1. CFR 396.25: Department of Transportation (DOT) Brake Inspector Qualification

7.9.6.5: Certification Exam

- A. Emergency Vehicle Technician III Certification Exam
 - 1. An independent third-party testing agency will administer certification exams.
- B. The California Fire Mechanics Academy, Inc. (CFMA) will administer Emergency Vehicle Technician Certification Commission (EVTCC) testing.

7.9.6.6: Certification Task Book

- A. Emergency Vehicle Technician III Certification Task Book

7.9.6.7: Experience

- A. Fire Service
 - 1. Have a minimum of four years' full-time paid experience in a state or provincial fire agency, public agency, or private industry as an automotive or truck Mechanic with minimum two years related to emergency vehicle maintenance

7.9.6.8: Position

- A. Not applicable

7.9.6.9: Application

- A. See **7.2.4: Application Process – Without a Certification Task Book.**
- B. Supporting Documentation
1. Copies of course completion certificates from SFT for each educational requirement
 2. Copies of ASE test completion certificates
 - i. ASE certificates must be current at the time of application.
 3. Copy of DOT Brake Inspector Qualification
 4. Copy of current OSFM Emergency Vehicle Technician II certificate

7.9.6.10: Maintenance

- A. Emergency Vehicle Technician III certification is valid for five years from the date of issuance and expires at the end of the fifth calendar year of valid certification.
- Example: A certification issued in May 2015 would expire on December 31, 2020.

7.9.6.11: Recertification

- A. Emergency Vehicle Technician III recertification is designed for an individual currently certified as a Fire Mechanic III or whose certification has a maximum of five-year issue date.
- B. The candidate must hold the following current National Institute for Auto Service Excellence (ASE) certificates:
1. Gasoline Engines (T1)
 2. Diesel Engines (T2)
 3. Drive Train (T3)
 4. Brakes (T4)
 5. Suspension and Steering (T5)
 6. Electrical/Electronic Systems (T6)
 7. Heating, Ventilation, and Air Conditioning (HVAC) (T7)
 8. Preventative Maintenance Inspections (T8)
- C. The candidate shall successfully complete a minimum of 36 hours of CFMA-approved continuing education courses.
- D. See **7.2.3: Application Process – Without a Certification Task Book.**
- E. Supporting documentation:

1. Copies of completion certificates for ASE tests
 - i. ASE certificates must be current at time of application.
 2. A copy of a completion certificate for CFMA continuing education
 3. A copy of DOT Brake Inspector Qualification
 4. A copy of an OSFM Emergency Vehicle Technician II certificate
- F. SFT shall review applications as they are received.
1. The review committee shall be made up of SFT personnel and authorized representatives of CFMA.
 2. See **7.2.3.2: State Fire Training Review**.

7.10: OFFICER

7.10.1: COMPANY OFFICER

7.10.1.1: Overview

- A. The Company Officer certification provides the knowledge and skills for fireground tactical operations and supervisory responsibilities including general administrative functions, human resource management, conducting inspections and fire investigations, all-risk and wildland incident command operations, and teaching or delivering instruction.
- B. Company Officer certification replaced Fire Officer certification, which retired on December 31, 2016.

7.10.1.2: History

- A. Established
 - May 22, 2014
- B. Revised
 - Not applicable

7.10.1.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter II
 - 1. Appointed to the rank of Officer (Lieutenant or higher) waives this prerequisite. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - i. Performing in an “acting” capacity does not qualify for this waiver.

7.10.1.4: Education

- A. Company Officer 2A: HR Management
- B. Company Officer 2B: General Administrative Functions
- C. Company Officer 2C: Fire Inspections and Investigations
- D. Company Officer 2D: All-Risk Incident Command Operations
- E. Company Officer 2E: Wildland Incident Operations
- F. Instructor I: Instructional Methodology

7.10.1.5: Certification Exam

- A. Not applicable

7.10.1.6: Certification Task Book

- A. Company Officer Certification Task Book

7.10.1.7: Experience

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

7.10.1.8: Position

- A. Appointed to the position of Company Officer
 1. Appointment must be verified by the signature of the candidate's Fire Chief, or his or her authorized designee.
 2. Performing in and "acting" capacity does not fulfill this requirement.

7.10.1.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement
 2. A copy of OSFM Fire Fighter II certificate
 - i. If waiving this requirement, submit a verification letter signed by the Fire Chief, or his or her authorized designee, verifying the candidate's Officer rank. (See **4.1.1: Letters of Verification.**)

7.10.1.10: Maintenance

- A. Not applicable

7.10.2: CHIEF FIRE OFFICER

7.10.2.1: Overview

- A. The Chief Fire Officer certification provides the knowledge and skills needed to organize and direct a fire agency including human resource management, budgeting and finance management, general administrative functions, emergency services delivery, and incident command for expanding incidents.
- B. Chief Fire Officer certification replaced Chief Officer certification, which retired on December 31, 2016.
- C. As of July 1, 2015, candidates pursuing Chief Fire Officer certification should utilize the Chief Fire Officer curriculum.
- D. Candidates pursuing Chief Officer certification under that certification's requirements must complete all requirements and submit all application materials and fees by December 31, 2018.

7.10.2.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - Not applicable

7.10.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Officer or OSFM certified Company Officer
 1. Appointed to the rank of Chief Officer waives this prerequisite.
 - i. Performing in an "acting" capacity does not qualify for this waiver.
- B. Possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution

7.10.2.4: Education

- A. Chief Fire Officer 3A: Human Resource Management
- B. Chief Fire Officer 3B: Budget and Fiscal Responsibilities
- C. Chief Fire Officer 3C: General Administration Functions
- D. Chief Fire Officer 3D: Emergency Services Delivery Responsibilities
- E. ICS-300: Intermediate ICS for Expanding Incidents

1. SFT shall accept Incident Command System (ICS) certificates from:
 - i. Governor's Office of Emergency Services (CalEMA/CalOES)
 - ii. California Department of Forestry and Fire Protection (CDF/CAL FIRE)
 - iii. Federal Emergency Management Agency (FEMA)
 - iv. Firefighting Resources of California Organization for Potential Emergencies (FIRESCOPE)
 - v. National Fire Academy (NFA)
 - vi. National Wildfire Coordinating Group (NWCG)
 - vii. State Fire Training (SFT)

7.10.2.5: Certification Exam

- A. Not applicable

7.10.2.6: Certification Task Book

- A. Chief Fire Officer Certification Task Book

7.10.2.7: Experience

- A. Fire Service

1. Have a minimum of five years' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 - i. At least two years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - a. Performing in an "acting" capacity does not fulfill this requirement.
2. Have a minimum of 10 years' part-time paid or volunteer experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 - i. At least four years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to officer level.
 - a. Performing in an "acting" capacity does not fulfill this requirement.
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to five year's full-time paid experience in a recognized fire agency in California in fire and life safety education
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)
 - ii. At least two years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - a. Performing in an "acting" capacity does not fulfill this requirement.

7.10.2.8: Position

- A. Appointed to the rank of Chief Fire Officer or Chief Officer

7.10.2.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 - 1. A copy of OSFM Fire Officer or Company Officer certificate
 - i. If waiving this requirement, submit a verification letter signed by the Fire Chief, or his or her authorized designee, verifying the candidate's Chief Officer rank. (See **4.1.1: Letters of Verification.**)
 - 2. Copies of course completion certificates from SFT for each educational requirement
 - 3. A copy of ICS-300: Intermediate ICS for Expanding Incidents course completion certificate from one of the following organizations: CalEMA, CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, and SFT
- C. Diploma
 - 1. Candidates shall submit a copy of their diploma when submitting their completed task book. A diploma copy is not required in order to submit a task book application.

7.10.2.10: Maintenance

- A. Not applicable

7.10.3: EXECUTIVE CHIEF FIRE OFFICER

7.10.3.1: Overview

- A. The Executive Chief Fire Officer certification provides the knowledge and skills needed to organize and direct one or more fire agencies under the general direction of the Fire Chief. An Executive Chief Fire Officer performs administrative, technical, and managerial duties; serves as a key member of the agency's administrative/executive management team; and acts on behalf of the Fire Chief, as required, in support of the overall goals and objectives of the agency. Skills include human resource management, community and government relations, administrative activities, long-range planning and fiscal projections, fire prevention activities, emergency services delivery, planning for major disasters, and health and safety regulations including comprehensive risk management.
- B. As of October 1, 2015, candidates pursuing Executive Chief Fire Officer certification should utilize the requirements listed below.

7.10.3.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - July 1, 2015
 - Education requirements updated

7.10.3.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Chief Fire Officer or OSFM certified Chief Officer
 1. Appointed to the rank of Division Chief, Assistant Chief, Deputy Chief, or Fire Chief waives this prerequisite.
 - i. Performing in an "acting" capacity does not qualify for this waiver.

7.10.3.4: Education

- A. Executive Chief Fire Officer 4A: Human Resource Management
- B. Executive Chief Fire Officer 4B: Community and Government Relations
- C. Executive Chief Fire Officer 4C: Administration
- D. Executive Chief Fire Officer 4D: Emergency Services Delivery
- E. Executive Chief Fire Officer 4E: Health and Safety

7.10.3.5: Certification Exam

- A. Not applicable

7.10.3.6: Certification Task Book

- A. Executive Chief Fire Officer Certification Task Book

7.10.3.7: Experience

- A. Fire Service

1. Have a minimum of one year full-time paid experience in a recognized fire agency in California working at the Executive Chief Fire Officer level
2. Have a minimum of two years' full-time paid experience in a recognized fire agency in California working at the Executive Chief Fire Officer level
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one year's full-time paid experience in a recognized fire agency in California working at the Executive Chief Fire Officer level
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' part-time paid or volunteer = one month full-time paid)

7.10.3.8: Position

- A. Appointed to the rank of Executive Chief Fire Officer
1. An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.

7.10.3.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
1. A copy of OSFM Fire Officer or Company Officer certificate
 - i. If waiving this requirement, submit a verification letter signed by the Fire Chief, or his or her authorized designee, verifying the candidate's Chief Officer Rank. (See **4.1.1: Letters of Verification.**)
 2. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement
 3. A copy of diploma verifying degree completion

7.10.3.10: Maintenance

- A. Not applicable

7.11: PREVENTION

7.11.1: FIRE INSPECTOR I

7.11.1.1: Overview

- A. Fire Inspector I covers those subject areas and skills necessary to conduct basic routine fire inspections and code enforcement.
- B. Fire Inspector I certification replaced Fire Prevention Officer certification, which retired on December 31, 2014.

7.11.1.2: History

- A. Established
 - October 2010 (previously Fire Prevention Officer)
- B. Revised
 - Not applicable

7.11.1.3: Prerequisites

- A. None

7.11.1.4: Education

- A. Fire Inspector 1A: Duties and Administration
- B. Fire Inspector 1B: Fire and Life Safety
- C. Fire Inspector 1C: Field Inspection
- D. Fire Inspector 1D: Field Inspection – California Specific
- E. Hazardous Materials First Responder Awareness

7.11.1.5: Certification Exam

- A. None

7.11.1.6: Certification Task Book

- A. Fire Inspector I Certification Task Book

7.11.1.7: Experience

- A. Fire Service (one of the following two options)
 - 1. Have a minimum of one year's full-time paid experience in a recognized fire agency

- in California as Fire Inspector or Fire Prevention Officer
2. Have a minimum of two years' volunteer or part time paid experience in a recognized fire agency in California as a Fire Inspector or Fire Prevention Officer

7.11.1.8: Position

- A. Appointed to the position of Fire Inspector or Prevention Officer

7.11.1.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement

7.11.1.10: Maintenance

- A. Not applicable

7.11.2: FIRE INSPECTOR II

7.11.2.1: Overview

- A. Fire Inspector II certification covers those subject areas and skills necessary for an in-depth understanding of the California Building Code, California Fire Code, fire protection systems, building components, and fire problems in special occupancies.
- B. Fire Inspector II certification replaced Fire Protection Specialist certification, which retired on December 30, 2014.

7.11.2.2: History

- A. Established
 - October 2010 (previously Fire Protection Specialist)
- B. Revised
 - Not applicable

7.11.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Inspector I or Fire Prevention Officer
- B. Current Fire Code Inspector certification in the fire codes adopted by the State of California

7.11.2.4: Education

- A. Fire Inspector 2A: Fire Prevention Administration
- B. Fire Inspector 2B: Fire and Life Safety Requirements
- C. Fire Inspector 2C: Inspecting New and Existing Fire and Life Safety Systems and Equipment
- D. Fire Inspector 2D: Hazardous Materials, Operations, and Processes

7.11.2.5: Certification Exam

- A. None

7.11.2.6: Certification Task Book

- A. Fire Inspector II Certification Task Book

7.11.2.7: Experience

- A. Fire Service (one of the following two options)
 - 1. Have a minimum of two years' full-time paid experience in a recognized fire agency in California as Fire Inspector or Fire Prevention Officer

2. Have a minimum of four years' volunteer or part-time paid experience in a recognized fire agency in California as Fire Inspector or Fire Prevention Officer

7.11.2.8: Position

- A. Appointed to the position of Fire Inspector or Prevention Officer

7.11.2.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement
 2. A copy of an OSFM Fire Prevention Officer certificate or Fire Inspector I Certification
 3. A copy of a Fire Code Inspector certification in the Fire Code adopted by the State of California (Example: International Code Council (ICC) or National Code Services Association (NCSA))
 - i. SFT shall not accept expired certificates.

7.11.2.10: Maintenance

- A. Not applicable

7.11.3: PLAN EXAMINER

7.11.3.1: Overview

- A. The Plan Examiner certification provides the knowledge and skills needed to complete plan review for buildings, fire protection systems, life safety systems, and hazards and special operations

7.11.3.2: History

- A. Established
 - May 21, 2015 (previously Plans Examiner (1997))
- B. Revised
 - Not applicable

7.11.3.3: Prerequisites

None

7.11.3.4: Education

- A. Plan Examiner 1A: Building Plan Review
- B. Plan Examiner 1B: Fire Protection and Life Safety Systems Plan Review
- C. Plan Examiner 1C: Hazards and Special Operations Plan Review
- D. CA Statutes and Regulations (SFT FSTEP course)

7.11.3.5: Certification Exam

- A. Not applicable

7.11.3.6: Certification Task Book

- A. Plan Examiner Certification Task Book

7.11.3.7: Experience

- A. Fire Service (one of the following)
 1. Have a minimum of one year full-time paid or two year's volunteer or part-time paid experience in a recognized fire agency in California as a Plan Examiner
 2. Have a minimum of one year full-time paid or two year's volunteer or part-time paid experience in a recognized fire agency in California as a Fire Inspector or Fire Prevention Officer with the primary responsibility for doing plan review

7.11.3.8: Position

- A. Appointed to the position of Plan Examiner or Fire Inspector / Prevention Officer

7.11.3.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 - 1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement

7.11.3.10: Maintenance

- A. Not applicable

7.11.4: FIRE MARSHAL

7.11.4.1: Overview

- A. Fire Marshal certification covers those subject areas and skills necessary for an in-depth understanding of program management, supervision of all fire prevention in a community, development and establishment of policy, ruling on alternate means of protection, management and operations of all facets of fire protection, and principles of fire protection engineering.
- B. Candidates pursuing Fire Marshal certification under the requirements listed here must complete all requirements and submit all application materials and fees postmarked on or before December 31, 2019.

