



UPLOAD INSTRUCTIONS

FF Certification Exam Request Instructions

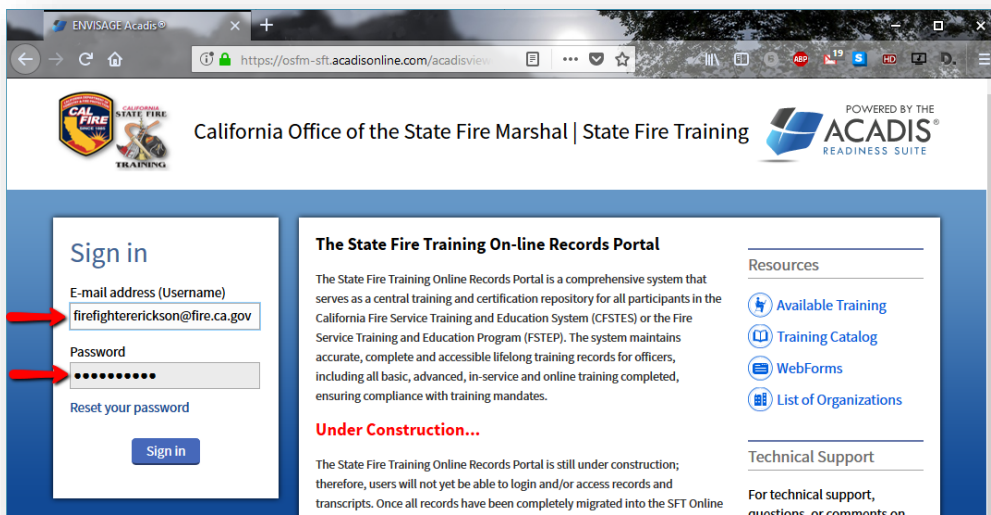
How to Schedule your FF Academy Certification Exam

Download Request Form and Roster Template

1. Download and complete the **FF Certification Exam Scheduling Request form** and **FF Academy Roster template** from the SFT website: <https://osfm.fire.ca.gov/divisions/state-fire-training/evaluator-resources/>

Account Login

2. Go to the SFT User Portal at: <https://osfm-sft.acadisonline.com>
3. Log into your account using your **username** and **password**



Submit Webform

1. At the top of the screen, select the tab labeled **Web Forms**
2. From the dropdown menu, select **Find & Complete a WebForm**





UPLOAD INSTRUCTIONS

FF Certification Exam Request Instructions

- From the list of web forms, select **FF Cert. Exam Skills Request Form**

WEBFORM ▲	DESCRIPTION
Course Roster WebForm	Form used to submit a course roster and course results for a completed CFSTES and FSTEP class.
FF Cert. Exam Request Form	This web form is utilized for FF Academies requesting a Certification Exam. The required forms can be found on the SFT website.
FF Cert. Exam Skills Results Form	This web form is utilized to submit a Fire Academy's Certification Exam Skills results. Information should follow the data requirements contained in the FF Certification Exam Skills Results spreadsheet found on the SFT Website. NOTE: This takes the place of the Scantron form.

- Complete the web form by entering the requested information

FF Certification Exam Request & Candidate Roster Submission Form

* Accredited Academy Name

Submitted By:

* First Middle * Last Suffix

If there are questions regarding this submission, I can be contacted at:

* Phone Number

* Email Address

Attach and upload your documentation below:

- * Certification Exam Request Form *No document has been attached.* [↑](#) [?](#)
- * Candidate Roster (Excel) *No document has been attached.* [↑](#) [?](#)
- MRT (for CalFire use Only) *No document has been attached.* [↑](#)

These documents/templates can both be downloaded from the Evaluator Resources webpage at:

<http://osfm.fire.ca.gov/training/pdf/Evaluator%20Resources/FF.CertExamSchedulingForm.pdf>

<http://osfm.fire.ca.gov/training/pdf/Evaluator%20Resources/FF-Academy-Roster.xlsx>

Comments or Special Instructions? List here:

* Required Information

Back

1. Input your information
2. Upload your exam documents
3. Add any comments if necessary
4. Click "Submit" to complete

- Once all required fields are completed and all required documents are uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display on the screen and a confirmation will be emailed to the submitter. SFT will also receive a notification that results have been submitted and SFT will process those results in the order they were received.