



STATE FIRE TRAINING

Chief Fire Officer Certification Checklist



Name: _____

SFT ID Number: _____

Section 1: To Receive Task Book

PREREQUISITE

Submit verification of the following:

- | | |
|---|--------------------------|
| | COMPLETE |
| 1. OSFM certified Fire Officer OR OSFM certified Company Officer | <input type="checkbox"/> |
| a. OR Appointment to the rank of Chief Officer waives this requirement | <input type="checkbox"/> |

INSTRUCTION

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

- | | |
|--|--------------------------|
| | COMPLETE |
| 1. Chief Fire Officer 3A: Human Resource Management (2014) | <input type="checkbox"/> |
| 2. Chief Fire Officer 3B: Budget & Fiscal Responsibilities (2014) | <input type="checkbox"/> |
| 3. Chief Fire Officer 3C: General Administration Functions (2014) | <input type="checkbox"/> |
| 4. Chief Fire Officer 3D: Emergency Service Delivery Responsibilities (2014) | <input type="checkbox"/> |
| 5. ICS-300: Intermediate ICS for Expanding Incidents (2007) | <input type="checkbox"/> |

FORMS & PAYMENT

Download from the SFT website

- | | |
|-------------------------------|--------------------------|
| | COMPLETE |
| 1. Task Book Application form | <input type="checkbox"/> |
| 2. Fee & Fee Schedule | <input type="checkbox"/> |

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 | <input type="checkbox"/> |
| 2. Experience
Have a minimum of five (5) years' full-time paid or ten (10) year's volunteer or part-time paid experience in a recognized fire agency in California as a fire fighter performing suppression duties and at least two (2) years of experience must be at the officer level (Lieutenant or higher). | <input type="checkbox"/> |
| 3. Rank – In the rank of Chief Fire Officer | <input type="checkbox"/> |
| 4. Signed by the Fire Chief or his/her authorized signatory
Signatures must be original –not stamped | <input type="checkbox"/> |
| 5. Associate's degree or higher (any major) from an accredited post-secondary institution
Submit a copy of your degree | <input type="checkbox"/> |