

2025

STATE FIRE TRAINING PROCEDURES MANUAL



California
Office of the State Fire Marshal

STATE FIRE TRAINING PROCEDURES MANUAL



**CALIFORNIA
STATE FIRE**



TRAINING

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WELCOME

As an organization of fire service professionals, State Fire Training (SFT) understands the need for standardized, yet contemporary, rules for the programs it manages. This document is intended to provide that standardization.

Many changes have occurred in SFT's operational procedures since it issued the first *CFSTES Policies and Procedures Manual* in 1985. In many instances, these changes have necessitated the revision of existing requirements and the development of new ones.

This was particularly true of the 2015 and 2019 editions of the *State Fire Training Procedures Manual*, which incorporated a number of changes implemented through a three-year mission-alignment process, including the pursuit of national certification, a streamlined curriculum development process, simplification of many internal procedures, and a move toward more accessible content on digital platforms.

As is the case with any document published by this office, SFT has attempted to include all of the information that you, the user, might find useful. If you do not find the information you need, or have a question regarding the application of a procedure, please contact SFT.

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Thank you for your continued support of SFT's efforts to provide the training and education framework that assists you in achieving your professional development goals.

SUMMARY OF CHANGES

1. 2025

- A. The 2025 edition of the *State Fire Training Procedure Manual* is an update from the May 2020 edition.
- B. Significant changes include:
 - i. Update to reflect new and retired certifications and courses
 - ii. Revise course, certification, and processing fees
 - iii. Update to policies and procedures
 - iv. Revise Certification Testing requirements
 - v. Remove “May 2020 Edition” from pages

ACRONYM GLOSSARY

A

AAIM = Advanced All-Hazards Incident Management

ALA = Accredited Local Academy

APA = Administrative Procedure Act

ARTP = Accredited Regional Training Program

ASE = National Institute for Auto Service Excellence

C

CAL FIRE = California Department of Forestry and Fire Protection

Cal OES = California Governor's Office of Emergency Services (see also CalEMA)

CalEMA = California Emergency Management Agency (see also Cal OES)

Cal-JAC = California Fire Fighters Join Apprenticeship Committee

CCCCO = California Community College Chancellor's Office

CCR = California Code of Regulations

CDF = California Department of Forestry (see also CAL FIRE)

CFCA = California Fire Chiefs Association

CFMA = California Fire Mechanics Academy, Inc.

CFOD = Chief Fire Officer Designation

CFR = Code of Federal Regulations

CFSTES = California Fire Service Training and Education System

CFTDA = California Fire Technology Directors' Association

CICCS = California Incident Command Certification System

CIMC = Complex Incident Management Course

CPF = California Professional Firefighters

CPR = Cardiopulmonary resuscitation

CPSE = Center for Public Safety Excellence

CSFA = California State Firefighters' Association

CSRT = Confined Space Rescue Technician

CSTI = California Specialized Training Institute

CSU = California State University

CTS = Certification Training Standard

D

DOT = U.S. Department of Transportation

E

EVTCC = Emergency Vehicle Technician Certification Commission

F

FDAC = Fire Districts Associations of California

FEMA = Federal Emergency Management Agency

FIRESCOPE = Firefighting Resources of California Organized for Potential Emergencies

FSTEP = Fire Service Training and Education Program

H

HAZMAT = Hazardous Materials

HVAC = Heating, ventilation, and air conditioning

I

IAFF = International Association of Fire Fighters

IAP = Incident Action Plan

ICC = International Code Council

ICS = Incident Command System

IFCI = International Fire Code Institute

IFSAC = International Fire Service Accreditation Congress

IMT = Incident Management Team

L

LARRO = Low Angle Rope Rescue Operational

N

NCSA = National Code Services Association Inc. (see also UFCA)

NFA = National Fire Academy

NFPA = National Fire Protection Association

NWCG = National Wildfire Coordinating Group

O

OAL = Office of Administrative Law

OER = Onguard Emergency Resources, Inc.

OSFM = Office of the State Fire Marshal

P

PACE 2 = Peer Assessment for Instructor Evaluation

PACE 3 = Peer Assessment for Course Equivalency

PACE 4 = Peer Assessment for Chief Executive

PACE 5 = Peer Assessment for CICC Evaluation

PACE 6 = Peer Assessment for State-Certified Prescribed-Fire Burn Boss

PIO = Public Information Officer

Pro Board® = National Board on Fire Service Professional Qualifications

R

RIC = Rapid Intervention Crew

RIO = Registered Instructor Orientation

RRT = Rope Rescue Technician

S

SBFS = State Board of Fire Services

SFT = State Fire Training

STEAC = Statewide Training and Education Advisory Committee

T

TRT = Trench Rescue Technician

U

UC = University of California

UFCA = Uniform Fire Code Association (see also NCSA)

Y

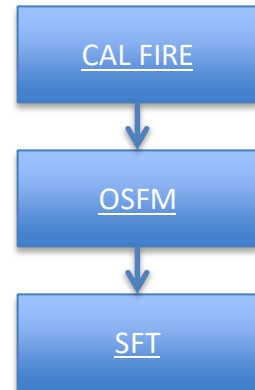
YFIS = Youth Firesetter Intervention Specialist

1: State Fire Training

1.1: ORGANIZATION AND AUTHORITY

1.1.1: OVERVIEW

- A. The California Department of Forestry and Fire Protection (CAL FIRE) is the state agency that serves and safeguards the people and protects the property and resources of California.
- B. The Office of the State Fire Marshal (OSFM) is the CAL FIRE program that protects life and property through the development and application of fire prevention, engineering, training and education, and enforcement.
- C. State Fire Training (SFT) is the OSFM division that establishes, develops, and delivers standardized training and education for the California fire service.



1.1.2: OFFICE OF THE STATE FIRE MARSHAL

1.1.2.1: Mission

- A. The mission of OSFM is to protect life and property through the development and application of fire protection engineering, enforcement, and education. As part of this mission, OSFM establishes a fire-safe environment for the people of California, which serves as a foundation for local agencies to build on as they strive to meet their specific goals.
- B. OSFM is able to achieve its public fire-safety objectives because legally organized local fire authorities generally carry out the enforcement of minimum fire safety standards. This delegation of enforcement responsibilities minimizes duplication and overlapping efforts while preserving local autonomy.

1.1.2.2: Function

- A. OSFM functions as an entity within CAL FIRE and carries out its fire prevention mission in three basic ways:
 - 1. Regulating buildings in which people live, congregate, or are confined
 - 2. Controlling substances and products which may, when misused or in and of themselves, cause injury, death, or destruction by fire

3. Providing training and education in fire protection methods and responsibilities
- B. OSFM is also responsible for the State Board of Fire Services (SBFS), which plays a major role in providing a state-level focus for resolving fire prevention and fire control issues affecting the entire fire service. SBFS includes representation from fire service labor, fire chiefs, fire districts, volunteer firefighters, city and county governments, CAL FIRE, the Governor's Office of Emergency Services (Cal OES), and the insurance industry. The State Fire Marshal serves as the SBFS chair.
 - C. SBFS serves in an advisory capacity in multiple areas, including developing technical and professional performance standards for training fire service personnel, accrediting curriculum, and establishing policy for the California fire service certification system.
 - D. OSFM has also established several other advisory committees comprised of SFT staff, fire service representatives, outside agencies, and industry professionals to aid in carrying out its regulations and duties.

1.1.2.3: Authority

- A. The California Health and Safety Code authorizes OSFM activities under Division 12, Part 2, Chapter 1 – State Fire Marshal.

1.1.3: STATE FIRE TRAINING

1.1.3.1: Background

- A. In 1978, the California Department of Education transferred responsibility for the California Fire Service Training and Education Program to OSFM. Since that time, OSFM has established the California Fire Services Training and Education System (CFSTES) and the Fire Service Training and Education Program (FSTEP) within the State Fire Training (SFT) Division. SFT coordinates the statewide delivery system in collaboration with fire agencies, community colleges, and instructors.
- B. SFT is a self-funded program, paid for by participant fees.
- C. Through coursework and practical training exercises, every California fire fighter is exposed to training standards approved by OSFM. Offering more 2,700 courses annually, SFT programs reach more than 53,000 students each year. SFT annually issues more than 53,000 course completion diplomas and has more than 1,000,000 student contact hours. Since program inception, SFT has issued more than 128,000 certifications to members of the more than 900 California fire agencies.
- D. The program's goals include using nationally recognized standards—including the most current National Fire Protection Agency (NFPA) standards—seeking national recognition for

its certifications, efficiently and effectively carrying out curriculum delivery, preventing undue or inappropriate influence by individuals and groups, and making testing and certifications available to all without discrimination.

1.1.3.2: Mission

- A. SFT is committed to providing the highest level of quality training and education to the California fire service community.

1.1.3.3: Function

- A. SFT achieves its mission through three training and education programs or systems.
 - 1. The Fire Service Training and Education Program (FSTEP), which produces continuing education and topic-specific training courses that do not lead to job function certification.
 - 2. The California Fire Service Training and Education System (CFSTES), which produces training courses that lead to job function certification.
 - 3. The California Fire Academy System, made of up individual Accredited Regional Training Programs (ARTPs), which are partnerships between OSFM and accredited academic institutions or local fire agencies that deliver SFT curriculum to a specific region and Accredited Local Academies (ALAs) that deliver SFT curriculum in-house only to their own personnel.

1.1.3.4: Authority

- A. The California Health and Safety Code authorizes SFT activities under Division 12, Part 2, Chapter 1, Articles 4 and 5:
 - 1. Article 4 – Fire Service Training and Education Program (sections 13155–13159.5 and 13159.15)
 - 2. Article 5 – California Fire and Arson Training Act (sections 13159.7–13159.10)

1.2: SFT PROCEDURES MANUAL

1.2.1: PURPOSE

- A. The *State Fire Training Procedures Manual* documents State Fire Training's (SFT) administrative regulations, providing a framework for SFT's training and education programs and processes.

1.2.2: DEVELOPMENT AND APPROVAL

- A. SFT develops content for the *Procedures Manual* and collaborates with subject matter experts when needed.
- B. SFT and the Office of the State Fire Marshal (OSFM) approve the *Procedures Manual* content before submitting it to the Office of Administrative Law (OAL).
- C. OAL is responsible for reviewing administrative regulations proposed by more than 20 state agencies for compliance with the standards set forth in California's Administrative Procedure Act (APA), for transmitting these regulations to the Secretary of State, and for publishing regulations in the California Code of Regulations (CCR).

1.2.3: UPDATES AND REVISIONS

1.2.3.1: Updates

- A. SFT aims to update the *Procedures Manual* biennially.

1.2.3.2: User Feedback

- A. To identify errors or request revisions to the *Procedures Manual*, please submit your request in writing to the address listed below.
- B. In your submission, please include:
 - 1. A copy of the *Procedures Manual* page(s) in question
 - 2. A description of the problem, error, or concern
 - 3. Suggested revisions
 - 4. Your complete contact information, including name, phone number, and email address

Mailing Address: Title 19 Regulations Coordinator
State Fire Training
P.O. Box 944246
Sacramento, CA 94244-2460

1.2.4: ACQUISITION

A digital copy of the *Procedures Manual* is available for download at

[State Fire Training Procedures Manual](https://endpoint.azureedge.net/-/media/osfm-website/what-we-do/state-fire-training/regulations-incorporated-documents/sft-procedures-manual.pdf)

<https://endpoint.azureedge.net/-/media/osfm-website/what-we-do/state-fire-training/regulations-incorporated-documents/sft-procedures-manual.pdf>

2: Committees

2.1: STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE

2.1.1: SCOPE

- A. The Statewide Training and Education Advisory Committee (STEAC) shall serve as an advisory committee to the Office of the State Fire Marshal (OSFM) on matters pertaining to training and education in the California fire service.
- B. STEAC shall review and recommend action regarding standards and curriculum, instructor requirements, and training site requirements.
- C. STEAC shall form an Appeals Committee to serve as the second level of appeal for adverse action to deny certification, to suspend or decertify a certification exam, to suspend or decertify a course, to suspend or revoke an instructor, to suspend or revoke a Registered Skills Evaluator, to suspend or revoke a Registered Lead Evaluator, to suspend or revoke an accredited academy or to suspend or expel a student, candidate, or applicant.

2.1.2: MEMBERSHIP

- A. The State Fire Marshal shall appoint the Committee Chair.
- B. The State Fire Marshal and the Committee Chair shall appoint the committee members and, if applicable, their alternates.
- C. The Committee shall be comprised of the Chief of State Fire Training (SFT) and representatives from the following organizations:
 - 1. California Fire Chiefs Association (CFCA) (up to two)
 - 2. California Department of Forestry and Fire Protection (CAL FIRE)
 - 3. CAL FIRE Training Center
 - 4. CFCA Training Officers Association (one north and one south)
 - 5. Governor's Office of Emergency Services (Cal OES)
 - 6. California Firefighter Joint Apprenticeship Committee (Cal-JAC)
 - 7. California Professional Firefighters (CPF)
 - 8. California State Firefighters' Association (CSFA)
 - 9. Fire Districts Associations of California (FDAC)
 - 10. California Fire Technology Directors' Association (CFTDA) (up to two)
 - 11. League of California Cities
 - 12. California Metropolitan Fire Chiefs Association (Metro Chiefs)

13. Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE)

- D. Committee members shall serve staggered two-year terms.
- E. Committee members shall receive no compensation for participation or reimbursement for expenses.
- F. The Committee Chair shall appoint one (1) member as the Vice Chair who acts in place of the Chair when needed.
- G. The Committee Chair may use non-voting subject matter experts in an advisory capacity to address specific needs.

2.1.3: MEETINGS

2.1.3.1: Location and Schedule

- A. The committee shall meet in Sacramento; however, meetings may be scheduled for other locations on an as-needed basis.
- B. The committee shall meet on a quarterly basis.
- C. Additional meetings may be scheduled on an as-needed basis.
- D. Meetings shall not be cancelled without cause.

2.1.3.2: Protocol

- A. Meetings shall be conducted in accordance with the Bagley-Keene Open Meeting Act and Robert's Rules of Order.
- B. Interpretation and decisions related to meeting rules shall be the purview of the chair.
- C. The committee may only act on items listed on the published agenda.
- D. The committee chair has the authority to set time limits on agenda items.
- E. A simple majority (50% plus one) of the committee membership shall be a quorum.
- F. Agenda items brought forward for a motion shall be approved by a majority vote of the quorum.

2.1.3.3: Administration

- A. SFT shall provide staff support for the Committee.
- B. Agenda items shall be submitted to the SFT staff liaison at least six (6) weeks before the scheduled meeting date.
- C. Minutes shall be taken at each meeting.
 - 1. Draft minutes shall be posted for review by the Committee and other interested parties.
 - 2. After approval at the next meeting, final minutes shall be posted on the SFT website.

2.1.4: APPEALS COMMITTEE**2.1.4.1: Scope**

- A. The STEAC Appeals Committee shall serve as the second level of appeal for adverse action to deny or revoke certification, to suspend or decertify a certification exam, to suspend or decertify a course, to suspend or revoke an instructor, to suspend or revoke a Registered Skills Evaluator, to suspend or revoke a Registered Lead Evaluator, to suspend or revoke an accredited academy or to suspend or expel a student, candidate, or applicant.

2.1.4.2: Membership

- A. The Appeals Committee shall be comprised of the STEAC Committee Chair and one (1) representative from each of the following organizations or groups:
 - 1. California Fire Chiefs Association (CFCA)
 - 2. CFCA Training Officers Association
 - 3. California Fire Technology Directors' Association (CFTDA)
 - 4. California Department of Forestry and Fire Protection (CAL FIRE)
 - 5. A Labor representative from one of the following organizations:
 - California Fire Fighters Joint Apprenticeship Committee (Cal-JAC)
 - California Professional Firefighters (CPF)
 - California State Firefighters' Association (CSFA)
 - 6. An Accredited Local Academy representative from one of the following organizations:
 - Fire Districts Associations of California (FDAC)
 - League of California Cities
 - California Metropolitan Fire Chiefs Association (Metro Chiefs)
- B. Appeals Committee members shall serve staggered two-year terms that match their term set in section **2.1.2 Membership**.
- C. Appeals Committee members shall receive no compensation for participation or

reimbursement for expenses.

- D. The Appeals Committee Chair shall appoint one (1) member as the Vice Chair who acts in place of the chair when needed.
- E. Five (5) Appeals Committee members shall constitute a quorum. In the event of a split the appeal Committee Chair shall cast the deciding vote.
- F. In the event a representative member under this section is unavailable due to vacancy, conflict of interest, incapacitation, or other circumstance the chair may appoint their designated alternate.

2.1.4.3: Administration

- A. SFT shall provide staff support for the Committee.
- B. Agenda items shall be submitted to the SFT staff liaison at least six (6) weeks before the scheduled meeting date.
- C. Minutes shall be taken at each meeting.
 - 1. Draft minutes shall be posted for review by the Committee and other interested parties.
 - 2. After approval at the next meeting, final minutes shall be posted on the SFT website.

2.1.4.4: Location and Schedule

- A. The Appeals Committee shall meet in Sacramento; however, meetings may be scheduled for other locations on an as-needed basis.
- B. The Appeals Committee shall meet on a quarterly basis, as needed.
- C. Meetings shall not be cancelled without cause.

2.1.4.5: Protocol

- A. At an appeal hearing, the burden of proof is on the appellant to demonstrate to the Statewide Training and Education Advisory Committee (STEAC) Appeals Committee that error was committed by State Fire Training (SFT) staff in its decision. Accordingly, the appellant will present its appeal first, followed by a presentation by SFT staff. The appellant or the appellant's representative is permitted to reserve time to use in rebuttal, and staff is permitted to reserve time as well if it so desires. The STEAC will have a certified court reporter present to transcribe all proceedings in connection with the hearing.
- B. Each side's presentation should be no more than 30 minutes in length. Additional time may

be requested and granted at the sole discretion of the Chair of the STEAC, if the Chair believes the request to be appropriate and warranted under the circumstances.

- C. The formal rules of evidence do not apply at the hearing. The parties' submissions will primarily be in the form of written documents, which may include witness statements. Any witness statements or other submissions may be, but are not required to be, under oath. While the documents and evidence should be exchanged by the parties in advance of the hearing, the STEAC will not refuse to consider any evidence offered at the hearing and the appellant may produce evidence at that time. However, it is helpful to the members of STEAC to have the opportunity to consider documentary evidence in advance, considering the time restrictions inherent in public meetings. All such materials, including any binders of materials the appellant wishes to present to the committee members for consideration, should be delivered to the Office of the State Fire Marshal office at least 20 business days prior to the hearing.
- D. There is no need to formally stipulate the introduction of any documents at the hearing and no need to formally move items into evidence; any items offered, including the pre-hearing submissions, will be considered and given the weight believed by the STEAC to be appropriate based upon the particular evidence. The STEAC may grant a continuance if requested if either SFT staff or the appellant introduce evidence that has not previously been provided to the other party.
- E. The formal presentation before the STEAC during the appeal is normally more in the nature of a presentation or summary of the parties' evidence, an argument as to the application of that evidence to the applicable standard, and a request for a decision by the STEAC.
- F. Following the parties' presentations, and upon submission of the matter to the STEAC for deliberation, the STEAC will deliberate in closed session and determine whether the decision of Chief of State Fire Training will be affirmed, reversed, or modified. When the STEAC has completed its deliberations, its written decision shall be issued to the Chief of State Fire Training within 15 business days.

2.2: PEER ASSESSMENT FOR INSTRUCTOR EQUIVALENCY (PACE 2) COMMITTEE

2.2.1: SCOPE

- A. The PACE 2 Committee shall review appeals of denied Instructor Equivalency Review applications (See **6.2.6.4: Instructor Equivalency Appeals Process**).
 - 1. Courses where task book completion is required as a component, must be completed prior to Instructor Registration.

2.2.2: MEMBERSHIP

- A. The Chief of State Fire Training (SFT) shall serve as the Committee Chair.
- B. The Committee Chair shall be responsible for:
 - 1. Interpretation and decision-making
 - 2. Evaluating sensitive or ambiguous issues
- C. The Chief of State Fire Training shall appoint committee members.
- D. The Committee shall include one individual from each of the following fields:
 - 1. Training Officer
 - 2. SFT Registered Instructor
- E. The Chief of State Fire Training may appoint technical advisors based on a specific need.
- F. Committee members shall be appointed to a two-year term.
- G. Committee members shall maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality shall be cause for terminating committee membership.

2.2.3: MEETINGS

- A. The Committee shall meet quarterly at the SFT office in Sacramento or through a virtual platform, as needed.
- B. The Committee may ask the applicant to provide additional information or documentation.

2.3: PEER ASSESSMENT FOR COURSE EQUIVALENCY (PACE 3) COMMITTEE

2.3.1: SCOPE

- A. The PACE 3 Committee shall review appeals of denied course equivalency applications (See **9.1.3: Course Equivalency Application Process.**)

2.3.2: MEMBERSHIP

- A. The Chief of State Fire Training (SFT) shall serve as the Committee Chair.
- B. The Chief of State Fire Training shall appoint committee members.
- C. The Committee shall include one individual from each of the following fields:
 - 1. Training Officer
 - 2. SFT Registered Instructor
- D. The Committee Chair may appoint subject matter experts in an advisory capacity to address discipline-specific information.

2.3.3: MEETINGS

- A. The Committee shall meet quarterly at the SFT office in Sacramento or through a virtual platform, as needed.
- B. The Committee may ask the applicant to provide additional information or documentation.

2.4: PEER ASSESSMENT FOR FIRE CHIEF (PACE 4) COMMITTEE

2.4.1: SCOPE

- A. The PACE 4 Committee shall oversee performance assessments of all candidates for Fire Chief certification.

2.4.2: MEMBERSHIP

- A. The State Fire Marshal or their delegate shall serve as the Committee Chair.
- B. The Committee Chair shall appoint the committee members.
- C. The Committee shall be comprised of a certified Fire Chief and an elected or appointed official from local government or the private sector.
- D. The Committee shall be assigned to specific applications and then dissolved when the interviews are completed.
- E. The Chair shall appoint an SFT-certified Fire Chief to serve as an advocate for the candidate.
 - 1. Advocates shall serve as non-voting committee members.

2.4.3: ADVOCATES

- A. The advocate shall meet with the candidate to review their application for completeness and point value using the Advocate Evaluation Sign-Off Sheet.
 - 1. The advocate shall ensure a 1,000-point minimum prior to requesting an interview with the PACE 4 Committee.
- B. The advocate shall assist the candidate in developing a portfolio to present to the Committee during their interview.
- C. The advocate shall notify the Chair, in writing, when the candidate is prepared.
- D. The advocate shall accompany the candidate to the interview and introduce the candidate to the Committee. The advocate may remain in the room during the interview, however.
- E. The advocate cannot assist the candidate during the interview.
- F. After the interview, the advocate and Committee shall review their findings and make a final determination.

2.4.4: INTERVIEWS

- A. Interviews shall be conducted on an as-needed basis.
- B. Candidates shall make a verbal presentation outlining their qualifications and respond to the Committee's questions regarding their petition.
- C. There is no compensation for participation or reimbursement of expenses.

2.5: PEER ASSESSMENT FOR CICCS EVALUATION (PACE 5) COMMITTEE

2.5.1: SCOPE

- A. The PACE 5 Committee shall review all applications for position certification at the Area Command, Type I, and other identified specialty positions, in the Incident Command System (ICS).

2.5.2: MEMBERSHIP

- A. The Office of the State Fire Marshal (OSFM) shall establish the Committee.
- B. The Committee shall elect a chair annually or sooner if the position becomes vacant.
- C. The Committee Chair shall be responsible for:
 - 1. Interpretation and decision making
 - 2. Evaluating sensitive or ambiguous issues
 - 3. Reporting findings to the State Fire Marshal and the Governor's Office of Emergency Services (Cal OES) Fire and Rescue Division Chief
- D. Committee members shall include only one individual from each of the following:
 - 1. CAL FIRE
 - 2. California Wildland Fire Coordinating Group
 - 3. A city fire department
 - 4. A community college with a fire program
 - 5. A contract county: Kern, Los Angeles, Marin, Orange, Santa Barbara, Ventura
 - 6. A federal military agency
 - 7. A federal wildland fire agency
 - 8. A fire protection district
 - 9. FIREScope Board of Directors, Fire and Rescue Services Advisory Committee
 - 10. Cal OES Fire and Rescue Division
 - 11. An independent volunteer fire department/fire district
 - 12. A fire service labor organization
 - 13. A metro fire department
 - 14. A Native American reservation fire agency
 - 15. OSFM
 - 16. A qualified ICS Training Specialist
- E. An organization or agency shall not hold more than one (1) position on the Committee.
 - 1. For example, the Los Angeles County Fire Department can only hold one of the following positions: contract county, fire protection district, or metro fire department.

- F. The Chair shall appoint the original committee members using applications submitted by each organization or agency.
 - 1. Thereafter, the Committee shall select new members from applications received by the Committee Chair.
- G. Appointment to the Committee shall be for a period of two (2) years or until resignation.

2.5.3: MEETINGS

- A. An annual meeting shall be held each fiscal year.
- B. The Committee Chair may call additional meetings as needed.
- C. A simple majority of the committee membership shall be a quorum.
 - 1. Certification is approved by a majority vote of the quorum present.

2.6: PEER ASSESSMENT FOR STATE-CERTIFIED PRESCRIBED-FIRE BURN BOSS EVALUATION (PACE 6) COMMITTEE

2.6.1: SCOPE

- A. The PACE 6 Committee shall review Equivalency Requests for the course prerequisites for the State-Certified Prescribed-Fire Burn Boss Course Review (**See 9.2.3: Equivalency for State-Certified Prescribed-Fire Burn Boss Course Prerequisites**).

2.6.2: MEMBERSHIP

- B. The Chief of State Fire Training (SFT) shall appoint the Committee Chair.
- C. The Committee Chair shall be responsible for:
 - 1. Interpretation and decision-making
 - 2. Evaluating sensitive or ambiguous issues
- D. The Chief of State Fire Training shall appoint committee members.
- E. The Committee shall include one (1) individual from each of the following fields:
 - 1. CAL FIRE Northern Region
 - 2. CAL FIRE Southern Region
 - 3. SFT Registered Instructor for the State-Certified Prescribed-Fire Burn Boss course
- F. The Chief of State Fire Training may appoint technical advisors based on a specific need.
- G. Committee members shall consistently participate at the meetings during their two-year term.
- H. Committee members shall maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality shall be cause for terminating committee membership.

2.6.3: MEETINGS

- A. The Committee shall meet quarterly at the SFT office in Sacramento or through a virtual platform.
- B. The Committee may ask the applicant to provide additional information or documentation.

3: Accredited Academies

3.1: ACCREDITED REGIONAL TRAINING PROGRAM (ARTP)

3.1.1: PURPOSE

- A. An Accredited Regional Training Program (ARTP) is defined as a partnership between an accredited community college or university and the Office of the State Fire Marshal (OSFM) to deliver approved State Fire Training (SFT) curriculum and Certification Exams within a given region.
- B. An ARTP shall provide the following delivery components in conjunction with the needs of its region:
 - 1. California Fire Service Training and Education System (CFSTES)
 - 2. Fire Service Training and Education Program (FSTEP)
 - 3. California Incident Command Certification System (CICCS)
 - 4. California Community College Chancellor's Office (CCCCO) Standard Fire Technology Degree Core Curriculum
 - 5. Certification Exams

3.1.2: OSFM AUTHORITY

- A. California Health and Safety Code Section 13159 tasks OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. Under this provision, OSFM accredits academic institutions and fire agencies to deliver fire training and education.
- B. This authority is not intended to duplicate the authority contained in the California Education Code or California Municipal Code, which authorizes other educational institutions and agencies to provide for the actual delivery of courses of instruction.
- C. OSFM has the authority to recognize other delivery systems while providing overall coordination and continuity.
- D. OSFM has the authority to create a set of criteria to recognize those institutions and agencies that desire their student population to be recognized as candidates.

3.2: ACCREDITED LOCAL ACADEMY (ALA)

3.2.1: PURPOSE

- A. An Accredited Local Academy (ALA) is defined as a partnership between a fire agency serving a specific authority having jurisdiction and Office of the State Fire Marshal (OSFM) to deliver approved State Fire Training (SFT) curriculum and Certification Exams within a given region.
 - 1. ALAs are limited to only one (1) fire agency.
- B. An ALA shall provide the following delivery components in conjunction with the needs of its community:
 - 1. California Fire Service Training and Education System (CFSTES)
 - 2. Fire Service Training and Education Program (FSTEP)
 - 3. California Incident Command Certification System (CICCS)
 - 4. Certification Exams

3.2.2: OSFM AUTHORITY

- A. California Health and Safety Code Section 13159 tasks OSFM with the responsibility to provide for the delivery of a voluntary statewide fire service training and education system. Under this provision OSFM accredits academic institutions and fire agencies to deliver fire training and education.
- B. This authority is not intended to duplicate the authority contained in the California Education Code or California Municipal Code, which authorizes other educational institutions and agencies to provide for the actual delivery of courses of instruction.
- C. OSFM has the authority to recognize other delivery systems while providing overall coordination and continuity.
- D. OSFM has the authority to create a set of criteria to recognize those institutions and agencies that desire their student population to be recognized as candidates for OSFM job function certification.

3.3: ROLES AND RESPONSIBILITIES

- A. Once accredited by the Office of the State Fire Marshal (OSFM), each Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) shall:
1. Maintain contact with all instructors and evaluators used by the ARTP or ALA
 2. Establish a self-assessment review process to evaluate the quality of programs, instructors, and evaluators
 3. Conduct student and instructor evaluations
 4. Maintain a copy of course outlines, syllabi, instructor guides, and references used by the instructors (See **5.1.11: Record Keeping.**)
 5. Ensure the integrity of all course/academy materials and documentation
 6. Maintain records of classes delivered including class rosters, attendance records, exam scores, and any modification that exceeds the statewide minimum standards
 7. Conduct tests and measurements based on established standards
 8. Return all course documents (See **5.1.9: Returning a Course.**)
 9. Submit payment for invoices (See **5.1.10: Payment.**)
 10. Participate in periodic on-site reviews by OSFM or designated representatives to assure compliance with Self-Assessment Report and regulations
 11. Maintain administrative offices, classrooms, and physical training resources required to deliver quality instruction
 12. Provide a training-level certification to Exam site upon request
 13. Ensure the safety of students and faculty during all course and Certification Exam-related activities
 14. Propose or conduct pilot projects for approval by OSFM
 15. Maintain cultural and gender diversity records for each year of Accreditation and make the records available to the Accreditation Team at the time of Reaccreditation
 16. Comply with the most current California Community College Chancellor's Office (CCCCO) Standard Fire Technology Degree Core Curriculum (ARTP only)
 17. Determine the need for and deliver standalone SFT Certification Exams. (ARTP only)
 18. Deliver training level-appropriate certification exam(s) for academy students

3.4: EVALUATION CRITERIA

- A. The Office of the State Fire Marshal (OSFM) shall use the following criteria to evaluate the necessity and efficacy of an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) within a specific geographic region. These criteria form the basis of an applicant's Self-Assessment Report when applying as a new ARTP or ALA or are updated when applying for Reaccreditation.

3.4.1: NEEDS ANALYSIS

- A. A needs analysis provides an evaluation of how an ARTP or ALA meets the vocational educational requirements of the region.
- B. Each ARTP shall:
 - 1. Conduct a job market study before applying for Accreditation
 - i. The ARTP or the governing board of a community college district may conduct this study
 - 2. Convene a Regional Fire Advisory Committee consisting of local Fire Chiefs, Training Officers, community college representatives, instructors, and others as appropriate, to identify regional training and educational needs
- C. Each ALA shall:
 - 1. Conduct a job market study before applying for Accreditation
 - 2. Convene an ALA Advisory Committee consisting of local management and staff, instructors, and other as appropriate, to identify agency training and educational needs

3.4.2: CULTURAL AND GENDER DIVERSITY

- A. ARTPs and ALAs serve as a vital resource and link for fire service agencies statewide. As such, they must strive to mirror the diversity of the communities they serve. ARTPs and ALAs recognize their role in providing a culturally and gender-diverse pool of workforce candidates.
- B. Each ARTP or ALA shall:
 - 1. Complete a demographic report describing the ethnic and gender population of the community it serves
 - i. The report shall include a minimum of three (3) years of sequential data
 - 2. Provide a demographic report describing the ethnic and gender composition of the participants in the ARTP or ALA program
 - 3. Provide a written plan including goals to achieve or maintain a composition that mirrors the community

3.4.3: MANAGEMENT

- A. ARTPs provide the management services to support their instructional programs.
- B. An ALA's management services must be sufficient to support instructional programs and consistent with the agency's objectives.
- C. Each ARTP or ALA shall:
 - 1. Employ an individual with five (5) years' fire service experience to manage the ARTP (ARTP only)
 - 2. Employ an administrative officer with fire service experience to supervise the ALA (ALA only)
 - 3. Support participation by their instructor cadre and fire service personnel in establishing procedures and determining resource needs
 - 4. Employ clerical support sufficient to meet the program's needs
 - 5. Ensure course records, class rosters, and other documents are consistent with State Fire Training (SFT) procedures (See **5.1.4: Course Documents** for specific document requirements.)

3.4.4: INSTRUCTOR CADRE

- A. ARTPs and ALAs should provide services that encourage and stimulate competency, innovation, and increased effectiveness of the program's student population (ARTP) or agency personnel (ALA). To that end, they shall make every effort to select an instructor cadre diverse in its cultural and gender composition.
- B. Each ARTP or ALA shall:
 - 1. Provide a chart that illustrates the organizational structure and an itemized listing of functional duties
 - 2. Provide a report that compares the ethnic and gender population of the community to that of the ARTP or ALA instructor cadre
 - 3. Provide a written plan to achieve or maintain an ethnic and gender composition that mirrors the community
 - 4. Utilize OSFM Registered Instructors (See **6.1: Instructor Types**.)
 - 5. Provide a policy for faculty and staff conduct and demeanor consistent with the SFT Instructor Code of Ethics/Conduct

3.4.5: FACILITIES, SUPPLIES, AND EQUIPMENT

- A. ARTPs and ALAs provide the facilities and equipment necessary to support the program. Computers, apparatus, tools, simulations, supplies, and equipment shall be relevant and available in sufficient quantity and quality.

B. Each ARTP or ALA shall:

1. Ensure that arrangements are clearly stated in a signed, written agreement when an agency or institution other than the ARTP or ALA provides resources
2. Ensure classrooms, training towers, burn rooms/containers, and storage facilities are sufficient in quantity and quality to meet the program's needs and objectives
3. Ensure equipment and training aids are sufficient in quantity and quality to meet the program's needs and objectives
4. Ensure all personal protective clothing and equipment, apparatus, and tools and equipment are properly maintained and readily accessible to the instructor cadre and student population
5. Ensure expendable supplies are sufficient to meet the program's needs

3.4.6: LEARNING PROCESS

A. ARTPs and ALAs provide current learning resources, such as print and digital library materials/documents and media equipment, sufficient in quantity to support the program (ARTP) or department (ALA) training needs.

B. Each ARTP or ALA shall:

1. Ensure training resources are adequate to support the various modes and levels of training to be conducted
2. Ensure resources, such as library and computer-assisted learning resources, meet the instructor cadre's and the program's objectives
3. Ensure on- and off-campus audiovisual materials and documents are current, support the training program, and are readily accessible to the instructor cadre and student population

3.4.7: COURSE MATERIALS AND DOCUMENTS

A. ARTPs and ALAs shall use SFT-approved course materials and documents to maintain statewide standardization.

B. Each ARTP or ALA shall:

1. Support instructor cadre participation in the selection and evaluation of training and educational resource materials and documents

C. Additionally, each ARTP shall convene a Curriculum Advisory Committee to:

1. Recommend curriculum enhancements to address local content or requirements that exceed minimum requirements
2. Identify lesson plans and syllabi to be utilized by the ARTP
3. Recommend revisions that are applicable for adoption on a statewide basis

3.4.8: COURSE AVAILABILITY AND DELIVERY

- A. The ARTP or ALA shall provide the widest possible selection and variety of training and educational opportunities.
 - 1. ARTPs shall utilize input from college administration, the Regional Fire Advisory Committee, staff, students, and neighboring institutions.
 - 2. ALAs shall utilize input from agency administration, staff, and students.
- B. Each ARTP or ALA shall:
 - 1. Ensure all courses are delivered in compliance with SFT procedures (See **5.1: Course Delivery**.)
 - 2. Ensure all courses are delivered in compliance with the California Community College Chancellor's Office (CCCCO) Standard Fire Technology Degree Core Curriculum (ARTP only)
 - 3. Schedule training and continuing education programs on a regular basis
 - 4. Ensure SFT courses are readily available and offered according to the Needs Analysis for the area served
 - 5. Provide access to or distribute catalogs and brochures of fire training and educational offerings (ARTP only)
 - 6. Post and make available training and educational offerings to all personnel (ALA only)

3.4.9: TESTING AND EVALUATION

- A. To maintain a high-quality program in alignment with OSFM standards, ARTPs and ALAs conduct regular testing and evaluation in order to provide feedback regarding student progress and success, instructor effectiveness, and the ARTP's or ALA's overall viability.
- B. Testing: Each ARTP or ALA shall:
 - 1. Oversee the administration of written summative and practical psychomotor skills testing of students within the program
 - 2. Ensure testing adequately measures student achievement and competence in accordance with the identified course objectives
- C. Evaluation: Each ARTP or ALA shall:
 - 1. Ensure an instructor and course evaluation process is in place
 - 2. Ensure a program evaluation process is in place
 - i. An ARTP shall utilize the Regional Fire Advisory Committee in the evaluation process.

3.4.10: SFT CERTIFICATION EXAMS

- A. Each ARTP and ALA shall deliver training level-appropriate Certification Exam(s).
 - 1. ARTPs shall deliver a minimum of one (1) Certification Exam event per calendar year.
- B. In consultation with its established Fire Technology Advisory Committee and cooperating fire agencies, each ARTP shall determine the need for and deliver stand-alone SFT Certification Exams (See **11.2: Certification Exam Sites.**).

3.5: ACCREDITATION

3.5.1: ACCREDITATION TEAM

- A. State Fire Training (SFT) shall establish an Accreditation Team to review Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) applications, conduct site reviews, and provide a written report and recommendation to the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS).
- B. The Accreditation Team shall include:
 - 1. A representative from STEAC
 - 2. Representatives from the community colleges' California Fire Technology Directors' Association (CFTDA) and/or Fire Training Officer
 - 3. The Chief of State Fire Training or their authorized designee
- C. No individual from the applicant ARTP or ALA may serve on the Accreditation Team evaluating that ARTP or ALA.

3.5.2: ACCREDITATION PROCESS

- A. For Initial Accreditation, the applicant shall meet with the Chief of State Fire Training or their authorized designee prior to preparing the Self-Assessment Report.
 - 1. SFT will notify the accredited academy of expiration/need for Reaccreditation six (6) months prior to expiration.
- B. Upon completing a Self-Assessment Report on the viability of a regional training program, and ensuring that the ARTP or ALA applicant meets the evaluation criteria, the ARTP or ALA applicant submits an application package to the Chief of State Fire Training.
- C. A complete application package shall be submitted a minimum three (3) months prior to the noted expiration date and includes:
 - 1. Cover letter to the Chief of State Fire Training requesting ARTP or ALA status
 - 2. Self-Assessment Report (SAR)
 - a. SFT will receive draft versions of the SAR no less than four (4) months prior to the noted expiration date.
 - b. SFT will only provide editorial and feedback review of draft SAR.
 - c. Finalized SAR due as part of complete application package.
 - 3. A Certification Exam Agency Evaluator Agreement
 - 4. A nonrefundable Accreditation fee
 - 5. Letters of support from regional fire agencies (ARTP only)
- D. SFT reviews the application package and:
 - 1. Returns the application for more information, if required

2. Submits the information to the assigned Accreditation Team for review
 3. Schedules the Site Evaluation
 4. Discusses recommendation with agency/facility
- E. The Accreditation Team reviews the application and conducts a Site Evaluation.
- F. Following the Site Evaluation, the Accreditation Team:
 1. Requests additional information, if needed
 2. Develops a list of deficiencies and follow-up to ensure compliance, if needed
 3. Develops a report and provides a recommendation to STEAC
- G. STEAC reviews the documentation and forwards one of the following written recommendations to SBFS:
 1. Initial Accreditation for three (3) years
 2. Conditional Accreditation for one (1) year
 3. Application denial
- H. SBFS reviews the STEAC recommendation and application and forwards one of the following written recommendations to OSFM:
 1. Initial Accreditation for three (3) years
 2. Conditional Accreditation for one (1) year
 3. Application denial
- I. OSFM reviews the recommendation and application and issues one of the following:
 1. An Initial Accreditation letter and certificate
 2. A Conditional Accreditation letter
 3. A denial letter

3.5.3: REACCREDITATION

- A. SFT shall require an ARTP or ALA to seek Reaccreditation after one (1) year (programs with Conditional Accreditation), three (3) years (programs with Initial Accreditation), or five (5) years (programs seeking Reaccreditation).
 1. The Accreditation expiration date is based on the timeframe initially granted by SBFS for the program's current Accreditation.
- B. An ARTP or ALA may submit a written request for a Reaccreditation extension to the Chief of State Fire Training for consideration.
 1. The Chief of State Fire Training may grant an extension of Reaccreditation if the ARTP or ALA can show circumstances that hindered its ability to prepare for the Reaccreditation.
 - i. The Chief of State Fire Training may grant a three- or six-month extension
 2. The Chief of State Fire Training may grant a second extension of Reaccreditation of the ARTP or ALA demonstrates a good faith effort to prepare for the Reaccreditation

3. No extension or combination of extensions of Reaccreditation may exceed one (1) year from the current Accreditation's expiration date.
 4. The timeframe until the next-Reaccreditation shall be reduced by one (1) year (i.e., the next Reaccreditation period will occur in four (4) years instead of five (5)).
- C. Failure to obtain Reaccreditation before the SBFS meeting immediately following the due date of the previous Accreditation or any granted extensions will result in the loss of ARTP or ALA abilities.
1. In order to resume ARTP or ALA abilities, the ARTP or ALA must successfully complete the Accreditation requirements.
- D. To maintain its accredited status, an ARTP or ALA shall evaluate and update its application and Self-Assessment Report and submit it to the Chief of State Fire Training for processing with a completed SFT Fee Schedule and a nonrefundable Reaccreditation fee.
- E. Accreditation renewal follows the same process as Accreditation application. (See **3.5.2: Accreditation Process**.) However, SFT may choose to send staff or authorized representatives to conduct the Site Evaluation instead of assembling a full Accreditation Team.

3.6: PROGRAM ACCOUNTABILITY

3.6.1: ACCOUNTABILITY

- A. It is the responsibility of each Accredited Regional Training Program (ARTP) and Accredited Local Academy (ALA) to maintain the standards by which it gained Accreditation.
 - 1. State Fire Training (SFT) shall reevaluate the accredited status of an ARTP or ALA if or when compliance with these standards comes into question.
 - 2. SFT will only review and investigate written complaints. SFT will not act on verbal or anonymous complaints.
- B. Corrective action may be necessary to ensure compliance with SFT procedures. This will include a meeting with the ALA or ARTP to review required compliance and any corrective action.

