



# INFORMATION BULLETIN

## Prescribed-Fire Burn Boss Task Books

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Issued: February 2022

### OVERVIEW

The CAL FIRE/Office of the State Fire Marshal (OSFM) State-Certified Prescribed-Fire Burn Boss is for persons seeking Certification to plan and manage prescribed fire on State or private lands. A State-Certified Prescribed-Fire Burn Boss may possess the authority to engage in a prescribed fire burning operation and to enter into the necessary contracts with the Department of Forestry and Fire Protection. To become a State-Certified Prescribed-Fire Burn Boss, candidates must complete the required coursework and complete a Certification Task Book.

### TASK BOOK INITIATION

Once a candidate has successfully completed the State-Certified Prescribed-Fire Burn Boss course, they can obtain the course completion diploma through the [SFT User Portal](#). It may take up to two weeks for the course diploma to be available to download or print from the SFT User Portal.

The candidate will need to print a Task Book from the [Prescribed-Fire Burn Boss webpage](#) (within the Certification Information section). The candidate must then complete the Candidate Information located on the Initiation Requirements page.

The candidate will then send the Task Book and course completion diploma to the CAL FIRE Region Vegetation Management Program (VMP) Coordinator at:

Northern Region: [CA-RX-NorthRegion@fire.ca.gov](mailto:CA-RX-NorthRegion@fire.ca.gov)

Southern Region: [CA-RX-SouthRegion@fire.ca.gov](mailto:CA-RX-SouthRegion@fire.ca.gov)

The Region VMP Coordinator will initiate the Task Book and send a scanned copy back to the candidate.

### EVALUATORS

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory completion of a JPR through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory completion



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A qualified evaluator is designated by the CAL FIRE Prescribed-Fire Staff Chief or holds an equivalent or higher-level Certification:

- California State-Certified Prescribed-Fire Burn Boss (CA-RX)
- California State-Certified Prescribed-Fire Burn Boss (CA-RX) Registered Instructor
- NWCG/CICCS Prescribed Fire Burn Boss Type 1 (qualified/certified since 2012 or newer)
- NWCG/CICCS Prescribed Fire Burn Boss Type 2 (qualified/certified since 2012 or newer)
- CAL FIRE Prescribed Fire Incident Commander Type 1 or Type 3
- Bureau of Indian Affairs/Tribal Land Burn Boss (or Federal Equivalent)

If no such evaluator is present, the CAL FIRE Prescribed Fire Staff Chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A Certification Task book may have more than one evaluator.

### **TASK BOOK COMPLETION**

Once all of the Job Performance Requirements (JPRs) have been completed within the Task Book, the candidate needs to verify that no task book updates have been posted on the [Prescribed Fire Burn Boss webpage](#).

The completed Task Book shall be emailed to the CAL FIRE Prescribed Fire Staff Chief at [CA-RX-TaskBook@fire.ca.gov](mailto:CA-RX-TaskBook@fire.ca.gov).

After reviewing the Task Book and Evaluators, the CAL FIRE Prescribed Fire Staff Chief will sign the Review and Approval page and return it to the candidate.

### **SUBMITTING THE APPLICATION FOR CERTIFICATION TO SFT**

The candidate will need to complete a State-Certified Prescribed-Fire Burn Boss Certification Application from the [Prescribed-Fire Burn Boss webpage](#). The application, Task Book, and the fee will then need to be mailed to:

State Fire Training  
State-Certified Prescribed-Fire Burn Boss Certification  
PO Box 944246  
Sacramento, CA 94244-2460

Contact the SFT Burn Boss Coordinator at [CA-RX-SFT Coordinator@fire.ca.gov](mailto:CA-RX-SFT Coordinator@fire.ca.gov) with any other questions.