



# Information Bulletin

## Electronic Delivery of SFT Courses

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Issued: October 2020

### SUMMARY

This bulletin serves to provide clarification regarding Distance Education and Electronic Course Deliveries for all Registered Instructors and Accredited and Host Facilities. Only Accredited Regional Training Programs (ARTP) and Accredited Local Academies (ALA) may deliver a State Fire Training (SFT) course in a distance learning format (i.e., Canvas, Microsoft Teams, Target Solutions, WebEx, Zoom) per the *State Fire Training Procedures Manual, Section 3.7*. The *State Fire Training Procedures Manual (January 2019)* defines electronically delivered courses as:

1. Those in which the entire content of the course can be communicated between the Instructor and the student electronically (online course).
2. Those which require both classroom attendance and the use of electronic communication (hybrid course).

All students are expected to complete all course work listed in the *Course Information and Required Materials Manual (January 2019)* and the course plans in a classroom setting unless SFT has approved the course for online or hybrid delivery.

### ELECTRONIC COURSE DELIVERY APPLICATION

For ARTPs and ALAs, interested in delivering online or hybrid courses, the following forms must be included in your Electronic Delivery Application package:

- [Electronic Course Delivery Application](#)
- Distance Education Course Outline ([See Example](#))

Electronic Course Delivery Applications must be submitted to SFT six (6) weeks prior to the course start date.

Registered Instructors and Accredited and Host Facilities shall comply with California Code of Regulations, Title 19, Chapter 13, and the *State Fire Training Procedures Manual (January 2019)* regarding course delivery required instructional hours and course content.

If you have questions about the information provided in this bulletin, please contact State Fire Training at [SFT.Acadisonline@fire.ca.gov](mailto:SFT.Acadisonline@fire.ca.gov).