Procedure Changes


**Effective Date:** April 21, 2021

**Section Change:** Add Section 2.6 and 9.1.3.4

**Justification:** With the implementation of the State-Certified Prescribed-Fire Burn Boss Curriculum and Certification, SFT determined there was a need to form a specific PACE Committee to review equivalency requests for persons who met the course prerequisites by means other than taking the specific courses.

**SFT Contact:** [Contact SFT Staff](mailto:ContactSFTStaff) assigned to the specific certification.

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

**2.6.1: SCOPE**

A. The PACE VI Committee shall review Equivalency Requests for the course prerequisites for the State-Certified Prescribed-Fire Burn Boss Course Review (See 9.1.3.4: Equivalency for State-Certified Prescribed-Fire Burn Boss Course Prerequisites).

**2.2.2: MEMBERSHIP**

A. The Chief of State Fire Training (SFT) shall appoint the Committee Chair.

B. The Committee Chair shall be responsible for:
   1. Interpretation and decision-making
   2. Evaluating sensitive or ambiguous issues

C. The Chief of State Fire Training shall appoint committee members.

D. The Committee shall include one (1) individual from each of the following fields:
   1. CAL FIRE Northern Region
   2. CAL FIRE Southern Region
   3. SFT Registered Instructor for the State-Certified Prescribed-Fire Burn Boss course

E. The Chief of State Fire Training may appoint technical advisors based on a specific need.

F. Committee members shall consistently participate at the meetings during their two-year term.
G. Committee members shall maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality shall be cause for terminating committee membership.

2.2.3: MEETINGS

A. The Committee shall meet quarterly at the SFT office in Sacramento or through a virtual platform.

B. The Committee may ask the applicant to provide additional information or documentation.

9.1.3.4: Equivalency for State-Certified Prescribed-Fire Burn Boss Course Prerequisites

A. To obtain equivalency for the State-Certified Prescribed-Fire Burn Boss course prerequisites for the Registered Instructor, the applicant shall submit the following items to SFT:
   1. A justification letter that includes:
      i. A request for Course Equivalency Review
      ii. A list of the SFT State-Certified Prescribed-Fire Burn Boss course prerequisites for which an applicant seeks equivalency
      iii. A corresponding list of the courses an applicant is requesting that SFT approve as equivalent
   2. Course materials that demonstrate course content and learning objectives, including but not limited to:
      i. Syllabus
      ii. Course description
      iii. Course outline
      iv. Textbook table of contents
   3. Course completion verification
      i. A copy of a certificate, credential, and/or transcript for each equivalent course requested
      ii. SFT may request validation with an original document during the evaluation process
   4. A completed SFT Fee Schedule (including Course Equivalency Review section)
   5. A nonrefundable Course Equivalency Review fee

B. SFT shall acknowledge receipt of the application.

C. The PACE VI Committee reviews the applicant’s request.
   1. The Committee may contact the applicant to address questions.
2. The Committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.

3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.

D. SFT shall notify the applicant in writing of the decision.
   1. The decision of the Committee is final.