Updated: February 2021

Procedure Changes

Edition:	May 2020 edition of the State Fire Training Procedures Manual
Effective Date:	January 1, 2020
Section Change:	Updated section 7.2: Certification and various other sections
Justification:	SFT is reviewing business practices to determine if there are ways to streamline processes. Task Books that are initiated by agencies instead of SFT will speed up the issuance process, as well as reduce the workload by SFT staff. SFT staff will now review all prerequisite requirements at certification application to ensure all requirements has been completed.
SFT Contact:	Contact SFT Staff assigned to the specific certification.
Note:	All new text appears in <u>underline</u>. All deleted text appears in ~~strikeout~~

7.2: CERTIFICATION

7.2.1: CERTIFICATION REQUIREMENTS

A. State Fire Training (SFT) requires a candidate to fulfill up to six requirements to obtain a job function certification.
   1. Prerequisites: requirements to complete before job function certification, not before participation in an individual course.
      i. Examples: another SFT certification, an associate's or bachelor's degree, a specific license or qualification
   2. Education: course requirements (SFT or otherwise) required for job function certification
      i. Excludes prerequisites to required courses
   3. SFT certification exam: a single culminating exam administered by SFT to evaluate and document a candidate's cognitive knowledge
   4. Certification task book: a document ~~issued by SFT~~ <u>initiated</u> and administered by the candidate's fire agency to evaluate and document a candidate's psychomotor skills
      • For most certifications, a candidate must complete the prerequisite, education, and ~~SFT certification~~ exam requirements before ~~applying for~~<u>a</u> certification task book is <u>initiated by the candidate's fire agency</u>
   5. Experience: a candidate's hands-on practice in a specific job function for a designated period of time
   6. Position: a candidate's official position within his or her fire agency
      ~~i. Performing in an "acting" capacity does not meet this requirement for job function certification~~

7.2.2: CERTIFICATION PROCESS

A. To pursue certification for a job function that does not yet require a certification task book, a candidate must:
1. Complete all prerequisite requirements
2. Complete all educational requirements
    i. Including a minimum 80% score on all written summative tests
3. Complete all experience requirements
4. Complete all position requirements
5. Apply for certification
    i. See **7.2.3: Application Process ~~– Without a Certification Task Book.~~**

B. To pursue certification for a job function that requires a certification task book, a candidate must:
1. Complete all prerequisite requirements
2. Complete all educational requirements
    i. Including a minimum 80% score on all written summative tests
3. Pass the SFT certification exam (when applicable)
4. ~~Apply for~~ Initiate a certification task book
    i. ~~See **7.2.4: Application Process – With a Certification Task Book.**~~ Task books can be downloaded and printed from SFT website
    ii. Task books are initiated by the fire chief, or his or her authorized designee, and completed within five years of task book issuance date.
5. Complete all Certification Task Book requirements
    i. Experience
    ii. Position
    iii. Job performance requirements
6. Submit complete certification task book to SFT
    i. See **7.2.3: Application Process**.

7.2.3: APPLICATION PROCESS ~~– WITHOUT A CERTIFICATION TASK BOOK~~

7.2.3.1: Candidate Application

A. A. Download (from the SFT website) and print:
- The SFT Fee Schedule
- The checklist for the job function certification requirements being pursued
B. Using the job function certification checklist, compile and attach all supporting and verification documentation. See Table 7.2.3.1: Supporting Documentation.

1. A Fire Chief or Unit Chief cannot self-certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE Unit Chiefs) must be signed off by his or her supervisor or superior.

Table 7.2.3.1: Supporting Documentation

Requirement	Supporting Documentation
Prerequisites	Copies of certificates, letters, or licenses verifying completion of any prerequisite requirements
Education	Copies of course completion certificates from SFT or an SFT-approved provider for each educational requirement
Experience	A verification letter signed by the current Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification**.)
Position	A verification letter signed by the current Fire Chief, or his or her authorized designee, describing the candidate's specific background as it relates to the position requirement (See **4.1.1: Letters of Verification**.)
Task Book	A completed and signed certification task book. Verify that there are no addendums that are required for the task book. Ensure task book was initiated within 5 years of application.

