

STUDENT SUPPLEMENT

REGISTERED INSTRUCTOR ORIENTATION (RIO)



CALIFORNIA
STATE FIRE



TRAINING

CAL FIRE
OFFICE OF THE STATE FIRE MARSHAL
STATE FIRE TRAINING

August 2025





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State Fire Training

Mission Statement

The mission of State Fire Training is to enable the California Fire Service to safely protect life and property through education, training, and certification.

Acknowledgments

State Fire Training developed the material contained in this guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) approved this guide. This guide is appropriate for fire service personnel and for personnel in related occupations who are pursuing State Fire Training certification.

Joe Tyler CAL FIRE Director
Daniel Berlant State Fire Marshal
Vickie Sakamoto Assistant State Fire Marshal
Tim Spears Assistant Deputy Director
Chris Fowler Division Chief, State Fire Training
Vacant Supervising Deputy State Fire Marshal III
Caryn Petty Deputy State Fire Marshal III (Specialist), Academy Coordinator
Frank Vue Associate Government Program Analyst, Instructor Registrar

"We gratefully acknowledge the hard work and accomplishments of those before us who built the solid foundation on which this program continues to grow."



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Course Outline

Course Objectives: To provide the student with the following:

- a) A working knowledge of the State Fire Training procedures for instructor qualification, registration, responsibilities, accountability, and maintenance.
- b) A working knowledge of the State Fire Training procedures for course administration.
- c) Tools to navigate the State Fire Training system successfully.

Course Content: **4:00**

- 1. Introduction/ Registration0:25
- 2. SFT Overview0:30
- 3. SFT Instructor Registration0:30
- 4. SFT Application Process0:35
- 5. Specific Course Registrations0:20
- 6. Responsibility/ Accountability 1:00
- 7. SFT Procedures Manual0:30
- 8. Application Assistance Open/TBD
- 9. Activity/Summary/Discussion.....Open/TBD
- 10. Course Feedback.....0:10

Texts and References

- State Fire Training Procedures Manual, SFT, Current Edition
- Course Information and Required Materials, SFT, Current Edition - **retiring 2025**
- Barclays California Code of Regulations, Title 19, Public Safety, Current Edition



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SFT CONTACT INFORMATION

Main: (916) 902-9738

Certifications

FF1 & FF2 Upgrade and Reciprocity	Selena Garcia-Villicana	(916) 491-0311
Fire Fighter 2, Investigator, Community Risk, Hazmat, Fire Marshal, Fire Inspector, Plan Examiner	Kirsten Fonseca	(916) 508-3100
Chief Fire Officer, Executive Chief Fire Officer, EVT, Fire Chief (PACE 4)	Kris Rose	(916) 533-3346
Prescribed Fire (CA-RX) Burn Boss, Company Officer, Driver/Operator Series, Fire and Emergency Services Instructor 1	Dustin Franks	
Fire and Emergency Services Instructor 2 & 3	Frank Vue	(916) 698-1630

Courses

Course Scheduling	Madison Cannon	(916) 202-0041
FSTEP & CFSTES Class Processing	Kathryn Horrell	(916) 224-3345
Certification Examination Scheduling	Selena Garcia-Villicana	(916) 491-0311
Course Reciprocity, Course Challenges (PACE 3)	Dustin Franks	

Registration

Instructor, Instructor Reciprocity Review (PACE 2)	Kris Rose	(916) 533-3346
Lead and Skills Evaluator	Dustin Franks	

SFT User Portal

Account Issues	SFT User Portal Support Email	SFT.Acadisonline@fire.ca.gov
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Accounting

Payment Processing	CAL FIRE Accounting	CALFIREmxbdar@fire.ca.gov
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Regional Coordinator

ALA, ARTP, RS, and Confined Space	Caryn Petty	(916) 662-0611
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National Fire Academy

NFA Coordinator	Kirsten Fonseca	(916) 508-3100
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SFT CONTACT INFORMATION

Main: (916) 902-9738

SFT Leadership

Chief of State Fire Training	Chris Fowler	(916) 508-4120
Supervising Deputy State Fire Marshal, Field Operations	Vacant	
Manager, Certification & Instructor Registration	Kris Rose	(916) 533-3346
Manager, National Accreditation & Certification Exams	Brandon Erickson	(916) 708-0132

*Location: SFT does not have a public counter. Regular mail should still be sent to the PO Box listed below. FedEx, UPS, DHL, and other express-related mail should be addressed to:
710 Riverpoint Court, West Sacramento, CA 95691.*



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STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE (STEAC)
 OFFICE OF THE STATE FIRE MARSHAL
 State Fire Training Division
 715 P Street
 Sacramento, CA 95814
 Website: <https://osfm.fire.ca.gov/divisions/state-fire-training/>