3.6.1.1: Remedial Action

- A. Corrective Direction
 - 1. SFT shall address the concern through personal contact, either by phone or in-person.
- B. Written Direction
 - 1. SFT shall document the procedure violation or infraction in the ARTP's or ALA's file.
 - 2. Multiple written comments may lead to Accreditation suspension or revocation.

3.6.1.2: Suspension

- A. SFT bases accreditation suspension on documented evidence of regulation or procedure violation when operating an ARTP or ALA.
- B. The Supervising Deputy State Fire Marshal shall determine whether an ARTP or ALA shall be suspended and what corrective action it must undertake for reinstatement.
- C. SFT may enact immediate suspension if they determine that an ARTP or ALA has threatened or violated public safety.
 - 1. Under these circumstances, the ARTP or ALA shall immediately cease all course and certification exam deliveries.

3.6.1.3: Revocation

- A. SFT bases ARTP and ALA accreditation revocation on documented evidence of regulation or procedure violation associated with conducting an ARTP or ALA.

- B. The Supervising Deputy State Fire Marshal shall determine whether an ARTP or ALA accreditation shall be revoked and what actions it must take for reinstatement.

3.6.2: APPEALS PROCESS

3.6.2.1: Appeals

- A. See California Code of Regulations, Title 19, Section § 1990.09. Appeals Process.

3.6.2.2: Reinstatement

- A. See Title 19, California Code of Regulations, Section § 1990.10. Reinstatement.

3.7: DISTANCE EDUCATION

3.7.1: HYBRID AND ONLINE COURSES

3.7.1.1: Definition

- A. State Fire Training (SFT) defines electronically delivered courses as:
 - 1. Those in which the entire content of the course can be communicated between the instructor and the student electronically (online, hybrid, and/or live-distance course)
 - 2. Those which require both classroom attendance and the use of electronic communication (online, hybrid, and/or live-distance course)

3.7.1.2: Approval

- A. Only an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) has authorization to deliver SFT courses in a distance education format.
- B. An ARTP or ALA may deliver an online or hybrid course only after submitting the Distance Education Application four (4) weeks prior to intended course delivery date and receiving approval from and signing an agreement with SFT.
 - 1. SFT requires approval for all new courses and any previously approved course(s).
- C. SFT shall consider the course outline (clearly identifying the content of each section), teaching methodology (classroom or electronic), and instructional timeframe to determine approval.
- D. Course segments requiring psychomotor skills training, activities, and/or psychomotor skills testing cannot be delivered electronically.
- E. An ARTP or ALA must offer the course in the traditional classroom format prior to applying

to teach an online or hybrid version of the course.

3.7.1.3: Responsibilities

- A. The ARTP or ALA shall maintain staff development records for instructors who teach electronically.
- B. Registered Instructors who teach electronically must complete formalized training in the course's delivery platform (i.e. Canvas, Blackboard, etc.).
- C. The ARTP or ALA shall provide SFT access to monitor the electronically delivered portions of any course.
- D. The ARTP or ALA shall utilize an electronic course-delivery platform that tracks student participation information in accordance with the ARTP or ALA-established written policy.
- E. All course requirements listed in course plan(s) must be met, regardless of delivery format.

3.8: CERTIFICATION EXAM DELIVERY

3.8.1: ACCREDITED REGIONAL TRAINING PROGRAM EXAM DELIVERY

- A. An Accredited Regional Training Program (ARTP) shall provide the Certification Exams in conjunction with the needs of its region.
 - 1. See **Chapter 11: Certification Exams** for exam requirements.

3.8.2: ACCREDITED LOCAL ACADEMY (ALA) EXAM DELIVERY

- A. An Accredited Local Academy (ALA) shall provide the Certification Exams in conjunction with the needs of its agency.
 - 1. See **Chapter 11: Certification Exams** for exam requirements.
- B. An ALA can test candidates from neighboring agencies under the following conditions:
 - 1. ALA employees must make up at least 51% of the Certification Exam candidates
 - 2. Non-ALA participants may include up to 49% of Certification Exam candidates sponsored from neighboring agency
 - 3. Candidates from neighboring jurisdictions must be employed by the sponsoring agency

4: Administration

4.1: AUTHORIZED SIGNERS

4.1.1 AUTHORIZED ORGANIZATIONS

- A. State Fire Training (SFT) requires authorized signers to initiate Certification Task Books, to review and approve the completed Certification Task Books, and to sign the Letter of Verification required for an instructor, Skills Evaluator, and Lead Evaluator registration.
- B. Authorized signers are approved from the following authorized organizations:
 - 1. Fire Districts formed under the Fire Protection District Law of 1987 (Health and Safety Code 13800 – 13970)
 - 2. Fire Department's formed under the Government of Cities (Government Code 34000-45345)
 - 3. California Agencies with fire response duties (e.g., Department of Forestry and Fire Protection, Department of Corrections and Rehabilitation)
 - 4. Federal Agencies with fire response duties within California (e.g., U.S. Forest Service, Bureau of Indian Affairs, Bureau of Land Management)
 - a. Limited to Districts, or equivalent, within California.
 - 5. United States Military Fire Departments stationed within California
 - 6. Tribal Fire Departments formed under a federally recognized Tribe.
- C. The Program Dean or Director of an Accredited Regional Training Program (ARTP) is the authorized signer to initiate, review, and approve Fire and Emergency Services Instructor 1 and Fire and Emergency Services Instructor 2 Certification Task Books, and the Letters of Verification required for Instructor, Skills Evaluator, and Lead Evaluator Registration.
 - 1. The Program Dean or Director is only the authorized signer for employees or agents of the ARTP.
- D. Organizations listed in 4.1.1(B)(1-5) may initiate Certification Task Books, reviews and approves completed Certification Task Books for employees of Industrial Fire Brigade located within their jurisdiction.
 - 1. State Fire Training only recognizes Industrial Fire Brigades that are at a specific site that is owned by the employer. Examples of approved fire brigades includes, but is not limited to, oil refinery, manufacture plant, and industrial sites.

4.1.2 AUTHORIZED ORGANIZATION VERIFICATION

- A. All organizations listed in 4.1.1(B)(1) and 4.1.1(B)(2) were required to submit proof of their agencies or department authority to SFT by December 31, 2023.

1. Proof of authority can be municipal or district code that defines their creation and authority.
- B. SFT will not accept authorized signers from organizations listed in 4.1.1(B)(1) and 4.1.1(B)(2) who do not submit proof of their agencies or departments authority after January 1, 2024. Once an organization has submitted proof of their agencies or departments authority to SFT, and it has been approved, SFT will accept authorized signers.

4.2: LETTERS OF VERIFICATION

4.2.1: LETTERS OF VERIFICATION

- A. All letters of verification shall be written on agency letterhead and signed by the current Fire Chief or their authorized designee.
- B. 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 their supervisor or superior.
- C. All letters of verification shall have a current date.
 1. The verification letter must be submitted to State Fire Training within ninety (90) days of the date on the letter.
- D. State Fire Training (SFT) does not accept electronic or stamped signatures on verification letters.
- E. SFT accepts electronic submission of original signed letters of verification.
- F. All letters of verification shall be submitted by an authorized California fire agency.

4.3: UPDATING AN AUTHORIZED SIGNATORY

4.3.1: FIRE CHIEF

- A. A fire agency shall notify State Fire Training (SFT) of a change of Fire Chief through written notification.
 - a. An authorized fire agency is defined as an agency that operates within the State of California and has been assigned a Fire Department Identification Number (FDID) by the Office of the State Fire Marshal.
- B. The letter must be written on department letterhead and list the separation date of the former Fire Chief and the effective date of the new Fire Chief.
- C. The Fire Chief shall print or type their name and hand-sign the letter so that SFT can accurately read and verify the signature when certification documents are submitted via email.
- D. SFT considers a CAL FIRE Unit Chief as a Fire Chief for all purposes within the *Procedures Manual*.
- E. Fire Chiefs on file with SFT are valid for five (5) years.

4.3.2: AUTHORIZED SIGNATORIES

- A. A fire agency shall update or remove its authorized signatories through written notification to SFT.
- B. A fire agency may update its Fire Chief and add or remove signatories in the same letter.
- C. The letter must be written on department letterhead and list the names and effective dates of all current signatories who have authority to sign on behalf of the Fire Chief.
- D. In order to remove an authorized signatory, submit a letter written on department letterhead listing all of the signatories that are to be removed.
- E. The Fire Chief and all listed signatories must print or type their name and hand-sign the letter so that SFT can accurately read and verify the signatures when certification documents are submitted via email.
- F. Authorized signers on file with SFT are valid for five (5) years.

4.4: ACCESS TO STUDENT TRANSCRIPTS

4.4.1: STUDENT ACCESS TO STUDENT TRANSCRIPTS

4.4.1.1: Professional History Reports and Training History Reports

- A. A student may access their own Professional History Report and Training History Report through the SFT User Portal.
 - 1. These may be printed and are considered unofficial.
- B. A student may grant access to their Professional History Report through the SFT User Portal. Access to this information is available for a specified time limit to the recipient it is emailed to.
 - 1. Professional History Reports emailed through the SFT User Portal are considered official.
- C. The Employment section of the Professional History Report is not verified by SFT.

4.4.1.2.: Transcripts

- A. A student may request an official transcript by submitting a completed Request for Student Transcript form to State Fire Training (SFT) via mail.
- B. The applicant must:
 - 1. Complete the Request for Student Transcript form
 - 2. Provide a nonrefundable fee by check or money order payable to CAL FIRE – State Fire Training
 - 3. Submit complete application package to State Fire Training, Transcripts, PO Box 944246, Sacramento, CA 95815
- C. SFT shall process transcript requests on a first-come, first-served basis.

4.4.1.3: SFT Course Completion Diplomas and Certifications

- A. A student may access their SFT User Portal for SFT course completion diplomas and Certifications.

4.4.2: PUBLIC ACCESS TO STUDENT RECORDS

4.4.2.1: Overview

- A. SFT adheres to the California Public Records Act as codified in California Government Code Section 7920.000 et seq.
- B. All requests for information regarding student records (including certification) must be in writing and include the student's full name, signature, SFT ID number, and mailing address.

4.4.2.2: Exceptions

- A. If an individual applies for a position with a public agency that requires certification, SFT views the application for the position as written permission to release the specific information required.
 - 1. The request for this information must come from the public agency in writing.
- B. A Registered Instructor may provide a community college Fire Technology Coordinator with the portion of a student's record in which they have a legitimate educational interest.
 - 1. For example, the Registered Instructor may allow the community college Fire Technology Coordinator access to a student's course score if the student applies to the college for credit.

4.5: INDIVIDUAL INTEGRITY AND ETHICS

- A. Federal and State laws, regulations, and policies prohibit discrimination based on age, ancestry, color, religious creed, physical or mental disability, medical condition, marital status, genetic information, national origin, race, sex (including pregnancy and breastfeeding), gender, gender identity, gender expression, sexual orientation, and military or veteran's status.
- B. No applicant or participant in the State Fire Training system shall be subject to any form of discrimination. Discrimination occurs when an unfair or adverse decision is made, in whole or part, due to the persons actual or perceived protected characteristic.
- C. State Fire Training prohibits conflicts of interest, which is defined as an opposition between the private interests and the official or professional responsibilities of a person in a position of trust, power, and/or authority. Participants in the State Fire Training system shall avoid engaging in conflicts of interest whereby personal, financial, or other considerations have the potential to influence or compromise professional judgment and objectivity.

4.5.1: CHEATING

- A. State Fire Training (SFT) defines cheating as the act of obtaining or attempting to obtain credit for work using dishonest, deceptive, or fraudulent means.
- B. Examples of cheating include, but are not limited to:
 - 1. Copying, in part or in whole, from another's test or other exam
 - 2. Having exam-related materials and documents, other than those issued for the exam, in the exam area
 - 3. Discussing answers or ideas relating to the answers on a certification exam and/or obtaining copies of a certification exam without the permission of SFT
 - 4. Discussing answers or ideas relating to the answers on a test and/or obtaining copies of a test or other course material without the permission of the Instructor
 - 5. Using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition
 - 6. Collaborating with others on work to be presented without the permission of the Instructor
 - 7. Altering or interfering with grading procedures
 - 8. Knowingly or intentionally assisting another individual in any of the above
 - 9. Recording or copying certification exam questions and/or answers

4.5.2: PLAGIARISM

- A. SFT defines plagiarism as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, into one's own work to fulfill requirements.
- B. Examples of plagiarism include, but are not be limited to:
 - 1. Submitting another person's work, such as written reports, portfolio documents, or certificates as one's own work
 - 2. Submitting papers purchased from a third party as one's own work

4.5.3: FALSE INFORMATION AND FRAUDULENT ACTIVITY

- A. SFT defines fraudulent activity as deliberate deception to secure unfair or unlawful gain, including but not limited to, falsifying records, portfolios, work examples, certifications, course completions, other submitted documents, or the alteration of official SFT documents, diplomas, certificates, or Interagency Emergency Equipment Operator Card.

4.5.4: DISCIPLINARY ACTION

- A. Any candidate found cheating during the administration of an SFT certification exam shall not be permitted to complete the exam and shall be required to retake all courses required for that certification track and all required certification exam(s). Applicants are prohibited from retesting for a minimum of one (1) year.
- B. Any candidate found cheating during the administration of a summative course test shall not be permitted to complete the test and shall be required to retake the course.
- C. If a candidate cheats on, plagiarizes, or falsifies any portion of a portfolio, SFT will not accept any further portfolio work from that candidate.
- D. SFT will deny course completion, certification, evaluator registration, or instructor registration to any candidate who knowingly cheats, plagiarizes, submits false information, or engages in fraudulent activity during the application process.
- E. SFT will revoke the course completion, certification, evaluator registration, or instructor registration of any individual found to have knowingly cheated, plagiarized, provided false information, or engaged in fraudulent activity during the application process.
- F. Any individual denied course completion, certification, or instructor registration or who has had their course completion, certification, or instructor registration revoked may appeal.
- G. Any individual denied certification, evaluator registration, or instructor registration or who has had their certification, evaluator registration, or instructor registration revoked are

prohibited from reapplying for a minimum for two (2) years.

- H. SFT shall address denial or revocation appeals in accordance with California Code of Regulations, Title 19, Section 1990.09.

4.5.5: REPORTING CHEATING - CERTIFICATION EXAM OR SUMMATIVE TEST

- A. Every Registered Lead Evaluator and Accredited Host Agency/Facility shall report immediately to the SFT any cheating, false information, or fraudulent activities of a student or candidate occurring in a registered SFT Certification Exam. The report shall be made by telephone.
1. Accredited Host Agency/Facility is defined as the organization that provides the location of the course, which may operate independently from the Registered Instructor and/or Registered Evaluator in exchange for a privately negotiated share of costs.
- B. The Registered Instructor of a course shall report immediately to the SFT any cheating, false information, or fraudulent activities of a student or candidate occurring in a summative quiz or test. The report shall be made by telephone.
- C. “Immediately” means as soon as practically possible, but not longer than eight (8) hours, after the Registered Lead Evaluator, Host Agency/Facility, and/or Registered Instructor knows of the cheating, false information, or fraudulent activities.
- D. When making such report, the reporting party shall include the following information, if available:
1. Time and date of incident
 2. Host Facility name and telephone number
 3. Name and job title, or SFT ID of person reporting the accident
 4. Address of site of event
 5. Name of person to contact at site
 6. Name and SFT ID of student(s) or candidate(s)
 7. Nature of incident
 8. Description of incident

4.6: STATE FIRE TRAINING FEES

4.6.1: FEE PAYMENT

- A. State Fire Training (SFT) receives payment only via cash, check, or money order.
- B. Payment submission identified as being insufficient (i.e. bounced checks, partial payment, etc.) will incur a "\$25.00 Returned Check Fee."
 - 1. Registered Instructors, Accredited Facilities, and Host Agencies/Facilities will be suspended from course delivery and User Portal access until insufficient funds are paid.
 - 2. Certifications, Instructor Registrations, and/or Evaluator Registrations will be revoked until insufficient funds are paid.
 - 3. Course completion diplomas may be revoked.

4.7: REPORTING COURSE OR CERTIFICATION EXAM SERIOUS INJURIES

4.7.1 DEFINITION OF SERIOUS INJURY

- A. SFT defines a “serious injury” as any injury occurring in a registered course or Certification Exam that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which a student or candidate suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.

4.7.2 REPORTING COURSE OR CERTIFICATION EXAM SERIOUS INJURIES

- A. Every Registered Instructor, Registered Lead Evaluator, Accredited Academy, and Host Agency/Facility shall report immediately to the SFT any serious injury or death, of a student or candidate occurring in a registered course or Certification Exam. The report shall be made by telephone.
- B. “Immediately” means as soon as practically possible but not longer than eight (8) hours after the event. Every Registered Instructor, Registered Lead Evaluator, Accredited Facility, and Host Agency/Facility knows, or with diligent inquiry would have known, of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.
- C. When making such report, the reporting party shall include the following information, if available:
 - 1. Time and date of accident
 - 2. Host Facility name, address, and telephone number
 - 3. Name and job title, or SFT ID of person reporting the accident
 - 4. Address of site of accident or event
 - 5. Name of person to contact at site of accident
 - 6. Name and address of injured student(s) or candidate(s)
 - 7. Nature of injury
 - 8. Location where injured employee(s) was (were) moved to
 - 9. List and identity of other law enforcement agencies present at the site of accident
 - 10. Description of accident and whether the accident scene or instrumentality has been altered
- D. The reporting in (B) and (C) above, is in addition to any other reports required by law.

4.8: MAINTAINING INSTRUCTOR AND EVALUATOR STATUS

4.8.1 MAINTAINING STATUS

- A. To maintain status in good standing, Registered Instructors, Registered Lead Evaluators, and Registered Skills Evaluators must:
 - 1. Abide by all SFT procedures
 - 2. Submit any change of personal or professional contact information to SFT through the SFT User Portal
 - 3. Attend any SFT-required update courses
 - 4. Meet and complete all other instructor update requirements in alignment with curriculum updates as noticed via distribution (eNews, WebForms, etc.).
- B. “Good standing” is defined as having complied with all explicit obligations while not being subject to any form of sanction, suspension, or disciplinary censure.

4.8.2 INSTRUCTOR AND EVALUATOR UPDATE

- A. Within sixty (60) days of the effective date of this publication, all Registered Instructors, Registered Lead Evaluators, and Registered Skills Evaluators must complete an Instructor and Evaluator Update through the SFT User Portal.
- B. The Update includes:
 - 1. Confirmation that you have reviewed the regulations governing the California Fire Service Training and Education Program can be found in California Code of Regulations, Title 19, Division 1, Chapter 13 California Fire Service Training and Education Program.
 - 2. Confirmation that you have reviewed the *State Fire Training Procedures Manual (current edition)*.
 - 3. For Registered Instructors, confirmation that you have reviewed the current Instructor Code of Ethics/Conduct.
 - 4. For Registered Lead Evaluators and Registered Skills Evaluators, confirmation that you have reviewed the current Certification Exam Evaluator Code of Conduct.
- C. Instructors failing to complete the Instructor and Evaluator Update course by the 60-day deadline will not be approved to deliver SFT courses or assist in Certification Exams until the update is completed.

4.9 DESIGNATION

- A. In the absence of the specified designee, SFT shall provide alternate designee in accordance with California Code of Regulations, Title 19, Section 1990.05

5: Course Delivery

5.1: COURSE DELIVERY

5.1.1: RESPONSIBILITY

- A. The Registered Instructor, in conjunction with the Accredited or Host Agency/Facility (college or university, fire agency, private vendor, etc.), is responsible for all aspects of delivering a State Fire Training (SFT) California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) course.

5.1.2: SCHEDULING

- A. The Registered Instructor or the Accredited or Host Agency/Facility submits a Request for Course Scheduling to SFT at least four (4) weeks before the course start date.
- B. The requested course dates shall coincide with the course length as stated in the course plan(s). Only ARTPs and ALAs may request four (4) to six (6) month date ranges for academy delivery purposes.
 - 1. This does not alter the applicability of Shift Schedule option for Course Scheduling.
 - 2. Out-of-state course delivery requires twelve (12) weeks' notice with official documentation from the intended hosting county, state, province, etc.
- C. No course shall exceed more than ten (10) hours of instruction in a single day.
 - 1. Registered Instructors, Accredited Facilities, and Host Agencies/Facilities may seek exception through petition to the Chief of State Fire Training
- D. SFT reviews all course scheduling requests prior to approval or denial of request.
- E. SFT shall notify the Registered Instructor, the Accredited and/or Host Agency/Facility of approval or denial of course delivery.
 - 1. A Registered Instructor may not deliver a course without SFT approval.
- F. The Registered Instructor or the Accredited and/or Host Agency/Facility shall notify SFT in writing of any changes in course delivery prior to the first class meeting.
 - 1. Changes include, but are not limited to:
 - i. Start or End Date
 - ii. Facility or location

- iii. Primary, Senior, or Assistant Instructor(s)
- iv. Increase the estimated number of students
- v. Shipping or billing contact information
- vi. Hosting Agency/Facility

5.1.3: APPROVAL

- A. SFT shall not approve a course after delivery. Approval must be obtained before a course begins.
1. See **5.2: FSTEP Curriculum Historical Recognition** for exceptions.
 2. No CFSTES course may be delivered outside the United States.
- B. If a Registered Instructor, Accredited Facility, and/or a Host Agency/Facility does not obtain SFT approval for a course, a student will not receive recognition for the course.
- C. SFT may rescind course delivery approval if the Registered Instructor violates the SFT Instructor Code of Ethics/Conduct between the time of course approval and the time of course delivery.
- D. A Registered Instructor or an Accredited or Host Agency/Facility may advertise for approved SFT courses.

5.1.4: COURSE DOCUMENTS

- A. SFT requires the Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, to use the following items when delivering an approved CFSTES course:

Table 5.1.4(A): CFSTES

SFT Provides	Instructor Provides
• Completed Course Request for Course Scheduling • SFT-approved course plan • Student supplement(s) (if applicable) • Course activities (if applicable)	• Syllabus • Attendance sheet • Lesson plans • Test planning sheet(s) • Formative and written summative tests • Evaluation(s) of student competency • Qualifications of Skills Coaches, and/or Guest Lecturers • Written safety plan(s) (appropriate to the course facilities and content)

- B. SFT requires the Registered Instructor, in conjunction with the Accredited or Host

Agency/Facility, to use the following items when delivering an approved FSTEP course:

Table 5.1.4(B): FSTEP

SFT Provides	Instructor Provides
• Completed Course Request for Course Scheduling form • SFT-approved course plan • Student supplement(s) (if applicable) • Course activities (if applicable) • Student Training Record (if applicable)	• Syllabus • Attendance sheet • Lesson plans • Test planning sheet(s) (if applicable) • Formative and written summative tests(if applicable) • Evaluation(s) of student competency • Qualifications of skills coaches, and/or guest lecturers • Written safety plan(s) (appropriate to the course facilities and content)

- C. The Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, shall provide the facilities, tools, and equipment used in the delivery of FSTEP courses.
- D. The course roster shall include students who pass or fail the course.
1. Students who withdraw from the course prior to the final exam are not required to be included on the course roster.

5.1.5: ENROLLMENT

- A. The Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, shall:
1. Verify student eligibility and pre-requisites for course enrollment
 2. Ensure the maximum student limit for the course is not exceeded
 3. Ensure the appropriate instructor-to-student ratio
 4. Ensure the safety of all students participating in the course
 5. Ensure that absenteeism and tardiness does not exceed 10% of the required course attendance hours
- B. For courses with less than five (5) students, the Registered Instructor shall acquire SFT approval prior to course instruction.

5.1.6: ADJUNCT OVERSIGHT

- A. The Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, shall:
1. Verify the qualifications of Skills Coaches and Guest Lecturers participating in the course
 2. Ensure the safety of all Skills Coaches, and Guest Lecturers participating in the

course

5.1.7: COURSE DELIVERY

- A. The Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, shall:
 - 1. Utilize the SFT-approved course plan
 - 2. Meet all terminal and enabling learning objectives for the course
 - 3. Abide by the information and requirements listed in the course plan(s)
 - 4. Not omit any material from the SFT-approved course
- B. The Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, may add additional course content as long as it does not conflict with content in the SFT-approved course plan.

5.1.8: TESTING

5.1.8.1: History

- A. SFT retired its certification exam process for individual CFSTES courses effective July 1, 2012, and adopted written summative test requirements in its place.

5.1.8.2: Written Summative Test Requirements

- A. The Registered Instructor shall develop the written summative test for all CFSTES courses, which serves as the final exam for the course.
- B. The written summative test shall make up a portion of a student's final grade for the course and must be used to determine successful completion of the class.
- C. The written summative test shall consist of a minimum of thirty (30) questions. The format may be completion, short answer, and/or multiple-choice questions.
 - 1. Written summative tests shall be conducted individually and not as a group.
- D. The Registered Instructor shall use a test-planning sheet to ensure test questions are linked to the student materials and documents.
 - 1. The Registered Instructor retains the test-planning sheet with other course materials and documents for a minimum of five (5) years.
- E. A student must pass the written summative test with at least an 80% score in order to successfully complete the course.
- F. Written Summative Tests shall be delivered under the direct supervision of the Registered Instructor.

1. Exception: Course(s) approved for distance education delivery may utilize the platform for which they were approved.
- G. When required by the course plan(s), the Registered Instructor shall deliver all FEMA and NWCG exams for FSTEP courses in accordance with this section.

5.1.8.3: Retesting

- A. The Registered Instructor may elect to administer a retake written summative test for students who fail the original test.
- B. The Registered Instructor shall administer a retake written summative test prior to returning the course documents to SFT.
1. SFT requires Registered Instructors to return all course documents within fifteen (15) days of the course end date; therefore, Registered Instructors must administer the retake written summative test within that timeframe.

5.1.9: RETURNING A COURSE

- A. When a course concludes, the Registered Instructor shall submit the following course documents to SFT via the User Portal:
1. A digital SFT student roster
- B. When submitting course documents, the Registered Instructor shall:
1. Submit the documents within fifteen (15) calendar days of course completion
 2. Submit documents for each course separately
 3. Submit documents to the SFT User Portal
- C. Payment for course delivery fees are to be submitted to SFT.
1. See **5.1.10.2: Course Fees**
- D. If course documents and/or payment are not submitted within fifteen (15) days of the course end date, SFT shall send the Registered Instructor or the Accredited or Host Agency/Facility a written notice of their obligation to return the course documents and submit payment.
- E. If course documents and/or payment are not submitted within sixty (60) days of the course end date, SFT shall suspend teaching and/or hosting privileges.
- F. Until all course documents and payment are submitted, SFT shall temporarily suspend teaching, refuse to approve future courses, and revoke any previously approved course(s) until the Registered Instructor or Accredited Academy returns the outstanding course documents.

5.1.10: PAYMENT

5.1.10.1: Student Fees

- A. Students shall pay all course diploma fees to the Registered Instructor or Accredited or Host Facility.
- B. The course fee is required for all students who pass or fail the course.
 - 1. Students who withdraw from the course prior to the final exam are not required to pay the course fee.

5.1.10.2: Course Fees

- A. The Registered Instructor or Accredited or Host Agency/Facility is responsible for submitting payment for course delivery fees to SFT upon submission of the course documents.
- B. SFT will not process the course results or issue course completion diplomas until full payment is received.
- C. The Registered Instructor or Accredited or Host Agency/Facility shall submit one payment for each individual course.
 - 1. A check payable to CAL FIRE/State Fire Training.
 - i. Payment for course delivery fees shall be submitted to State Fire Training, Course Returns, P.O. Box 944246, Sacramento, CA 94244-2460.
 - 2. Electronic payment through the SFT User Portal.
- D. If course delivery fees are not submitted within fifteen (15) calendar days of the course end date, SFT shall send the Registered Instructor and/or the Accredited or Host Agency/Facility a written notice of their obligation to pay the course delivery fees.
- E. If course delivery fees are not submitted within sixty (60) calendar days of the course end date, SFT shall suspend teaching and/or hosting privileges of the Registered Instructor and the Accredited or Host Agency/Facility.
- F. Until all course delivery fees are submitted, SFT shall temporarily suspend teaching, refuse to approve future courses, and revoke any previously approved course(s) until the Registered Instructor or the Accredited or Host Agency/Facility pays the course diploma fees.
- G. ARTPs and ALAs can request to be invoiced following the procedures outlined in Section **5.1.11: Accredited Academy Invoicing.**

5.1.10.3: Revocation of Teaching or Hosting Privileges

- A. SFT shall revoke the teaching privileges, hosting privileges, or SFT certification exam delivery of any Registered Instructor or Accredited or Host Agency/Facility that does not return documents or pay course diploma/Exam registration fees within sixty (60) days for three (3) or more courses in a fiscal year.

5.1.10.4: Appeals Process

- A. A Registered Instructor or Accredited or Host Agency/Facility may appeal this revocation only after paying all delinquent invoices.
- B. Appeals shall be submitted in writing to the Supervising Deputy State Fire Marshal within sixty (60) days of receiving the notice of revocation and include all evidence to support reversing the revocation action.
 - 1. The Supervising Deputy State Fire Marshal shall review the evidence and notify the Registered Instructor or Accredited or Host Agency/Facility in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within forty-five (45) days.
- C. The second level of the appeal process shall occur with the Registered Instructor or Accredited or Host Agency/Facility submitting to the Chief of State Fire Training in writing all evidence to support reversing the suspension or revocation action within sixty (60) days of receiving the Supervising Deputy State Fire Marshal's decision.
 - 1. The Chief of State Fire Training shall review the evidence and notify the Registered Instructor or Accredited or Host Facility in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within forty-five (45) days.
 - 2. The Chief of State Fire Training's decision is final.

5.1.10.5: Reinstatement

- A. Reinstatement as a Registered Instructor shall be achieved by meeting all terms of disciplinary action.
- B. Reinstatement as an Accredited or Host Agency/Facility shall be achieved by meeting all terms of disciplinary action.

5.1.11 ACCREDITED ACADEMY INVOICING

5.1.11.1: Invoicing Program

- A. SFT has established an Invoicing Program for ALAs and ARTPs to pay course diploma fees and Certification Exam fees.

- B. ALAs and ARTPs in the Invoicing Program will be invoiced for course diploma fees and Certification Exam fees.

5.1.11.2: Returning A Course

- A. ALAs and ARTPs participating in the Invoicing Program must return the course material through the SFT User Portal using their ALA or ARTP Admin Account.
- B. Courses will be processed in the order they are received, and students will be issued course completion diplomas prior to payment of course fees.
- C. Courses not submitted through the ALA or ARTP Admin Account will not be processed using the Invoicing Program.

5.1.11.3: Invoicing

- A. An invoice will be sent to the name and address listed in the "Bill To" section of the Course Request form.
- B. The invoice is due and payable within thirty (30) days upon receipt.
- C. The invoiced agency shall submit one payment made payable to CAL FIRE that references the Invoice number and/or Course Approval number.

5.1.11.4: Delinquent Invoices

- A. If the payment is not received within thirty (30) days of the invoice date, a delinquent notice will be sent to the ALA or ARTP.
- B. If the invoice remains unpaid, a second notice 60 days after the invoice date reminding the Registered Instructor and/or host agency of their obligation.
- C. If the invoice remains unpaid, a second and final notice will be sent ninety (90) days after the invoice date reminding the ALA or ARTP of their obligation.
 - a. SFT shall temporarily suspend hosting privileges and SFT Certification Exam delivery; refuse to approve future courses; and withhold shipment of any previously approved course or exam materials and documents until the ARTP or ALA pays the invoice.

5.1.11.5: Revocation of Invoicing Program Participation

- A. SFT may revoke participation in the Invoicing Program participation, hosting privileges, and SFT Certification Exam delivery for an ALA or ARTP receiving delinquent notices for two (2) or more invoices in a fiscal year or if the total delinquent invoices total \$30,000 or more.

5.1.12: RECORD KEEPING

- A. For a CFSTES course, the Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, shall keep the following records for a minimum of five (5) years:
 - 1. Class attendance log
 - 2. Course Roster
 - 3. Student assignment records
 - 4. The course syllabus
 - 5. Written Summative tests and student scores
 - 6. Test-planning sheet(s)
 - 7. Evaluations of student competency
 - 8. Qualifications of Skills Coaches or Guest Lecturers
 - 9. A calendar of events identifying the topics taught by a Guest Lecturer
- B. For an FSTEP course, the Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, shall keep the following records for a minimum of five (5) years:
 - 1. Class attendance log
 - 2. Course Roster
 - 3. Student assignment records
 - 4. The course syllabus, if applicable
 - 5. Evaluations of student competency
 - 6. Qualifications of Skills Coaches or Guest Lecturers
 - 7. A calendar of events identifying the topics taught by a Guest Lecturer
- C. The Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, shall not reproduce or release a course roster.
- D. SFT may ask the Registered Instructor, in conjunction with the Accredited or Host Agency/Facility, to submit retained records for review at any time during the five-year maintenance period.
 - 1. Failure to comply shall result in disciplinary action.
 - 2. All course documents shall be submitted within ten (10) days of the request.

5.2: PILOT COURSE DELIVERIES

5.2.1: PILOT COURSE DELIVERY APPROVAL

- A. The Chief of State Fire Training may authorize pilot course deliveries prior to final curriculum approval.
- B. To qualify for this exception, the course must meet the following criteria:
 - 1. The course was developed in accordance with State Fire Training (SFT) curriculum development standards
 - 2. The course is presented for review to the Statewide Training and Education Advisory Committee (STEAC)

6: Instructors

6.1: INSTRUCTOR TYPES

6.1.1: REGISTERED INSTRUCTOR

- A. A Registered Instructor is registered by State Fire Training (SFT) to administer a course, teach 50% or more of a course, keep course records, administer periodic tests and psychomotor skills exams, and select and oversee any Guest Lecturers or Skills Coaches associated with a course. (See **6.2: Registered Instructor.**)

6.1.2: INSTRUCTOR TRAINEE

- A. An Instructor Trainee, under direct supervision of the Registered Instructor, may teach only those topics for which they are qualified through education and experience.
 - 1. The Registered Instructor must be present during all portions of course delivery conducted by the Instructor Trainee. (See **6.3: Instructor Trainee.**)

6.1.3: GUEST LECTURER

- A. A Guest Lecturer, under direct supervision of the Primary Instructor, may teach topics for which they are qualified through education and experience.
 - 1. Combined utilization of Guest Lecturers can account for up to 20% of a course.
 - 2. The Primary Instructor must be present while a Guest Lecturer addresses the class. (See **6.4: Guest Lecturers.**)

6.1.4: FIRE FIGHTER INSTRUCTOR

- A. A Fire Fighter Instructor administers a course, keeps course records, and administers periodic tests and psychomotor skills tests for Fire Fighter 1 or Fire Fighter 2 programs. (See **6.5: Fire Fighter Instructor.**)

6.1.5: SKILLS COACH

- A. A Skills Coach, under direct supervision of the Registered Instructor, may assist in the psychomotor portion of course delivery for courses they are qualified through education, training, and experience.
 - 1. Skills Coaches are limited to only psychomotor practice for skill mastery.
 - 2. The Registered Instructor must be present when Skills Coaches are being utilized.
- B. Skills Coaches are optional, and not a required member of the cadre.

- C. Skills Coaches are not applicable staff to meet the required Registered Instructor-to-Student course ratios.

6.1.6: VENDOR EXPERT

- A. A Vendor Expert, under supervision of the Instructor of Record, may teach Emergency Vehicle Technician courses for which they are qualified through education, experience and is currently employed with a manufacturer. (See **6.8: Vendor Expert.**)

6.2: REGISTERED INSTRUCTOR

6.2.1: QUALIFICATIONS

- A. These qualifications apply to all individuals seeking Registered Instructor registration with State Fire Training (SFT). Additional qualifications and specific requirements to teach specific courses are listed in **6.9: Instructional Disciplines**.

6.2.1.1: Course Work

- A. Has successfully completed the SFT course they are applying to teach
- B. In cases where an individual has not completed the SFT course they wish to teach, they may attempt to qualify through the Peer Assessment for Instructor Equivalency (PACE 2) process.
 - 1. See **6.2.6: Instructor Equivalency (PACE 2) Process**.

6.2.1.2: Instructor Requirements

- A. Has completed SFT's Registered Instructor Orientation (RIO) within the previous twenty-four (24) months
- B. Has completed SFT's Ethical Leadership in the Classroom or Ethical Leadership for Instructors course and signed the SFT Instructor Code of Ethics/Conduct (See **12.3: Instructor Code of Ethics/Conduct**.)
- C. Has fulfilled the following instructor qualifications:
 - 1. Certified SFT Fire and Emergency Services Instructor 1, Certified SFT Instructor 1, Certified SFT Training Instructor I, or Certified SFT Fire Instructor I
 - Certified SFT Instructor 2 or SFT Fire and Emergency Services Instructor 2

6.2.1.3: Professional Experience

- A. Meets the experience requirement for the course they are applying to teach (See **6.7: Instructional Disciplines**.)
 - 1. Performing in an "acting" capacity does not qualify.

6.2.2: REGISTRATION

- A. Registered Instructors shall be registered with SFT.
- B. SFT shall verify that an applicant meets the qualifications.

6.2.3: APPLICATION PROCESS

- A. The applicant shall submit a complete application package to SFT for review.
 - 1. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.
 - 2. 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 their supervisor or superior.
 - 3. SFT does not accept electronic or stamped signatures on instructor application documents.
- B. A complete application package shall include all of the following:
 - 1. A signed and dated current Instructor Registration Application (See **12.4: Instructor Registration Application**.)
 - i. Note: The Instructor Registration Application may contain a maximum of three (3) course registrations. Additional course registrations require a separate application and instructor registration fee.
 - 2. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to their teaching experience and expertise (See **4.1: Letters of Verification**.)
 - 3. A copy of Instructor Trainee Task Book (when applicable), signed off by a Registered Instructor as designated by discipline
 - 4. The nonrefundable Instructor Registration payment (payable to CAL FIRE – State Fire Training)
- C. Additional classes may be added to a Registered Instructor's list of registered classes by completing the steps above.
- D. Submit the complete application package to:
State Fire Training
Instructor Registration
P.O. Box 944246
Sacramento, CA 94244-2460

6.2.4: APPLICATION REVIEW

- A. SFT staff shall review instructor applications as they are received.
- B. SFT shall determine whether to approve, return as incomplete, or deny each application.

6.2.4.1: Approved

- A. If SFT approves the application, SFT shall provide a notification confirming instructor registration to the applicant and record the applicant as a Registered Instructor.

6.2.4.2: Incomplete

- A. If the application is incomplete (not all required supporting documentation has been submitted, non-approved signatures), SFT shall notify the applicant regarding what was determined to be incomplete.
- B. Applicants must submit all incomplete documentation within ninety (90) days of the date of notification.
 - 1. Applicants who do not complete their application within the ninety (90) day timeframe are required to submit a new application and fees, meeting any additional requirements in place for instructor registration at that time.
- C. If on resubmittal, the package is still incomplete the application will be denied.

6.2.4.3: Denied

- A. SFT denies applications that do not meet the Course Work, Instructor Requirements, or Professional Experience or has not submitted a verification letter.
- B. SFT denies incomplete applications that have been resubmitted and are still deficient.
- C. If SFT denies the application, SFT shall notify the applicant and identify the reasons for denial. The notification shall also provide information on the appeals process.
 - 1. See **6.2.5: Instructor Registration Appeals Process**.

6.2.5: INSTRUCTOR REGISTRATION APPEALS PROCESS

- A. Individuals shall make appeals in writing to the Supervising Deputy State Fire Marshal within thirty (30) days of the date on a denial notification letter.
- B. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
- C. The Supervising Deputy State Fire Marshal shall review the appeal and render their decision in writing.
 - 1. The Supervising Deputy State Fire Marshal may, at their discretion, use a workgroup of the individual's peers to review the appeal and provide a recommendation.

- D. The individual may appeal the decision by writing to the Chief of State Fire Training within thirty (30) days of the date on the Supervising Deputy State Fire Marshal's written decision.
 - 1. This appeal must also contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
 - 2. The Chief of State Fire Training shall review the appeal and render a decision. The decision of the Chief of State Fire Training is final.
- E. If the individual chooses to continue the registration application process after receiving SFT's appeal decision, they have thirty (30) days from the date of the appeal decision to meet the requirements using their existing application.
- F. If the applicant chooses to meet the requirements and complete the application process, the timeframes stated in **6.2.3: Application Process** are reinstated.

6.2.6: INSTRUCTOR RECIPROCITY (Formerly PACE 2)

6.2.6.1: Purpose

- A. SFT provides an alternative method to qualify fire service personnel to teach specific courses when the applicant has not completed the course they wish to teach.
- B. Applicants must demonstrate that they have met 80% of all enabling learning objectives listed in the course plan for the course they are seeking reciprocity.

6.2.6.2: Application

- A. To pursue Instructor Reciprocity, the applicant shall submit the following items to SFT:
 - 1. A completed Instructor Reciprocity Application
 - 2. A nonrefundable Instructor Reciprocity fee per each course requested
 - 3. A cover letter that includes:
 - i. A request for Instructor Reciprocity review
 - ii. A list of courses for which they are seeking reciprocity
 - iii. Complete justification for the request
 - 4. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to their teaching experience and expertise
 - 5. Copies of all relevant course records, certificates, resumes, and any other required documents to demonstrate that they have met 80% of all enabling learning objectives listed in the course plan.
- B. SFT shall acknowledge receipt of the application.

6.2.6.3: SFT Review

- A. SFT shall review the application.
 - 1. Upon receipt, SFT shall assign the Instructor Reciprocity Application to an SFT staff member associated with the certification or courses to be reviewed.
 - 2. The SFT staff member shall review the packet and make a recommendation with written justification to approve or deny the request.
 - 3. The Supervising Deputy State Fire Marshal will review the recommendation.
- B. Approved Applications
 - 1. SFT shall formally document the course approval in the applicant's record.
 - 2. SFT shall notify the applicant in writing confirming the applicant's experience as equivalent to having completed the course.
- C. Incomplete Applications
 - 1. If the application is incomplete, SFT shall notify the applicant in writing and identify the missing documents or deficiencies.
 - 2. Applicants must submit all missing documentation within ninety (90) days of the date identified on the notification.
- D. Denied Applications
 - 1. If SFT denies the request, the applicant may appeal the decision (See **6.2.6.4: Instructor Reciprocity Appeals Process.**)

6.2.6.4: Instructor Reciprocity Appeals Process

- A. To appeal a denied Instructor Reciprocity request, the applicant may appeal to the Supervising Deputy State Fire Marshal in writing within thirty (30) days of the date on the denial letter.
- B. The appeal request must, at a minimum, include an explanation of the appeal, and a stated desired outcome.
- C. The Supervising Deputy State Fire Marshal will notify the PACE 2 Committee Chair and the Committee will review the appeal at the next quarterly PACE 2 Committee meeting.
- D. The PACE 2 Committee shall review the applicant's request.
 - 1. The Committee may contact the applicant to address questions.
 - 2. The Committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 - 3. Applicants are responsible for their own costs related to attendance, travel, and

miscellaneous expenses.

