



# INFORMATION BULLETIN

## CFSTES Task Book Overview

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Issued: March 2022

### OVERVIEW

State Fire Training (SFT) requires Certification Task Books for most California Fire Service Training and Education System (CFSTES) certifications. This Information Bulletin provides an overview of Task Book initiation, Job Performance Requirements (JPR), and final completion of the CFSTES Task Books.

### TASK BOOK INITIATION

SFT is no longer initiating Task Books. Where required, State Fire Training Task Books are initiated by the Fire Chief, or their Authorized Designee (on file with SFT). When initiating Task Books, the Fire Chief will need to ensure that all initiation requirements are met. The Fire Chief, or their Authorized Designee, will review the prerequisites, education, and other requirements listed on the Initiation Requirements page. The Fire Fighter and Emergency Vehicle Technician Task Books do not require a Fire Chief to initiate the Task Book.

SFT will not accept digital signatures (e.g., DocuSign or Adobe Sign) for the Fire Chief or their Authorized Designee for task book initiation. The initiation date should be on or after all initiation requirements have been met and must be on or before any of the JPRs have been signed off.

Once initiated, the Evaluator may sign off on JPRs. A JPR cannot be signed off until the Task Book has been initiated by the Fire Chief or their Authorized Designee.

### EVALUATORS

An Evaluator is any individual that verifies that the candidate can satisfactorily execute a (JPR).

An Evaluator may verify satisfactory execution through the following methods:

- First-hand observation\*
- Review of documentation that verifies prior satisfactory execution\*

\*- If the JPR was completed prior to Task Book initiation, the Evaluator must sign the Task Book using the date the JPR is reviewed and signed in the Task Book, not the date the task was performed. The date for JPR completion shall be after the Task Book was initiated.

A qualified Evaluator is designated by the Fire Chief and holds an equivalent or higher-level certification. If no such Evaluator is present, the Fire Chief shall designate an individual with a higher-level experience and a demonstrated ability to execute the job performance requirements.

A Task Book Evaluator may be, but is not required to be, a Registered Skills Evaluator who oversees a State Fire Training Certification Exam.



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A certification Task Book may have more than one Evaluator.

All Evaluators shall:

1. Complete a block on the Signature Verification page with a handwritten signature.
2. Review and understand the candidate's certification Task Book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more JPRs through observation or review.
  - Will not evaluate any JPR until after the candidate's Fire Chief initiates the Task Book.
  - Will sign all appropriate lines in the certification Task Book with a handwritten signature or approved digital signature (e.g., DocuSign or Adobe Sign) to record demonstrated performance of tasks.

An Evaluator can indicate that a Task Book requirement has been completed by either first-hand observation or through a documentation review of previously completed training.

### **SCENARIO OR INTERVIEW OPTION FOR JOB PERFORMANCE REQUIREMENTS**

The CFSTES Task Book JPRs are based on the Professional Qualifications as outlined by the National Fire Protection Agency (NFPA). There are circumstances where a candidate is not able to complete a JPR because they may not encounter the activity through their agency. The following language is included in all Task Books:

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the Evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

An example is the Fire Inspector 1 Task Book. One JPR requires that the applicant inspect a "Safe and Sane" firework stand. Several counties throughout California do not permit the sale of "Safe and Sane" fireworks. In this instance, an Evaluator may set up a scenario or interview to ensure that the candidate can demonstrate the knowledge to satisfactorily execute the JPR.

### **POSITION REQUIREMENT**

The "rank" requirement changed shortly after the CFSTES Task Book process was implemented and replaced with a "position" requirement. Prior to this change, some Certifications required an applicant to be in a specific rank before a Task Book could be submitted for Certification. Task Books that have a position requirement state:

*The candidate meets the following qualifications for the position listed below. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.*



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This allows the Fire Chief to determine if an applicant has met the position requirements for the Certification.

### **TIME FRAME**

Task Books are valid for five years from the date of issuance. The person initiating the Task Book needs to ensure that the latest version is issued. Outdated Task Books (initiated more than 5 years prior) will not be accepted.

### **TASK BOOK UPDATES**

Task Books are updated every 1-5 years based on changes to the NFPA Standards. SFT will release Task Book updates when JPRs are modified or added. It is the responsibility of the candidate and Fire Chief to verify if Task Book updates are required when finalizing a Task Book. Task Book updates can be found on the [SFT CFSTES webpage](#).

### **TASK BOOK COMPLETION**

The Fire Chief or Designee shall confirm that the candidate has obtained the appropriate signatures to verify successful completion of each JPR, confirm that the candidate meets the Completion Requirements, and will sign and date the Fire Chief verification statement under Review and Approval with a handwritten signature.

SFT will not accept digital signatures (e.g., DocuSign or Adobe Sign) for the Fire Chief verification.

### **TASK BOOK SUBMISSION**

Once the Task Book has been signed by the Fire Chief, the candidate will need to submit the specific certification application, fee, Task Book, and any other required documentation to SFT.