STEAC Roster

Member	Alternate
John Bagala Marinwood Fire Department Rep. California Professional Firefighters Term Expiration: December 31, 2024	Glenn Pavlovsky Huntington Beach Fire Department Rep. California Professional Firefighters Term Expiration: December 31, 2024
Scott Lewis Sacramento City Fire Department Rep. FIRESCOPE Term Expiration: December 31, 2024	Jason Serrano San Bernardino County Fire Department Rep. FIRESCOPE Term Expiration: December 31, 2024
Gregory Barton Beverly Hills Fire Department Rep. League of California Cities Term Expiration: December 31, 2024	Jeff Boyles Newport Fire Department Rep. League of California Cities Term Expiration: December 31, 2024
Richard Beckman Rio Hondo College Rep. California Fire Technology Directors Association Term Expiration: December 31, 2024	Ken Sebastiani Santa Rosa College Rep. California Fire Technology Directors Association Term Expiration: December 31, 2024
Mike Richwine, Chair OSFM State Fire Marshal (Ret) CAL FIRE - Office of the State Fire Marshal	
Tara Brideau Rep. California Firefighter Joint Apprenticeship Committee Term Expiration: December 31, 2024	<i>Vacant</i>
Tom Carlisle Auburn Fire Department Rep. California State Firefighters' Association Term Expiration: December 31, 2023	Jason Hosea Long Beach Fire Department Rep. California State Firefighters' Association Term Expiration: December 31, 2023
Jarrod Clinkenbeard Rep. California Department of Forestry and Fire Protection (CAL FIRE) Training Center Term Expiration: December 31, 2023	Rob Wheatley Rep. California Department of Forestry and Fire Protection (CAL FIRE) Training Center Term Expiration: December 31, 2023
Bret Davidson, Vice Chair City of Vista Fire Department Rep. CalChiefs - Training Officer Section, South Term Expiration: December 31, 2024	Andrew Kibby CAL FIRE. Riverside Unit Rep. CalChiefs - Training Officer Section, South Term Expiration: December 31, 2024



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STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE (STEAC)
 OFFICE OF THE STATE FIRE MARSHAL
 State Fire Training Division
 715 P Street
 Sacramento, CA 95814
 Website: <https://osfm.fire.ca.gov/divisions/state-fire-training/>



Member	Alternate
Greg Belk Rep. California Department of Forestry and Fire Protection (CAL FIRE) Term Expiration: December 31, 2024	Cat Frazer Rep. California Department of Forestry and Fire Protection (CAL FIRE) Term Expiration: December 31, 2024
Stephen Gutierrez Los Angeles Fire Department Rep. Metropolitan Fire Chiefs Term Expiration: December 31, 2024	<i>Vacant</i>
Gareth Harris Redwood City/San Carlos Fire Department Rep. Fire Districts Association of California Term Expiration: December 31, 2023	<i>Vacant</i>
Andrew Henning CAL FIRE – OSFM State Fire Training	Chris Fowler CAL FIRE – OSFM State Fire Training
Brian Marshall Rep. California Governor's Office of Emergency Services Term Expiration: December 31, 2024	Javier Lara Rep. California Governor's Office of Emergency Services Term Expiration: December 31, 2024
Kirk Noffsinger Linden-Peters Fire Protection District Rep. CalChiefs - Training Officer Section, North Term Expiration: December 31, 2023	Donavan Lacy Shasta College Rep. CalChiefs - Training Officer Section, North Term Expiration: December 31, 2023
Gaudenz Panholzer Monterey Fire Department Rep. California Fire Chiefs Association (CalChiefs) Term Expiration: December 31, 2024	<i>Vacant</i>
Gail Warner Imperial Valley College Rep. California Fire Technology Directors Association Term Expiration: December 31, 2024	Darren Hall San Diego Miramar College Rep. California Fire Technology Directors Association Term Expiration: December 31, 2024
David Winnacker Moraga-Orinda Fire District Rep. California Fire Chiefs Association (CalChiefs) Term Expiration: December 31, 2024	<i>Vacant</i>

Website: <https://osfm.fire.ca.gov/committees/statewide-training-and-education-advisory-committee-steac>



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STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Instructor Registration Application
(REV. 07/23)

Page 1 of 2

Applicant Information

Full Name: _____

SFT ID Number: _____

Full Mailing Address: _____

Email Address: _____

Mobile Phone: _____

Primary Employer: _____

Instructor Status

- New Registered Instructor
- Existing Registered Instructor in Good Standing

Registration

List the course(s) that you are applying to teach in the section below. If you would like to apply for more the 3 courses, submit a second instructor registration application package along with an additional fee.

#	SFT Course Name
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Submission Requirements

Submit documentation to verify completion of the following requirements. You do not need to submit verification for anything issued by State Fire Training (SFT) already documented in your SFT User Portal.

Course Work

- Course Diplomas for courses that you are applying to teach

Professional Experience

- Verification letter on department letterhead and hand signed by the current Fire Chief or their authorized signer outlining required experience

Supporting Documentation

Refer to the current [State Fire Training Procedures Manual](#) for a list of additional requirements for the course(s) that you are requesting to teach.

Fee

- \$125 Instructor Registration (up to 3 courses) - payable to: State Fire Training (non-refundable)

Acct Code: 0198-XXXX-4143500-4143500011-35405902-59210



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STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Instructor Registration Application
(REV. 07/23)

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Authorization to Release Information

I understand that State Fire Training can publish the following contact information about my instructor registration on the instructor database webpage: instructor name, primary county, email address and phone number. I understand that I may elect to update this information via my online portal account at any time and that it is a requirement to list a valid email address. I would like to be listed on this webpage and authorize the release of my contact information:

- Yes
- No

Statement of Assurance

I, the undersigned, am the person applying for instructor registration. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information may be cause for denial of this application.

Applicant Signature

Date



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Sample Chief's Letter:



Such and Such Fire Department
123 Long Winding Road
Beachside, California 92378

Date

State Fire Training
Attn: Instructor Registration
PO Box 944246
Sacramento CA 94244-2460 .