7.11.4.2: History

- A. Established
 - July 1, 1997
- B. Revised
 - January 1, 1998
 - Fire Prevention Officers Association clarified the intent of the Fire Marshal track, resulting in the replacement of the series 500 seminar courses with International Fire Code Institute (IFCI) Uniform Fire Code Inspector certification
 - January 1, 2002
 - Reference to IFCI removed
 - Requirement for current Fire Code Inspector certification from the Uniform Fire Code Association (UFCA) or the International Code Council (ICC) in the fire code adopted by the State of California added
 - 2009
 - Fire Management 2E course revised
 - March 19, 2014
 - References to UFCA changed to National Code Services Association Inc. (NCSA) to reflect organizational name change
 - August 2014
 - Reference to NCSA and ICC removed
- C. Retired
 - 1. Scheduled to retire December 31, 2019

7.11.4.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Plan Examiner

- B. Current Fire Code Inspector certification in the fire code adopted by the State of California
- C. Possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution

7.11.4.4: Education

- A. Fire Instructor 2B: Group Discussion Techniques
- B. Fire Management 1: Management/Supervision for Company Officers
- C. Fire Management 2A: Organizational Development and Human Relations
- D. Fire Management 2B: Fire Service Financial Management
- E. Fire Management 2D: Disaster Planning
- F. Fire Management 2E: Contemporary Issues and Concepts OR Fire Management 2E: Ethics and the Challenge of Leadership (2009)

7.11.4.5: Certification Exam

- A. Not applicable

7.11.4.6: Certification Task Book

- A. Not applicable

7.11.4.7: Experience

- A. Fire Service (both of the following)
 - 1. Have a minimum of four years' full-time paid experience in a recognized fire agency in California as a Fire Prevention Officer, Fire Inspector, or Plans Examiner
 - i. This experience must include enforcing the California Fire Code and California Building Code and completing follow-up inspections for compliance.
 - 2. Have a minimum of two years' experience in a supervisory/management position

7.11.4.8: Position

- A. Not applicable

7.11.4.9: Application

- A. See **7.2.3: Application Process – Without a Certification Task Book.**
- B. Supporting Documentation
 - 1. Copies of course completion certificates from State Fire Training (SFT) for each educational requirement

2. A copy of an OSFM Plan Examiner certificate
3. A copy of a current Fire Code Inspector certification in the Fire Code adopted by the State of California (Example: International Code Council (ICC) or National Code Services Association (NCSA))
 - i. SFT shall not accept expired certificates.
4. A copy of a diploma, verifying degree completion
5. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification.**)

7.11.4.10: Maintenance

- A. After receiving SFT Fire Marshal certification, the individual is responsible for maintaining his or her Fire Code Inspector certification.

7.11.5: FIRE MARSHAL (2018)

7.11.5.1: Overview

- A. Fire Marshal certification covers those subject areas and skills necessary for an in-depth understanding of fire prevention program management and community fire and life safety including community relations, education, fire investigation, community risk reduction, and regulatory programs.
- B. Fire Marshal (2018) certification replaces Fire Marshal, scheduled to retire on December 31, 2019.
- C. Candidates pursuing Fire Marshal certification under that certification's requirements must complete all requirements and submit all application materials and fees by December 31, 2019.
- D. As of January 1, 2018, candidates pursuing Fire Marshal certification should utilize the Fire Marshal (2018) curriculum.

7.11.5.2: History

- A. Established
 - January 1, 2018

7.11.5.3: Prerequisites

- A. Fire Inspector II certification issued by the International Code Council (ICC)
 - 1. A candidate must complete this corequisite prior to submitting his or her completed Fire Marshal Certification Task Book.

7.11.5.4: Education

- A. Fire Marshal 1A: Administration and Professional Development
- B. Fire Marshal 1B: Community Relations & Fire and Life Safety Education
- C. Fire Marshal 1C: Fire Investigation Program Management
- D. Fire Marshal 1D: Community Risk Reduction Program Management
- E. Fire Marshal 1E: Regulatory Programs Management
- F. Chief Fire Officer 3A: Human Resource Management
- G. Instructor I: Instructional Methodology
- H. Statutes and Regulations (SFT course)
- I. G290 Basic Public Information Officer Course

7.11.5.5: Certification Exam

- A. Fire Marshal Certification Exam

7.11.5.6: Certification Task Book

- A. Fire Marshal Certification Task Book

7.11.5.7: Experience

- A. Have a minimum of five years' full-time paid experience (or 10 years' part-time paid experience) in a recognized fire agency in California with at least one year (full time) or two years (part time) serving as a Fire Marshal

7.11.5.8: Position

- A. Appointed to the position of Fire Marshal or Acting Fire Marshal

7.11.5.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**
- B. Supporting Documentation
 - 1. Prerequisites
 - i. A copy of ICC Fire Inspector II certificate
 - ii. SFT shall not accept expired certificates.
 - 2. Education
 - i. Copies of course completion certificates for each educational requirement

7.11.5.10: Maintenance

- A. After receiving SFT Fire Marshal certification, the individual is responsible for maintaining his or her Fire Inspector certification.

7.12: SUPPRESSION

7.12.1: FIRE FIGHTER I

7.12.1.1: Overview

- A. Fire Fighter I includes instruction on how to perform essential and advanced fireground tasks with minimal supervision; use, inspect, and maintain fire fighting and rescue equipment; and perform basic rescue operations and fire prevention and investigation tasks.

7.12.1.2: History

- A. Established
 - February 2013
- B. Revised
 - Not applicable

7.12.1.3: Prerequisites

- A. Public Safety First Aid (PSFA), Emergency Medical Responder, Emergency Medical Technician-Basic (EMT-B), or Emergency Medical Technician-Paramedic (EMT-P)
- B. Cardiopulmonary resuscitation (CPR) training that meets the requirements of California Health and Safety Code section 1797.182

7.12.1.4: Education

- A. Confined Space Rescue Awareness
- B. Introduction to the Incident Command System (ICS-100)
- C. National Incident Management System, An Introduction (ICS-700.A)
- D. Fire Fighter I, Wildland Fire Fighter, and Hazardous Materials Fire Responder Operational
 - 1. This training is verified on the Fire Fighter I Training Record (or an equivalent agency form).
 - 2. This record must be kept on file in the applicant's agency and should **not** be submitted to State Fire Training (SFT).

7.12.1.5: Certification Exam

- A. Fire Fighter I written exam
 - 1. This exam includes Fire Fighter I, Wildland Fire Fighter, and Hazardous Materials First Responder Operations.
- B. Fire Fighter I psychomotor skills exam

1. This exam includes Fire Fighter I, Wildland Fire Fighter, and Hazardous Materials First Responder Operations.

7.12.1.6: Certification Task Book

- A. Fire Fighter I Certification Task Book

7.12.1.7: Experience

- A. Fire Service (one of the following three options)
 1. Have a minimum of six months' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 2. 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
 3. 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
 - i. 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)
- B. A Fire Fighter academy does not count towards experience.

7.12.1.8: Position

- A. Appointed to the rank of Fire Fighter

7.12.1.9: Application

- A. See **7.2.4: Application Process – With a Certification Task Book.**

7.12.1.10: Maintenance

- A. Not applicable

7.12.2: FIRE FIGHTER II

7.12.2.1: Overview

- A. Fire Fighter II includes instruction on fire fighter safety; hoses, nozzles, and appliances; rescue; fire control; fire protection systems; and fire prevention and investigation.

7.12.2.2: History

- A. Established
 - February 2013
- B. Revised
 - Not applicable

7.12.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter I

7.12.2.4: Education

- A. Fire Fighter II
 1. This training is verified on the Fire Fighter II Psychomotor Skills Exam Summary Sheet (or an equivalent agency form).
 2. This record must be kept on file in the applicant's agency and should not be submitted to SFT.

7.12.2.5: Certification Exam

- A. None

7.12.2.6: Certification Task Book

- A. Fire Fighter II Certification Task Book

7.12.2.7: Experience

- A. Fire Service (one of the following three options)
 1. Have a minimum of one year's full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 2. Have a minimum of two years' volunteer or part-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 3. Have a combination of full-time paid and volunteer or part-time paid experience equal to one year's full-time paid experience in a recognized fire agency in California

as a Fire Fighter performing suppression duties

- i. 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)

B. A Fire Fighter academy does not count towards experience.

7.12.2.8: Position

A. Appointed to the rank of Fire Fighter

7.12.2.9: Application

A. See **7.2.4: Application Process – With a Certification Task Book.**

7.12.2.10: Maintenance

A. Not applicable

8: Fire Service Training and Education Program (FSTEP)

8.1: FIRE SERVICE TRAINING AND EDUCATION PROGRAM (FSTEP)

8.1.1: OVERVIEW

- A. The Office of the State Fire Marshal (OSFM), per California Health and Safety Code Sections 13155–13159.2, is responsible for California’s Fire Service Training and Education Program (FSTEP).
- B. FSTEP makes fire service training and education programs available on a voluntary basis to fire departments that rely extensively on volunteers.
- C. FSTEP provides both volunteer and career Fire Fighters with hands-on training in fire fighting, extrication, rescue, emergency vehicle operations, pump operations, and the Incident Command System (ICS).
- D. State Fire Training (SFT) also uses the term FSTEP to identify programs that do not lead to job function certification.
- E. The Chief of State Fire Training and SFT staff manage FSTEP, collaborating with advisory committees and volunteer task forces of working professionals in the field (referred to as cadres) to develop and update course plans and other documents.
- F. The Statewide Training and Education Advisory Committee (STEAC) reviews all substantive changes and additions to FSTEP standards, rules, procedures, and curriculum development documents before they are presented to the State Board of Fire Services (SBFS) and OSFM for approval and adoption, if required.
- G. FSTEP is a self-funded program supported by participant registration fees.

8.1.2: COURSE DELIVERY

- A. SFT delivers FSTEP courses through Registered Instructors.
- B. FSTEP Registered Instructors may enhance courses to meet an agency’s specific needs.
- C. Upon successful completion of an FSTEP course, the Registered Instructor shall issue an

OSFM certificate of completion to the student.

9: Equivalency and Reciprocity

9.1: COURSE EQUIVALENCY AND RECIPROCITY

9.1.1: OVERVIEW

- A. State Fire Training (SFT) recognizes courses offered by other agencies and institutions as equivalent or reciprocal to similar courses offered through SFT.
- B. SFT does not offer equivalency or reciprocity for courses that are part of a retired certification.

9.1.1.1: Equivalency

- A. When SFT determines that a non-SFT course is equivalent to a similar SFT course, a student who has completed the non-SFT course may obtain an SFT course completion certificate for the SFT course without having to complete the SFT course.
- B. The student is required to apply for equivalency and pay the SFT course fee. (See **9.1.3.1: Equivalency for Approved Courses.**)

9.1.1.2: Reciprocity

- A. When SFT determines that a non-SFT course is reciprocal to a similar SFT course, SFT shall accept the student's non-SFT course completion certificate.
- B. The student is not required to apply for equivalency or pay any fees.
- C. SFT does not issue an SFT course certificate for a reciprocal course.

9.1.2: APPROVED COURSES

- A. In Table 9.1.2: SFT Approved Courses (following), SFT has identified the following courses as either equivalent (E) or reciprocal (R).
- B. See **Acronym Glossary** for a complete list of provider acronyms.

Table 9.1.2: SFT Approved Courses

SFT Course	E/R	Approved Equivalent	Provider	Effective Dates
Chief Fire Officer 3A	E	Executive Development (R123); or Interpersonal Dynamics in Fire Service Organizations (R332)	NFA (10-day course)	
Chief Fire Officer 3B	E	Executive Leadership (R125)	NFA (10-day course)	
Chief Fire Officer 3C	E	Fire Services Financial Management (R333)	NFA (10-day course)	
Chief Fire Officer 3D	E	Command and Control of Fire Department Operations at Multi-Alarm Incidents (R297)	NFA (6-day course)	
Community Risk Educator	E	Changing American Families at Risk (R0358); or Application of Community Risk Reduction (R0385)	NFA (6-day course)	
Company Officer 2A: Human Resource Management	E	Leadership in Supervision (R0645)	NFA (6-day course)	
Company Officer 2A: Human Resource Management	E	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Company Officer 2B	E	Leadership in Supervision (R0645)	NFA (6-day course)	
Company Officer 2D: All-Risk Command Operations	E	Command and Control of Incident Operations (R0312)	NFA (6-day course)	
Company Officer 2D: All-Risk Command Operations	E	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Company Officer 2E: Wildland Incident Operations	E	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Confined Space Rescue Awareness	R	Confined Space Operations for First Responders	IAFF	
Executive Chief Fire Officer 4D	E	Executive Analysis of Fire Service Operations in	NFA (10-day course)	

SFT Course	E/R	Approved Equivalent	Provider	Effective Dates
		Emergency Management (R0306); or Command and Control of Fire Department Operations at Natural and Manmade Disasters (R0308)		
Fire Apparatus Driver/Operator 1A: Driver/Operator	E	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations	E	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Fire Fighter Survival	R	Fire Ground Survival*	IAFF	9/13
Fire Investigation 1A	E	Fire/Arson Investigation (R811)	NFA (6-day course)	
Fire Investigation 1B	E	Fire/Arson Investigation (R206)	NFA (10-day course)	
Investigation 1C	E	Interviewing-Interrogation Techniques and Courtroom Testimony (R208)	NFA (10-day course)	
Hazardous Materials 1A	R	Hazardous Materials 1B	CSTI	
Hazardous Materials 1B	R	Hazardous Materials 1C	CSTI	
Hazardous Materials 1C	R	Hazardous Materials 1D	CSTI	
Hazardous Materials 1D	R	Hazardous Materials 1F	CSTI	
Hazardous Materials 1F	R	Hazardous Materials 1G	CSTI	
Hazardous Materials 1G	R	Hazardous Materials First Responder Awareness Level	CSTI	
Hazardous Materials First Responder Awareness	R	Hazardous Materials First Responder Operational Level	CSTI; or equivalent	

SFT Course	E/R	Approved Equivalent	Provider	Effective Dates
Hazardous Materials First Responder Operational	R	Hazardous Materials First Responder Operational, Decontamination	CAL FIRE; or CSTI; or IAFF; or OER (certificate must state “with California Supplements”); or equivalent	
Hazardous Materials First Responder Operational, Decontamination	R	ICS 100 through 400	CSTI; or equivalent	
ICS 100 through 400	E	ICS 100 through 400	CalEMA/Cal OES; or CAL FIRE; or FEMA; or FIRESCOPE; or NFA; or NWCG	
Inspector 1A	E	Fire Inspection I (R390)	NFA (6-day course)	
Inspector 1B	E	Fire Prevention Specialist II (R391)	NFA (6-day course)	
Inspector 2A	E	Fire Inspection Principles (R220)	NFA (6-day course)	
Plan Examiner 1A	E	Fire Life Safety (R0393)	NFA (6-day course)	
Wildland Fire Apparatus Operations		Company Officer Academy 2017	CAL FIRE	Beginning 1/2017

** SFT shall accept the IAFF certificate containing the following language to meet the prerequisite requirements for an FSTEP Rapid Intervention Crew (RIC) Operations course: “Completed the requirements for CAL FIRE, Office of the State Fire Marshal, State Fire Training, Fire Fighter Survival course completion equivalency.”

^ Leadership in Supervision (R0645) can be used as equivalent to Company Officer 2A or 2B, but not for both.

9.1.3: COURSE EQUIVALENCY APPLICATION PROCESS

9.1.3.1: Equivalency for Approved Courses

A. To obtain equivalency for a course already approved by SFT as being equivalent, the applicant shall submit the following items to SFT:

1. A completed SFT Fee Schedule
 2. Course completion verification
 - i. A copy of a certificate, credential, and/or transcript for each equivalent course requested
 - ii. SFT may request validation with an original document during the evaluation process.
 3. A nonrefundable course equivalency fee for each course requested
- B. SFT shall review the application and determine if it is approved, incomplete, or denied.
1. Approved
 - i. If SFT approves the application, SFT mails the certificate to the address listed on the SFT Fee Schedule.
 2. Incomplete
 - i. If the application is incomplete, SFT will notify the applicant indicating which documents are missing.
 - ii. The applicant must resubmit the missing document for evaluation.

9.1.3.2: Equivalency for Non-Approved Courses

- A. To obtain equivalency for a course that is not approved by SFT as being equivalent, the applicant shall submit the following items to SFT:
1. A justification letter that includes:
 - i. A request for Course Equivalency Review
 - ii. A list of the SFT courses for which he or she seeks equivalency
 - iii. A corresponding list of the courses he or she wishes to have SFT approve as equivalent
 2. Course materials that demonstrate course content and learning objectives, including but not limited to:
 - i. Syllabus
 - ii. Course description
 - iii. Course outline
 - iv. Textbook table of contents
 3. Course completion verification
 - i. A copy of a certificate, credential, and/or transcript for each equivalent course requested
 - ii. SFT may request validation with an original document during the evaluation process
 4. A completed SFT Fee Schedule (including Course Equivalency Review section)
 5. A nonrefundable Course Equivalency Review fee for each equivalent course requested

- B. SFT shall acknowledge receipt of the application.
- C. SFT shall review the application.
 - 1. Upon receipt SFT shall assign the Course Equivalency Review application to an SFT staff member associated with the certification or courses up for review.
 - 2. The SFT staff member shall review the packet and make a recommendation with written justification to approve or deny the request.
 - 3. The SFT Supervising Deputy State Fire Marshal will review the recommendation and notify the applicant of the decision in writing.
 - i. If SFT approves the request, SFT sends the applicant written notification and the appropriate SFT course certificate.
 - ii. If SFT denies the request, the applicant may appeal the decision (See **9.1.3.3: Equivalency Appeals Process.**).

