



STATE FIRE TRAINING PROCEDURES MANUAL

(D) CERTIFICATION GUIDELINES

- (1) Instruction (both of the following):
 - (a) Successfully complete the training as specified in each of the instructor guides.
 - (b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.
 - (c) Successfully complete a recognized I-400 (Advanced ICS) course.
- (2) Prerequisites (all of the following):
 - (a) OSFM certified Fire Officer.
 1. Appointed to the rank of chief officer waives this prerequisite. *Performing in an "acting" capacity does not qualify for this waiver.*
 - (b) Possess, at a minimum, an Associate Degree (any major) or ~~an equivalent~~ **higher** degree from an accredited post-secondary institution.
- (3) Experience and Rank (both of the following):
 - (a) Fire service.
 1. Have a minimum of five (5) years full-time, paid experience in a California fire department as a fire fighter performing suppression duties.
 - (b) Rank.
 1. At least two (2) years of experience must be at the officer level (Lieutenant or higher). *Performing in an "acting" capacity does not qualify.*

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

- (1) An Application for Certification requesting Chief Officer Certification.
- (2) Copies of your SFT score letters or completion certificates for each educational requirement.
- (3) A copy of your OSFM Fire Officer certificate.
 - (a) If waiving this requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your chief officer rank.
- (4) A copy of your I-400: Advanced ICS certificate.
- (5) A copy of your degree.
- (6) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing the applicant's specific background as it relates to the experience requirement.
- (7) Payment of the certification fee. (**Fee is nonrefundable.**)

(F) APPLICATION REVIEW

- (1) SFT staff will review each application as it is received from the accounting office.