



STATE FIRE TRAINING

Plan Examiner Certification Checklist



Name: _____

SFT ID Number: _____

Section 1: To Receive Task Book

PREREQUISITE

Submit verification of certification

1. None.

EDUCATION

Submit a copy of your course completion certificates

- | | |
|--|--------------------------|
| | COMPLETE |
| 1. Plan Examiner 1A: Building Plan Review | <input type="checkbox"/> |
| 2. Plan Examiner 1B: Fire Protection and Life Safety Systems Plan Review | <input type="checkbox"/> |
| 3. Plan Examiner 1C: Hazards and Special Operations Plan Review | <input type="checkbox"/> |
| 4. CA Statutes and Regulations (SFT FSTEP course) | <input type="checkbox"/> |

FORMS & PAYMENT

Download from the SFT website

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|---|--------------------------|
| | COMPLETE |
| 1. Submit & complete Task Book application form | <input type="checkbox"/> |
| 2. Fee & Fee Schedule | <input type="checkbox"/> |

Section 2: To Receive Certification

CERTIFICATION TASK BOOK

Submit original capstone task book to SFT (Be sure to make a copy for your records).

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|--|--------------------------|
| | 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 | <input type="checkbox"/> |
| 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 as a fire inspector or fire prevention officer with the primary responsibility for doing plan review | <input type="checkbox"/> |
| 3. Position Requirement
Has met the position requirement of Plans Examiner or Fire Inspector/Prevention Officer as defined by the Fire Chief. | <input type="checkbox"/> |
| 4. Signed by the Fire Chief or his/her authorized signatory
Signatures must be original –not stamped | <input type="checkbox"/> |