9.1.3.3: Equivalency Appeals Process

- A. To appeal a denied course equivalency request, the applicant may appeal to the SFT Supervising Deputy State Fire Marshal in writing within 30 days of the date on the denial letter.
- B. The appeal request must, at a minimum, include an explanation of the appeal, all of the documentation submitted for the initial Course Equivalency Review, and a stated desired outcome.
- C. The SFT Supervising Deputy State Fire Marshal will notify the Peer Assessment for Course Equivalency (PACE III) Committee chair and the committee will review the appeal at the next quarterly PACE III committee meeting.
- D. The PACE III Committee shall review the applicant's appeal.
 - 1. The committee may contact the applicant to address questions.
 - 2. The committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 - 3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.
- E. SFT shall notify the applicant in writing of the committee's decision.
 - 1. The committee's decision is final.

9.2: CERTIFICATION EQUIVALENCY AND RECIPROCITY

9.2.1: OVERVIEW

- A. A fire agency, at its own discretion, may evaluate training received outside of California as equivalent for its own hiring purposes.
 - 1. This review is conducted at the local level, not by State Fire Training (SFT).
 - 2. Acceptance of an out-of-state certification by a local agency is not equivalent to an individual being certified by SFT for that job function.
- B. At this time, SFT only accepts the job function certifications listed under **9.2.2: Job Functions** as equivalent to a job function certification in California.

9.2.2: JOB FUNCTIONS

9.2.2.1: Fire Chief

- A. The Office of the State Fire Marshal (OSFM) and the Center for Public Safety Excellence (CPSE) both administer professional recognition for Fire Chiefs. OSFM confers Fire Chief certification and CPSE confers Chief Fire Officer Designation (CFOD). Both agencies use very similar processes to evaluate and confer recognition. In 2011, the agencies entered into a memorandum of understanding to initiate reciprocity between the two programs.
- B. A Fire Chief possessing a CFOD conferred by CPSE may apply for Fire Chief certification from SFT.
- C. SFT shall not accept CFOD certificates issued by CPSE under other reciprocity agreements.
- D. To apply for SFT Fire Chief certification, applicants should submit to SFT:
 - 1. The SFT Fee Schedule
 - 2. Application for Fire Chief Reciprocity with CPSE
 - 3. Nonrefundable application fee
 - 4. An organizational chart from their employing organization
 - 5. A copy of their CFOD certificate
 - 6. A verification letter from CPSE
 - 7. Resume
- E. The position requirements for Fire Chief certification listed under **7.5: Fire Chief** apply.
- F. SFT will assign an advocate to the applicant and conduct a Peer Assessment for Chief Executive (PACE IV) Committee review.
 - 1. See **7.5.2: Fire Chief Application – PACE IV Process**.

10: California Incident Command Certification System (CICCS)

10.1: CALIFORNIA INCIDENT COMMAND CERTIFICATION SYSTEM (CICCS)

10.1.1: CICCS PROGRAM

- A. The Office of the State Fire Marshal (OSFM) created the California Incident Command Certification System (CICCS) in collaboration with The State Board of Fire Services (SBFS).
- B. CICCS enhances California's ability to field resources that are adequately trained and qualified for service through the emergency response system. It adequately prepares California's Fire Fighters to respond to all incident types by clearly identifying certification criteria.
- C. CICCS can be managed at the local, regional, and state level, and provides a road map for certifying individuals as well as recognizing individuals who have already completed equivalent training and are functioning at these levels.

10.1.2: CICCS CERTIFICATION

- A. The CICCS was developed in response to the concerns of California's fire service personnel, who identified the need for a system that enhanced the readiness and safety of emergency responders to multiagency incidents. CICCS is a decentralized program that provides certifications administered at local, regional, and state levels.

10.1.2.1: History

- A. Established
 - July 1, 2001

10.1.2.2: Incident Command System (ICS) Levels and Positions

- A. 100–200 Level
 - 1. Apparatus Operator
 - 2. Base/Camp Manager
 - 3. Claims Manager
 - 4. Display Processor

5. Equipment Manager
6. Field Observer
7. Fire Fighter
8. Helibase Manager (1–3 Helicopters)
9. Helicopter Manager
10. Incident Commander (Type 4)
11. Incident Communications Manager
12. Ordering Manager
13. Receiving and Distribution Manager
14. Security Manager
15. Staging Area Manager
16. Status/Check-In Recorder

B. 300 Level

1. Air Support Group Supervisor
2. Communication Unit Leader
3. Compensation Unit Leader
4. Cost Unit Leader
5. Division/Group Supervisor
6. Documentation Unit Leader
7. Incident Commander (Type 3)
8. Medical Unit Leader
9. Resources Unit Leader
10. Supply Unit Leader
11. Task Force/Strike Team Leader

C. 400 Level

1. Air Operations Branch Director
2. Finance/Administration Section Chief (Type 2)
3. Incident Commander (Type 2)
4. Information Officer (Type 2)
5. Liaison Officer
6. Logistics Chief (Type 2)
7. Operations Branch Director
8. Operations Section Chief (Type 2)
9. Planning Section Chief (Type 2)
10. Safety Officer (Type 2)
11. Service Branch Director
12. Support Branch Director
13. Training Specialist

D. 500–600 Level

1. Area Command
2. Area Command Logistics Chief

3. Area Command Planning Chief
4. Finance/Administrative Section Chief (Type 1)
5. Fire Behavior Analyst
6. Incident Commander (Type 1)
7. Information Officer (Type 1)
8. Logistics Section Chief (Type 1)
9. Operations Section Chief (Type 1)
10. Planning Section Chief (Type 1)
11. Safety Officer (Type 1)

10.1.2.3: Certification Requirements

A. Instruction

1. Applicants complete the training through a qualified instructor as specified in the approved curriculum for the position.

B. Prerequisites

1. Applicants must meet the certification prerequisites identified for the various levels of certification as established in (National Wildfire Coordinating Group) NWCG-310-1.

C. Experience

1. Applicants must meet the experience requirement identified for the various levels of certification as established in NWCG-310-1.

10.1.2.4: Application Process

A. After completing all training and meeting all requirements, the applicant submits the following items to the appropriate entity for each ICS position to be considered:

1. Request for certification identifying the ICS position(s) sought
2. Course completion certificate(s)
3. Completed position task book
4. A verification letter signed by the Fire Chief, or his or her authorized designee, describing the applicant's specific background as it relates to the experience requirement
 - i. See **4.1.1: Letters of Verification.**
 - ii. Verification letter not required at the 100–200 level
5. Any other relevant documents supporting certification

B. Submissions

1. 100–200 Level submissions go to the applicant's local fire agency Fire Chief
2. 300 Level submissions go to the Governor's Office of Emergency Services (Cal OES) Operational Area Review Committee
3. 400 Level submissions go to the Cal OES Regional Review Committee

4. 500–600 Level submissions go to the SFT Peer Assessment for CICC Evaluation (PACE V) Committee

C. See **10.2: Peer Assessment for CICC Evaluation (PACE V) Process**.

10.1.2.5: Maintenance

- A. Not applicable

10.2: PEER ASSESSMENT FOR CICC'S EVALUATION (PACE V) PROCESS

10.2.1: BACKGROUND

- A. The California Incident Command Certification System (CICCS) was created in collaboration with the State Board of Fire Services (SBFS) to enhance Fire Fighter safety through the implementation of a standardized qualification system.
- B. The CICCS process applies to all Incident Command System (ICS) positions that could be utilized on any all-hazards incidents.

10.2.2: PURPOSE

- A. The PACE V Committee shall review all applications for position certification in the Area Command, Type 1, and other identified specialty positions in the Incident Command System (ICS).

10.2.3: APPLICATION

- A. To pursue PACE V, the applicant shall submit an application to the Governor's Office of Emergency Services (Cal OES) for each ICS position under consideration.
- B. There is no PACE V review fee.
- C. Cal OES shall acknowledge receipt of the application.

10.2.4: COMMITTEE REVIEW

- A. The PACE V committee shall review the applicant's request for Area Command, Type 1, and identified specialty positions.
 - 1. The committee may contact the applicant to address questions.
 - 2. The committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 - 3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.
- B. Any applicant that meets the certification criteria will receive a certificate upon passing the committee's evaluation.
- C. If an application is incomplete, the PACE V committee shall send a letter to the applicant indicating the missing documents within five working days of the PACE V committee review

meeting.

D. The committee shall notify the applicant in writing of its decision.

10.2.5: APPEALS

10.2.5.1: Process

- A. Applicants denied certification may appeal the decision.
- B. Applicants shall appeal in writing to the CAL OES Fire and Rescue Division Deputy Chief for CICCIS within 30 days of denial notification.
 - 1. Appeals shall include (at a minimum) a description of the reasons for or circumstances leading to the appeal, supporting documentation, and the desired outcome.

10.2.5.2: Appeals Committee

- A. The PACE V committee chair shall appoint an Appeals Committee to review PACE V appeals.
- B. The PACE V committee chair shall appoint the Appeals Committee chair.
- C. The Appeals Committee shall include at least one representative from each Cal OES Regional Review Committee and one representative of the Cal OES Fire and Rescue Division.
- D. The Appeals Committee shall also include at least one individual who has been previously qualified in the position under consideration and one training specialist.
- E. An agency cannot hold more than one position on the committee.
 - a. For example, CAL FIRE, which is in more than one region, can only hold one position on the Appeals Committee.
- F. The chair shall render a decision in writing within 30 days of receiving the appeal.
- G. The chair's decision shall be final.

11: Fire Fighter Certification Exams

11.1: OVERVIEW AND AUTHORITY

11.1.1: OVERVIEW

- A. The content contained in this chapter applies to State Fire Training (SFT) California Fire Services Training and Education System (CFSTES) certifications that are also nationally accredited through the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board).
- B. This chapter outlines the requirements and process that an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) must fulfill and follow in order to administer an SFT certification exam and the requirements and process that a candidate must fulfill and follow to participate in an SFT certification exam.
- C. In cases where the requirements outlined in this chapter conflict with the requirements of any other chapter of the *State Fire Training Procedures Manual*, the requirements of this chapter shall prevail.
- D. Although all Fire Fighter I and II candidates are required to complete an SFT certification exam to obtain SFT certification, participation in the IFSAC/Pro Board certification process is optional.
- E. SFT's adoption of the IFSAC/Pro Board certification process does not impact the current SFT certification status of any individual.
- F. In cases where IFSAC and Pro Board's bylaws are more restrictive than SFT's procedures, SFT shall abide by IFSAC and Pro Board's requirements.

11.1.2: AUTHORITY

- A. SFT does not delegate its authority to conduct professional qualification exams or certification to any political subdivision or entity.
- B. SFT reserves the right to disallow any candidate to participate in any SFT certification exam for cause.

11.2: CERTIFICATION EXAM SITES

11.2.1: FACILITIES, SUPPLIES, AND EQUIPMENT

- A. An Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) shall provide the facilities and equipment necessary to support the program. Computers, apparatus, tools, simulations, supplies, and equipment shall be relevant and available in sufficient quantity and quality.
- B. Each ARTP or ALA shall:
 - 1. Ensure that arrangements are clearly stated in a signed, written agreement when an agency or institution other than the ARTP or ALA provides resources
 - 2. Ensure classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the program's needs and objectives
 - 3. Ensure equipment and training aids are sufficient in quantity and quality to meet the program's needs and objectives
 - 4. Ensure all personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the registered Lead Evaluator, registered Psychomotor Skills Evaluators, and candidates
 - 5. Ensure expendable supplies are sufficient to meet the program's needs
- C. Facilities and equipment at accredited sites used for training and certification shall be adequate for the full examination of the performance objectives (psychomotor skills) required.
- D. Facilities and equipment at accredited sites used for training and certification shall be adequate for maintaining exam security during the administration of cognitive exams.
- E. All psychomotor skills exam props and components shall be maintained to ensure fair and accurate examination and to provide for the safety and well-being of the candidates.
- F. Before a psychomotor skills exam begins, the registered Lead Evaluator shall evaluate and ensure that all equipment and props are safe and operable and that adequate equipment and props are available for the number of candidates being evaluated.
- G. An ARTP or ALA will be allowed to utilize equivalent examination aids providing the psychomotor skill can be adequately tested.
 - 1. An ARTP or ALA shall make a written request for approval to State Fire Training in advance of utilizing alternative aids.

11.2.2: ALTERNATE SITES

- A. If an ARTP or ALA conducts exams at a location other than its previously accredited site, the ARTP or ALA shall inspect the alternate site and ensure that it is fully equipped and capable of hosting a State Fire Training (SFT) certification exam.
- B. If an ARTP or ALA uses an alternate exam site, the ARTP or ALA shall notify SFT.

11.2.3: HEALTH AND SAFETY

- A. All SFT certification exams are administered in accordance with National Fire Protection Association (NFPA) and the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) health and safety standards.
 - 1. Specifically, an ARTP or ALA shall ensure compliance with the current editions of *NFPA 1403: Standard on Live Fire Training Evolutions* and *NFPA 1500: Standard on Fire Department Occupational Safety and Health Program*.
- B. The registered Lead Evaluator shall inspect the facilities, grounds, and equipment prior to all exam sessions at the exam site.
- C. A Fire Service Training and Education Program (FSTEP) Fire Control 3A or 3B Primary Instructor shall evaluate all live fire testing.
- D. All live fire testing shall be conducted in accordance with SFT's Fire Control 3B curriculum and *NFPA 1403: Standard on Live Fire Training Evolutions*.
- E. The registered Lead Evaluator shall establish a rehabilitation area in a location that complies with the psychomotor skill station exam security requirements and identify its location to all candidates before a psychomotor skills exam begins.
- F. An ARTP or ALA shall provide emergency medical services.
 - 1. The 911 emergency system is the minimum requirement for cognitive exams
 - 2. An on-site certified Emergency Medical Technician (EMT) with equipment is required for psychomotor skills exams.
- G. An ARTP or ALA will provide the appropriate number of registered Psychomotor Skills Evaluators based on the number of candidates and the number of manipulative psychomotor skills to be examined.
 - 1. All Psychomotor Skills Evaluators must be registered by SFT.

11.2.4: PERSONAL PROTECTIVE EQUIPMENT/APPARATUS/EQUIPMENT

- A. The registered Lead Evaluator shall inspect all equipment, apparatus, and personal protective equipment before each SFT certification exam session to ensure compliance.
 - 1. Any non-conforming equipment shall be removed from service and replaced.
- B. All fire apparatus used in SFT certification exams shall conform to the NFPA standards for the edition year to which the apparatus was manufactured.
 - 1. All manufacturer supplied safety equipment shall be utilized and maintained.
- C. All personal protective equipment used in SFT certification exams shall conform to the NFPA standards for the edition year to which the equipment was manufactured.
- D. All equipment used in SFT certification exams shall conform to the NFPA standards for the edition year to which the equipment was manufactured or the original manufacturer specifications.
 - 1. The registered Lead Evaluator shall facilitate a thorough inspection before the SFT certification exam.
 - 2. This includes equipment provided by participants.
- E. The registered Lead Evaluator shall document any non-conforming items, remove them from the exam session, and ensure their replacement.

11.3: CANDIDATE TYPES

11.3.1: NON-CERTIFIED – ARTP/ALA (ACCREDITED ACADEMY)

- A. A “Non-certified - ARTP/ALA” candidate:
 - 1. Does not have an SFT or IFSAC/Pro Board certification
 - 2. Completed his or her academic training at the ARTP or ALA administering the SFT certification exam(s)

- B. See **11.4.1.1: Eligibility and Application Process** for eligibility and application requirements.

11.3.2: NON-CERTIFIED – NON-ARTP/ALA (ALTERNATE DELIVERY)

- A. A “Non-certified – Non-ARTP/ALA” candidate:
 - 1. Does not have an SFT or IFSAC/Pro Board certification
 - 2. Did not complete his or her academic training at the ARTP or ALA administering the SFT certification exam(s)

- B. See **11.4.2.1: Eligibility** and **11.4.2.2: Application Process** for eligibility and application requirements.

11.3.3: SFT-CERTIFIED (UPGRADE)

- A. An “SFT-certified” candidate has an SFT certification and is eligible to upgrade to IFSAC/Pro Board certification.

- B. SFT will consider eligibility for certifications issued within the past 10 years.

- C. See **11.4.3.1: Eligibility** and **11.4.3.2: Application Process** for eligibility and application requirements.

