

# State-Certified Prescribed-Fire Burn Boss

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## Certification Task Book (2020)



California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
State Fire Training

## Overview

### Authority

Revised: January 2021

Published by: State Fire Training, PO Box 944246 Sacramento, CA 94244-2460

Cover photo courtesy of The Nature Conservancy.

### Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

### Assumptions

With the exception of the Fire Fighter 1 and 2 Certifications, a candidate may begin the task book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate's Director initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

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

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. Any State Fire Training issued update or addendum is required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task books using the certification's current published version.

## Roles and Responsibilities

### Candidate

The candidate is the individual pursuing certification.

### Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
  - Please print or type.
2. Obtain the Region VMP Coordinator signature as approval to open the task book.
  - 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)
- A candidate may not document evaluation signatures that are dated prior to the initiation approval date.

### Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
  - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all **Completion Requirements**.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain the CAL FIRE Prescribed Fire Staff Chief handwritten (not stamped) signature on the Director verification section.  
[CA-RX-TaskBook@fire.ca.gov](mailto:CA-RX-TaskBook@fire.ca.gov)
5. Create and retain a physical or high-resolution digital copy of the completed task book

### Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
  - See Submission and Review below.

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

## Evaluator

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

An evaluator may verify satisfactory execution through the following methods:

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

A qualified evaluator is designated by the candidate's Director and 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 task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
  - Do not evaluate any job performance requirement (JPR) until after the candidate's Director initiates the task book.
  - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g., DocuSign or Adobe Sign) to record demonstrated performance of tasks.

## **CAL FIRE Director**

The Director may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the Director. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

## Initiation

The CAL FIRE Regional VMP Coordinator shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.
2. Verify that the candidate has met all **Initiation Requirements** prior to initiating the candidate's task book.
3. Open the candidate's task book by signing the **Director Approval** verification statement with a handwritten (not stamped) signature.
4. Designate qualified evaluators.

## Completion

The CAL FIRE Prescribed Fire Staff Chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
  - Ensure that all **Job Performance Requirements** were evaluated after the initiation date.
2. Confirm that the candidate meets the **Completion Requirements**.
3. Sign and date the verification statement under **Review and Approval** with a handwritten signature.
  - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

## Submission and Review

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- A completed SFT Fee Schedule
- Payment

State Fire Training

Attn: Cashier

PO Box 997446

Sacramento, CA 95899-7446

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.

- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

## Initiation Requirements

The following requirements must be completed prior to initiating this task book.

### Candidate Information

Name: \_\_\_\_\_

SFT ID Number: \_\_\_\_\_

Employer/Affiliation: \_\_\_\_\_  
(Optional)

### Region VMP Coordinator Approval

Region VMP Coordinator (please print): \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's task book initiation requirements and to initiate State Fire Training task books. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required. Please add additional signature pages as needed.

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

## Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All JPRs must be completed within a California fire agency or Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate's Director initiates the task book.

### **Burn Plans, Permits and Approvals, and Operations**

1. Develop a burn plan, so that competency is demonstrated, and the plan can mitigate risk and achieve desired objectives. (Topic 3-2)

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

2. Conduct a field weather observation using a belt weather kit and correctly measure the weather conditions. (Topic 3-1)

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

3. Complete the permitting and approval process for prescribed fire, so that all requirements are met. (Topic 3-3)

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

4. Implement a prescribed-fire operation in accordance with the burn plan, so that objectives are addressed, risk is mitigated, and safety is maintained. (Topic 3-4)

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Evaluator Comments (or attach a completed ICS-225):

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Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Completion Requirement

### Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: \_\_\_\_\_

### Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Region VMP Coordinator signature under **Initiation Requirements**): \_\_\_\_\_

## Review and Approval

### Candidate

Candidate (please print): \_\_\_\_\_

I, the undersigned, am the person applying for State-Certified Prescribed-Fire Burn Boss certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CAL FIRE Prescribed Fire Staff Chief

Name (please print): \_\_\_\_\_

CAL FIRE Unit: \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's qualifications for State-Certified Prescribed-Fire Burn Boss certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_