REF: Instructor Qualifications for (Applicant's Name)

Rank/Years of Service

Describe the applicant's years of service with the department, rank promotions and time within each rank, and a short summary of current rank's responsibilities.

Teaching Experience

Describe the applicant's teaching experience as a department or college instructor, including the topics taught and the approximate number of accumulated hours.

Occupational Experience

Describe the applicant's occupational experience as it relates to each subject area on the application, per the requirements in the SFT Procedures Manual. To facilitate the review, separate multiple subject areas.

such as the following:

- Command Experience
- ICS Experience
- Prevention Experience
- Etc.

Support and Recommendation

Provide a statement of support and recommendation for this applicant as it relates to becoming a registered instructor and ambassador for State Fire Training.

Sincerely,

Chief John Doe

Signature of Fire Chief or Authorized Representative only




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Reviewer's Checklist (Incomplete Application)



CA State Fire Training
PO Box 944246, Sacramento, CA 94244-2460
Instructor Registrar: (916) 591-3719

APPLICATION RECEIVED DATE: **JANUARY 1, 2022**

COMMAND INSTRUCTOR

Applicant: John Smith **Review Date:** January 2, 2022

SFT ID #: 1000-XXXX **Reviewed by:** SFT STAFF

Please do not resubmit your documentation until all requirements are complete.

CFSTES Classes				
<input type="checkbox"/> Chief Fire Officer 3D: Command of Expanding All-Hazard Incidents (2019)	<input type="checkbox"/>			
<input type="checkbox"/> Company Officer 2D: All-Risk Command Operations	<input type="checkbox"/>			
<input checked="" type="checkbox"/> Company Officer 2E: Wildland Incident Operations	<input checked="" type="checkbox"/>			
<input type="checkbox"/> Executive Chief Fire Officer 4D: Emergency Services Delivery	<input type="checkbox"/>			
FSTEP Classes				
<input type="checkbox"/> Incident Management of the Fire Fighter Emergency	<input type="checkbox"/>			
<input type="checkbox"/> Incident Management of High Rise Fires	<input type="checkbox"/>			
<input type="checkbox"/> Incident Management of Major Fires	<input type="checkbox"/>			
<input type="checkbox"/> Incident Management of Special Operations	<input type="checkbox"/>			
<input type="checkbox"/> Incident Management of Wildland Fires	<input type="checkbox"/>			

APPLICATION FORM				COMPLETE
Current application form, signed and dated	All	X		INCOMPLETE
FEE				
\$125 for up to 3 courses- payable to State Fire Training (non-refundable).....	All	X		
COURSE WORK				
Attended and passed the course(s) you are applying to teach.				
▪ Chief Fire Officer 3D: Command of Expanding All-Hazard Incidents (2019).....	CFO3D			
▪ Company Officer 2D: All-Risk Command Operations	CO2D			
▪ Company Officer 2E: Wildland Incident Operations	CO2E	X		
▪ Executive Chief Fire Officer 4D: Emergency Services Delivery	ECFO4D			
▪ Incident Management of the Fire Fighter Emergency	IMFFE			
▪ Incident Management of High Rise Fires	IMHRF			
▪ Incident Management of Major Fires	IMMF			
▪ Incident Management of Special Operations	IMSO			
▪ Incident Management of Wildland Fires	IMWF			
INSTRUCTOR REQUIREMENTS				
CURRENT INSTRUCTOR: []				
▪ Attended and passed the Registered Instructor Orientation (RIO) course	All	X		
▪ Attended and passed the Ethical Leadership for Instructors course.....	All	X		
▪ Signed and submitted Instructor Code of Ethics.....	All	X		
▪ Fire <u>or</u> Training <u>or</u> Instructor 1 Certification (40 hours Instructional Experience and completed Task Book).....	All	X		
▪ Instructor 2 Certification (40 hours Instructional Experience and completed Task Book).....	All	X		
TEACHING EXPERIENCE				
CURRENT INSTRUCTOR: []				
Taught a minimum of 80 hours within a fire service related program	All	X		
RANK AND EXPERIENCE				
Company Officer 2D				
▪ Held the rank of Suppression Officer for a minimum of three (3) years	2D			
Company Officer 2E (both rank and ICS experience required)				
▪ Held the rank of Suppression Officer for a minimum of five (5) years with a fire department that routinely responds to wildland or urban interface fires	2E		X	
▪ Performed in the ICS position of Division/Group Supervisor on a minimum of two (2) incidents that extended 24-hours beyond the initial burning phase (first 24-hours)	2E		X	



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California Code of Regulations

Title 19 Public Safety Code

Division 1

Chapter 13 California Fire Service Training and Education Program

Article 1-2

Sections 1980.00-1990.12

ARTICLE 1 ADMINISTRATION

1980.00. TITLE.

These regulations shall be known as the “Training Regulations of the State Fire Marshal” and shall constitute the basic State Fire Marshal training standards of the California Fire Service Training and Education Program which includes the California Fire Service Training and Education System (CFSTES) and the Fire Service Training and Education Program (FSTEP). They may be cited as such and will be referred to herein as “these regulations”.

Note: Authority cited: Sections 13155-13159.4 and 13159.7-13159.10 Health and Safety Code. Reference: Section 13156, 13157, 13159, 13159.1, 13159.4 Health and Safety Code.

