

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: www.fire.ca.gov
(916) 445-0500



M52

To: All Candidates Competing in the Fire Captain and/or
Fire Captain (Paramedic) Examination

Subject: Fire Captain/Fire Captain (Paramedic) Examination Information

DUE DATE: POSTMARKED NO LATER THAN OCTOBER 3, 2007

Congratulations! Your application for the California Department of Forestry and Fire Protection (CAL FIRE) Fire Captain and/or Fire Captain (Paramedic) examination has been accepted.

The purpose of this letter is to provide you with information about the remaining phases of this examination. Enclosed are a security form, supplemental application, three Conditions of Employment forms for those candidates competing in the Fire Captain examination, and one additional Conditions of Employment form for those candidates competing in the Fire Captain (Paramedic) examination. These forms must be completed and mailed to the following address - **postmarked by October 3, 2007**.

California Department of Forestry and Fire Protection
Examination Unit – Attention: LaWren Morrow
P. O. Box 944246
Sacramento, California 94244-2460

IF YOU FAIL TO RETURN THE COMPLETED FORMS AND THE VERIFICATION DOCUMENTS BY THE DUE DATE, YOU WILL BE DISQUALIFIED FROM THE EXAMINATION.

Supplemental Application

The supplemental application will be used to evaluate your education, training, and experience as it relates to the knowledge and abilities required to successfully perform as a CAL FIRE Fire Captain/Fire Captain (Paramedic). Instructions for completing the supplemental application are outlined below.

Complete the supplemental application thoroughly and accurately. Attach **ALL** of the required verification documents. Points are credited based on the information provided. The supplemental application will assist the review committee in evaluating/assessing the full range of your education, training, and experience. **Candidates who fail to receive a passing score will be eliminated from the examination.**

When completing your supplemental application, please note the following:

1. Be prompt when returning your supplemental application and verification documents. **The supplemental application and verification documents must be returned to the CAL FIRE Examination Unit postmarked no later than October 3, 2007.**
2. Limit your responses to the space provided. **No additional pages will be accepted.**
3. Be specific and concise when completing this form.
4. The review committee will **ONLY** use the information provided on your supplemental application to rate your education, training, and experience. Therefore, it is **VERY IMPORTANT** that you complete this form accurately listing only relevant education, training, and experience.
5. You **MUST** provide the following information in conjunction with each topic:

Education: To receive credit for an AA/AS or BA/BS college degree you must have received your diploma from an accredited institution of post secondary education recognized by the American Council on Education and you must provide a copy of your diploma or transcripts (transcripts must indicate that a degree has been issued). If your diploma or transcripts are not available, you may provide a letter (on official letterhead) from the educational institution signed by the dean or registrar indicating completion of requirements to obtain a degree. The verification document must include your name, the name of the educational institution, the corresponding major, and the completion date.

Medical Certifications: To receive credit for any medical certifications, you must provide a copy of the front and back sides of your current valid medical card and a copy of the front and back sides of your current valid CPR card. **You are required to provide a copy of the front and back sides of your medical and CPR card – even if the back side is blank.** No credit shall be given for any medical or CPR card if a copy of the front and back sides are not clearly visible on the verification document.

California Journey-level Certification: To receive credit for any California journey-level certification, you must provide a copy of your certificate of completion or verification from the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) or the CAL FIRE Academy Administrative Training Manager indicating successful completion of an FAE-level training program. **Please note:** Candidates cannot verify his/her own JAC certification.

Specialized Certifications: To receive credit for any specialized certifications, you must provide a copy of your certificate of course completion, a copy of agency “red card”, or an approved California Incident Command Certification System (CICCS) certification. The following list contains class equivalencies for the State Fire Marshal (SFM) California Fire Service Training and Education System (CFSTES) Fire Officer series’ courses:

SFM CFSTES Command 1A/Fire Command 1A

- SFM CFSTES Fire Command 1 or I after 1978
- National Fire Academy (NFA) Command and Control of Initial Operations
- Basic Fire Control (BFC) Company Officer Academy (COA) and Fire Fighter Academy (FFA) beginning 10/01/05
- BFC Modules 1B and 2B 04/01/01 through 12/31/06

SFM CFSTES Command 1C/I-Zone Fire Fighting for Company Officers

- COA beginning 10/1/05

SFM CFSTES Instructor 1A/Fire Instructor 1A

- SFM CFSTES Fire Instructor I or IA
- NFA Fire Service Instructional Methodology (R-113)
- Valid Community College Teaching Credential
- UC/CSU 60-hour Techniques of Teaching
- Four (4) upper division units of Educational Methods, Materials, and Curriculum Development (must be a four-year college, not a junior/community college).

