



# California State Fire Training

Bus (916) 445-8444

[osfm.fire.ca.gov/training/training.php](http://osfm.fire.ca.gov/training/training.php)



## INTERIM SFT PROCEDURES

**Procedure Title:** Executive Chief Fire Officer

**Effective Date:** November 20, 2014

**Section Change:** Title: Executive Chief Fire Officer Certification

On November 20, 2014, the Executive Chief Fire Officer Certification was added as the third level in the State Fire Training Officer certification track.

**Prerequisites:**

Chief Fire Officer or Chief Officer Certification

**Educational Requirements**

The following courses are required:

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

**Certification Exam:**

Not applicable (at this time)

**Certification Task Book:**

Executive Chief Fire Officer certification task book

**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 working at the Executive Chief Fire Officer level

**Rank or Position:**

Appointed to the rank of Executive Chief Fire Officer

An Executive Chief Fire Officer is defined as a Division Chief, Assistant Chief or Deputy Chief assigned to staff position within an organization or any Chief Officer within an organization that has Staff position responsibilities

**Candidate Application:**

*To apply for a certification task book.*

1. Download (from the SFT website), complete and submit:
  - a. The SFT Fee Schedule
  - b. The certification task book application for the job function certification being pursued
2. A complete certification task book application package includes:
  - a. The SFT Fee Schedule
  - b. Nonrefundable payment by check or money order (payable to CAL FIRE –

*This Interim Procedure provides guidance and/or interpretation on State Fire Training Procedures and shall be effective for 12 months from the approval date.*

- State Fire Training)
- c. The certification task book application
  - d. All supporting and verification documentation
3. Submit the complete certification task book application package to:
- State Fire Training  
Attn: Cashier  
PO Box 997446  
Sacramento, CA 95899-7446

*To apply for Executive Chief Fire Officer certification*

1. Submit a completed certification task book to State Fire Training and include any additional supporting documents.

**New Executive Chief Fire Officer Candidates**

Candidates beginning to pursue Executive Chief Fire Officer certification as of October 1, 2015 should utilize the new Executive Chief Fire Officer curriculum.

**Justification:**

The State Board of Fire Services has approved the new Executive Chief Fire Officer curriculum and associated changes in the certification track educational requirements. These changes are directed at meeting the specific Job Performance Requirements for Executive Chief Fire Officer established in NFPA standard 1021.

The current SFT Procedures Manual dated May 2008 does not include this new curriculum and certification educational requirements.

**Point of Contact:**

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**Approved By:**



Mike Richwine, Assistant State Fire Marshal