



INFORMATION BULLETIN

CICCS Digital Certification Issuance

Issued: December 2023

OVERVIEW

In cooperation with the California Office of Emergency Services (Cal OES), State Fire Training (SFT) will begin digitally issuing California Incident Command Certification System (CICCS) certifications. This partnership will streamline the process of CICCS certification issuance and provide a permanent record of these certifications for stakeholders to access via the SFT User Portal (Acadis).

SUBMISSION PROCESS

The applicant will still submit their application package to the Operational Area and Regional Peer Review Committees for review and approval. The Operational Area and Regional Peer Review Committees will no longer directly issue the certifications. However, the Operational Area and Regional Peer Review Committees can issue an approval letter that can be used to add the candidate into the Interagency Resource Ordering Capability (IROC). When the candidate is approved, they will be added to a digital roster of CICCS certifications to be issued that will then be submitted to SFT by Cal OES quarterly. Once SFT staff reviews the submission, certifications will be issued to the applicant digitally via the SFT User Portal.

Applicants must have a valid SFT ID to be digitally issued their certification. If the individual does not have an SFT ID, then they must follow the process to obtain one before they are able to be included on the CICCS Certification Roster. Detailed information about looking up or obtaining an SFT ID may be found on the [Administration](#) page of the SFT Site.

Once the submission is processed, Cal OES will receive an email to the contact email provided by the CICCS Certification Roster submitter confirming that the certifications have been issued. SFT will not email the individual persons listed on the roster. Further information on how to access your certification once issued, can be found in the [RMS Online Portal Information Bulletin](#).

SUBMISSION TIMELINES

	1 st qtr.	2 nd qtr.	3 rd qtr.	4 th qtr.
Op Area to CalOES	Jan 1 st	April 1 st	July 1 st	October 1 st
CalOES To SFT	Jan 8 th	April 8 th	July 8 th	October 8 th
SFT Issues Certifications	Jan 15 th	April 15 th	July 15 th	October 15 th