



# INFORMATIONAL BULLETIN

## Open Certification Task Books

Issued: January 2020

### OVERVIEW

This document is intended to provide information for all State Fire Training (SFT) stakeholders on the new Certification Task Book Issuance process for all California Fire Service Training and Education System (CFSTES) certification tracks. Prior to January 1, 2020 SFT issued Certification Task Books for all CFSTES tracks except for Fire Fighter 1 and Fire Fighter 2. To streamline the Certification Task Book issuance process, SFT will now allow agencies to initiate Certification Task Books. This will bring SFT into alignment with the California Incident Command Certification System (CICCS) and the National Wildfire Coordinating Group (NWCG) task book issuance practices. All stakeholders are encouraged to review the [Certification Task Books Interim Procedure](#) to see changes to the certification application process.

### EXISTING TASK BOOKS (INITIATED BY SFT)

Certification Task Books initiated by SFT will remain valid until December 31, 2024. The applicant will need to verify that there are no Certification Task Book Updates required for the certification prior to submitting to SFT for final approval. Applicants who paid the required fee and were issued a task book will not be required to pay any additional fees, if the certification package is completed and submitted to SFT postmarked on or before December 31, 2024. If the certification package is submitted on or after January 1, 2025, the applicant will need to have their agency initiate a new Certification Task Book and submit a certification fee at time of application.

### TASK BOOKS INITIATED BY AGENCIES

Certification Task Books will be available on the SFT website for applicants to download. When initiating a Certification Task Book, the agency and applicant needs to ensure that the latest version is being utilized. Certification Task Books can only be initiated by the Fire Chief, or his or her Authorized Designee, who is on file with SFT in accordance with the SFT Procedures Manual (January 2019) Section 4.2. When initiating a Certification Task Book, the Fire Chief, or his or her Authorized Designee, will need to ensure that all prerequisites are met.

Certification Task Books will only be valid for five years from date of issuance. SFT updates Certification Task Books periodically based on changes to the National Fire Protection Association (NFPA) Standards. SFT will release Certification Task Book Updates, as needed, if Job Performance Requirements (JPRs) are modified or added. It is the candidate's and Fire Chief's, or his or her Authorized Designee/s, responsibility to verify if Certification Task Book Updates are required before submitting to SFT. Expired Certification Task Books (older than 5 years for issuance) will need to be reinitiated using the latest published Certification Task Book.



# INFORMATIONAL BULLETIN

## Open Certification Task Books

---

### **POTENTIAL AGENCY IMPACTS**

Agencies need to review the [Certification Task Books Interim Procedure](#) to review changes to the certification application process. Furthermore, agencies will need to ensure that applicants are utilizing the new Certification Applications.

Agencies should implement policies to ensure that only authorized persons are initiating Certification Task Books. It is critical for Agencies to ensure that SFT is notified when a new Fire Chief is appointed, and to ensure a current roster of the Fire Chief's Authorized Designee(s) is on file with SFT. This must be done in accordance with Section 4.2 of the SFT Procedures Manual. Additionally, agencies need to ensure that all requirements are met to initiate the specific task book. SFT Certification Task Books do not count towards the CICCS or NWCG active Task Book limit.