E. SFT shall notify the applicant in writing of the Committee's decision.

1. The Committee's decision is final.

6.2.7: RESPONSIBILITIES

6.2.7.1: Ethical Conduct

A. A Registered Instructor shall abide by the SFT Instructor Code of Ethics/Conduct.

1. See **12.3: Instructor Code of Ethics/Conduct**.

6.2.7.2: Course Delivery

A. A Registered Instructor shall administer all California Fire Service Training and Education System (CFSTES) and Fire Service Training and Education Program (FSTEP) courses in accordance with SFT procedures.

1. See **5.1: Course Delivery**.

6.2.7.3: Teaching Time

A. A Registered Instructor shall teach at least 50% of each course.

6.2.7.4: Supervision

A. The Registered Instructor manages and oversees a guest participant's course participation.

1. The Registered Instructor does not have to be present but shall remain accessible when a guest participant is teaching.

B. The Registered Instructor directly supervises a Guest Lecturer's course participation.

1. The Registered Primary Instructor attends and monitors any presentations given by a Guest Lecturer.

C. The Registered Instructor directly supervises a Skills Coach's course participation.

1. The Registered Instructor monitors any psychomotor training given by a Skills Coach.

6.2.8: MAINTAINING INSTRUCTOR OF RECORD STATUS

A. See **4.8: Maintaining Instructor and Evaluator Status**.

6.2.9: ACCOUNTABILITY AND QUALITY IMPROVEMENT

6.2.9.1: Evaluation

A. Student Evaluations

1. Students have an opportunity to evaluate every CFSTES and FSTEP course.
 - ii. There is a permanent URL on the SFT website available to all students for providing course feedback.
 - iii. The survey requests voluntary contact information in the event a student wishes to be contacted by SFT.
2. SFT shall review electronic student evaluations.
 - i. SFT staff shall review evaluations on a periodic basis and contact anyone requesting follow up.
3. A Registered Instructor can request student responses by submitting a Class Feedback request form to SFT.
 - i. SFT responds to requests within seven (7) business days.
 - ii. SFT sends the Registered Instructor a PDF of student responses with the students' contact information removed.
4. Evaluations are filed and used to identify trends in, and continuity of, a Registered Instructor's courses.
 - i. Problems or negative trends are noted and may generate an instructor investigation or field audit.
 - ii. Positive evaluations are noted and may be recognized as SFT deems appropriate.

B. Complaints

1. Anonymous complaints will not be accepted.
2. Comments and complaints must be submitted in writing. SFT shall not act on verbal comments or complaints.
3. Written comments and complaints may generate an instructor investigation or field audit.

C. SFT Field Audits

1. SFT staff may audit CFSTES and FSTEP courses. Field audits increase accessibility between SFT staff, Registered Instructors, students, and Training Coordinators statewide and should not be construed as negative contact.
2. SFT generally conducts field audits for any of the following reasons:
 - i. Random audits for quality control
 - ii. Complaint follow-up
 - iii. Student evaluation follow-up

6.2.9.2: Corrective Action

- A. Corrective action may be necessary to ensure that a Registered Instructor complies with SFT procedures.

B. Remedial Action

1. Corrective Direction:
 - i. SFT shall address the concern through personal contact, either by phone or in person.
2. Written Direction:
 - i. SFT shall document the procedure violation or infraction in the Registered Instructor's file.
 - ii. Multiple written comments may lead to suspension or revocation.

C. Suspension

1. SFT bases suspension on documented evidence of regulatory or procedural violation associated with conducting an SFT course.
2. The Supervising Deputy State Fire Marshal shall determine whether a Registered Instructor shall be suspended and what actions they must undertake for reinstatement.
3. SFT may enact immediate suspension if SFT determines that a Registered Instructor has threatened or violated public safety.
 - i. Under these circumstances, the Registered Instructor shall immediately cease all instructional activities.

D. Revocation of Registration

1. SFT bases the revocation of a Registered Instructor on documented evidence of a regulatory or procedural violation associated with conducting an SFT course.
2. The Supervising Deputy State Fire Marshal shall determine whether a Registered Instructor's teaching privileges shall be revoked.
3. SFT may enact immediate revocation if SFT determines that a Registered Instructor has threatened or violated public safety.
 - i. Under these circumstances, the Registered Instructor shall immediately cease all instructional activities.

6.2.9.3: Appeals Process

- A. See Title 19, California Code of Regulations, Section § 1990.09. Appeals Process.

6.2.9.4: Reinstatement

- A. See Title 19, California Code of Regulations, Section § 1990.09. Appeals Process.

6.3: INSTRUCTOR TRAINEE

6.3.1: QUALIFICATIONS

- A. Has completed the course as a student
- B. Has expertise in the subject on which they intend to teach
- C. Has an initiated Instructor Trainee Task Book for the course in which they are participating

6.3.2: REGISTRATION

- A. State Fire Training (SFT) does not register Instructor Trainees.
- B. The Registered Instructor shall ensure that an individual meets the qualifications.
- C. Upon request, the Registered Instructor shall provide SFT documentation verifying these qualifications. This documentation may include:
 - 1. Course completion
 - 2. Documentation supporting expertise in the subject area

6.3.3: RESPONSIBILITIES

- A. Under supervision of the Registered Instructor, an Instructor Trainee may teach only those topics for which they are qualified through education and experience.
- B. Instruction by Instructor Trainees can account for no more than 50% of a course.
- C. Instructor Trainee task books require a minimum of two (2) course deliveries.
 - 1. Some subject areas may require additional course deliveries.
- D. The Registered Instructor must be present during all portions of course delivery conducted by the Instructor Trainee.
- E. The Instructor Trainee must comply with approval guidelines indicated in each task book.

6.4: GUEST LECTURERS

6.4.1: QUALIFICATIONS

- A. Has expertise in the subject on which they intend to lecture.

6.4.2: REGISTRATION

- A. State Fire Training (SFT) does not register Guest Lecturers.
- B. The Registered-Instructor shall ensure that an individual meets the qualifications.
- C. Upon request, the Registered Instructor shall provide SFT documentation verifying these qualifications. This documentation may include:
 - 1. Resume/statement of professional qualifications
 - 2. Previous teaching experience
 - 3. Letters of recommendation

6.4.3: RESPONSIBILITIES

- A. Under supervision of the Registered Instructor, a Guest Lecturer may teach only those topics for which they are qualified through education and experience.
- B. Combined instruction by all Guest Lecturers can account for no more than 20% of a course.
- C. The Registered Instructor must be present during all guest lectures.

6.5: FIRE FIGHTER INSTRUCTOR

6.5.1: QUALIFICATIONS

- A. These qualifications apply to all individuals seeking to teach in the State Fire Training (SFT) Fire Fighter 1 or Fire Fighter 2 programs.

6.5.1.1: Course Work

- A. None

6.5.1.2: Instructor Requirements

- A. Has fulfilled the following instructor training qualifications:
1. Has met one (1) of the instructor requirements
 - i. Certified SFT Fire and Emergency Services Instructor 1; or
 - ii. Certified SFT Instructor 1; or
 - iii. Certified SFT Training Instructor I; or
 - iv. Certified SFT Fire Instructor I; or
 - v. SFT Historically Recognized Fire Fighter 1 & 2 Academy Instructor
 2. Ethical Leadership in the Classroom or Ethical Leadership for Instructors

6.5.1.3: Teaching Experience

- A. None

6.5.1.4: Professional Experience

- A. Held the rank of Fire Fighter performing suppression duties within a recognized fire agency in California for a minimum of three (3) years
- B. Possesses the certification level for which they will be instructing
- a. Fire Fighter 1 and/or 2

6.5.2: REGISTRATION

- A. SFT does not register Fire Fighter Instructors.
- B. Each fire agency's Fire Chief or academic institution's Fire Technology Director shall ensure that individuals teaching in the Fire Fighter program meet the instructor qualifications.

6.5.3: RESPONSIBILITIES**A. A Fire Fighter Instructor:**

1. Teaches the curriculum approved by the Office of the State Fire Marshal (OSFM)
2. Meets all course objectives
3. Ensures the safety of all participants and instructors
4. Completes all administrative requirements in accordance with SFT guidelines
5. Proctors psychomotor skills and written exams
6. Maintains consistent subject matter mastery by remaining current in the field

6.6: SKILLS COACH

6.6.1: QUALIFICATIONS

- A. The Skills Coach must successfully complete the SFT course, or an SFT-approved equivalent, for the course they intend to assist in psychomotor course delivery.

6.6.2: REGISTRATION

- A. State Fire Training does not register Skills Coaches.
- B. The Registered Instructor shall ensure that an individual meets the qualifications.
- C. Upon request, the Registered Instructor shall provide SFT documentation verifying these qualifications. This documentation may include:
 - 1. Resume/statement of professional qualifications (i.e. SFT course completion diplomas or transcript)
 - 2. SFT course completion diplomas and/or transcripts

6.6.3: RESPONSIBILITIES

- A. Under supervision of the Registered Instructor, a Skills Coach may:
 - 1. Provide additional student supervision during skill sets and reps
 - 2. Maintain and enhance skill sets and reps
 - 3. Provide assistance for the Registered Primary Instructor(s)
 - 4. Provide logistical support for the course
 - 5. Provide improved opportunity for student success and skill mastery
- B. Skills Coaches may not be used to satisfy student-to-instructor ratios

6.7: INSTRUCTOR OF RECORD

6.7.1: QUALIFICATIONS

6.7.1.1: Course Work

- A. Same as a Registered Instructor
 - 1. See **6.2.1.1: Course Work**.

6.7.1.2: Instructor Requirements

- A. Is a Registered Instructor
 - 1. See **6.2: Primary Instructor**.

6.7.1.3: Professional Experience

- A. Extensive experience including knowledge, skills, and abilities directly related to the curriculum being delivered.

6.7.2: REGISTRATION

- A. Instructor of Record shall be registered with SFT.
- B. SFT shall verify that an Instructor of Record applicant meets the qualifications through a (PACE 2) Review.
 - 1. See **2.2: Peer Assessment for Instructor Equivalency Review (PACE 2)**

6.7.3: APPLICATION PROCESS

- A. The applicant shall submit a complete application package to SFT for review.
 - 1. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.
 - 2. 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 their supervisor or superior.
 - 3. SFT does not accept electronic or stamped signatures on instructor application documents.
- B. A complete application package shall include all of the following:
 - 1. A signed and dated current Instructor Application (See **12.4: Instructor Application**.)
 - 2. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to their teaching experience and their experience (See **4.1: Letters of Verification**.)

6.7.4: APPLICATION REVIEW

- A. See **6.2.4: Application Review**.

6.7.5: INSTRUCTOR OF RECORD REGISTRATION APPEALS PROCESS

- A. See **6.2.5: Instructor Registration Appeals Process**.

6.7.6: RESPONSIBILITIES

6.7.6.1: Ethical Conduct

- A. An Instructor of Record shall abide by the SFT Instructor Code of Ethics/Conduct.
 - 1. See **12.3: Instructor Code of Ethics/Conduct**.

6.7.6.2: Course Delivery

- A. An Instructor of Record shall ensure all California Fire Service Training and Education System (CFSTES) Emergency Vehicle Technician courses are delivered in accordance with SFT procedures.
 - 1. See **5.1: Course Delivery**.

6.7.6.3: Supervision

- A. The Instructor of Record manages and oversees a Vendor Expert's course participation.
 - 1. The Instructor of Record does not have to be present but shall remain on site when a Vendor Expert is teaching.
 - 2. An Instructor of Record can manage and oversee several Vendor Experts teaching multiple courses, as long as all courses are at the same site.
 - 3. The Instructor of Record attends and monitors any presentations given by a Guest Lecturer.

6.7.7: MAINTAINING INSTRUCTOR OF RECORD STATUS

- A. See **6.2.8: Maintaining Instructor of Record Status**.

6.7.8: ACCOUNTABILITY AND QUALITY IMPROVEMENT

- A. See **6.2.9: Accountability and Quality Improvement**.

6.8: VENDOR EXPERT

6.8.1: QUALIFICATIONS

- A. Has expertise in the Emergency Vehicle Technician course on which they intend to teach.
- B. The Vendor Expert shall be currently employed by a manufacturer (i.e., Pierce, Allison Pump) and their current responsibility is to provide training to end users.

6.8.1.1: Vendor Expert Requirements

- A. Has completed SFT's Ethical Leadership in the Classroom or Ethical Leadership for Instructors course and signed the SFT Instructor Code of Ethics/Conduct (See 12.5: Instructor Code of Ethics/Conduct.)

6.8.2: REGISTRATION

- A. State Fire Training (SFT) does not register Vendor Experts.
- B. The Instructor of Record shall ensure that an individual meets the qualifications.
- C. Upon request, the Instructor of Record shall provide SFT documentation verifying these qualifications. This documentation may include:
 - 1. Resume/statement of professional qualifications
 - 2. Previous teaching experience
 - 3. Letters of recommendation
 - 4. Documentation of employment by manufacturer

6.8.3: RESPONSIBILITIES

- A. Under supervision of the Instructor of Record, a Vendor Expert may teach Emergency Vehicle Technician courses for which they are qualified through education and experience.
- B. The Instructor of Record must be on site during all CFSTES curriculum delivery by a Vendor Expert.

6.9: INSTRUCTIONAL DISCIPLINES

6.9.1: BEHAVIORAL HEALTH AND CANCER AWARENESS INSTRUCTOR

6.9.1.1: Eligible Courses

Table 6.9.1.1: Behavioral Health and Cancer Awareness Instructor Eligible Course

CFSTES Courses	FSTEP Courses
None	- Behavioral Health and Cancer Awareness 1A: Front-Line Responder - Behavioral Health and Cancer Awareness 2A: First-Level Supervisor - Behavioral Health and Cancer Awareness 3A: Organizational Leader

6.9.1.2: General Qualifications

- A. A Registered Instructor for a Fire Service Training and Education Program (FSTEP) Fire Control course shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.
- See **6.2.1: Qualifications**.

6.9.1.3: Professional Experience

- A. A Registered Instructor for an FTSEP Behavioral Health and Cancer Awareness course shall meet the professional experience qualifications listed below.
- Performing in an “acting” capacity does not qualify.

Table 6.9.1.3: Behavioral Health and Cancer Awareness Instructor Professional Experience

FSTEP Course	Experience
- Behavioral Health and Cancer Awareness 1A: Front-Line Responder - Behavioral Health and Cancer Awareness 2A: First-Level Supervisor - Behavioral Health and Cancer Awareness 3A: Organizational Leader	- A minimum of five (5) years’ full-time employment within a recognized fire agency in California OR a minimum ten (10) years’ volunteer or paid-call employment within a recognized fire agency in California - A minimum of two (2) years’ experience in at least one of the following fire service behavioral health area(s): Peer Support, Peer Instructor, Policy Development, Agency health and wellness programs, and/or Agency injury/illness prevention programs

FSTEP Course	Experience
	• A minimum of two (2) years' experience in at least one of the following fire service cancer mitigation and exposure reduction area(s): Cancer mitigation and exposure reduction programs, Policy Development, Agency health and wellness programs, and/or Agency injury/illness prevention programs

6.9.1.4: Maintenance

- A. A Registered BHCA Instructor shall successfully complete a minimum of eight (8) hours of continuing education hours obtained via verifiable topic-specific conferences, seminars, and/or workshops.
 1. Instructors are required to maintain documentation of continuing education hours for five (5) years and shall furnish SFT documentation upon request.

6.9.2: COMMAND INSTRUCTOR

6.9.2.1: Eligible Courses

Table 6.9.2.1: Command Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
• Company Officer 2A: Human Resource Management • Company Officer 2B: General Administrative Functions • Company Officer 2C: Fire Inspections and Investigation • Company Officer 2D: All-Risk Command Operations • Company Officer 2E: Wildland Incident Operations • Chief Fire Officer 3A: Human Resource Management • Chief Fire Officer 3B: Budget and Fiscal Responsibilities • Chief Fire Officer 3C: General Administrative Functions • Chief Fire Officer 3D: Command of Expanding All-Hazard Incidents • Executive Chief Fire Officer 4A: Human Resources Management • Executive Chief Fire Officer 4B: Community and Government Relations • Executive Chief Fire Officer 4C: Administration • Executive Chief Fire Officer 4D: Emergency Services Delivery • Executive Chief Fire Officer 4E: Health and Safety	• Fire Service Labor/Management Relations • Incident Management of the Fire Fighter Emergency • Incident Management of High Rise Fires • Incident Manager of Special Operations • Incident Management of Wildland Fires

6.9.2.2: General Qualifications

- A. A Registered Instructor for a California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) Command course shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.
1. See **6.2.1: Qualifications**.

6.9.2.3: Professional Experience

- A. A Registered Instructor for a CFSTES or FSTEP Command course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.9.2.3(A): Command Instructor Professional Experience CFSTES Courses

CFSTES Course	Experience
- Company Officer 2A - Company Officer 2B	Both required: - Held the rank of Company Officer or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in emergency services delivery responsibilities
Company Officer 2C	Both required: - Held the rank of Company Officer or higher within a recognized fire agency in California for a minimum of three (3) years - Performed company level fire and life safety inspection(s) for a minimum of three (3) years OR Held the rank of Fire Inspector/Prevention Officer or higher within a recognized fire agency in California for a minimum of three (3) years
Company Officer 2D	Both required: - Held the rank of Company Officer or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in emergency services delivery responsibilities
Company Officer 2E	All required: - Held the rank of suppression officer or higher within a recognized fire agency in California for a minimum of three (3) years - Performed in the Incident Command System (ICS) position of Division/Group Supervisor on a minimum of two (2) incidents that extended 24 hours beyond the initial burning phase (24 hours) - Specific expertise in emergency services delivery responsibilities
Chief Fire Officer 3A	Both required: - Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in human resource management

CFSTES Course	Experience
Chief Fire Officer 3B	Both required: - Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in budget and fiscal responsibilities
Chief Fire Officer 3C	Both required: - Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in general administrative functions
Chief Fire Officer 3D	- Held the rank of Chief Officer or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in command of expanding all-hazard incidents
Executive Chief Fire Officer 4A	Both required: - Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in human resource management
Executive Chief Fire Officer 4B	Both required: - Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in community and government relations
Executive Chief Fire Officer 4C	Both required: - Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in administration
Executive Chief Fire Officer 4D	Both required: - Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in emergency services delivery responsibilities
Executive Chief Fire Officer 4E	Both required: - Held the rank of Executive Chief Fire Officer* or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in health and safety

* An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.

Table 6.9.2.3(B): Command Instructor Professional Experience FSTEP Courses

FSTEP Courses	Experience
- Incident Management of the Fire Fighter Emergency - Incident Management of High Rise Fires - Incident Management of Special Operations - Incident Management of Wildland Fires	Both required: - Held the rank or Suppression Officer or higher within a recognized fire agency in California for a minimum of three (3) years - Specific expertise in emergency services delivery responsibilities specific to the course type
Fire Services Labor/Management Relations	Both required: - Held the rank or Fire Fighter or higher within a recognized fire agency in California for a minimum of two (2) years - Specific expertise in fire Service labor/management relations

* An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.

6.9.3: FIRE AND LIFE SAFETY EDUCATOR (FORMERLY COMMUNITY RISK INSTRUCTOR)

6.9.3.1: Eligible Courses

Table 6.9.3.1: Fire and Life Safety Educator Eligible Course

CFSTES Courses	FSTEP Courses
• Fire and Life Safety Educator 1 • Fire and Life Safety Educator 2 • Fire and Life Safety Educator 3	• None

6.9.3.2: General Qualifications

A. A Registered Instructor for a California Fire Service Training and Education System (CFSTES) Fire and Life Safety Educator courses shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.

1. See **6.2.1: Qualifications**.

B. A Registered Instructor authorized to teach one of the courses in the Retired Courses column is authorized to deliver the corresponding course in the Corresponding Courses column.

Table 6.9.3.2: Fire and Life Safety Educator Legacy Matrix

Retired Courses	Corresponding Courses
• Community Risk Educator	• Fire and Life Safety Educator 1
• Community Risk Officer	• Fire and Life Safety Educator 2
• Community Risk Specialist	• Fire and Life Safety Educator 3

6.9.3.3: Professional Experience

A. A Registered Instructor for a CFSTES Fire and Life Safety Educator course shall meet the professional experience qualifications listed below.

1. Performing in an “acting” capacity does not qualify.

Table 6.9.3.3: Community Risk Instructor Professional Experience

CFSTES Course	Experience
• Fire and Life Safety Educator 1	• Have a minimum of one (1) years’ experience as a Fire and Life Safety Educator within a recognized fire agency in California
• Fire and Life Safety Educator 2	• Have a minimum of two (2) years’ full-time paid or four (4) years’ part-time paid or volunteer experience as a fire and

CFSTES Course	Experience
	life safety educator within a recognized fire agency in California
• Fire and Life Safety Educator 3	• Have a minimum of three (3) years' full-time paid or six (6) years' part-time paid or volunteer experience as a fire and life safety educator within a recognized fire agency in California

6.9.4: DRIVER/OPERATOR INSTRUCTOR

6.9.4.1: Eligible Courses

Table 6.9.4.1: Driver/Operator Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
• Fire Apparatus Driver/Operator 1A: Driver/Operator • Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations • Fire/Apparatus Driver/Operator 1C: Aerial Apparatus Operations • Fire/Apparatus Driver/Operator 1D: Tillered Apparatus Operations • Fire/Apparatus Driver/Operator 1E: Wildland Fire Apparatus Operations • Fire/Apparatus Driver/Operator 1F: Water Tender Apparatus Operations	• Basic Emergency Vehicle Operations • Basic Pump Operations

6.9.4.2: General Qualifications

- A. A Registered Instructor for a California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) Driver/Operator course shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.
 1. See **6.2.1: Qualifications**.
- B. Instructors registered to teach the retired CFSTES Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008) course prior to August 15, 2015, are authorized to deliver the CFSTES Driver/Operator 1A: Driver/Operator (2015) course.
- C. Instructors registered to teach the retired CFSTES Fire Apparatus Driver/Operator 1B: Pump Operations (2008) course prior to August 15, 2015, are authorized to deliver the CFSTES Driver/Operator 1B: Pumping Apparatus Operations (2015) course.
- D. Instructors registered to teach the retired FSTEP Driver/Operator: Aerial/Tiller Truck Operations course prior to August 15, 2015, are authorized to deliver the following CFSTES courses:
 1. Aerial Apparatus Operations (2015)
 2. Driver/Operator 1B: Pumping Apparatus Operations (2015)
 3. Tillered Apparatus Operations (2015)

6.9.4.3: Course Work

- A. Attending and passing the corresponding CFSTES Driver/Operator course meets the FSTEP course requirement.
- B. Attending and passing the retired CFSTES Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008) and Fire Apparatus Driver/Operator 1B: Pump Operations (2008) courses meet the requirement for attending and passing the CFSTES Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) and Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations (2015) courses.

6.9.4.4: Professional Experience

- A. A Registered Instructor for a CFSTES or FSTEP Driver/Operator course shall meet the professional experience qualifications listed below.
 - 1. Performing in an “acting” capacity does not qualify.

Table 6.9.4.4(A): Driver/Operator Instructor Professional Experience for CFSTES Courses

CFSTES Courses	Experience
• Fire Apparatus Driver/Operator 1A: Driver/Operator • Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations	• Held the rank of Engineer for a minimum of three (3) years within a recognized fire agency in California • For those departments that do not use the Engineer rank, applicants who have operated fire apparatus as their primary responsibility for a minimum of three (3) years within a recognized fire agency in California qualify.
• Fire/Apparatus Driver/Operator 1C: Aerial Apparatus Operations • Fire/Apparatus Driver/Operator 1D: Tillered Apparatus Operations • Fire/Apparatus Driver/Operator 1E: Wildland Fire Apparatus Operations • Fire/Apparatus Driver/Operator 1F: Water Tender Apparatus Operations	• Held the rank of Driver/Operator or Engineer for a minimum of three (3) years within a recognized fire agency in California ○ For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility for a minimum of three (3) years within a recognized fire agency in California qualify. • Have a minimum of three (3) years’ experience operating the course-specific apparatus

Table 6.9.4.4(B): Driver/Operator Instructor Professional Experience for FSTEP Courses

FSTEP Courses	Experience
• Basic Emergency Vehicle Operations • Basic Pump Operations	• Have a minimum of two (2) years' suppression/rescue experience within a recognized fire agency in California

6.9.5: EMERGENCY VEHICLE TECHNICIAN INSTRUCTOR

6.9.5.1: Eligible Courses

Table 6.9.5.1: Emergency Vehicle Technician Instructor Eligible CFSTES Courses

- Emergency Vehicle Technician 1A: Emergency Vehicle Systems: Chassis, Cab, Body, Tank, and Accessories
- Emergency Vehicle Technician 1B: Electrical Systems A
- Emergency Vehicle Technician 1C: Pumps and Accessories
- Emergency Vehicle Technician 2A: Electrical Systems B
- Emergency Vehicle Technician 3A: Human Resource Management / Fleet Specifications and Records

6.9.5.2: General Qualifications

- A. A Registered Instructor for a CFSTES Emergency Vehicle Technician course shall meet the qualifications required of all SFT Registered Instructors.
1. See 6.2.1: Qualifications.

6.9.5.3: Course Work

- A. Successful completion of the Preventative Maintenance (CFMA) or Knowing Your Apparatus (CFMA) meet the requirement for attending and passing the CFSTES Emergency Vehicle Technician 1A: Emergency Vehicle Systems: Chassis, Cab, Body, Tank, and Accessories
- B. Successful completion of Basic Electric 1 (CFMA) meets the requirements for successful completion of the CFSTES Emergency Vehicle Technician 1B Electrical System A course
- C. Successful completion of the CFSTES Fire Mechanic 1: Fire Pumps and Accessories course meets the requirements for attending and passing the CFSTES Emergency Vehicle Technician 1C: Pumps and Accessories.
- D. Successful completion of the CFSTES Fire Mechanic 2A: Fire Apparatus Electrical Systems course meets the requirements for attending and passing the CFSTES Emergency Vehicle Technician 2A: Electrical Systems B.
- E. Successful completion of the Specifications Writing Class (CFMA) and CFSTES Fire Management 1 or CFSTES Company Officer 2A meets the requirements for attending and passing the CFSTES Emergency Vehicle Technician 3A: Human Resource Management / Fleet Specifications and Records.

6.9.5.4: Professional Experience

- A. A Registered Instructor for a CFSTES Emergency Vehicle Technician course shall meet the professional experience qualifications listed below.

Table 6.9.5.2: Emergency Vehicle Technician Instructor Experience

CFSTES Courses	Experience
- Emergency Vehicle Technician 1A: Emergency Vehicle Systems: Chassis, Cab, Body, Tank, and Accessories - Emergency Vehicle Technician 1B: Electrical Systems A - Emergency Vehicle Technician 1C: Pumps and Accessories - Emergency Vehicle Technician 2A: Electrical Systems B	- Extensive experience directly related to the content of instruction that the candidate is seeking approval to deliver approved SFT Curriculum (See Instructor Task Book). - Baseline experience established by the industry is 10,000 hours (5 years) in the direct field of the heavy automotive industry work. Of the five-year experience, one (1) year must be in a recognized California fire department, California public agency, or California private industry as a truck mechanic with primary duties related to the maintenance of emergency response vehicles.
Emergency Vehicle Technician 3A: Human Resource Management / Fleet Specifications and Records	Consideration may be given to quantify instructors who perform the skills associated as an EVT 3, while not being a mechanic per say, topics in EVT 3 include Human Resources and Fleet Specifications and Records.

6.9.5.5: Task Book

- A. A Registered Instructor candidate for Emergency Vehicle Technician 1, 2, or 3 must successfully complete the corresponding Instructor Trainee Task Book.
- B. An Emergency Vehicle Technician 1, 2, or 3 Primary Instructor Trainee has two (2) years after starting their Emergency Vehicle Technician 1, 2, or 3 Instructor Trainee Task Book to complete the Task Book requirements.
- C. An Emergency Vehicle Technician 1, 2, or 3 Primary Instructor Trainee must satisfy all instructor requirements and become a Registered Emergency Vehicle Technician 1, 2, or 3 Primary Instructor within one (1) year of completing the Task Book.
- D. A Registered Instructor candidate for Emergency Vehicle Technician 1, 2, or 3 must successfully perform all of the tasks during two (2) different training events.

- E. Only a Registered Emergency Vehicle Technician 1, 2, or 3 Instructor or Vendor Expert Instructor authorized by the Instructor of Record may evaluate an Emergency Vehicle Technician 1, 2, or 3 Registered Instructor candidate of the same level.

6.9.6: FIRE CONTROL – INSTRUCTOR

6.9.6.1: Eligible Courses

Table 6.9.6.1: Fire Control – Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
• None	• Fire Control 1: Basic Fire Chemistry • Fire Control 2: Basic Operations – Structural • Fire Control 3: Acquired Structure (2018) • Fire Control 3: Fixed Facility (2018) • Fire Control 4A: Ignitable Liquids and Gases Awareness/Operations • Fire Control 4B: Ignitable Liquids and Gases Technician • Fire Control 5: Aircraft Rescue and Fire Fighting • Fire Control 6: Wildland Fire Fighting Essentials • Fire Control 7: Wildland Fire Fighting

6.9.6.2: General Qualifications

- A. A Registered Instructor for a Fire Service Training and Education Program (FSTEP) Fire Control course shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.
1. See **6.2.1: Qualifications**.

6.9.6.3: Course Work

- A. A Fire Control 3 Structural Firefighting: (2018) Registered Instructor must have attended and passed:
1. ICS-300: Intermediate ICS for Expanding Incidents
 2. Safety Officer: C-404, S-404, L954, or FDSOA Incident Safety Officer
 3. Fire Control 3 Structural Fire Fighting (2018)
 4. Instructor: Live Fire Training – Fixed Facility (2018)
 5. Instructor: Live Fire Training – Acquired Structure (2018)
 - i. This course is optional and is only required for those instructors who will be delivering Fire Control 3 Structural Fire Fighting (2018) using an acquired structure.

6.9.6.4: Professional Experience

- A. A Registered Instructor for an FSTEP Fire Control course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.9.6.4: Fire Control – Instructor Professional Experience

FSTEP Course	Experience
• Fire Control 1: Basic Fire Chemistry • Fire Control 2: Basic Operations - Structural • Fire Control 3: Acquired Structure (2018) • Fire Control 3: Fixed Facility (2018) • Fire Control 4A: Ignitable Liquids and Gases Awareness/Operations • Fire Control 5: Aircraft Rescue and Fire Fighting • Fire Control 6: Wildland Fire Fighting Essentials • Fire Control 7: Wildland Fire Fighting	• Held the rank of Fire Fighter within a recognized fire agency in California performing suppression/rescue duties for a minimum of two (2) years
• Fire Control 3: Structural Firefighting (2018) • Fire Control 4B: Ignitable Liquids and Gases Technician	• Held the rank of Fire Fighter within a recognized fire agency in California performing suppression/rescue duties for a minimum of three (3) years full time experience or six (6) years' volunteer or part-time paid experience time

6.9.6.5: Task Book

- A. A Registered Instructor candidate for Fire Control 3: Structural Firefighting (2018) or Fire Control 4A or 4B must successfully complete the corresponding Instructor Trainee Task Book.
- B. A Registered Instructor candidate for Fire Control 3: Structural Firefighting (2018) must successfully complete the Instructor: Live Fire Training – Fixed Facility Instructor Task Book.
1. Instructors who will be delivering Fire Control 3 Structural Fire Fighting (2018) using an acquired structure, shall also complete the Instructor: Live Fire Training – Acquired Structure Instructor Task Book.
- C. A Fire Control 3: Structural Firefighting (2018) or Fire Control 4A or 4B Instructor Trainee has two (2) years after starting their Fire Control 3: Structural Firefighting (2018) or Fire Control 4 Instructor Trainee Task Book to complete the Task Book requirements.

- D. A Fire Control Fire Control 3: Structural Firefighting (2018) Instructor Trainee has three (3) years after starting their Instructor: Live Fire Training – Fixed Facility or Instructor: Live Fire Training – Acquired Structure Instructor Task Book.
- E. A Fire Control 3: Structural Firefighting (2018) or Fire Control 4A or 4B Instructor Trainee must satisfy all instructor requirements and become a Registered Fire Control 3: Structural Firefighting (2018) or Fire Control or 4A or 4B Instructor within one (1) year of completing the Task Book.
- F. A Registered Instructor candidate for Fire Control 3: Structural Firefighting (2018) must successfully perform each of the tasks listed in the Instructor Task Book twice. The two (2) instances must occur during two (2) different registered courses. The same evaluator cannot sign off on the same task twice.
- G. A Registered Instructor candidate for Fire Control 4A or 4B must successfully perform all of the tasks during three (3) different training events.

6.9.7: FIRE FIGHTING AND RESCUE INSTRUCTOR

6.9.7.1: Eligible Courses

Table 6.9.7.1: Fire Fighting and Rescue Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
None	- Aircraft Rescue and Firefighting Awareness - Fire Fighter Survival - Fire Fighter Rescue and RIC Operations - Incident Safety Awareness for Hired Vendors

6.9.7.2: General Qualifications

- A. A Registered Instructor for a Fire Service Training and Education Program (FSTEP) Fire Fighting and Rescue course shall meet the following the qualifications required of all State Fire Training (SFT) Registered Instructors.
- See **6.2.1: Qualifications**.

6.9.7.3: Course Work

- A. Incident Safety Awareness for Hired Vendors instructors must have attended and passed Incident Safety Awareness for Hired Vendors (2018); Introduction to Incident Command System (ICS-100); Firefighter Training (S-130); Introduction to Wildland Fire Behavior (S-190); Intermediate Wildland Fire Behavior (S-290); Human Factors in the Wildland Fire Service (L-180); ICS for Single Resources and Initial Action Incidents (IS-200.B); and National Incident Management System - An Introduction (NIIMS 700.A).

6.9.7.4: Teaching Experience

- A. It is recommended that a new instructor for SFT's Incident Safety Awareness for Hired Vendors co-teach with a Registered Instructor during their first course presentation.

6.9.7.5: Professional Experience

- A. A Registered Instructor for an FSTEP Fire Fighting and Rescue course shall meet the professional experience qualifications listed below.
- Performing in an "acting" capacity does not qualify.

Table 6.9.7.5: Fire Fighting and Rescue Instructor Professional Experience

FSTEP Course	Experience
Aircraft Rescue and Firefighting Awareness	Held the rank of Fire Fighter and/or performed rescue duties within a recognized fire agency in

FSTEP Course	Experience
	California for a minimum of three (3) years; or worked in a volunteer position or paid call firefighter with a Recognized Fire Agency in California for a minimum of five (5) years. • Have a minimum of three years' experience within a recognized fire agency in California in the field of aircraft rescue and fire fighting
• Incident Safety Awareness for Hired Vendors	Letter verifying the following experience: • Minimum of five (5) years' full-time paid experience in a federal, state, local, or provincial fire agency and holds the rank of Company Officer • Has responded as a Single Resource or Overhead assignment which has gone through a check-in, briefing, and demobilization (completed a Shift Ticket) process on a campaign fire • Has working knowledge, skills, and abilities performing within Incident Command • Has been assigned to an incident within the last five (5) years (Red Card currency)
• Rapid Intervention Crew (RIC) Operations • Fire Fighter Survival	• Have five (5) years suppression/rescue experience, of which two (2) years must be while holding the rank of Fire Fighter performing suppression/rescue duties within a recognized fire agency in California

6.9.7.6: Task Book

A. Fire Fighter Survival

1. An Instructor applicant for Fire Fighter Survival shall complete the appropriate instructor trainee task book.
2. A Registered Fire Fighter Survival Instructor must sign off on the applicant's task book within two (2) years of its initiation.

B. Fire Fighter Rescue and RIC Operations

1. An Instructor applicant for Fire Fighter Rescue and RIC Operations shall complete the appropriate Instructor Trainee Task Book.
2. A Registered Fire Fighter Rescue and RIC Operations Instructor must sign off on the applicant's Task Book within two (2) years of its initiation.

6.9.8: HAZARDOUS MATERIALS (HAZMAT) INSTRUCTOR

6.9.8.1: Eligible Courses

Table 6.9.8.1: HAZMAT Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
• None	• Hazardous Materials First Responder Awareness Level • Hazardous Materials First Responder Operational Level • Hazardous Materials First Responder Operational, Decontamination

6.9.8.2: General Qualifications

- A. A Registered Instructor for a Fire Service Training and Education Program (FSTEP) Hazmat First Responder course shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.
1. See **6.2.1: Qualifications**.

6.9.8.3: Course Work

- A. SFT accepts Hazardous Materials First Responder certificates from SFT, California Specialized Training Institute (CSTI), or International Association of Fire Fighters (IAFF).
1. See **Section 9.1.2**
- B. Attending and passing SFT or CSTI Hazardous Materials Technician course meets the requirement for attending and passing Hazardous Materials First Responder Awareness, Operations, and Decontamination.

6.9.8.4: Experience

- A. A Registered Instructor for a Hazmat First Responder course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.9.8.4: HAZMAT Instructor Experience

FSTEP Course	Experience
• Hazardous Materials First Responder Awareness Level • Hazardous Materials First Responder Operational Level • Hazardous Materials First Responder Operational, Decontamination	• Held the rank of Fire Fighter within a recognized fire agency in California performing suppression/rescue duties for a minimum of two (2) years

6.9.9: INCIDENT COMMAND SYSTEM (ICS) INSTRUCTOR

6.9.9.1: Eligible Courses

Table 6.9.9.1: ICS Instructor Eligible Courses

• Advanced All-Hazards Incident Management (AAIM) • AH-221: Damage Inspection Specialist • AH-321: Damage Inspection Manager • AR-330: Task Force/Strike Team Leader All Risk • AR-339: Division/Group Supervisor All Risk • AR-430: Operations Section Chief All Risk • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • L-280: Followership to Leadership • PMS-475: Basic Land Navigation • S-130: Fire Fighter Training • S-131: Fire Fighter Type 1 Training • S-190: Introduction to Wildland Fire Behavior • S-200: Initial Attack Incident Commander Type 4 • S-203: Introduction to Incident Information • S-211: Portable Pumps and Water Use • S-212: Wildland Fire Chain Saws • S-215: Fire Operations in the Wildland/Urban Interface • CA-219: Wildland Firefighting – Firing Operations • S-223: Fireline EMT/Paramedic • S-230: Crew Boss - Single Resource • S-231: Engine Boss - Single Resource • S-234: Ignition Operations • S-236: Heavy Equipment Boss • S-244: Field Observer • S-245: Display Processor • S-270: Basic Air Operations • S-271: Helicopter Crewmember	• S-290: Intermediate Wildland Fire Behavior • S-300: Extended Attack Incident Commander • S-330: Task Force/Strike Team Leader • S-336: Tactical Decision Making in Wildland Fire • S-339: Division/Group Supervisor – All Risk • S-346: Situation Unit Leader • S-349: Resources Unit Leader/Demobilization Unit Leader • S-355: Ground Support Unit Leader • S-356: Supply Unit Leader • S-358: Communications Unit Leader • S-359: Medical Unit Leader • S-360: Finance/Administration Unit Leader • S-390: Introduction to Wildland Fire Behavior Calculations • S-400: Incident Commander • S-403: Public Information Officer • S-404: Safety Officer • S-420: Command and General Staff • S-430: Operations Section Chief • S-440: Planning Section Chief • S-445: Incident Training Specialist • S-450: Logistics Section Chief • S-460: Finance/Administration Section Chief • S-490: Advanced Wildland Fire Behavior Calculations • S-491: Intermediate National Fire Danger Rating System • Terrorism Liaison Officer - Basic
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6.9.9.2: General Qualifications

- A. A Registered Instructor for a Fire Service Training and Education Program (FSTEP) Incident Command System course shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.
 - 1. See **6.2.1: Qualifications**.

6.9.9.3: Course Work

- A. A Registered Instructor for AAIM shall successfully complete AAIM or one (1) of the following requirements:
 - 1. A Complex Incident Management Course (CIMC)
 - 2. Advanced Incident Management (ICS-520)
 - 3. Performed as a Command and General Staff (ICS-420) Instructor/Coach
 - i. Must be validated with a Fire Chief validation letter (See **4.1.1: Letters of Verification**.) and/or a copy of an instructor participation certificate
 - 4. Performed as an Instructor for FEMA O-305 All-Hazards Incident Management Training
 - i. Must be validated with a Fire Chief validation letter (See **4.1.1: Letters of Verification**.) and/or a copy of an instructor participation certificate
- B. SFT accepts ICS certificates from:
 - 1. Governor's Office of Emergency Services (CalEMA/CalOES)
 - 2. California Department of Forestry and Fire Protections (CDF/CAL FIRE)
 - 3. Department of Homeland Security (DHS)
 - 4. Federal Emergency Management Agency (FEMA)
 - 5. Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE)
 - 6. National Fire Academy (NFA)
 - 7. National Wildfire Coordinating Group (NWCG)
 - 8. SFT
 - 9. Texas A&M Engineering Extension (TEEX)

6.9.9.4: Instructor Requirements

- A. A Registered Instructor for Terrorism Liaison Officer – Basic shall present a letter from their Regional Threat Assessment Center documenting approval to teach this course.

6.9.9.5: Experience

- A. A Registered Instructor for an ICS Instructor course shall be appointed to the rank of suppression officer and meet the professional experience qualifications listed below.
 - 1. Performing in an "acting" capacity does not qualify.

Table 6.9.9.5: ICS Instructor Experience

FSTEP Course	Experience
Advanced All-Hazards Incident Management (AAIM)	- Appointed to the rank of Suppression Officer - A qualified Command or General staff position during Type 1 complex incidents while assigned on an incident management team (IMT)
100-level and 200-level courses	- Held a permanent position within a Recognized Fire Agency in California for a minimum of one (1) year, or worked in a volunteer position or paid call firefighter with a Recognized Fire Agency in California for a minimum of two (2) years; and - Qualified in the position you have applied to instruct
300-level courses	- Appointed to the rank of Suppression Officer - Qualified at or above the level and in the position you have applied to instruct
400-level courses	- Appointed to the rank of Suppression Officer - Qualified at or above the level and in the position you have applied to instruct
CA-219: Wildland Firefighting – Firing Operations	- Held a permanent position within a Recognized Fire Agency in California for a minimum of three years, or worked in a volunteer position or paid call firefighter with a Recognized Fire Agency in California for a minimum of five (5) years and; - Documentation of specific expertise in wildland live fire training - firing operations and; - Qualified as a Prescribed Fire Burn Boss (RXB1/2), Division Supervisor (DIVS), Firing Boss (FIRB); or Strike Team/Task Force Leader
S-223: Fireline EMT/Paramedic	- Held a permanent position within a Recognized Fire Agency in California for a minimum of one (1) year, or worked in a volunteer position or paid call firefighter with a Recognized Fire Agency in California for a minimum of two (2) years; and - Qualified* as a Fireline EMT/Paramedic with a minimum of three (3) years' experience or a qualified* Medical Unit Leader. - Qualified by CAL FIRE, CICC, or NWCG by issuance of Certification and Qualification Cards or other department-approved documentation - Requires letter signed by Fire Chief or designee verifying qualification
Terrorism Liaison Officer – Basic	- Appointed to the rank of Suppression Officer - Fire service experience as a Terrorism Liaison Officer

6.9.10: INSTRUCTOR SERIES INSTRUCTOR

6.9.10.1: Eligible Courses

Table 6.9.10.1: Instructor Series Eligible Courses

CFSTES Courses	FSTEP Courses
• Fire and Emergency Services Instructor 1 • Fire and Emergency Services Instructor 2 • Fire and Emergency Services Instructor 3	• Ethical Leadership for Instructors • Employing Audiovisual Aids • Group Dynamics and Problem Solving • Techniques of Evaluation • Instructor: Live Fire Training – Fixed Facility (2018) • Instructor: Live Fire Training – Acquired Structure (2018)

6.9.10.2: General Qualifications

- A. A Registered Instructor for a California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) Instructor course shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.
1. See **6.2.1: Qualifications**.

