



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
 - a. OR Appointment to the rank of Division Chief, Assistant Chief, Deputy Chief or Fire Chief waives this requirement.

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. Position Requirement
Has met the position requirement of Executive Chief Fire Officer or qualified equivalent (see task book for listed equivalents) as defined by the Fire Chief.
4. Signed by the Fire Chief or his/her authorized signatory
Signatures must be original –not stamped