# California Incident Command Certification System Information
## *START HERE INFORMATION 2023*

**Objective:** To improve understanding of the CICCS process, participation, and completeness of applications, the CICCS committee has assembled the following information to be a reference to agencies participating in the CICCS qualification process. Much of the information provided can be located on the FIRESCOPE website https://www.firescope.org/specialist-groups/ciccs/ciccs.php or CAL OES at http://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/fire-operations. The following provides information related to CICCS, IROC, and application submission steps.

**Introduction:** The California Incident Command Certification System (CICCS) was developed to assure minimum training and qualifications standards for personnel who respond to emergency incidents using the Incident Command System. Fire personnel should be trained and qualified to at least a minimum level to assure that they can perform in a safe and efficient manner. CICCS utilizes appointed subcommittees to make approval for qualification. The subcommittees meet on a regular basis to review application and complete qualification approvals.

The CICCS Qualification Guide can readily be adapted to "all-risk" use. The standard includes a system administrator's guide, prerequisites, minimum training standards, experience requirements, physical fitness requirements, currency requirements and Position Task Books that identify the skills necessary to perform in all the ICS positions.

**CICCS Criteria:** All applicants shall meet current requirements using the adopted CICCS Qualification Guide. The department official approving application submittal shall verify requirements are true and correct, utilizing the CICCS Peer Review Application. The application includes applicant information, experience and supporting training course certificates. The verifying official shall validate applicant experience and agency support via a supporting letter on department letterhead. Within the letter you can also include the applicants Fitness Rating (arduous), Refresher Training date (RT-130) and if applicable Engine Boss Qualified (Fire Chief signature qualification). Lastly, the package should include a completed and signed IROC form for submission.

**CICCS Operational Area Peer Review Committee:**
1. The committee is made up of an elected chair and members representing the County Fire Chiefs Association, City Departments, Special Districts, Combination Departments, Volunteer/PCF Departments, Labor, Cal Fire and Cal OES. The committee is responsible for the review and certification of the following:
    a. CICCS Application
    b. Course Completion Certificates
    c. Completed Position Task Book (for qualification)
    d. Letter from his/her fire chief indicating that the individual meets certification requirement.
2. The chair is elected every year, while the committee members are selected every two years.
3. The committee is scheduled to meet quarterly, or as needed to review CICCS packets for approval.
4. The committee strives to make the process more efficient and less bureaucratic.
5. Peer Review Application packets are reviewed against the CICCS Qualification Guide for completeness, proper training, supporting assignments, and agency support.
6. Trainee positions requiring operational area approval, must also be submitted to the committee for review.

A list of current committee members is available on the SLO County Chief's website as a separate document.

**CICCS Application Process:**
1. Candidates first step is to review the most current CICCS Qualification Guide for the position sought:
    a. Required training – *identifies all training classes necessary for the position.*
    b. Required experience – *successful position performance.*
    c. Physical fitness level – *level required for the position.*
2. Candidate completes the required training course(s) as identified.
3. Candidate completes peer review application for Trainee or Qualified depending on position requirements (5 copies required for submission):
    a. General candidate information
    b. Record of experience for the position
    c. List of training courses for the position
        i. Copies of supporting course certificates
4. Agency provide letter of support (1 copy) signed by Chief or designee of the department.
    a. Within the letter include the applicants:
        i. Fitness Rating (arduous)
        ii. Refresher Training date (RT-130)
        iii. if appropriate Engine Boss Qualified (Fire Chief signature qualification).
5. Completed IROC form (1 copy) signed by the Fire Chief or designee.
6. For Qualification:
    a. Applicant provides completed ORIGNIAL position task book.
    b. Applicant provides copies of incident 225 performance evaluations.

