STATE FIRE TRAINING
Company Officer Certification Checklist

Name: _____

SFT ID Number: _____

Section 1: To Receive Task Book

PREREQUISITE

Submit verification of the following:

COMPLETE

1. OSFM certified Fire Fighter II OR rank of Officer OR appointment to the CAL FIRE rank of Fire Apparatus Engineer ☐

EDUCATION

Submit a copy of your course completion certificate for each of the courses listed below

COMPLETE

1. Company Officer 2A: Human Resource Management ☐
2. Company Officer 2B: General Administrative Functions ☐
3. Company Officer 2C: Fire Inspections and Investigations ☐
4. Company Officer 2D: All Risk Command Operations ☐
5. Company Officer 2E: Wildland Incident Operations ☐
6. Instructor I: Instructor Methodology (from Instructor I track) ☐

FORMS & PAYMENT

Download from the SFT website

COMPLETE

1. Complete Task Book Application form ☐
2. Fee & Fee Schedule ☐

Section 2: To Receive Certification

CERTIFICATION CAPSTONE 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
   Have a minimum of two years' full-time paid or 4 years part-time paid/volunteer experience in a recognized fire agency in California as a fire fighter performing suppression duties. ☐

3. Rank – In the rank of Company Officer ☐

4. Signed by the Fire Chief or his/her authorized signatory
   Signatures must be original –not stamped ☐