11.3.4: IFSAC/PRO BOARD-CERTIFIED (RECIPROCITY)

- A. An “IFSAC/Pro Board-certified” candidate has IFSAC/Pro Board certification(s) and seeks SFT certification reciprocity.

- B. See **11.4.4.1: Eligibility** and **11.4.4.2: Application Process** for eligibility and application requirements.

11.4: ELIGIBILITY AND APPLICATION REQUIREMENTS

11.4.1: NON-CERTIFIED – ARTP/ALA (ACCREDITED ACADEMY) CANDIDATES

11.4.1.1: Eligibility and Application Process

- A. Candidates who complete their academic training through the Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) administering the State Fire Training (SFT) certification exams are automatically eligible for the exam.
- B. Accredited Academy candidates are required to complete all exam modules.

11.4.2: NON-CERTIFIED NON-ARTP/ALA (ALTERNATE DELIVERY) CANDIDATES

11.4.2.1: Eligibility

- A. Candidates must present a completed and signed State Required Instructional Psychomotor Skills Sheet at registration to verify that they have met all prerequisite psychomotor skills required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.
- B. Alternate Delivery candidates are required to complete all exam modules.

11.4.2.2: Application Process

- A. Candidates must take the State Required Instructional Psychomotor Skills Sheet to the testing ARTP/ALA for review and approval.

11.4.3: SFT-CERTIFIED (UPGRADE) CANDIDATES

11.4.3.1: Eligibility

- A. If State Fire Training (SFT) updated its certification requirements after a candidate received his or her SFT certification, the candidate may be required to complete an exam on portions of the updated standard for which he or she is requesting IFSAC/Pro Board certification.
- B. Candidates must demonstrate to SFT that they have met all requisite knowledge and psychomotor skill objectives required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.
- C. Upgrade candidates who did not complete an SFT certification exam as part of their certification process are required to complete all exam modules.

- D. Upgrade candidates who did complete an SFT certification exam as part of their certification process are not required to retake the exam.

11.4.3.2: Application Process

- A. To apply for a certification upgrade, a candidate must submit the appropriate Certification Upgrade Application (See **12.14: Fire Fighter Certification Upgrade Application.**) and all supporting documentation to SFT.
 - 1. Mail to: State Fire Training, Attn: Certification Exam Coordinator, 2251 Harvard Street, Suite 400, Sacramento, CA 95815
 - 2. SFT does not give priority processing to applications submitted in person.
- B. Candidates who are required to take the exam must submit their documentation at least six weeks before their proposed exam date.
- C. SFT conducts an application review.
 - 1. If the candidate meets the eligibility requirements, SFT issues an exam authorization form.
 - 2. If the candidate does not meet the eligibility requirements, SFT issues a denial and a checklist for resubmission.
- D. Candidates take their exam authorization form to an open enrollment ARTP or ALA to schedule and complete the SFT certification exam(s).
- E. To complete the certification application process, see **7.12.1.9: Application** (Fire Fighter I) and **7.12.2.9: Application** (Fire Fighter II).

11.4.4: IFSAC/PRO BOARD-CERTIFIED (RECIPROCITY) CANDIDATES

11.4.4.1: Eligibility

- A. Candidates must demonstrate to State Fire Training (SFT) that they have met all requisite knowledge and psychomotor skill objectives required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.
- B. SFT shall consider certificates issued by accredited entities other than SFT as equivalent to SFT certification for the purpose of meeting prerequisite requirements for the next level of SFT or IFSAC/Pro Board certification.
- C. Reciprocity candidates are required to complete any exam modules they have not already obtained.

11.4.4.2: Application Process

- A. To apply for a certification upgrade, a candidate must submit the appropriate Certification Reciprocity Application (See **12.15: Fire Fighter I Certification Reciprocity Application.**) and all supporting documentation to SFT.
 - 1. Mail to: State Fire Training, Attn: Certification Exam Coordinator, 2251 Harvard Street, Suite 400, Sacramento, CA 95815
 - 2. SFT does not give priority processing to applications submitted in person.

- B. Candidates who are required to take the exam must submit their documentation at least six weeks before their proposed exam date.

- C. SFT conducts an application review.
 - 1. If the candidate meets the eligibility requirements, SFT issues an exam authorization form.
 - 2. If the candidate does not meet the eligibility requirements, SFT issues a denial and a checklist for resubmission.

- D. Candidates take their exam authorization form to an open enrollment ARTP or ALA to schedule and complete the SFT certification exam(s).

- E. To complete the certification application process, see **7.12.1.9: Application** (Fire Fighter I) and **7.12.2.9: Application** (Fire Fighter II).

11.5: CERTIFICATION EXAM ADMINISTRATION

11.5.1: AUTHORITY

- A. Only an Accredited Regional Training Program (ARTP) or an Accredited Local Academy (ALA) may administer national certification exams.
- B. 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.

11.5.2: PERSONNEL

11.5.2.1: Registered Lead Evaluator

- A. The primary responsibility of the registered Lead Evaluator is to instruct candidates on the exam procedures, ensure exam security, and provide assistance to candidates as needed.
- B. The registered Lead Evaluator, in conjunction with the ARTP or ALA, shall:
 - 1. Verify student eligibility for certification exam enrollment
 - 2. Ensure the safety of all students participating in the exam
 - 3. Confirm registered Psychomotor Skills Evaluators
 - 4. Administer the SFT certification exam
 - 5. Evaluate and score candidates during psychomotor skills exam
 - 6. Notify SFT of any suspicious or irregular activities exhibited during exam administration
 - 7. Return the results roster to SFT
- C. A registered Lead Evaluator must:
 - 1. Be an SFT registered instructor
 - 2. Be certified in the job function of the SFT certification exam that he or she administers
 - 3. Have a signed Evaluator Code of Conduct on file with SFT
 - 4. Have a verification letter attesting to mastery of subject matter and meeting the supervisory and objective evaluation psychomotor skills requirements.
- D. SFT shall ensure that any registered Lead Evaluator conducting SFT certification exams its behalf shall abide by the rules and regulations published in the *State Fire Training Procedures Manual*.

11.5.2.2: Registered Psychomotor Skills Evaluator

- A. The primary responsibility of the registered Psychomotor Skills Evaluator is to evaluate and score candidates on a specific psychomotor skill or station and provide assistance to candidates as needed.
- B. A registered Psychomotor Skills Evaluator must:
 - 1. Be certified in the job function of the SFT certification exam that he or she administers.
 - 2. Have completed the following coursework:
 - i. Evaluator Course (within 24 months prior to submitting application)
 - ii. Ethical Leadership in the Classroom or Ethical Leadership for Instructors
 - iii. Met the instructor requirements of 6.6.1.2
 - 3. Have a signed Evaluator Code of Conduct on file with SFT
 - 4. Have a verification letter attesting to mastery of subject matter and meeting the objective evaluation psychomotor skills requirements.
- C. During the administration of a psychomotor skills exam, a registered Psychomotor Skills Evaluator shall not evaluate a candidate on any psychomotor skill for which that registered Psychomotor Skills Evaluator served as the candidate's "lead instructor" during training.
 - 1. The term "lead instructor" is used to identify an instructor who had overall responsibility for a specific training subject (i.e. ladders, self-contained breathing apparatus, hose) and the authority to assign the candidate a score for his or her performance in that specific training subject.

11.5.2.3: Corrective Action

- A. SFT shall take corrective action against any registered Lead Evaluator or registered Psychomotor Skills Evaluator who fails to abide by the established exam procedures, rules, and regulations.
- B. SFT shall conduct an audit if a registered Lead Evaluator or registered Psychomotor Skills Evaluator's adherence to established exam procedures, rules, or regulations is called into question.
- C. 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, in accordance with California Code of Regulations (CCR), Title 19, Division 1, Chapter 13, Article 2.
- D. 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.

1. If an exam is declared null and void, candidates that participated in the exam may retake the exam at no cost.

11.5.3: SCHEDULING

- A. An ARTP or ALA must submit a Certification Examination Request form (see **12.9: Certification Examination Request.**) and digital academy roster to SFT at least six weeks before the first day of the scheduled exam period.
 1. 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.
- B. An ARTP or ALA may not deliver any portion of an SFT certification exam without SFT approval.
- C. An ARTP or ALA, shall notify SFT in writing of any changes in an SFT certification exam prior to the exam.
 1. Changes include, but are not limited to:
 - Date and/or time of exam or retake exam
 - Facility, location, or classroom number
 - Registered Lead Evaluator or registered Psychomotor Skills Evaluators
 - Shipping or billing contact information

11.5.4: APPROVAL

- A. After approving the Certification Examination Request, SFT will:
 1. Notify the ARTP or ALA by email
 2. Send the registered Lead Evaluator a academy roster of pre-registered candidates and the appropriate exam materials
- B. SFT will not approve an SFT certification exam after exam delivery. An ARTP or ALA must obtain SFT approval before an SFT certification exam begins.
 1. If an ARTP or ALA does not obtain SFT approval for an SFT certification exam, the student(s) will not receive credit for the SFT certification exam.
- C. SFT may rescind SFT certification exam approval if the ARTP or ALA violates its Certification Examination Agency Evaluator Agreement or the registered Lead Evaluator violates the SFT Instructor Code of Ethics/Conduct or the Evaluator Code of Conduct between the time of SFT certification exam approval and the time of SFT certification exam delivery.

11.5.5: EXAM DELIVERY

11.5.5.1: Entrance Requirements and Restrictions

- A. A candidate's name must appear on the course roster in order to be admitted to the exam. Walk-in registration will not be accepted.
- B. The registered Lead Evaluator or registered Psychomotor Skills Evaluator will verify each candidate's government issued photo identification prior to permitting the candidates to enter the exam area.
- C. Candidates may not bring any electronic devices (cell phones, smart watches, smart glasses, pagers, two-way communication devices, tablets, computers, etc.) into the exam area.
- D. Once the exam has begun, the entrance to the exam site will be secured and no additional candidates will be allowed admission.

11.5.5.2: Exam Process

- A. The registered Lead Evaluator shall issue pre-testing instructions, including:
 - 1. Specific instructions pertaining to the exam being conducted
 - 2. Exam security requirements
 - 3. How to obtain assistance during the exam
 - 4. How leave the exam area prior to completion

11.5.6: RETURNING AN SFT CERTIFICATION EXAM

- A. An ARTP or ALA or Lead Instructor shall return all exam materials to SFT within 15 days of exam completion.
- B. The results roster shall include percent score of cognitive exams, pass/fail of psychomotor skills exam, and any retake scores.

11.5.7: INVOICING

- A. Candidates shall submit:
 - 1. Certification cognitive and psychomotor skills exam fees to the ARTP or ALA
 - 2. Online exam registration fee directly to the testing vendor
- B. After a registered Lead Evaluator submits the SFT certification exam results rosters to SFT, the California Department of Forestry and Fire Protection (CAL FIRE) Accounting Department shall invoice the ARTP or ALA for the number of candidates who participated in

the SFT certification exam and any retake exams.

- C. The invoice is due and payable upon receipt.
- D. The invoiced ARTP or ALA shall submit one check payable to CAL FIRE.
- E. Delinquent invoices will be treated in accordance with **5.1.10.3: Delinquent Invoices**.

11.5.8: DISTRIBUTING CANDIDATE RESULTS

- A. SFT will send a Student Certification Examination Results Letter to all candidates within 90 days of receiving exam materials the ARTP or ALA.
 - 1. See **12.12: Fire Fighter Certification Examination Results**.
- B. Candidates who did not pass both the cognitive and psychomotor skills exams will be advised of their exam retake options.

11.5.9: RECORD KEEPING

- A. An ARTP or ALA and SFT shall keep all documents and files relating to a candidate's evaluation and examination process, including:
 - 1. Class roster
 - 2. Psychomotor Skill sheets
 - 3. Psychomotor Skills Exam Summary sheets (ARTP/ALA)
- B. An ARTP or ALA shall maintain completed psychomotor skill sheets for the candidate for a minimum of five years.

11.6: PSYCHOMOTOR SKILLS EXAM

11.6.1: PSYCHOMOTOR SKILL SHEETS

11.6.1.1: State Fire Training Skill Sheets

- A. State Fire Training (SFT) develops, validates, and publishes psychomotor skill sheets that reflect the current job function level and National Fire Protection Association Standard (NFPA) edition year for which SFT is accredited. SFT uses these standardized psychomotor skill sheets to evaluate the psychomotor skills of pre-service candidates on a statewide basis.
- B. An Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) shall use SFT-approved psychomotor skill sheets during all psychomotor skills exams.

11.6.1.2: Enhanced Psychomotor Skill Sheets

- A. An ALA may develop enhanced standardized psychomotor skill sheets that include agency-specific tasks.
- B. An ALA may enhance an SFT-approved psychomotor skill sheet using the following criteria. Enhanced psychomotor skills sheets:
 1. Must exceed state standards and shall not lessen requirements or timed psychomotor skills
 2. Shall mirror SFT psychomotor skill sheet formatting and utilize the same skill sheet number and NFPA reference
 3. Shall not utilize the SFT logo
 4. Shall prominently print the following statement in the heading area: "This is an enhanced psychomotor skill sheet which contains department-specific criteria exceeding state minimum standards."
 5. Shall show all agency changes in italicized font
 6. Shall be submitted to SFT for review and approval a minimum of six weeks before an ALA uses them in the psychomotor skills exam environment
 7. Shall be updated and resubmitted for review and approval any time SFT updates the standard psychomotor skill sheets

11.6.1.3: Candidate Access

- A. An ALA must provide candidates with a copy of all SFT and enhanced psychomotor skill sheets at the beginning of the training program and clearly identify enhancements during training.

11.6.2: PSYCHOMOTOR SKILL SELECTION

- A. SFT will randomly select the psychomotor skills to be included in an approved psychomotor skills exam a minimum of three weeks before the start of a scheduled psychomotor skills exam.
- B. SFT will send a Psychomotor Skills Exam Summary Sheet to the registered Lead Evaluator by email.
- C. An ARTP or ALA may request a different individual random psychomotor skill if the ARTP or ALA can demonstrate that an assigned psychomotor skill is not practicable.
 - 1. The registered Lead Evaluator shall make this request to State Fire Training in writing.
 - 2. The request shall include the rationale as to why the psychomotor skill is not practicable.
 - 3. In the event an alternate psychomotor skill is assigned, State Fire Training shall issue a new Psychomotor Skills Exam Summary Sheet to the registered Lead Evaluator.

11.6.3: PROCTORING PSYCHOMOTOR SKILLS EXAMS**11.6.3.1: Exam Environment**

- A. SFT requires that an ARTP or ALA use the incident command system for maintaining flow and security during the manipulative psychomotor skills process.
- B. Only those materials issued for the exam are allowed in the staging area.
- C. Candidates shall remain on the exam grounds and be supervised during meal breaks and rest periods.
 - 1. Candidates may not discuss any component of the exam or access exam-related materials during breaks or rest periods.
- D. Candidates are required to check in with the registered Lead Evaluator in order to leave the exam grounds for any reason. Permission will be granted or denied based on the reason for leaving the exam area.
- E. If there is an equipment failure during a psychomotor skills exam, the registered Lead Evaluator shall ensure that the equipment is replaced and the candidate shall be afforded the opportunity to continue with the exam, without penalty.

1. No candidate will fail as a result of an equipment failure.
 2. If the equipment or situation cannot be duplicated, SFT will allow a simulation if the simulation approximates actual job performance conditions to the fullest possible extent.
- F. Psychomotor Skill Evaluators shall take all steps necessary to ensure that certification examinations are conducted in a safe manner. Psychomotor Skill Evaluators shall halt any operation that places Evaluators or candidates in jeopardy.

11.6.3.2: Exam Security

- A. The registered Lead Evaluator shall be directly responsible for ensuring the security and safety of all candidates during all psychomotor skills exam.
- B. The registered Lead Evaluator shall ensure that candidates are properly staged and that no materials other than those issued for the exam are in the staging area.
- C. The registered Lead Evaluator shall ensure that all waiting candidates are staged in an area from which active psychomotor skills evaluation may not be viewed.
- D. A monitor shall be stationed in the staging area to ensure that candidates do not discuss any component of the exam or access exam-related materials.
- E. In the event of a suspected breach in exam security, the registered Lead Evaluator shall have the authority to confiscate the alleged violator's exam materials and terminate his or her exam.