1980.01. PURPOSE.

These regulations establish minimum standards for a statewide training and certification system for the California fire service.

Note: Authority cited: Sections 13156(a), (b) and (e), Health and Safety Code.

1980.02. SCOPE.

(a) These regulations shall govern the California Fire Service Training and Education Program established in the Office of the State Fire Marshal (OSFM).

(b) These regulations shall govern the development and maintenance of the California Fire Service Training and Education Program including:

(1) Curriculum development and delivery (in accordance with Sections 13157(b) and 13159.8(b) of the Health and Safety Code),

(2) Instructor requirements (in accordance with Sections 13159(b), and 13159.8(a) of the Health and Safety Code),

(3) Accreditation of regional and local academies and training facilities (in accordance with Sections 13159(d), 13159.8(b) and (f) of the Health and Safety Code),

(4) Establish safety policies and administrative procedures for the management of the training system (in accordance with Sections 13156(a), (b), (e), (f), 13157(a)(c) and 13158 of the Health and Safety Code).

(c) These regulations shall govern the fees established by the California Fire Service Training and Education Program in accordance with Sections 13157(d) and (e) and 13159.8(e) of the Health and Safety Code.

Note: Authority cited: Sections 13155-13159.4 and 13159.7-13159.10 Health and Safety Code. Reference: Section 13159.8(a)(b)(c)(d)(e)(f) Health and Safety Code.



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1980.03. Participation in the California Fire Service Training and Education Program.

The recommended minimum standards established in these regulations shall not apply to any agency of the state or any agency of any political subdivision within the state unless that agency elects to be subject to these standards.

Note: Authority cited: Section 13159.8(h) Health and Safety Code.

1980.04. Program Management.

The State Fire Marshal, with policy guidance and advice from the Statewide Training and Education Advisory Committee (STEAC) and/or the State Board of Fire Services (SBFS), is responsible for the management and coordination of the California Fire Service Training and Education Program.

In carrying out these responsibilities of the California Fire Service Training and Education Program, the State Fire Marshal shall maintain control over the quality and consistency of CFSTES and FSTEP instructors, facilities, and curriculum.

Note: Authority cited: Section 13142(a), (c), 13157, 13158, 13159, 13159.1, 13159.4, 13159.7, 13159.8 and 13159.9, Health and Safety Code. Reference: Sections 13142(a), (c), 13157, 13158, 13159, 13159.1, 13159.4, 13159.7, 13159.8 and 13159.9, Health and Safety Code.

1980.05. Enforcement of Regulations.

The provisions of these regulations shall be enforced upon any agency of the state or any agency of any political subdivision within the state that elects to be subject to the enforcement of these standards by the State Fire Marshal, the Chief of State Fire Training, State Fire Training staff and/or representatives within the fire service community authorized by the State Fire Marshal.

Note: Authority cited: Section 13157(a), Health and Safety Code. Reference: Section 13157(a), Health and Safety Code.

1980.06. Petition for Alternative Application to Methods and Procedures.

The State Fire Marshal designates the Chief of State Fire Training as the Administrative Manager of the California Fire Service Training and Education Program in accordance with Section 13158, 13159, 13159.1, 13159.4, 13159.8 of the Health and Safety Code.

(a) The Chief of State Fire Training shall review and approve, or deny, written petitions for alternative applications to the methods and procedures incorporated by reference to this regulation in Section 1990.00.

(b) The cause and/or reasoning behind a denied petition for an alternative application to methods and procedures will be provided to the petitioner in writing.

Note: Authority cited: Section 13157(a) and 13158, Health and Safety Code. Reference: Sections 12157(a) and 13158, Health and Safety Code.



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1980.07. Appeals to Alternative Application to Methods and Procedures.

When a written petition for an alternative application to the methods and procedures has been denied by the Chief of State Fire Training, the applicant may file an appeal to the Assistant Deputy Director for State Fire Training. If the Assistant Deputy Director for State Fire Training is unavailable due to vacancy, conflict of interest, incapacitation, or other circumstance, the appeal will be directed to a different Assistant Deputy Director or the Assistant State Fire Marshal.

(a) The cause and/or reasoning behind a denied petition for an alternative application to methods and procedures will be provided to the petitioner in writing.

(b) If the petition is again denied, the applicant can appeal in writing directly to the State Fire Marshal for reconsideration. The decision of the State Fire Marshal shall be final and binding.

Note: Authority cited: Section 13157, 13159, and 13159.8, Health and Safety Code. Reference:

Sections 13157, Health and Safety Code.

Article 2 GENERAL PROVISIONS

1990.00. Incorporated References.

1990.00. Incorporated References.

Administrative procedures for the California Fire Service Training and Education Program shall consist of the following documents is incorporated by reference: *State Fire Training Procedures Manual (2025)*. Registered Instructors and State Fire Marshal staff shall ensure that all applicable instructions in the incorporated referenced documents are followed to become a Registered Instructor and to instruct State Fire Marshal FSTEP and CFSTES accredited and approved courses.

(a) The following forms, in the format developed by the Office of the State Fire Marshal, which are incorporated by reference, can be found in the adopted *State Fire Training Procedures Manual*, Section 12: Forms and Checklists (2025).

