



# Distance Education Course Delivery Application Instructions

## Overview

State Fire Training (SFT) allows an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) to deliver SFT courses electronically. The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses. SFT defines Distance Education courses as:

1. Those in which the entire content of the course can be communicated between the instructor and the student electronically (online course) with direct, real-time engagement.
2. Those which require both classroom attendance and the use of electronic communication (hybrid course).

## Distance Education Course Delivery Requirements

### Course Delivery Requirements

1. An ARTP/ALA may deliver a Distance Education course only after submitting the Distance Education Application and receiving approval from SFT.
  - a. SFT requires approval for all new courses and any time a previously approved course is updated.
2. Only an ARTP or ALA may obtain authorization to deliver SFT courses electronically.
3. The ALA/ARTP shall provide a course outline (clearly identifying the content of each section), teaching methodology (classroom or electronic), and instructional timeframe to determine approval.
4. Course segments requiring psychomotor skills training, activities, and/or psychomotor skills testing cannot be delivered electronically.
5. An ARTP or ALA must offer the course in the traditional classroom format prior to applying to teach an online or hybrid version of the course.
6. The ARTP or ALA shall utilize an electronic course-delivery platform that tracks student participation information in accordance with the ARTP or ALA established written policy.
7. The ARTP or ALA shall provide SFT access to monitor the electronically delivered portions of any course.

### Instructor Requirements

1. Registered Instructors/Fire Academy Instructors who deliver SFT courses through Distance Education must complete formalized training in the course's delivery platform (i.e. Canvas, Blackboard, etc.).

### ARTP/ALA Requirements

1. The ARTP or ALA shall maintain staff development records for all instructors who teach electronically.

## Application Process

1. Applicant emails the completed Distance Education Application and supporting documentation to: [SFT.CourseScheduler@fire.ca.gov](mailto:SFT.CourseScheduler@fire.ca.gov).
2. State Fire Training conducts an application review.
  - If the applicant does not meet the eligibility requirements, SFT issues a denial.
  - If the applicant meets the requirements for Distance Education course delivery, SFT will issue an approval.

## Supplemental Questions

The applicant shall answer the following questions on agency letter head:

1. Provide a detailed description as to how the lecture/didactic portions of the course will be delivered.
2. Identify the required formal training completed by instructor(s) who are delivering course(s) electronically.
3. The ARTP or ALA shall provide verification of student participation in accordance with the ARTP or ALA procedures for online delivery of a course.

## Course Outline

EXAMPLE:

[ARTP or ALA] is applying to deliver the [Course Name] through distance education. Below is the course outline for each Unit and Topic in the course plan. The delivery time, teaching methodology (C - classroom or E - electronic), and detailed notes are provided in the table below.

Topic (TLO/ELO)	Course Content	Time Requirement	Delivery C – Classroom E – Electronic	Notes
Unit 2: Topic 2-4	Donning, Doffing, and Maintaining Wildland PPE	0:30 Hours – Lecture  1:30 Hours – Application  TOTAL: 2:00 Hours	E (Online, Canvas)  C – In-person after Shelter-in-Place is lifted	<u>Lecture:</u> Cadets will participate in an Instructor-led Virtual Lectures using Canvas LMS/Conference Zoom and will be presented with an interactive PowerPoint presentation. The knowledge will be validated with a 20-question timed quiz at the end of the module, as monitored by the Instructor.  <u>Application:</u> To be completed outdoors with social distancing per College/agency written

			<p>policy. Students will remain in small groups throughout. The skill will be validated by instructor cadre validating proficient in student donning PPE and shelter deployment within allowable time standard.</p> <p><u>Textbooks:</u>  <i>Fundamentals of Fire Fighter Skills and Hazardous Materials Response</i> (Jones and Bartlett, 4<sup>th</sup> Edition)  <i>Wildland Fire Fighter: Principles and Practice</i> (Jones and Bartlett, 2<sup>nd</sup> Edition)  <i>Incident Response Pocket Guide</i> (IRPG – NWCG, current edition)</p> <p><u>The Learning Objectives here are aligned with NFPA ### which are found in the CTS Guide.</u></p> <p><i>4305.1 Wildland PPE</i>  <i>4305.2 How to Don Wildland PPE</i>  <i>4306.16 New Generation Fire Shelter</i>  <i>4306.16.0 Deploy New Generation Fire Shelter- Standing to Sitting Method</i>  <i>4306.16.1 Deploy New Generation Fire Shelter- Standing Drop Down Method</i>  <i>4306.16.2 Deploy New Generation Fire Shelter- Lying Down Method</i></p>
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## Identification

**ARTP/ALA:** \_\_\_\_\_

**Requester:** \_\_\_\_\_

**Phone (Mobile):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**LMS Platform:** \_\_\_\_\_

**Course:** \_\_\_\_\_

## Submission Requirements

Applications and supporting documents shall be submitted a minimum of four (4) weeks prior to the intended course date. Applications submitted within less than four (4) weeks prior to the course start date will not be considered.

### Documentation

1. Primary Registered Instructors course completion of formalized training in the course's delivery electronic platform.
2. Course outline (clearly identifying the content of each section), teaching methodology (classroom or electronic), instructional timeframe, and complete details of delivery plan
3. Supplemental Questions
4. Course Outline

## Authority

As the authorized representative of the above ARTP/ALA, I understand and agree to abide by the procedures and requirements of State Fire Training (SFT) in the *State Fire Training Procedures Manual (current edition)*. By signing this agreement, I am authorizing SFT staff to audit the delivery of courses delivered in an electronic platform as deemed appropriate for the purposes of quality improvement. All students will be notified in advance that SFT shall have access to the class and their information.

Registered Instructors and/or Academy Instructors selected by the ARTP/ALA to deliver curriculum in an electronic format must be qualified to teach the subject matter and must have taught the course in traditional classroom format before teaching online. In addition, the ARTP/ALA shall maintain training and development files for each instructor documenting the training they have received to teach in the platform being used for delivery.

I understand that failure to comply with any of the terms listed above may void this agreement and will result in losing the privilege of delivering courses in this format.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_