APPLICATION INSTRUCTIONS
Hybrid/Cohort – Fire Officer Series Distance Education Course Delivery

Overview

State Fire Training (SFT) enables the delivery of Fire Officer courses in a Distance Education Hybrid/Cohort format. The same standards of course quality shall be applied to any portion of a course conducted through hybrid/cohort as are applied to traditional classroom courses.

Distance Education is defined as:
- Courses where all content of the course can be communicated between the instructor and the student electronically (online course) with direct, real-time engagement.

  Note: *This is permitted only at Accredited Regional Training Programs (ARTPs) or Accredited Local Academies (ALAs).*

Hybrid/Cohort Distance Education is defined as:
- Courses that require both classroom attendance, independent work, and the use of electronic communication (hybrid/cohort course).

Course Delivery Requirements

Hybrid/Cohort – Fire Officer Series Course Delivery
- Submit a Hybrid/Cohort Application and receive SFT approval before delivery.
- Host provides:
    a. Course Outline (clearly identifying the content of each section)
    b. Teaching Methodology
    c. Instructional timeframe
- Psychomotor skills training and testing must be in person
- SFT shall have access to monitor any portion of the course

Instructor Reqirements – ALA/Complete Distance Education

- Must be a Registered Instructor or Fire Academy Instructor
- Provide proof of completed formalized training in the delivery platform, if used (i.e., Canvas, Blackboard, JBL Navigate, etc.).

Host Requirements

- Maintain staff development records for all Registered Instructors teaching in the hybrid/cohort method.

Application Process

1. Applicant attaches the completed Hybrid/Cohort Application and supporting documentation to the Course Request WebForm.
2. SFT conducts an application review.

   o If the applicant does not meet the eligibility requirements, SFT issues a denial.

   o If the applicant meets the requirements for Distance Education Hybrid/Cohort course delivery, SFT will issue approval and schedule the course.

   Deadline: Applications must be submitted at least 4 weeks prior to the course start date. Applications submitted less than 4 weeks prior will not be considered.

Required Documentation

- Completed application
- Course outline (with methodology and timeframe)
- Supplemental questions (on agency letterhead)

Supplemental Questions

The applicant shall answer the following questions on agency/host provider letterhead:

1. How will lecture/didactic portions be delivered in compliance with SFT procedures?
   Be detailed.
2. How will student participation be verified?
   The host provider shall provide verification of student participation in accordance with SFT procedures for the delivery of a hybrid/cohort course.

Course Outline

EXAMPLE:

[Host Provider] is applying to deliver [Course Name] via distance education in a hybrid/cohort format. Below is the course outline for each Unit and Topic in the course plan. The delivery time, delivery methodology, and delivery details are provided in the table below.

Topic (TLO/ELO)	Course Content	Time Requirement	Delivery Methodology	Delivery Details
Unit 1: Topic 2-1	Applying Human Resources Policies and Procedures	1:00 Hour – Lecture 1:00 Hour – Application 1:00 Hour – TB/Application TOTAL: 3:00 hrs.	**C** – In-person, on campus **A** – Application (in Classroom) **TB** – Task Book Application (Hybrid/outside of classroom)	Lecture: Students will participate in an Instructor-led classroom-based lecture. Application: - Students will review example procedures provided by the instructor, aligned with ELO #3. - Students will be assigned a non-disciplinary situation from ELO #3 for completion of the Task Book item. Task Book: Students will review their agency procedures and draft a memo on agency letterhead, including one administrative situation from ELO #3 that requires action while applying specific policies, HR rules, and laws. Their memo will include recommendations for appropriate action. Textbooks: - Per Instructor direction The Learning Objectives here align with NFPA 1021 (2020) and NFPA 1140 (2022), which are included in the CTS Guide. This Topic and assignment align with: - CTS 2-5 - Task Book JPRs #4 and #5.

STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL – STATE FIRE TRAINING
Hybrid/Cohort Application – Fire Officer Series
OSFM-SFT (03/26)

Identification

Host Provider:

Requested By:

Phone (Mobile):

Email:

Course:

Submission Requirements

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

Documentation

1. Completed Hybrid/Cohort Application
2. Course outline clearly identifying:
   - Content of each section
   - Teaching methodology (classroom, application, hybrid)
   - Instructional timeframe
   - Complete details of the delivery plan
3. Supplemental Questions (on agency letterhead)
   - How will lecture/didactic portions be delivered in compliance with SFT procedures?
   - How will student participation be verified?

Authority

As the authorized representative of the above host provider, I understand and agree to abide by the procedures and requirements of State Fire Training (SFT) as set forth in the *State Fire Training Procedures Manual (current edition)*. By signing this agreement, I authorize SFT staff to audit courses delivered in a hybrid/cohort format, as deemed appropriate, for quality improvement purposes. All students will be notified in advance that SFT shall have access to the class and their information.

Registered Instructors selected by the host provider to deliver curriculum in a hybrid/cohort format must be qualified to teach the subject matter and provide proof of platform training, as appropriate.

I understand that failure to comply with any of the terms listed above may void this agreement, result in the loss of the privilege of delivering courses in this format, and may render the course ineligible for certification recognition.

Applicant Signature: _____ Date: _____