



INFORMATION BULLETIN

CICCS Digital Certification Roster

Issued: December 2023

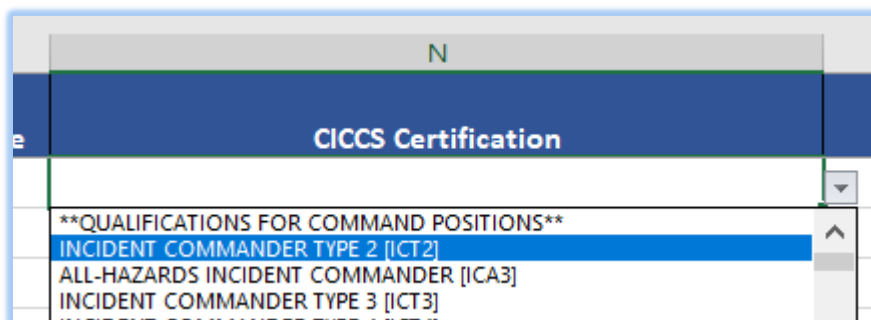
OVERVIEW

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

Quarterly, SFT will receive an authorized list from Cal OES Fire and Rescue of individuals to be entered into the SFT User Portal. The submission form will only be visible for verified Cal OES representatives approved by SFT.

Each Cal OES Fire and Rescue approved user downloads the [CICCS Certification Roster \(xlsx\)](#) and on a quarterly basis enters the certification data from their Operational Area and Regional Peer Review Committees. All columns within the roster must be completed for each person receiving certification including their appropriate certification from the drop-down menu and approval information. Each certification must be entered on a separate line. Persons must have a valid SFT ID for their certifications to be recorded on the roster. If the individual does not have a 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.



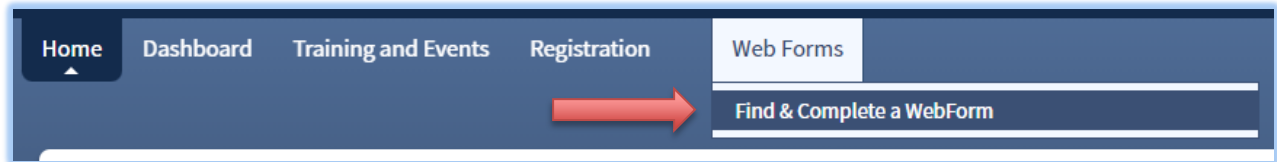
Example of certification selection



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Once the roster has been filled out, verified representatives will log in to the [SFT User Portal](#) and locate and submit the “CICCS Certification Roster” WebForm. At the top menu bar, navigate to “Web Forms” and then “Find & Complete a WebForm”.



Locate and click on the “CICCS Certification Roster” Link

WebForms	
WebForm ▲	Description
Authorized Signers Update Form	This webform is for authorized organizations to update authorized signers on record with SFT.
Certification Exam Request Form	This web form is utilized for Accredited Academies requesting a Certification Exam. The required forms can be found on the SFT Website.
Certification Exam Skills Results Form	This web form is utilized to submit an Accredited Academy's Certification Exam Skills results. Information requirements contained in the Certification Exam Skills Results spreadsheet found on the SFT Website.
CICCS Certification Roster	This webform is for CalOES Assistant Chiefs to submit rosters of CICCS certifications to be digitally issued

Upload the previously prepared Excel roster to the appropriate field in the web form and complete the additional contact information fields that will be used if State Fire Training needs to contact you regarding your submission. Complete the form by clicking “Submit.”

SFT Staff will review the submission within 7 days and issue the appropriate certification(s). Once the submission is processed, you will receive an email to the contact email provided on the CICCS Certification Roster webform confirming that the certifications have been issued. SFT will not email the individual persons listed on the roster.

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