11.6.3.3: Exam Documents

- A. The ARTP or ALA will generate the following candidate paperwork:
 1. Exam sign-in sheet
 2. Exam roster (two copies)
 3. Individually numbered candidate tracking cards
 4. SFT or college identification stickers or numbered tags (optional)

11.6.3.4: Exam Scoring

- A. SFT will provide the registered Lead Evaluator with the Certification Exam Psychomotor Skills Summary document used to score each candidate.
- B. A candidate must successfully complete 100% of the steps on the Certification Exam Psychomotor Skills Summary and 100% of the psychomotor skills in each scenario in order

to pass the psychomotor skills exam.

- C. An unsafe act committed during the psychomotor skills exam shall be grounds for a failing score.
- D. The pass or fail score shall be recorded on the psychomotor skill sheet.
- E. The registered Psychomotor Skills Evaluators will make field notes of a candidate's performance on the Certification Exam Psychomotor Skills Summary. Field notes:
 - 1. Assist in identifying a candidate's successful or unsuccessful elements while completing the psychomotor skills exam.
 - 2. Serve as documentation if a candidate challenges a registered Psychomotor Skills Evaluator's decision
 - 3. Serve as an audit tool of the registered Psychomotor Skills Evaluator's understanding of the psychomotor skill requirements.
 - 4. Are part of the Certification Exam Psychomotor Skills Summary and become part of a candidate's file.
- F. A registered Psychomotor Skills Evaluator shall notify each candidate of his or her psychomotor skills exam score in a secure location immediately following the exam.
- G. An ARTP or ALA shall provide each candidate with a copy of the Certification Exam Psychomotor Skills Summary at the conclusion of the exam process.
- H. An ARTP or ALA shall provide copies of completed individual psychomotor skills exam skill sheets to candidates upon request.

11.6.3.5: Registered Lead Evaluator Exam Preparation Schedule

- A. Fourteen days before the exam date, the registered Lead Evaluator will confirm all prospective registered Psychomotor Skills Evaluators.
- B. Seven days before the exam date the registered Lead Evaluator will develop an Incident Action Plan (IAP) identifying all auxiliary functions including, but not be limited to:
 - 1. Identified staff functions
 - 2. An exam site safety plan including the location of each psychomotor skills station, psychomotor skills staging area, and Incident Command Post.
 - 3. Emergency medical crew designations
 - 4. Refreshments, breaks, lunch, and rehab areas

- C. Three days before the exam the registered Lead Evaluator will:
1. Set out all necessary equipment
 2. Verify all paperwork
 3. Update the psychomotor skill station scoring record with current psychomotor skill sheets and Certification Exam Psychomotor Skill Summary documents

11.6.3.6: Exam Instructions

- A. There are three delivery models for Fire Fighter I psychomotor skills exams.
1. Modular: Candidate completes an individual course module and then completes the individual psychomotor skills exam for that module.
 2. Consecutive: Candidate completes all course modules and then completes a separate psychomotor skills exam for each module.
 3. Integrated: Candidate completes all course modules and then completes one integrated psychomotor skills exam that covers all modules.
- B. On each day of the psychomotor skills exam, the registered Lead Evaluator shall post a list of the psychomotor skills to be evaluated on that day.
- C. Candidates will receive their student identification number when they enter the exam area.
1. The identification number will be noted on all paperwork.
- D. Registered Psychomotor Skills Evaluators will report to the exam area 60 minutes before the exam start time.
- E. The registered Lead Evaluator will meet with the registered Psychomotor Skills Evaluators 30 minutes before the exam start time to discuss the exam, procedures, and any other required information, and distribute the psychomotor skill station scoring records.
1. Meeting topics include, but are not limited to:
 - i. Exam time limits
 - ii. Instruction to candidates as listed in front of psychomotor skills station book
 - iii. Assignment for session
 - iv. Equipment needed
 - v. Proper handling of exam interruptions
 - vi. Limitations on assistance
 - vii. Proper completion of psychomotor skill sheets
 - viii. Field any questions from evaluators
 - ix. Appeals process for session
 - x. Retake procedures
 - xi. Psychomotor Skills exam Incident Action Plan with specific emphasis on safety

- F. Registered Psychomotor Skills Evaluators will report to their respective stations five minutes before the exam start time.
- G. The registered Lead Evaluator will read the Fire Fighter I Psychomotor Skills Exam Script (See **12.17: Fire Fighter I Psychomotor Skills Exam Script.**) to the assembled candidates before they report to the individual psychomotor skills stations.
- H. Registered Psychomotor Skills Evaluators will greet the candidates as they approach the station.
- I. The registered Psychomotor Skills Evaluator will read the Fire Fighter I Psychomotor Skills Station Pre Exam Script (See **12.18: Fire Fighter I Psychomotor Skills Station Pre Exam Script.**) and the Candidate Directions listed on the psychomotor skill sheet.
- J. Each candidate will complete the psychomotor skills exam at the station.
- K. The registered Psychomotor Skills Evaluator will read to appropriate portion of the Fire Fighter I Psychomotor Skills Station Post Exam Script (See **12.19: Fire Fighter I Psychomotor Skills Station Post Exam Script.**) to each candidate.
- L. The registered Psychomotor Skills Evaluator will complete all candidate psychomotor skills sheets and obtain each candidate's signature on his or her psychomotor skill sheet before releasing the candidates back to the staging area, and before accepting further candidate(s).
- M. The registered Psychomotor Skills Evaluator will thank the candidates and ask them to return to the psychomotor skills staging area.
- N. The registered Lead Evaluator will address any exam complaints on site, with further resolution in accordance with **11.9: Appeals.**
- O. At the conclusion of the exam, or during any break where registered Psychomotor Skills Evaluators leave the exam area, all exam materials shall be returned to the Incident Command Post.
- P. The registered Lead Evaluator shall conduct a debriefing to gather input from registered Psychomotor Skills Evaluators and other staff on the exam process.
- Q. The registered Lead Evaluator shall prepare an after-action report that details any unusual events that occurred during the psychomotor skills exam and staff comments or concerns.

11.6.4: RETAKING A PSYCHOMOTOR SKILLS EXAM

11.6.4.1: Delivery Model

- A. Psychomotor skills exams retakes vary depending on the exam delivery model.

Table 11.6.4.1: Psychomotor Skills Exam Delivery Model

Psychomotor Skills Exam Delivery Model	Description	Retake Requirement
Modular	Candidate completes an individual course module and then completes the individual psychomotor skills exam for that module.	Candidate retakes any failed individual module psychomotor skills exam.
Consecutive	Candidate completes all course modules and then completes a separate psychomotor skills exam for each module.	Candidate retakes any failed individual module psychomotor skills exam.
Integrated	Candidate completes all course modules and then completes one integrated psychomotor skills exam that covers all modules.	Candidate retakes the entire integrated psychomotor skills exam.

11.6.4.2: Failed First Attempt

- A. The registered Psychomotor Skills Evaluator will advise the registered Lead Evaluator that a student has failed a psychomotor skills station.
- B. The registered Lead Evaluator will evaluate the reason for the candidate's failure and determine if a retake is authorized.
- C. If a retake cannot be authorized, the candidate will be escorted from the exam site.
- D. If a retake can be authorized, the candidate will report to staging, continue with the exam, and report for a retake at the conclusion of the exam.
- E. The ARTP or ALA will conduct same day psychomotor skills retakes for candidates who meet SFT criteria.

11.6.4.3: Second Attempt (Same Psychomotor Skills / Same Day) Procedures

- A. A candidate who fails an individual psychomotor skill station will be allowed a second attempt for each failed psychomotor skill station on the same day as the initial exam.

- B. The registered Lead Evaluator will ensure that a registered Psychomotor Skills Evaluator different from the one who originally failed the candidates evaluates the retake.
- C. The new registered Psychomotor Skills Evaluator will:
 - 1. Administer the retake
 - 2. Document the retake on a new psychomotor skill sheet annotated with the words "Second Attempt"
 - 3. Document the results on a new Certification Exam Psychomotor Skill Summary
 - 4. Sign and forward all documents to the registered Lead Evaluator.
- D. A candidate who also fails the second attempt fails the exam and may retake the portion of the exam indicated by **Table 11.6.4.1: Psychomotor Skills Exam Delivery Model** one time within one year of the initial exam date.

11.6.4.4: Retake (New Psychomotor Skills / Different Day) Procedures

- A. A candidate wishing to participate in a psychomotor skills exam retake shall petition SFT for authorization utilizing the Certification Examination Retake Request form (See **12.11: Certification Examination Retake Application**).
 - 1. Exception: A Non-certified ARTP/ALA (Accredited Academy) candidate does not need to submit an approved Certification Examination Retake Form prior to the retake. The ARTP or ALA shall include a Certification Examination Retake Request Form for each retake candidate in the final paperwork it transmits to SFT.
- B. The candidate must show SFT approval to the registered Lead Evaluator to be admitted to the retake exam.
- C. If an ARTP or ALA schedules a cognitive or psychomotor skills retake within 15 days of the original exam for candidates who have attended their full academy training program, the ARTP or ALA may conduct the retake without SFT approving a Certification Examination Retake Request form in advance.
 - 1. The ARTP or ALA shall include a Certification Examination Retake Request form for each retake candidate in its final paperwork transmittal to SFT.
- D. A candidate who fails any psychomotor skills station during the retake will be eligible for a second attempt. (See **11.6.4.3: Second Attempt (Same Psychomotor Skills / Same Day) Procedures**). Any candidate receiving a second failing grade on a same day second attempt fails the psychomotor skills exam.

- E. A candidate who fails the psychomotor skills exam will be advised to seek remedial education before reapplying for additional SFT certification exams (See **11.8: Psychomotor and Cognitive Remediation.**).

11.7: COGNITIVE EXAM

11.7.1: PROCTORING COGNITIVE EXAMS

11.7.1.1: Exam Environment

A. Facilities

1. Ensure that all fire and life safety and security features are adequate and operational.
2. Ensure that the heating and air conditioning systems are functioning.
3. Examine all desks, chairs, and computer workstations to ensure that they are fully functional.

B. Workspaces

1. Ensure proper and adequate spacing, equivalent to one empty chair space or one foot between candidates, for all cognitive State Fire Training (SFT) certification exams.
2. Only objects provided by the registered Lead Evaluator shall be allowed on desks or tables.

C. Environment

1. No eating or smoking is permitted in exam rooms.
2. Maintain a quiet environment during the entire exam period.

11.7.1.2: Exam Security

- A. The registered Lead Evaluator shall be present during all cognitive exams. This individual shall remain in the room until all candidates complete the exam and all materials are accounted for.
- B. Additional registered Psychomotor Skills Evaluators shall be present to aid in the exam security.
- C. State Fire Training shall ensure that any registered Lead Evaluator conducting cognitive SFT certification exams on behalf of SFT shall abide by SFT regulations.
- D. The registered Lead Evaluator is directly responsible for the security and safety of all exam materials including computer-based materials, answer books, exam books, and any other distributed materials.
- E. The registered Lead Evaluator shall ensure that candidates are properly spaced in the classroom and that no materials other than those issued for the exam are on the table or in the immediate area.

- F. In the event of a suspected breach in exam security, the registered Lead Evaluator shall have the authority to confiscate the alleged violator's exam materials and terminate his or her participation.
- G. At no time shall the registered Lead Evaluator leave the exam area unattended.
 - 1. In the event that the registered Lead Evaluator requires a break, a registered Psychomotor Skills Evaluator will cover his or her position.

11.7.1.3: Exam Length

- A. 2013 Fire Fighter 1 Exam:
 - 1. The maximum time allowed for each cognitive exam is three hours.
 - 2. The registered Lead Evaluator will announce the time at the following intervals:
 - i. At the end of the first hour
 - ii. At the end of the second hour
 - iii. 15 minutes prior to end of the exam
 - iv. At the end of the exam
- B. 2018 Fire Fighter 1 Exam:
 - 1. The maximum exam time is based on a per question time of 1.2 minutes. For example, a 25-question exam would have a 30-minute time limit (25 questions x 1.2 minutes per question = 30 minutes).
 - 2. The exam software will notify the candidate when there is 15 minutes left on the exam.

11.7.1.4: Exam Scoring

- A. All incorrect and blank answers are deducted from the total available points to calculate a candidate's raw score. That raw score is then rounded to nearest whole number to establish final grade level.
- B. All cognitive exams administered by SFT require a 70% grade level for minimum passing score.
 - 1. If a cognitive exam has multiple modules, the candidate must score 70% or higher on each individual module.
- C. Any candidate receiving less than 70% will be allowed to apply for a retake for up to one year after the original exam date.

11.7.1.5: Exam Instructions

- A. The registered Lead Evaluator will review the exam procedures with the candidates and read the Fire Fighter I Cognitive Exam Script before the exam begins (See **12.16: Fire Fighter I Cognitive Exam Script**).
- B. The registered Lead Evaluator will ask, “Are there any questions?” and will promptly answer any questions from candidates until there are no further candidate questions.
- C. The registered Lead Evaluator will provide each candidate with a single sheet of colored paper, labeled with the candidate’s name, to use for notes during the exam.
- D. The registered Lead Evaluator will announce that the candidates may begin the exam.
- E. Candidates may not speak to one another during the exam.
- F. To ask a question during the exam, a candidate may raise his or her hand and wait for acknowledgement.
- G. The registered Lead Evaluator may clarify ambiguities or correct mistakes in the exam instrument if asked, but shall not offer any interpretation or further explanation which may indicate the answer to a candidate.
- H. Candidates will be allowed to leave the exam area to use bathroom facilities. To do so, a candidate must raise a hand and wait for the registered Lead Evaluator to recognize him or her.
- I. Before any candidate leaves the exam area, either upon completing the exam or at the of the exam period, the registered Lead Evaluator will:
 - 1. Collect each candidate’s colored “notes” page
 - 2. Dismiss the candidate from the exam area

11.7.1.6: Assistance and Accommodations

- A. SFT makes every effort to support and accommodate candidates with documented assistance needs during the exam process.
- B. A candidate requiring assistance or accommodation during an exam must submit their request and the documentation supporting their need for assistance or accommodation to the Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) at least six weeks prior to the exam date.
- C. Candidates requiring assistance or accommodation are held to the same exam security and administration procedures as all other candidates.

11.7.2: COGNITIVE EXAM FEEDBACK REPORT

- A. A candidate who receives an unsatisfactory grade may review a cognitive exam feedback report.
- B. The candidate must request a review appointment and submit the SFT Fee Schedule and cognitive exam feedback fee at least six weeks in advance of viewing.
- C. During the viewing appointment, the candidate views a feedback report listing all questions the candidate got wrong. The report will include the incorrect answer, the correct answer, and the reference pages in the course text where the correct answer can be found.
- D. An SFT will remain with the candidate during the two-hour review appointment.
- E. The feedback report remains the property of SFT and will not be released to the candidate at the end of the appointment.

11.7.3: RETAKING A COGNITIVE EXAM

- A. A candidate who does not pass the cognitive exam (a score lower than 70%) will be allowed to retake the exam up to two times within one year of the first attempt.
- B. The candidate will contact SFT to request authorization to retake a cognitive exam.
- C. A candidate wishing to participate in a cognitive exam retake shall petition SFT for authorization utilizing the Certification Examination Retake Request form.
 - 1. Exception: A Non-certified ARTP/ALA (Accredited Academy) candidate does not need to submit an approved Certification Examination Retake Form prior to the retake. The ARTP or ALA shall include a Certification Examination Retake Request Form for each retake candidate in the final paperwork it transmits to SFT.
- D. The candidate must show SFT approval to the registered Lead Evaluator to be admitted to the retake exam.
- E. If an ARTP or ALA schedules a cognitive exam retake within 15 days of the original exam for candidates who have attended their full academy training program, the ARTP or ALA may conduct the retake without SFT approving a Certification Examination Retake Request form in advance.
 - 1. The ARTP or ALA shall include a Certification Examination Retake Request form for each retake candidate in its final paperwork transmittal to SFT.

- F. A candidate who fails the cognitive exam three times will be advised to seek remedial education before reapplying for additional SFT certification exams (See **11.8: Psychomotor and Cognitive Remediation.**).

11.8: PSYCHOMOTOR AND COGNITIVE REMEDIATION

- A. If a candidate fails the psychomotor skills exam and/or cognitive exam, the candidate must retrain on the entire curriculum (psychomotor and cognitive) for each failed module before he or she can participate in the exam process.
- B. At the conclusion of the retraining, the candidate shall obtain the following documentation from the approved instructor:
 - 1. A completed Fire Fighter I or II Psychomotor Skills Exam Summary Sheet for each module
 - 2. A letter signed by the approved instructor verifying that the candidate has retrained on the entire module including both psychomotor and cognitive materials and activities for each module
- C. A candidate who completes remediation training is eligible to retake the SFT certification exam(s).
- D. Any candidate who completes remedial training will be required to submit the documents identified in **11.8: Psychomotor and Cognitive Remediation**, item B, as part of their application.

