



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
State Fire Training Division
P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 568-2911
Website: www.fire.ca.gov



Date: July 10, 2020

Attachment 15

To: John Binaski, Chairman
Statewide Training and Education Advisory Committee
c/o State Fire Training

From: Andrew Henning, Chief of State Fire Training

SUBJECT/AGENDA ACTION ITEM:

Upgrade and Reciprocity Candidates Application Process

Recommended Actions:

Approval of the Updates to the Upgrade and Reciprocity Candidates Application Process

Background Information:

In 2016, SFT became internationally accredited with IFSAC and Pro Board and was able to begin issuing accredited Fire Fighter 1, HazMat FRA/FRO, and Wildland Fire Fighter 1 certifications. In 2020, IFSAC and Pro Board accredited State Fire Training (SFT) Fighter 2 certification. SFT's January 2021 Procedures Manual outlines the requirements for persons who have an SFT Fire Fighter 1 and 2 certifications and are seeking IFSAC and Pro Board accredited certifications. Additionally, the Procedures Manual has a process for persons with IFSAC or Pro Board accredited certifications and are seeking certification reciprocity from SFT.

Analysis/Summary of Issue:

The SFT Procedures Manual (January 2019), defines a candidate who has an existing California Fire Fighter 1 or 2 certification and are seeking to add IFSAC or Pro Board seals to the certification as Upgrade Candidates. These candidates are required to take all required certification exams. The current Procedures Manual only allows SFT certifications that were issued within the last ten years. After review, SFT staff determined that the ten-year rule should be removed. If a candidate can pass the certification exams, they demonstrate that they have currency and relevancy for the certification level.

Reciprocity Candidates are seeking a SFT certification reciprocity using IFSAC, or Pro Board accredited certifications. Under the current Procedures Manual, there is no time

frame of when the certification had to be issued. SFT will now require Reciprocity candidates whose accredited certification was issued more than ten years ago or is lapsed or expired, to take SFT's certification exams. Reciprocity Candidates whose accredited certification was issued within ten years of the date of application are not required to take SFT certification exams. This change does not impact the course reciprocity process implemented in 2019.



Upgrade and Reciprocity Candidates Interim Procedures

Issued: August 2020

Procedure Changes

- Edition:** January 2019 edition of the State Fire Training Procedures Manual
- Effective Date:** August 1, 2020
- Section Change:** Modify Section 11.3 and 11.4: Upgrade and Reciprocity Candidates
- Justification:** SFT has modified the Upgrade Candidates applying for IFSAC and Pro Board accredited certifications and for Reciprocity Candidates seeking California certification. Currently, persons with existing California Fire Fighter 1 or 2 certifications issued more than ten years ago are not eligible to apply for IFSAC or Pro Board certification. After review, SFT staff determined that the ten-year rule should be removed. If a candidate can pass the certification exams, they demonstrate that they have currency and relevancy for the certification level. SFT add some restrictions for reciprocity candidates. Reciprocity candidates who's IFSAC or Pro Board certification was issued more than ten years ago, or if the certification is lapsed or expired, will be required to complete the SFT certification exams for the certification they are seeking to demonstrate currency and relevancy. This does not impact the course reciprocity process implemented in 2019.

SFT Contact [Contact SFT Staff](#) assigned to Instructor Registration.

Note: *All new text appears in underline. All deleted text appears in ~~strikeout~~*

11.3: CANDIDATE TYPES

11.3.3: SFT-CERTIFIED (UPGRADE)

- A. An "SFT-certified" candidate has an SFT certification and is eligible to upgrade to IFSAC/Pro Board certification.
- ~~B. SFT will consider eligibility for certifications issued within the past 10 years.~~
- B. See **11.4.3.1: Eligibility** and **11.4.3.2: Application Process** for eligibility and application requirements.

11.3.4: IFSAC/PRO BOARD-CERTIFIED (RECIPROCITY)



Upgrade and Reciprocity Candidates Interim Procedures

- A. An “IFSAC/Pro Board-certified” candidate has IFSAC/Pro Board certification(s) and seeks SFT certification reciprocity.
- B. See **11.4.4.1: Eligibility** and **11.4.4.2: Application Process** for eligibility and application requirements.

