

Required Documentation for Stanislaus County Operational Area CICCIS Application Checklist

(excerpt from *Operational Area Application Process* document)

- Letter from the Fire Chief

A letter from the chief/administrator on the sponsoring department/agency letterhead indicating that the applicant has met training requirements and they approve both the individual and position being applied for.
- CICCIS “Application Form”

The application needs to be signed by the applicant as well as the sponsoring department and agency chief /administrator verifying that all of the information in the application is accurate and verified.
- CICCIS “Experience Form”

A list of the incidents (emergency incidents or training) that the applicant has gained experience from. This list should be in chronological order with the oldest incident listed at the top of the page.
- CICCIS “Training Form”

A list of the completed classes list. This list should be in order by class number with the lowest class number at the top of the page.
- Certification for “Required Training”

Copies of all course completion certificates will need to be provided for all of the courses listed as “Required Training” in the Positions Guide.
- Certification for “Required Experience”
 - a. The “XST / Agency Certification and Qualification Tasksheet” will provide documentation that the candidate has completed “Required Experience” training at the agency level
 - i. With the use of “tasksheet” the applicant will not be required to submit certificates covered by that document.
 - b. The applicant may submit the certificate of completion for recognition of the position in “Required Training”
 - i. By submitting the certificate of completion for the position in “Required Experience” the applicant does not need to submit any of the certificates required to achieve that position certificate.
 - ii. The Operational Area Coordinator will provide the certificates for the candidates holding positions at the Operational Area level
- S-290 Certificate

A copy of the S-290 certificate will be required in the application. The certificate must be issued by either California State Fire Training (SFT) or National Wildfire Coordinating Group (NWCG).
- Position Task Book

Copy of a PTB will need to be provided for any position listed as “Required Experience” in the Positions Guide.
- Additional Documentation

Any other documents can be included in the CICCIS application that supports documentation of knowledge and experience. This includes IAP components, 214s, letters, pay documents, etc.