INFORMATION BULLETIN
Course Request WebForm
Access Update

OVERVIEW

The SFT Course Request Form is a digital web form available on the SFT User Portal for scheduling and submitting course requests to State Fire Training. This form has historically been published as a "public form," meaning that access, completion, and submission do not require an SFT User Portal account or login.

Beginning **March 16, 2026**, State Fire Training will require users to be logged in to access and complete the Course Request Form. This change enables document uploads to be submitted alongside course requests, a capability that was not available when the form was public.

BACKGROUND

Certain course delivery methods require supplemental documentation as part of the approval process, including Distance Ed., Fire Officer Series Hybrid/Cohort Distance Education, Alternate Delivery Variances, and Instructional Activity Plans (IAPs). Previously, these documents had to be submitted separately, adding an extra step for both submitters and SFT staff. The updated form consolidates this into a single submission, reducing delays in the review and approval process.
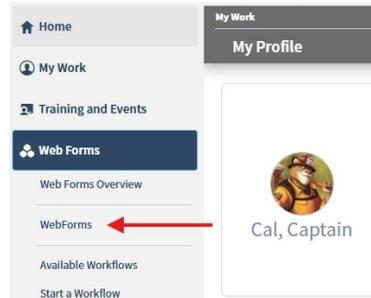
ACCESSING THE COURSE REQUEST FORM

After this change takes effect, the Course Request Form will not be visible to users who are not logged in. To access the form, log in to your SFT User Portal account, navigate to Webforms, and select the Course Request Form.

If you do not have an SFT User Portal account, you will need an SFT ID to register. If you have previously taken an SFT class and have an email on file, use the "Retrieve your existing SFT ID" function on the SFT User Portal login page. If your email on file is no longer valid, contact SFTHelpDesk@fire.ca.gov with your full name, contact information, and any supporting details to help staff locate your record. If you have never been issued an SFT ID, submit the SFT ID Request Form on the WebForms page; SFT staff will issue your ID within 2 business days.

Step 1: Log in to the SFT User Portal

Step 2: Navigate to Web Forms
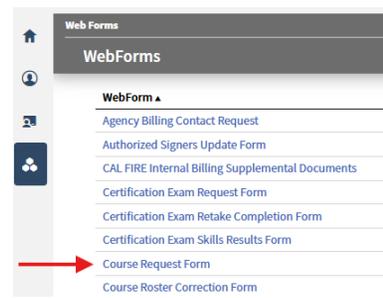
Step 3: Select the Course Request Form

UPLOADING DOCUMENTS

Requiring login enables the document upload function. The Course Request Form now includes a Supplemental Documents section where up to three files can be attached and submitted with the request.

QUESTIONS?

Additional information regarding Course Delivery can be found on the Course Delivery web page. Questions, course changes, or cancellations can be directed to the Course Scheduler at: SFT.CourseScheduler@fire.ca.gov.