C. A complete application package includes:
- The SFT Fee Schedule
- A nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
- The job function certification checklist
- All supporting and verification documentation

D. Submit the complete application package to:
    State Fire Training
    Attn: Cashier
    P.O. Box 997446
    Sacramento, CA 95899-7446

7.2.3.3: State Fire Training Review

A. SFT shall review each application package and determine if it is complete or incomplete.
B. Complete
1. If the application package is complete and approved, SFT shall issue a certificate and mail it to the address on the candidate's application.

C. Incomplete
   1. If the application package is incomplete, SFT shall identify the missing or incomplete item(s) on the checklist and send the checklist back to the candidate.
   2. The candidate shall complete the missing or incomplete item(s) and submit them with the checklist to SFT at the address listed on the checklist.
   3. When SFT receives all missing or incomplete item(s), SFT shall issue a certificate and mails it to the address on the candidate's application.
   4. SFT shall retain incomplete applications for up to one year from the date recorded on the SFT Fee Schedule.
        i. Candidates who do not complete their application within the one-year timeframe are required to submit a new application and fees, meeting any additional requirements in place for that job function certification at that time.

7.2.4: APPLICATION PROCESS – WITH A CERTIFICATION TASK BOOK

7.2.4.1: Candidate Application
A. Download (from the SFT website) and print:
   - The SFT Fee Schedule
   - The Certification Task Book Application for the job function certification being pursued

B. Complete the certification task book application and attach all supporting and verification documentation.
   1. A Fire Chief or Unit Chief cannot self certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE Unit Chiefs) must be signed off by his or her supervisor or superior.
   2. SFT does not accept electronic or stamped signatures on certification task book applications.

C. A complete certification task book application package includes:
   - The SFT Fee Schedule
   - A nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
   - The certification task book application
   - All supporting and verification documentation

D. Submit the complete certification task book application package to:
   State Fire Training
   Attn: Cashier
   PO Box 997446
   Sacramento, CA 95899-7446

~~**7.2.4.2: State Fire Training Application Review**~~

~~A. SFT shall review each certification task book application package.~~

~~B. Complete~~
   ~~1. If the certification task book application package is complete and approved, SFT shall issue a certification task book and mail or email it to the address on the candidate's application or.~~

~~C. Incomplete~~
   ~~1. If the certification task book application package is incomplete, SFT shall identify any missing or incomplete item(s) on a checklist and notify the candidate in writing via mail or email.~~
   ~~2. The candidate shall complete any missing or incomplete item(s) and submit them with the checklist to SFT at the address listed on the checklist.~~
   ~~3. When SFT receives all missing or incomplete item(s), SFT shall issue a certification task book and mail or email it to the address on the candidate's application.~~
   ~~4. SFT shall retain incomplete applications for up to one year from the date recorded on the SFT Fee Schedule.~~
      ~~i. Candidates who do not complete their application within the one-year timeframe are required to submit a new application and fees, meeting any additional requirements in place for that job function certification at that time.~~

~~**7.2.4.3: Task Book Submission**~~

~~A. Task book completion timelines and instructions for submission are contained within each individual task book.~~

7.3: COMMUNITY RISK

7.3.1: COMMUNITY RISK EDUCATOR

7.3.1.9: Application
A. See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.3.2: COMMUNITY RISK SPECIALIST

7.3.2.9: Application
A. See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.3.3: COMMUNITY RISK OFFICER

7.3.3.9: Application
A.   See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.4: DRIVER/OPERATOR

7.4.1: FIRE APPARATUS DRIVER/OPERATOR – AERIAL APPARATUS

7.4.1.9: Application
A.   See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.4.2: FIRE APPARATUS DRIVER/OPERATOR – PUMPING APPARATUS

7.4.2.9: Application
A.   See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.4.3: FIRE APPARATUS DRIVER/OPERATOR – TILLERED APPARATUS

7.4.3.9: Application
A.   See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.4.4: FIRE APPARATUS DRIVER/OPERATOR – WATER TENDER

7.4.4.9: Application
A.   See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.4.5: FIRE APPARATUS DRIVER/OPERATOR – WILDLAND FIRE APPARATUS

7.4.5.9: Application
A.   See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.6: HAZARDOUS MATERIALS

7.6.1: HAZARDOUS MATERIALS TECHNICIAN

7.6.1.9: Application
A.   See **7.2.3: Application Process ~~— Without a Certification Task Book~~**.

