



# STATE FIRE TRAINING

## Instructor II Certification Checklist



Name: \_\_\_\_\_

SFT ID Number: \_\_\_\_\_

### Section 1: To Receive Task Book

#### PREREQUISITE

*Submit verification of certification*

1. Certified Instructor I OR Training Instructor I OR Fire Instructor I COMPLETE

#### EDUCATION

*Submit a copy of your course completion certificate*

1. Instructor II: Instructional Development COMPLETE

#### FORMS & PAYMENT

*Download from the SFT website*

2. Submit & complete Task Book application form COMPLETE   
3. 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).*

1. Complete all job performance requirements (JPRs) COMPLETE   
Additionally the signature verification page lists **all** of the evaluators that signed off in the task book
2. Experience   
Minimum of 1 year full-time paid (or two years' part-time paid/volunteer) experience in a recognized fire agency in California and document an additional (80 hours minimum for a total of 160 hours) teaching experience within a fire service-related program (with feedback)
3. Signed by the Fire Chief or his/her authorized signatory   
Signatures must be original –not stamped