

CAL FIRE

San Luis Obispo Unit ICS Position Qualifications Approval Form

Last Name, First: _____

Outlook E-mail text notification

Cell Phone #: _____ Provider: _____

ICS Position: _____ Date: _____

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 Training Officer

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 100-400 Level):

Signature: _____

Name (printed): _____

Return to SLU Training Bureau Training Officer

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

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

Date: _____

Signature: _____

Name (printed): _____

Return to SLU Training Bureau Training Officer