- (1) Transcript Request Application
- (2) Instructor Registration Application
- (3) Instructor Code of Conduct/Ethics
- (4) Course Scheduling Request Form
- (5) Certification Exam Agency Evaluator Agreement
- (6) Registered Skills/Lead Evaluator Application
- (7) Certification Evaluator/Proctor Code of Conduct
- (8) Distance Education Application
- (9) Accredited Academy Application
- (10) Instructor Reciprocity Application
- (11) Course Reciprocity Application
- (12) NFPA Professional Qualifications Reciprocity Application
- (13) Notification of Name Change

Note: Authority cited: Section 13157 Health and Safety Code. Reference: Section 13157(a), Health and Safety Code.



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1990.01. Certification Training Standards.

(a) The Office of the State Fire Marshal shall establish levels of certification based on the development of Certification Training Standards (CTS) Index for fire service professional qualifications based on National Standards and developed for specific job functions within the California Fire Service and Training Education System. The CTS Indexes are incorporated by reference as amended by the OSFM and includes the course plans, activities, certification exam requirements, skill sheets, certification task books, applications, and instructor documents that are required for certification, course delivery, certification exam delivery, and instructor registration. The following Certification Training Standards Indexes are incorporated by reference as a baseline for performance in each career classification:

1. Chief Fire Officer (2017)
2. Community Risk Educator (2014)
3. Community Risk Officer (2014)
4. Community Risk Specialist (2014)
5. Company Officer (2014)
6. Executive Chief Fire Officer (2014)
7. Emergency Vehicle Technician I (2020)
8. Emergency Vehicle Technician II (2020)
9. Emergency Vehicle Technician III (2020)
10. Fire Apparatus Driver/Operator Aerial Apparatus (2015)
11. Fire Apparatus Driver/Operator Pumping Apparatus (2015)
12. Fire Apparatus Driver/Operator Tiller Apparatus (2015)
13. Fire Apparatus Driver/Operator Water Tender (2015)
14. Fire Apparatus Driver/Operator Wildland Fire Apparatus (2015)
15. Fire Fighter I (2013)
16. Fire Fighter II (2014)
17. Fire Fighter 1 (2019)
18. Fire Fighter 2 (2019)
19. Fire Inspector 1 (2019)
20. Fire Inspector 2 (2019)
21. Fire Marshal (2018)
22. Instructor 1 (2014)
23. Instructor 2 (2014)
24. Instructor 3 (2014)
25. Plan Examiner (2015)
26. State-Certified Prescribed-Fire Burn Boss (2020)

(b) The Office of the State Fire Marshal shall establish course plans and adopt national courses for delivery within the Fire Service Training and Education Program and are listed within the Course Training Standards (CoTS) Indexes as listed on the OSFM website. The CoTS Indexes are incorporated by reference as amended by the OSFM and includes the course plans, activities, skill sheets, task books, applications, and instructor documents that are required for course delivery and instructor registration. The following CoTS Indexes are incorporated by reference as a baseline for course delivery and instructor registration:

1. Hazardous Materials (2021)
2. Instructor and Evaluator Development (2021)
3. Leadership and Management (2021)
4. Prevention (2021)



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5. Specialized (2021)
6. Technical Rescue (2021)
7. Water Rescue (2021)
8. Federal Emergency Management Agency (2021)
9. NWCG and California-Specific (2021)

Note: Authority cited: Sections 13159(d) and 13159.8(b), Health and Safety Code. Reference: Sections 13159(d) and 13159.8(b), Health and Safety Code.

1990.02. Accredited and Approved Course Curriculum and Course Certificate.

Registered Instructors shall not delete any material from an accredited or approved curriculum, as referenced in the Course Plans, unless approved in writing by the Chief of State Fire Training per Section 1980.06.

(a) This section shall not prohibit registered instructors from adding additional material which exceeds the minimum requirements established for the course curriculum, with the condition that additions do not conflict with the established State standards and recognized procedures pursuant to this regulation.

(b) An accredited course is adopted by the State Fire Marshal (SFM) and includes some form of cognitive examination or evaluation to determine student competency in accordance with Section 1990.03.

(1) A student successfully completing an accredited course shall receive a course completion diploma that can lead to position certification in a specialized career track within the California Fire Service Training and Education System (CFSTES).

(c) A Fire Service Training and Education Program (FSTEP) course is a class approved by the State Fire Marshal.

(1) FSTEP courses may include some form of cognitive or psychomotor evaluation of student competency.

(2) A student successfully completing a (FSTEP) course will receive a course completion diploma. All approved courses are classified as the Fire Service Training and Education Program (FSTEP) which does not lead to certification.

Note: Authority cited: Sections 13157(b), 13159.1(a), and 13159.8(b), Health and Safety Code. Reference: Sections 13157(b), 13159.1(a), and 13159.8 Health and Safety Code.

1990.03. Written Summative Testing.

(a) When required by the Office of the State Fire Marshal, pursuant to section 1990.02(b), an instructor shall develop and administer an end of course written summative test.

(b) The instructor shall maintain a copy of their written summative test for a minimum of five (5) years.

(c) A copy of the written summative test shall be provided to State Fire Training staff upon request.

(d) Any student who fails to pass a written summative test after two attempts shall be required to retake the entire course.

(e) Any student found cheating during the administration of a written summative test shall not be permitted to complete the test and shall be required to retake the entire class.

Note: Authority cited: Section 13159.8(c), (d) and (e), Health and Safety Code. Reference: Section 13159.8(c), (d) and (e), Health and Safety Code.



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1990.04. Instructors.