11.9: APPEALS


- A. All candidates may appeal any certification decision rendered by State Fire Training (SFT), individual exam items (cognitive and psychomotor), or exam results.
- B. All appeals must be submitted in writing and directed to the Chief of State Fire Training (SFT), within 60 days of SFT's decision, the exam date, or receipt of exam results.
 - 1. The letter must include the date(s), time(s), and discipline level/decision or reason for the appeal.
- C. State Fire Training (SFT) shall base its decision on the facts of the case and compliance with the job performance requirements (JPRs) of the certification field.
 - 1. SFT shall enact all means, including peer review of the complaint, for fair resolution.
- D. State Fire Training (SFT) shall document all decisions in writing and return them to the candidate within 45 days of receipt of the appeal.
 - 1. A copy shall be maintained in the candidate's file.

12: Forms and Checklists

12.1: FORMS AND CHECKLISTS


- A. State Fire Training (SFT) periodically revises its forms to address program changes and student needs. It is the responsibility of the individual using a form or checklist to ensure that he or she has the most current version of any SFT form or checklist.
- B. See forms and checklists on the following pages.
- 12.2: Fee Schedule
 - 12.3: Request for Student Records
 - 12.4: Instructor Application
 - 12.5: Instructor Code of Ethics/Conduct
 - 12.6: Request for Course Scheduling
 - 12.7: CFSTES Returns Checklist
 - 12.8: FSTEP Returns Checklist
 - 12.9: Certification Examination Request
 - 12.10: Registered Evaluator Code of Conduct
 - 12.11: Certification Examination Retake Application
 - 12.12: Fire Fighter I Certification Examination Results - Pass
 - 12.13: Reserved
 - 12.14: Fire Fighter I Certification Upgrade Application
 - 12.15: Fire Fighter I Certification Reciprocity Application
 - 12.16: Fire Fighter I Cognitive Exam Script
 - 12.17: Fire Fighter I Psychomotor Skills Exam Script
 - 12.18: Fire Fighter I Psychomotor Skills Station Pre Exam Script
 - 12.19: Fire Fighter I Psychomotor Skills Station Post Exam Script

12.2: FEE SCHEDULE



State Fire Training

Mail to: Cashier, PO Box 997446, Sacramento, CA 95899-7466
Phone (916) 445-8444



Fee Schedule - Certification

#	Job Function Certifications	Each	Total	#	Job Function Certifications	Each	Total
	Chief Officer <i>(retiring 12/31/2018)</i>	\$90			Fire Inspector II	\$65	
	Chief Fire Officer (NEW)	\$90			Fire Investigator (NEW)	\$65	
	Company Officer	\$65			Fire Investigator I <i>(retiring 12/31/2018)</i>	\$65	
	Community Risk Educator	\$65			Fire Investigator II <i>(retiring 12/31/2018)</i>	\$65	
	Community Risk Specialist	\$65			Fire Marshal <i>(retiring 12/31/2018)</i>	\$65	
	Community Risk Officer	\$65			Fire Mechanic I	\$65	
	Executive Chief Fire Officer (NEW)	\$90			Fire Mechanic II	\$65	
	Fire Apparatus Driver/Op. Pump	\$65			Fire Mechanic III (Master Mechanic)	\$65	
	Fire Apparatus Driver/Op. Aerial	\$65			Fire Mechanic Recertification	\$60	
	Fire Apparatus Driver/Op. Tillered	\$65			Hazardous Materials Technician	\$65	
	Fire Apparatus Driver/Op. Wildland	\$65			Hazardous Materials Specialist	\$65	
	Fire Apparatus Driver/Op. Water Tender	\$65			Instructor I	\$65	
	Fire Fighter I* (2013) (CA certificate only)	\$40			Instructor II	\$65	
	*Add IFSAC/Pro Board Seals	\$40			Instructor III	\$65	
	Fire Fighter II (2013) (CA certificate only)	\$40			Plan Examiner (2015) (NEW)	\$65	
	Fire Inspector I	\$65					

Acct Code: 5921-59210-142500-23

Certification Reciprocity/Upgrade Review		Acct Code: 5921-59210-142500-17	Each	Reciprocity total	
<input type="checkbox"/>	Fire Fighter I Reciprocity/Upgrade review fee		\$60		
Certification Examination: Feedback		Acct Code: 5921-59210-142500-18	Each	Feedback total	
<input type="checkbox"/>	Certification Examination – Written Examination Feedback fee		\$250		
Certification Examination		Acct Code: 5921-59210-142500-15	Each	Cert. Exam total	
<input type="checkbox"/>	Fire Fighter I Certification Examination – Consecutive/Integrated		\$10		
<input type="checkbox"/>	Fire Fighter I Certification Examination - Modular		\$10 p/mod		
<input type="checkbox"/>	Fire Fighter I Certification Examination – Retake Fee		\$10 p/retake		
PACE IV Review (Peer Assessment for Fire Chief)		Acct Code: 5921-59210-142500-23	Each	PACE IV total	
<input type="checkbox"/>	Fire Chief Application/CPSE Fire Chief Application		\$250		
<input type="checkbox"/>	Pace IV Interview		\$250		
Duplicate Certification Certificate		Acct Code: 5921-59210-142500-23	#	Each	Dup. Cert total
*Only for certifications listed above. Order course completion certificates on pg 2.					
Certificate Title: _____			Date Issued: _____		
Certificate Title: _____			Date Issued: _____		
Grand Total Submitted:					

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 of the statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: _____ Date: _____

Full Name: _____ Home/Cell Phone: _____

Agency: _____ Agency Phone: _____

Home Address: _____ City/State/Zip: _____

SFT ID #: _____ Last 4 digits SSN #: _____

Email: _____ FDID# (for FF appl. Only): _____

January 2018 ♦♦♦ Fee Schedule must be signed and must include non-refundable payment. ♦♦♦ 1 of 2



State Fire Training
 Mail to: Cashier, PO Box 997446, Sacramento, CA 95899-7466
 Phone (916) 445-8444



Fee Schedule – Courses/Accreditation

Duplicate Course Certificates		#	Each	Dup. Cert. total
CFSTES Course Certificate	Acct Code: 5921-59210-142500-20		\$35	
Course Title:	Date Completed:			
Course Title:	Date Completed:			
Course Title:	Date Completed:			
Course Title:	Date Completed:			
FSTEP Course Certificate	Acct Code: 5921-59210-142500-21		\$20	
Course Title:	Date Completed:			
Course Title:	Date Completed:			
List additional certificates on a separate page.				
Course Equivalency Certificates		#	Each	Course Eq. total
Course Equivalency Certificate	Acct Code: 5921-59210-142500-20		\$60	
SFT Course Title:	Date Completed:			
SFT Course Title:	Date Completed:			
SFT Course Title:	Date Completed:			
SFT Course Title:	Date Completed:			
List additional certificates on a separate page.				
PACE II/III Review (Peer Assessment Review)		#	Each	PACE III total
PACE II/III Review	Acct Code: 5921-59210-142500-20		\$60	
Course Title:				
Course Title:				
ARTP/ALA Accreditation or Reaccreditation			Each	Accredit. total
Application Processing	Acct Code: 5921-59210-142500-11		\$500	
Accreditation Site Review Costs (not to exceed \$2,000)				
Grand Total Submitted:				

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 of the statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.


Signature: _____

Date: _____

Full Name: _____
 Agency: _____
 Home Address: _____
 SFT ID #: _____
 Email: _____


Home/Cell Phone: _____
 Agency Phone: _____
 City/State/Zip: _____
 Last 4 digits SSN #: _____
 FDID#(for FF appl. Only): _____

12.3: REQUEST FOR STUDENT TRANSCRIPT



California State Fire Training

P.O. Box 942246 - Sacramento, CA 94244-2469
 Fax: (916) 445-8444



Request for a Student Transcript

Please check all that apply:

This is a request for a list of all certifications/courses I have received from the Office of the State Fire Marshal, State Fire Training*.

This is a request for my State Fire Training Identification Number (SFT ID#).

This is a request for all classes I have taken through State Fire Training.

This is a request for a list of all courses I am eligible to teach as a Registered Instructors.

Other: _____

****If you are requesting copies of certificates you will need to fill out an Application/ Fee Schedule and send it in with the appropriate fees. Do not use this form.***

I, the undersigned, am the person making this request for the above information. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made therein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause of denial.

Requestors Signature _____ Date: _____

ALL REQUESTS MUST BE SIGNED AND INCLUDE EITHER YOUR SS# OR SFT ID #.

Full Name: _____ Date: _____

Department: _____

Last 4 digits of SSN#: _____ -- OR-- State Fire Training ID#: _____

Dept. Name/Phone: _____ Hm Phone: _____

SEND RESPONSE TO:
 Street Address: _____

City: _____ State: _____ Zip: _____

E-Mail: (optional) _____

**Processing of requests will be done on a first come, first served basis, and only if all information requested above is filled in. Student can choose to have response sent via e-mail or U.S. mail, and processing of requests may take up to two (2) weeks. Participants requesting a student record to be sent via e-mail will not receive a hard copy. **

February 2017
Page 1 of 1

State Fire Training – Instructor Application

Identify the courses you are applying to teach.**Command.....**

- | | |
|--|---|
| <input type="checkbox"/> Chief Fire Officer 3D: Emergency Service Delivery 365000 | <input type="checkbox"/> Incident Management for Major Fires (2015) |
| <input type="checkbox"/> Executive Chief Fire Officer 4D: Emergency Services Delivery | <input type="checkbox"/> Incident Management of the Fire Fighter Emergency (2016) |
| <input type="checkbox"/> Company Officer 2D: All-Risk Command Operations for Co. Off. | <input type="checkbox"/> Incident Management of High Rise Fires (2016) |
| <input type="checkbox"/> Company Officer 2E: Wildland Incident Operations | |

Community Risk Officer.....

- | | |
|--|---|
| <input type="checkbox"/> Community Risk Educator | <input type="checkbox"/> Community Risk Officer |
| <input type="checkbox"/> Community Risk Specialist | |

Driver/Operator.....

- | | |
|--|--|
| <input type="checkbox"/> Basic Emergency Vehicle Operations | <input type="checkbox"/> Aerial Apparatus Operations (2015) |
| <input type="checkbox"/> Basic Pump Operations | <input type="checkbox"/> Tillered Apparatus Operations (2015) |
| <input type="checkbox"/> Fire Apparatus D/O 1A: Driver/Operator (2015) | <input type="checkbox"/> Water Tender Operations (2015) |
| <input type="checkbox"/> Fire Apparatus D/O 1B: Pumping Apparatus Op.'s (2015) | <input type="checkbox"/> Wildland Fire Apparatus Operations (2015) |

Fire Control – Primary.....

- | | |
|--|---|
| <input type="checkbox"/> Fire Control 1: Basic Fire Chemistry | <input type="checkbox"/> Fire Control 4: Controlling Ignitable Liquids and Gases (2015) |
| <input type="checkbox"/> Fire Control 2: Basic Operations – Structural | <input type="checkbox"/> Fire Control 5: Aircraft Rescue and Fire Fighting |
| <input type="checkbox"/> Fire Control 3A: Structural Fire Fighting in Acquired Structures | <input type="checkbox"/> Fire Control 6: Wildland Fire Fighting Essentials |
| <input type="checkbox"/> Fire Control 3B: Structural Fire Fighting in Live-fire Simulators | <input type="checkbox"/> Fire Control 7: Wildland Fire Fighting |

Fire Control – Senior.....

- | | |
|--|---|
| <input type="checkbox"/> Fire Control 3A – Senior Coordinator | <input type="checkbox"/> Fire Control 5 – Senior Instructor |
| <input type="checkbox"/> Fire Control 3B – Senior Coordinator | <input type="checkbox"/> Fire Control 7 – Senior Instructor |
| <input type="checkbox"/> Fire Control 4 – Senior Instructor (2015) | <input type="checkbox"/> |

Fire Fighting and Rescue – Primary.....

- | | |
|--|--|
| <input type="checkbox"/> Animal Technical Rescue Awareness (2017) | <input type="checkbox"/> Rescue Systems 1: Heavy Objects/Breaking & Breaching Module |
| <input type="checkbox"/> Animal Technical Rescue Technician (2017) | <input type="checkbox"/> Rescue Systems 1: Ladder Module |
| <input type="checkbox"/> Confined Space Rescue Awareness | <input type="checkbox"/> Rescue Systems 1: Shoring Module |
| <input type="checkbox"/> Confined Space Rescue Technician | <input type="checkbox"/> Rescue Systems 2: Exterior Shores Module |
| <input type="checkbox"/> Emergency Response to Alternative Fuel Vehicles | <input type="checkbox"/> Rescue Systems 2: Interior Shores Module |
| <input type="checkbox"/> Fire Fighter Survival | <input type="checkbox"/> Rescue Systems 2: Breaking and Breaching Module |
| <input type="checkbox"/> Incident Safety Awareness for Hired Vendors (2018) | <input type="checkbox"/> Rescue Systems 2: Lifting and Moving Module |
| <input type="checkbox"/> Low Angle Rope Rescue Operational | <input type="checkbox"/> Rescue Systems 3: Structural Collapse Technician (2012) |
| <input type="checkbox"/> Open Water Rescuer – Basic | <input type="checkbox"/> River and Flood Water Rescue |
| <input type="checkbox"/> Personal Watercraft Rescue Operations | <input type="checkbox"/> Rope Rescue Technician (2013) |
| <input type="checkbox"/> Photovoltaic Training (2010) | <input type="checkbox"/> Tire Fire Prevention and Suppression |
| <input type="checkbox"/> Rapid Intervention Crew Operations | <input type="checkbox"/> Trench Rescue Technician |
| <input type="checkbox"/> Rescue Boat Operations | <input type="checkbox"/> Vehicle Extrication (2015) |
| <input type="checkbox"/> Rescue Systems 1: Rope/Low Angle Rope Rescue Module | |

Fire Fighting and Rescue – Senior.....

- | | |
|---|--|
| <input type="checkbox"/> Confined Space Rescue Technician – Senior Instructor | <input type="checkbox"/> Rescue Systems 2 – Senior Instructor |
| <input type="checkbox"/> Rescue Systems 1 – Senior Instructor | <input type="checkbox"/> Trench Rescue Technician – Senior Instructor (2015) |
| <input type="checkbox"/> Rope Rescue Technician (2013) – Senior Instructor | |

Hazardous Materials.....

- | | |
|---|--|
| <input type="checkbox"/> HazMat First Responder Awareness Level | <input type="checkbox"/> HazMat First Responder Operational, Decontamination |
| <input type="checkbox"/> HazMat First Responder Operational Level | |

Incident Command System.....

