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 OR
                     Training Instructor 1A, 1B and 1C   ☐
2. Instructor II: Instructional Development OR
                     Fire Instructor 2A, 2B, and 2C   ☐
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   ☐