



STATE FIRE TRAINING

Instructor III Certification Checklist



Name: _____

SFT ID Number: _____

Section 1: To Receive Task Book

EDUCATION

- Submit a copy of your course completion certificate* COMPLETE
1. Instructor I: Instructional Methodology
 2. Instructor II: Instructional Development
 3. Instructor III: Instructional Program Management

FORMS & PAYMENT

- Download from the SFT website* COMPLETE
1. Submit & complete Task Book application form
 2. Fee & Fee Schedule

Section 2: To Receive Certification

CERTIFICATION TASK BOOK

- Submit original capstone task book to SFT (Be sure to make a copy for your records).* COMPLETE
1. Complete all job performance requirements (JPRs)
Additionally the signature verification page lists **all** of the evaluators that signed off in the task book
 2. Experience
A minimum of one year full-time paid or two year's volunteer or part-time paid experience in a Recognized Fire Agency in California developing comprehensive training curricula and programs for use by single or multiple organizations; conducting organization needs analysis; designing record keeping and scheduling systems; and developing training goals and implementation strategies.
 3. Signed by the Fire Chief or his/her authorized signatory
Signatures must be original –not stamped