



# INFORMATION BULLETIN

## Accredited Academy Admin Accounts

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Published: July 2024

### OVERVIEW

On January 1, 2019, State Fire Training (SFT) instituted new procedures for course returns. This change included a requirement to return courses electronically through a Registered Instructor's personal SFT portal account. Per section 5.1.9 of the SFT Procedures Manual, it is the responsibility of the Registered Instructor to return all course materials.

This informational bulletin is intended to provide Accredited Local Academies (ALA) and Accredited Regional Training Programs (ARTP) an alternative by allowing an ALA or ARTP to designate a staff member, who was not the instructor of record, to submit class records on behalf of the academy and registered instructor. This bulletin does not apply to non-accredited agencies.

A request for Academy Admin accounts must be made on the agency's official letterhead and signed by the Fire Chief (ALA), Fire Tech Director (ARTP), or an authorized signer for the agency on record with SFT. The request shall contain: the full name of the designated administrative staff person, email address, phone number, and job title. All requests must be submitted by email to [SFTHelpDesk@fire.ca.gov](mailto:SFTHelpDesk@fire.ca.gov). The subject line should read "Academy Admin account request - [ALA/ARTP Name]". Please specify in the letter if another prior Academy Admin is being removed or replaced. Once approved, SFT will create an administrative account for the designated ALA or ARTP staff member and an SFT staff member will email the requestor and Academy Admin the results of their request. SFT will approve a maximum of two administrative accounts per ALA/ARTP.

Note, in accordance with Title 19, California Code of Regulations section 1990.07: "It is the responsibility of Registered Instructors and accredited facilities to maintain the procedural standards and ethical conduct by which they were granted registration or accreditation." ALAs and ARTPs need to ensure that staff who utilize the Academy Admin account for course returns are acting on behalf of the ALA/ARTP and the Registered Instructor. The ALA/ARTP and Registered Instructor remain ultimately responsible and accountable for the course return.

### CONTACT

For additional assistance with returning a course or paying for a course, submit questions to [SFTHelpDesk@fire.ca.gov](mailto:SFTHelpDesk@fire.ca.gov).