

## **TRAINING CERTIFICATES**

**4012**

(No.32 July 2013)

### **PURPOSE**

**4012.1**

(No.32 July 2013)

In an effort to thwart the increasing threat of counterfeit training certificates, the Department has instituted measures designed to make certificate authentication easier. Using a consistent size, overall design, appropriate level signatures, CAL FIRE logo, and state seal watermark should make a non-standard certificate much easier to recognize and therefore question.

### **USAGE**

**4012.2**

(No.32 July 2013)

The new Standard CAL FIRE Training Certificate will be used for all CAL FIRE certificated training sponsored by the Academy or Regions. As an extra security measure, embossing machines with the appropriate seal will also be used. The embossing seal shall be affixed over the chief's signature.

Other training facilities (training centers, camps, units, etc.) are authorized to use the same form, however without the embossing seal.

CAL FIRE Training Certificates are authorized for use of Apprenticeship journey level Firefighter II, Fire Apparatus Engineer (FAE), and Heavy Equipment Operators (HFEO). The Journey Equivalency Certificate will be the same CAL FIRE Training Certificate form, with the embossing seal. Prior to issuing a journey Equivalency Certificate The CAL FIRE SubJAC Committee must approve the request for the Journey Equivalency Certificate. Upon Approval, the request will be forwarded to the CAL FIRE Academy Administrator for processing.

### **FEATURES**

**4012.3**

(No.32 July 2013)

Size: Full sheet 8.5" x 11"

Background: State Seal with watermark

Signatures: Appropriate level Assistant Chief or above and Course Instructor

Design and Font: Same design and font to be used statewide

### **PURCHASING**

**4012.4**

(No.32 July 2013)

The new CAL FIRE Training Certificate will be available from Academy Service Center, via MRT, with the following approved requester signatures; Unit Forestry Logistic Officer (FLO), Unit Training Officer (TO), and/or Region Training Officer.

## **BASIC FIREFIGHTER TRAINING COURSE, CERTIFICATE ISSUANCE**

**4012.5**

(No. 9 July 2014)

Upon successful completion of the safety and basic training requirements, the new employee will be awarded a Certificate of Training, Basic Firefighter Training Course, signed by the instructor and the Unit Chief. The firefighter's supervisor or instructor will complete a Verification of Training Course Completion form and forward it to the unit office for inclusion in the employee's personnel file. Upon successful completion of the advanced training requirements, the verification form will be completed and the firefighter will be awarded a Certificate of Training, Advanced Firefighter Training Course, signed by the supervisor and the Region Chief.

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[\(see Forms and Form Samples\)](#)