



STATE FIRE TRAINING

Executive Chief Fire Officer Certification Checklist



Name: _____

SFT ID Number: _____

Section 1: To Receive Task Book

PREREQUISITE

Submit verification of certification

COMPLETE

1. Certified Chief Fire Officer **OR** Certified Chief Officer

EDUCATION

Submit a copy of your course completion certificates

COMPLETE

1. Executive Chief Fire Officer 4A: Human Resource Management
2. Executive Chief Fire Officer 4B: Community and Government Relations
3. Executive Chief Fire Officer 4C: Administration
4. Executive Chief Fire Officer 4D: Emergency Services Delivery
5. Executive Chief Fire Officer 4E: Health and Safety

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
Have 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 working at the Executive Chief Fire Officer level
3. Rank or Position – In the rank or position of an Executive Chief Fire Officer or qualified equivalent (see task book for listed equivalents)
4. Signed by the Fire Chief or his/her authorized signatory
Signatures must be original –not stamped