- | | |
|--|---|
| <input type="checkbox"/> Advanced All-Hazards Incident Management (AAIM) | <input type="checkbox"/> ICS-200: Basic ICS |
|--|---|

State Fire Training – Instructor Application

- | | |
|--|---|
| <input type="checkbox"/> ICS-300: Intermediate ICS | <input type="checkbox"/> S-346: Situation Unit Leader |
| <input type="checkbox"/> ICS-400: Advanced ICS | <input type="checkbox"/> S-349: Resources/Demobilization Unit Leader |
| <input type="checkbox"/> S-130: Fire Fighter Training | <input type="checkbox"/> S-355: Ground Support Unit Leader |
| <input type="checkbox"/> S-131: Fire Fighter Type 1 Training | <input type="checkbox"/> S-356: Supply Unit Leader |
| <input type="checkbox"/> S-190: Introduction to Wildland Fire Behavior | <input type="checkbox"/> S-358: Communications Unit Leader |
| <input type="checkbox"/> S-200: Initial Attack Incident Commander Type 4 | <input type="checkbox"/> S-359: Medical Unit Leader |
| <input type="checkbox"/> S-203: Introduction to Incident Information | <input type="checkbox"/> S-360: Finance/Administration Unit Leader |
| <input type="checkbox"/> S-212: Wildland Fire Chain Saws | <input type="checkbox"/> S-390: Introduction to Wildland Fire Behavior Calculations |
| <input type="checkbox"/> S-215: Fire Operations in the Wildland/Urban Interface | <input type="checkbox"/> S-400: Incident Commander |
| <input type="checkbox"/> S-219: Firing Operations (formerly S-234) | <input type="checkbox"/> S-403: Information Officer |
| <input type="checkbox"/> S-230: Crew Boss – Single Resource | <input type="checkbox"/> S-404: Safety Officer |
| <input type="checkbox"/> S-231: Engine Boss – Single Resource | <input type="checkbox"/> S-420: Command and General Staff |
| <input type="checkbox"/> S-244: Field Observer | <input type="checkbox"/> S-430: Operations Section Chief |
| <input type="checkbox"/> S-245: Display Processor | <input type="checkbox"/> AR-430: Operations Section Chief – All Risk |
| <input type="checkbox"/> S-270: Basic Air Operations | <input type="checkbox"/> S-440: Planning Section Chief |
| <input type="checkbox"/> S-290: Intermediate Wildland Fire Behavior | <input type="checkbox"/> S-445: Incident Training Specialist |
| <input type="checkbox"/> S-300: Extended Attack Incident Commander | <input type="checkbox"/> S-450: Logistics Section Chief |
| <input type="checkbox"/> AH-330: Task Force/Strike Team Leader – All Hazards (new) | <input type="checkbox"/> S-460: Finance/Administration Section Chief |
| <input type="checkbox"/> S-336: Tactical Decision Making in Wildland Fire | <input type="checkbox"/> S-490: Advanced Wildland Fire Behavior Calculations |
| <input type="checkbox"/> S-339: Division/Group Supervisor | <input type="checkbox"/> S-491: Intermediate National Fire Danger Rating System |
| <input type="checkbox"/> AR-339: Division/Group Supervisor – All Risk | <input type="checkbox"/> Terrorism Liaison Office, Basic |

Instructor

- | | |
|---|--|
| <input type="checkbox"/> Instructor I: Instructional Methodology | <input type="checkbox"/> Instructional Techniques for Company Officers |
| <input type="checkbox"/> Instructor II: Instructional Development | <input type="checkbox"/> Techniques of Evaluation (2017) |
| <input type="checkbox"/> Instructor III: Instructional Program Management | <input type="checkbox"/> Employing Audiovisual Aids (2017) |
| <input type="checkbox"/> Ethical Leadership in the Classroom | <input type="checkbox"/> Group Dynamics and Problem Solving (2017) |

Investigation

- | | |
|--|--|
| <input type="checkbox"/> Fire Investigation 1A: Basic Fire Investigation (2017) | <input type="checkbox"/> Fire Investigation 1B (2000) <i>(retiring 12/31/18)</i> |
| <input type="checkbox"/> Fire Investigation 1B: Evidence and Documentation (2017) | <input type="checkbox"/> Fire Investigation 2A (1989) <i>(retiring 12/31/18)</i> |
| <input type="checkbox"/> Fire Investigation 1C: Preparation for Legal Proceedings (2017) | <input type="checkbox"/> Fire Investigation 2B (1986) <i>(retiring 12/31/18)</i> |
| <input type="checkbox"/> Fire Investigation 1A (2011) <i>(retiring 12/31/18)</i> | |

Management

- | | |
|---|--|
| <input type="checkbox"/> Chief Fire Officer 3A: Human Resource Management (2014) | <input type="checkbox"/> Executive Chief Fire Officer 4C: Administration |
| <input type="checkbox"/> Chief Fire Officer 3B: Budget & Fiscal Responsibilities (2014) | <input type="checkbox"/> Executive Chief Fire Officer 4E: Health and Safety |
| <input type="checkbox"/> Chief Fire Officer 3C: General Administration Functions (2014) | <input type="checkbox"/> Fire Service Labor/Management Relations (2017) |
| <input type="checkbox"/> Company Officer 2A: Human Resource Management | <input type="checkbox"/> Fire Service Supervision: Increasing Personal Effectiveness |
| <input type="checkbox"/> Company Officer 2B: General Administrative Functions | <input type="checkbox"/> Fire Service Supervision: Increasing Team Effectiveness |
| <input type="checkbox"/> Executive Chief Fire Officer 4A: Human Resources (2014) | <input type="checkbox"/> Volunteer Fire Service Management |
| <input type="checkbox"/> Executive Chief Fire Officer 4B: Community & Gov. Relations | |

Prevention

- | | |
|---|---|
| <input type="checkbox"/> Company Officer 2C: Fire Inspections and Investigations | <input type="checkbox"/> Fire Marshal 1A: Admin. and Professional Development |
| <input type="checkbox"/> Fire Inspector 1A: Duties and Administration | <input type="checkbox"/> Fire Marshal 1B: Com. Relations & Fire and Life Safety Ed |
| <input type="checkbox"/> Fire Inspector 1B: Fire and Life Safety | <input type="checkbox"/> Fire Marshal 1C: Fire Investigation Program Management |
| <input type="checkbox"/> Fire Inspector 1C: Field Inspection | <input type="checkbox"/> Fire Marshal 1D: Com. Risk Reduction Program Management |
| <input type="checkbox"/> Fire Inspector 1D: Field Inspection – California Specific | <input type="checkbox"/> Fire Marshal 1E: Regulatory Program Management |
| <input type="checkbox"/> Fire Inspector 2A: Fire Prevention Administration | <input type="checkbox"/> Plan Examiner 1A: Building Plan Review |
| <input type="checkbox"/> Fire Inspector 2B: Fire and Life Safety Requirements | <input type="checkbox"/> Plan Examiner 1B: Fire Prot. & Life Safety Systems Plan Rev. |
| <input type="checkbox"/> Fire Inspector 2C: Insp. New/Ex. Fire & Life Safety Sys./Eq. | <input type="checkbox"/> Plan Examiner 1C: Hazards & Special Op.'s Plan Review |
| <input type="checkbox"/> Fire Inspector 2D: Hazardous Materials, Ops, and Processes | |

12.5: INSTRUCTOR CODE OF ETHICS/CONDUCT



STATE FIRE TRAINING INSTRUCTOR CODE OF ETHICS/CONDUCT

MISSION STATEMENT

The instructor, believing in the worth and dignity of every person, recognizes the importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The instructor accepts the responsibility to adhere to the highest ethical standards.

The instructor recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of peers, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. This code of ethics/conduct indicates the aspiration of all instructors and provides standards by which to judge conduct.

PRINCIPLE I

Commitment to the Student

The instructor strives to help each student realize his or her potential as a worthy and effective member of the fire service. The instructor therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the instructor...

- 1) Shall create a positive learning environment for all students.
- 2) Shall encourage students to think and act independently in their pursuit of learning.
- 3) Shall encourage critical thinking and expression of varying points of view.
- 4) Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety.
- 5) Shall not be under the influence of illicit drugs or alcohol during any portion of a class.
- 6) Shall foster and support the diversity each student brings to the classroom.
- 7) Shall treat all students with equal respect and provide equal opportunities.
- 8) Shall establish and maintain the student/instructor professional relationship.
- 9) Shall not intentionally expose the student to embarrassment or disparagement.
- 10) Shall promote an environment that is free of inappropriate racial, ethnic, religious, political, or sexual comments.
- 11) Shall not use profane or abusive language.
- 12) Shall maintain each student's right to privacy and confidentiality.
- 13) Shall do everything possible to impart knowledge relevant to student's success.

PRINCIPLE II

Commitment to the Training and Education Profession

The training and education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In fulfillment of the obligation to the profession, the instructor...

- 1) Shall be honest and above reproach when presenting their instructional qualifications by giving only accurate information.
- 2) Shall maintain classroom integrity by allowing only authorized instructors to teach.
- 3) Shall disclose information obtained in the course of professional service only when disclosure serves a compelling professional purpose or is required by law.
- 4) Shall maintain professional integrity by not accepting any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

OVER

PRINCIPLE III***Commitment to State Fire Training***

In the belief that the quality of the services of the education profession directly influences the state and its citizens, the instructor shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the instructor...

- 1) Shall maintain exam integrity by not distributing old or new exams for student review.
- 2) Shall teach the course to meet the course objectives and course goals set by State Fire Training.
- 3) Shall administer the certification exam under direct, visual supervision.
- 4) Shall adhere to the policies and procedures of State Fire Training.
- 5) Shall monitor student attendance daily and document the approval of any absences.
- 6) Shall keep up-to-date on the topics they are registered to teach.
- 7) Shall not teach to the exam.
- 8) Shall adhere to all copyright laws.
- 9) Shall meet or exceed the course content requirements.
- 10) Shall use, at a minimum, the course materials identified by State Fire Training as required for the course.
- 11) Shall request course approval prior to course delivery in accordance with State Fire Training policy.
- 12) Shall return all State Fire Training class materials promptly and in accordance with State Fire Training policy.
- 13) Shall submit payment when obligated.
- 14) Shall confirm with the registrar that all students meet the course prerequisites.
- 15) Shall ensure the student/instructor ratio is maintained at all times.
- 16) Shall inform State Fire Training on any issues found with the curriculum or course delivery.
- 17) Shall report to State Fire Training information about classes and/or instructors that do not meet the standards required by State Fire Training.
- 18) Shall teach only a class or portions of class for which they are qualified.
- 19) Shall report to State Fire Training any negative or harmful classroom dynamics that occurred during the delivery of a State Fire Training class.
- 20) Shall not make false or malicious statements about State Fire Training.
- 21) Shall support the mission of State Fire Training at all times and assume the responsibility of an ambassador.

This agreement must be signed and filed with State Fire Training to be registered as an instructor.

PLEASE WRITE LEGIBLY

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH STATE FIRE TRAINING'S INSTRUCTOR CODE OF ETHICS.

Date: _____ SS# (last 4 digits): _____

Name (Print): _____

Signature: _____

Address: _____


City/State/Zip: _____

Telephone: _____

Email Address: _____


If mailing in the agreement, please complete the information above and make a copy for your files. Return the original to:
 PACE II Coordinator
 PO Box 944246
 Sacramento, CA 94244-2460

12.6: REQUEST FOR COURSE SCHEDULING



Request for Course Scheduling

All requests must be received **4 weeks** prior to the class start date.
Email: SFT.CourseScheduler@fire.ca.gov **Phone:** (916) 568-2902



Course: _____		FY: _____	Class Code: _____	
Training Location Name: _____		Start Date: _____	End Date: _____	
Training Location Physical Address: _____		<input type="checkbox"/> Advertise Online?		
		Advertise Phone/Email: _____		
Contact Name: _____		Advertise Website: _____		
Contact's Phone: _____		Contact's Email Address: _____		
Estimated Students: _____	<input type="checkbox"/> Shift Schedule <input type="checkbox"/> Shifts <input type="checkbox"/> Smart Class <input type="checkbox"/> Online/hybrid			
Primary	Name: _____	Email: _____		
	SFT ID: _____	Phone: _____		
Senior	Name: _____	Email: _____		
	SFT ID: _____	Phone: _____		
Use the section below for technical rescue classes that require the use of modules or additional instructors. All course requirements can be found in the Course Information Manual (online)		Note: 10:1 FFS, RICOP 12:1 LARRO, RS 3, RRT, CSRT (3 <i>sad</i> max), TRT (2 <i>sad</i> max) <i>CSRT: The Senior cannot be a Primary</i> <i>RRT/TRT/RS3: Sr. cannot be a Primary in 3 or 4 mod. class</i>		
Module 1	_____	SFT ID: _____	_____	
Module 2	_____	SFT ID: _____	_____	
Module 3	_____	SFT ID: _____	_____	
Module 4	_____	SFT ID: _____	_____	
SHIPPING INFORMATION:		HOSTING/BILLING INFORMATION:		
Agency: _____		Billing Agency: _____		
Attn: _____		Attn: _____		
Street Address: (No Po Box) _____		Street Address: _____		
City/State/Zip Code: _____		City/State/Zip Code: _____		


FOR STATE FIRE TRAINING USE ONLY -- DO NOT PAY UNTIL INVOICED

Date Shipped: _____	Date Returned: _____	<input type="checkbox"/> MRT #: _____ (CAL FIRE Only)		
Registration and Materials		Unit Price	Quantity	Total Price
CFSTES Registration: _____ (59210-142500-20)		\$80.00		\$
FSTEP Registration: _____ (59210-142500-21)		\$20.00		\$
Handling Charges: _____ (59210-14200-03)				\$ 8.00
TOTAL DUE:				\$
Return materials to: SFT, 2251 Harvard Street, Suite 400, Sacramento, CA 95815 within 15 days of the class end date				

January 2018

12.8: RESERVED

12.9: CERTIFICATION EXAMINATION REQUEST




CERTIFICATION EXAMINATION REQUEST

All requests must be received **6 weeks** prior to the exam start date.

By submitting this request, Lead Evaluators and Hosting agencies agree to comply with all published State Fire Training policies & procedures.

Upload request form to: <https://osfm-sft.acadisonline.com>



Exam Name: FIRE FIGHTER I Certification Examination				FY: _____	Today's Date: _____	
Module	Type	Dates:	Retake Dates:	# of Students	Advertise?	Approval Code:
Fire Fighter	Written <i>(Inc. time)</i>	_____	_____	_____	<input type="checkbox"/> Yes	
	Skills	_____	_____	_____	<input type="checkbox"/> Yes	
HazMat	Written <i>(Inc. time)</i>	_____	_____	_____	<input type="checkbox"/> Yes	
	Skills	_____	_____	_____	<input type="checkbox"/> Yes	
Wildland	Written <i>(Inc. time)</i>	_____	_____	_____	<input type="checkbox"/> Yes	
	Skills	_____	_____	_____	<input type="checkbox"/> Yes	

Agency/Evaluator Information:

Hosting Agency: _____		ARTP: <input type="checkbox"/> Yes ALA: <input type="checkbox"/> Yes	<i>Must be administered by an accredited ARTP/ALA facility</i>
Facility Name: _____		Facility City: _____	Facility Ph: _____
Lead Evaluator: _____		SFT ID# _____	<i>*Include a list of the Registered Skills Evaluators on page 2</i>
Evaluator's Email: (secure email address to receive random skills) _____		Evaluator's Phone Number: _____	
Contact Name: _____	Phone Number: _____	Contact's Email or Website Address: (advertised address) _____	

Billing Information:

Delivery Format	<input type="checkbox"/> Consecutive (\$10 per unique student) OR <input type="checkbox"/> Modular (\$10 per unique student per each module)
Bill To Agency: _____	Attn: _____
Mailing Address: _____	


SFT USE ONLY

Type	Registration Fee <input type="checkbox"/> Consecutive (\$10) OR <input type="checkbox"/> Modular (\$10-30)	Initial Exam Rate * Num. of Candidates	Retakes \$10 per retake	Total Price	Billing Code <small>(5921-59210-142500-75)</small>
Written	Total # of unique Candidates: _____	\$ _____	\$ _____	\$ _____	
Skills	Total # of unique Candidates: _____	\$ _____	\$ _____	\$ _____	


Date Returned: _____

All exam materials & exam results are now being collected via your online portal account on [Acadisonline.com](https://osfm-sft.acadisonline.com)

12.10: REGISTERED EVALUATOR CODE OF CONDUCT



California State Fire Training
 PO Box 944246, Sacramento, CA 94244-2460
 Phone (916) 568-2911



Registered Evaluator Code of Conduct

As a Registered Lead Evaluator and/or Skills Evaluator for State Fire Training, I realize that consistent, quality testing and evaluation is a primary obligation to candidates and the departments/agencies they serve.

It is my job to administer examinations that will provide the candidates with a successful and rewarding experience, and I will work to ensure the success of each candidate. Furthermore, I agree to recuse myself from any assignment as an evaluator where I know that I will be unable to objectively evaluate one or more of the candidates.

I will refrain from making remarks or telling stories/jokes that may be considered offensive to others. I will be professional regarding socializing with candidates, and I will limit candidate contact outside of the examination process as not to put the evaluator-candidate relationship at risk. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both evaluations and classroom activities.

I agree that I will never evaluate testing for a level of certification for which I am not personally certified or for which I do not possess a mastery of the subject.

If I have comments or complaints about other instructors, evaluators, candidates, and/or staff members, I will express them to State Fire Training, and not to other individuals or groups.

I expect safety rules to be observed by everyone—evaluators, instructors, visitors, as well as candidates.

If for any reason I am unable to serve as Lead Evaluator for the exam I have been assigned, I will contact State Fire Training as soon as possible, but in any case no less than 48 hours prior to the exam date.

As a Registered Lead Evaluator/Skills Evaluator, I agree to abide by all the policies and procedures stipulated by State Fire Training including but not limited to: conducting training, delivering certification exams, maintaining examination security, maintaining records and submitting reports. I further agree not to reproduce or release any certification examination materials.

I understand that to disregard any of State Fire Training's policies and procedures would violate my agreement with State Fire Training and thereby cause me to be subject to disciplinary action.

