



FIRE FIGHTER CERTIFICATION EXAM Psychomotor Skills Results Upload Instructions

The ARTP/ALA is required to return completed exams within fifteen (15) days of the last day of the last exam module and returned as one upload. Regardless of the type of exam delivery, it is not necessary to return results until all modules and retakes have been conducted and completed.

Account Login

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



Download Spreadsheet Template

1. Download and complete the **FF Academy Skills Results Template** spreadsheet from the SFT website at <https://osfm.fire.ca.gov/media/ayvgp3js/fireacademy-ff-skillsresults.xlsx>.
TIP: SFT recommends using the data from the roster file (spreadsheet) that was provided in the exam approval email to help avoid account credential errors during results processing.

Uploading (Skills) Exam Results

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



3. From the list of web forms, select **FF Cert. Exam Skills Results Form**



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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.

4. Complete the web form by entering the requested information

FF Certification Exam Skills Results Form

Accredited Academy Name

I, hereby certify that I am the Lead Evaluator of record or authorized representative for the certification exam being submitted. I hereby certify that this exam was conducted in compliance with California Code of Regulations, Title 19 Public Safety Code, Division 1 State Fire Marshal, Chapter 13 California Fire Service Training and Education Program. This exam was delivered in accordance with the SFT Procedures Manual and conducted in an ethical manner. I understand that misstatements, omissions of material facts, or falsification of information may be cause for exam and/or evaluator revocation.

Submitted By:

* First Name Middle * Last Name Suffix

I may be contacted at:

* Phone Number Extension

* Email Address

*If using CSTI/IAFF upload your documentation to the appropriate upload link.

Attach and upload your documentation below. Be sure to include any irregularities or changes on the returns checklist.

* Copy of Certification Exam Request Form *No document has been attached.*

* FF Skills Results Spreadsheet (Excel or csv only) *No document has been attached.*

CSTI or IAFF Documentation (if applicable) *No document has been attached.*

Other: *No document has been attached.*

Exam Deviations and/or Notes

5. 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.