6.9.10.3: Instructor Requirements

- A. Fire and Emergency Services Instructor 1 or Fire and Emergency Services Instructor 2
- B. A Registered Instructor for Fire and Emergency Services Instructor 1 or Fire and Emergency Services Instructor 2
1. Must have attended and passed Instructor 1 or Fire and Emergency Services Instructor 1, Instructor 2 or Fire and Emergency Services Instructor 2 as well as Employing Audiovisual Aids, Group Dynamics and Problem Solving, and Techniques of Evaluation.
 2. A Registered Instructor authorized to teach Training Instructor 1A, 1B, or 1C is authorized to deliver Fire and Emergency Services Instructor 1 and 2.
- C. Fire and Emergency Services Instructor 3
1. A Registered Instructor for Fire and Emergency Services Instructor 3 must have attended and passed Instructor 1, 2, and 3 or Fire and Emergency Services Instructor 1, 2, or 3.
- D. Ethical Leadership for Instructors
1. A Registered Instructor for Ethical Leadership for Instructors must have attended and passed Fire and Emergency Services Instructor 1 and Fire and Emergency Services Instructor 2 and Techniques of Evaluations, Group Dynamics and Problem

- Solving, and Employing Audiovisual Aids.
 - 2. An SFT staff member or SFT-approved Ethical Leadership for Instructors Primary Instructor must evaluate a Registered Instructor candidate during their first delivery of Ethical Leadership for Instructors.
 - i. Candidate shall coordinate the course preparation and delivery with the SFT designee a minimum of six (6) weeks prior to the intended course delivery date.
 - 3. The candidate shall teach at least 50% of the entire course including units specified by an SFT Staff Member or an SFT-designated and approved Ethical Leadership Registered Instructor.
- E. FSTEP Specialized Courses: Employing Audiovisual Aids, Group Dynamics and Problem Solving, and Techniques of Evaluation
- 1. A Registered Instructor for Employing Audiovisual Aids, Group Dynamics and Problem Solving, and/or Techniques of Evaluation must have attended and passed Employing Audiovisual Aids, Group Dynamics and Problem Solving, and Techniques of Evaluation.
 - i. Completion of all three (3) courses is required.
- F. Instructor: Live Fire Training
- 1. A Registered Instructor for Instructor: Live Fire Training – Fixed Facility (2018) must be an SFT Registered Instructor of Fire Control 3 Structural Fire Fighting (2018) for fixed facility.
 - 2. A Registered Instructor for Instructor: Live Fire Training –Acquired Structure (2018) must be an SFT Registered Instructor of Fire Control 3 Structural Fire Fighting (2018) for Acquired Structure.

6.9.10.4: Teaching Experience

- A. A Registered Instructor for the CFSTES Instructor courses shall have taught a minimum of one hundred and sixty (160) hours within a fire service-related program.
- B. A Registered Instructor for the Instructor: Live Fire Training – Fixed Facility (2018) course shall have delivered two (2) registered Fire Control 3 Structural Firefighting (2018) classes using a fixed facility.
- C. A Registered Instructor for the Instructor: Live Fire Training – Acquired Structure (2018) course shall have delivered two (2) registered Fire Control 3 Structural Firefighting (2018) classes using an acquired structure.

6.9.10.5: Professional Experience

- A. A Registered Instructor for a CFSTES or FSTEP Instructor course shall meet the professional

experience qualifications listed below.

1. Performing in an "acting" capacity does not qualify.

Table 6.9.10.5(A): Instructor Series Professional Experience for CFSTES Courses

CFSTES Courses	Experience
• Fire and Emergency Services Instructor 1 • Fire and Emergency Services Instructor 2	• Held the position of Designated Agency Instructor within a California fire department for a minimum of three (3) years • Possess specific expertise in the topic areas of Employing Audiovisual Aids, Group Dynamics and Problem Solving, and Techniques of Evaluation.
• Fire and Emergency Services Instructor 3	• Have a minimum of three (3) years' experience in a training program management position • Possess specific expertise in the topic areas of Employing Audiovisual Aids, Group Dynamics and Problem Solving, and Techniques of Evaluation.

Table 6.9.10.5(B): Instructor Series Professional Experience for FSTEP Courses

FSTEP Courses	Experience
• Ethical Leadership for Instructors	All required: • Have a minimum of five (5) years' full-time paid experience in a recognized fire agency in California as a Fire Fighter • Held the rank of Company Officer or above for a minimum of two (2) years ○ Two (2) letters of recommendation from current Registered Ethical Leadership in the Classroom Registered Instructors waives this requirement. • Have a minimum of five (5) years' experience as an SFT Registered Instructor in good standing • Taught a minimum of three (3) CFSTES courses within the last five (5) years, or ○ Taught a minimum combination of 120 hours of State Fire Training courses or Community College courses within the last five (5) years ○ Utilize a PACE 2 review for candidates who do not meet the identified experience
• Employing Audiovisual Aids • Group Dynamics and Problem Solving • Techniques of Evaluation	• Held the position of Designated Agency Instructor within a California fire department for a minimum of three (3) years • Possess specific expertise in the topic areas of Employing Audiovisual Aids, Group Dynamics and Problem Solving, and Techniques of Evaluation.

FSTEP Courses	Experience
• Instructor: Live Fire Training	• Held the rank of Fire Fighter within a recognized fire agency in California performing suppression/rescue duties for a minimum of three (3) years full time experience; or • Held the rank of Fire Fighter within a recognized fire agency in California performing suppression/rescue duties for a minimum of six (6) years volunteer or part-time paid experience time

6.9.11: INVESTIGATION INSTRUCTOR

6.9.11.1: Eligible Courses

Table 6.9.11.1: Investigation Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
• Fire Investigation 1A: Basic Fire Investigation • Fire Investigation 1B: Evidence and Documentation • Fire Investigation 1C: Preparation for Legal Proceedings	• None

6.9.11.2: General Qualifications

- A. A Registered Instructor for a California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) Fire Investigation course shall meet the qualifications required of all State Fire Training (SFT) Registered Instructors.
1. See **6.2.1: Qualifications**.
- B. An Instructor previously registered to teach Fire Investigation 1A: Fire Origin Cause and Determination (2000), Fire Investigation 1B: Techniques of Fire Investigation (2011), Fire Investigation 2A: Criminal and Legal Procedures (1989), or Fire Investigation 2B: Field Case Studies (1989) is authorized to teach Fire Investigation 1A: Basic Fire Investigation 1B: Evidence and Documentation, and 1C: Preparation for Legal Proceedings.

6.9.11.3: Professional Experience

- A. A Registered Instructor for a CFSTES or FSTEP Fire Investigation course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.9.11.3: Investigation Instructor Professional Experience

CFSTES Courses	Experience
• Fire Investigation 1A • Fire Investigation 1B • Fire Investigation 1C	• Held the rank or position of Fire Investigator within a recognized fire agency in California for a minimum of two (2) years

6.9.12: MARINE FIRE FIGHTING FOR LAND-BASED FIRE FIGHTERS

6.9.12.1: Eligible Courses

Table 6.9.12.1: Marine Fire Fighting Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
Marine Fire Fighting for Land-Based Fire Fighters	None

6.9.12.2: General Qualifications

- A. A Registered Instructor for a California Fire Service Training and Education System (CFSTES) Marine Fire Fighting course shall meet the following the qualifications required of all State Fire Training (SFT) Registered Instructors.
- See **6.2.1: Qualifications**.

6.9.12.3: Course Work

- A. A Marine Fire Fighting for Land-Based Fire Fighters Registered Instructor must have attended and passed:
- Marine Fire Fighting for Land-Based Fire Fighters (SFT)
 - Confined Space Rescue: Awareness (SFT, IAFF, or CSTI)
- B. A Marine Fire Fighting for Land-Based Fire Fighters Registered Instructor may seek reciprocity for completion of Marine Fire Fighting for Land-Based Fire Fighters (SFT) with one of the following:
- Pro Board NFPA 1005 certification
 - Attend and pass one of the following courses offered through a state or federal agency, an accredited California community college or university, or a California fire agency:
 - Advanced Firefighting (STCW – 2010 or newer)
 - Marine Fire Fighting for Land-Based Fire Fighters (TEEX or TMSA)
 - Marine Firefighter Operations (CA Division of Boating and Waterways)
 - U.S. Navy General Shipboard Fire Fighting

6.9.12.4: Professional Experience

- A. A Registered Instructor for a CFSTES Marine Fire Fighting course shall meet the professional experience qualifications listed below.
- Performing in an “acting” capacity does not qualify.

Table 6.9.12.4: Marine Fire Fighting Instructor Professional Experience

CFSTES Course	Experience
• Marine Fire Fighting for Land-Based Fire Fighters	• Have a minimum of three (3) years' full-time or six (6) years' part-time/volunteer experience as a fire fighter performing suppression duties within a recognized fire agency in California

6.9.12.5: Task Book

- A. Marine Fire Fighting for Land-Based Fire Fighters (2019)
1. An Instructor applicant for Marine Fire Fighting for Land-Based Fire Fighters (2019) shall complete the Marine Fire Fighting for Land-Based Fire Fighters (2019) Instructor Task Book.

6.9.12.6: Application – Registered Instructor

- A. See **6.2.3: Application Process**.

6.9.12.7: Maintenance

- A. A Registered Marine Fire Fighting for Land-Based Fire Fighters Instructor shall teach at least two (2) SFT Marine Fire Fighting for Land-Based Fire Fighters courses every four (4) years.

6.9.13: OSFM-DELIVERED COURSES

6.9.13.1: Eligible Courses

Table 6.9.13.1: OSFM-Delivered Eligible Courses

FSTEP Courses
• Certification Examination Evaluator Training • Motion Picture/Television – Fire Safety Officer Outdoor Aerial Public Fireworks Display • Proximate Audience Pyrotechnics • Registered Instructor Orientation • Statutes and Regulations

6.9.13.2: General Qualifications

- A. A Registered Instructor for a Fire Service Training and Education Program (FSTEP) OSFM-Delivered course shall meet the following the qualifications required of all State Fire Training (SFT) Registered Instructors.
1. See **6.2.1: Qualifications**.

6.9.13.3: Instructor Requirements

- A. A Registered Instructor for OSFM-Delivered courses must be approved by the Chief of State Fire Training.
- B. A Registered Instructor for OSFM-Delivered courses shall maintain employment or acting as an agent for the OSFM.
- C. OSFM-delivered courses shall only be delivered by employees or agents of the OSFM while acting in their official capacity at the OSFM.

6.9.14: PREVENTION INSTRUCTOR

6.9.14.1: Eligible Courses

Table 6.9.14.1: Prevention Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
• Fire Inspector 1A: Duties and Administration • Fire Inspector 1B: Fire and Life Safety • Fire Inspector 1C: Field Inspection • Fire Inspector 1D: Field Inspection – California Specific • Fire Inspector 2A: Fire Prevention Administration • Fire Inspector 2B: Fire and Life Safety Requirements • Fire Inspector 2C: Inspecting New and Existing Fire and Life Safety Systems and Equipment • Fire Inspector 2D: Hazardous Materials, Operations, and Processes • Fire Marshal 1A: Administration and Professional Development • Fire Marshal 1B: Community Relations & Fire and Life Safety Education • Fire Marshal 1C: Fire Investigation Program Management • Fire Marshal 1D: Community Risk Reduction Program Management • Fire Marshal 1E: Regulatory Program Management • Plan Examiner 1A: Building Plan Review • Plan Examiner 1B: Fire Protection and Life Safety Systems Plan Review • Plan Examiner 1C: Hazards and Special Operations Plan Review	• None

6.9.14.2: General Qualifications

- A. A Registered Instructor for a California Fire Service Training and Education System (CFSTES) Fire Prevention course shall meet the qualifications required for all State Fire Training (SFT) Registered Instructors.
1. See **6.2.1: Qualifications**.

6.9.14.3: Professional Experience

- A. A Registered Instructor for a CFSTES Prevention course shall meet the professional experience qualifications listed below.
1. Performing in an “acting” capacity does not qualify.

Table 6.9.14.3: Prevention Instructor Professional Experience

CFSTES Courses	Experience
• Fire Inspector 1A • Fire Inspector 1B	• Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a

CFSTES Courses	Experience
• Fire Inspector 1C • Fire Inspector 1D	minimum of three (3) years
• Fire Inspector 2A	Both required: • Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three (3) years • Specific expertise in prevention duties and administration
• Fire Inspector 2B	Both required: • Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three (3) years • Specific expertise in fire and life safety requirements
• Fire Inspector 2C	Both required: • Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three (3) years • Specific expertise in field inspections
• Fire Inspector 2D	Both required: • Held the position of Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three (3) years • Specific expertise in California specifications in hazardous materials, operations, and processes
• Plan Examiner 1A • Plan Examiner 1B • Plan Examiner 1C	• Held the position of Plan Examiner or Fire Inspector/Prevention Officer within a recognized fire agency in California for a minimum of three (3) years with the responsibility for performing plan checks
• Fire Marshal 1A •	• Held the position of fire marshal within a Recognized Fire Agency in California for a minimum of three (3) years • Specific expertise in administration and professional development of a fire prevention bureau
• Fire Marshal 1B	• Held the position of fire marshal within a Recognized Fire Agency in California for a minimum of three (3) years • Specific expertise in community/government relations and management of a fire and life safety education program
• Fire Marshal 1C	• Held the position of fire marshal within a Recognized Fire Agency in California for a minimum of three (3) years

CFSTES Courses	Experience
	• Specific expertise in the management of a fire investigation program
• Fire Marshal 1D	• Held the position of fire marshal within a Recognized Fire Agency in California for a minimum of three (3) years • Specific expertise in the management of a community risk reduction program
• Fire Marshal 1E	• Held the position of fire marshal within a Recognized Fire Agency in California for a minimum of three (3) years • Specific expertise in the management of code adoptions, changing regulation and ordinance, and code change proposals

6.9.15: STATE-CERTIFIED PRESCRIBED-FIRE BURN BOSS INSTRUCTOR

6.9.15.1: Eligible Courses

Table 6.9.15.1: State-Certified Prescribed-Fire Burn Boss Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
State-Certified Prescribed-Fire Burn Boss	State-Certified Prescribed-Fire Burn Boss Refresher

6.9.15.2: General Qualifications

- A. A Registered Instructor for a California Fire Service Training and Education System (CFSTES) State-Certified Prescribed-Fire Burn Boss course shall meet the qualifications required of all State Fire Training (SFT) Registered Primary Instructors.
- See 6.2.1: Qualifications.

6.9.15.4: Professional Experience

- A. A Registered Instructor for a CFSTES State-Certified Prescribed-Fire Burn Boss course shall meet the professional experience qualifications listed below.

Table 6.9.15.4(A): Instructor Professional Experience for CFSTES Courses

CFSTES Courses	Experience
- State-Certified Prescribed-Fire Burn Boss - State-Certified Prescribed-Fire Burn Boss Refresher	Three (3) years' experience as a prescribed fire practitioner

6.9.15: Maintenance

- A. A Registered State-Certified Prescribed-Fire Burn Boss Instructor shall maintain their State-Certified Prescribed-Fire Burn Boss Certification.

6.9.16: TECHNICAL RESCUE COURSES

6.9.16.1: Eligible Courses

Table 6.9.16.1: Technical Rescue Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
• None	• Animal Technical Rescue Awareness • Animal Technical Rescue Technician • Common Passenger Vehicle Rescue Technician • Confined Space Rescue Awareness • Confined Space Rescue Operations-Technician • Heavy Vehicle Rescue Technician • Low Angle Rope Rescue Awareness • Machinery Rescue Technician • Rope Rescue Awareness/Operations • Rope Rescue Technician • Structural Collapse Specialist 1 • Structural Collapse Specialist 2 • Tower Rescue Technician • Trench Rescue Technician

6.9.16.2: General Qualifications

- A. A Registered Instructor for a Fire Service and Education Program (FSTEP) Technical Rescue course shall meet the qualifications required for all State Fire Training (SFT) Registered Instructors.
 1. See **6.2.1: Qualifications**.
- A. A Confined Space Rescue Technician Instructor Trainee or Registered Instructor must have attended and passed (one of the following):
 1. SFT Confined Space Rescue: Operations/Technician
 2. Confined Space Rescue Technician
- B. A Rope Rescue Technician (2017) Registered Instructor shall meet the Instructor requirements for Rope Rescue Awareness/Operations (2017)
- C. A current FEMA Lead or Adjunct Rope Rescue Instructor in good standing is eligible to be a recognized as a Rope Rescue Awareness/Operations (2017) or Rope Rescue Technician (2017) Registered Instructor.
 1. To seek eligibility, the candidate must:
 - i. Be a Registered SFT Instructor in good standing

- ii. Have completed the following courses: IS-100, IS-200, IS-700 and IS-800 (SFT, CAL FIRE, FEMA, NWCG)
 - iii. Currently teach and possess currency (three-year cycle) at the NFPA 1006 and 1670 Rope Rescue Technician level
 - iv. Have taught a minimum of 40 hours at the technician level course during the past three (3) years
 - 1. Candidates are not required to complete the SFT required task book(s).
- D. A Structural Collapse Specialist 2: Technician Registered Primary Instructor shall meet the Instructor requirements for Structural Collapse Specialist 1: Operations.
- E. Existing FEMA Structural Collapse Specialist 4.0 Instructors were eligible to be recognized as Structural Collapse Specialist 1: Operations and Structural Collapse Specialist 2: Technician prior to the December 31, 2022, curriculum update deadline.
- 1. To seek eligibility, the candidate must:
 - i. Be a Registered SFT Instructor
 - ii. Have completed the following courses: Structural Collapse Specialist (FEMA: 2017 or current edition) and Structural Collapse Specialist - Virtual Roll Out Course (SFT)
 - 2. Candidates do not complete the SFT required task book(s).

6.9.16.3: Instructor Levels

A. Instructor Trainee

- 1. Instructor Trainee is the entry level for becoming a Technical Rescue Registered Instructor.
- 2. An individual is considered an Instructor Trainee while they complete Instructor Trainee Task Book(s)
 - i. Instructor Trainees shall complete the Task Book within the designated timeframe as listed in the respective Task Book.
 - ii. The applicant must submit the Task Book for instructor registration within one (1) year of completing it.
- 3. Under direct supervision of a Registered Instructor, the Primary Instructor Trainee shall:
 - i. Assist in classroom and field exercise setup
 - ii. Support the logistics of the component(s) they are training to teach
 - iii. Instruct no more than 50% of a single course delivery
 - iv. Carry out all other related tasks as assigned by the Registered Senior Instructor
 - v. Satisfactorily complete the Primary Instructor Trainee Task Book
- 4. State Fire Training (SFT) does not register Instructor Trainees.

B. Registered Instructor

1. A Registered Instructor is qualified to teach the specific course for which they are approved and are applicable to satisfy listed course ratios.
2. In addition to the responsibilities required of all SFT Registered Instructors (See **6.2.7: Responsibilities.**), Registered Instructors are also required to:
 - i. Set up the classroom and field exercises
 - ii. Administer any psychomotor skills exams
 - iii. Evaluate student/team performance
 - iv. Coordinate and monitor all safety aspects of the course

6.9.16.4: Course Work

- A. Attending and passing SFT's Auto Extrication (1996) or Vehicle Extrication (2015) course(s) meets the requirement for attending and passing Common Passenger Vehicle Rescue Technician.
- B. Attending and passing SFT's Confined Space Rescue Technician course meets the requirement for attending and passing Confined Space Rescue Awareness.
- C. Registered Low Angle Rope Rescue Operational Instructors must have attended and passed ICS-200: Basic ICS.
- D. A Rope Rescue Awareness/Operations or Rope Rescue Technician Registered Instructor must have attended and passed:
 1. Rope Rescue Awareness/Operations (2021) or Rope Rescue Awareness/Operations (2017)
- E. A Rope Rescue Technician Registered Instructor must have attended and passed:
 1. SFT Rope Rescue Technician or FEMA Rope Rescue Technician
- F. A Structural Collapse Specialist 1: Operations Registered Instructor must have attended and passed Structural Collapse Specialist 1: Operations Course
- G. A Structural Collapse Specialist 2: Technician Registered Instructor must have attended and passed Structural Collapse Specialist 1: Operations and Structural Collapse Specialist 2: Technician course.
- H. A Tower Rescue Technician Registered Instructor must have attended and passed:
 1. SFT Tower Rescue Technician

- I. A Trench Rescue Technician Instructor Trainee or Registered Instructor must have attended and passed:
 1. Rescue Systems 1: Basic Rescue Skills
 2. Trench Rescue Technician

6.9.16.5: Instructor Requirements

- A. See **6.2.1.2: Instructor Requirements**

6.9.16.6: Task Book

- A. A Registered Instructor candidate for a Technical Rescue course must successfully complete the corresponding Instructor Trainee Task Book, as required.
- B. All components within a Task Book must be verified and signed by a Registered Instructor for that discipline.
- C. When required, an Instructor Trainee must successfully perform each of the tasks listed in the Instructor Trainee Task Book twice. The two (2) instances must occur during two (2) different registered courses. The same evaluator cannot sign-off on the same task twice.

6.9.16.7: Professional Experience

- A. A Registered Instructor for an FSTEP Technical Rescue course shall meet the professional experience qualifications listed below.
 1. Performing in an “acting” capacity does not qualify.

Table 6.9.16.7: Technical Rescue Instructor Professional Experience

FSTEP Courses	Experience
- Animal Technical Rescue Awareness - Animal Technical Rescue Technician	Have a minimum of three (3) years’ full-time or six (6) years’ part-time/volunteer experience performing suppression/rescue duties within a recognized fire agency in California
Common Passenger Vehicle Rescue Technician	Have a minimum of three (3) years’ full-time or six (6) years’ part-time/volunteer suppression/rescue experience within a recognized fire agency in California
Confined Space Rescue Awareness	Have a minimum of two (2) years’ full-time or four (4) years’ part-time/volunteer suppression/rescue experience within a recognized fire agency in California
Confined Space Rescue Operations/Technician	Have a minimum of two (2) years’ experience within a recognized fire agency in California in the

FSTEP Courses	Experience
	field of rescue (e.g., being a member of an identifiable rescue team)
Heavy Vehicle Rescue Technician	Have a minimum of three (3) years' full-time or six (6) years' part-time/volunteer suppression/rescue experience within a recognized fire agency in California
Low Angle Rope Rescue Operational	Have a minimum of two (2) years' full-time or four (4) years' part-time/volunteer suppression/rescue experience within a recognized fire agency in California
Machinery Rescue Technician	Have a minimum of three (3) years' full-time or six (6) years' part-time/volunteer experience performing suppression/rescue duties within a recognized fire agency in California
- Rope Rescue Awareness/Operations - Rope Rescue Technician	Have a minimum of three (3) years' or six (6) years' part-time/volunteer suppression/rescue experience within a recognized fire agency in California (e.g., being a member of an identifiable rescue team)
- Structural Collapse Specialist 1 - Structural Collapse Specialist 2	- OSFM certified Fire Fighter 2; and - Have a minimum of two (2) years' full-time or four (4) years' part-time/volunteer suppression/rescue experience within a recognized fire agency in California
Tower Rescue Technician	Have a minimum of three (3) years' full-time or six (6) years' volunteer or part-time paid suppression/rescue experience in a recognized fire agency in California
Trench Rescue Technician	Have a minimum of three (3) years' experience within a recognized fire agency in California in the field of rescue (e.g., being a member of an identifiable rescue team)

6.9.16.8: Application

A. See **6.2.3: Application Process**.

- A. The applicant shall submit the following items to the Registered Instructor(s) who will oversee the evaluation:
1. A current resume listing education, position, and experience
 2. A copy of a course completion diploma(s) for required courses and prerequisites

3. A copy of Instructor 2 or Fire and Emergency Services Instructor 2 course completion diploma or verification that the applicant is a Registered Instructor with SFT
4. An initiated Instructor Trainee Task Book

6.9.16.9: Maintenance

- A. A Registered Technical Rescue Instructor shall teach at least two (2) SFT Technical Rescue course(s) every four (4) years.

6.9.16.10: Rope Rescue Awareness/Operations (2017) Instructor Update

- A. A Registered Instructor for Low Angle Rope Rescue Operational (2007) must meet the following Instructor Update requirements, to become a Registered Instructor for Rope Rescue Awareness/Operations (2017).
 1. Satisfy the Instructor Update requirements and have applied to SFT no later than December 31, 2021.
 2. Attend and pass or have met the following requirements:
 - i. Completion of Rope Rescue Technician (2017) course; or
 - ii. Rope Rescue Technician (2013)
 3. Must also be a Registered Instructor in good standing for the following courses:
 - i. Rescue Systems 1: Rope Rescue (Module 1); and
 - ii. Rescue Systems 1: Ladder Rescue Systems (Module 3)
 4. Submit a course completion diplomas for each course listed in the Instructor Update to SFT through the SFT User Portal.

6.9.16.11: Rope Rescue Technician (2017) Instructor Update

- A. SFT Registered Instructors for Rope Rescue Technician (2013), in good standing, will be authorized to instruct Rope Rescue Awareness/Operations (2017) and Rope Rescue Technician (2017).

6.9.17: WATER RESCUE COURSES

6.9.17.1: Eligible Courses

Table 6.9.17.1: Technical Rescue Instructor Eligible Courses

CFSTES Courses	FSTEP Courses
• None	• Motorized Watercraft Rescue Technician • Non-motorized Watercraft Rescue Technician • Open Water Rescue Boat Operator – Large Vessel • Open Water Rescue Boat Operator – Small Vessel • Open Water Rescuer – Basic • Personal Watercraft Rescue Operations • Personal Watercraft Rescue Technician • River and Flood Rescue Boat Technician • River and Flood Rescue Technician • Water Rescue Awareness/Operations • Water Rescue Technician

6.9.17.2: General Qualifications

- A. A Registered Instructor for a Fire Service and Education Program (FSTEP) Water Rescue course shall meet the qualifications required for all State Fire Training (SFT) Registered Instructors.
1. See **6.2.1: Qualifications**.

6.9.17.3: Instructor Levels

- A. Instructor Trainee
1. Instructor Trainee is the entry level for becoming a Water Rescue Registered Instructor.
 2. An individual is considered an Instructor Trainee while they complete Instructor Trainee Task Book(s)
 - i. Instructor Trainees shall complete the Task Book within the designated timeframe as listed in the respective Task Book.
 - ii. The applicant must submit the Task Book for instructor registration within one (1) year of completing it.
 3. Under direct supervision of a Registered Instructor, the Primary Instructor Trainee shall:
 - i. Assist in classroom and field exercise setup
 - ii. Support the logistics of the component(s) they are training to teach

- iii. Instruct no more than 50% of a single course delivery
 - iv. Carry out all other related tasks as assigned by the Registered Senior Instructor
 - v. Satisfactorily complete the Primary Instructor Trainee Task Book
 - 4. State Fire Training (SFT) does not register TRT Instructor Trainees.
- B. Registered Instructor
- 1. A Registered Instructor is qualified to teach the specific course for which they are approved and are applicable to satisfy listed course ratios.
 - 2. In addition to the responsibilities required of all SFT Registered Instructors (See **6.2.7: Responsibilities.**), Registered Instructors are also required to:
 - i. Set up the classroom and field exercises
 - ii. Administer any psychomotor skills exams
 - iii. Evaluate student/team performance
 - iv. Coordinate and monitor all safety aspects of the course
- 6.9.17.4: Course Work**
- A. Motorized Watercraft Rescue Technician (2021) Instructors must have attended and passed:
- 1. SFT Motorized Watercraft Rescue Technician (2021) **or**
 - 2. River and Flood Rescue Boat Technician (2017) **and** California Safe Boaters Safety Course (CBT – CA Boating and Waterways) **and** Urban Search and Rescue Boat Operator (CBT – FEMA)
- B. Non-Motorized Watercraft Rescue Technician Instructors must have attended and passed:
- 1. SFT Non-Motorized Watercraft Rescue Technician (2021)
- C. Open Water Rescue Boat Operator – Large Vessel (2019) Instructors must have attended and passed:
- 1. Open Water Rescue Boat Operator – Large Vessel (2019)
- D. Open Water Rescue Boat Operator – Small Vessel (2019) Instructors must have attended and passed:
- 1. Open Water Rescue Boat Operator – Small Vessel (2019)
- E. Open Water Rescuer – Basic (2014) Instructors must have attended and passed:
- 1. Open Water Rescuer – Basic (2014)
- F. Personal Watercraft Rescue Operations (2021) Instructors must have attended and passed:
- 1. Personal Watercraft Rescue Operations (2021)

- G. Personal Watercraft Rescue Technician Instructors must have attended and passed:
 - 1. Personal Watercraft Rescue Technician (2021)
- H. River and Flood Rescue Boat Technician Instructors must have attended and passed:
 - 1. River and Flood Rescue Boat Technician
- I. River and Flood Rescue Technician Instructors must have attended and passed:
 - 1. River and Flood Rescue Technician
- J. Water Rescue Awareness and Operations (2021) Instructors must have attended and passed one of the following water rescue courses:
 - 1. River and Flood Rescue Technician (2017) **or**
 - 2. Water Rescue Awareness and Operations (2021) **or**
 - 3. Water Rescue Technician (2021)
- K. Water Rescue Technician (2021) Instructors must have attended and passed one of the following water rescue courses:
 - 1. River and Flood Rescue Technician (2017) **or**
 - 2. Water Rescue Technician (2021)

Note: Candidates are not required to be Registered Water Rescue Awareness and Operations (2021) Instructors to become Registered Water Rescue Technician (2021) Instructors. SFT will automatically authorize all Registered Water Rescue Technician (2021) Instructors to teach Water Rescue Awareness and Operations (2021).

6.9.17.5: Instructor Requirements

- B. See **6.2.1.2: Instructor Requirements**

6.9.17.6: Task Book

- A. A Registered Instructor candidate for a Water Rescue course must successfully complete the corresponding Instructor Trainee Task Book, as required.
- B. All components within a Task Book must be verified and signed by a Registered Instructor for that discipline.
- C. When required, an Instructor Trainee must successfully perform each of the tasks listed in the Instructor Trainee Task Book twice. The two (2) instances must occur during two (2) different registered courses. The same evaluator cannot sign-off on the same task twice.
- D. An Instructor applicant must complete their task book within its respective completion date.

6.9.17.7: Professional Experience

A. A Registered Instructor for an FSTEP Technical Rescue course shall meet the professional experience qualifications listed below.

1. Performing in an “acting” capacity does not qualify.

Table 6.9.17.7: Technical Rescue Instructor Professional Experience

FSTEP Courses	Experience
• Open Water Rescuer - Basic • Personal Watercraft Operations	• Held the rank of Fire Fighter and/or performing suppression/rescue duties within a recognized fire agency in California for a minimum of two (2) years; or worked in a volunteer position or paid call with a Recognized Fire Agency in California for a minimum of four (4) years
• Open Water Rescue Boat Operator – Small Vessel • Open Water Rescue Boat Operator – Large Vessel • River and Flood Rescue Boat Technician	• Held the rank of Fire Fighter and/or performed rescue duties within a recognized fire agency in California for a minimum of three (3) years; or worked in a volunteer position or paid call Fire Fighter with a Recognized Fire Agency in California for a minimum of six (6) years. • Specific expertise in Technical Rescue as it relates to Open Water Search and Rescue Boat Operations and Seamanship. Expertise must be relative to the size of the vessel and power configuration and qualify based on the scope required for the curriculum chosen to facilitate.
• Motorized Watercraft Rescue Technician • Non-motorized Watercraft Rescue Technician • Personal Watercraft Rescue Operations • Personal Watercraft Rescue Technician • River and Flood Rescue Boat Technician • River and Flood Rescue Technician • Water Rescue Awareness/Operations • Water Rescue Technician	• Held the rank of Fire Fighter and/or performed rescue duties within a recognized fire agency in California for a minimum of three (3) years; or worked in a volunteer position or paid call Fire Fighter with a Recognized Fire Agency in California for a minimum of six (6) years.

6.9.17.8: Application

- A. See **6.2.3: Application Process**.
- B. The applicant shall submit the following items to the Registered Instructor(s) who will oversee the evaluation:
 - 1. A current resume listing education, position, and experience
 - 2. A copy of a course completion diploma(s) for required courses and prerequisites
 - 3. A copy of Instructor 2 or Fire and Emergency Services Instructor 2 course completion diploma or verification that the applicant is a Registered Instructor with SFT
 - 4. An initiated Instructor Trainee Task Book

6.9.17.9: Maintenance

- A. A Registered Water Rescue Instructor shall teach at least two (2) SFT Water Rescue course(s) every four (4) years.

7: Professional Certification: California Fire Service Training and Education System (CFSTES)

7.1: CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM (CFSTES)

7.1.1: OVERVIEW

- A. The Office of the State Fire Marshal (OSFM) is responsible for the California Fire Service Training and Education System (CFSTES).
- B. CFSTES coordinates the various elements that contribute to the development, delivery, and administration of standardized in-service and specialty training for the California fire service.
- C. Through the years, CFSTES has become synonymous with certification. State Fire Training (SFT) uses the term “certification” to describe the process of meeting approved professional standards.
- D. The objective of CFSTES is to provide a single statewide focus for fire service training in California. General functions of the system include:
 - 1. Implementing OSFM standards and requirements
 - 2. Overseeing curriculum development
 - 3. Approving courses that lead to job function certification
 - 4. Approving standardized training programs for local and regional delivery
 - 5. Administering the job function certification system
 - 6. Publishing certification training standards, course plans, certification task books, and related support materials and documents
 - 7. Maintaining relationships with individuals, groups, organizations, and agencies involved in training
- E. The Chief of State Fire Training and SFT staff manage CFSTES, collaborating with advisory committees and volunteer task forces of working professionals in the field (referred to as cadres) to develop and update certification training standards, course plans, certification task books, and other documents that support the system.

- F. The Statewide Training and Education Advisory Committee (STEAC) reviews all substantive changes and additions to CFSTES standards, rules, procedures, curriculum development documents, and job function certifications before they are presented to the State Board of Fire Services (SBFS) and OSFM for approval and adoption.
- G. CFSTES is a self-funded program supported by participant registration and certification fees.

7.1.2: PURPOSE AND GOALS

- A. The purpose and goals of CFSTES are to:
 - 1. Set minimum performance standards for job function certifications issued by SFT
 - 2. Identify the tasks a candidate must perform to obtain a specific job function certification
 - 3. Establish a standard curriculum for California fire service training programs
 - 4. Provide the means for maintaining a record of training accomplishments
 - 5. Correlate OSFM certification standards with national certification standards
 - 6. Provide the opportunity for fire service personnel to achieve appropriate levels of certification

7.2: CERTIFICATION

7.2.1: CERTIFICATION REQUIREMENTS

- A. State Fire Training (SFT) requires a candidate to fulfill up to six (6) 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 initiated and administered by the candidate's fire agency to evaluate and document a candidate's psychomotor skills
 - i. For most certifications, a candidate must complete the prerequisites, education, and requirements before a Certification Task Book is initiated by the candidate's fire agency.
 - 5. Experience: a candidate's hands-on practice in a specific job function for a designated period of time
 - i. Position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief
 - 6. Position: a candidate's official position within their fire agency

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**
- 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. Initiate a Certification Task Book
 - i. Task books can be downloaded and printed from SFT website
 - ii. Task books are initiated by the Fire Chief, or their authorized designee, and completed within five (5) 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

7.2.3.1: Candidate Application

- A. Download (from the SFT website) and print the Certification Application.
- B. Using the requirements listed on the Certification Application, 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 their 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 diplomas from approved provider for each educational requirement. It is not necessary to submit SFT course diplomas or certifications if it is listed in your SFT User Portal.
Experience	A verification letter signed by the current Fire Chief, or their 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 their 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 five (5) years of application.

- C. A complete application package includes:

- A nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
- The job function certification application
- All supporting and verification documentation

D. Submit the complete application package to:

State Fire Training
Attn: Cashier
P.O. Box 944246
Sacramento, CA 94244-1460

7.2.3.2: State Fire Training Review

A. SFT shall review each application package and determine if it is complete, incomplete, or denied.

B. Complete

1. If the application package is complete and approved, SFT shall issue a certificate via the candidate's SFT User Portal.

C. Incomplete

1. If the application package is incomplete, SFT shall notify the candidate of the missing or incomplete item(s).
2. The candidate shall complete the missing or incomplete item(s) and submit them.
3. When SFT receives all missing or incomplete item(s), SFT shall issue a certificate through the SFT User Portal.
4. SFT shall retain incomplete applications for up to 90 days from the date recorded on the Application.
 - i. Candidates who do not complete their application within the 90-day timeframe are required to submit a new application and fee(s), meeting any additional requirements in place for that job function certification at that time.

D. Denied

1. If the application does not meet the Education or Certification Exam requirements, SFT shall notify the candidate that their application is denied and identify the reason(s) for denial.
2. Denied applications are not eligible for resubmittal or refund.

7.2.4: CERTIFICATION EQUIVALENCY AND RECIPROCITY

7.2.4.1: OVERVIEW

- A. A fire agency, at its own discretion, may evaluate training received outside of California as equivalent for its own hiring purposes.
 - 1. This review is conducted at the local level, not by State Fire Training (SFT).
 - 2. Acceptance of an out-of-state certification by a local agency is not equivalent to an individual being certified by SFT for that job function.
- B. At this time, SFT only accepts the job function certifications listed under **7.2.4.2: Job Functions** as equivalent to a job function certification in California.

7.2.4.2: JOB FUNCTIONS

7.2.4.2.1: Fire Chief

- A. The Office of the State Fire Marshal (OSFM) and the Center for Public Safety Excellence (CPSE) both administer professional recognition for Fire Chiefs. OSFM confers Fire Chief certification and CPSE confers Chief Fire Officer Designation (CFOD). Both agencies use very similar processes to evaluate and confer recognition. In 2011, the agencies entered into a memorandum of understanding to initiate reciprocity between the two programs.
- B. A Fire Chief possessing a CFOD conferred by CPSE may apply for Fire Chief certification from SFT.
- C. SFT shall not accept CFOD certificates issued by CPSE under other reciprocity agreements.
- D. To apply for SFT Fire Chief certification, applicants should submit to SFT:
 - 1. The SFT Fee Schedule
 - 2. Application for Fire Chief Reciprocity with CPSE
 - 3. Nonrefundable application fee
 - 4. An organizational chart from their employing organization
 - 5. A copy of their CFOD certificate
 - 6. A verification letter from CPSE
 - 7. Resume
- E. The position requirements for Fire Chief certification listed under **7.5: Fire Chief** apply.
- F. SFT will assign an advocate to the applicant and conduct a Peer Assessment for Chief Executive (PACE 4) Committee review.
 - 1. See **7.5.2: Fire Chief Application – PACE 4 Process**.

7.2.5: FIRE FIGHTER 2 TENURED PATH

- A. Fire Fighter 2 Tenured Path meets or exceeds any requirement listing Fire Fighter 1 Certification.

7.3: FIRE AND LIFE SAFETY EDUCATOR

7.3.1: FIRE AND LIFE SAFETY EDUCATOR

7.3.1.1: Overview

- A. The Fire and Life Safety Educator Certification provides the knowledge and skills to coordinate and deliver existing educational programs and information; prepare educational programs and information to meet identified needs; and create, administer, and evaluate educational information and programs.

7.3.1.2: History

- A. Established
- December 1, 2021
 - The OSFM Fire and Life Safety Educator (2015) certification combines the NFPA 1035 standards for Fire and Life Safety I, II, and III into a single certification.
 - This single certification replaces OSFM's previous Community Risk Educator, Community Risk Specialist, and Community Risk Officer certifications.
 - This certification no longer requires successful completion of the Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager standards included in NFPA 1035 (2015).
- B. Revised
- Not applicable

7.3.1.3: Prerequisites

- A. None

7.3.1.4: Education

- A. FLSE 1A: Fire and Life Safety Educator 1 or Community Risk Educator
- B. FLSE 1B: Fire and Life Safety Educator 2
- C. FLSE 1C: Fire and Life Safety Educator 3
- D. One of the following:
1. Fire Inspector 1A: Duties and Administration
 2. Company Officer 2C: Fire Inspections and Investigation
 3. Three college-level units in Introduction to Fire Technology

E. One of the following:

1. Public Information and Warning (FEMA EL0105)
2. Public Information Officer – Basic (FEMA G290)
3. Introduction to Incident Information (NWCG S-203)

F. One of the following:

1. Youth Firesetting Prevention and Intervention (NFA-F0633 *and* NFA-F0634)
2. Youth Firesetting Prevention and Intervention (NFA-R0629)

7.3.1.5: Certification Exam

A. Not applicable

7.3.1.6: Certification Task Book

A. One of the following:

1. Fire and Life Safety Educator Certification Task Book (2015)
2. Community Risk Officer (2010) Certification Task Book with all relevant Task Book Updates

7.3.1.7: Experience

A. One of the following, performing fire and life safety education within a recognized fire agency in California:

1. Three (3) years' full-time paid experience
2. Six (6) years' volunteer or part-time paid experience (two (2) months' part-time paid or volunteer = one (1) month full-time paid)
3. A combination of full-time paid and part-time paid or volunteer experience equal to three (3) years' full-time paid

7.3.1.8: Position

A. Not applicable

7.3.1.9: ApplicationA. See **7.2.4: Application Process – With a Certification Task Book.****7.3.1.10: Maintenance**

A. No requirements

7.4: DRIVER/OPERATOR

7.4.1: FIRE APPARATUS DRIVER/OPERATOR – AERIAL APPARATUS

7.4.1.1: Overview

- A. Fire Apparatus Driver/Operator – Aerial Apparatus certification provides the knowledge and skills to drive, operate, and perform preventative maintenance on an emergency vehicle with an aerial apparatus.

7.4.1.2: History

- A. Established
 - August 20, 2015
- B. Revised
 - August 2021

7.4.1.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter 1
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.1.4: Education

- A. Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) or Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008)
- B. Fire Apparatus Driver/Operator 1C: Aerial Apparatus Operations (2015)

7.4.1.5: Certification Exam

- A. Not applicable

7.4.1.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Aerial Operations Certification Task Book

7.4.1.7: Experience

- A. Fire Service (one (1) of the following three (3) options)
 - 1. Have a minimum of one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as an aerial apparatus driver/operator
 - 2. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California with the primary responsibility as an aerial apparatus driver/operator
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as an aerial apparatus driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two months' (2) part-time paid or volunteer = one (1) month full-time paid)

7.4.1.8: Position

- A. Appointed to the rank of, or performs the duties of a, Fire Apparatus Driver/Operator or Engineer

7.4.1.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting Documentation
 - 1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. If waiving the Fire Fighter 1 Certification requirement, a verification letter signed by the Fire Chief, or their authorized designee, confirming Officer rank (See **4.1.1: Letters of Verification.**)

7.4.1.10: Maintenance

- A. No requirements

7.4.2: FIRE APPARATUS DRIVER/OPERATOR – PUMPING APPARATUS

7.4.2.1: Overview

- A. Fire Apparatus Driver/Operator – Pumping Apparatus certification provides the knowledge and skills to drive, operate, and perform preventative maintenance on an emergency vehicle with a pump.
- B. The Fire Apparatus Driver/Operator – Pumping Apparatus certification replaced the Fire Apparatus Driver/Operator I certification, which retired on December 31, 2016.

