

California Incident Command Certification System (CICCS)

Santa Clara County (XSC) Operational Area Peer Review



MEMORANDUM:

June 17, 2025

TO: Santa Clara County Fire Agencies
Santa Clara County Communication Centers

FROM: Mark Shumate, Deputy Fire Chief 
XSC Operational Area CICCS Peer Review Committee Chairperson

SUBJECT: 2025 California Incident Command Certification System (CICCS)
Qualification Guide & Application Submission Process

The 2025 CICCS Qualification Guide is now available and replaces the 2022 CICCS Qualification Guide. To obtain the latest version of the CICCS Qualification Guide as well as the supporting documents including the application and tips for completing the required documents:

- Go to the XSC website at <https://www.sccfd.org/xsc-files/> - Click "XSC Documents & Files." All relevant files found on the CAL-OES site have been uploaded here.
- Go to the CAL OES Fire & Rescue Documents & Publications website at: <https://www.caloes.ca.gov/office-of-the-director/operations/response-operations/fire-rescue/documents-publications/>

As a reminder, on June 11, 2013, the Santa Clara County Fire Chiefs Association approved the Santa Clara County (XSC) Operational Area CICCS Peer Review Committee to:

- Review CICCS applications (Trainee and Certification) electronically.
- Designate a single committee member to review all Trainee applications as needed.

- Require all Regional Peer Review (400 level) applications to get reviewed and approved by the Operational Area Peer Review prior to submission to the Regional Peer Review Committee.

This document will outline the procedure process for CICCIS Certification and Qualifications to either become a Trainee or become Certified and Qualified in a specific position.

- Before you proceed, review pages 8 through 36 of the 2025 Qualification Guide to give yourself an overview of the CICCIS process.
- Attend and complete **ALL** the classes listed in the required training section of the position you desire to be qualified in before submitting your application.
- If you have completed **ALL** the required classes to initiate a task book for the position you aspire to be qualified in, then it is time to complete the required application to submit to your CICCIS point of contact to then forward as directed on page 7 of this document.

TRAINEE APPLICATIONS:

Applications for **Trainee Status** are for those who have met the necessary training and experience requirements and want to initiate task books for positions as defined in the 2025 California Incident Command Certification System Qualification Guide. If you cannot locate that position within that 2025 document, your reference document is the National Wildfire Coordinating Group (NWCG) Wildland Qualifications Guide 310-1 found on the current NWCG website: <https://www.nwcg.gov/publications/pms310-1/nwcg-standards-for-wildland-fire-position-qualifications-pms-310-1>. There is a maximum number of task books one can have open at any given time; please reference the latest CICCIS Qualification Guide for more information.

Completed applications for **Trainee Status** must include:

- 1. A copy of the position page from the CICCIS Qualification Guide.**
 - For example, if you are applying to be a Strike Team Leader Engine (STEN) Trainee, include the page from the CICCIS Qualification Guide (page 70 for STEN) that details the requirements for that position.
 - Use this as your checklist to ensure you meet ALL the current requirements.
 - This page will also be used as a checklist for your application to be reviewed.
- 2. An application signed by your Fire Chief or their designee.**
- 3. A recommendation letter from and signed by your Fire Chief.**
- 4. Documentation confirming all training requirements for the position have been met.**
 - List within the Training page of the application.
 - Include copies of each class certificate; please only include certificates for courses required under the Required or Recommended Training section.
- 5. Documentation confirming all experience requirements for the position have been met.**
 - Proof of such could be a copy of your current Red Card, previous approval letter from that prerequisite position (from the Training Chief), or a certificate.
- 6. Documentation confirming physical fitness requirements have been met.**
 - This can be included in the letter (#3 above) from your Fire Chief.

See page 7 for application submittal information.

CERTIFICATION APPLICATIONS:

Applications for **Certification Status** are for those who have met the necessary training and experience requirements AND have completed task books for positions as defined in the 2025 California Incident Command Certification System Qualification Guide (or the version of the CICCIS Qualification Guide that was in effect when your task book was initiated). If you cannot locate that position within that 2025 document, your reference document is the current National Wildfire Coordinating Group (NWCG) Wildland Qualifications Guide 310-1 found on the NWCG website:

<https://www.nwcg.gov/publications/pms310-1/nwcg-standards-for-wildland-fire-position-qualifications-pms-310-1>.

- **NOTE:** When your task book is complete and ready to be submitted, a suggestion is to arrange a meeting with your department's CICCIS point of contact who can review the task book and supporting documentation to ensure it is ready to be submitted.
 - *Many task books submitted are incomplete. **Please** ensure every box is completed, every "I" is dotted, and every "T" is crossed, etc. This will save everyone time during the review process.*

Completed applications for **Certification Status** must include:

1. **A copy of the position page from the CICCIS Qualification Guide.**
 - Use this as your checklist to ensure you meet ALL the current requirements.
 - This page will also be used as a checklist for your application to be reviewed.
2. **A completed application signed by your Fire Chief or their designee.**
3. **A recommendation letter from and signed by your Fire Chief.**
4. **Documentation confirming all training requirements for the position have been met.**
 - Include copies of each class certificate; please only include certificates for courses required under the Required or Recommended Training section.
 - For information on course equivalencies, please visit Appendix A of the 2025 CICCIS Qualification Guide.
5. **Documentation confirming all experience requirements for the position have been met.**
 - Proof could be a copy of your current Red Card, previous approval letter from that prerequisite position (from the Training Chief), or a certificate.
 - Completed Task Book with ICS Form 225s (Incident Personnel Performance Rating Forms).
 - i. For additional information on how to properly complete a task book, please visit Appendix C of the 2025 CICCIS Qualification Guide.

- ii. For additional information on how to complete a Form 225, please visit Appendix D of the 2025 CICCIS Qualification Guide.

6. Documentation confirming physical fitness requirements have been met.

- This can be included in the letter (#3 above) from your Fire Chief.

See page 7 for application submittal information.

APPLICATION PROCESSING:

Applications (trainee or certification), including all required documentation, shall be scanned and submitted as one document via email to:

Mark Shumate – mark.shumate@sccfd.org

Questions?

Please contact:

Mark Shumate, Deputy Fire Chief
XSC Operational Area CICCIS Committee Chair
Santa Clara County Fire Department
(408) 341-4450 – Office | mark.shumate@sccfd.org

Additional Information:

- For Trainee application packets, please allow up to four weeks for processing.
- For Certification application packets, please allow up to eight weeks for processing.
- Upon completion of the review process, your department's CICCIS point of contact (who submitted your application) will receive a disposition letter along with the submitted application packet,
- It is **your** responsibility to keep copies of all your documentation should they ever be required in the future.