



# INFORMATIONAL BULLETIN

## Course Enrollment Reminder

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Issued: August 23, 2019

### OVERVIEW

The 2019 State Fire Training (SFT) Procedures Manual Section 5.1.5(B), requires all courses with less than 5 students to be approved by SFT prior to delivery. This includes courses with prior approval where class size was anticipated to be higher than 5 but actual enrollment falls short.

If an upcoming course will not meet the minimum enrollment requirements, the Instructor of Record must inform SFT and obtain approval to continue with the delivery of the course. Although many courses do not have a minimum student requirement, some are not appropriately delivered if there aren't at least 5 students in attendance.

Please submit your request for approval to the [SFT.CourseScheduler@fire.ca.gov](mailto:SFT.CourseScheduler@fire.ca.gov). Failure to receive SFT approval for courses with less than five students prior to delivery may result in instructor discipline and/or course revocation.

### ADDITIONAL INFORMATION

For more information please review the following:

- [State Fire Training Procedures Manual](#)
- [Course Information & Required Materials Manual](#)
- [Title 19, California Code of Regulations, Chapter 13](#)
- [Instructor Code of Ethics/ Conduct](#)

Please submit any questions regarding this bulletin to [Kris.Rose@fire.ca.gov](mailto:Kris.Rose@fire.ca.gov).