All instructors under the California Fire Service Training and Education Program, shall be registered with the State Fire Training Division following the procedures for each course specialty as outlined in the *State Fire Training Procedures Manual* per Section 1990.00

(a) Registered Instructors shall meet specific coursework, instructor requirements, teaching experience, rank, and occupational experience. A Registered Instructor can be approved to teach either or both California Fire Service Training and Education System (CFSTES) and Fire Service Training and Education Program (FSTEP) courses.

(1) Registered Instructors shall meet minimum qualifications for accredited and/or approved Rescue related courses per *State Fire Training Procedures Manual*, Section 1990.00.

(2) Registered Instructors have the lead responsibility for the delivery of an OSFM CFSTES or FSTEP course per *State Fire Training Procedures Manual*, Section 1990.00.

(3) Assistant Instructors shall meet minimum instructor criteria and work under the supervision of a Registered Instructor for the delivery of OSFM accredited and approved courses per *State Fire Training Procedures Manual*, Section 1990.00.

(4) Registered Lead Evaluators, Registered Skills Evaluators, and Exam Proctors shall meet minimum instructor criteria to evaluate student skill demonstrations or exams per *State Fire Training Procedures Manual*, Section 1990.00.

(b) Registered Instructors shall notify the State Fire Training Division via email of any status change in regard to name, address, telephone number and e-mail address.

(1) Failure to notify the State Fire Training Division as set forth in Section 1990.04(b) shall result in the Registered Instructor being placed on the inactive list.

(2) Registered Instructors on the inactive list shall be reinstated to the active list if they comply with Section 1990.04(b).

Note: Authority cited: Section 13159(d), Health and Safety Code. Reference: Section 13159(d), Health and Safety Code.

1990.05. Accredited Facilities.

The Office of the State Fire Marshal, with a recommendation from the State Board of Fire Services (SBFS) and/or the Statewide Training and Education Advisory Committee (STEAC) may designate community colleges as an Accredited Regional Training Program (ARTP) and local fire departments as an Accredited Local Academy (ALA) per the accreditation procedures specified in the *State Fire Training Procedures Manual* per Section 1990.00.

(a) An "Accredited Regional Training Program (ARTP)" is a community college in partnership with local fire departments, which has been accredited to deliver OSFM- approved courses as described in the *State Fire Training Procedures Manual* per Section 1990.00.

(b) An "Accredited Local Academy (ALA)" is a single fire agency actively providing federal, tribal, state, municipal, county, or district fire protection services (serving a specific authority having jurisdiction), which has been accredited to deliver OSFM- approved courses as described in the *State Fire Training Procedures Manual* per Section 1990.00.

(c) An "Accredited Rescue Training Site (ARTS)" is a training facility that meets the site, training prop, tools, and equipment requirements. These requirements must be verified by the Registered Instructor as described in the *State Fire Training Procedures Manual* per Section 1990.00.

(d) These facilities shall be cited as "accredited facilities" in these regulations.



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Note: Authority cited: Sections 13142.4, 13157(a), 13159 (b), 13159(d) and 13159(f), Health and Safety Code. Reference: Sections 13142.4, 13157(a), 13159 (b), 13159(d) and 13159(f), Health and Safety Code.

1990.06. Safety Policy.

All Registered Instructors who are conducting a State Fire Marshal accredited or approved course shall have, when appropriate, a safety plan as part of the instructional process. The plan shall address, but is not limited to, the following elements: safe operating procedures, location of exits, emergency notification phone numbers for staff and students, location of first aid equipment, and the locations of appropriate medical facilities. This safety plan shall be communicated to the students at the beginning of the class.

Note: Authority cited: Sections 13142.4, 13157(a), 13159 (b), 13159(d) and 13159(f), Health and Safety Code. Reference: Sections 13142.4, 13157(a), 13159 (b), 13159(d) and 13159(f), Health and Safety Code.

1990.07. Accountability.

It is the responsibility of Registered Instructors, Registered Lead Evaluators, Registered Skills Evaluators, Accredited Facilities, and Host Facilities to maintain the procedural standards and ethical conduct by which they were granted registration or accreditation. The Chief of State Fire Training will reevaluate the registration status of an instructor, or accreditation status of a facility, if or when compliance with these standards comes into question in accordance with the *State Fire Training Procedures Manual* as incorporated by reference.

(a) Written comments by students, instructors, fire technology directors or fire officers, regarding Registered Instructors, Registered Lead Evaluators, Registered Skills Evaluators, Accredited Facilities, Host Facilities, or academies will be reviewed and investigated by the OSFM when the comment is in writing and directed to the Chief of State Fire Training, Assistant State Fire Marshal, or State Fire Marshal.

Note: Authority cited: Section 13157(a), 13159(b), (d) and 13159.8(a), Health and Safety Code. Reference: Section 13157(a), 13159(b), (d) and 13159.8(a), Health and Safety Code.

1990.08. Suspension or Revocation.

An action to suspend, deny, or revoke certification; to suspend or decertify a certification exam or course; to suspend or revoke a Registered Instructor, Registered Lead Evaluator, a Registered Skills Evaluator, or Accredited Academy; or to suspend or expel a student, candidate, or applicant may be taken by a Supervising Deputy State Fire Marshal when:

- (a) There is no longer a demonstrated need for the course as determined by the Statewide Training and Education Advisory Committee (STEAC) and State Board of Fire Service (SBFS), or
- (b) There is failure to comply with requirements set forth in Regulations 1980-1990, or
- (c) There is an integrity, code of conduct, or ethics violation, in accordance with the Instructor Code of Conduct/Ethics, the *State Fire Training Procedures Manual*, as incorporated by reference, or
- (d) There is a violation or threat to public safety, or
- (e) There are other violations warranting denial of certification, suspension, and/or decertification as determined by State Fire Training.



