(D) CERTIFICATION GUIDELINES

(1) Instruction (both of the following):
   (a) Successfully complete the training as specified in each of the instructor guides.
   (b) Successfully complete, with a minimum 70% score, the certification exams for each course as proctored by the Primary Instructor.
   (c) Successfully complete a recognized I-400 (Advanced ICS) course.

(2) Prerequisites (all of the following):
   (a) OSFM certified Fire Officer.
      1. Appointed to the rank of chief officer waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.
   (b) Possess, at a minimum, an Associate Degree (any major) or an equivalent higher degree from an accredited post-secondary institution.

(3) Experience and Rank (both of the following):
   (a) Fire service.
      1. Have a minimum of five (5) years full-time, paid experience in a California fire department as a fire fighter performing suppression duties.
   (b) Rank.
      1. At least two (2) years of experience must be at the officer level (Lieutenant or higher). Performing in an "acting" capacity does not qualify.

(E) APPLICATION

After training is concluded and all requirements met, a complete application package that includes the following must be submitted to SFT:

(1) An Application for Certification requesting Chief Officer Certification.

(2) Copies of your SFT score letters or completion certificates for each educational requirement.

(3) A copy of your OSFM Fire Officer certificate.
   (a) If waiving this requirement, submit a current, original letter written on department letterhead and signed by the Fire Chief or his/her authorized representative verifying your chief officer rank.

(4) A copy of your I-400: Advanced ICS certificate.

(5) A copy of your degree.

(6) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing the applicant's specific background as it relates to the experience requirement.

(7) Payment of the certification fee. (Fee is nonrefundable.)

(F) APPLICATION REVIEW

(1) SFT staff will review each application as it is received from the accounting office.