7.4.2.2: History

- A. Established
 - September 1, 1984 (as Driver/Operator I)
- B. Revised
 - August 20, 2015
 - Curriculum updated and reissued to align with *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications* (2014 edition)

7.4.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter 1
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.2.4: Education

- A. Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) or Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008)
- B. Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations (2015) or Fire Apparatus Driver/Operator 1B: Pump Operations (2008)

7.4.2.5: Certification Exam

- A. Not applicable

7.4.2.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Pumping Apparatus Operations Certification Task Book

7.4.2.7: Experience

- A. Fire Service (one (1) of the following three (3) options)
1. Have a minimum of one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a pumping apparatus driver/operator
 2. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California with the primary responsibility as a pumping apparatus driver/operator
 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a pumping apparatus driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months' part-time paid or volunteer = one (1) month full-time paid)

7.4.2.8: Position

- A. Appointed to the rank of Fire Apparatus Driver/Operator or Engineer
1. For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility within a recognized fire agency in California qualify.

7.4.2.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting Documentation
1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. If waiving the Fire Fighter 1 certification requirement, a verification letter signed by the Fire Chief, or their authorized designee, confirming Officer rank (See **4.1.1: Letters of Verification.**)

7.4.2.10: Maintenance

- A. No requirements

7.4.3: FIRE APPARATUS DRIVER/OPERATOR – TILLERED APPARATUS

7.4.3.1: Overview

- A. The Fire Apparatus Driver/Operator – Tillered Apparatus certification provides the knowledge and skills to drive and operate an aerial apparatus equipped with a tiller including operating, positioning, and stabilizing the apparatus from both the tractor and tiller positions.

7.4.3.2: History

- A. Established
 - August 20, 2015
- B. Revised
 - August 2021

7.4.3.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter 1
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.3.4: Education

- A. Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) or Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008)
- B. Fire Apparatus Driver/Operator 1C: Aerial Apparatus Operations (2015)
- C. Fire Apparatus Driver/Operator 1D: Tillered Apparatus Operations (2015)

7.4.3.5: Certification Exam

- A. Not applicable

7.4.3.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Tillered Operations Certification Task Book

7.4.3.7: Experience

- A. Fire Service (one (1) of the following three (3) options)
 - 1. Have a minimum of one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a tillered apparatus driver/operator
 - 2. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California with the primary responsibility as a tillered apparatus driver/operator
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a tillered apparatus driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months' part-time paid or volunteer = one (1) month full-time paid)

7.4.3.8: Position

- A. Appointed to the rank of Fire Apparatus Driver/Operator or Engineer
 - 1. For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility within a recognized fire agency in California qualify.

7.4.3.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting Documentation
 - 1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. If waiving the the Fire Fighter 1 certification requirement, a verification letter signed by the Fire Chief, or their authorized designee, confirming officer rank (See **4.1.1: Letters of Verification.**)

7.4.3.10: Maintenance

- A. No requirements

7.4.4: FIRE APPARATUS DRIVER/OPERATOR – WATER TENDER

7.4.4.1: Overview

- A. The Fire Apparatus Driver/Operator – Water Tender certification provides the knowledge and skills needed to drive, operate, and perform preventative maintenance on a water tender.

7.4.4.2: History

- A. Established
 - August 20, 2015
- B. Revised
 - Not applicable

7.4.4.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter 1
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is Equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.4.4: Education

- A. Fire Apparatus Driver/Operator 1E: Water Tender Operations (2015)

7.4.4.5: Certification Exam

- A. Not applicable

7.4.4.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Water Tender Certification Task Book

7.4.4.7: Experience

- A. Fire Service (one (1) of the following three (3) options)

1. Have a minimum of one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a water tender driver/operator
2. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California with the primary responsibility as a water tender driver/operator
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a water tender driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months' part-time paid or volunteer = one (1) month full-time paid)

7.4.4.8: Position

- A. Appointed to the rank of Fire Apparatus Driver/Operator or Engineer
 1. For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility within a recognized fire agency in California qualify.

7.4.4.9: Application

- A. See **7.2.3: Application Process**

- B. Supporting Documentation

1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. If waiving the Fire Fighter 1 certification requirement, a verification letter signed by the Fire Chief, or their authorized designee, confirming Officer rank (See **4.1.1: Letters of Verification.**)

7.4.4.10: Maintenance

- A. No requirements

7.4.5: FIRE APPARATUS DRIVER/OPERATOR – WILDLAND FIRE APPARATUS

7.4.5.1: Overview

- A. The Fire Apparatus Driver/Operator – Wildland Fire Apparatus certification provides the knowledge and skills needed to drive, operate, and perform preventative maintenance on a wildland fire apparatus.

7.4.5.2: History

- A. Established
 - August 20, 2015
- B. Revised
 - Not applicable

7.4.5.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter 1
 - 1. Appointment to the rank of Officer (Lieutenant or higher) waives this prerequisite.
 - i. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - ii. Performing in an “acting” capacity does not fulfill this requirement.
- B. Possess one of the following driver’s licenses:
 - 1. Class C fire fighter endorsed
 - 2. Commercial A
 - 3. Commercial B

7.4.5.4: Education

- A. Fire Apparatus Driver/Operator 1A: Driver/Operator (2015) or Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations (2008)
- B. Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations (2015) or Fire Apparatus Driver/Operator 1B: Pump Operations (2008)
- C. Fire Apparatus Driver/Operator 1E: Wildland Fire Apparatus (2015)

7.4.5.5: Certification Exam

- A. Not applicable

7.4.5.6: Certification Task Book

- A. Fire Apparatus Driver/Operator – Wildland Fire Apparatus Task Book

7.4.5.7: Experience

- A. Fire Service (one (1) of the following three (3) options)
 - 1. Have a minimum of one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a wildland fire apparatus driver/operator
 - 2. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California with the primary responsibility as a wildland fire apparatus driver/operator
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year's full-time paid experience in a recognized fire agency in California with the primary responsibility as a wildland fire apparatus driver/operator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months' part-time paid or volunteer = one (1) month full-time paid)

7.4.5.8: Position

- A. Appointed to the rank of Fire Apparatus Driver/Operator or Engineer
 - 1. For those departments that do not use these ranks, applicants who have operated fire apparatus as their primary responsibility within a recognized fire agency in California qualify.

7.4.5.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting Documentation
 - 1. Prerequisites
 - i. A copy of the appropriate driver's license
 - ii. If waiving the Fire Fighter 1 certification requirement, a verification letter signed by the Fire Chief, or their authorized designee, confirming Officer rank (See **4.1.1: Letters of Verification.**)

7.4.5.10: Maintenance

- A. No requirements

7.5: FIRE CHIEF

7.5.1: FIRE CHIEF

7.5.1.1: Overview

- A. Fire Chief Certification utilizes a performance assessment process built on the candidate's education and experiential exposure. State Fire Training (SFT) awards Fire Chief Certification only after determining the existence of specific competencies in management, leadership, and technical knowledge.
- B. A Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

7.5.1.2: History

- A. Established
 - 1998 SBFS adopted the Fire Chief Career Development Guide
- B. Revised
 - July 1, 2006
 - If the successful candidate holds a Chief Officer rank, they will receive a Fire Chief designation only. After serving as a Fire Chief for one (1) year, the candidate will receive a Fire Chief Certification.

7.5.1.3: Qualifications

- A. SFT shall consider the following criteria when evaluating candidates for Fire Chief Certification:
 - 1. Chief Officer experience
 - 2. Education
 - 3. Professional organization affiliations
 - 4. Professional development
 - 5. Community
 - 6. Competency in the following categories:
 - i. Governance and administration
 - ii. Assessment and planning
 - iii. Goals and objectives
 - iv. Financial resources
 - v. Programs
 - vi. Physical resources
 - vii. Human resources

- viii. Training and competency
 - ix. Essential resources
 - x. External system relations
- B. SFT shall only grant Fire Chief certification to successful candidates who have been appointed to the rank of Fire Chief in a legally organized California fire service agency and served in that role for one (1) year.
 - 1. Performing in an “acting” capacity does not qualify.
 - 2. If the successful candidate holds a Chief Officer Rank, the candidate will only receive a Fire Chief designation. After service as a Fire Chief for one (1) year, the candidate may notify SFT and receive a Fire Chief Certification for no additional fee.
- C. A Fire Chief with a Chief Fire Officer Designation (CFOD) conferred by the Center for Public Safety Excellence (CPSE) may apply for SFT Fire Chief certification. See **9.2.2.1: Fire Chief**.

7.5.2: FIRE CHIEF APPLICATION – PACE 4 PROCESS

7.5.2.1: Enrollment

- A. The applicant shall submit a SFT Fee Schedule with the required nonrefundable application fee to SFT.
- B. SFT shall record receipt and acknowledgement of the candidate’s enrollment fee in the Peer Assessment for Fire Chief (PACE 4) log and open a file for the candidate.
- C. SFT shall appoint an advocate to the candidate from the list of SFT-certified Fire Chiefs.
- D. SFT shall send the advocate a candidate assignment letter and an Advocate Evaluation Sign-Off Sheet.
- E. SFT shall send an application and a copy of the Fire Chief Career Development Guide to the candidate, informing the candidate of their assigned advocate.

7.5.2.2: Application

- A. The candidate shall submit a completed Application for Fire Chief Certification to their advocate.
- B. The candidate shall submit a SFT Fee Schedule and a nonrefundable interview fee to SFT.
- C. The candidate and the advocate shall review the completed Application for Fire Chief Certification for completeness and point value by completing the PACE 4 Evaluation Sign-Off Sheet.
 - 1. A candidate must obtain a minimum of 1,000 points prior to notifying SFT of readiness.

- D. The advocate shall notify the PACE 4 Coordinator in writing that the candidate is prepared for the review process.
- E. The PACE 4 Coordinator shall schedule a PACE 4 Committee meeting and notify the candidate and the advocate.
- F. The candidate shall submit up to three copies of their application and portfolio to the PACE 4 Coordinator at least two (2) weeks prior to the PACE 4 Committee for review.
- G. The candidate's portfolio shall include:
 - A detailed professional experience analysis (positions held in the fire service, personal achievements, performance reviews, certificates, resume, correspondence, etc.)
 - A detailed career education analysis (course work taken through educational institutions and other outside training organizations) as it relates to the Fire Chief job function certification
 - Five (5) letters of reference:
 - Two (2) from Fire Chiefs, written on agency letterhead
 - Three (3) from non-fire service personnel, written on agency-specific letterhead (city council member, mayor, city manager, etc.)
- H. The PACE 4 Coordinator shall compile review packets for the Committee.

7.5.2.3: PACE 4 Review

- A. The advocate shall accompany the candidate to the PACE 4 review, introduce the candidate to the Committee, and remain in the room during the interview.
- B. The candidate shall give a verbal presentation outlining their qualifications and respond to any questions from the Committee.
- C. After the interview, the advocate and the PACE 4 Committee shall review their findings using the Fire Chief Certification Evaluation Form and make a final determination.
 - 1. If the successful candidate holds a Chief Officer rank, the candidate will only receive a Fire Chief designation. After service as a Fire Chief for one (1) year, the candidate may notify SFT and receive a Fire Chief certification for no additional fee.
 - 2. If the successful candidate holds a Fire Chief rank, they will receive Fire Chief Certification.

7.5.2.4: Maintenance

- A. SFT-certified Fire Chiefs agree to serve as advocates for a minimum of two (2) Fire Chief Certification Committee candidate reviews.

7.6: HAZARDOUS MATERIALS

7.6.1: HAZARDOUS MATERIALS TECHNICIAN

7.6.1.1: Overview

- A. Hazardous Materials Technician certification identifies the tasks performed by those individuals involved in the planning, response, and handling of hazardous materials incidents. The scope of knowledge is designed to prepare personnel to perform a more aggressive role than the operational level first responder in that the Hazardous Materials Technician is trained to stop the release of a hazardous material.

7.6.1.2: History

- A. Established
- September 1, 1986
- B. Revised
- Not applicable

7.6.1.3: Prerequisites

- A. None

7.6.1.4: Education

- A. Hazardous Materials 1A: Basic Chemistry of Hazardous Materials (CSTI)
- B. Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals (CSTI)
- C. Hazardous Materials 1C: Incident Considerations (CSTI)
- D. Hazardous Materials 1D: Tactical Field Operations (CSTI)

7.6.1.5: Certification Exam

- A. Not applicable

7.6.1.6: Certification Task Book

- A. Not applicable

7.6.1.7: Experience

- A. Fire Service (both of the following)

1. Have a minimum of two (2) years' full-time paid or four (4) years' part-time paid or volunteer experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
2. Have a minimum of one (1) years' experience in a fire agency responding to hazardous materials incidents and performing control, containment, and confinement operations that are within the capabilities of the resources available to the agency

7.6.1.8: Position

A. Not applicable

7.6.1.9: Application

A. See **7.2.3: Application Process**

B. Supporting Documentation

1. Copies California Specialized Training Institute (CSTI) completion certificate for each educational requirement
2. A verification letter signed by the Fire Chief, or their authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification.**)

7.6.1.10: Maintenance

C. Not applicable

7.6.2: HAZARDOUS MATERIALS SPECIALIST

7.6.2.1: Overview

- A. Hazardous Materials Specialist certification identifies the tasks performed by those involved with and who give support to Hazardous Materials Technicians. The scope of knowledge is designed to provide a more specific knowledge of the various hazards and prepare personnel to serve as liaisons to federal, state, and local agencies.

7.6.2.2: History

- A. Established
- January 1, 1993
- B. Revised
- January 1, 1995
 - Hazardous Materials 1E removed as an educational requirement

7.6.2.3: Prerequisites

- A. None

7.6.2.4: Education

- A. Hazardous Materials 1A: Basic Chemistry of Hazardous Materials* (CSTI)
- B. Hazardous Materials 1B: Applied Chemistry - Field Identification of Chemicals* (CSTI)
- C. Hazardous Materials 1C: Incident Considerations* (CSTI)
- D. Hazardous Materials 1D: Tactical Field Operations* (CSTI)
- E. Hazardous Materials 1F: Specialized Mitigation Techniques (CSTI)
- F. Hazardous Materials 1G: Advanced Field Operations (CSTI)

* Office of the State Fire Marshal (OSFM) certified Hazardous Materials Technicians are not required to repeat Hazardous Materials 1A through 1D in order to become certified as a Hazardous Materials Specialist. In this case, only Hazardous Materials 1F and 1G are required.

7.6.2.5: Certification Exam

- A. Not applicable

7.6.2.6: Certification Task Book

- A. Not applicable

7.6.2.7: Experience**A. Fire Service (both of the following)**

1. Have a minimum of two (2) years' full-time paid or four (4) years' part-time paid or volunteer experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
2. Have a minimum of one (1) years' experience in a recognized fire agency in California responding to hazardous materials incidents and performing advanced control, containment, and confinement operations that are within the capabilities of the resources available to the agency

7.6.2.8: Position**A. Not applicable****7.6.2.9: Application****A. See 7.2.3: Application Process****B. Supporting Documentation for OSFM certified Hazardous Materials Technicians**

1. One of the following:
 - i. Copies of California Specialized Training Institute (CSTI) course completions for each educational requirement
 - ii. A copy of OSFM Hazardous Materials Technical Certificate AND copies of CSTI completion certificates for Hazardous Materials 1F and 1G
2. A verification letter signed by the Fire Chief, or their authorized designee, describing the candidate's specific background as it relates to the experience requirement (See **4.1.1: Letters of Verification.**)

7.6.2.10: Maintenance**A. Not applicable**

7.7: FIRE AND EMERGENCY SERVICES INSTRUCTOR

7.7.1: FIRE AND EMERGENCY SERVICES INSTRUCTOR 1

7.7.1.1: Overview

- A. The Fire and Emergency Services Instructor 1 Certification provides the knowledge and skills needed for an entry-level Instructor to deliver instruction from a prepared lesson plan utilizing instruction aids and evaluation instruments, adapt a lesson plan, and complete reporting requirements to the local jurisdiction.
- B. Instructor 1 Certification replaced Training Instructor I Certification, which retired on December 31, 2017.
- C. The Instructor 1 Certification title was changed to Fire and Emergency Services Instructor 1 to align with NFPA Professional Qualifications.

7.7.1.2: History

- A. Established
 - May 22, 2014
- B. Revised
 - Not applicable

7.7.1.3: Prerequisites

- A. Not applicable

7.7.1.4: Education

- A. Instructor 1: Instructional Methodology

7.7.1.5: Certification Exam

- A. Not applicable

7.7.1.6: Certification Task Book

- A. Fire and Emergency Services Instructor 1 Certification Task Book

7.7.1.7: Experience

- A. Fire Service (one (1) of the following three (3) options)

1. Have a minimum of one (1) year full-time paid experience in a recognized fire agency in California
2. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year full-time paid experience in a recognized fire agency in California
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)

B. Teaching

1. Have a minimum of forty (40) hours' teaching experience within a fire service-related program
 - i. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
 - ii. Document all teaching experience in the Instructor 1 Certification Task Book.

7.7.1.8: Position

A. Not Applicable

7.7.1.9: Application

A. See **7.2.3: Application Process**

7.7.1.10: Maintenance

A. Not applicable

7.7.2: FIRE AND EMERGENCY SERVICES INSTRUCTOR 2

7.7.2.1: Overview

- A. The Fire and Emergency Services Instructor 2 Certification provides the knowledge and skills utilized by intermediate-level Instructors to develop lesson plans and evaluations instruments, teach and deliver instruction, evaluate and coach other instructors, analyze resources, and formulate a program budget.
- B. Instructor 2 certification replaced Fire Instructor II certification, which retired on December 31, 2016.
- C. The Instruction 2 Certification title was changed to Fire and Emergency Services Instructor 2 to align with NFPA Professional Qualifications.

7.7.2.2: History

- A. Established
 - May 22, 2014
- B. Revised
 - Not applicable

7.7.2.3: Prerequisites

- A. One of the following Office of the State Fire Marshal (OSFM) certifications:
 - Fire and Emergency Services Instructor 1
 - Instructor 1
 - Training Instructor I
 - Fire Instructor I

7.7.2.4: Education

- A. Instructor 2: Instructional Development

7.7.2.5: Certification Exam

- A. Not applicable

7.7.2.6: Certification Task Book

- A. Fire and Emergency Services Instructor 2 Certification Task Book

7.7.2.7: Experience

- A. Fire Service (one (1) of the following three (3) options)
 - 1. Have a minimum of one (1) years' full-time paid experience in a recognized fire agency in California
 - 2. Have a minimum of two (2) years' part-time paid or volunteer experience in a recognized fire agency in California
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year full-time paid experience in a recognized fire agency in California
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)
- B. Teaching
 - 1. Have a minimum of eighty (80) hours teaching/training experience (with feedback) within a fire service-related program
 - i. Teaching must be related to fire or emergency medical services and delivered in a formal classroom or drill ground environment.
 - ii. Document all teaching experience in the Instructor 2 Certification Task Book.

7.7.2.8: Position

- A. Not applicable

7.7.2.9: Application

- A. See **7.2.3: Application Process**

7.7.2.10: Maintenance

- A. Not applicable

7.7.3: FIRE AND EMERGENCY SERVICES INSTRUCTOR 3

7.7.3.1: Overview

- A. Fire and Emergency Services Instructor 3 Certification is designed for candidates assigned to run a fire agency training program. Participants develop the knowledge and ability to build comprehensive training curricula and programs for use by single or multiple organizations, conduct organizational needs analysis, and develop training goals and implementation strategies.
- B. Instructor 3 Certification replaced Fire Instructor III Certification, which retired on December 31, 2016.
- C. The Instruction 3 Certification title was changed to Fire and Emergency Services Instructor 2 to align with NFPA Professional Qualifications.

7.7.3.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - Not applicable

7.7.3.3: Prerequisites

- A. Fire and Emergency Services 2 or Instructor 2 Certification

7.7.3.4: Education

- A. Instructor 3: Instructional Program Management

7.7.3.5: Certification Exam

- A. Not applicable

7.7.3.6: Certification Task Book

- A. Fire and Emergency Services Instructor 3 Certification Task Book

7.7.3.7: Experience

- A. Fire Service (one (1) of the following three (3) options)

1. Have a minimum of two (2) year full-time paid experience in a recognized fire agency or Accredited Regional Training Program (ARTP) in California with experience managing a training program
2. Have a minimum of four (4) years' part-time paid or volunteer experience in a recognized fire agency or Accredited Regional Training Program (ARTP) in California with experience managing a training program
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to required experience in a recognized fire agency in California
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)

7.7.3.8: Position

A. Not applicable

7.7.3.9: Application

A. See **7.2.3: Application Process**

7.7.3.10: Maintenance

A. Not applicable

7.8: INVESTIGATION

7.8.1: FIRE INVESTIGATOR (2017)

7.8.1.1: Overview

- A. Fire Investigator Certification provides the knowledge and skills needed to determine fire origin, conduct scene documentation and evidence collection, develop an interview plan, and testify in legal proceedings.
- B. Fire Investigator Certification replaced Fire Investigator I and II, which retired on December 31, 2018.

7.8.1.2: History

- A. Established
 - June 1, 2017

7.8.1.3: Prerequisites

- A. Completion of the following courses:
 - 1. Basic Electricity (CFITrainer.net)
 - 2. Ethics and the Fire Investigator (CFITrainer.net)
 - 3. Introduction to Evidence (CFITrainer.net)
 - 4. Motive, Means, and Opportunity (CFITrainer.net)
 - 5. POST certified PC 832 Arrest (POST)
 - 6. POST certified Interview and Interrogation (POST)

7.8.1.4: Education

- A. Fire Investigation 1A: Basic Fire Investigation
- B. Fire Investigation 1B: Evidence and Documentation
- C. Fire Investigation 1C: Preparation for Legal Proceedings
- D. FI210, Wildland Fire Origin and Cause Determination (NWCG)

7.8.1.5: Certification Exam

- A. Not applicable

7.8.1.6: Certification Task Book

- A. Fire Investigator Certification Task Book

7.8.1.7: Experience

- A. Fire Service or Law Enforcement (one (1) of the following three (3) options)
 - 1. Have a minimum of two (2) years' full-time paid experience in a recognized fire or law enforcement agency in California with the primary duty as a Fire Investigator
 - 2. Have a minimum of four (4) years' part-time paid or volunteer experience in a recognized fire or law enforcement agency in California with the primary responsibility as a Fire Investigator
 - 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to two (2) years' full-time paid experience in a recognized fire or law enforcement agency in California with the primary responsibility as a Fire Investigator
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months' part-time paid or volunteer = one (1) month full-time paid)
- B. Investigate twenty (20) fires, ten (10) of which must be structure fires, as the primary investigator, and develop complete fire investigation reports

7.8.1.8: Position

- A. Appointed to the position of Fire Investigator

7.8.1.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting documentation
 - 1. Copies of all prerequisite course completion verification
 - 2. Copy of course completion diploma for FI210, Wildland Fire Origin and Cause Determination

7.8.1.10: Maintenance

- A. Not applicable

7.9: EMERGENCY VEHICLE TECHNICIAN

7.9.1: EMERGENCY VEHICLE TECHNICIAN 1

7.9.1.1: Overview

- A. Emergency Vehicle Technician 1 Certification identifies the knowledge and skills necessary for the proper inspection and maintenance of emergency apparatus.
- B. Emergency Vehicle Technician 1 Certification replaces Fire Mechanic I, retired on December 31, 2021.
- C. As of April 1, 2020, candidates pursuing Emergency Vehicle Technician 1 Certification should utilize the Emergency Vehicle Technician 1 curriculum.

7.9.1.2: History

- A. Established
 - September 1, 1984
- B. Revised
 - January 1, 2001
 - i. National Institute for Auto Service Excellence (ASE) test on Preventative Maintenance Inspections (T8) added
 - ii. ASE test on Drive Train (T3) deleted
 - iii. ASE test on Engine Performance (A8) deleted
 - iv. Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
 - v. Recertification requirement added
 - Fire Mechanic I certificates expired within one year are eligible for recertification
 - January 1, 2003
 - i. Experience acquired through private industry qualifies
 - October 1, 2018
 - i. Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2016 edition)
 - ii. Fire Mechanic terminology changed to Emergency Vehicle Technician
 - iii. The following classes will be retired or moved to the Fire Service Training and Education Program (FSTEP):
 - Allison Transmission
 - Ambulance Service and Maintenance
 - Aerial Apparatus
 - August 1, 2020

- i. Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2020 edition)

7.9.1.3: Prerequisites

- A. Not applicable

7.9.1.4: Education

- A. CAL FIRE State Fire Training (SFT)
 1. Emergency Vehicle Technician 1A: Emergency Vehicle Systems: Chassis, Cab, Body, Tank and Accessories
 2. Emergency Vehicle Technician 1B: Electrical Systems A
 - i. The following California Fire Mechanics Association courses can meet this requirement: Basic Electric or Electric 1
 3. Emergency Vehicle Technician 1C: Pumps and Accessories; or Fire Mechanic I: Fire Pumps and Accessories
- B. National Institute for Auto Service Excellence (ASE). Must be valid (not expired) at time of application.
 1. Gasoline Engines (T1)
 2. Diesel Engines (T2)
 3. Drive Train (T3)
 4. Brakes (T4)
 5. Suspension and Steering (T5)
 6. Preventative Maintenance Inspections (T8)
- C. Department of Transportation (DOT). Must be valid (not expired) at time of application.
 1. Brake Inspector Qualification

7.9.1.5: Certification Exam

- A. Emergency Vehicle Technician 1 Certification Exam
 1. An independent third-party testing agency will administer certification exams.
- B. The California Fire Mechanics Academy, Inc. (CFMA) will proctor and administer certification exams developed by the Emergency Vehicle Technician Certification Commission (EVTCC) for each level of certification.
- C. Certification examinations will be valid for five (5) years. The certification examination must be current in order to complete the application process.

7.9.1.6: Certification Task Book

- A. Emergency Vehicle Technician 1 Certification Task Book

7.9.1.7: Experience

- A. Fire Service (one of the following three options required)
 - 1. Have a minimum of two (2) years' full-time paid experience in a California fire department, public agency, or private industry as an automotive or truck Mechanic with minimum one (1) year which must be related to the maintenance of emergency vehicle(s); or
 - 2. Have a minimum of three (3) years' full-time paid experience in a California fire department, public agency, or private industry as a truck Mechanic with no emergency response vehicles required; or
 - 3. Have a minimum of four (4) years' volunteer or paid part-time paid experience in a California fire department, public agency, or private industry as a truck mechanic with primary duties performing as a truck mechanic.

7.9.1.8: Position

- A. Not applicable

7.9.1.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting Documentation
 - 1. Copies of ASE test completion certificates
 - i. ASE certificates must be current at the time of application.
 - 2. Copy of DOT Brake Inspector Qualification
 - 3. Copy of Emergency Vehicle Technician 1 Certification

7.9.1.10: Maintenance

- A. Emergency Vehicle Technician 1 certification is valid for five (5) years from the date of issuance

7.9.1.11: Recertification

- A. Emergency Vehicle Technician 1 recertification is designed for an individual currently certified as an Emergency Vehicle Technician 1.
- B. The candidate shall successfully complete the following six (6) tests from the National Institute for Auto Service Excellence (ASE):

1. Gasoline Engines (T1)
 2. Diesel Engines (T2)
 3. Drive Train (T3)
 4. Brakes (T4)
 5. Suspension and Steering (T5)
 6. Preventative Maintenance Inspections (T8)
- C. The candidate shall have a Department of Transportation (DOT) Brake Inspector Qualification that is valid (not expired) at time of application.
- D. The candidate shall have a current Emergency Vehicle Technician 1 Certification Exam (issued within five (5) years)
- E. The candidate shall successfully complete a minimum of 36 hours of CFMA-approved continuing education courses.
- F. See **7.2.3: Application Process**
- G. Supporting documentation:
1. Copies of completion certificates for ASE tests
 - i. ASE certificates must be current at time of application.
 2. A copy of a completion certificate for CMFA continuing education
 3. A copy of DOT Brake Inspector Qualification
 4. A copy of Emergency Vehicle Technician 1 Certification Exam
- H. SFT shall review applications as they are received.
1. The review committee shall be made up of SFT personnel and authorized representatives of CFMA.
 2. See **7.2.3.2: State Fire Training Review**.

7.9.1.12: Lapsed Certification

- A. The SFT certification is considered lapsed if the Emergency Vehicle Technician 1 recertification was not submitted by the expiration date.
1. All recertification requirements must be completed and postmarked to SFT by the expiration date.
- B. For lapsed certification, you can regain SFT Certification by completing additional CFMA-approved continuing education courses and other listed requirements. The continuing education hours are in addition to the 100 hours required for recertification. Once these requirements are met, certification candidates can apply for recertification.
1. For lapses less than 6 months: 8 hours of continuing education
 2. For lapses 6 months to less than 12 months: 16 hours of continuing education

3. For lapses of 12 months to 24 months:
 - i. 24 hours continuing education; and
 - ii. Complete Emergency Vehicle Technician 1 certification exam (see **7.9.2.5: Certification Exam**)
4. For lapses greater than 24 months:
 - i. Complete entire Emergency Vehicle Technician 1 education courses (see **7.9.2.4: Education**)
 - ii. Complete Emergency Vehicle Technician 1 certification exam (see **7.9.2.5: Certification Exam**)

7.9.1.13: Historical Lateral

- A. Emergency Vehicle Technician 1 historical lateral is designed for an individual currently certified as a Fire Mechanic I.
- B. The candidate shall meet the requirements for Emergency Vehicle Technician 1 recertification Section **7.9.1.11(B)** through **7.9.1.11(H)**.
- C. For lapsed certifications see **7.9.1.12: Lapsed Certification**.

7.9.2: EMERGENCY VEHICLE TECHNICIAN 2

7.9.2.1: Overview

- A. Emergency Vehicle Technician 2 certification identifies the advanced knowledge and skills necessary for the proper repair of emergency apparatus.
- B. Emergency Vehicle Technician 2 Certification replaces Fire Mechanic II, retired on December 31, 2021.
- C. As of April 1, 2020, candidates pursuing Emergency Vehicle Technician 2 Certification should utilize the Emergency Vehicle Technician 2 curriculum.

7.9.2.2: History

- A. Established
 - September 1, 1984
- B. Revised
 - January 1, 2001
 - i. National Institute for Auto Service Excellence (ASE) test on Preventative Maintenance Inspections (T8) added
 - ii. ASE test on Drive Train (T3) deleted
 - iii. ASE test on Engine Performance (A8) deleted
 - iv. Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
 - v. Recertification requirement added
 - January 1, 2003
 - i. Experience acquired through private industry qualifies
 - January 1, 2010
 - i. Curriculum updated to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2011 edition)
 - July 1, 2018 October 1, 2018
 - i. Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2016 edition)
 - ii. Fire Mechanic terminology changed to Emergency Vehicle Technician
 - iii. The following classes will be retired or moved to the Fire Service Training and Education Program (FSTEP):
 - Allison Transmission
 - Ambulance Service and Maintenance
 - Aerial Apparatus
 - August 1, 2020

- i. Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2020 edition)

7.9.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Emergency Vehicle Technician 1

7.9.2.4: Education

- A. CAL FIRE State Fire Training (SFT)
 1. Emergency Vehicle Technician 2A: Electrical Systems B; or Fire Mechanic 2A: Fire Apparatus Electrical Systems
- B. National Institute for Auto Service Excellence (ASE). Must be valid (not expired) at time of application.
 1. Gasoline Engines (T1)
 2. Diesel Engines (T2)
 3. Drive Train (T3)
 4. Brakes (T4)
 5. Suspension and Steering (T5)
 6. Electrical/Electronic Systems (T6)
 7. Heating, Ventilation, and Air Conditioning (HVAC) (T7)
 8. Preventative Maintenance Inspections (T8)
- C. Department of Transportation (DOT). Must be valid (not expired) at time of application.
 1. Brake Inspector Qualification

7.9.2.5: Certification Exam

- A. Emergency Vehicle Technician 2 Certification Exam
 2. An independent third-party testing agency will administer certification exams.
- B. The California Fire Mechanics Academy, Inc. (CFMA) will proctor and administer certification exams developed by Emergency Vehicle Technician Certification Commission (EVTCC) for each level of certification.
- C. Certification examinations will be valid for five (5) years. The certification examination must be current in order to complete the application process.

7.9.2.6: Certification Task Book

- A. Emergency Vehicle Technician 2 Certification Task Book

7.9.2.7: Experience

- A. Fire Service (one of the following three options required)
 - 1. Have a minimum of three (3) years' full-time paid experience in a California fire department, public agency, or private industry as an automotive or truck Mechanic with minimum one (1) year which must be related to the maintenance of emergency vehicle(s); or
 - 2. Have a minimum of four (4) years' full-time paid experience in a California fire department, public agency, or private industry as a truck Mechanic with no emergency response vehicles required; or
 - 3. Have a minimum of five (5) years' volunteer or paid part-time paid experience in a California fire department, public agency, or private industry as a truck mechanic with primary duties performing as a truck mechanic.

7.9.2.8: Position

- A. Not applicable

7.9.2.9: Application

- A. See **7.2.3: Application Process**

- B. Supporting Documentation

- 1. Copies of ASE test completion certificates
 - i. ASE certificates must be current at the time of application.
- 2. Copy of DOT Brake Inspector Qualification
- 3. Copy of Emergency Vehicle Technician 2 Certification Exam

7.9.2.10: Maintenance

- A. Emergency Vehicle Technician 2 certification is valid for five (5) years from the date of issuance.

7.9.2.11: Recertification

- A. Emergency Vehicle Technician 2 recertification is designed for an individual currently certified as an Emergency Vehicle Technician 2.
- B. The candidate shall successfully complete the following eight (8) tests from the ASE that are valid (not expired) at the time of application:
 - 1. Gasoline Engines (T1)
 - 2. Diesel Engines (T2)

3. Drive Train (T3)
 4. Brakes (T4)
 5. Suspension and Steering (T5)
 6. Electrical/Electronic Systems (T6)
 7. Heating, Ventilation, and Air Conditioning (T7)
 8. Preventative Maintenance Inspections (T8)
- C. The candidate shall have a Department of Transportation (DOT) Brake Inspector Qualification that is valid (not expired) at time of application.
- D. The candidate shall have a current Emergency Vehicle Technician 2 Certification Exam (issued within five (5) years)
- E. The candidate shall successfully complete a minimum of 100 hours of CFMA-approved continuing education courses.
- F. See **7.2.3: Application Process**
- G. Supporting documentation:
1. Copies of completion certificates for ASE tests
 - i. ASE certificates must be current at time of application.
 2. A copy of a completion certificate for CFMA continuing education
 3. A copy of DOT Brake Inspector Qualification
 4. A copy of Emergency Vehicle Technician 2 Certification Exam
- H. SFT shall review applications as they are received.
1. The review committee shall be made up of SFT personnel and authorized representatives of CFMA.
 2. See **7.2.3.2: State Fire Training Review**.

7.9.2.12: Lapsed Certification

- A. The SFT certification is considered lapsed if the Emergency Vehicle Technician 2 recertification was not submitted by the expiration date.
2. All recertification requirements must be completed and postmarked to SFT by the expiration date.
- B. For lapsed certification, you can regain SFT Certification by completing additional CFMA-approved continuing education courses and other listed requirements. The continuing education hours are in addition the to 100 hours required for recertification. Once these requirements are met, certification candidates can apply for recertification.
1. For lapses less than 6 months: 8 hours of continuing education
 2. For lapses 6 months to less than 12 months: 16 hours of continuing education

3. For lapses of 12 months to 24 months:
 - iii. 24 hours continuing education; and
 - iv. Complete Emergency Vehicle Technician 2 certification exam (see **7.9.4.5: Certification Exam**)
4. For lapses greater than 24 months:
 - iii. Complete entire Emergency Vehicle Technician 2 education courses (see **7.9.4.4: Education**)
 - iv. Complete Emergency Vehicle Technician 2 certification exam (see **7.9.4.5: Certification Exam**)

7.9.2.13: Historical Lateral

- A. Emergency Vehicle Technician 2 historical lateral is designed for an individual currently certified as a Fire Mechanic II.
- B. The candidate shall meet the requirements for Emergency Vehicle Technician 2 recertification **Section 7.9.4.11(B)** through **7.9.4.11(H)**.
- C. For lapsed certifications see **7.9.4.12: Lapsed Certification**.

7.9.2.14: Historical Upgrade

- A. Emergency Vehicle Technician 2 historical lateral is designed for an individual currently certified as an Fire Mechanic I.

The candidate shall meet the requirements for Emergency Vehicle Technician 2 recertification **Section 7.9.4.4** through **7.9.4.9**.

7.9.3: EMERGENCY VEHICLE TECHNICIAN 3

7.9.3.1: Overview

- A. Emergency Vehicle Technician 3 Certification identifies the advanced knowledge and skills necessary to properly manage fleet specifications, records, and personnel in a multiple-technician agency or shop.
- B. Emergency Vehicle Technician 3 Certification replaces Fire Mechanic III/Master Mechanic, scheduled to retire on December 31, 2021.
- C. As of April 1, 2020, candidates pursuing Emergency Vehicle Technician 3 Certification should utilize the Emergency Vehicle Technician 3 curriculum.

7.9.3.2: History

- A. Established
 - September 1, 1984
- B. Revised
 - January 1, 2001
 - i. National Institute for Auto Service Excellence (ASE) test on Preventative Maintenance Inspections (T8) added
 - ii. ASE test on Drive Train (T3) deleted
 - iii. ASE test on Engine Performance (A8) deleted
 - iv. Experience requirement of heavy equipment mechanic changed to automotive or truck mechanic
 - v. Recertification requirement added
 - Fire Mechanic I certificates expired within one year are eligible for recertification
 - January 1, 2003
 - i. Experience acquired through private industry qualifies
 - January 1, 2010
 - i. Curriculum updated to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2011 edition)
 - October 1, 2018
 - i. Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2016 edition)
 - ii. Fire Mechanic terminology changed to Emergency Vehicle Technician
 - iii. The following classes will be retired or moved to the Fire Service Training and Education Program (FSTEP):
 - Allison Transmission
 - Ambulance Service and Maintenance

- Aerial Apparatus
- August 1, 2020
 - i. Curriculum updated using 2012 State Fire Training Curriculum Development Model and to align with *NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications* (2020 edition)

7.9.3.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Emergency Vehicle Technician 2

7.9.3.4: Education

- A. CAL FIRE State Fire Training (SFT)
 - 1. Emergency Vehicle Technician 3A: Fleet Specifications and Records; or Specifications Writing Class (CFMA) and Fire Management I or Company Officer 2A
- B. National Institute for Auto Service Excellence (ASE). Must be valid (not expired) at time of application.
 - 1. Gasoline Engines (T1)
 - 2. Diesel Engines (T2)
 - 3. Drive Train (T3)
 - 4. Brakes (T4)
 - 5. Suspension and Steering (T5)
 - 6. Electrical/Electronic Systems (T6)
 - 7. Heating, Ventilation, and Air Conditioning (T7)
 - 8. Preventative Maintenance Inspections (T8)
- C. Department of Transportation (DOT). Must be valid (not expired) at time of application
 - 1. Brake Inspector Qualification

7.9.3.5: Certification Exam

- A. Emergency Vehicle Technician 3 Certification Exam
 - 1. An independent third-party testing agency will administer certification exams.
- B. The California Fire Mechanics Academy, Inc. (CFMA) will proctor and administer certification exams developed by Emergency Vehicle Technician Certification Commission (EVTCC) for each level of certification.
- C. Certification examinations will be valid for five (5) years. The certification examination must be current in order to complete the application process.

7.9.3.6: Certification Task Book

- A. Emergency Vehicle Technician 3 Certification Task Book

7.9.3.7: Experience**A. Fire Service**

1. Have a minimum of four (4) years' full-time paid experience in a California fire department, public agency, or private industry as an automotive or truck Mechanic with one (1) year related to the maintenance of emergency response vehicles;
2. Have a minimum of five (5) years full-time, paid experience in a California fire department, public agency, or private industry as a truck mechanic with no emergency response vehicles required; or
3. Have a minimum of six (6) years volunteer time or paid part-time, paid experience in a California fire department, public agency, or private industry as a truck mechanic with primary duties performing as a truck mechanic.

7.9.3.8: Position**A. Not applicable****7.9.3.9: Application****A. See 7.2.3: Application Process****B. Supporting Documentation**

1. Copies of ASE test completion certificates
 - i. ASE certificates must be current at the time of application.
2. Copy of DOT Brake Inspector Qualification
3. Copy of Emergency Vehicle Technician 3 Certification Exam

7.9.3.10: Maintenance

- A. Emergency Vehicle Technician 3 Certification is valid for five (5) years from the date of issuance.

7.9.3.11: Recertification

- A. Emergency Vehicle Technician 3 recertification is designed for an individual currently certified as an Emergency Vehicle Technician 3.
- B. The candidate shall have the following eight (8) tests from the that are valid (not expired) at the time of application:
1. Gasoline Engines (T1)
 2. Diesel Engines (T2)
 3. Drive Train (T3)
 4. Brakes (T4)

5. Suspension and Steering (T5)
 6. Electrical/Electronic Systems (T6)
 7. Heating, Ventilation, and Air Conditioning (HVAC) (T7)
 8. Preventative Maintenance Inspections (T8)
- C. The candidate shall have a Department of Transportation (DOT) Brake Inspector Qualification that is valid (not expired) at time of application.
- D. The candidate shall have a current Emergency Vehicle Technician 3 Certification Exam (issued within five (5) years)
- E. The candidate shall successfully complete a minimum of 100 hours of CFMA-approved continuing education courses.
- F. See **7.2.3: Application Process**
- G. Supporting documentation:
1. Copies of completion certificates for ASE tests
 - i. ASE certificates must be current at time of application.
 2. A copy of a completion certificate for CFMA continuing education
 3. A copy of DOT Brake Inspector Qualification
 4. A copy of Emergency Vehicle Technician 3 Certification Exam
- H. SFT shall review applications as they are received.
1. The review committee shall be made up of SFT personnel and authorized representatives of CFMA.
 2. See **7.2.3.2: State Fire Training Review**.

