



Chief Fire Officer Certification Task Book Application



Identification

Candidate: _____

SFT ID Number: _____

Mailing Address: _____

Phone (Home): _____ Phone (Mobile): _____

Phone (Work): _____ Email: _____

Agency: _____

Mailing Address: _____

How would you prefer to receive your certification task book?

Email (to address listed above)

US mail (to home mailing address)

Instructions

1. To apply for a certification task book, download (from the SFT website), complete and submit:
 - a. The SFT Fee Schedule
 - b. The certification task book application for the job function certification being pursued
2. A complete certification task book application package includes:
 - a. The SFT Fee Schedule
 - b. Nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
 - c. The certification task book application
 - d. All supporting and verification documentation
3. Submit the complete certification task book application package to:

State Fire Training
Attn: Cashier
PO Box 997446
Sacramento, CA 95899-7446

Prerequisites

Certification

1. Document the certifying agency, certification number, and completion date for the job function certification. Or document the appropriate exception.
2. Submit verification for any job function certification issued by an agency other than State Fire Training.

Certification	Certification Number	Completion Date
OSFM certified Fire Officer OR OSFM certified Company Officer		

OR

If waiving this requirement, the following exceptions apply:

Note: Performing in an "acting" capacity does not qualify

Exception	Rank	Appointment Date
Appointment to the rank of Chief Officer		

Education

1. Document the completion of each required course.
2. Submit course completion certificates for the courses listed below.

Course	Completion Date (listed on certificate)
Chief Fire Officer 3A: Human Resource Management for Chief Fire Officer	
Chief Fire Officer 3B: Budget & Fiscal Responsibilities for Chief Fire Officer	
Chief Fire Officer 3C: General Administration Functions for Chief Fire Officer	
Chief Fire Officer 3D: Emergency Service Delivery Responsibilities for Chief Fire Officer	
ICS-300: Intermediate ICS for Expanding Incidents (SFT shall accept ICS certificates from CalEMA/CalOES, CDF/CAL FIRE, FEMA, FIREScope, NFA, NWCG, and SFT)	

Rank

Must currently be in the rank (or performing in the acting capacity) of a Chief Fire Officer.

