

CAL FIRE

San Luis Obispo Unit

ICS Position Qualifications Approval Form

Name: _____ Date: _____

Outlook E-mail text notification

Cell Phone #: _____ Provider: _____

ICS Position: _____

Step 1 – Application and document packaging

I am requesting to be certified as:

Trainee (T)

Trainees must be qualified in any prerequisite positions and successfully complete the required training prior to task book initiation and/or position performance. The employee must print out the PTB and forward to the Training Officer to be initiated.

- Attach a copy of the 4039 (or 310-1) ICS Position Qualifications page for the ICS position that you are applying for.
- Attach copies of your Certificates as listed on the ICS Position Qualifications page (Prerequisite, Required and Recommended training) for the ICS position being requested.
- Attach a blank Position Task Book for the appropriate ICS position.
- Have your Supervisor sign this form.

Qualified (Q) from a Trainee (T)

- Attach a copy of your completed Position Task Book.
- Attach copies of Incident Personnel Performance Rating (ICS-225) completed for each trainee assignment.
- Have your Supervisor sign this form.

Qualified (Q) (for ICS positions not requiring Trainee Assignments)

Individual must be qualified in any prerequisite positions and successfully complete the required training.

- Attach a copy of the 4039 (or 310-1) ICS Position Qualifications page for the ICS position that you are applying for.
- Attach copies of your Certificates as listed on the ICS Position Qualifications page (Prerequisite, Required and Recommended training) for the ICS position being requested.
- Have your Supervisor sign this form.

Step 2 – Supervisor (BC and Above) review of application packet

Supervisor's Signature: _____

Name (printed): _____

Step 3 – Send this form, signed by your supervisor, along with documentation to the SLU Training Bureau

Step 4 - Training Officer review and verification of training

Training Officer's Signature: _____

Name (printed): _____

Step 5 – Unit Chief review of documentation for approval / denial of entry into ROSS

Unit Chief Certification (ICS 100-300 Level):

or

Region Chief Certification (ICS-400 Level):

Signature: _____

Name (printed): _____

Return to SLU Training Bureau

Step 6 – Training Officer ensures appropriate ROSS updates completed by ECC

Entered into ROSS and new ICS Qualification Card issued by ECC:

Date: _____

Signature: _____

Name (printed): _____

Return to SLU Training Bureau

In accordance with CDF 4039 Policy