7.6.2: HAZARDOUS MATERIALS SPECIALIST

7.6.2.9: Application

A. See **7.2.3: Application Process~~ — Without a Certification Task Book~~**.

7.7: INSTRUCTOR

7.7.1: INSTRUCTOR I

7.7.1.9: Application

A. See **7.2.4~~3~~: Application Process~~ — With a Certification Task Book~~**.

7.7.2: INSTRUCTOR II

7.7.2.9: Application

A. See **7.2.4~~3~~: Application Process~~ — With a Certification Task Book~~**.

7.7.3: INSTRUCTOR III

7.7.3.9: Application

A. See **7.2.4~~3~~: Application Process~~ — With a Certification Task Book~~**.

7.8: INVESTIGATION

7.8.1: FIRE INVESTIGATOR (2017)

7.8.1.9: Application

A. See **7.2.4~~3~~: Application Process~~ — With a Certification Task Book~~**.

7.9: MECHANIC

7.9.1: FIRE MECHANIC I

7.9.1.9: Application
A. See **7.2.3: Application Process — Without a Certification Task Book**.

7.9.1.11: Recertification

D. See **7.2.3: Application Process — Without a Certification Task Book**.

7.9.2: EMERGENCY VEHICLE TECHNICIAN I

7.9.2.9: Application
A. See **7.2.43: Application Process — With a Certification Task Book**.

7.9.2.11: Recertification

D. See **7.2.3: Application Process — Without a Certification Task Book**.

7.9.3: FIRE MECHANIC II

7.9.3.9: Application
A. See **7.2.3: Application Process — Without a Certification Task Book**.

7.9.3.11: Recertification

D. See **7.2.3: Application Process — Without a Certification Task Book**.

7.9.4: EMERGENCY VEHICLE TECHNICIAN II

7.9.4.9: Application
A. See **7.2.43: Application Process — With a Certification Task Book**.

7.9.4.11: Recertification

D. See **7.2.3: Application Process — Without a Certification Task Book**.

7.9.5: FIRE MECHANIC III / MASTER MECHANIC

Certification Task Books

INTERIM PROCEDURES
Certification Task Books

7.9.5.9: Application

A.   See **7.2.3: Application Process—Without a Certification Task Book**.

7.9.5.11: Recertification

D.   See **7.2.3: Application Process—Without a Certification Task Book**.

7.9.6: EMERGENCY VEHICLE TECHNICIAN III

7.9.6.9: Application

A.   See **7.2.4~~3~~: Application Process—With a Certification Task Book**.

7.9.6.11: Recertification

D.   See **7.2.3: Application Process—Without a Certification Task Book**.

7.10: OFFICER

7.10.1: COMPANY OFFICER

7.10.1.9: Application

A.   See **7.2.4~~3~~: Application Process—With a Certification Task Book**.

7.10.2: CHIEF FIRE OFFICER

7.10.2.9: Application

A.   See **7.2.4~~3~~: Application Process—With a Certification Task Book**.

7.10.3: EXECUTIVE CHIEF FIRE OFFICER

7.10.3.9: Application

A.   See **7.2.4~~3~~: Application Process—With a Certification Task Book**.

7.11: PREVENTION

7.11.1: FIRE INSPECTOR I

7.11.1.9: Application

A.   See **7.2.4~~3~~: Application Process—With a Certification Task Book**.

7.11.2: FIRE INSPECTOR II

Updated February 2021   State Fire Training   Page 9 of 10

7.11.2.9: Application

A. See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.11.3: PLAN EXAMINER

7.11.3.9: Application

A. See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.11.4: FIRE MARSHAL

7.11.4.9: Application

A. See **7.2.3: Application Process ~~— Without a Certification Task Book~~**.

7.11.5: FIRE MARSHAL (2018)

7.11.5.9: Application

A. See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.12: SUPPRESSION

7.12.1: FIRE FIGHTER I

7.12.1.9: Application

A. See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.

7.12.2: FIRE FIGHTER II

7.12.2.9: Application

A. See **7.2.4~~3~~: Application Process ~~— With a Certification Task Book~~**.