**CICCS Peer Review Application Submission:**
1. <span style="color:red">**For Trainee**</span>
    a. Candidate submits five (5) COMPLETE wet signature application packages with:
        i. Supporting certificates
    b. Candidate submits one (1) Letter from Fire Chief requesting trainee status.
    c. Candidate submits one (1) IROC form with Fire Chief or designee signature.
    d. Application(s) submitted to: CICCS Committee Chair

2. <span style="color:red">**For Qualification**</span>
    a. Candidate submits five (5) COMPLETE wet signature application packages with:
        i. Supporting certificates
        ii. Supporting Incident 225 performance evaluations
    b. Candidate submits original completed Task Book with FINAL signatures.
        i. Upon completion for qualification the original task book will be returned to the agency employee signed by the CICCS Chair.
    c. Candidate submits one (1) Letter from Fire Chief requesting qualification status
    d. Candidate submits one (1) IROC form with Fire Chief signature.
        i. The CICCS Chair forwards the IROC form to CAL FIRE Training Chief who signs and submits to the ECC for entry.
        ii. The CICCS Chair closes out the process with an email to the candidate or the member of their department serving on the CICCS committee confirming their new qualification has been uploaded into IROC.

**Currency:**
1. Trainee Currency Requirements: Position task books (PTB) that are not completed within five years of initiation may be extended with the support of the agency and CICCS Committee approval. Extension request shall be submitted with a request letter and a copy of the PTB indicating progress has been made towards meeting qualification. Should a new guideline be implemented that changes the training requirements an applicant may be required to update their training to the new standards.
2. Qualified Currency Requirements: The maximum time allowed for maintaining currency is 3 years for air operations and dispatch positions; and 5 years for all other positions,
3. Currency for a position can be maintained by successful performance in that position within the given timeframe, or successful performance in positions that maintain currency for the position.

**Incident Command System Certification Review Levels:**
1. **ICS 100-200 Levels**
    a. Delegated Authority - Local Agency Fire Chief
    b. The Fire Chief is authorized to determine that an individual meets the certification requirements for the ICS 100 and 200 level positions as listed in the CICCS guideline:
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    c. The Fire Chief or his/her designee reviews the course completion certificates and the Position Task Book to determine if the employee meets the established minimum standards. Once this process is completed, the Fire Chief will determine that this employee is qualified to perform the ICS position.
    d. Agency submits one (1) IROC form with Fire Chief or designee signature to the CICCS Chair.
        i. The CICCS Chair forwards the IROC form to CAL FIRE Training Chief who forwards to the ECC for Submission.
        ii. The CICCS Chair closes out the process with an email to the candidate or agency confirming their new qualification has been uploaded into IROC.

2. **ICS 300 Level**
    a. Delegated Authority – OES Operational Area (county) to review ICS 300 level position qualifications.
    b. An individual applying for 300 level ICS position certifications shall submit to the Operational Area Review Committee for those 300 Level positions listed in the CICCS guideline:
    c. The Operational Area Review Committee evaluates the applicant's qualifications and determines if the applicant is qualified for the ICS position. The committee shall have the responsibility and authority for recommending certification of the applicant. The committee may request additional information from the applicant as necessary.

4. **ICS 400 Level**
    a. Delegated Authority – ICS 400 level position qualifications; an individual applying for 400 level ICS position certifications shall submit to the CICCS Operational Area Chairperson to present to the Regional Review Committee for the 400 level positions listed in the CICCS Guideline:

5. **ICS 500-600 Level**
   a. The CA State Board of Fire Services will be used to establish a PACE V committee for peer evaluations.
   b. The committee shall have the responsibility and authority for recommending certification for the ICS 500-600 positions listed in the CICCS guideline.:
   c. ICS 500-600 level positions will be submitted to the SLO Operational Area Chairperson who will facilitate the approval process through the OES Region Chair and to the PACE V Chair at Cal OES.

