



FSSTEP - Request for Course Scheduling

All requests must be received **4 weeks** prior to the class start date.

By submitting this request, instructors and hosting agencies agree to comply with all published SFT policies & procedures.



Email: SFT.CourseScheduler@fire.ca.gov * Ph. (916) 324-6359.

Today's Date:		Course:		Class Code: (SFT Use Only)	
Start Date:		End Date:		Class Location (City):	
				Advertise on SFT website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Training Facility / Simulator / Acquired Structure Address			Confined Space Rescue Tech. *Approved Site Required*		Training Facility Ph. #:
Hosting Agency:			Contact Name:		
Contact's Phone:			Contact's Email:		
Please refer to the Course Information Manual (online) for all Student/Instructor ratio's & Senior Instructor requirements			10:1 FFS, RICOP 12:1 LARRO, RS 3, RRT, CSRT (3 sqd max), TRT (2 sqd max) Note: CSRT: Sr. cannot be a primary & RRT/TRT/RS3: Sr. cannot be a Primary in 3 or 4 mod. class		
Senior Instructor (when required)		Instructor ID:	Sr. Instructor Phone		Sr. Instructor Email
Primary Instructor Module 1		Instructor ID:	Instructor 2 Module 2		Instructor ID:
Email:			Email:		
Instructor 3 Module 3		Instructor ID:	Instructor 4 Module 4		Instructor ID:
Additional Instructor(s):			# of Assist./Skills Evaluators:		<input type="checkbox"/> MRT #: (CALFIRE Use Only)
Estimated # of Students:			Shift Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Shifts:	# per Shift:
SHIPPING INFORMATION:			BILLING INFORMATION:		
Agency:			Bill To:		
Attn:			Attn:		
Street Address: (No Po Box)			Street Address:		
City/State/Zip Code:			City/State/Zip Code:		

FOR STATE FIRE TRAINING USE ONLY

Date Shipped:	Registration and Materials		
Date Returned:	Unit Price	Quantity	Total Price
Course Registration (59210-142500-21)	\$20.00		\$
Shipping/Handling Charges: (59210-14200-03)			\$ 8.00
revised: October 2015	TOTAL DUE:		\$
D O N O T P A Y U N T I L I N V O I C E D			

Return all class materials to **SFT Shipping/Receiving, 1131 S Street, Sacramento, 95811** within **15 days** of the class end date with tracking service.