7.9.3.12: Lapsed Certification

- A. The SFT certification is considered lapsed if the Emergency Vehicle Technician 3 recertification was not submitted by the expiration date.
3. All recertification requirements must be completed and postmarked to SFT by the expiration date.
- B. For lapsed certification, you can regain SFT Certification by completing additional CFMA-approved continuing education courses and other listed requirements. The continuing education hours are in addition to the 100 hours required for recertification. Once these requirements are met, certification candidates can apply for recertification.
1. For lapses less than 6 months: 8 hours of continuing education
 2. For lapses 6 months to less than 12 months: 16 hours of continuing education
 3. For lapses of 12 months to 24 months:
 - i. 24 hours continuing education; and
 - ii. Complete Emergency Vehicle Technician 3 certification exam (see **7.9.6.5:**

Certification Exam)

4. For lapses greater than 24 months:
 - i. Complete entire Emergency Vehicle Technician 3 education courses (see **7.9.6.4: Education**)
 - ii. Complete Emergency Vehicle Technician 3 certification exam (see **7.9.6.5: Certification Exam**)

7.9.3.13: Historical Lateral

- A. Emergency Vehicle Technician 3 historical lateral is designed for an individual currently certified as a Fire Mechanic III/Master Mechanic.
- B. The candidate shall meet the requirements for Emergency Vehicle Technician 3 recertification **Section 7.9.6.11(B)** through **7.9.6.11(H)**.
- C. For lapsed certifications see **7.9.6.12: Lapsed Certification**.

7.9.3.13: Historical Upgrade

- A. Emergency Vehicle Technician 3 historical lateral is designed for an individual currently certified as an Fire Mechanic II.
- B. The candidate shall meet the requirements for Emergency Vehicle Technician 3 recertification **Section 7.9.6.4** through **7.9.6.9**.

7.10: FIRE OFFICER

7.10.1: COMPANY OFFICER

7.10.1.1: Overview

- A. The Company Officer Certification provides the knowledge and skills for fireground tactical operations and supervisory responsibilities including general administrative functions, human resource management, conducting inspections and fire investigations, all-risk and wildland incident command operations, and teaching or delivering instruction.
- B. Company Officer Certification replaced Fire Officer Certification, which retired on December 31, 2016.

7.10.1.2: History

- A. Established
 - May 22, 2014
- B. Revised
 - Not applicable

7.10.1.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter 2 or Fire Fighter 2 Tenured Path
 - 1. Appointed to the rank of Officer (Lieutenant or higher) waives this prerequisite. Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - i. Performing in an “acting” capacity does not qualify for this waiver.

7.10.1.4: Education

- A. Company Officer 2A: HR Management
- B. Company Officer 2B: General Administrative Functions
- C. Company Officer 2C: Fire Inspections and Investigations
- D. Company Officer 2D: All-Risk Incident Command Operations
- E. Company Officer 2E: Wildland Incident Operations
- F. Instructor I: Instructional Methodology

7.10.1.5: Certification Exam

- A. Not applicable

7.10.1.6: Certification Task Book

- A. Company Officer Certification Task Book

7.10.1.7: Experience

- A. Fire Service (one of the following three options)
1. Have a minimum of two (2) years' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 2. Have a minimum of four (4) years' part-time paid or volunteer experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 3. Have a combination of full-time paid and part-time paid or volunteer experience equal to two (2) years' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months part-time paid or volunteer = one (1) month full-time paid)

7.10.1.8: Position

- A. Appointed to the position of Company Officer
1. Appointment must be verified by the signature of the candidate's Fire Chief, or their authorized designee.
 2. Performing in and "acting" capacity does not fulfill this requirement.

7.10.1.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting Documentation
1. If waiving the Fire Fighter 2 requirement, submit a verification letter signed by the Fire Chief, or their authorized designee, verifying the candidate's Officer rank. (See **4.1.1: Letters of Verification.**)

7.10.1.10: Maintenance

- A. Not applicable

7.10.2: CHIEF FIRE OFFICER

7.10.2.1: Overview

- A. The Chief Fire Officer certification provides the knowledge and skills needed to organize and direct a fire agency including human resource management, budgeting and finance management, general administrative functions, emergency services delivery, and incident command for expanding incidents.
- B. Chief Fire Officer certification replaced Chief Officer certification, which retired on December 31, 2016.
- C. As of July 1, 2015, candidates pursuing Chief Fire Officer certification should utilize the Chief Fire Officer curriculum.

7.10.2.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - Not applicable

7.10.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Officer or OSFM certified Company Officer
 - 1. Appointed to the rank of Chief Officer waives this prerequisite.
 - i. Performing in an “acting” capacity does not qualify for this waiver.
- B. Possess, at a minimum, an associate’s degree (any major) or higher from an accredited post-secondary institution

7.10.2.4: Education

- A. Chief Fire Officer 3A: Human Resource Management
- B. Chief Fire Officer 3B: Budget and Fiscal Responsibilities
- C. Chief Fire Officer 3C: General Administration Functions
- D. Chief Fire Officer 3D: Emergency Services Delivery Responsibilities
- E. ICS-300: Intermediate ICS for Expanding Incidents
 - 1. SFT shall accept Incident Command System (ICS) certificates from:
 - 2. SFT shall accept Incident Command System (ICS) certificates from:
 - i. California Department of Forestry and Fire Protection (CDF/CAL FIRE)
 - ii. California Governor’s Office of Emergency Services (Cal OES)

- iii. Federal Emergency Management Agency (FEMA)
- iv. Firefighting Resources of California Organization for Potential Emergencies (FIREScope)
- v. National Fire Academy (NFA)
- vi. National Wildfire Coordinating Group (NWCG)
- vii. State Fire Training (SFT)
- viii. Out of state diplomas issued by State Fire Training or State Emergency Management organizations, as approved by SFT

7.10.2.5: Certification Exam

- A. Not applicable

7.10.2.6: Certification Task Book

- A. Chief Fire Officer Certification Task Book

7.10.2.7: Experience

- A. Fire Service

1. Have a minimum of five (5) years' full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 - i. At least two (2) years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - a. Performing in an "acting" capacity does not fulfill this requirement.
2. Have a minimum of 10 years' part-time paid or volunteer experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 - i. At least four (4) years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to officer level.
 - a. Performing in an "acting" capacity does not fulfill this requirement.
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to five (5) year's full-time paid experience in a recognized fire agency in California in fire and life safety education
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months' part-time paid or volunteer = one (1) month full-time paid)
 - ii. At least two (2) years of experience must be at the Officer level (Lieutenant or higher). Appointment to the CAL FIRE rank of Fire Apparatus Engineer is equivalent to Officer level.
 - a. Performing in an "acting" capacity does not fulfill this requirement.

7.10.2.8: Position

- A. Appointed to the rank of Chief Fire Officer or Chief Officer

7.10.2.9: Application

- A. See **7.2.3: Application Process**

- B. Supporting Documentation

1. If waiving the Fire Officer or Company Officer requirement, submit a verification letter signed by the Fire Chief, or their authorized designee, verifying the candidate's Chief Officer rank. (See **4.1.1: Letters of Verification.**)
2. A copy of ICS-300: Intermediate ICS for Expanding Incidents course completion certificate from one of the following organizations: CalEMA, CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, and SFT

- C. Diploma

1. Candidates shall submit a copy of their diploma when submitting their completed task book. A diploma copy is not required in order to submit a task book application.

7.10.2.10: Maintenance

- A. Not applicable

7.10.3: EXECUTIVE CHIEF FIRE OFFICER

7.10.3.1: Overview

- A. The Executive Chief Fire Officer certification provides the knowledge and skills needed to organize and direct one or more fire agencies under the general direction of the Fire Chief. An Executive Chief Fire Officer performs administrative, technical, and managerial duties; serves as a key member of the agency's administrative/executive management team; and acts on behalf of the Fire Chief, as required, in support of the overall goals and objectives of the agency. Skills include human resource management, community and government relations, administrative activities, long-range planning and fiscal projections, fire prevention activities, emergency services delivery, planning for major disasters, and health and safety regulations including comprehensive risk management.
- B. As of October 1, 2015, candidates pursuing Executive Chief Fire Officer certification should utilize the requirements listed below.

7.10.3.2: History

- A. Established
 - November 20, 2014
- B. Revised
 - July 1, 2015
 - Education requirements updated

7.10.3.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Chief Fire Officer or OSFM certified Chief Officer
 - 1. Appointed to the rank of Division Chief, Assistant Chief, Deputy Chief, or Fire Chief waives this prerequisite.
 - i. Performing in an "acting" capacity does not qualify for this waiver.
- B. Possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution

7.10.3.4: Education

- A. Executive Chief Fire Officer 4A: Human Resource Management
- B. Executive Chief Fire Officer 4B: Community and Government Relations
- C. Executive Chief Fire Officer 4C: Administration
- D. Executive Chief Fire Officer 4D: Emergency Services Delivery
- E. Executive Chief Fire Officer 4E: Health and Safety

7.10.3.5: Certification Exam

- A. Not applicable

7.10.3.6: Certification Task Book

- A. Executive Chief Fire Officer Certification Task Book

7.10.3.7: Experience

- A. Fire Service

1. Have a minimum of one (1) year full-time paid experience in a recognized fire agency in California working at the Executive Chief Fire Officer level
2. Have a minimum of two (2) years' full-time paid experience in a recognized fire agency in California working at the Executive Chief Fire Officer level
3. Have a combination of full-time paid and part-time paid or volunteer experience equal to one (1) year's full-time paid experience in a recognized fire agency in California working at the Executive Chief Fire Officer level
 - i. Part-time paid or volunteer to full-time paid ratio is 2:1 (for example, two (2) months' part-time paid or volunteer = one (1) month full-time paid)

7.10.3.8: Position

- A. Appointed to the rank of Executive Chief Fire Officer
1. An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief, or Deputy Chief assigned to a staff position within an organization, or any Chief Officer with staff position responsibilities.

7.10.3.9: Application

- A. See **7.2.3: Application Process**

- B. Supporting Documentation

1. If waiving the Chief Officer or Chief Fire Officer certification requirement, submit a verification letter signed by the Fire Chief, or their authorized designee, verifying the candidate's Chief Officer Rank. (See **4.1.1: Letters of Verification.**)
2. A copy of diploma verifying degree completion

7.10.3.10: Maintenance

- A. Not applicable

7.11: PREVENTION

7.11.1: FIRE INSPECTOR 1

7.11.1.1: Overview

- A. Fire Inspector 1 covers those subject areas and skills necessary to conduct basic routine fire inspections and code enforcement.
- B. Fire Inspector 1 certification replaced Fire Prevention Officer certification, which retired on December 31, 2014.

7.11.1.2: History

- A. Established
 - October 2010 (previously Fire Prevention Officer)
- B. Revised
 - September 2019

7.11.1.3: Prerequisites

- A. None

7.11.1.4: Education

- A. Fire Inspector 1A: Duties and Administration
- B. Fire Inspector 1B: Fire and Life Safety
- C. Fire Inspector 1C: Field Inspection
- D. Fire Inspector 1D: Field Inspection – California Specific
- E. Hazardous Materials First Responder Awareness
 - 1. SFT shall accept Hazardous Material First Responder Awareness certificates from:
 - i. Governor's Office of Emergency Services (CalEMA/CalOES)
 - ii. California Specialized Training Institute (CSTI)
 - iii. California Department of Forestry and Fire Protection (CDF/CAL FIRE)
 - iv. State Fire Training (SFT)
 - 2. SFT shall also accept a Hazardous Materials First Responder Operational certificates from:
 - i. Governor's Office of Emergency Services (CalEMA/CalOES)
 - ii. California Specialized Training Institute
 - iii. California Department of Forestry and Fire Protection (CDF/CAL FIRE)
 - iv. State Fire Training (SFT)

7.11.1.5: Certification Exam

- A. None

7.11.1.6: Certification Task Book

- A. Fire Inspector 1 Certification Task Book

7.11.1.7: Experience

- A. Fire Service (one of the following two options)
 - 1. Have a minimum of one (1) year's full-time paid experience in a recognized fire agency in California as Fire Inspector or Fire Prevention Officer
 - 2. Have a minimum of two (2) years' volunteer or part-time paid experience in a recognized fire agency in California as a Fire Inspector or Fire Prevention Officer

7.11.1.8: Position

- A. Appointed to the position of Fire Inspector or Prevention Officer

7.11.1.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting Documentation
 - 1. Copies of the Hazardous Materials First Responder Awareness and/or Operational course completion certificates if not issued from State Fire Training (SFT).

7.11.1.10: Maintenance

- A. Not applicable

7.11.2: FIRE INSPECTOR 2

7.11.2.1: Overview

- A. Fire Inspector 2 certification covers those subject areas and skills necessary for an in-depth understanding of the California Building Code, California Fire Code, fire protection systems, building components, and fire problems in special occupancies.
- B. Fire Inspector 2 certification replaced Fire Protection Specialist certification, which retired on December 30, 2014.

7.11.2.2: History

- A. Established
 - October 2010 (previously Fire Protection Specialist)
- B. Revised
 - December 2019

7.11.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Inspector 1 or Fire Prevention Officer
- B. Fire Inspector 1 Certification issued by the International Code Council (ICC)
 - 1. A candidate must complete this corequisite prior to submitting their completed Fire Marshal Certification Task Book.

7.11.2.4: Education

- A. Fire Inspector 2A: Fire Prevention Administration
- B. Fire Inspector 2B: Fire and Life Safety Requirements
- C. Fire Inspector 2C: Inspecting New and Existing Fire and Life Safety Systems and Equipment
- D. Fire Inspector 2D: Hazardous Materials, Operations, and Processes

7.11.2.5: Certification Exam

- A. None

7.11.2.6: Certification Task Book

- A. Fire Inspector 2 Certification Task Book

7.11.2.7: Experience

- A. Fire Service (one of the following two options)

1. Have a minimum of two (2) years' full-time paid experience in a recognized fire agency in California as Fire Inspector or Fire Prevention Officer
2. Have a minimum of four (4) years' part-time paid or volunteer experience in a recognized fire agency in California as Fire Inspector or Fire Prevention Officer

7.11.2.8: Position

- A. Appointed to the position of Fire Inspector or Prevention Officer

7.11.2.9: Application

- A. See **7.2.3: Application Process**

- B. Supporting Documentation

1. Fire Inspector I certification issued by the International Code Council (ICC)
 - i. A candidate must complete this corequisite prior to submitting their completed Fire Inspector 2 Certification Task Book.

7.11.2.10: Maintenance

- A. Not applicable

7.11.3: PLAN EXAMINER

7.11.3.1: Overview

- A. The Plan Examiner certification provides the knowledge and skills needed to complete plan review for buildings, fire protection systems, life safety systems, and hazards and special operations.

7.11.3.2: History

- A. Established
- May 21, 2015 (previously Plans Examiner (1997))
- B. Revised
- Not applicable

7.11.3.3: Prerequisites

None

7.11.3.4: Education

- A. Plan Examiner 1A: Building Plan Review
- B. Plan Examiner 1B: Fire Protection and Life Safety Systems Plan Review
- C. Plan Examiner 1C: Hazards and Special Operations Plan Review
- D. Statutes and Regulations (SFT course)

7.11.3.5: Certification Exam

- A. Not applicable

7.11.3.6: Certification Task Book

- A. Plan Examiner Certification Task Book

7.11.3.7: Experience

- A. Fire Service (one of the following)
1. Have a minimum of one year full-time paid or two year's part-time paid or volunteer experience in a recognized fire agency in California as a Plan Examiner
 2. Have a minimum of one year full-time paid or two year's part-time paid or volunteer experience in a recognized fire agency in California as a Fire Inspector or Fire Prevention Officer with the primary responsibility for doing plan review

7.11.3.8: Position

- A. Appointed to the position of Plan Examiner or Fire Inspector / Prevention Officer

7.11.3.9: Application

- A. See **7.2.3: Application Process**

7.11.3.10: Maintenance

- A. Not applicable

7.11.4: FIRE MARSHAL

7.11.4.1: Overview

- A. Fire Marshal certification covers those subject areas and skills necessary for an in-depth understanding of fire prevention program management and community fire and life safety including community relations, education, fire investigation, community risk reduction, and regulatory programs.
- B. Fire Marshal (2018) certification replaced Fire Marshal, which retired on December 31, 2019.
- C. As of January 1, 2018, candidates pursuing Fire Marshal certification should utilize the Fire Marshal (2018) curriculum.

7.11.4.2: History

- A. Established
 - January 1, 2018

7.11.4.3: Prerequisites

- A. Fire Inspector II certification issued by the International Code Council (ICC)
 - 1. A candidate must complete this corequisite prior to submitting their completed Fire Marshal Certification Task Book.
- B. Possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution.

7.11.4.4: Education

- A. Fire Marshal 1A: Administration and Professional Development
- B. Fire Marshal 1B: Community Relations & Fire and Life Safety Education
- C. Fire Marshal 1C: Fire Investigation Program Management
- D. Fire Marshal 1D: Community Risk Reduction Program Management
- E. Fire Marshal 1E: Regulatory Programs Management
- F. Chief Fire Officer 3A: Human Resource Management
- G. Instructor I: Instructional Methodology
- H. Statutes and Regulations (SFT course)
- I. G290 Basic Public Information Officer Course; or S-203, Introduction to Incident Information

7.11.4.5: Certification Exam

- A. Not Applicable

7.11.4.6: Certification Task Book

- A. Fire Marshal Certification Task Book

7.11.4.7: Experience

- A. Have a minimum of five years' full-time paid experience (or 10 years' part-time paid or volunteer experience) in a recognized fire agency in California with at least one year (full-time) or two years (part-time) serving as a Fire Marshal

7.11.4.8: Position

- A. Appointed to the position of Fire Marshal or Acting Fire Marshal

7.11.4.9: Application

- A. See **7.2.3: Application Process**
- B. Supporting Documentation
 - 1. Prerequisites
 - i. A copy of ICC Fire Inspector II certificate
 - 2. Education
 - i. Copies of course completion certificates for each educational requirement not listed in applicant's SFT User Portal.

7.11.4.10: Maintenance

- A. Not Applicable

7.12: SUPPRESSION

7.12.1: FIRE FIGHTER 1 (2019)

7.12.1.1: Overview

- A. Fire Fighter 1 includes instruction on how to perform essential and advanced fireground tasks with minimal supervision; use, inspect, and maintain fire fighting and rescue equipment; and perform basic rescue operations and fire prevention and investigation tasks.
- B. Fire Fighter 1 (2019) certification replaced Fire Fighter 1 (2013), which retired on December 31, 2021.
- C. As of December 31, 2020, candidates pursuing Fire Fighter I (2013) certification should utilize the Fire Fighter 1 (2019) curriculum.

7.12.1.2: History

A. Established

- February 2013

B. Revised

- January 2020
 - The Fire Fighter 1 (2019) curriculum and certification was updated to align with NFPA 1001: Standard for Fire Fighter Professional Qualifications (2019 edition), NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition), and NFPA 1051: Standard for Wildland Firefighting Personnel Professional Qualifications (2020 edition).

7.12.1.3: Prerequisites

- A. Not applicable

7.12.1.4: Education

- A. Fire Fighter 1A: Structure
 - 1. This training is verified on the Fire Fighter 1 Training Record (or an equivalent agency form).
 - 2. This record must be kept on file in the applicant's agency and should not be submitted to State Fire Training (SFT).
- B. Fire Fighter 1B: Hazardous Materials

1. This training is verified on the Fire Fighter 1 Training Record (or an equivalent agency form).
 2. This record must be kept on file in the applicant's agency and should not be submitted to State Fire Training (SFT).
- C. Fire Fighter 1C: Wildland
1. This training is verified on the Fire Fighter 1 Training Record (or an equivalent agency form).
 2. This record must be kept on file in the applicant's agency and should not be submitted to State Fire Training (SFT).
- D. Confined Space Rescue Awareness

7.12.1.5: Certification Exam

- A. Cognitive Exam Module(s)
1. Fire Fighter 1A: Structure
 2. Fire Fighter 1B: Hazardous Materials Awareness
 3. Fire Fighter 1B: Hazardous Materials Operations
 4. Fire Fighter 1C: Wildland
- B. Skills Exam Module(s)
1. Fire Fighter 1A: Structure)
 2. Fire Fighter 1B: Hazardous Materials)
 3. Fire Fighter 1C: Wildland)

7.12.1.6: Certification Task Book

- A. Not applicable

7.12.1.7: Experience

- A. Not applicable

7.12.1.8: Position

- A. Not applicable

7.12.1.9: Application

- A. Certification is issued upon completion of all Certification Exams

7.12.1.10: Maintenance

- A. Not applicable

7.12.1.11: Recertification

- A. Not applicable

7.12.1.12: Upgrade

- A. Fire Fighter 1 upgrade is available for a candidate who is certified with SFT as a Fire Fighter 1 and is seeking IFSAC/Pro Board Certification.
- B. The candidate shall successfully complete the following education requirements:
 - 1. Confined Space Rescue Awareness (SFT or IAFF)
 - 2. Certified Fire Fighter 1 (2013)
 - 3. IS-100, IS-200, IS-700, and IS-800 (SFT, CAL FIRE, FEMA, NWCG)
- C. The candidate must meet the Certification Exam requirements in **7.12.1.5: Certification Exam**
- D. See **7.2.3: Application**
- E. SFT shall review applications as they are received.
 - 1. See **7.2.3.2: State Fire Training Review**

7.12.1.13: Reciprocity

- A. Fire Fighter 1 Reciprocity is available for a candidate who has an accredited certification from IFSAC and/or Pro Board in at least two (2) of the following:
 - 1. NFPA 1001: Fire Fighter 1
 - 2. NFPA 472 / NFPA 1072: Awareness and Core Operations level
 - 3. NFPA 1051: Wildland Fire Fighter 1
- B. All IFSAC/Pro Board accredited certifications must have been issued within ten (10) years from date of application.
 - 1. This is not apply to certification issued by the Department of Defense.
- C. The candidate must meet the Certification Exam requirements in **7.12.1.5: Certification Exam** for the certification levels not met in 7.12.1.13(A).
- D. The candidate shall successfully complete the following education requirements:
 - 1. Confined Space Rescue Awareness (SFT or IAFF)
 - 2. IS-100, IS-200, IS-700, and IS-800 (SFT, CAL FIRE, FEMA, NWCG)
- E. See **7.2.3: Application Process**
- F. SFT shall review applications as they are received.

1. See **7.2.3.2: State Fire Training Review**

7.12.2: FIRE FIGHTER 2 (2019)

7.12.2.1: Overview

- A. Fire Fighter 2 includes instruction on fire fighter safety; hoses, nozzles, and appliances; rescue; fire control; fire protection systems; and fire prevention and investigation.
- B. Fire Fighter 2 (2019) certification replaced Fire Fighter 2 (2013), which retired on December 31, 2021.
- C. As of December 31, 2020, candidates pursuing Fire Fighter I (2013) certification should utilize the Fire Fighter 1 (2019) curriculum.

7.12.2.2: History

- A. Established
 - February 2013
- B. Revised
 - January 2020
 - The Fire Fighter 2 (2019) curriculum and certification was updated to align with NFPA 1001: Standard for Fire Fighter Professional Qualifications (2019 edition). Additionally, the certification exam was added as a new requirement, in alignment with Blueprint 2020.

7.12.2.3: Prerequisites

- A. Office of the State Fire Marshal (OSFM) certified Fire Fighter 1

7.12.2.4: Education

- A. Fire Fighter 2A: Structure
 - 1. This training is verified on the Fire Fighter 2 Training Record (or an equivalent agency form).
 - 2. This record must be kept on file in the applicant's agency and should not be submitted to SFT.

7.12.2.5: Certification Exam

- A. Cognitive Exam Module(s)
 - 1. Fire Fighter 2A: Structure
- B. Psychomotor Skills Exam Module(s)
 - 1. Fire Fighter 2A: Structure

7.12.2.6: Certification Task Book

- A. Fire Fighter (2019) Certification Task Book

7.12.2.7: Experience

- A. Fire Service (one of the following three options)
1. Have a minimum of six (6) month's full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 2. Have a minimum of one (1) years' volunteer or part-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 3. Have a combination of full-time paid and volunteer or part-time paid experience equal to six (6) month's full-time paid experience in a recognized fire agency in California as a Fire Fighter performing suppression duties
 - a. Volunteer or part-time paid to full-time paid ratio is 2:1 (for example, two (2) months' volunteer or part-time paid = one (1) month full-time paid)
 4. A Fire Fighter academy does not count toward experience.

7.12.2.8: Position

- A. Appointed to the rank of Fire Fighter

7.12.2.9: Application

- A. See **7.2.4: Application Process.**

7.12.2.10: Maintenance

- A. Not applicable

7.12.2.11: Recertification

- A. Not applicable

7.12.2.12: Upgrade

- A. Fire Fighter 2 upgrade is available for a candidate who is certified with SFT as a Fire Fighter 2 and is seeking IFSAC/Pro Board certification.
- B. The candidate must meet the Certification Exam requirements in **7.12.2.5: Certification Exam**
- C. See **7.2.3: Application**

D. SFT shall review applications as they are received.

1. See **7.2.3.2: State Fire Training Review**

7.12.2.13: Reciprocity

A. Fire Fighter 2 Reciprocity is available for a candidate who has an accredited certification from IFSAC/Pro Board in NFPA 1001: Fire Fighter 2 that has been issued within ten (10) years from date of application.

1. This does not apply to certification issued by the Department of Defense.

B. The candidate must meet prerequisite requirements in **7.12.2.3: Prerequisites**.

- a. **Note:** an accredited Fire Fighter 1 Certification from IFSAC/Pro Board does not meet this requirement.

C. The candidate must meet the Certification Task Book requirements in **7.12.2.6 Certification Task Book**.

D. The candidate must meet the experience requirements in **7.12.2.7 Experience**.

E. The candidate must meet the position requirements in **7.12.2.8 Position**.

F. See **7.2.3: Application Process**

G. SFT shall review applications as they are received.

1. See **7.2.3.2: State Fire Training Review**

7.12.5: MARINE FIRE FIGHTING FOR LAND-BASED FIRE FIGHTERS

7.12.5.1: Overview

- A. Marine Fire Fighting for Land-Based Fire Fighters is designed for land-based emergency personnel with responsibility for responding to incidents in a marine environment. Participants develop the knowledge and ability to work safely and efficiently at a marine fire incident or exposure.

7.12.5.2: History

- A. Established
- March 1, 2023
- B. Revised
- Not applicable

7.12.5.3: Prerequisites

- A. Meet one of the following:
1. OSFM Fire Fighter 2 or Fire Fighter II or equivalent
 2. Meet the minimum job performance requirements for Fire Fighter 2 in NFPA 1001: Standard for Fire Fighter Professional Qualifications related to safety; fire behavior; portable extinguishers; personal protective equipment (PPE); ladders; fire hose, appliances, and streams; overhaul; water supply; ventilation; and forcible entry as demonstrated through two (2) years' full-time or four (4) years' part-time/volunteer experience.

7.12.5.4: Education

- A. Marine Fire Fighting for Land-Based Fire Fighters (SFT)

7.12.5.5: Certification Exam

- A. Not applicable

7.12.5.6: Certification Task Book

- A. Marine Fire Fighting for Land-Based Fire Fighters Certification Task Book

7.12.5.7: Experience

- A. Fire Service (one (1) of the following two (2) options)

1. A minimum of one (1) year full-time paid suppression experience as a fire fighter performing suppression duties in a recognized California fire agency
2. A minimum of two (2) years' volunteer or part-time paid suppression experience as a fire fighter performing suppression duties in a recognized California fire agency

7.12.5.8: Position

A. Not applicable

7.12.5.9: Application

A. See **7.2.3: Application Process.**

7.12.5.10: Maintenance

A. Not applicable

7.13: STATE-CERTIFIED PRESCRIBED-FIRE BURN BOSS

7.13.1: STATE-CERTIFIED PRESCRIBED-FIRE BURN BOSS

7.13.1.1: Overview

1. State-Certified Prescribed-Fire Burn Boss includes instruction on how to perform essential and advanced-prescribed-fire tasks without supervision including site inspections and prescribed-fire planning, obtaining approval and permits, developing and implementing a burn plan, monitoring fire effects, maintaining prescriptive requirements, and conducting an after-action review. Certified persons may act as contractors with the Department of Forestry and Fire Protection.

7.13.1.2: History

C. Established

- January 1, 2021

D. Revised

- Not applicable

7.13.1.3: Prerequisites

B. Coursework Requirements

1. IS-100: Introduction to the Incident Command System
2. S-190, Introduction to Wildland Fire Behavior
3. S-130, Firefighter Training
4. S-290, Intermediate Wildland Fire Behavior (in-person recommended)

C. Firing Requirements

1. Qualified FIRB; **or**
2. S-219, Firing Operations; **or**
3. CA-219, Wildland Firefighting – Firing Operations; **or**
4. C-234, Ignition Operations; **or**
5. S-234, Ignition Operations; **and**
6. Equivalent experience

D. Leadership Requirements

1. S-131, Advanced Firefighter; **or**
2. L-280, Followership to Leadership; **or**
3. Qualified NWCG FFT1; **and**
4. Equivalent experience

7.13.1.4: Education

- A. State-Certified Prescribed-Fire Burn Boss

7.13.1.5: Certification Exam

- A. Not applicable

7.13.1.6: Certification Task Book

- A. State-Certified Prescribed-Fire Burn Boss Certification Task Book

7.13.1.7: Experience

- A. Not applicable

7.13.1.8: Position

- A. Not applicable

7.13.1.9: Application

- A. See 7.2.4: Application Process – With a Certification Task Book.
- B. Supporting Documentation
 - 5. Copies of course completion certificates from for each educational requirement

7.13.1.10: Maintenance

- A. State-Certified Prescribed-Fire Burn Boss certification is valid for one year from the date of issuance

7.13.1.11: Recertification

- A. State-Certified Prescribed-Fire Burn Boss recertification is designed for an individual currently certified as a State-Certified Prescribed-Fire Burn Boss
- B. The candidate shall successfully complete at least one (1) of the following requirements annually to maintain certification:
- C. Successfully complete State-Certified Prescribed-Fire Burn Boss

- D. Successfully complete State-Certified Prescribed-Fire Burn Boss Refresher
- E. Be the Primary Instructor for a State-Certified Prescribed-Fire Burn Boss SFT registered course
- F. Be the Primary Instructor for a State-Certified Prescribed-Fire Burn Boss Refresher SFT registered course
- G. SFT will reissue a State-Certified Prescribed-Fire Burn Boss certification valid for one (1) year from date of certification expiration.

7.13.1.12: Lapsed Certification

- A. A State-Certified Prescribed-Fire Burn Boss certification for candidates who did not meet the recertification requirements by the expiration date, is considered to be lapsed.
 - 1. All recertification requirements must be completed by the expiration date.
- B. For lapsed certification, SFT Certification can be regained by completing additional education courses and other listed requirements. The continuing education hours are in addition the thirty-six (36) hours required for recertification. Once these requirements are met, certification candidates can apply for recertification.
 - 1. For lapses less than six (6) months: reapply for Certification (**See 7.2.4: Application Process – With a Certification Task Book.**)
 - i. Candidates are not required to submit task book or copies of course completion certificates
 - 2. For lapses six (6) months to less than twelve (12) months:
 - i. S-130 Refresher
 - 3. For lapses of twelve (12) months to twenty-four (24) months:
 - i. State-Certified Prescribed-Fire Burn Boss
 - 4. For lapses greater than twenty-four (24) months:
 - i. Complete entire State-Certified Prescribed-Fire Burn Boss education courses (see **7.13.1.4: Education**) and Certification Task Book (see **7.13.1.6: Certification Task Book**)
- C. For lapsed certification, one must reapply for certification
 - 1. See 7.2.4: Application Process

8: Fire Service Training and Education Program (FSTEP)

8.1: FIRE SERVICE TRAINING AND EDUCATION PROGRAM (FSTEP)

8.1.1: OVERVIEW

- A. The Office of the State Fire Marshal (OSFM), per California Health and Safety Code Sections 13155–13159.2, is responsible for California’s Fire Service Training and Education Program (FSTEP).
- B. FSTEP makes fire service training and education programs available on a voluntary basis to fire departments.
- C. FSTEP provides both volunteer and career Fire Fighters with hands-on training in fire fighting, extrication, rescue, emergency vehicle operations, pump operations, and the Incident Command System (ICS).
- D. State Fire Training (SFT) also uses the term FSTEP to identify programs that do not lead to job function certification.
- E. The Chief of State Fire Training and SFT staff manage FSTEP, collaborating with advisory committees and curriculum cadres of working professionals in the field (referred to as cadres) to develop and update course plans and other documents.
- F. The Statewide Training and Education Advisory Committee (STEAC) reviews all substantive changes and additions to FSTEP standards, rules, procedures, and curriculum development documents before they are presented to the State Board of Fire Services (SBFS) and OSFM for approval and adoption, if required.
- G. FSTEP is a self-funded program supported by participant registration fees.

8.1.2: COURSE DELIVERY

- A. SFT delivers FSTEP courses through Registered Instructors.
- B. FSTEP Registered Instructors may enhance courses to meet an agency’s specific needs.

9: Course Equivalency, Reciprocity, and Challenge

9.1: OVERVIEW

- A. State Fire Training (SFT) recognizes courses or NFPA Professional Qualifications offered by other agencies and institutions as equivalent or reciprocal to similar courses offered through SFT.
- B. When SFT determines that a non-SFT course or NFPA Professional Qualification is reciprocal to a similar SFT course(s), an Applicant who has completed the non-SFT course or NFPA Professional Qualification may obtain an SFT course completion diploma(s) for the SFT course(s) without having to complete the SFT course.
- C. SFT does not offer reciprocity for courses that are part of a retired SFT certification.
- D. The applicant is required to apply for reciprocity and pay the SFT course reciprocity fee. (See **9.2.4: Reciprocity Application Process.**)

9.1.2: APPROVED RECIPROCAL COURSES

- A. In Table 9.1.2: SFT Approved Reciprocal Courses
- B. See **Acronym Glossary** for a complete list of provider acronyms.

Table 9.1.2: Approved Reciprocal Courses

SFT Course	Approved Reciprocal Course	Provider	Effective Dates
Chief Fire Officer 3A	Executive Development (R123); or Interpersonal Dynamics in Fire Service Organizations (R332)	NFA (10-day course)	
Chief Fire Officer 3B	Executive Leadership (R125)	NFA (10-day course)	
Chief Fire Officer 3C	Fire Services Financial Management (R333)	NFA (10-day course)	

SFT Course	Approved Reciprocal Course	Provider	Effective Dates
Chief Fire Officer 3D	Command and Control of Fire Department Operations at Multi-Alarm Incidents (R297)	NFA (6-day course)	
Fire and Life Safety Educator	Changing American Families at Risk (R0358); or Application of Community Risk Reduction (R0385)	NFA (6-day course)	
Company Officer 2A: Human Resource Management	Leadership in Supervision (R0645)	NFA (6-day course)	
Company Officer 2A: Human Resource Management	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Company Officer 2A: Human Resource Management	Leadership in Supervision (R0645)*	NFA (6-day course)	
Company Officer 2B	Leadership in Supervision (R0645)*	NFA (6-day course)	
Company Officer 2D: All-Risk Command Operations	Command and Control of Incident Operations (R0312)	NFA (6-day course)	
Company Officer 2D: All-Risk Command Operations	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Company Officer 2E: Wildland Incident Operations	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Executive Chief Fire Officer 4D	Executive Analysis of Fire Service Operations in Emergency Management (R0306); or Command and Control of Fire Department Operations at Natural and Manmade Disasters (R0308)	NFA (10-day course)	
Fire Apparatus Driver/Operator 1A: Driver/Operator	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017
Fire Apparatus Driver/Operator 1B:	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017

SFT Course	Approved Reciprocal Course	Provider	Effective Dates
Pumping Apparatus Operations			
Fire Fighter Survival	Fire Ground Survival*	IAFF	9/13
Fire Investigation 1A	Fire/Arson Investigation (RO811)	NFA (6-day course)	
Fire Investigation 1B	Fire/Arson Investigation (RO206) or Fire Investigation Essentials (RO772)	NFA (10-day course)	
Fire Investigation 1C	Interviewing-Interrogation Techniques and Courtroom Testimony (RO208 or RO790)	NFA (10-day course)	
Fire Inspector 1A	Fire Inspection I (R390)	NFA (6-day course)	
Fire Inspector 1B	Fire Prevention Specialist II (R391)	NFA (6-day course)	
Fire Inspector 2A	Fire Inspection Principles (R220)	NFA (6-day course)	
Instructor 3	Training Program Management (R0445)	NFA (6-day course)	
Plan Examiner 1A	Fire Life Safety (R0393)	NFA (6-day course)	
Wildland Fire Apparatus Operations	Company Officer Academy 2017	CAL FIRE	Beginning 1/2017

* Leadership in Supervision (R0645) can be used as equivalent to Company Officer 2A or 2B, but not for both.

9.1.3: APPROVED RECIPROCAL NFPA PROFESSIONAL QUALIFICATION COURSES

A. In Table 9.2.3: Approved Reciprocal NFPA Professional Qualifications, SFT has identified the following NFPA Professional Qualifications.

1. SFT only accepts IFSAC and/or Pro Board accredited certifications
2. In some cases, additional courses may be required in order to receive reciprocity
3. Candidates are required to have all levels of certifications listed to be considered

Table 9.1.3: Approved Reciprocal NFPA Professional Qualifications

NFPA Professional Qualification(s)	Additional Course(s) Required for Reciprocity	SFT Course(s)
Driver/Operator: Aerial	N/A	Aerial Apparatus Operations
Driver/Operator: Pumper	N/A	Fire Apparatus Driver/Operator 1A: Driver/Operator; and Fire Apparatus

		Driver/Operator 1B: Pumping Apparatus Operations
Driver/Operator: Tiller	N/A	Fire Apparatus Driver/Operator Tillered Apparatus Operations
Driver/Operator: Mobile Water Supply	N/A	Fire Apparatus Driver/Operator - Water Tender Operations
Driver/Operator: Wildland	N/A	Fire Apparatus Driver/Operator - Wildland Fire Apparatus Operations
Fire Inspector I ⁽¹⁾	Statutes and Regulations (SFT)	Fire Inspector 1A: Duties and Administration; and Fire Inspector 1B: Fire and Life Safety; and Fire Inspector 1C: Field Inspection
Fire Inspector II ⁽¹⁾ ; and Fire Inspector III ⁽¹⁾	Statutes and Regulations (SFT)	Fire Inspector 2A: Fire Prevention Administration; and Fire Inspector 2B: Fire and Life Safety Requirements; and Fire Inspector 2C: Inspecting New and Existing Fire & Life Safety Systems and Equipment; and Fire Inspector 2D: Hazardous Materials, Operations, and Processes
Fire Investigator	N/A	Fire Investigation 1A: Basic Fire Investigation; and Fire Investigation 1B: Evidence and Documentation; and Fire Investigation 1C: Preparation for Legal Proceedings
Fire and Life Safety Educator I	N/A	Fire and Life Safety Educator 1A: Fire and Life Safety Educator 1 Fire and Life Safety Educator
Fire and Life Safety Educator II	N/A	Fire and Life Safety Educator 1B: Fire and Life Safety Educator 2
Fire and Life Safety Educator III	N/A	Fire and Life Safety Educator 1C: Fire and Life Safety Educator 3
Fire Marshal ⁽¹⁾ (Core and the following Mission Specific: Regulatory Programs, Fire and Life Safety Education, and Investigation)	Statutes and Regulations (SFT)	Fire Marshal 1A: Administration and Professional Development; and Fire Marshal 1B: Community Relations & Fire and Life Safety Education; and) Fire Marshal 1C: Fire Investigation Program Management; and Fire Marshal 1D: Community Risk Reduction Program Management; and Fire Marshal 1E: Regulatory Program Management (2018)
Fire Officer I ⁽²⁾ ; and Fire Officer II ⁽²⁾	Fire Service Labor/Management Relations (SFT)	Company Officer 2A: HR Management; and Company Officer 2B: General Administrative Functions; and Company

		Officer 2C: Fire Inspections and Investigation; and Company Officer 2D: All-Risk Command Operations
Fire Officer III ⁽²⁾	Fire Service Labor/Management Relations (SFT)	Chief Fire Officer 3A: Human Resources Management; and Chief Fire Officer 3B: Budget and Fiscal Responsibilities; and Chief Fire Officer 3C: General Administration Functions
Fire Officer IV ⁽²⁾	Fire Service Labor/Management Relations (SFT)	Executive Chief Fire Officer 4A: Human Resources Management; and Executive Chief Fire Officer 4B: Community and Government Relations; and Executive Chief Fire Officer 4C: Administration; and Executive Chief Fire Officer 4D: Emergency Services Delivery; and Executive Chief Fire Officer 4E: Health and Safety
Fire and Emergency Service Instructor I	N/A	Fire and Emergency Service Instructor I
Fire and Emergency Service Instructor II	N/A	Fire and Emergency Service Instructor II
Fire and Emergency Service Instructor III	N/A	Fire and Emergency Service Instructor III
Plan Examiner I ⁽¹⁾ ; and Plan Examiner II ⁽¹⁾	Statutes and Regulations (SFT)	Plan Examiner 1A: Building Plan Review Course Plan; and Plan Examiner 1B: Fire Protection and Life Safety Systems Plan Review; and Plan Examiner 1C: Hazards and Special Operations Plan Review

⁽¹⁾ – requires the completion of Statutes and Regulations (SFT)

⁽²⁾ – requires the completion of Fire Service Labor/Management Relations (SFT)

9.1.4: RECIPROCITY APPLICATION PROCESS

- A. To obtain reciprocity for a course or NFPA Professional Qualification already approved by SFT as being reciprocal, the applicant shall submit the following items to SFT:
 1. A completed Course Reciprocity Application
 - i. For approved reciprocal courses, use the Course Reciprocity Application
 - ii. For approved reciprocal NFPA Professional Qualifications, use the NFPA Professional Qualifications Reciprocity Application
 2. Course completion verification
 - i. A copy of a certificate, diploma, credential, and/or transcript for each reciprocal course(s) requested

- ii. SFT may request validation with an original document during the evaluation process.
 - iii. Documentation demonstrating a minimum course score of 80% for all enabling learning objectives
 3. All supporting documentation shall be submitted with the initial application.
 4. A nonrefundable course reciprocity fee for each course requested
 5. Submit the complete application package to:
State Fire Training
Course Reciprocity
P.O. Box 944246
Sacramento, CA 94244-2460
- B. SFT shall review the application and determine if it is approved, incomplete, or denied.
 1. Approved
 - i. If SFT approves the application, course completion diploma(s) will be issued through the SFT User Portal.
 2. Incomplete
 - i. If the application is incomplete, SFT will notify the applicant indicating which documents are missing.
 - ii. Applicants must submit all missing documentation within ninety (90) days of the date of notification.
 - iii. Applicants who do not complete their application within the ninety (90) day timeframe are required to submit a new application and fees, meeting any additional requirements in-place for instructor registration at that time.
 - iv. If on resubmittal, the package is still incomplete the application will be denied.
 3. Denied
 - i. SFT denies incomplete Applications that have been resubmitted and are still deficient.

9.2: COURSE EQUIVALENCY

9.2.1: OVERVIEW

- A. SFT recognizes courses offered by other agencies and institutions as equivalent to similar courses offered through SFT.
- B. When SFT determines that a non-SFT course is equivalent to a similar SFT course, SFT shall accept the student's non-SFT course completion diploma.
- C. The applicant is not required to apply for equivalency or pay any fees.
- D. SFT does not issue an SFT course diploma for an equivalent course.
- E. SFT does not offer equivalency for courses that are part of a retired SFT certification.

9.2.2: APPROVED EQUIVALENT COURSES

- A. In **Table 9.3.2: Approved Equivalent Courses** (following), SFT has identified the following courses.
- B. See **Acronym Glossary** for a complete list of provider acronyms.