11.4: ELIGIBILITY AND APPLICATION REQUIREMENTS

11.4.3: SFT-CERTIFIED (UPGRADE) CANDIDATES

11.4.3.1: Eligibility

- A. If State Fire Training (SFT) updated its certification requirements after a candidate received his or her SFT certification, the candidate may be required to complete an exam on portions of the updated standard for which he or she is requesting IFSAC/Pro Board certification.
- B. Candidates must demonstrate to SFT that they have met all requisite knowledge and psychomotor skill objectives required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.
- ~~C. Upgrade candidates who did not complete an SFT certification exam as part of their certification process are required to complete all exam modules.~~
- ~~D. Upgrade candidates who did complete an SFT certification exam as part of their certification process are not required to retake the exam.~~

11.4.3.2: Application Process

- A. To apply for a certification upgrade, a candidate must submit the appropriate Certification Upgrade Application (See **12.14: Fire Fighter Certification Upgrade Application.**) and all supporting documentation to SFT.
 - 1. Mail to: State Fire Training, Attn: Certification Exam Coordinator, 2251 Harvard Street, Suite 400, Sacramento, CA 95815
 - 2. SFT does not give priority processing to applications submitted in person.
- B. Candidates who are required to take the exam must submit their documentation at least six weeks before their proposed exam date.
- C. SFT conducts an application review.



Upgrade and Reciprocity Candidates Interim Procedures

1. If the candidate meets the eligibility requirements, SFT issues an exam authorization form.
 2. If the candidate does not meet the eligibility requirements, SFT issues a denial and a checklist for resubmission.
- D. Candidates take their exam authorization form to an open enrollment ARTP or ALA to schedule and complete the SFT certification exam(s).
- E. To complete the certification application process, see **7.12.1.9: Application** (Fire Fighter 1) and **7.12.2.9: Application** (Fire Fighter 2).

11.4.4: IFSAC/PRO BOARD-CERTIFIED (RECIPROCITY) CANDIDATES

11.4.4.1: Eligibility

- A. Candidates must demonstrate to State Fire Training (SFT) that they have met all requisite knowledge and psychomotor skill objectives required by the Office of the State Fire Marshal (OSFM) and all applicable National Fire Protection Association (NFPA) professional qualification standards.
- B. ~~SFT shall~~will only consider certificates issued by IFSAC or Pro Board accredited entities ~~other than SFT as equivalent to SFT certification for the purpose of meeting prerequisite requirements for the next level of SFT or IFSAC/Pro Board certification.~~
- C. Candidates who have a certificate, issued within ten (10) years of date of reciprocity application, are not required to take SFT's certification exam for the module they are seeking reciprocity for.
1. SFT does not accept lapsed or expired certificates.
- D. Candidates who have a certificate, issued more than ten (10) years of date of reciprocity application or certificates that are expired or lapsed, are required to take SFT's certification exam for the module they are seeking reciprocity for.
- E. Reciprocity candidates are required to complete any exam modules they have not already obtained.



Upgrade and Reciprocity Candidates Interim Procedures

11.4.4.2: Application Process

- A. To apply for a certification ~~upgrade~~reciprocity, a candidate must submit the appropriate Certification Reciprocity Application (See **12.15: Fire Fighter 1 Certification Reciprocity Application**.) and all supporting documentation to SFT.
 1. Mail to: State Fire Training, Attn: Certification Exam Coordinator, 2251 Harvard Street, Suite 400, Sacramento, CA 95815
 2. SFT does not give priority processing to applications submitted in person.
- B. Candidates who are required to take the certification exam must submit their documentation at least six weeks before their proposed exam date.
- C. SFT conducts an application review.
 1. If the candidate meets the eligibility requirements and are required to take a certification exam, SFT issues an exam authorization form.
 2. If the candidate does not meet the eligibility requirements, SFT issues a denial and a checklist for resubmission.
- D. Candidates take their exam authorization form to an open enrollment ARTP or ALA to schedule and complete the SFT certification exam(s).

To complete the certification application process, see **7.12.1.9: Application** (Fire Fighter 1) and **7.12.2.9: Application** (Fire Fighter 2).