This completed agreement must be submitted to State Fire Training with the Evaluator Application Form and other supporting documents.

I have read, understand, and agree to comply with, State Fire Training's Registered Evaluator Code of Ethics/Conduct.

Date: _____ SFT ID or SSN (last 4 digits): _____

Name (print): _____

Signature: _____

Address: _____

Phone: _____ Email: _____

July 2018

Page 1 of 1

12.11: CERTIFICATION EXAMINATION RETAKE APPLICATION



STATE FIRE TRAINING

Certification Examination Retake Application



Date: _____

Identification

Candidate: _____

SFT ID Number: _____

Mailing Address: _____

Phone (Home): _____ Phone (Mobile): _____

Email: _____

Previous Failed Exam Information

Certification Examination Title: Fire Fighter I Certification Exam

<u>Skills Examination Information</u>	<u>Written Examination Information</u>
<input type="checkbox"/> 1st Retake (Only one retake is permitted)	<input type="checkbox"/> 1st Retake <input type="checkbox"/> 2nd Retake (Only 2 retakes are permitted)
Date taken: _____	Date taken: _____
Lead Evaluator: _____	Lead Evaluator: _____
Location: _____	Location: _____
	Module(s): _____

SFT procedures authorize two written certification test retakes and one skills test retake within one year of the original test date(s).

Submit to: Certification Exam Coordinator

State Fire Training Action

Candidate's request to retake certification exam(s) is: Approved Denied


_____ _____

State Fire Training Authorized Signature Date

Printed Name: _____ Title: _____

January 2016 Page 1 of 1

12.12: FIRE FIGHTER I CERTIFICATION UPGRADE APPLICATION



CALIFORNIA STATE FIRE TRAINING

Fire Fighter I Certification Upgrade Application



Identification

Applicants Name: _____

SFT ID Number: _____ Date of Birth: _____

Mailing Address: _____

Phone (Home): _____ Phone (Mobile): _____

Email: _____

Application

Section 1: Apply for the Certification Examination

Please submit verification of the following documents along with the Upgrade Processing Fee:

<input type="checkbox"/> Fire Fighter I certification issued in 2002 or later	<input type="checkbox"/> Completed Fire Fighter I Upgrade Application
<input type="checkbox"/> ICS-100* FEMA course completion certificate	<input type="checkbox"/> SFT fee schedule
<input type="checkbox"/> IS-700.A* FEMA course completion certificate	<input type="checkbox"/> Upgrade processing fee
<input type="checkbox"/> Confined Space Rescue Awareness* course completion certificate	<input type="checkbox"/> Resume
<input type="checkbox"/> Fire Fighter Survival course completion certificate (FSTEP or IAFF)	
<input type="checkbox"/> Hazardous Materials Awareness/FRO certificate (FSTEP, CSTI or IAFF)	
<input type="checkbox"/> Completion of wildland fire fighter training. Options include:	
• CICC & NWCG: S-130, & S-190, & L-180 or	
• CAL FIRE: Basic Fire Fighter Training, Command 2 or Company Officer Academy or	
• CALJAC Wildland Fire Fighter course	

* Only the classroom version will be accepted

Section 2: Apply for the FF I Certification Upgrade

Record examination results below and submit to SFT to complete your FF I certification upgrade application:

Exam	Examination Date	Score
Firefighter I Skills Exam		
Firefighter I Written Exam		
Hazmat FRO Written Exam		
Wildland FF I Written Exam		

Applicant Review

I, the undersigned am the person applying for reciprocity. I hereby certify under penalty of perjury under the laws of the State of California that all statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information may be cause for denial.

Applicants Signature: _____ Date: _____

Revised: September 2016 Page 1 of 2



CALIFORNIA STATE FIRE TRAINING

Fire Fighter I Certification Upgrade Application



Background

California is accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board).

California Fire Fighter I Certification includes the following:

- ✓ *Fire Fighter I - based on NFPA 1001, 2013 Edition*
- ✓ *Wildland Fire Fighter I - based on NFPA 1051, 2012 Edition*
- ✓ *Hazardous Materials Awareness - Operations Core: Operations Mission Specific: PPE, Product Control based on NFPA 472, 2013 Edition*

California Fire Fighter I Certification also requires completion of the following courses:

- ✓ *ICS-100 FEMA*
- ✓ *IS-700A FEMA*
- ✓ *Fire Fighter Survival (FSTEP or IAFF)*
- ✓ *Confined Space Awareness (8 hours minimum)*
- ✓ *Wildland Fire Fighter training*

- ➔ In order to upgrade your current California Fire Fighter I certification to include IFSAC and Pro Board seals you must possess a certification issued in 2002 or later.
- ➔ Once State Fire Training has verified that you meet all of the training and education requirements, you will be required to successfully complete the current written and skills certification examination which is based on the California Fire Fighter I (2013) curriculum. All applicants must successfully complete this examination process to be considered for an upgrade.

Examination

After SFT has verified that you have completed all of the training and education requirements, you will receive authorization to participate in the certification examination process. Certification examinations are administered by Accredited Regional Training Programs (ARTP) and, if you are employed by one Accredited Local Academies (ALA). You will be required to contact the ARTP of your choice and register with them directly to participate in the examination process. Open examination dates are also published on the SFT website.

After completing your certification examination, document your examination results on section 2 of your Upgrade Application form and submit to SFT for processing.

Certification

Once you have successfully completed this application process and successfully completed the certification examinations you will be eligible to apply for an upgraded Fire Fighter I certification that has both IFSAC and Pro Board seals.

12.13: FIRE FIGHTER I CERTIFICATION RECIPROCITY APPLICATION



CALIFORNIA STATE FIRE TRAINING

Fire Fighter I Certification Reciprocity Application



Identification

Applicants Name: _____

SFT ID Number: _____ (Use the last 4 of your SSN if you haven't been issued a SFT ID)

Birth Date: _____ (Req. if applying for National Certification)

Mailing Address: _____

Phone (Home): _____ **Phone (Mobile):** _____

Email: _____

Application

Please submit verification of the following documents along with the reciprocity processing fee:

<input type="checkbox"/> Fire Fighter Survival course completion certificate (FSTEP or IAFF certificate OR submit a course outline for review)	<input type="checkbox"/> Completed Fire Fighter I Reciprocity Application form
<input type="checkbox"/> Confined Space Rescue Awareness course completion certificate (or CSRT, CSRO or IAFF)	<input type="checkbox"/> SFT fee schedule
<input type="checkbox"/> ICS-100.B FEMA course completion certificate (or higher; ex. I-200, I-300)	<input type="checkbox"/> Reciprocity review fee
<input type="checkbox"/> IS-700.A FEMA course completion certificate	<input type="checkbox"/> Resume
<input type="checkbox"/> Fire Fighter I certificate with a IFSAC and/or Pro Board seal	<input type="checkbox"/> Public Safety First Aid & CPR (minimum)
<input type="checkbox"/> Hazardous Materials Awareness: Operations Core: Operations Mission Specific: PPE, Product Control certificate with a IFSAC and/or Pro Board seal	
<input type="checkbox"/> Wildland Fire Fighter I certificate ¹ with a IFSAC and/or Pro Board seal	

¹ If you do not possess a Wildland Fire Fighter I Certification, you may submit current copies of course completion certificates in the following areas (These options are used to validate training only – successful completion of the CA Wildland certification examination is still req.)

- CICC & NWCG: S-130, & S-190, & L-180 *or*
- CAL FIRE: Basic Fire Fighter Training, Command 2 or Company Officer Academy *or*
- CAL JAC Wildland Fire Fighter course

Submit your application package to the address located of the SFT Fee Schedule

Applicant Review

I, the undersigned am the person applying for reciprocity. I hereby certify under penalty of perjury under the laws of the State of California that all statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information may be cause for denial.

Applicants Signature: _____ **Date:** _____

Created: July 2018 Page 1 of 2



CALIFORNIA STATE FIRE TRAINING

Fire Fighter I Certification Reciprocity Application



Background

California is accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board).

California Fire Fighter I Certification includes the following:

- ✓ *Fire Fighter I - based on NFPA 1001, 2013 Edition*
- ✓ *Wildland Fire Fighter I - based on NFPA 1051, 2016 Edition*
- ✓ *Hazardous Materials Awareness - Operations Core: Operations Mission Specific: PPE, Product Control based on NFPA 472, 2013 Edition*

California Fire Fighter I Certification also requires completion of the following courses:

- ✓ *ICS-100 FEMA*
- ✓ *IS-700.A FEMA*
- ✓ *Fire Fighter Survival –structural 16 hrs. min. (FSTEP or IAFF)*
- ✓ *Confined Space Awareness -8 hrs. minimum (FSTEP or IAFF)*

- ➔ In order to be considered for reciprocity you must hold valid certifications in the three areas listed above. All certification certificates must bear either IFSAC or Pro Board seals, or both. Certificates not bearing the appropriate seals will not be considered.
- ➔ If you do not possess a certification in Wildland Fire Fighter I as listed above, but you can demonstrate that you possess adequate training you may be considered as a candidate to participate in the California Wildland Fire Fighter I written and skills examinations.

Certification Examination(s) and/or Task Book

Once you have successfully verified that you have completed all of the required training and you have successfully completed the required certification examinations, you will be issued the following by SFT:

- Fire Fighter I Task Book
- Letter of verification.
 - This letter will confirm successful completion of both the required CA Fire Fighter I training and the written and skills certification examination.
 - This letter will also state that you are eligible for employment in the same manner as a candidate that has successfully completed their Fire Fighter I training and examinations in California.

Certification

Once you complete the required occupational experience and the Fire Fighter I Task Book you will be eligible to apply for California Fire Fighter I Certification through the standard process. More information can be found on [the Fire Fighter Certification webpage](#).

12.14: FIRE FIGHTER I COGNITIVE EXAM SCRIPT



CALIFORNIA STATE FIRE TRAINING

Fire Fighter I Cognitive Exam Script



Fire Fighter I Cognitive Exam Script

Overview

This document contains instructions to aid the registered Lead Evaluator in properly and consistently informing candidates of what to expect during the administration of a cognitive SFT certification exam.

The registered Lead Evaluator will read this script aloud to all registered candidates participating in a cognitive SFT certification exam.

Please fill in the blanks with the appropriate information.

Pre Exam Script

My name is [*registered Lead Evaluator name*]. On behalf of State Fire Training and [*host ARTP or ALA*] I would like to welcome you. I will be proctoring your [*level and type of exam*].

Examples – Level and Type of Cognitive Exam

- *Fire Fighter I Comprehensive Cognitive Examination*
- *Wildland Fire Fighter I Retake Cognitive Examination*

This exam has [*number*] questions.

Exam Question Numbers

- *Fire Fighter I Comprehensive = 160*
- *Fire Fighter I = 100*
- *Wildland Fire Fighter = 30*
- *Haz Mat FRO = 30*

Any question you answer incorrectly, or do not answer, will be deducted from your final score.

The Fire Fighter I Comprehensive Examination has three components: Fire Fighter I, Wildland Fire Fighter I, and Haz Mat FRO. You must achieve a minimum of 70% on each of the three components to pass the exam.

If you fail any of the three components, you will have an opportunity to retake that component at a later date.

Fire Fighter I Cognitive Exam Script

Are there any questions?

- (Evaluator promptly answers questions and repeats until there are no remaining questions.)

No talking will be allowed once the exam begins. No food or drink is allowed in the exam room.

You will have three hours to complete this exam.

I will notify you of the time remaining for the exam after one hour and then again after two hours. I will also notify you when there are 15 minutes remaining.

If you need clarification on a question, please raise your hand and wait for assistance.

If you need to use the restroom, raise your hand and wait for assistance. You are not allowed to leave the building during the exam period.

When you complete the exam, do not log off of your computer. Raise your hand and wait for assistance. After I dismiss you, you must leave the room and the area surrounding the room.

No handheld devices, smart phones, tablets, heads-up digital displays, smart watches, recording or electronic devices of any kind are allowed in the exam area.

You may only utilize the paper and pencil provided during the exam and they must be returned to me before you leave the room.

You may not navigate away from the exam site or open any other browsers or apps during the exam. State Fire Training classifies this behavior as cheating. It will result in a failing score and immediate dismissal from the room.

You must maintain a quiet environment during the exam. Any candidate observed talking to another candidate after the exam begins will receive a failing score and immediate dismissal from the room.

Keep your eyes and hands within your exam station. Failure to do so will result in a failing score and immediate dismissal from the room.

Are there any questions?

- (Evaluator promptly answers questions and repeats until there are no remaining questions.)

If there are no further questions, the exam will start when I say, "begin."

12.15: FIRE FIGHTER I PSYCHOMOTOR SKILLS EXAM SCRIPT



CALIFORNIA STATE FIRE TRAINING

Fire Fighter I Skills Exam Script



Fire Fighter I Skills Exam Script

Overview

This document contains instructions to aid the registered Lead Evaluator in properly and consistently greeting candidates and informing them of to expect during the administration a skills exam.

The registered Lead Evaluator will read this script aloud to all registered candidates while they wait in the staging area.

Please fill in the blanks with the appropriate information.

Pre Exam Script

My name is [*registered Lead Evaluator name*]. On behalf of State Fire Training and [*host ARTP or ALA*] I would like to welcome you. Today we will be evaluating your performance on the following skills [*skill sheet number and title of each skill*].

Example – Skill Sheet Number and Title

- *Skill Sheet 2-2.1, Don, Doff and Prepare Structural Personal Protective Equipment for Reuse*

You will be required to successfully complete each skill without error. If you do not complete each skill in accordance with the published State Fire Training skill sheet, or if you commit a safety error while performing a skill, you will receive a failing score.

After you complete each skill, the registered Skills Evaluator will ask you to review and sign the skill sheet on which he or she has recorded your score.

If you fail any skill in your first attempt, the registered Lead Evaluator will review your skill sheet to determine if you are eligible to receive a second attempt to successfully complete the skill prior to the end of this skills exam session.

After you complete each skill, you will remain at the skill station until you are escorted back to the staging area.

Are there any questions?

- (Evaluator promptly answers questions and repeats until there are no remaining questions.)

Fire Fighter I Skills Exam Script

If there are no further questions, the exam will start when I say, "begin." If this is a timed skill, the time will also start when I say, "begin."

12.16: FIRE FIGHTER I PSYCHOMOTOR SKILLS STATION PREEXAM SCRIPT



CALIFORNIA STATE FIRE TRAINING Fire Fighter I Skills Station Pre Exam Script



Fire Fighter I Skills Station Pre Exam Script

Overview

This document contains instructions to aid the registered Skills Evaluator in properly and consistently greeting candidate and informing them of what to expect during the administration of an evaluation at a single skills station or scenario.

The registered Skills Evaluator will read this script aloud to all candidates after they report to the skill station from the staging area.

Please fill in the blanks with the appropriate information.

Pre Exam Script

My name is [registered Skills Evaluator name]. I will be evaluating your performance on [skill sheet number and title].

Example – Skill Sheet Number and Title

- *Skill Sheet 2-2.1, Don, Doff and Prepare Structural Personal Protective Equipment for Reuse*

After you complete this skill, you will remain here until you are escorted back to the staging area.

I will now read the “Candidate Directive” directly from the skill sheet.

- (Evaluator reads the candidate directive directly from the skill sheet.)

Are there any questions?

- (Evaluator promptly answers questions.)

Are you prepared to begin?

If there are no further questions, the exam will start when I say, “begin.” If this is a timed skill, the time will also start when I say, “begin.”

12.17: FIRE FIGHTER I PSYCHOMOTOR SKILLS STATION POST EXAM SCRIPT



CALIFORNIA STATE FIRE TRAINING

Fire Fighter I Skills Station Post Exam Script



Fire Fighter I Skills Station Post Exam Script

Overview

This document contains instructions to aid the registered Skills Evaluator in properly and consistently informing a candidate of his or her score for a single skills station or scenario.

The registered Skills Evaluator will read the appropriate statement to each candidate individually after he or she completes the skills exam or scenario.

Post Exam Script: Passing Score

Congratulations! You have achieved a passing score on this skill station. Please review and sign your skill sheet.

- (Evaluator shows candidate the skill sheet and indicates where he or she should sign.)

Please wait here until you are escorted back to the staging area.

Post Exam Script: Failing Score

Unfortunately, you have not achieved a passing score on this skill station. Please wait here while I contact the registered Lead Evaluator to discuss your performance.

- (Evaluator summons the registered Lead Evaluator who reviews the candidates' skill sheet, determines if a re-take is appropriate and notifies the candidate of his or her decision.)