Procedure Title: Training Instructor Certification
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Section Change: Certification Guidelines:

1. Prerequisites:
   a. None

2. Educational requirements:
   a. Training Instructor 1A
   b. Training Instructor 1B
   c. Training Instructor 1C
   d. Successfully completing the required teaching demonstrations and the summative examination with a minimum of 80% for all courses as proctored by the primary instructor

3. Experience:
   a. Fire Service
      i. Have a minimum of two (2) year full-time paid or four (4) years volunteer or part-time paid experience in a California fire department.

4. Complete Certification Capstone Task Book:
   a. Perform all job performance requirements (JPRs) within the task book
   b. Document teaching experience in task book (80 Hours Minimum)
      i. Must be fire or emergency medical services related and delivered in a formal classroom or drill ground environment.

Application Process:

1. Fill out an application for certification (Fee Schedule)
2. Provide a copy of the course completion certificates for each course listed under educational requirements (example Training Instructor 1A)
3. Submit a letter on department letterhead verifying your fire service experience signed by the Fire Chief or his/her Authorized Representative.
4. Submit payment of the certification fee with check or money order. (fee is nonrefundable)

Certification Task Book Process:

1. After SFT receives your application, staff will review your application for complete and accurate documentation of the educational requirements, and occupational experience.
2. If your application is complete SFT will initiate your task book with your name, SFT ID number, date of issuance and verification of Sections 1 – 3. If your application is incomplete SFT staff will return to you a check-off sheet indicating what documentation is missing.
3. After receiving your task book, check and ensure Section 1 – 3 have been verified and signed off by SFT staff. If they have not, return it to SFT immediately; this is considered an invalid task book and should not be started.
4. Meet with your supervisor or program manager and review each task book requirement before you start your task book.
5. When all job performance requirements (JPR’s) and teaching experience have been documented and verified in your task book you will sign and date the front...
This Interim Procedure provides guidance and/or interpretation on State Fire Training Procedures and shall be effective for 12 months from the approval date.