



INTERIM PROCEDURES

Upgrade and Reciprocity Candidates

Updated: February 2021

Procedure Changes

- Edition:** May 2020 edition of the State Fire Training Procedures Manual
- Effective Date:** August 1, 2020
- Section Change:** Modify Section 11.3 and 11.4: Upgrade and Reciprocity Candidates
- Justification:** SFT has modified the Upgrade Candidates applying for IFSAC and Pro Board accredited certifications and for Reciprocity Candidates seeking California certification. Currently, persons with existing California Fire Fighter 1 or 2 certifications issued more than ten years ago are not eligible to apply for IFSAC or Pro Board certification. After review, SFT staff determined that the ten-year rule should be removed. If a candidate can pass the certification exams, they demonstrate that they have currency and relevancy for the certification level. SFT add some restrictions for reciprocity candidates. Reciprocity candidates who's IFSAC or Pro Board certification was issued more than ten years ago, or if the certification is lapsed or expired, will be required to complete the SFT certification exams for the certification they are seeking to demonstrate currency and relevancy. This does not impact the course reciprocity process implemented in 2019.
- SFT Contact:** [Contact SFT Staff](#) assigned to Instructor Registration.
- Note:** *All new text appears in underline. All deleted text appears in ~~strikeout~~*

11.3: CANDIDATE TYPES

11.3.3: SFT-CERTIFIED (UPGRADE)

- A. An "SFT-certified" candidate has an SFT certification and is eligible to upgrade to IFSAC/Pro Board certification.
- ~~B. SFT will consider eligibility for certifications issued within the past 10 years.~~
- B. See **11.4.3.1: Eligibility** and **11.4.3.2: Application Process** for eligibility and application requirements.



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11.3.4: IFSAC/PRO BOARD-CERTIFIED (RECIPROCITY)

- A. An “IFSAC/Pro Board-certified” candidate has IFSAC/Pro Board certification(s) and seeks SFT certification reciprocity.
- B. See **11.4.4.1: Eligibility** and **11.4.4.2: Application Process** for eligibility and application requirements.

11.4: ELIGIBILITY AND APPLICATION REQUIREMENTS

11.4.3: SFT-CERTIFIED (UPGRADE) CANDIDATES

11.4.3.1: Eligibility

- A. If State Fire Training (SFT) updated its certification requirements after a candidate received his or her SFT certification, the candidate may be required to complete an exam on portions of the updated standard for which he or she is requesting IFSAC/Pro Board certification.
- B. Candidates must demonstrate to SFT that they have met all requisite knowledge and psychomotor skill objectives required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.
- ~~C. Upgrade candidates who did not complete an SFT certification exam as part of their certification process are required to complete all exam modules.~~
- ~~D. Upgrade candidates who did complete an SFT certification exam as part of their certification process are not required to retake the exam.~~

11.4.3.2: Application Process

- A. To apply for a certification upgrade, a candidate must submit the appropriate Certification Upgrade Application (See **12.14: Fire Fighter Certification Upgrade Application.**) and all supporting documentation to SFT.
 - 1. Mail to: State Fire Training, Attn: Certification Exam Coordinator, 2251 Harvard Street, Suite 400, Sacramento, CA 95815
 - 2. SFT does not give priority processing to applications submitted in person.
- B. Candidates who are required to take the exam must submit their documentation at least six weeks before their proposed exam date.



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- C. SFT conducts an application review.
 - 1. If the candidate meets the eligibility requirements, SFT issues an exam authorization form.
 - 2. If the candidate does not meet the eligibility requirements, SFT issues a denial and a checklist for resubmission.
- D. Candidates take their exam authorization form to an open enrollment ARTP or ALA to schedule and complete the SFT certification exam(s).
- E. To complete the certification application process, see **7.12.1.9: Application** (Fire Fighter 1) and **7.12.2.9: Application** (Fire Fighter 2).

11.4.4: IFSAC/PRO BOARD-CERTIFIED (RECIPROCITY) CANDIDATES

11.4.4.1: Eligibility

- A. Candidates must demonstrate to State Fire Training (SFT) that they have met all requisite knowledge and psychomotor skill objectives required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.
- B. SFT ~~shall~~will only consider certificates issued by IFSAC or Pro Board accredited entities ~~other than SFT as equivalent to SFT certification for the purpose of meeting prerequisite requirements for the next level of SFT or IFSAC/Pro Board certification.~~
- C. Candidates who have a certificate, issued within ten (10) years of date of reciprocity application, are not required to take SFT's certification exam for the module they are seeking reciprocity for.
 - 1. SFT does not accept lapsed or expired certificates.
- D. Candidates who have a certificate, issued more than ten (10) years of date of reciprocity application or certificates that are expired or lapsed, are required to take SFT's certification exam for the module they are seeking reciprocity for.
- E. Reciprocity candidates are required to complete any exam modules they have not already obtained.



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11.4.4.2: Application Process

- A. To apply for a certification ~~upgrade~~reciprocity, a candidate must submit the appropriate Certification Reciprocity Application (See **12.15: Fire Fighter 1 Certification Reciprocity Application**.) and all supporting documentation to SFT.
 - 1. Mail to: State Fire Training, Attn: Certification Exam Coordinator, 2251 Harvard Street, Suite 400, Sacramento, CA 95815
 - 2. SFT does not give priority processing to applications submitted in person.
- B. Candidates who are required to take the certification exam must submit their documentation at least six weeks before their proposed exam date.
- C. SFT conducts an application review.
 - 1. If the candidate meets the eligibility requirements and are required to take a certification exam, SFT issues an exam authorization form.
 - 2. If the candidate does not meet the eligibility requirements, SFT issues a denial and a checklist for resubmission.
- D. Candidates take their exam authorization form to an open enrollment ARTP or ALA to schedule and complete the SFT certification exam(s).

To complete the certification application process, see **7.12.1.9: Application** (Fire Fighter 1) and **7.12.2.9: Application** (Fire Fighter 2).