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Note: Authority cited: Section 13157, Health and Safety Code. Reference: Section 13157(a), Health and Safety Code.

1990.09. Appeal Process.

(a) Any action to suspend or deny certification; to suspend or decertify a certification exam or course; to suspend or revoke a Registered Instructor, Registered Lead Evaluator, a Registered Skills Evaluator, or an accredited academy; or to suspend or expel a student, candidate, or applicant may be appealed to the Chief of State Fire Training. The appeal and all relevant documentation the appellant believes supports the appeal, must be submitted in writing and received by the Chief of State Fire Training within thirty (30) calendar days of the Supervising Deputy State Fire Marshal's notification of denial of certification, suspension, decertification, or revocation.

Within thirty (30) calendar days of receiving the appeal, the Chief of State Fire Training shall respond to the appellant in writing with a decision affirming, reversing or modifying the decision of the Supervising Deputy State Fire Marshal, and provide the reasons for the decision. In the event the Chief of State Fire Training is unavailable due to vacancy, conflict of interest, incapacitation, or other circumstance then an Assistant Deputy Director or Deputy Director may serve in their place.

(b) The decision of the Chief of State Fire Training may be appealed to the STEAC Appeals Committee. The appeal and all relevant documentation the appellant believes support their appeal, must be submitted in writing and received by State Fire Training (SFT) within thirty (30) calendar days of the date of the decision of the Chief of State Fire Training.

Appeals received at least thirty (30) calendar days prior to the next scheduled STEAC Appeals Committee meeting will be heard at that meeting. Appeals received with less than thirty (30) days remaining prior to the next scheduled STEAC Appeals Committee meeting will be heard at a subsequent meeting. State Fire Training shall notify the appellant in writing of the date, time, and location of the hearing within 10 calendar days of the receipt of the appeal by the State Fire Training.

At an appeal hearing, the burden of proof is on the appellant to demonstrate to the STEAC Appeals Committee that an error was committed by SFT staff in its decision (refer to *State Fire Training Procedures Manual* Section 2.1.4.5 for STEAC Appeals Process).

The Chief of State Fire Training shall notify the appellant in writing of the STEAC's decision within 15 calendar days following the conclusion of the hearing.

1990.10. Reinstatement.

SFT may reinstate a Registered Instructor, Registered Lead Evaluator, Registered Skills Evaluator, Exam Proctor, Accredited Academy, host agency/facility, student, candidate, or applicant if they meet all terms of disciplinary action, reapplies for registration, certification, accreditation, and testing, and meets all current requirements.

Note: Authority cited: Sections 11425.10, Government Code; and 13157(a), Health and Safety Code. Reference: Sections 13157(a), 13159(b), 13159(d) and 13159.8(a), Health and Safety Code.



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1990.11. Instructor Orientation and Classroom Ethics.

All Registered Instructors shall complete State Fire Trainings “Registered Instructors Orientation,” “Ethical Leadership for Instructors,” and any OSFM-required instructor update training programs before a CFSTES or FSTEP course request will be approved by State Fire Training.

(a) Training curriculum that is significantly updated by the OSFM may require an update class to bring current instructors up-to-date on changes to the training program. Current instructors will be notified of any classes that require their attendance in an update class. Failure to attend an update class may result in being removed as an approved instructor for that class.

Note: Authority cited: Sections 13159(d) and 13159.8(a), Health and Safety Code. Reference: Sections 13159(d) and 13159.8(a), Health and Safety Code.

1990.12. State Fire Training Fees.

State Fire Training shall establish and collect fees necessary to support the California Fire Service Training and Education Program. The following fees have been approved and adopted by the Office of the State Fire Marshal as recommended by the Statewide Training and Education Advisory Committee:

(a) Course Delivery Fees

Registered Instructor Orientation (RIO)	\$150.00
Certification Examination Evaluator Training	\$80.00
California Fire Service Training and Education System (CFSTES)	\$140.00
Fire Service Training and Education Program (FSTEP)	\$75.00

(b) Certification and Renewal Fees

Burn Boss	\$100.00
Burn Boss Recertification	\$100.00
Chief Fire Officer	\$150.00
Community Risk Educator	\$100.00
Community Risk Officer	\$100.00
Community Risk Specialist	\$100.00
Company Officer	\$100.00
Emergency Vehicle Technician 1	\$100.00
Emergency Vehicle Technician 2	\$100.00
Emergency Vehicle Technician 3	\$100.00
Emergency Vehicle Technician Recertification	\$100.00
Executive Chief Fire Officer	\$150.00



