



INFORMATIONAL BULLETIN

Certification Exam Eligibility Requirements

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OVERVIEW

This bulletin outlines the exam eligibility requirements for different candidate types at Accredited testing sites conducting Certification Exams. These types include *Accredited Academy*, *Alternate Delivery*, *Upgrade*, and *Reciprocity* candidates. Furthermore, this bulletin builds upon and enhances the information provided in the [State Fire Training Procedures Manual](#). If you're a candidate, you may need to submit additional eligibility documents to the State Fire Training (SFT) Certification Exam's administering body, either an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA). Please check with your academy for any extra documentation requirements before testing.

CANDIDATE TYPES

The Registered Lead Evaluator ensures that all candidates meet the eligibility requirements before the exam date. SFT has identified four main candidate types:

Accredited Academy Candidate

An Accredited Academy Candidate has completed their academic training at the ARTP or ALA, administering the SFT Certification Exam(s) during the current semester/academy. If they test with an ARTP or ALA that didn't provide the academic training, they are considered an *Alternate Delivery Candidate*.

Alternate Delivery Candidate

An Alternate Delivery Candidate has not completed their academic training at the ARTP or ALA, administering the SFT Certification Exam(s), or has completed their academic training at the ARTP/ALA but not during the current semester/academy. The Alternate Delivery Candidate must provide the Lead Evaluator with proof of prerequisites and academic training completion, either via a Training Record (certification webpage) or an [Alternate Delivery Waiver Justification](#), prior to the exam(s).

Upgrade Candidate

An Upgrade Candidate has an SFT certification (for the level they wish to upgrade) and wants to upgrade to IFSAC/Pro Board certification. The Upgrade Candidate must provide the Lead Evaluator with an Exam Authorization from SFT to the ARTP or ALA as proof of exam eligibility.

Reciprocity Candidate

A Reciprocity Candidate has IFSAC/Pro Board certification(s) and wants SFT certification reciprocity. The Reciprocity Candidate must provide the Lead Evaluator with an Exam Authorization from SFT to the ARTP or ALA as proof of exam eligibility.



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EXAM ELIGIBILITY VERIFICATION

Verify Training or Exam Authorization:

The Lead Evaluator is responsible for verifying that candidates have the necessary training or exam authorization before taking the exam.

- Alternate Delivery Candidates must present proof of prerequisites and academic training completion, which can be a copy of the *Training Record* or an [Alternate Delivery Waiver Justification](#).
- Upgrade and Reciprocity Candidates need an SFT Exam Authorization..
- Candidates who have used up their exam attempts must complete Remedial Training before reapplying for the exam.

Verify Exam History for Reattempts:

The Lead Evaluator must confirm that candidates have not exceeded the permissible number of exam attempts and are testing within the approved time period. For more on reattempt rules, refer to the *Certification Exam Overview* on the respective certification webpage.

Exam History Documentation

The Lead Evaluator should use the Training History Report and Student Course Transcript from the candidate's SFT User Portal to verify exam history.

- The *Training History Report* includes all SFT training history and the total number of certification exams the candidate has taken.
- The *Student Course Transcript* provides a detailed report of a single exam (e.g., Wildland Cognitive exam), including the final exam score. This transcript

Name	Issued	Expiration	Status
Fire Academy (Driver/Operator - Pumping Apparatus)	11/01/2017	Never Expires	Active
Fire Captain 1	10/15/2002	Never Expires	Active
Fire Captain 1 (2015) Transfer/Equivalency	05/16/2019	Never Expires	Active
Fire Captain 1 (2019) California	04/29/2020	Never Expires	Active
Fire Captain 1 (2019) Internationally Accredited	04/29/2020	Never Expires	Active
Fire Captain 2	09/15/2003	Never Expires	Active
Fire Captain 2 (2015) Transfer/Equivalency	05/16/2019	Never Expires	Active
Fire Officer	07/15/2000	Never Expires	Active
Fire Officer (2015) Transfer/Equivalency	04/29/2020	Never Expires	Active
Fire Officer (2019) Internationally Accredited	04/29/2020	Never Expires	Active
Wildland Fire Captain 1 (2015) Internationally Accredited	04/29/2020	Never Expires	Active
Wildland Fire Captain 1 (2015) Internationally Accredited	04/29/2020	Never Expires	Active

Figure 1: Training History Report

Name	Course	Score	Grade	Status
Capitain Cal	Incident Safety Awareness for Hazardous Materials (2019)	100.00	A	Pass

Figure 2: Student Course Transcript

also lists each retake attempt date, score, and the number of attempts permitted. Before admitting candidates for a retake exam, Lead Evaluators should review this document to ensure candidates have available exam attempts and are within one year of the original attempt.

REMEDIAL TRAINING

If a candidate fails a certification exam either by using up all retake attempts or taking an exam past the retake period, they must complete the entire curriculum (skills and cognitive) for each failed module before resuming the exam process.



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Remedial training is additional education provided to help students reach the expected competencies. It aims to address any gaps in knowledge or skills. After completing the remedial training, candidates must obtain and submit the following documents from the approved instructor to SFT to record additional exam attempts officially:

- A completed Training Record for each module
- A letter signed by the approved Instructor confirming that the candidate has received remedial training on the skills and cognitive curriculum and activities for each module.