



**California
State Fire Marshal**

**Certification
Capstone Task Book**

CERTIFIED FIRE INSPECTOR I

TASK BOOK ASSIGNED TO:

Candidate's Printed Name

Candidate's Fire Agency

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all tasks made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Candidate's Signature Date

CANDIDATE'S FIRE CHIEF:

or Authorized Representative: _____
Fire Chief's (Authorized Representative's) Printed Name

I, the undersigned, am the person authorized to verify the candidate's experience. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience tasks made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Fire Chief's (Authorized Representative's) Signature Date

STATE FIRE TRAINING:

State Fire Training Representative's Printed Name

I, the undersigned, am the person authorized to verify the candidate's task book.

State Fire Training Representative's Signature Date

CERTIFIED FIRE INSPECTOR I

Capstone Task Book

The State Fire Training Certification Capstone program is a "performance based" system. It starts with a Certification Capstone Task Book listing individual performance required for a Fire Inspector I.

The Fire Inspector I Certification Capstone Task Book contains the "approved standards" in the form of tasks, which have been established by State Fire Training and support the 2009 NFPA 1031 Standard for Fire Inspector Professional Qualifications.

Each Certification Capstone Task Book focuses on a particular certification track and contains a refined set of skills and knowledge that are necessary to be successful in that position. As a result, each Task Book includes a *presumption* that the candidate has the requisite knowledge of the certification to the task book being initiated. For example, the candidate who initiates a Fire Inspector II Certification Capstone Task Book must have the knowledge, skill, and ability contained in the Fire Inspector I Capstone Task Book and should have received certification at that level.

What Is a Certification Capstone Task Book?

The Fire Inspector I Certification Capstone Task Book serves as a guide and record of what needs to be completed for certification.

Candidate's Responsibilities

- Reviewing and understanding all certification requirements in the task book.
- Satisfactorily completing all tasks.
- Ensuring the task book is accurately recorded and maintained.
- Keeping a copy of the completed task book with other personal or career records.

Fire Chief's (Authorized Representative's) Responsibilities

- Reviewing and understanding all certification requirements in the task book.
- Ensuring the correct use of the task book.
- Verifying applicable components in Sections 2, 4, and 5 before signing the task book.

How Is A Task Book Started?

The task book can be downloaded from State Fire Training's website. The candidate must complete all sections of the task book in the following order:

- Sections 1 and 2 must be completed first.
- Section 3 not applicable for this certification.
- Sections 4 and 5 can be completed concurrently.
- Section 6 is the last step.

Time Frame for Completing the Task Book

The Fire Inspector I Certification Capstone Task Book must be completed within 3 years of completing the final required course of instruction. A change in certification requirements taking place while a candidate's task book is open may necessitate initiating a new task book.

If the Fire Inspector I Certification Capstone Task Book is not completed within three (3) years of completing the last required course of instruction, the task book is no longer valid. A new Fire Inspector I Certification Capstone Task Book must be initiated and all current certification requirements will apply.



CERTIFIED FIRE INSPECTOR I

Capstone Task Book

CANDIDATE: _____

SS#: _____ (last 4 digits)

or

ID#: _____

CERTIFICATION ESTABLISHED ####

CURRENT REQUIREMENTS EFFECTIVE ####

SECTION 1: INSTRUCTION

- 1-1 Fire Inspector 1A; Fire Inspection Fundamentals
- 1-2 Fire Inspector 1B; Foundations of Fire and Life Safety
- 1-3 Fire Inspector 1C; Fire Protection Systems and Hazards
- 1-4 Fire Inspector 1D; Fireworks and Explosives
- 1-5 First Responder Awareness / Awareness Terrorism
- 1-6 PC- 832 Arrest, Search and Seizure

COMPLETION DATE	VERIFICATION

SFT REPRESENTATIVE

SECTION 2: PREREQUISITE

- 2-1 Current Fire Code Inspector 1 or 2 certification from the International Code Council in the Fire Code adopted by the State of California

CERT #	DATE	VERIFICATION

SFT REPRESENTATIVE

SECTION 3: RANK

- 3-1 None

RANK	APPT DATE	VERIFICATION

FIRE CHIEF/AUTHORIZED REP

SECTION 4: FIRE INSPECTOR EXPERIENCE

- 4-1 Fire Service
Have a minimum one (1) year full-time, paid experience in a California fire department as a fire inspector performing fire prevention activities, which shall include identifying occupancy types and classifications, determining occupant loads and perform basic level inspections of occupancies for code compliance.

