



CERTIFICATION APPLICATION INSTRUCTIONS

Fire Officer 3 Certification Application

Overview

The California Office of the State Fire Marshal Fire Officer 3 Certification contains two levels of Professional Qualifications set by the National Fire Protection Association (NFPA). The two levels are NFPA 1021: Standard for Fire Officer Professional Qualifications (2020) and NFPA 1140: Standard for Wildland Fire Protection (2022).

Application Requirements

Submit verification of the following documents along with this application form. It is not necessary to submit SFT course diplomas or certifications if it is listed in your SFT User Portal.

Prerequisites

- OSFM Fire Officer certification **OR**
- OSFM Company Officer certification **OR**
- OSFM Fire Officer 2 certification
- Appointed to the rank of Chief Fire Officer or Fire Officer 3.
Performing in an “acting” capacity does not fulfill this requirement.

Education

- Fire Officer 3A: Human Resource Management (2020) **or** CFO 3A: Human Resource Management for the Chief Fire Officer (2014)
- Fire Officer 3B: Finance and Administration (2020) **or** CFO 3B: Budget and Fiscal Responsibilities for Chief Fire Officers (2014) **and** CFO 3C: General Administration Functions for Chief Fire Officers (2014)
- Fire Officer 3C: Command of Expanding Incidents (2020) **or** CFO 3D: Command of Expanding All-Hazard Incidents (2014) Fire Officer 3B: Finance and Administration
- ICS-300: Intermediate ICS for Expanding Incidents (Classroom Delivery Only) (SFT shall accept ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, TEEX and SFT)

Certification Task Book

- Fire Officer 3 Certification Task Book

Supporting Documentation

- Associate’s degree (any major) or higher from an accredited post-secondary institution

Fee

- \$150 non-refundable certification fee - payable to: State Fire Training

Application Process

The following are the steps for submitting a certification application:

1. Mail the certification application, certification task book, supporting documentation, and fee to: State Fire Training, Fire Officer 3 Certification, PO Box 944246, Sacramento, CA 94244-2460.
2. SFT conducts an application review.
 - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital certification(s) through the SFT User Portal at:
<https://osfm-sft.acadisonline.com/>

Personal Information Notice

Pursuant to the Federal Privacy Act ([P.L. 93-579](#)) and the Information Practices Act of 1977 (Civil Code [Sections 1798, et seq.](#)), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6 of the Information Practice Act of 1977 (Civil Code [Section 1798.24](#)). Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries to calfire.cpo@fire.ca.gov.



Fire Officer 3 Certification Application

OSFM-SFT-1021-2A (REV. 04/25)

Identification

Full Name: _____

SFT ID Number: _____

Date of Birth: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone (Mobile): _____

Email: _____

Submission Requirements

Certification Task Book

- Fire Officer 3 Certification Task Book

Supporting Documentation

- Associate's degree (any major) or higher from an accredited post-secondary institution
- I-300 Certificate (Classroom Delivery Only) (SFT shall accept ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, TEEX and SFT)

Fee

- \$150 non-refundable certification fee - payable to: State Fire Training

Applicant Review

I, the undersigned, am the person applying for this certification. I hereby certify under penalty of perjury under the laws of the State of California, that all information contained in this application is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Applicants Signature: _____ Date: _____

Acct Code: 0198-####-4143500-4143500014-35405902-59210