Table 9.3.2: Approved Equivalent Courses

SFT Course	Approved Equivalent	Provider	Effective Dates
Confined Space Rescue Awareness	Confined Space Operations for First Responders	IAFF	
Fire Fighter Survival	Fire Ground Survival*	IAFF	9/13
Hazardous Materials 1A	Hazardous Materials 1B	CSTI	
Hazardous Materials 1B	Hazardous Materials 1C	CSTI	
Hazardous Materials 1C	Hazardous Materials 1D	CSTI	
Hazardous Materials 1D	Hazardous Materials 1F	CSTI	
Hazardous Materials 1F	Hazardous Materials 1G	CSTI	
Hazardous Materials 1G	Hazardous Materials First Responder Awareness Level	CSTI	
Hazardous Materials First Responder Awareness	Hazardous Materials First Responder Operational Level	Governor's Office of Emergency Services (CalEMA/CalOES),	

SFT Course	Approved Equivalent	Provider	Effective Dates
		California Specialized Training Institute, California Department of Forestry and Fire Protection (CDF/CAL FIRE), State Fire Training (SFT), and IAFF	
Hazardous Materials First Responder Operational	Hazardous Materials First Responder Operational, Decontamination	CAL FIRE; or CSTI; or IAFF; or OER (certificate must state “with California Supplements”); or equivalent	
Hazardous Materials First Responder Operational, Decontamination	ICS 100 through 400	CSTI; or equivalent	
ICS 100 through 400	ICS 100 through 400	Cal EMA/Cal OES; or CAL FIRE; or FEMA; or FIREScope; or NFA; or NWCG	

* SFT shall accept the IAFF certificate containing the following language to meet the prerequisite requirements for an FSTEP Rapid Intervention Crew (RIC) Operations course: “Completed the requirements for CAL FIRE, Office of the State Fire Marshal, State Fire Training, Fire Fighter Survival course completion equivalency.”

9.2.3: EQUIVALENCY FOR STATE-CERTIFIED PRESCRIBED-FIRE BURN BOSS COURSE PREREQUISITES

- A. To obtain equivalency for the State-Certified Prescribed-Fire Burn Boss course prerequisites, the applicant shall submit the following items to SFT:
 1. A justification letter that includes:
 - i. A request for Course Equivalency Review
 - ii. A list of the SFT State-Certified Prescribed-Fire Burn Boss course prerequisites for which an applicant seeks equivalency

- iii. A corresponding list of the courses an applicant is requesting that SFT approve as equivalent
 2. Course materials and documentation that demonstrate course content and learning objectives, including but not limited to:
 - i. Syllabus
 - ii. Course description
 - iii. Course outline
 - iv. Textbook table of contents
 3. Course completion verification
 - i. A copy of a certificate, credential, and/or transcript for each equivalent course requested
 - ii. SFT may request validation with an original document during the evaluation process
 4. A completed SFT Fee Schedule (including Course Equivalency Review section)
 5. A nonrefundable Course Equivalency Review fee
- B. SFT shall acknowledge receipt of the application.
- C. The PACE 6 Committee reviews the applicant's request.
 1. The Committee may contact the applicant to address questions.
 2. The Committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.
- D. SFT shall notify the applicant in writing of the decision.
 1. The decision of the Committee is final.

9.3: COURSE CHALLENGES (Formerly PACE 3)

9.3.1: OVERVIEW

- A. State Fire Training (SFT) recognizes that applicants may have non-SFT courses offered by other agencies and institutions that are not on the approved reciprocity or equivalent tables.
- B. Applicants can utilize the course challenge process to use a combination of non-SFT courses to justify how the Terminal Learning Objectives (TLOs) and Enabling Learning Objectives (ELOs) from the SFT course the applicant is challenging has been met through formal education.
- C. An applicant must meet 80% of the TLOs and ELOs of the SFT course they are

challenging to be approved through education only. Work experience cannot be used for course challenges. It is the applicant's responsibility to show how they met the TLOs and ELOs through supporting documentation.

- D. The applicant is required to apply for reciprocity and pay the SFT course reciprocity fee. (See **9.4.2: Course Challenge Process**.)

9.3.2: COURSE CHALLENGE PROCESS

9.3.2.1: Course Challenge Application

- A. To challenge a course that is not approved by SFT as being equivalent or reciprocal, the applicant shall submit the following items to SFT:

1. Completed Course Challenge Application
2. A justification letter that includes:
 - i. A request for Course Challenge Review
 - ii. A list of the SFT courses for which they are seeking equivalency
 - iii. A corresponding list of the courses they are wishing to challenge
3. Course documents that demonstrate course content and learning objectives, including but not limited to:
 - i. Syllabus
 - ii. Course description
 - iii. Course outline
 - iv. Textbook table of contents
4. Course completion verification
 - i. A copy of a certificate, credential, and/or transcript for each equivalent course requested
 - ii. SFT may request validation with an original document during the evaluation process
5. A nonrefundable Course Challenge Review (PACE 3) fee for each course challenged
 - i. If SFT denies the request, the applicant may appeal the decision (See **9.2.4: Reciprocity Application Process**).
6. Submit the complete application package to:
State Fire Training
Course Challenge
P.O. Box 944246
Sacramento, CA 94244-2460

- B. SFT shall review the application and determine if it is approved, incomplete, or denied.
1. Approved

- i. If SFT approves the application, a course diploma(s) will be issued through the SFT User Portal.
- 2. Incomplete
 - i. If the application is incomplete, SFT will notify the applicant indicating which documents are missing.
 - ii. The applicant must resubmit the missing document for evaluation within 90 days.
- 3. Denied
 - i. If SFT denies the request, the applicant may appeal the decision (See **9.2.4: Reciprocity Application Process**).

9.3.2.2: Course Challenge Appeals Process

- A. To appeal a denied course challenge request, the applicant may appeal to the SFT Supervising Deputy State Fire Marshal in writing within 30 days of the date on the denial letter.
- B. The appeal request must, at a minimum, include an explanation of the appeal, all of the documentation submitted for the initial Course Equivalency Review, and a stated desired outcome.
- C. The SFT Supervising Deputy State Fire Marshal will notify the Peer Assessment for Course Equivalency (PACE 3) Committee chair and the committee will review the appeal at the next quarterly PACE 3 committee meeting.
- D. The PACE 3 Committee shall review the applicant's appeal.
- E. The committee may contact the applicant to address questions.
- F. The committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 - 1. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.
 - 2. The PACE 3 Committee will only review supporting documentation that was provided at time of Course Challenge Application. No new documentation will be reviewed, evaluated, or considered.
- G. SFT shall notify the applicant in writing of the Committee's decision.
 - 1. The Committee's decision is final.

2.

10: California Incident Command Certification System (CICCS)

10.1: CALIFORNIA INCIDENT COMMAND CERTIFICATION SYSTEM (CICCS)

10.1.1: CICC PROGRAM

- A. The Office of the State Fire Marshal (OSFM) created the California Incident Command Certification System (CICCS) in collaboration with The State Board of Fire Services (SBFS).
- B. CICC enhances California's ability to field resources that are adequately trained and qualified for service through the emergency response system. It adequately prepares California's firefighters to respond to all incident types by clearly identifying certification criteria.
- C. CICC can be managed at the local, regional, and state level, and provides a road map for certifying individuals as well as recognizing individuals who have already completed equivalent training and are functioning at these levels.

10.1.2: CICC CERTIFICATION

- A. The CICC was developed in response to the concerns of California's fire service personnel, who identified the need for a system that enhanced the readiness and safety of emergency responders to multiagency incidents. CICC is a decentralized program that provides certifications administered at local, regional, and state levels.

10.1.2.1: History

- A. Established
 - July 1, 2001

10.1.2.2: Incident Command System (ICS) Levels and Positions

A. 100–200 Level

1. Apparatus Operator
2. Base/Camp Manager
3. Claims Manager
4. Display Processor
5. Equipment Manager
6. Field Observer
7. Fire Fighter
8. Helibase Manager (1–3 Helicopters)
9. Helicopter Manager
10. Incident Commander (Type 4)
11. Incident Communications Manager
12. Ordering Manager
13. Receiving and Distribution Manager
14. Security Manager
15. Staging Area Manager
16. Status/Check-In Recorder

B. 300 Level

1. Air Support Group Supervisor
2. Communication Unit Leader
3. Compensation Unit Leader
4. Cost Unit Leader
5. Division/Group Supervisor
6. Documentation Unit Leader
7. Incident Commander (Type 3)
8. Medical Unit Leader
9. Resources Unit Leader
10. Supply Unit Leader
11. Task Force/Strike Team Leader

C. 400 Level

1. Air Operations Branch Director
2. Finance/Administration Section Chief (Type 2)
3. Incident Commander (Type 2)
4. Information Officer (Type 2)
5. Liaison Officer
6. Logistics Chief (Type 2)
7. Operations Branch Director
8. Operations Section Chief (Type 2)
9. Planning Section Chief (Type 2)
10. Safety Officer (Type 2)
11. Service Branch Director
12. Support Branch Director

13. Training Specialist

D. 500–600 Level

1. Area Command
2. Area Command Logistics Chief
3. Area Command Planning Chief
4. Finance/Administrative Section Chief (Type 1)
5. Fire Behavior Analyst
6. Incident Commander (Type 1)
7. Information Officer (Type 1)
8. Logistics Section Chief (Type 1)
9. Operations Section Chief (Type 1)
10. Planning Section Chief (Type 1)
11. Safety Officer (Type 1)

10.1.2.3: Certification Requirements

A. Instruction

1. Applicants complete the training through a qualified instructor as specified in the approved curriculum for the position.

B. Prerequisites

1. Applicants must meet the certification prerequisites identified for the various levels of certification as established in (National Wildfire Coordinating Group) NWCG-310-1.

C. Experience

1. Applicants must meet the experience requirement identified for the various levels of certification as established in NWCG-310-1.

10.1.2.4: Application Process

A. After completing all training and meeting all requirements, the applicant submits the following items to the appropriate entity for each ICS position to be considered:

1. Request for certification identifying the ICS position(s) sought
2. Course completion certificate(s) or diplomas
3. Completed position task book
4. A verification letter signed by the Fire Chief, or their authorized designee, describing the applicant's specific background as it relates to the experience requirement
 - i. See **4.1.1: Letters of Verification**.
 - ii. Verification letter not required at the 100–200 level
5. Any other relevant documents supporting certification

B. Submissions

1. 100–200 Level submissions go to the applicant's local fire agency Fire Chief

2. 300 Level submissions go to the Governor's Office of Emergency Services (Cal OES) Operational Area Review Committee
3. 400 Level submissions go to the Cal OES Regional Review Committee
4. 500–600 Level submissions go to the SFT Peer Assessment for CICC Evaluation (PACE 5) Committee

C. See **10.2: Peer Assessment for CICC Evaluation (PACE 5) Process**.

10.1.2.5: Maintenance

A. Not applicable

10.2: PEER ASSESSMENT FOR CICC EVALUATION (PACE 5) PROCESS

10.2.1: BACKGROUND

- A. The California Incident Command Certification System (CICC) was created in collaboration with the State Board of Fire Services (SBFS) to enhance fire fighter safety through the implementation of a standardized qualification system.
- B. The CICC process applies to all Incident Command System (ICS) positions that could be utilized on any all-hazards incidents.

10.2.2: PURPOSE

- A. The PACE 5 Committee shall review all applications for position certification in the Area Command, Type 1, and other identified specialty positions in the Incident Command System (ICS).

10.2.3: APPLICATION

- A. To pursue PACE 5, the applicant shall submit an application to the Governor's Office of Emergency Services (Cal OES) for each ICS position under consideration.
- B. A nonrefundable PACE 5 fee for each ICS position requested.
- C. Cal OES shall acknowledge receipt of the application.

10.2.4: COMMITTEE REVIEW

- A. The PACE 5 Committee shall review the applicant's request for Area Command, Type 1, and identified specialty positions.
 - 1. The Committee may contact the applicant to address questions.
 - 2. The Committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 - 3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.
- B. Any applicant that meets the certification criteria will receive a certificate upon passing the Committee's evaluation.
- C. If an application is incomplete, the PACE 5 Committee shall send a letter to the applicant indicating the missing documents within five (5) working days of the PACE 5 Committee

review meeting.

D. The Committee shall notify the applicant in writing of its decision.

10.2.5: APPEALS

10.2.5.1: Process

A. Applicants denied certification may appeal the decision.

B. Applicants shall appeal in writing to the CAL OES Fire and Rescue Division Deputy Chief for CICC within thirty (30) days of denial notification.

1. Appeals shall include (at a minimum) a description of the reasons for or circumstances leading to the appeal, supporting documentation, and the desired outcome.

10.2.5.2: Appeals Committee

A. The PACE 5 Committee Chair shall appoint an Appeals Committee to review PACE 5 appeals.

B. The PACE 5 Committee Chair shall appoint the Appeals Committee Chair.

C. The Appeals Committee shall include at least one (1) representative from each Cal OES Regional Review Committee and one (1) representative of the Cal OES Fire and Rescue Division.

D. The Appeals Committee shall also include at least one (1) individual who has been previously qualified in the position under consideration and one (1) training specialist.

E. An agency cannot hold more than one (1) position on the Committee.

- a. For example, CAL FIRE, which is in more than one (1) region, can only hold one (1) position on the Appeals Committee.

F. The Chair shall render a decision in writing within thirty (30) days of receiving the appeal.

G. The Chair's decision shall be final.

11: Certification Exams

11.1: OVERVIEW AND AUTHORITY

11.1.1: OVERVIEW

- A. The content contained in this chapter applies to State Fire Training (SFT) California Fire Services Training and Education System (CFSTES) certifications that are also accredited through the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board).
- B. This chapter outlines the requirements and process that an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) must fulfill and follow in order to administer an SFT Certification Exam and the requirements and process that a candidate must fulfill and follow to participate.
- C. In cases where the requirements outlined in this chapter conflict with the requirements of any other chapter of the *State Fire Training Procedures Manual*, the requirements of this chapter shall prevail.
- D. SFT's adoption of the IFSAC and Pro Board Certification process does not impact the current SFT Certification status of any individual.
- E. In cases where IFSAC and/or Pro Board bylaws are more restrictive than SFT procedures, SFT shall abide by the requirements of IFSAC and Pro Board.
- F. Certification Exams cannot be delivered until all training and course work is completed for the module being tested.
 - 1. See **11.5.5: Alternate Skill Evaluation** for exceptions.

11.1.2: AUTHORITY

- A. SFT does not delegate its authority to conduct professional qualification exams or certification to any political subdivision or entity.
- B. SFT reserves the right to disallow any candidate to participate in any SFT Certification Exam for cause.

11.2: CERTIFICATION EXAM SITES

11.2.1: FACILITIES, SUPPLIES, AND EQUIPMENT

- A. An Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) shall provide the facilities and equipment necessary to support the program. Computers, apparatus, tools, simulations, supplies, and equipment shall be relevant and available in sufficient quantity and quality.
- B. Each ARTP or ALA shall:
 - 1. Ensure that arrangements are clearly stated in a signed, written agreement when an agency or institution other than the ARTP or ALA provides resources
 - 2. Ensure classrooms, training towers, burn rooms, and storage facilities are sufficient in quantity and quality to meet the program needs and objectives
 - 3. Ensure equipment and training aids are sufficient in quantity and quality to meet the program needs and objectives
 - 4. Ensure all personal protective clothing, apparatus, and equipment are properly maintained and readily accessible to the Registered Lead Evaluator, Registered Skills Evaluators, and candidates
 - 5. Ensure expendable supplies are sufficient to meet the program needs
 - 6. Notify SFT of any changes and/or updates to facilities, supplies, and equipment
- C. Facilities and equipment at accredited sites used for training and certification shall be adequate for the full examination of the performance objectives (skills) required.
- D. Facilities and equipment at accredited sites used for training and certification shall be adequate for maintaining exam security during the administration of certification exams.
- E. All skills exam props and components shall be maintained to ensure fair and accurate examination and to provide for the safety and well-being of the candidates.
- F. Before a skills exam begins, the Registered Lead Evaluator shall evaluate and ensure that all equipment and props are safe and operable and that adequate equipment and props are available for the number of candidates being evaluated.
- G. An ARTP or ALA will be allowed to utilize equivalent examination aids providing the skill can be adequately tested.
 - 1. An ARTP or ALA shall make a written request for approval to State Fire Training in advance of utilizing alternative aids.

11.2.2: ALTERNATE SITES

- A. If an ARTP or ALA wishes to conduct exams at a location other than its previously accredited site, the ARTP or ALA shall inspect the alternate site and ensure that it is fully equipped and capable of hosting a State Fire Training (SFT) Certification Exam.
- B. If an ARTP or ALA wishes to use an alternate exam site, the ARTP or ALA shall petition SFT via written correspondence to the assigned SFT Academy Coordinator a minimum of four (4) weeks before the intended event.
 - 1. Department of Defense sites may be permitted through petition.
 - 2. No out-of-state deliveries will be approved.

11.2.3: HEALTH AND SAFETY

- A. All SFT Certification Exams are administered in accordance with National Fire Protection Association (NFPA) and the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) health and safety standards.
 - 1. Specifically, an ARTP or ALA shall ensure compliance with the current editions of *NFPA 1403: Standard on Live Fire Training Evolutions* and *NFPA 1500: Standard on Fire Department Occupational Safety and Health Program*.
- B. The Registered Lead Evaluator shall inspect the facilities, grounds, and equipment prior to all exam sessions at the exam site.
- C. A Registered Fire Service Training and Education Program (FSTEP) Fire Control 3 or Fire Control 4A or 4B Registered Instructor shall evaluate all live fire testing respective to their discipline.
 - 1. All live fire testing shall be conducted in accordance with SFT curriculum and *NFPA 1403: Standard on Live Fire Training Evolutions*.
- D. A Fire Service Training and Education Program (FSTEP) Common Passenger Vehicle Rescue Technician Registered Instructor shall evaluate all testing involving vehicle extrication techniques.
- E. The Registered Lead Evaluator shall establish a rehabilitation area in a location that complies with the skill station exam security requirements and identify its location to all candidates before a skills exam begins.
- F. An ARTP or ALA shall provide emergency medical services.
 - 1. The 911 emergency system is the minimum requirement for cognitive exams
 - 2. An on-site certified Emergency Medical Technician (EMT) with equipment is required for skills exams.

- G. An ARTP or ALA will provide the appropriate number of Registered Skills Evaluators based on the number of candidates and the number of manipulative skills to be examined.
 - 1. All Skills Evaluators must be registered by SFT.

11.2.4: PERSONAL PROTECTIVE EQUIPMENT/APPARATUS/EQUIPMENT

- A. The Registered Lead Evaluator shall inspect all equipment, apparatus, and personal protective equipment before each SFT Certification Exam session to ensure compliance.
 - 1. Any non-conforming equipment shall be removed from service and replaced.
- B. All fire apparatus used in SFT Certification Exams shall conform to the NFPA standards for the edition year to which the apparatus was manufactured.
 - 1. All manufacturer supplied safety equipment shall be utilized and maintained.
- C. All personal protective equipment used in SFT Certification Exams shall conform to the NFPA standards for the edition year to which the equipment was manufactured.
- D. All equipment used in SFT Certification Exams shall conform to the NFPA standards for the edition year to which the equipment was manufactured or the original manufacturer specifications.
 - 1. The Registered Lead Evaluator shall facilitate a thorough inspection before the SFT certification exam.
 - 2. This includes equipment provided by participants.
- E. The Registered Lead Evaluator shall document any non-conforming items, remove them from the exam session, and ensure their replacement.

11.3: CANDIDATE TYPES AND ELIGIBILITY

11.3.1: NON-CERTIFIED – ARTP/ALA (ACCREDITED ACADEMY)

11.3.1.1: Eligibility and Application Process

- A. A “Non-certified - ARTP/ALA” candidate:
 - 1. Does not have an SFT or IFSAC/Pro Board Certification
 - 2. Completed their academic training at the ARTP or ALA administering the SFT Certification Exam(s)
- B. Candidates who complete their academic training through the Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) administering the State Fire Training (SFT) Certification Exams are automatically eligible for the Exam.
- C. Accredited Academy candidates are required to complete all exam modules.

11.3.2: NON-CERTIFIED – NON-ARTP/ALA (ALTERNATE DELIVERY)

11.3.2.1: Eligibility

- A. A “Non-certified – Non-ARTP/ALA” candidate:
 - 1. Does not have an SFT or IFSAC/Pro Board Certification
 - 2. Did not complete their academic training at the ARTP or ALA administering the SFT Certification Exam(s)
 - 3. Completed their academic training at the ARTP or ALA administering the SFT Certification Exam(s) and are not enrolled in the current semester/academy.
- B. Candidates must present a completed and signed Training Record, course prerequisite(s), and Alternate Candidate Waiver Justification at registration to verify that they have met all prerequisite skills required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.
- C. Alternate Delivery candidates are required to complete all exam modules.

11.3.2.2: Application Process

- A. Candidates must take the Training Record and course prerequisite(s) to the testing ARTP/ALA for review and approval.
- B. Registered Lead Evaluator shall verify candidate documentation and applicability for Certification Exam participation.

11.3.3: SFT-CERTIFIED (UPGRADE)

11.3.3.1: Eligibility

- A. A “SFT-certified” candidate has an SFT certification and is eligible to upgrade to IFSAC/Pro Board Certification.
- B. If State Fire Training (SFT) updated its certification requirements after a candidate received their SFT Certification, the candidate may be required to complete an exam on portions of the updated standard for which they are requesting IFSAC and Pro Board Certification.
- C. Candidates must demonstrate to SFT that they have met all requisite knowledge and skill objectives required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.

11.3.3.2: Application Process

- A. To apply for a Certification Upgrade, a candidate must submit the most current Certification Upgrade Application (See **12.14: Fire Fighter Certification Upgrade Application.**) and all supporting documentation to SFT.
 - 1. Mail to: State Fire Training, Attn: Upgrade Application, P.O. Box 944246, Sacramento, CA 94244-2460
 - 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 (6) weeks before their proposed exam date.
- 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 and a current SFT User Portal Training History Report to an open enrollment ARTP or ALA to schedule and complete the SFT Certification Exam(s).
- E. To complete the certification Upgrade application process, see Chapter 7: California Fire Service Training and Education System (CFSTES) for information regarding specific certifications.

11.3.4: IFSAC/PRO BOARD-CERTIFIED (RECIPROCITY)**11.3.4.1: Eligibility**

- A. An “IFSAC/Pro Board-certified” candidate has IFSAC/Pro Board Certification(s) and seeks SFT Certification reciprocity.
- B. Candidates must demonstrate to State Fire Training (SFT) that they have met all requisite knowledge

and skill objectives required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.

- C. SFT will only consider active and/or valid certificates issued by IFSAC and/or Pro Board accredited entities.
- D. Reciprocity candidates are required to complete any exam modules they have not already obtained.
- E. 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.
 - 2. Department of Defense (DoD) personnel are exempt from the 10-year limit.
- F. 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.

11.3.4.2: Application Process

- A. To apply for certification reciprocity, a candidate must submit the appropriate Certification Reciprocity Application (See **12.15: Fire Fighter Certification Reciprocity Application.**) and all supporting documentation to SFT.
 - 1. Mail to: State Fire Training, Attn: Reciprocity Application, P.O. Box 944246, Sacramento, CA 94244-2460
 - 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 (6) 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 and a current SFT User Portal Training History Report to an open enrollment ARTP or ALA to schedule and complete the SFT Certification Exam(s).
- E. To complete the certification Reciprocity application process, see **7.12.1.9: Application** (Fire Fighter 1) and **7.12.2.9: Application** (Fire Fighter 2).

11.4: CERTIFICATION EXAM ADMINISTRATION

11.4.1: AUTHORITY

- A. Only an Accredited Regional Training Program (ARTP) or an Accredited Local Academy (ALA) may administer a Certification Exam.
- B. An ARTP or ALA conducts all Certification Exams in conformance with the procedures established by State Fire Training (SFT) and under the supervision of a Registered Lead Evaluator with the assistance of Registered Skills Evaluators.

11.4.2: PERSONNEL

11.4.2.1: Registered Lead Evaluator

- A. The primary responsibility of the Registered Lead Evaluator is to supervise the delivery of Skill Exams and provide indirect supervision of personnel in the delivery of Cognitive Exams. The Registered Lead Evaluator will instruct candidates on the exam procedures, ensure exam security, monitor and oversee Registered Skills Evaluators, and provide assistance to candidates as needed.
- B. The Registered Lead Evaluator, in conjunction with the ARTP or ALA, shall:
 - 1. Verify student eligibility for Certification Exam enrollment
 - 2. Ensure the safety of all students participating in the exam
 - 3. Confirm Registered Skills Evaluators
 - 4. Administer the SFT Certification Exam
 - 5. Evaluate and score candidates during Skills Exam(s)
 - 6. Notify SFT of any suspicious or irregular activities exhibited during exam administration
 - 7. Return the results roster to SFT
- C. A Registered Lead Evaluator must:
 - 1. Be an SFT Registered Instructor
 - 2. Be certified in the job function of the SFT certification exam that they administer
 - 3. Have a signed Evaluator Code of Conduct on file with SFT
 - 4. Have a verification letter attesting to mastery of subject matter and meeting the supervisory and objective evaluation psychomotor skills requirements.
 - 5. Certification Examination Evaluator Training Course (within twenty-four (24) months prior to submitting application)
- D. SFT shall ensure that any Registered Lead Evaluator conducting SFT certification exams on its behalf shall abide by the rules and regulations published in the *State Fire Training Procedures Manual*.

11.4.2.2: Registered Skills Evaluator

- A. The primary responsibility of the Registered Skills Evaluator is to evaluate and score candidates on a specific skill or station.
- B. A Registered Skills Evaluator must:
 - 1. Be certified in the job function of the SFT Certification Exam that they administer.
 - 2. Have completed the following coursework:
 - i. Certification Examination Evaluator Training Course (within twenty-four (24) months prior to submitting application)
 - ii. Ethical Leadership in the Classroom or Ethical Leadership for Instructors
 - iii. Met the instructor requirements of **11.10: Personnel Registration**
 - 3. Have a signed Evaluator Code of Conduct on file with SFT
 - 4. Have a verification letter attesting to mastery of subject matter and meeting the objective evaluation psychomotor skills requirements.
- C. During the administration of a Skills Exam, a Registered Skills Evaluator shall not evaluate a candidate on any skill for which that Registered Skills Evaluator served as the candidate's "lead instructor" during training.
 - 1. The term "lead instructor" is used to identify an instructor who had overall responsibility for a specific training subject (i.e. ladders, self-contained breathing apparatus, hose) and the authority to assign the candidate a score for their performance in that specific training subject.

11.4.2.3: Corrective Action

- A. SFT shall take corrective action against any Registered Lead Evaluator or Registered Skills Evaluator who fails to abide by the established exam procedures, rules, and regulations.
- B. SFT shall conduct an audit if a Registered Lead Evaluator or Registered Skills Evaluator's adherence to established exam procedures, rules, or regulations is called into question.
- C. A Registered Lead Evaluator or Registered Skills Evaluator in violation of established procedures, rules, or regulations shall be subject to disciplinary action, up to and including evaluator status revocation, in accordance with California Code of Regulations (CCR), Title 19, Division 1, Chapter 13, Article 2.
- D. If a Registered Lead Evaluator or Registered Skills Evaluator is in violation of established procedures, rules, or regulations, SFT shall declare the exam null and void and invalidate all issued seals or certificates.
 - 1. If an exam is declared null and void, candidates that participated in the exam may retake the exam at that same location for no cost.

11.4.3: SCHEDULING

- A. An ARTP or ALA must submit a Certification Exam Scheduling Request form (see **12.9: Certification Exam-Request.**) and academy roster spreadsheet to SFT at least six (6) weeks before the first day of the scheduled exam period.
 - 1. All components of the SFT Certification Exam, including the cognitive and skills portions and any applicable retake exams, shall be scheduled at the same time, as one complete event.
- B. An ARTP or ALA may not deliver any portion of an SFT Certification Exam without SFT approval.
- C. An ARTP or ALA, shall notify SFT in writing of any changes in an SFT Certification Exam prior to the Exam.
 - 1. Changes include, but are not limited to:
 - Date and/or time of exam or retake exam
 - Facility, location, or classroom number
 - Registered Lead Evaluator or Registered Skills Evaluators
 - Billing contact information
 - 2. Students may be added to, or removed from, the academy roster up to two (2) weeks before the exam module is delivered.

11.4.4: APPROVAL

- A. After approving the Certification Exam Request, SFT will:
 - 1. Notify the ARTP or ALA by email
 - 2. Send the Registered Lead Evaluator an academy roster of pre-registered candidates and the appropriate exam documents
- B. SFT will not approve an SFT Certification Exam after exam delivery. An ARTP or ALA must obtain SFT approval before an SFT Certification Exam begins.
 - 1. If an ARTP or ALA does not obtain SFT approval for an SFT Certification Exam, the student(s) will not receive credit for the SFT Certification Exam.
- C. SFT may rescind SFT Certification Exam approval if the ARTP or ALA violates its Certification Exam Agency Evaluator Agreement or the Registered Lead Evaluator violates the SFT Instructor Code of Ethics/Conduct or the Evaluator Code of Conduct between the time of SFT Certification Exam approval and the time of SFT Certification Exam delivery.

11.4.5: EXAM DELIVERY

11.4.5.1: Entrance Requirements and Restrictions

- A. A candidate's name must appear on the course/exam roster in order to be admitted to the Exam. Walk-in registration will not be accepted.
- B. The Registered Lead Evaluator or Registered Skills Evaluator will verify each candidate's government issued photo identification prior to permitting the candidates to enter the exam area.
- C. Candidates may not bring any electronic devices (cell phones, smart watches, smart glasses, pagers, two-way communication devices, tablets, computers, etc.) into the exam area.
- D. Once the exam has begun, the entrance to the exam site will be secured and no additional candidates will be allowed admission.
- E. The Registered Lead Evaluator shall report any cheating or suspected cheating to SFT (see **4.5.5: Cheating - Certification Exam or Summative Test**).

11.4.5.2: Exam Process

- A. The Registered Lead Evaluator shall read the required pre-testing script for the Certification Exam module(s) being tested.

11.4.6: RETURNING AN SFT CERTIFICATION EXAM

- A. An ARTP or ALA or Registered Lead Evaluator shall return all exam documents via the SFT User Portal to SFT within fifteen (15) days of the overall exam completion.
 - 1. Exam documents shall be submitted at the conclusion of all events. SFT does not accept or process standalone modules.
- B. The results shall be recorded on to the Results Roster and shall include all registered candidates and a pass/fail/departed/no show outcome of each skills exam.

11.4.7: INVOICING

- A. Candidates shall submit the Certification Exam fees to the ARTP or ALA.
- B. After a Registered Lead Evaluator submits the Certification Exam results rosters to SFT, the California Department of Forestry and Fire Protection (CAL FIRE) Accounting Department shall invoice the ARTP or ALA for the number of candidates who participated in the SFT Certification Exam and any retake exams.
- C. The invoice is due and payable upon receipt.

- D. The invoiced ARTP or ALA shall submit one (1) payment to CAL FIRE.
- E. Delinquent invoices will be treated in accordance with **5.1.11.4: Delinquent Invoices**.

11.4.8: DISTRIBUTING CANDIDATE RESULTS

- A. Results will be made available in the SFT User Portal when processing is complete.

11.4.9: RECORD KEEPING

- A. The ARTP or ALA and SFT shall keep all documents and files relating to a candidate's evaluation and examination process in a secure, locked location, including:
 - 1. Exam roster
 - 2. Exam results
 - 3. Skills Exam Summary sheets
- B. An ARTP or ALA shall maintain completed skill sheets for the candidate for a minimum of five (5) years.

11.5: SKILLS EXAM

11.5.1: SKILL SHEETS

11.5.1.1: State Fire Training Skill Sheets

- A. State Fire Training (SFT) develops, validates, and publishes skill sheets that reflect the current job function level and National Fire Protection Association Standard (NFPA) edition year for which SFT is accredited. SFT uses these standardized skill sheets to evaluate the skills of pre-service candidates on a statewide basis.
- B. An Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) shall use SFT-approved skill sheets during all skills exams.

11.5.1.2: Enhanced Skill Sheets

- A. An ALA may develop enhanced standardized skill sheets that include agency-specific tasks.
- B. An ALA may enhance an SFT-approved skill sheet using the following criteria. Enhanced skills sheets:
 - 1. Must exceed state standards and shall not lessen requirements or timed skills
 - 2. Shall mirror SFT skill sheet formatting and utilize the same skill sheet number and NFPA reference
 - 3. Shall not utilize the SFT logo
 - 4. Shall prominently print the following statement in the heading area: "This is an enhanced skill sheet which contains department-specific criteria exceeding state minimum standards."
 - 5. Shall show all agency changes in italicized font
 - 6. Shall be submitted to SFT for review and approval a minimum of six (6) weeks before an ALA uses them in the skills exam environment
 - 7. Shall be updated and resubmitted for review and approval any time SFT updates the standard skill sheets

11.5.1.3: Candidate Access

- A. An ALA must provide candidates with a copy of all SFT and enhanced skill sheets at the beginning of the training program and clearly identify enhancements during training.

11.5.2: SKILL SELECTION

- A. State Fire Training will randomly select the skills to be included in an approved Skills Exam.

- B. State Fire Training will send a Psychomotor Exam Assigned Skills Summary Sheet to the Registered Lead Evaluator by email at the time of approval for the Certification Exam.
 - 1. These skills shall remain secured and confidential under the Registered Lead Evaluator(s) supervision until a minimum of three (3) weeks before the start of the scheduled Skills Exam module.
- C. Three (3) weeks before the start of the scheduled Skills Exam module, the Registered Lead Evaluator may begin consulting with the testing site staff regarding the planning and logistics of the randomly selected skills for the Exam.
 - 1. To maintain exam security, no staff involved with the ongoing training shall be privy to the randomly selected skills at any time prior to the day of the Certification Exam.
- D. An ARTP or ALA may request a different individual random skill if the ARTP or ALA can demonstrate that an assigned skill is not practicable.
 - 1. The Registered Lead Evaluator shall make this request to State Fire Training in writing, a minimum of three (3) weeks before the start of the scheduled Skills Exam module.
 - 2. The request shall include the rationale as to why the skill is not practicable.
 - 3. In the event an alternate skill is assigned, State Fire Training shall issue a new Skills Exam Summary Sheet to the Registered Lead Evaluator.

11.5.3: PROCTORING SKILLS EXAMS

11.5.3.1: Exam Environment

- A. SFT requires that an ARTP or ALA use the incident command system for maintaining flow and security during the manipulative skills process.
- B. Only those documents issued for the exam are allowed in the staging area.
- C. Candidates shall remain on the exam grounds and be supervised during meal breaks and rest periods.
 - 1. Candidates may not discuss any component of the exam or access exam-related materials or documents during breaks or rest periods.
- D. Candidates are required to check in with the Registered Lead Evaluator in order to leave the exam grounds for any reason. Permission will be granted or denied based on the reason for leaving the exam area.
- E. If there is an equipment failure during a skills exam, the Registered Lead Evaluator shall ensure that the equipment is replaced and the candidate shall be afforded the opportunity to continue with the

exam, without penalty.

1. No candidate will fail as a result of an equipment failure.
 2. If the equipment or situation cannot be duplicated, SFT will allow a simulation if the simulation approximates actual job performance conditions to the fullest possible extent.
- F. Registered Skill Evaluators shall take all steps necessary to ensure that certification exams are conducted in a safe manner. Registered Skill Evaluators shall halt any operation that places Evaluators or candidates in jeopardy.

11.5.3.2: Exam Security

- A. The Registered Lead Evaluator shall be directly responsible for ensuring the security and safety of all candidates during all Skills Exams.
- B. The Registered Lead Evaluator shall ensure that candidates are properly staged and that no materials or documents other than those issued for the exam are in the staging area.
- C. The Registered Lead Evaluator shall ensure that all waiting candidates are staged in an area from which active skills evaluation may not be viewed.
- D. A monitor shall be stationed in the staging area to ensure that candidates do not discuss any component of the exam or access exam-related materials or documents.
- E. In the event of a suspected breach in exam security, the Registered Lead Evaluator shall have the authority to confiscate the alleged violator's exam materials or documents and terminate their exam.
- F. The Registered Lead Evaluator shall ensure that all candidates complete the randomly selected skills on the same day. If a randomly selected skill is not completed by all candidates on the first day of testing, then the candidates who completed it will be required to complete a different randomly selected skill.
 1. The Registered Lead Evaluator shall contact SFT immediately to obtain new randomly selected skill.

11.5.3.3: Exam Documents

- A. The ARTP or ALA will generate the following candidate paperwork:
 1. Exam sign-in sheet
 2. Exam roster (two copies)
 3. Individually numbered candidate tracking cards
 4. SFT or college identification stickers or numbered tags (optional)

11.5.3.4: Exam Scoring

- A. SFT will provide the Registered Lead Evaluator with the Certification Exam Skills Summary document used to score each candidate.
- B. A candidate must successfully complete 100% of the steps on the Certification Exam Skills Summary and 100% of the skills in each scenario in order to pass the skills exam.
- C. An unsafe act committed during the skills exam shall be grounds for a failing score.
- D. The pass or fail score shall be recorded on the skill sheet.
- E. The Registered Skills Evaluators will make field notes of a candidate's performance on the Certification Exam Skills Summary. Field notes:
 - 1. Assist in identifying a candidate's successful or unsuccessful elements while completing the skills exam.
 - 2. Serve as documentation if a candidate challenges a Registered Skills Evaluator's decision
 - 3. Serve as an audit tool of the registered Skills Evaluator's understanding of the skill requirements.
 - 4. Are part of the Certification Exam Skills Summary and become part of a candidate's file.
- F. A Registered Skills Evaluator shall notify each candidate of their skills exam score in a secure location immediately following the exam.
- G. An ARTP or ALA shall provide each candidate with a copy of the Certification Exam Skills Summary at the conclusion of the exam process.
- H. An ARTP or ALA shall provide copies of completed individual skills exam skill sheets to candidates upon request.

11.5.3.5: Registered Lead Evaluator Exam Preparation Schedule

- A. Fourteen (14) days before the exam date, the Registered Lead Evaluator will confirm all prospective Registered Skills Evaluators.
- B. Seven (7) days before the exam date the Registered Lead Evaluator will develop an Incident Action Plan (IAP) identifying all auxiliary functions including, but not be limited to:
 - 1. Identified staff functions
 - 2. An exam site safety plan including the location of each skills station, skills staging area, and Incident Command Post.
 - 3. Emergency medical crew designations

4. Refreshments, breaks, lunch, and rehab areas
- C. Three (3) days before the exam the Registered Lead Evaluator will:
1. Set out all necessary equipment
 2. Verify all paperwork
 3. Update the skill station scoring record with current skill sheets and Certification Exam Skill Summary documents

11.5.3.6: Exam Instructions

- A. Skills Exams are delivered in a modular format. Each candidate completes an individual course module and then completes the individual Skills Exam for that module.
- B. On each day of the skills exam, the Registered Lead Evaluator shall post a list of the skills to be evaluated on that day.
1. All candidates shall be provided the opportunity to participate in the posted skills on the same day in like-testing conditions.
- C. Candidates will receive their student identification number when they enter the exam area.
1. The identification number will be noted on all paperwork.
- D. Registered Skills Evaluators will report to the exam area sixty (60) minutes before the exam start time.
- E. The Registered Lead Evaluator will meet with the Registered Skills Evaluators 30 minutes before the exam start time to discuss the exam, procedures, and any other required information, and distribute the skill station scoring records.
1. Meeting topics include, but are not limited to:
 - i. Exam time limits
 - ii. Instruction to candidates as listed in front of skills station book
 - iii. Assignment for session
 - iv. Equipment needed
 - v. Proper handling of exam interruptions
 - vi. Limitations on assistance
 - vii. Proper completion of skill sheets
 - viii. Field any questions from evaluators
 - ix. Appeals process for session
 - x. Retake procedures
 - xi. Skills exam Incident Action Plan with specific emphasis on safety
- F. Registered Skills Evaluators will report to their respective stations five (5) minutes before the exam start time.

- G. The Registered Lead Evaluator will read the Skills Exam Script for the Exam being delivered to the assembled candidates before they report to the individual skills stations.
- H. Registered Skills Evaluators will greet the candidates as they approach the station.
- I. The Registered Skills Evaluator will read the Skills Station Pre-Exam Script and the Candidate Directions listed on the skill sheet.
- J. Each candidate will complete the skills exam at the station.
- K. The Registered Skills Evaluator will read the appropriate portion of the Skills Station Post Exam Script to each candidate.
 - 1. Issued Random Skills shall be completed on the same day.
- L. The Registered Skills Evaluator will complete all candidate skills sheets and obtain each candidate's signature on their skill sheet before releasing the candidates back to the staging area, and before accepting further candidate(s).
- M. The Registered Skills Evaluator will thank the candidates and ask them to return to the skills staging area.
- N. The Registered Lead Evaluator will address any exam complaints on site, with further resolution in accordance with **11.9: Appeals**.
- O. At the conclusion of the exam, or during any break where Registered Skills Evaluators leave the exam area, all exam materials and documents shall be returned to the Incident Command Post.
- P. The Registered Lead Evaluator shall conduct a debriefing to gather input from Registered Skills Evaluators and other staff on the exam process.
- Q. The Registered Lead Evaluator shall prepare an after-action report that details any unusual events that occurred during the skills exam and staff comments or concerns.

11.5.4: RETAKING A SKILLS EXAM

11.5.4.1: Delivery Model

- A. A candidate who fails a skill will be provided the opportunity to reattempt the failed skill up to two (2) times within one (1) year of the first attempt.
 - 1. Candidates who do not complete skill exam with one (1) year or the initial exam date will be required to seek remedial education before reapplying for additional SFT Certification Exams (See **11.7: Skills and Cognitive Remediation**).

- B. If a retake attempt is completed during a different exam event or at a new testing site, the candidate shall enroll as a retake candidate and provide the Exam host with verification of retake eligibility by printing a Course Transcript Report from their SFT User Portal.
 - 1. The Exam host shall verify retake eligibility by confirming that the candidate has not had more than two (2) reattempts within one (1) year of the initial exam date.

11.5.4.2: Failed First Attempt (Retake 1)

- A. The Registered Skills Evaluator will advise the Registered Lead Evaluator that a student has failed a skills station.
- B. The Registered Lead Evaluator will evaluate the reason for the candidate's failure and determine if a retake is authorized.
 - 1. If a reattempt cannot be authorized, the candidate will be escorted from the exam site.
 - 2. If a reattempt can be authorized, the candidate will report to staging, continue with the Exam, and report for a reattempt per the instructions of the Registered Lead Evaluator
- C. The Registered Lead Evaluator will ensure that a Registered Skills Evaluator different from the one who originally failed the candidate evaluates the retake attempt.
- D. The new Registered Skills Evaluator will:
 - 1. Administer the reattempt of the failed skill(s).
 - 2. Document the reattempt on a new skill sheet by selecting Retake 1 from the Candidate Information.
 - 3. Document the testing results on a new Certification Exam Skill Summary
 - 4. Sign and forward all documents to the registered Lead Evaluator.
- E. The ARTP or ALA will conduct same-day skills attempts for candidates who meet SFT criteria.