SFM CFSTES Instructor 1B/Fire Instructor 1B

- SFM CFSTES Fire Instructor II or IB
- NFA Fire Service Instructional Methodology (R-113)
- Valid Community College Teaching Credential
- UC/CSU 60-hour Techniques of Teaching
- Four (4) upper division units of Educational Methods, Materials, and Curriculum Development (must be a four-year college, not a junior/community college).

SFM CFSTES Prevention 1A/Fire Prevention 1A

- SFM CFSTES Fire Prevention 1 or I
- NFA Fire Prevention Specialist I (R-221)
- NFA Fire Inspection Principles (R-220)

SFM CFSTES Prevention1B/Fire Prevention 1B

- NFA Fire Prevention Specialist I (R-221)
- NFA Fire Inspection Principles (R-220)

SFM CFSTES Investigation 1A/Fire Investigation 1A

- SFM CFSTES Fire Investigation 1 or I
- NFA Fire/Arson Investigation (R-205)
- CDF BFC after 6/19/87 and prior to 4/1/01 (Permanent CDF FAE Academy)
- CDF Fire Investigation I or IA
- CDF BFC DOM after 1/1/92 and prior to 4/1/01 (Permanent CDF FAE Academy)

SFM CFSTES Management 1/Fire Management 1

- SFM CFSTES Fire Management I
- NFA Fire Service (FS) Leadership/Communications (R-106)
- NFA FS Communications (R-107)
- CDF Management Development I through 11/30/93
- CAL FIRE/CDF Supervision 2 beginning 7/1/93
- CDF Techniques of Supervision A through 6/30/93
- CAL FIRE/CDF Supervision 3 beginning 7/1/93
- CDF Leadership Development 1/1/00 through 12/31/04
- CAL FIRE/CDF Leadership Fundamentals 1/1/00 through 12/31/06

Supervisory/Personnel Management Experience: To receive credit in this area, you must specifically describe and articulate your past and current personnel management duties and responsibilities in a supervisory and/or lead capacity in an emergency response organization. Include the number and type of employees you have managed (e.g., volunteer or paid).

Project/Program Management Experience: To receive credit in this section, you must specifically describe and articulate your past and current duties and responsibilities managing special programs/projects (e.g., training, fire prevention, prescribed fire, etc.).

6. Sign the supplemental application after it is completed. Keep a copy for your records.
7. False, incomplete, or incorrect statements may result in your disqualification from the examination process or dismissal from employment with CAL FIRE.

For your convenience, the supplemental application is also available online.

- This file is located on the CAL FIRE Website: www.fire.ca.gov, click on the link Careers Opportunities/Current Examinations/Open Examinations/ Fire Captain (Paramedic) Supplemental Application.
- To access this file on the CAL FIRE Intranet (available to CAL FIRE employees only), click on the link Human Resources/Exams & Job Opportunities/Current Examinations/Open-Promotional Examinations/Fire Captain (Paramedic) Supplemental Application.

Conditions of Employment Forms

The blue Fire Captain Conditions of Employment form will be your permanent record and will indicate your interest in employment for all permanent positions year round and limited-term positions during **non-fire season**. The two green Fire Captain Conditions of Employment forms will allow you to select your location preference(s) for limited-term positions (conservation camps and units) beginning with the **2008 fire season**. The selections you make on the green forms are separate from your permanent record (blue form) and will only be used during the 2008 fire season. The white Conditions of Employment form must be completed by candidates competing in the Fire Captain (Paramedic) examination. **THE CONDITIONS OF EMPLOYMENT FORMS MUST BE RETURNED WITH YOUR SUPPLEMENTAL APPLICATION.**

Security Form

Discussion of test material is not allowed at any time – even AFTER the examination has been completed. Each candidate must read and sign the enclosed Security Information form and return it with the supplemental application.

Qualifications Appraisal Interview

It is anticipated that interviews will be conducted during December 2007/January 2008. Interview questions will be based on the Critical Class Requirements (knowledge and abilities) found on the bulletins.

We hope this information is helpful and wish you success in the Fire Captain/Fire Captain (Paramedic) examination. If you have any questions, please contact me at (916) 445-0500.

Sincerely,

LaWren Morrow
Personnel Analyst
Human Resources Office

Enclosures