



CERTIFICATION APPLICATION INSTRUCTIONS

Fire Plans Examiner Certification Application

Overview

The California Office of the State Fire Marshal Plans Examiner Certification is based on the NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024) set by the National Fire Protection Association (NFPA).

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.

Education

- Fire Plans Examiner 1A: Building Plan Review (2024)
- Fire Plans Examiner 1B: Fire Protection and Life Safety Systems Plan Review (2024)
- Fire Plans Examiner 1C: Hazards and Special Operations Plan Review (2024)
- Statutes and Regulations (SFT – Completed within the last 10 years)

Certification Task Book

- Fire Plans Examiner (2024) Certification Task Book

Fee

- \$100 non-refundable certification fee - payable to: State Fire Training

Application Process

The following are the steps for submitting certification application:

1. Mail the certification application, certification task book, and fee to: State Fire Training, Fire Plans Examiner 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.



Identification

Full Name:

SFT ID Number:

Date of Birth:

Mailing Address:

City, State, Zip Code:

Phone (Mobile):

Email:

Submission Requirements

Certification Task Book

- Fire Plans Examiner (2024) Certification Task Book

Fee

- \$100 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