

San Diego Operational Area CICCIS Application Instructions:

Review the CICCIS application packet. A separate application must be completed for each ICS position. Your application consists of several parts:

CICCIS Application Form

First Page-Applicant Information: Be sure to fill this section out completely. The “verifying official” for your department must sign and date this page. The verifying official will be the Fire Chief or the Chief’s designee, such as the Deputy Chief or Training Chief.

Experience: List your incident experience that is relevant to the position for which you are applying. Do not list experience that is older than five years. Attach **copies** of any supporting documentation such as F-42, ICS 214, ICS 225, and ICS 204.

Training: List all completed training classes that are required and/or recommended for the applied position as listed in 310-1. For each listed NWCG course, there *may* be a NFA, CFSTES, FSTEP, or CDF equivalency course. If you are submitting an equivalent course, make a note of the class and what it is equivalent to. Attach **copies** of class certificates for all classes you have listed.

Subordinate Positions: If the position you are applying for requires CICCIS certification for *subordinate* position(s), attach a **copy** of the appropriate CICCIS certificate(s).

Task Book

All sections of your position task book must be completed. For the Operational Area CICCIS Committee’s purposes, you need only submit **copies** of the following:

Task book cover page: Your name, duty location, and contact information is listed. The person who initiated (issued) the task book is listed. In most cases this will be the department’s training officer. List the location and date the task book was initiated.

Verification/Certification page: The person who serves as your final evaluator and verifies that you are qualified perform at any incident enters his/her name, date, and signature. In most cases this will be trainer/mentor on you latest trainee assignment. The verifying official from your agency enters his/her name, date, and signature. The verifying official will be the Fire Chief or the Chief’s designee, such as the Deputy Chief or Training Chief.

Evaluation Records: The evaluation sheets must be completed by the trainer for each trainee assignment.

Chief's Letter:

Include an original letter on Department letterhead and signed by the Fire Chief, or his designee. The letter must:

- Describe the applicants fire service background as it relates to the position's occupational requirements.
- Include assurance that the applicant meets the position's physical fitness requirements.
- Include the Chief's specific recommendation that the applicant be granted CICCIS certification because his/she believes that the applicant has the level of education and experience necessary to safely and effectively fulfill the position.