



INFORMATIONAL BULLETIN

SFT Course Roster - Amendment Requirements

August 2025

OVERVIEW

Effective immediately, State Fire Training (SFT) will only accept additions or changes to course rosters within 90 calendar days of the original course submission date. This will ensure accurate, timely reporting of training activity and maintain the integrity of the course return process.

This bulletin outlines the course roster submission timeline, required documentation for amendments, and the responsibilities of Registered Instructors and Host Agencies when making roster changes.

90-DAY COURSE ROSTER AMENDMENT

Registered Instructors and training providers must submit any additions to course rosters within 90 calendar days of the original course submission date. After this deadline, no additions will be accepted, regardless of circumstances.

PROOF OF COURSE ATTENDANCE

If a student was mistakenly omitted from the original course roster, and the correction is requested within the 90-day period, the instructor must provide verifiable documentation confirming the individual's attendance and course completion. Acceptable forms of documentation include:

- A sign-in roster with original signatures from each course day
- Testing records with the student's name and date (if applicable)
- Copies of handouts or assignments bearing the student's name and timestamp
- Communication records (e.g., email) demonstrating participation during the course delivery period

All documentation is subject to review and approval by State Fire Training. Submitting false or altered records may result in disciplinary action.

INSTRUCTOR & HOST AGENCY RESPONSIBILITY

Registered Instructors and Host Agencies are responsible for:

- Ensuring all students are included in the original course roster submission
- Verifying the accuracy of SFT ID numbers
- Submitting rosters promptly after course completion
- Monitoring the 90-day deadline for any necessary corrections

For assistance with roster submissions or corrections, please contact the SFT Help Desk at:
SFTHelpDesk@fire.ca.gov