11.5.4.3: Second Attempt (Retake 2) Procedures

- A. The Registered Skills Evaluator will advise the Registered Lead Evaluator that a student has failed a skills station.
- B. The Registered Lead Evaluator will evaluate the reason for the candidate's failure and determine if a reattempt is authorized.
 - 1. If a reattempt cannot be authorized, the candidate will be escorted from the exam site.
 - 2. If a reattempt can be authorized, the candidate will report to staging, continue with the exam, and report for a reattempt per the instructions of the registered Lead Evaluator
- C. The Registered Lead Evaluator will ensure that a Registered Skills Evaluator different from the one who originally failed the candidates evaluates the retake attempt.

D. The new Registered Skills Evaluator will:

1. Administer the reattempt of the failed skill(s)
2. Document the reattempt on a new skill sheet by selecting Retake 1 from the Candidate Information
3. Document the results on a new Certification Exam Skill Summary
4. Sign and forward all documents to the Registered Lead Evaluator.

E. The ARTP or ALA may conduct same-day skills reattempts for candidates who meet SFT criteria

11.5.5: ALTERNATE SKILL EVALUATION

11.5.5.1: Authority

A. Specific skills can be tested if associated with a Fire Service and Education Program (FSTEP) course as listed within this section.

11.5.5.2: Proctoring Skills Exams

- A. At the conclusion of the FSTEP course, students will be notified that training has been completed, and that they will now begin a Certification Exam.
- B. Only the Skill Exam related to the specific course shall be delivered.
- C. The Skill Exam shall be delivered in accordance with Chapter 11.
- D. The Registered Instructor for the FSTEP course cannot be a Registered Lead Evaluator or Registered Skills Evaluator for the Certification Exam.
- E. Certification Exam may be utilized only for required and assigned random skills.

11.5.5.3: Allowed Stand-alone Skills Testing

A. Fire Fighter 1A: Structure

1. 3-10b: Attack a Live Interior Structure Fire - may be completed as a stand-alone Skill Exam if all candidates participated in an SFT-approved Fire Control 3 course as a component of training.

B. Fire Fighter 2A: Structure

1. 3-1: Extinguish an Ignitable Liquid Fire - may be completed as a stand-alone Skill Exam if all candidates participated in an SFT-approved Fire Control 4A course as a component of training.

2. 3-2: Control a Flammable Gas Cylinder Fire - may be completed as a stand-alone Skill Exam if all candidates participated in an SFT-approved Fire Control 4A course as a component of training.
3. 4-1: Extricate a Victim Entrapped in a Motor Vehicle - may be completed as a stand-alone Skill Exam if all candidates participated in an SFT-approved Common Passenger Vehicle Rescue Technician course as a component of training.

11.6: COGNITIVE EXAM

11.6.1: PROCTORING COGNITIVE EXAMS

11.6.1.1: Exam Environment

A. Facilities

1. Ensure that all fire and life safety and security features are adequate and operational.
2. Ensure that the heating and air conditioning systems are functioning.
3. Examine all desks, chairs, and computer workstations to ensure that they are fully functional.

B. Workspaces

1. Ensure proper and adequate spacing, equivalent to one (1) empty chair space or one (1) foot between candidates, for all cognitive State Fire Training (SFT) Certification Exams.
2. Only objects provided by the Registered Lead Evaluator shall be allowed on desks or tables.

C. Environment

1. No eating or tobacco is permitted in exam rooms.
2. Maintain a quiet environment during the entire exam period.

11.6.1.2: Exam Security

- A. The Registered Lead Evaluator shall be present during all cognitive exams. This individual shall remain in the room until all candidates complete the exam and all materials and documents are accounted for.
- B. Additional Registered Lead Evaluator or Registered Skills Evaluators shall be present to aid in the exam security.
- C. State Fire Training shall ensure that any Registered Lead Evaluator conducting cognitive SFT Certification Exams on behalf of SFT shall abide by SFT regulations.
- D. The Registered Lead Evaluator is directly responsible for the security and safety of all exam materials including computer-based materials, answer books, exam books, and any other distributed documents.

- E. The Registered Lead Evaluator shall ensure that candidates are properly spaced in the classroom and that no materials or documents other than those issued for the exam are on the table or in the immediate area.
- F. In the event of a suspected breach in exam security, the Registered Lead Evaluator shall have the authority to confiscate the alleged violator's exam materials and documents and terminate their participation.
 - 1. The Registered Lead Evaluator shall notify SFT immediately of a suspected breach in exam security.
- G. At no time shall the Registered Lead Evaluator leave the exam area unattended.
 - 1. In the event that the Registered Lead Evaluator requires a break, Registered Skills Evaluator will cover their position.
 - 2. If conducting testing in multiple rooms, a Registered Evaluator must be present in each room for the duration of the Exam.

11.6.1.3: Exam Length

- A. The maximum exam time is based on a per question time of 1.2 minutes. For example, a 25-question exam would have a 30-minute time limit (25 questions x 1.2 minutes per question = 30 minutes).

11.6.1.4: Exam Scoring

- A. All incorrect and blank answers are deducted from the total available points to calculate a candidate's raw score. That raw score is then rounded to nearest whole number to establish final grade level.
- B. All cognitive exams administered by SFT require a 70% grade level for minimum passing score.
 - 1. If a cognitive exam has multiple modules, the candidate must score 70% or higher on each individual module.
- C. Any candidate receiving less than 70% will be allowed to apply for a retake for up to one (1) year after the original exam date.
 - 1. Candidates who do not successfully complete the exam within one (1) year of the initial exam date will be required to seek remedial education before reapplying for additional SFT certification exams (See **11.8: and Cognitive Remediation**).

11.6.1.5: Exam Instructions

- A. The Registered Lead Evaluator will review the exam procedures with the candidates and read the Cognitive Exam Script before the exam begins.

- B. The Registered Lead Evaluator will ask, “Are there any questions?” and will promptly answer any questions from candidates until there are no further candidate questions.
- C. The Registered Lead Evaluator will provide each candidate with a single sheet of colored paper, labeled with the candidate’s name, to use for notes during the exam.
- D. The Registered Lead Evaluator will announce that the candidates may begin the exam.
- E. Candidates may not speak to one another during the exam.
- F. To ask a question during the exam, a candidate may raise their hand and wait for acknowledgement.
- G. The Registered Lead Evaluator may clarify ambiguities or correct mistakes in the exam instrument if asked, but shall not offer any interpretation or further explanation which may indicate the answer to a candidate.
- H. Candidates will be allowed to leave the exam area to use bathroom facilities. To do so, a candidate must raise a hand and wait for the Registered Lead Evaluator to recognize them.
- I. Before any candidate leaves the exam area, either upon completing the exam or at the end of the exam period, the Registered Lead Evaluator will:
 - 1. Collect each candidate’s colored “notes” page
 - 2. Dismiss the candidate from the exam area

11.6.1.6: Assistance and Accommodations

- A. SFT makes every effort to support and accommodate candidates with documented assistance needs during the exam process.
- B. A candidate requiring assistance or accommodation during an exam must submit their request and the documentation supporting their need for assistance or accommodation to the Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) per local policy.
- C. Candidates requiring assistance or accommodation are held to the same exam security and administration procedures as all other candidates.

11.6.2: COGNITIVE EXAM ITEM-BY-ITEM REVIEW

- A. A candidate who receives an unsatisfactory grade may a cognitive exam Item-by-Item Review.
- B. The candidate must request a review appointment and submit the SFT Fee Schedule and Cognitive Exam Item by Item Review fee at least six (6) weeks in advance of viewing.

1. A separate cognitive exam Item-by-Item Review fee is required per Certification Exam and per Exam attempt.
- C. During the viewing appointment, the candidate views a feedback report listing all questions the candidate got wrong. The report will include the incorrect answer, the correct answer, and the reference pages in the course text where the correct answer can be found.
 1. Candidates may not bring any electronic devices (cell phones, smart watches, smart glasses, pagers, two-way radio communication, tablets, computers, etc.) or other note-taking materials into the review area.
 2. The review session is limited to the candidate only.
- D. A Deputy State Fire Marshal will remain with the candidate during the two-hour review appointment.
- E. The feedback report remains the property of SFT and will not be released to the candidate at the end of the appointment.

11.6.3: RETAKING A COGNITIVE EXAM

- A. A candidate who does not pass the cognitive exam (a score less than 70%) will be allowed to retake the exam up to two (2) times within one (1) year of the first attempt.
 1. Candidates who do not successfully complete the exam within one (1) year of the initial exam date will be required to seek remedial education before reapplying for additional SFT certification exams (See **11.8: and Cognitive Remediation**).
- B. The Registered Lead Evaluator shall review the candidate's Training History Report to ensure:
 1. The candidate has not had more than two (2) reattempts for the module for which they are seeking participation
 2. All reattempts shall take place within one (1) year of the initial attempt.
 3. ALAs may provide for fewer retake attempts given the candidate's affiliated employment
 4. Exception: An ARTP/ALA is not required to verify the Training History Report for a non-certified ARTP/ALA (Accredited Academy) candidate prior to the retake.
- C. A candidate who fails the cognitive exam three (3) times will be advised to seek remedial education before reapplying for additional SFT certification exams (See **11.8: Cognitive Remediation**).

11.7: REMEDIATION

- A. If a candidate fails the skills exam and/or cognitive exam, the candidate must retrain on the curriculum for each failed module before they can participate in the exam process again.
- B. At the conclusion of the remediation, the candidate shall obtain the following documentation from the approved instructor:
 - 1. A completed Training Record for each failed module.
 - 2. An Academic Remediation Plan signed by the approved instructor verifying that the candidate has remediated on the instruction and activities for each failed module.
- C. A candidate who completes remediation training is eligible to retake the SFT Certification Exam(s).
- D. For the purpose of this manual, remediation is defined as supplementary education that is assigned to a student in order to assist them in achieving expected competencies. It includes the act or process of providing a remedy for deficient knowledge or skill.
- E. An Accredited Academy shall submit an Academic Remediation Plan on Agency/College letterhead to State Fire Training. The Academic Remediation Plan shall detail the total hours, relevant academics, activities, and cognitive tutoring completed. It shall be signed by both the student and approved instructor.

11.8: APPEALS

- A. Candidates may appeal any certification decision rendered by State Fire Training (SFT), individual exam items, or exam results.
- B. All appeals must be submitted in writing and directed to the Supervising Deputy State Fire Marshal, within thirty (30) days of SFT's decision, the exam date, or receipt of exam results.
 - 1. The letter must include the date(s), time(s), and discipline level/decision or reason for the appeal.
- C. The Supervising Deputy State Fire Marshal shall review the appeal and render their decision in writing.
 - 1. The Supervising Deputy State Fire Marshal may, at their discretion, use a workgroup of the individual's peers to review the appeal and provide a recommendation.
- D. The individual may appeal the decision by writing to the Chief of State Fire Training within thirty (30) days of the date on the Supervising Deputy State Fire Marshal's written decision.
 - 1. This appeal must also contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
 - 2. The Chief of State Fire Training shall review the appeal and render a decision. The decision of the Chief of State Fire Training is final.
- E. State Fire Training (SFT) shall document all decisions in writing and return them to the candidate within forty-five (45) days of receipt of the appeal.

11.9: PERSONNEL REGISTRATION

11.9.1: REGISTRATION

- A. Lead Evaluator and Skills Evaluator shall be registered with SFT.
- B. SFT shall verify that an applicant meets the qualifications.

11.9.2: APPLICATION PROCESS

- A. The applicant shall submit a complete application package to SFT for review.
 - 1. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.
 - 2. 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 their supervisor or superior.
 - 3. SFT does not accept electronic or stamped signatures on application documents.
- B. A complete application package shall include all of the following:
 - 1. A signed and dated current Registered Skills/Lead Evaluator Application (See **12.6: Registered Skills/Lead Evaluator Application.**)
 - 2. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to experience and experience expertise
 - 3. A nonrefundable Evaluator Registration payment by check or money order (payable to CAL FIRE – State Fire Training)
- C. Additional certification levels may be added to a Registered Lead Evaluator or Registered Skills Evaluator's list of registered classes by completing these steps:
 - 1. A signed and dated current Registered Skills/Lead Evaluator Application (See **12.6: Registered Skills/Lead Evaluator Application.**)
 - 2. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to experience and experience expertise
 - 3. A nonrefundable Evaluator Registration payment by check or money order (payable to CAL FIRE – State Fire Training)
- D. Submit the complete application package to:
 - State Fire Training
 - Evaluator Registration
 - P.O. Box 944246
 - Sacramento, CA 94244-2460

11.9.3: APPLICATION REVIEW

- A. SFT staff shall review Evaluator applications as they are received.
- B. SFT shall determine whether to approve, return as incomplete, or deny each application.

11.9.3.1: Approved

- A. If SFT approves the application, SFT shall provide a notification confirming Evaluator Application to the applicant and record the applicant as a Registered Lead Evaluator and/or Registered Skills Evaluator.

11.9.3.2: Incomplete

- A. If the application is incomplete (not all required supporting documentation has been submitted, non-approved signatures), SFT shall notify the applicant of the missing documents.
- B. Applicants must submit all missing documentation within ninety (90) days of the date identified in the letter. A copy of the notification must accompany the submitted missing documentation.
 - 1. Applicants who do not complete their application within the ninety (90) day timeframe are required to submit a new application and fees, meeting any additional requirements in place for instructor registration at that time.
- C. If on resubmittal, the package is still incomplete the application will be denied.

11.9.3.4: Denied

- A. SFT denies applications does not meet the Course Work, Registration Requirements, or Professional Experience.
- B. SFT denies incomplete Applications that have been resubmitted and are still deficient.
- C. If SFT denies the application, SFT shall notify the applicant and identify the reasons for denial. The notification shall also provide information on the appeals process.

11.9.4: REGISTRATION APPEALS PROCESS

- A. Individuals shall make appeals in writing to the Supervising Deputy State Fire Marshal within thirty (30) days of the date on a denial notification letter.
- B. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.

- C. The Supervising Deputy State Fire Marshal shall review the appeal and render their decision in writing.
 - 1. The Supervising Deputy State Fire Marshal may, at their discretion, use a workgroup of the individual's peers to review the appeal and provide a recommendation.
- D. The individual may appeal the decision by writing to the Chief of State Fire Training within thirty (30) days of the date on the Supervising Deputy State Fire Marshal's written decision.
 - 1. This appeal must also contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
 - 2. The Chief of State Fire Training shall review the appeal and render a decision. The decision of the Chief of State Fire Training is final.

12: Forms and Checklists

12.1: FORMS AND CHECKLISTS

- A. State Fire Training (SFT) periodically revises its forms to address program changes and student needs. It is the responsibility of the individual using a form or checklist to ensure that they have the most current version of any SFT form or checklist.
- B. See forms and checklists on the following pages.
- 12.1: Transcript Request Application
 - 12.2: Instructor Registration Application
 - 12.3: Instructor Code of Conduct/Ethics
 - 12.4: Course Scheduling Request Form
 - 12.5: Certification Exam Agency Evaluator Agreement
 - 12.6: Registered Skills/Lead Evaluator Application
 - 12.7: Registered Examination Evaluator Code of Conduct
 - 12.8: State-Certified Prescribed-Fire Burn Boss Application
 - 12.9: Distance Education Application
 - 12.10: Accredited Academy Application
 - 12.11: Instructor Reciprocity Application
 - 12.12: Course Challenge Application
 - 12.13: NFPA Professional Qualifications Reciprocity Application
 - 12.14: Notification of Name Change

12.1: TRANSCRIPT REQUEST APPLICATION



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Transcript Request Application
(REV. 1/21)

Page 1 of 1

Applicant Information

Full Name: _____
SFT ID Number: _____
Mailing Address: _____
Email Address: _____
Mobile Phone: _____

Transcript Shipping Address

Name/Organization: _____
Attention: _____
Mailing Address: _____
Phone: _____

Submission Requirements

Fee

- \$100 Transcript Request - payable to: State Fire Training (non-refundable)

Statement of Assurance

I, the undersigned, am the person applying for this Transcript Request. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information may be cause for denial of this application.

Applicant Signature

Date

Acct Code: 0198-XXXX-4143500-4143500011-35405902-59210

12.2: INSTRUCTOR REGISTRATION APPLICATION



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Instructor Registration Application
(REV. 12/20)

Page 1 of 2

Applicant Information

Full Name:	
SFT ID Number:	
Full Mailing Address:	
Email Address:	
Mobile Phone:	
Primary Employer:	

Instructor Status

- ☐ New Registered Instructor
- ☐ Existing Registered Instructor in Good Standing

Registration

List the course(s) that you are applying to teach in the section below. If you would like to apply for more the 3 courses, submit a second instructor registration application package along with an additional fee.

#	SFT Course Name	
1		▼
2		▼
3		▼

Submission Requirements

Submit documentation to verify completion of the following requirements. You do not need to submit verification for anything issued by State Fire Training (SFT) already documented in your SFT User Portal.

Course Work

- Course Diplomas for courses that you are applying to teach

Professional Experience

- Verification letter on department letterhead and hand signed by the current Fire Chief or their authorized signer outlining required experience

Supporting Documentation

Refer to the current [State Fire Training Procedures Manual](#) for a list of additional requirements for the course(s) that you are requesting to teach.

Fee

- \$125 Instructor Registration (up to 3 courses) - payable to: State Fire Training (non-refundable)

Acct Code: 0198-XXXX-4143500-4143500011-35405902-59210



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Instructor Registration Application
(REV. 12/20)

Page 2 of 2

Authorization to Release Information

I understand that State Fire Training can publish the following contact information about my instructor registration on the instructor database webpage: instructor name, primary county, email address and phone number. I understand that I may elect to update this information via my online portal account at any time and that it is a requirement to list a valid email address. I would like to be listed on this webpage and authorize the release of my contact information:

☐ Yes

☐ No

Statement of Assurance

I, the undersigned, am the person applying for instructor registration. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information may be cause for denial of this application.

Applicant Signature

Date

12.3: INSTRUCTOR CODE OF ETHICS/CONDUCT



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING

Page 1 of 2

Instructor Code of Conduct/Ethics Ethical Leadership for Instructors

(REV. 05/20)

Mission Statement

The instructor, believing in the worth and dignity of every person, recognizes the importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The instructor accepts the responsibility to adhere to the highest ethical standards.

The instructor recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of peers, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. This code of ethics/conduct indicates the aspiration of all instructors and provides standards by which to judge conduct.

Principle 1 – Commitment to the Student

The instructor strives to help each student realize his or her potential as a worthy and effective member of the fire service. The instructor therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the instructor...

- 1) Shall create a positive learning environment for all students.
- 2) Shall encourage students to think and act independently in their pursuit of learning.
- 3) Shall encourage critical thinking and expression of varying points of view.
- 4) Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety.
- 5) Shall not be under the influence of illicit drugs or alcohol during any portion of a class.
- 6) Shall foster and support the diversity each student brings to the classroom.
- 7) Shall treat all students with equal respect and provide equal opportunities.
- 8) Shall establish and maintain the student/instructor professional relationship.
- 9) Shall not intentionally expose the student to embarrassment or disparagement.
- 10) Shall promote an environment that is free of inappropriate racial, ethnic, religious, political, or sexual comments.
- 11) Shall not use profane or abusive language.
- 12) Shall maintain each student's right to privacy and confidentiality.
- 13) Shall do everything possible to impart knowledge relevant to student's success.

Principle 2 – Commitment to the Training and Education Profession

The training and education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In fulfillment of the obligation to the profession, the instructor...

- 1) Shall be honest and above reproach when presenting their instructional qualifications by giving only accurate information.
- 2) Shall maintain classroom integrity by allowing only authorized instructors to teach.
- 3) Shall disclose information obtained in the course of professional service only when disclosure serves a compelling professional purpose or is required by law.



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING

Page 2 of 2

Instructor Code of Conduct/Ethics Ethical Leadership for Instructors

(REV. 05/20)

- 4) Shall maintain professional integrity by not accepting any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

Principle 3 – Commitment to State Fire Training (SFT)

In the belief that the quality of the services of the education profession directly influences the state and its citizens, the instructor shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation to the profession, the instructor...

- 1) Shall maintain exam integrity by not distributing old or new exams for student review.
- 2) Shall teach the course to meet the course objectives and course goals set by SFT.
- 3) Shall administer the summative and formative exam(s) under direct, visual supervision.
- 4) Shall adhere to the policies and procedures of SFT.
- 5) Shall monitor student attendance daily and document the approval of any absences.
- 6) Shall keep up-to-date on the topics they are registered to teach.
- 7) Shall not teach to the exam.
- 8) Shall adhere to all copyright laws.
- 9) Shall meet or exceed the course content requirements.
- 10) Shall use, at a minimum, the course materials identified by SFT as required for the course.
- 11) Shall request course approval prior to course delivery in accordance with SFT policy.
- 12) Shall return all SFT class materials promptly and in accordance with SFT policy.
- 13) Shall submit payment when obligated.
- 14) Shall confirm with the registrar that all students meet the course prerequisites.
- 15) Shall ensure the student/instructor ratio is maintained at all times.
- 16) Shall inform SFT on any issues found with the curriculum or course delivery.
- 17) Shall report to SFT information about classes and/or instructors that do not meet the standards required by SFT.
- 18) Shall teach only a class or portions of class for which they are qualified.
- 19) Shall report to SFT any negative or harmful classroom dynamics that occurred during the delivery of a SFT class.
- 20) Shall not make false or malicious statements about SFT.
- 21) Shall support the mission of SFT at all times and assume the responsibility of an ambassador.

Instructor Information

I have read, understand, and agree to comply with SFT's instructor code of ethics.

Full Name & SFT ID:

Signature:

Date Signed:

12.4: COURSE SCHEDULING REQUEST FORM (2024)



California Office of the State Fire Marshal | State Fire Training



Home

Course Request Form

For assistance or alternate delivery requests please email SFT.CourseScheduler@fire.ca.gov

* Course

* Class Start Date

* Class End Date

* Estimated Number of Students

The minimum class size for course delivery is five students. Please email SFT.CourseScheduler@fire.ca.gov if an alternate delivery variance is required for less than five students.

Advertise on SFT Website ☐ Check if you wish to advertise.

Advertising Details

* Hosting Agency

If the organization is not present in the list, please contact SFT at sft.coursescheduler@fire.ca.gov to have your organization added to our system.

Location

Please specify the physical address of the location training will occur at (this may or may not be different than the host agency).

* Location Name

Address

* Address 1

* Address 2

* City * State * Zip

Billing

Please indicate if the course is being billed to an individual person or an organization. If to a person, provide their name and SFT ID #. If to an organization, please select from the list below. If the organization is not present in the list, please contact SFT at sft.coursescheduler@fire.ca.gov to have your organization added to our system.

* Billing Type

Only fill out one of the following sections depending on your choice above.

Billing Agency

OR

Individual Name

Individual SFT ID

Submitted By: * First * Last

* Contact Phone Number Extension

* Contact Email Address

Instructor(s)

Primary Instructor

* Primary Registered Instructor

* SFT ID

Additional Instructors

List any additional instructors required to maintain appropriate instructor to student ratios below:

Instructor (2)	
SFT ID (2)	
Instructor (3)	
SFT ID (3)	
Instructor (4)	
SFT ID (4)	
Instructor (5)	
SFT ID (5)	
Instructor (6)	
SFT ID (6)	
Instructor (7)	
SFT ID (7)	
Instructor (8)	
SFT ID (8)	
Instructor (9)	
SFT ID (9)	

Task Book Trainees (optional)

List Instructor Trainees working on Task Books below, if applicable.

Trainee 1 Name	
SFT ID	
Trainee 2 Name	
SFT ID	

Additional Comments (Optional)

If more than nine instructors are required, please note their name(s) and SFT ID(s) below. If there are any circumstances out of the ordinary for delivery of this course, please note below.

If your course requires an alternate variance for delivery or special delivery such as distance education, please note below.

Comments

* Required information

Cancel

[Terms of Service](#) | [Feedback](#)

12.5: CERTIFICATION EXAM AGENCY EVALUATOR AGREEMENT



California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Phone (916) 568-2911



Certification Examination Agency Evaluator Agreement

This Certification Examination Agency Evaluator Agreement ("Agreement"), is made and entered into this Day day of Month, Year by and between the California Department of Forestry and Fire Protection, Office of the State Fire Marshal, State Fire Training Division ("SFT") and Name of Agency ("Agency").

WITNESSETH

Whereas, each party administers a program focused on delivering training for California fire service personnel; and

Whereas, SFT administers a training and certification system recognizing members of the California fire service for their professional qualification achievements; and

Whereas, SFT is accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (Pro Board) to confer position certifications based upon the professional qualification standards of the National Fire Protection Association (NFPA); and

Whereas, Agency has achieved the designation as an Click to select an Agency Designation and has agreed to participate with SFT by administering certification examinations to satisfy SFT, IFSAC and Pro Board requirements.

NOW, THEREFORE the parties agree as follows:

(1) General provisions, SFT

- (a) SFT authorizes the Agency to conduct certification examinations consistent with the minimum standards and course curricula developed by SFT, in accordance with SFT policies and procedures as published in the SFT Procedures Manual at their accredited facility for the following positions:
 - (i) **Fire Fighter I**
- (b) SFT will maintain a validated certification examination question database and validated written certification examinations for all positions for which SFT is accredited by IFSAC and Pro Board.
- (c) SFT will maintain validated skills sheets for all positions for which they are required, and for which SFT is accredited by IFSAC and Pro Board.
- (d) SFT will promptly notify the Agency when changes have been made to policies and procedures which might impact the agreement, the minimum standards developed by SFT, and/or the certification examinations or course curricula developed by SFT.
- (e) SFT will periodically conduct site visits to evaluate the Agency's compliance with the minimum standards and course curricula developed by SFT, and with SFT policies and procedures.

(2) General Provisions, Agency

- (a) Agency agrees to comply with this agreement, the minimum standards and course curricula developed by SFT, and with SFT policies and procedures.
- (b) Agency agrees to conduct certification examinations in accordance with SFT policies and procedures as published in the SFT Procedures Manual at their accredited facility using validated



California State Fire Training

PO Box 944246, Sacramento, CA 94244-2460
Phone (916) 568-2911



written and skills exam materials provided by SFT.

- (c) Agency agrees to utilize only Lead Evaluators and Skills Evaluators that have been properly trained and approved by SFT.
- (d) Agency agrees to conduct examinations in a confidential manner and to supervise the exam process. Agency shall account for all examinations and all examination materials before and after the examinations are conducted.
- (e) Agency agrees to maintain all examination materials under their control in a secure manner consistent with SFT policies and procedures, and shall notify SFT within five business days of a known or suspected breach in exam security. A "breach in exam security" shall include, but not be limited to lost, stolen, or unaccounted for examinations or examination materials, or incidences of actual or suspected disclosures of examination questions, examinations, or examination materials by persons taking the examinations.
- (f) Agency agrees that prior to conducting examinations at a location other than their previously accredited site; they shall inspect the alternate site and ensure that it is fully equipped and capable of hosting a certification examination.

(3) Accountability, Suspension or Revocation, Appeals and Audits

In the event that an Agency fails to comply with the provisions herein, or should an Agency be found in noncompliance with the minimum standards and course curricula developed by SFT or with SFT policies and procedures, SFT will enforce the provisions of Title 19, CCR, §1990.07, 1990.08, 1990.09 and 1990.10.

(4) Integration

This Agreement contains all of the terms and conditions agreed upon by the parties relating to the matters covered by this Agreement, and supersedes any and all prior and contemporaneous agreements, negotiations, correspondence, understandings, and communications of the parties, whether oral or written, respecting the matters covered by this Agreement. This Agreement may be amended or modified only by a writing signed by the parties to this Agreement or their authorized representatives.

(5) Term

- a) The term of this Agreement shall remain in effect until modified or terminated by written agreement of the parties.
- b) Either party may withdraw from this Agreement upon ninety days written notice to the other party. Withdrawal shall be effective on the ninetieth day after the written notice is received.

Agency Authorized Signature

Title

Agency Authorized Printed Name

Date

12.6: REGISTERED SKILLS/LEAD EVALUATOR APPLICATION



REGISTERED SKILLS/LEAD EVALUATOR Application

Application Requirements

Submit verification of the following requirements along with this application form to register as a Skills and/or Lead Evaluator. It is not necessary to submit SFT course diplomas or certifications if there is a record of completion listed in your SFT User Portal.

Education

- Certification Examination Evaluator Training course (Completed within 24 months of application submission. Not required for existing Skills/Lead Evaluator).
- Ethical Leadership in the Classroom **or** Ethical Leadership for Instructors course

Instructor Experience Requirement

- **Skills Evaluator**
 - Certified SFT Instructor 1 **or**;
 - Certified SFT Training Instructor 1 **or**;
 - Certified SFT Fire Instructor 1 **or**;
 - SFT Historically Recognized Fire Fighter 1 & 2 Academy Instructor **or**;
 - SFT Registered Instructor in good standing
- **Lead Evaluator**
 - Be a SFT Registered Instructor in good standing

Certification(s)

Must possess SFT Fire Fighter Certification level(s) for all examinations for which you are seeking Registered Skills/Lead Evaluator status:

- SFT Fire Fighter 1 certification
- SFT Fire Fighter 2 certification
- SFT Fire Fighter 2 Tenured path can also be used for Fire Fighter 1

Documents

- Registered Skills/Lead Evaluator Application
- Evaluator Code of Conduct form (not required if already a Registered Skills/Lead Evaluator)
- Letter of Verification written on agency letterhead and signed by the current Fire Chief or the affiliated ARTP/ALA authorized designee that attests and certifies the following:
 - Demonstrate mastery in the subject matter, has the capacity to objectively evaluate the performance of the candidates, and posses supervisory skills sufficient to oversee the testing process (required for Lead only)

Fee

- \$50 non-refundable Evaluator Fee – payable to State Fire Training

Application Process

The following are the steps for submitting an Evaluator application:

1. Mail the Evaluator application, Evaluator Code of Conduct, Letter of verification and fee to: State Fire Training, Evaluator Registration, 2251 Harvard Street, Suite 400, Sacramento, CA 95815.
2. The applicant will be notified through the provided email once reviewed.
 - a. If the candidate does not meet the eligibility requirements, SFT issues a denial.
3. SFT will issue your digital Evaluator certificate(s) through the SFT User Portal:
<https://osfm-sft.acadisonline.com/>



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Registered Skills/Lead Evaluator Application
(REV. 12/20)

Page 1 of 1

Identification

Full Name: _____

SFT ID Number: _____

Email: _____

Phone (Home): _____

Phone (Mobile): _____

Application Requirements**Evaluator**

Please select all options that apply (*Must possess SFT Fire Fighter Certification level(s) for all examinations for which you are seeking Registered Evaluator status*):

- | | |
|--|--|
| ☐ Fire Fighter 1 Skills Evaluator | ☐ Fire Fighter 1 Lead Evaluator |
| ☐ Fire Fighter 2 Skills Evaluator | ☐ Fire Fighter 2 Lead Evaluator |

Documents

- Evaluator Code of Conduct form (not required if already a Registered Skills/Lead Evaluator)
- Letter of Verification signed by the administrator of the affiliated ARTP/ALA
- Copies of certification(s) that are not listed in SFT User portal record

Fee

- **\$50** non-refundable Evaluator Fee – payable to State Fire Training

Applicant Review

I, the undersigned am the person applying for Registered Skills/Lead Evaluator status. I hereby certify under penalty of perjury under the laws of the State of California that all statements made herein are true in every respect. I have reviewed, understand, and agree to comply with the requirements and expectations set forth in the State Fire Training Procedures Manual. I understand that misstatements, omissions of material facts, or falsification of information, or conduct that violates these procedures may be cause for denial or revocation of my status as an evaluator.

Applicants Signature: _____ Date: _____

Acct Code: 0198-XXXX-4143500-4143500003-35405902-59210

12.7: REGISTERED EXAMINATION EVALUATOR CODE OF CONDUCT



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING

Page 1 of 1

Certification Examination Evaluator Code of Conduct

(REV. 05/20)

Code of Conduct

As a Registered Lead Evaluator and/or Skills Evaluator for State Fire Training, I realize that consistent, quality testing and evaluation is a primary obligation to candidates and the departments/agencies they serve.

It is my job to administer examinations that will provide the candidates with a successful and rewarding experience, and I will work to ensure the success of each candidate. Furthermore, I agree to recuse myself from any assignment as an evaluator where I know that I will be unable to objectively evaluate one or more of the candidates.

I will refrain from making remarks or telling stories/jokes that may be considered offensive to others. I will be professional regarding socializing with candidates, and I will limit candidate contact outside of the examination process as not to put the evaluator-candidate relationship at risk. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both evolutions and classroom activities.

I agree that I will never evaluate testing for a level of certification for which I am not personally certified or for which I do not possess a mastery of the subject.

If I have comments or complaints about other instructors, evaluators, candidates, and/or staff members, I will express them to State Fire Training, and not to other individuals or groups.

I expect safety rules to be observed by everyone—evaluators, instructors, visitors, as well as candidates. If for any reason I am unable to serve as Lead Evaluator for the exam I have been assigned, I will contact State Fire Training as soon as possible, but in any case, no less than 48 hours prior to the exam date.

As a Registered Lead Evaluator/Skills Evaluator, I agree to abide by all the policies and procedures stipulated by State Fire Training including but not limited to: conducting training, delivering certification exams, maintaining examination security, maintaining records and submitting reports. I further agree not to reproduce or release any certification examination materials.

I understand that to disregard any of State Fire Training's policies and procedures would violate my agreement with State Fire Training and thereby cause me to be subject to disciplinary action.

Evaluator Information

Full Name:

SFT ID Number:

Email and Phone:

Signature:

Date Signed:

12.8: STATE-CERTIFIED PRESCRIBED-FIRE BURN BOSS APPLICATION



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING

Page 1 of 1

State-Certified Prescribed-Fire Burn Boss Certification Application

(REV. 09/20)

Identification

Full Name: _____

SFT ID Number: _____

SSN (last 4 digits) _____

Birth Date: _____

Phone (Mobile): _____

Email: _____

Submission Requirements

Submit documentation to verify completion of the following requirements. You do not need to submit verification for anything issued by State Fire Training (SFT) already documented in your SFT User Portal.

Prerequisites

- Firing Requirement
- Leadership Requirement

Education

- IS-100: Introduction to the Incident Command System
- S-190, Introduction to Wildland Fire Behavior
- S-130, Firefighter Training
- S-290, Intermediate Wildland Fire Behavior

Certification Task Book

- State-Certified Prescribed-Fire Burn Boss Certification Task Book

Fees

- \$100 Burn Boss Certification (non-refundable) - payable to: State Fire Training

Authority

I, the undersigned, am the person applying for 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. If SFT rejects my application due falsification of information or documents, I understand that SFT will place a two-year restriction on my ability to reapply for certification.

Applicant Signature: _____ Date: _____

(CAL FIRE Account Code: 0198-####-4143500-4143500014-35405902-59210)

12.9: DISTANCE EDUCATION APPLICATION



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Electronic Course Delivery Application
(REV. 03/20)

Page 1 of 1

Identification

ARTP/ALA: _____

Requester: _____

Phone (Mobile): _____

Email: _____

LMS Platform: _____

Course: _____

Submission Requirements

Applications and supporting documents shall be submitted a minimum of **four (4) weeks** prior to the intended course date. Applications submitted within less than four (4) weeks prior to the course start date will not be considered.

Documentation

1. Primary Registered Instructors course completion of formalized training in the course's delivery electronic platform.
2. Course outline (clearly identifying the content of each section), teaching methodology (classroom or electronic), instructional timeframe, and complete details of delivery plan
3. Supplemental Questions

Authority

As the authorized representative of the above ARTP/ALA, I understand and agree to abide by the procedures and requirements of State Fire Training (SFT) in the *State Fire Training Procedures Manual (May 2020)*. By signing this agreement, I am authorizing SFT staff to audit the delivery of courses delivered in an electronic platform as deemed appropriate for the purposes of quality improvement. All students will be notified in advance that SFT shall have access to the class and their information.

Registered Instructors and/or Academy Instructors selected by the ARTP/ALA to deliver curriculum in an electronic format must be qualified to teach the subject matter and must have taught the course in traditional classroom format before teaching online. In addition, the ARTP/ALA shall maintain training and development files for each instructor documenting the training they have received to teach in the platform being used for delivery.

I understand that failure to comply with any of the terms listed above may void this agreement and will result in losing the privilege of delivering courses in this format.

Applicant Signature: _____ Date: _____

12.10: ACADEMY ACCREDITATION APPLICATION



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Regional Training and Academy Accreditation Application
(REV. 05/22)

Page 1 of 1

Identification

Academy Name:

Contact's Name:

SFT ID Number:

Email:

Email Address:

Phone (Mobile):

Application Requirements

Application Type

Select which type of accreditation for which you are seeking accreditation:

- ☐ Initial Accreditation
☐ Reaccreditation

Documents

Include the following documentation in your application package:

- A cover letter to the Chief of State Fire Training requesting ARTP or ALA status
- A Self-Assessment Report
- A Certification Exam Agency Evaluator Agreement
- A nonrefundable Accreditation fee – payable to: State Fire Training
- Letters of support from regional fire agencies (ARTP only)

Fee

All fees are payable to: State Fire Training

- \$4,000 non-refundable Initial Accreditation Fee
- \$3,000 non-refundable Reaccreditation Fee

Submission

All application packages shall be submitted to:

State Fire Training
Attn: Accreditation Team
PO Box 944246
Sacramento, CA 94244-2460

Acct Code: 0198-XXXX-4143500-4143500003-35405902-59210

12.11: INSTRUCTOR RECIPROCITY APPLICATION



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Instructor Reciprocity Application (Formerly PACE 2)
(REV. 1/21)

Page 1 of 1

Identification

Full Name: _____
SFT ID Number: _____ (Leave blank if you do not have a SFT ID)
Phone (Mobile): _____
Email: _____

Instructor Reciprocity

#	SFT Course Name
1	
2	
3	
4	
5	

Submission Requirements

Submit documentation to verify completion of the following requirements. You do not need to submit verification for any diplomas issued by State Fire Training (SFT) already documented in your SFT User Portal.

Supporting Documentation

- Cover letter
- A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to their teaching experience and expertise
- Copies of all relevant Non SFT course records, certificates, resumes, and any other required documents

Fees

- \$200 non-refundable Instructor Reciprocity fee (per course) - payable to: State Fire Training

Authority

I, the undersigned, am the person applying for instructor reciprocity. 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.

Applicant Signature: _____ Date: _____
(CAL FIRE Account Code: 0198-XXXX-4143500-4143500009-35405902-59210)

12.12: COURSE CHALLENGE APPLICATION

STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Course Reciprocity Application (Formerly PACE 3)
(REV. 1/21)

Page 1 of 1

Identification

Full Name: _____
SFT ID Number: _____ (Leave blank if you do not have a SFT ID)
Phone (Mobile): _____
Email: _____

Course Reciprocity

#	SFT Course Name
1	
2	
3	
4	
5	

Submission Requirements

Submit documentation to verify completion of the following requirements. You do not need to submit verification for any diplomas issued by State Fire Training (SFT) already documented in your SFT User Portal.

Supporting Documentation

- Justification letter
- Course materials that demonstrate course content and learning objective
- Course completion verification (Non SFT Course)

Fees

- \$200 non-refundable Course Reciprocity fee (per course) - payable to: State Fire Training

Authority

I, the undersigned, am the person applying for course reciprocity. 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.

Applicant Signature: _____ Date: _____

(CAL FIRE Account Code: 0198-XXXX-4143500-4143500009-35405902-59210)

12.13: NFPA PROFESSIONAL QUALIFICATIONS RECIPROCITY APPLICATION



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
NFPA Professional Qualifications Reciprocity Application
(REV. 12/20)

Page 1 of 1

Identification

Full Name: _____

SFT ID Number: _____ (Leave blank if you do not have a SFT ID)

Pro Board Pin _____ (If unknown, use last 4 of SSN)

Phone (Mobile): _____

Email: _____

Course Reciprocity

☐ Chief Fire Officer - \$420	☐ Driver/Operator Wildland - \$140
☐ Community Risk Educator - \$140	☐ Fire Inspector 1 - \$420
☐ Community Risk Officer - \$140	☐ Fire Inspector 2 - \$560
☐ Community Risk Specialist - \$140	☐ Fire Investigator - \$420
☐ Company Officer - \$140	☐ Fire Marshal - \$700
☐ Executive Chief Fire Officer - \$700	☐ Instructor 1 - \$140
☐ Driver/Operator Aerial Apparatus - \$140	☐ Instructor 2 - \$140
☐ Driver/Operator Pump Apparatus - \$280	☐ Instructor 3 - \$140
☐ Driver/Operator Tiller Apparatus - \$140	☐ Plan Examiner - \$420
☐ Driver/Operator Water Tender - \$140	

Submission Requirements

Submit documentation to verify completion of the following requirements. You do not need to submit verification for any diplomas issued by State Fire Training (SFT) already documented in your SFT User Portal.

Supporting Documentation

- IFSAC and/or Pro Board accredited certification for all levels required for course reciprocity

Fees

- Non-refundable course reciprocity fee(s) - payable to: State Fire Training

Authority

I, the undersigned, am the person applying for course reciprocity. 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.

Applicant Signature: _____ Date: _____

(CAL FIRE Account Code: 0198-XXXX-4143500-4143500009-35405902-59210)

12.14: NOTIFICATION OF NAME CHANGE



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Notification of Name Change
(REV. 01/21)

Page 1 of 2

Overview

State Fire Training may recognize a name change by an applicant or individual if the revised name is now the legal name for all purposes and if the change is not made for fraudulent and/or deceptive purposes.

Personal Identification

Name on SFT Record _____
SFT ID Number: _____
SSN (last 4 digits) _____
Birth Date: _____
Phone (Mobile): _____
Mailing Address: _____
City, State, Zip Code: _____
Email: _____

Name Change Information And Documentation

Section A: New Legal Name

First Name: _____	Middle Name: _____	Last Name: _____
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Section B: Documentation Requirements

Applicant shall submit a photocopy or electronic copy of the required documents:

1. A current government issued photographic identification (e.g., driver license, passport, military ID card, Permanent Resident card)
2. Proof of name change by including one of the following additional legal documents:
 - a. ☐ Certified Court Order/Decree
 - b. ☐ Marriage Certificate
 - c. ☐ Dissolution of Marriage (Divorce)
 - d. ☐ Correction (submit government issued photographic identification only)

Submission Instructions

Submission of this form and supporting documentation will serve as a notification of name change within the SFT User Portal and all associated training and certification data within the personnel record.

1. Applicant mails the Notification of Name Change Application, supporting documentation, and fee to:
State Fire Training, Notification of Name Change, 2251 Harvard Street, Suite 400, Sacramento, CA 95815.
2. State Fire Training conducts an application review:



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Notification of Name Change
(REV. 01/21)

Page 2 of 2

- a. If the application meets the requirements, the requested personal information will be updated and a confirmation notification will be sent or issued to the applicant.
- b. If the application does meet the eligibility requirements, SFT will not apply a name change and a denial/deficiency notification will be issued to the applicant.

Authority

I, the undersigned, am the person applying for the name change. 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 and/or additional recourse. I hereby certify that the name change is not made for fraudulent/deceptive purposes.

Applicant Signature: _____ Date: _____