DATE RANGE		VERIFICATION
FROM	TO	

FIRE CHIEF/AUTHORIZED REP

SECTIONS 1, 2, AND 4 MUST BE COMPLETED PRIOR TO BEGINNING SECTION 5.

SECTION 5: JOB PERFORMANCE REQUIREMENTS

- 5-1 Administration
 - a. Demonstrates writing three (3) inspection report

CTS 1-4: Describe writing and maintaining an inspection report

DATE COMPLETED	VERIFICATION
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

FIRE CHIEF/AUTHORIZED REP

- b. Investigate three (3) common complaints so that the complaint information is recorded, an AHJ approved process is initiated, and the complaint is resolved

CTS 1-7: Describe the procedures for investigating common complaints

DATE COMPLETED	VERIFICATION
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

FIRE CHIEF/AUTHORIZED REP



CERTIFIED FIRE INSPECTOR I

Capstone Task Book

5-1 Administration (continued)

- c. Participate in one (1) legal proceedings based on a field inspection or complaint so that information is presented and the inspector's demeanor is professional

CTS 1-8: Describe participating in legal proceedings

DATE COMPLETED	VERIFICATION
	FIRE CHIEF/AUTHORIZED REP

5-2 Field Inspections

- a. Inspect means of egress elements on three (3) commercial occupancies so that they are maintained in compliance with applicable codes and standards and deficiencies are identified, documented and reported to AHJ

CTS 3-3: Describe inspecting means of egress elements

	FIRE CHIEF/AUTHORIZED REP

- b. Inspect three (3) each of the following occupancies so that they are in compliance with applicable codes and standards and deficiencies are identified, documented, and reported to AHJ

CTS 1-2: Describe and demonstrate basic inspection mechanics

(1) Assembly

1.	1.
2.	2.
3.	3.
	FIRE CHIEF/AUTHORIZED REP

(2) Business

1.	1.
2.	2.
3.	3.
	FIRE CHIEF/AUTHORIZED REP

(3) Educational

1.	1.
2.	2.
3.	3.
	FIRE CHIEF/AUTHORIZED REP

(4) Factory/Industrial

One (1) F-1
 One (1) F-2
 One (1) High-hazard Group H

1.	1.
2.	2.
3.	3.
	FIRE CHIEF/AUTHORIZED REP

(5) Mercantile

1.	1.
2.	2.
3.	3.
	FIRE CHIEF/AUTHORIZED REP

(6) Residential

1.	1.
2.	2.
3.	3.
	FIRE CHIEF/AUTHORIZED REP

(7) Storage

One (1) S-1
 One (1) S-2
 One (1) additional

1.	1.
2.	2.
3.	3.
	FIRE CHIEF/AUTHORIZED REP



CERTIFIED FIRE INSPECTOR I

Capstone Task Book

5-1 Administration (continued)

- a. Compare three (3) approved set of plans to an existing fire protection system so that any modification to the system are identified, documented, and reported according to applicable codes and standards of the AHJ

DATE COMPLETED	VERIFICATION
1.	1.
2.	2.
3.	3.

FIRE CHIEF/AUTHORIZED REP

CTS 3-5: Describe and demonstrate reading documents related to fire protection systems

SECTION 6: CAPSTONE CERTIFICATION APPLICATION PROCESS

After the Fire Inspector I Certification Capstone Task Book is completed, the candidate may apply for certification.

- Ensure your Fire Inspector I Certification Capstone Task Book is verified and signed in all required sections.
- Send in your original Fire Inspector I Capstone Task Book.
 - Keep a copy for your records.
- Include copies of your course completion certificates:
 - Fire Inspector 1A
 - Fire Inspector 1B
 - Fire Inspector 1C
 - Fire Inspector 1D
 - Hazardous Materials First Responder Awareness
 - PC-832 Arrest, Search and Seizure
 - Terrorism Awareness
- Include a copy of your current Fire Code Inspector I or II certification from the International Code Council in the Fire Code adopted by the State of California.
- Include payment of the certification fee.
 - Certification Fee: \$###.## (Fee is nonrefundable).

SECTION 7: CERTIFICATION (SFT Use Only)

7-1 Task Book Review #1 [] Complete [] Incomplete
Reason(s)

7-2 Task Book Review #2 [] Complete [] Incomplete
Reason(s)

7-3 Certification Issued

DATE	SFT REPRESENTATIVE