



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



April 17, 2015

Sierra College Regional Fire Academy  
Tim Palmer  
5000 Rocklin Rd  
Rocklin, CA 95677

**APPROVAL**

Approval has been granted for the class listed below, contingent on the following:

1. Either the billing agency or instructor having no 60 day past due invoices or unreturned class materials prior to the shipping date.
2. If, at the time of shipping either the billing agency or instructor have 60 day past due invoices and/or unreturned materials, hosting/teaching privileges will be temporarily suspended. Dates of this class will need to be rescheduled after all accounts are current.

**Fire Fighter I Certification Skills Examination**

**Class Code: C141013**

**05/09/2015 through 05/16/2015**

**Primary Instructor: ROMER, MARK**

**Number of Students Approved: 31**

**Maximum Number of Students Allowed: 50**

**SHIPPING**

The aforementioned approval is based on the dates and number of students you requested. Provided that you are in good standing, your class materials will ship approximately three weeks prior to the start date. If you have not received them by then, immediately contact the Bookstore at (916) 445-8158, so that the shipment can be tracked.

**CLASS CHANGES/CANCELLATIONS**

Class changes or class cancellations must be emailed to: [SFT.CourseScheduler@fire.ca.gov](mailto:SFT.CourseScheduler@fire.ca.gov)

Please include the class code number that is listed on this approval letter in addition to the old class information (i.e. dates, instructor, location) as well as the new changes that need to be applied. If a class is cancelled after State Fire Training has shipped the materials, immediately return the entire shipment to the Bookstore using a carrier that can track your shipment.

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**Fire Fighter I Certification Written Examination****Class Code: C141014****05/06/2015 through 05/06/2015****Primary Instructor: ROMER, MARK****Number of Students Approved: 31****Maximum Number of Students Allowed: 50****SHIPPING**

The aforementioned approval is based on the dates and number of students you requested. Provided that you are in good standing, your class materials will ship approximately three weeks prior to the start date. If you have not received them by then, immediately contact the Bookstore at (916) 445-8158, so that the shipment can be tracked.

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# STATE FIRE TRAINING

## Fire Fighter I Certification Examination

### Approval Letter Supplement



The current State Fire Training (SFT) records management system must treat your Certification Examination request and approval as a CFSTES course. Therefore, SFT is including this document as a supplement to the SFT Approval Letter. This supplement contains important information for which the Registered Lead Evaluator and host Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) will be accountable.

#### Accountability:

1. All procedures set forth in the SFT Certification Examination Procedure Manual must be followed.
2. The submitted and approved dates, for both the written and skills examinations must be strictly adhered to. If requested by the ARTP/ALA these dates have been advertised on the SFT website so that individuals seeking to participate in Certification Examination process may contact you.
3. If the Registered Lead Evaluator or any of the Registered Skills Evaluators are going to change, contact SFT immediately.

#### As a **Lead Evaluator** it is your responsibility to ensure the following:

- a. Confirm each candidate's identity in accordance with SFT procedures prior to admitting the candidate to the examination area.
- b. Proctor the on-line written examination.
- c. Maintain examination security and candidate confidentiality.
- d. Ensure that any candidate who fails a skill station of the first attempt is provided a second opportunity to demonstrate their ability.
- e. Provide each candidate a skills examination summary sheet documenting their individual results at the conclusion of the skills testing.
- f. Return all completed SFT required course materials, including a completed Scantron form for each candidate, immediately after the examination concludes.

#### As a **ARTP/ALA facility** it is your responsibility to ensure the following:

- a. All skills examination documentation is retained at the ARTP/ALA for a minimum of 5 years.
- b. All candidates can access the [www.ExamPay.com/CA](http://www.ExamPay.com/CA) website and electronically pay the written examination fee.
- c. Collect the SFT Certification Examination Registration Fee from each candidate and submit a single payment to SFT when billed.

After a certification examination request is approved SFT will:

- Notify the Registered Lead Evaluator via email of the randomly selected skills a minimum of two weeks prior to the approved skills examination start date.
- Notify candidates in writing of their formal results upon receipt of the completed skills examination forms (Scantrons) and written examination scores.

For additional information on SFT certification procedures and responsibilities please review the current *Certification Examination and National Recognition Procedures* document or contact: Brandon Erickson at [Brandon.Erickson@fire.ca.gov](mailto:Brandon.Erickson@fire.ca.gov) or (916) 445-8132.