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Fire Apparatus Driver/Operator Aerial Apparatus	\$100.00
Fire Apparatus Driver/Operator Pump Apparatus	\$100.00
Fire Apparatus Driver/Operator Tillered Apparatus	\$100.00
Fire Apparatus Driver/Operator Water Tender Apparatus	\$100.00
Fire Apparatus Driver/Operator Wildland Apparatus	\$100.00
Fire Fighter 1 (2013) – retires December 31, 2021	\$ 40.00
Fire Fighter 1 (2013) IFSAC/Pro Board Upgrade (add seals) – retires December 31, 2021	\$40.00
Fire Fighter 2 (2013) – retires December 31, 2021	\$ 40.00
Fire Fighter 2 (2013) “Tenured” Path–retires December 31, 2021	\$80.00
Fire Fighter 2 Certification (2019)	\$75.00
Fire Inspector 1	\$100.00
Fire Inspector 2	\$100.00
Fire Investigator	\$100.00
Fire Marshal	\$150.00
Hazardous Materials Technician	\$100.00
Hazardous Materials Specialist	\$100.00
Instructor 1	\$100.00
Instructor 2	\$100.00
Instructor 3	\$100.00
Plan Examiner	\$100.00
Wildland Fire Fighter 2	\$75.00

(c) Other Fees

Instructor Registration (maximum of three course registrations)	\$125.00
Rescue System Site Accreditation	\$250.00
Transcript Request	\$100.00
Duplicate Interagency Emergency Equipment Operator Card	\$100.00
Certification Exam Item-by-Item Review	\$250.00



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(d) Peer Assessment, Established Equivalency, Reciprocity, and Upgrade Fees

Instructor Reciprocity (per course)	\$200.00
Course Challenges (per course)	\$200.00
PACE IV: Peer Assessment for Fire Chief	\$750.00
PACE V: Peer Assessment for CICC Evaluation	\$100.00
PACE VI: Peer Assessment for Burn Boss	\$200.00
Established Equivalencies	\$140.00
Pro Board®/IFSAC Reciprocity Review or upgrade Application Review	\$125.00

(e) Accredited Academy Fees

ALA/ARTP Initial Accreditation	\$4,000.00
ALA/ARTP Reaccreditation	\$3,000.00
Evaluator/Exam Proctor Registration	\$50.00
Fire Fighter 1 (2019) Exam Registration and Certification	\$150.00
Fire Fighter 2 (2019) Exam Registration	\$75.00
Wildland Fire Fighter 2 Exam Registration	\$75.00
Custom Skill Sheets (per five (5) skill sheets)	\$100.00

(f) The State Fire Marshal shall adjust the fee schedule by annually reviewing, and revising as necessary, the California Fire Service Training Program in accordance with Section 13159.4, Health and Safety Code.

Note: Authority cited: Sections 13157(d), 13157(e), 13159.4, 13159.8(e) and 13159.10, Health and Safety Code. Reference: Sections 13157(d), 13157(e), 13159.4, 13159.8(e) and 13159.10, Health and Safety Code.

1990.13. California Fire and Arson Training Fund.

All revenue collected from State Fire Training fees, gifts or grants shall be paid into the California Fire and Arson Training Fund (CFAT) and these monies shall be available when appropriated by the Legislature for the Office of the State Fire Marshal to carry out the provisions of these regulations.

Note: Authority cited: Section 13159.8 and 13159.10(a), Health and Safety Code.



REGISTERED INSTRUCTOR ORIENTATION



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Course Evaluation

Universal website for all SFT courses: www.surveymonkey.com/r/SFTEval

California State Fire Training

PO Box 944246, Sacramento, CA 94244 | 2251 Harvard Street, Sacramento, CA 95815
Phone (916) 568-2911

SFT Course Evaluation Form

25%

Course Information

Please include the Instructor, Subject, Location, and Course Number for the class you are evaluating.

<p>* Date: MM/DD/YYYY [Last Date of Class]</p> <input style="width: 100%; height: 30px;" type="text"/>	<p>* Instructor Name: [Last Name, First Name]</p> <input style="width: 100%; height: 30px;" type="text"/>
<p>* Course Name:</p> <input style="width: 100%; height: 30px;" type="text"/>	<p>Course Location: [Name of City]</p> <input style="width: 100%; height: 30px;" type="text"/>
<p>* Course Number [ex. BEVO1234, CFO1234, etc.]</p> <input style="width: 100%; height: 30px;" type="text"/>	

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Next



Group Activity #2: SFT Procedures Familiarization

Time Frame: 0:45

- Materials Needed:**
- State Fire Training Procedures Manual, SFT, Current Edition
 - Easel paper and/or dry-erase board
 - Easel (if available)
 - Markers
 - Your assigned group number is _____

Introduction: This activity is designed to facilitate your orientation to State Fire Training's procedures. To accomplish this, your group will challenge other groups' understanding of these rules and procedures.

Directions:

Step 1

1. In your group, develop two (2) questions (T/F, multiple choice, fill in the blank) from your assigned page numbers and write them on an easel paper or dry-erase board, leaving room for answers. Use the listed page # from the document.

Group 1: Pages 47-56

Group 4: Pages 74-82

Group 2: Pages 57-64

Group 5: Pages 84-92

Group 3: Pages 67-72

Group 6: Pages 148-157

2. On a separate piece of paper, note the page number where the correct answer can be found.
3. You have fifteen (15) minutes to complete this step.

Step 2

1. In your group, research your assigned two (2) questions and prepare an oral presentation.

Group 1: Answer Group 4

Group 4: Answer Group 1

Group 2: Answer Group 5

Group 5: Answer Group 2

Group 3: Answer Group 6

Group 6: Answer Group 3

Include what page number the answer was found.

3. You have 10 minutes to complete this step.
4. Select a spokesperson and be prepared to discuss your answers with the class.