## Physical Fitness Requirements / Pack Testing:

1. Personnel must meet established physical health and fitness demands for the specific ICS position to which they are assigned. Physical health and fitness criteria are established by individual departments/agencies. Once an individual meets the department/agency's criteria for the specific position, it is deemed that the individual meets the health and fitness levels as outlined by CICCS.
2. To ensure individual safety, CICCS recommends that all agencies consider the following health and fitness components:
   a. Baseline medical evaluations
   b. A comprehensive wellness and fitness program
   c. An evaluation to determine that an individual can meet the physical demands of the position for which they are being qualified. This may include the administration of the work capacity test (pack test). However, it is not the only acceptable evaluation method.
3. CICCS identifies four (4) levels of health and fitness required for position qualification.
   a. **Arduous:** Duties involve fieldwork requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.
   b. **Moderate:** Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.
   c. **Light:** Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals can usually govern the extent and pace of their physical activity.
   d. **None Required:** Positions that do not require a physical fitness level.

## Red Qualification Card:

1. Agencies are required to always have qualification cards or other proof of qualifications when responding outside of their home jurisdiction. If an individual does not have a qualification card, they may be denied an incident assignment until they provide proof of qualification. Qualification Cards will be issued yearly.
2. An example of a qualification card can be found in Appendix F and on the FIRESCOPE website; (http://www.firescope.org/specialist-groups/ciccs/ciccs.htm).
3. Additionally, an example is in the Incident Qualifications Program (IQS). The IQS program provides a platform to print qualification cards for a sponsoring department. The chief may delegate authority to sign an Incident Qualification Card..

4. The chief or designee shall ensure that qualification records are maintained and shall issue a qualification card annually to each currently qualified individual. The card shall contain, at a minimum:
   a. Individual's name
   b. Sponsoring department/agency
   c. Expiration date
   d. Qualified positions
   e. Trainee positions
   f. Physical fitness level
   g. Signature of qualifying official
5. Qualification cards will need to be available whenever an individual is assigned to an incident for both qualified and trainee positions.

### IQS and ROSS:
1. The Incident Qualifications System (IQS) is the CICCS recommended system for maintaining certification records. IQS tracks all management personnel, training, assignments and qualifications. Incidents with an ICS form 225 can be entered IQS and the program will automatically update an individual's records. Some of the advantages of IQS are that it limits corruption from outside the system, limits the number of persons who can update system and improves working with dispatching system. Each sponsoring department/agency should designate a person to manage IQS to maintain the accuracy and integrity of the system. Information about. IQS can be found at www.vdatasys.com.
2. IQS is a software program that allows the home agency to manage qualifications, experience, task books, and fitness levels for personnel. Agencies are encouraged to visit the IQS website for further information http://www.vdatasys.com/index.htm
3. CICCS and IROC; Review of personnel qualifications in IROC should be performed annually by each Agency / CICCS Committee Member to ensure that only personnel reviewed by the Committee are entered in IROC and that individual Red Cards and IROC information is consistent

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| **CICCS Application Submittal Check Off** | |
| √ | **Steps to take before submitting application** |
| | Candidates possess required training classes necessary for the position per CICCS Qualification Guide |
| | Candidates possess required experience for the position per CICCS Qualification Guide |
| | Candidates possess required physical fitness level for the position per CICCS Qualification Guide |
| | Candidate completes CICCS peer review application for Trainee or Qualified depending on position requirements:<br>1. General applicant information<br>2. Record of experience for the position<br>3. List of training courses for the position and copies of supporting certificates |
| | Provide one (1) copy of agency letter of support signed by Fire Chief or designee |
| | Provide one (1) copy completed IROC form signed by Fire Chief or designee for Trainee or Qualified |
| | For Qualification:  Applicant provides completed <u>ORIGNIAL</u> signed position task book |
| | For Qualification:  Applicant provides signed copies of incident 225 performance evaluations for each incident |
| | Provide five (5) COMPLETE copies of the application package with signatures |
| | Mail, email, or deliver package to CICCS Chair if agency is not represented on the committee to present the application package |