



INFORMATION BULLETIN

Recognized Fire Agencies & Authorized Signers Update Form

Issued: March 2023

OVERVIEW

SFT requires authorized signers to initiate and approve Certification Task Books, in addition to signing Letters of Verification required for instructor and evaluator registration. SFT maintains a record of these authorized signers in a Recognized Fire Agency database. Based upon guidance from the Statewide Training and Education Advisory Committee (STEAC), SFT has clarified the qualifications and procedures for recognized fire agencies and authorized signers.

PROOF OF AUTHORITY

All California Fire Departments and Fire Districts must prove their authority to SFT by December 31, 2024. SFT will not accept an authorized signer from any fire department or fire agency that has not provided their proof of authority by the deadline.

Agencies must submit their proof of authority via the following steps:

Navigate to your SFT User Portal Account

The SFT User Portal is compatible with all popular web browsers. The link to the user portal login screen can be found on the State Fire Training (SFT) home page and selecting the Portal Webpage in the SFT User Portal section at <https://osfm.sft.acadisonline.com>

Log In to your SFT User Portal Account

California Office of the State Fire Marshal | State Fire Training

Sign in

E-mail address (Username)

Password

[Reset your password](#)

[Don't have an account? Sign up.](#)

The State Fire Training User Portal

The State Fire Training User Portal is a comprehensive system that serves as a central training and certification repository for all participants in the California Fire Service and Education System (CFSTES) or the Fire Service Training and Education Program (FSTEP).

Portal accounts may be activated for users who have a valid SFT ID number (SFT ID numbers must include the hyphen, ex. XXXX-XXXX). Click onto the **Sign Up** link on the left. If you do not remember your SFT ID use the **Retrieve Your SFT ID** link located on the left side of this page. A valid email address on file is required before an SFT ID can be retrieved using this method. If this method is not successful, you may utilize the [Online Legacy SFT ID Look Up](#) website which will ask you for your name and last four SSN before displaying your SFT ID.

For information on the content found within your portal account and how to



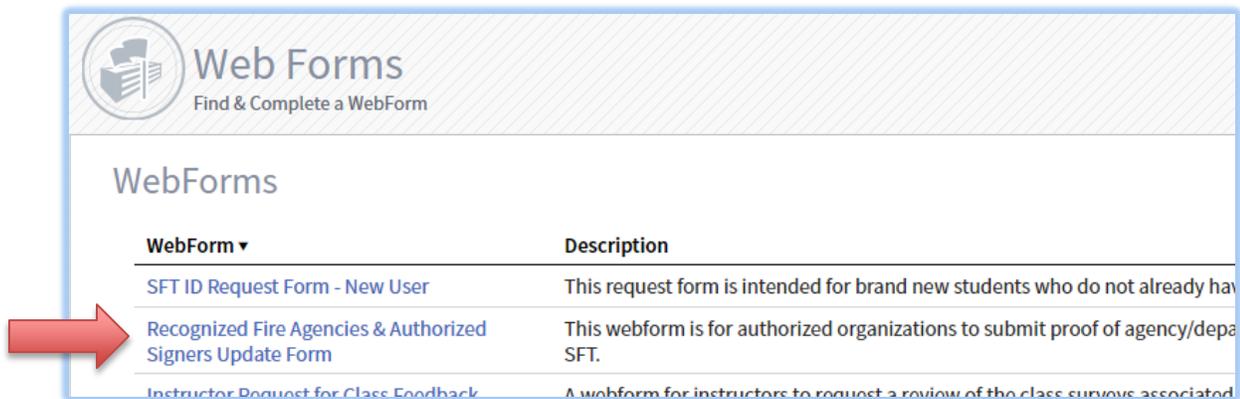
INFORMATION BULLETIN

Recognized Fire Agencies & Authorized Signers Update Form

Choose “Web Forms” and “Find and Complete a WebForm”



Choose “Recognized Fire Agencies & Authorized Signers Update Form”





INFORMATION BULLETIN

Recognized Fire Agencies & Authorized Signers Update Form

Complete the form, uploading the appropriate documentation, and click "Submit"

Recognized Fire Agencies & Authorized Signers Update Form

State Fire Training (SFT) requires authorized fire agencies and authorized signers to initiate, review and approve Certification Task Books and sign Letters of Verification required for an instructor or Skill/Lead Evaluator position. SFT will not accept authorized signers from organizations who do not submit proof of their agency's or department's authority.

Use this web form for authorized signer updates, proof of agency authority, or both.

Refer to the following interim procedure for more details: <https://osfm.fire.ca.gov/media/rsffgctn/20-022.pdf>

Authorized Signer Update

To update your Fire Chief or to add, update, or remove an authorized signatory upload a letter written on department letterhead detailing the requested changes to the field below.

For additional information
 Sample letter: <https://osfm.fire.ca.gov/media/kttl14r5/firechief-authsignatorysampleletter.docx>
 Interim procedures: <https://osfm.fire.ca.gov/media/rsffgctn/20-022.pdf>

Fire Chief or Authorized Signer Update Letter *No document has been attached.* 

Authorized Organization Verification

To submit proof of your agency or department's authority, upload the documentation below. Proof of authority can be municipal or district code that defines their creation and authority.

Refer to the interim procedure for additional details: <https://osfm.fire.ca.gov/media/rsffgctn/20-022.pdf>

Proof of Authority *No document has been attached.*  

I, the person submitting this webform, am the person requesting this verification update. I hereby certify under penalty of perjury under the laws of the State of California, that all information contained in this form is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection of this request.

* Contact Name 

* Email Address

* Phone Number

* Required Information Cancel | Finish Later **Submit**

State Fire Training staff will review the submission and update your agency accordingly.

