



# INSTRUCTOR REGISTRATION Application

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## Overview

The Instructor Registration Application is for persons who want to instruct State Fire Training (SFT) California Fire Service Training and Education System (CFSTES) or Fire Service Training and Education Program (FSTEP) courses.

## Instructor Registration Requirements

Submit verification of the following documents along with this application form. It is not necessary to submit SFT course diplomas or certifications if it is listed in your SFT User Portal. These qualifications apply to all individuals seeking Primary Instructor registration with State Fire Training (SFT).

### Course Work

- Has passed the SFT course he or she is applying to teach
- In cases where an individual has not completed the SFT course they wish to teach, they may attempt to qualify through the Instructor Reciprocity process.

### Instructor Requirements (New Registered Instructor Only)

- Has completed SFT's Registered Instructor Orientation (RIO) within the previous 24 months
- Has completed SFT's Ethical Leadership in the Classroom or Ethical Leadership for Instructors course and signed the SFT Instructor Code of Ethics
- Has fulfilled the following instructor training qualifications:
- Certified SFT Instructor I or Certified SFT Training Instructor I or Certified SFT Fire Instructor I or Certified SFT Fire and Emergency Services Instructor 1 **and**
- Certified SFT Instructor II or Certified SFT Fire and Emergency Services Instructor 2

### Professional Experience

- Meets the experience requirement for the course he or she is applying to teach (See 6.7: Instructional Disciplines.)
- Performing in an "acting" capacity does not qualify.

### Supporting Documentation

Refer to the current [State Fire Training Procedures Manual](#) for a list of additional requirements for the course(s) that you are requesting to teach. Note: It is not necessary to include training records that are already recorded in your online User Portal.

## Application Process

The following are the steps for submitting the Instructor Registration application:

1. Mail the Instructor Registration application, copies of required supporting documents and fee to: State Fire Training, Instructor Registration, PO Box 944246, Sacramento, CA 94244-2460.
2. The applicant will be notified through the provided email once reviewed.
  - a. If the candidate does not meet the eligibility requirements, SFT issues an incomplete or a denial.
3. SFT will issue your approval(s) through the SFT User Portal:

<https://osfm-sft.acadisonline.com/>



## Instructor Registration Application

(REV. 01/25)

### Applicant Information

Full Name: \_\_\_\_\_

SFT ID Number: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Primary Employer: \_\_\_\_\_

### Instructor Status

- ☐ New Registered Instructor
- ☐ Existing Registered Instructor in Good Standing

### Registration

List the course(s) that you are applying to teach in the section below. If you would like to apply for more the 3 courses, submit a second instructor registration application package along with an additional fee.

| # | SFT Course Name |
|---|-----------------|
| 1 |                 |
| 2 |                 |
| 3 |                 |

### Submission Requirements

Submit documentation to verify completion of the following requirements. You do not need to submit verification for anything issued by State Fire Training (SFT) already documented in your SFT User Portal.

#### Course Work

- Course Diplomas for courses that you are applying to teach

#### Professional Experience

- Verification letter on department letterhead and hand signed by the current Fire Chief or their authorized signer outlining required experience

#### Supporting Documentation

Refer to the current [State Fire Training Procedures Manual](#) for a list of additional requirements for the course(s) that you are requesting to teach.

#### Fee

- \$125 Instructor Registration (up to 3 courses) - payable to: State Fire Training (non-refundable)



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### Authorization to Release Information

I understand that State Fire Training can publish the following contact information about my instructor registration on the instructor database webpage: instructor name, primary county, email address and phone number. I understand that I may elect to update this information via my online portal account at any time and that it is a requirement to list a valid email address. I would like to be listed on this webpage and authorize the release of my contact information:

☐ Yes

☐ No

### Statement of Assurance

I, the undersigned, am the person applying for instructor registration. I hereby certify under penalty of perjury under the laws of the State of California, that all statements made herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information may be cause for denial of this application.

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Applicant Signature

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Date