



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE  
OFFICE OF THE STATE FIRE MARSHAL**

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**Date:** January 16, 2015

Attachment 7

**To:** Ronny J. Coleman, Chairman  
Statewide Training and Education Advisory Committee  
c/o State Fire Training

**From:** Rodney Slaughter, Deputy State Fire Marshal, Specialist III

**Subject/Agenda Action Item:** Hybrid Course Approval Process

**Recommended Actions:** Information/Discussion

**Background Information:**

At the October 18, 2013 STEAC meeting, STEAC members formed a subcommittee at the request of State Fire Training (SFT). Members of the sub-committee included David Senior as Chair, Bret Davidson, Mary Jennings, Kim Zagaris and Ron Myers. David Senior could not participate as the Chair. The intent of this subcommittee was to evaluate newly approved certification classes for on-line delivery. At the same time, at the January 17, 2014 STEAC Meeting a new model presented itself in the form of a proposal to do a mass hybrid delivery in the Los Angeles basin.

SFT staff has been working with stakeholders on the attached Interim Procedure that will institutionalize a hybrid course review process.

**Analysis/Summary of Issue:**

The issue of SFT evaluating and approving on-line delivery mechanisms has been discussed with the California Fire Technology Directors Association (CFTDA) at their May 8, 2014 meeting in Sacramento. The CFTDA members expressed support of a process that is restricted to accredited academies. This attached Interim Procedure was also discussed internally with SFT staff.

The SFT approval process would allow Accredited Academies the ability to identify the Hybrid course platform and course construction for classes previously delivered in a hybrid format (see attached "Electronic Course Agreement"). Instructors at the accredited academy are required to show in an outline format (see attached "Course Outline for Content Delivered Electronically") how the proposed class will be constructed. The Interim procedure also allows SFT to consider other courses on a case by case basis.



# California State Fire Training

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The recommended procedure for the electronic course approval process is:

## **ARTICLE VIII ARTP/ALA HYBRID ON-LINE TRAINING**

1. Only ARTP/ALA's are authorized to deliver portions of a State Fire Training course, electronically, after a signed SFT agreement has been approved by State Fire Training.
2. Classes delivered electronically include:
  - a. On-line classes are those in which the entire content of the course can be communicated between the instructor and the student electronically.
  - b. Hybrid classes, require both classroom attendance and use of electronic communication.
3. The accredited academies are responsible for:
  - a. Maintaining records of staff development for instructors to teach electronically.
  - b. Instructors shall meet the following:
    - i. Registered Instructors, who have taught the specific class in traditional classroom format, will be approved to teach on-line.
    - ii. Instructors must complete formalized training in the platform in which the class will be delivered (i.e. Web CT, Blackboard, Moodle, Etudes, social media, etc.).
4. The accredited academy shall provide SFT access to monitor electronically delivered portions of a class.
5. Student evaluations, from all delivery platforms (electronic and classroom), will be provided to SFT at the end of each class.
6. The electronic platform used must be able to track and provide information regarding student participation according to each academy's established written policy.
7. Consideration for SFT class approval shall be based on an outline of the course clearly identifying the content of each section, the teaching methodology (classroom or electronic), and time frame for instruction.
8. Course segments requiring manipulative skills training, activities and skills testing cannot be delivered electronically.
9. All course requirements listed in the Course Information and Required Materials Manual (CIRM) must be met, regardless of delivery format.

This procedure institutionalizes the business process of reviewing and accepting on-line course formats.



## STATE FIRE TRAINING ELECTRONIC COURSE DELIVERY AGREEMENT

|   |  |        |
|---|--|--------|
| Date:   |  | Phone: |
| ARTP/ALA:   |  | Email: |
| Requestor:  |  |        |
| Street Address:   |  |        |
| City, State, Zip:   |  |        |
| Online Platform Used:   | Version:   |        |
| Please check the courses to be delivered electronically:  |  |        |
| <input type="checkbox"/> Command 1A: Structure Fire Command Operations for Company Officers (2012)<br><input type="checkbox"/> Fire Command 1B: Incident Management for Company Officers<br><input type="checkbox"/> Command 1C: WUI Fire Fighting for Company Officers (2013)<br><input type="checkbox"/> Fire Investigation 1A: Fire Origin and Cause Determination<br><input type="checkbox"/> Fire Investigation 1B: Techniques of Fire Investigation | <input type="checkbox"/> Management 1: Management\Supervision for Company Officers<br><input type="checkbox"/> Fire Prevention 1: Fire and Life Safety Inspections for the Company Officer (2012)<br><input type="checkbox"/> Training Instructor 1A: Cognitive Lesson Delivery<br><input type="checkbox"/> Training Instructor 1B: Psychomotor Lesson Delivery<br><input type="checkbox"/> Instructor I: Instructional Methodology (2014)<br><input type="checkbox"/> Other course title: _____ |        |
| Identify the formal training required for instructors who are delivering courses electronically:  |  |        |

As the authorized representative of the above ARTP/ALA, I understand and agree to abide by the procedures of State Fire Training (SFT) as well as the requirements listed in the Course Information and Required Materials Manual. In addition, by signing this agreement, I am authorizing State Fire Training staff to audit the delivery of courses delivered in an electronic platform as they deem appropriate for the purposes of quality improvement. All students will be notified in advance that State Fire Training may be allowed access to the class and their information.

Instructors selected by the ARTP/ALA to deliver SFT in a electronic format must be currently registered with SFT to teach the subject matter and must have taught the course in traditional classroom format before teaching online. In addition, the ARTP/ALA shall maintain training and development files for each instructor documenting the training they have received to teach in the platform being used for delivery.

I understand that failure to comply with any of the terms listed above may void this agreement and will result in losing the privilege of delivering courses in this format.

\_\_\_\_\_  
ARTP/ALA Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

NOTE: A new signed agreement is required when the college changes authorized representatives.

**State Fire Training Use Only**

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Chief State Fire Training**



## COURSE OUTLINE FOR CONTENT DELIVERED ELECTRONICALLY

| Course Title & Subtitle:        |                                |                          |              |   |                |
|---------------------------------|--------------------------------|--------------------------|--------------|---|----------------|
| Topic – ELO                     | Course Content                 | Time                     | C            | E | Notes/Comments |
| 1                               | Orientation and Administration | 00:00                    |              |   |                |
| 2                               | Introduction                   | 00:00                    |              |   |                |
| 2-1                             |                                | 00:00                    |              |   |                |
| 2-2                             |                                | 00:00                    |              |   |                |
| 2-3                             |                                | 00:00                    |              |   |                |
| 3                               |                                | 00:00                    |              |   |                |
| 3-1                             |                                | 00:00                    |              |   |                |
| 3-2                             |                                | 00:00                    |              |   |                |
| 3-3                             |                                | 00:00                    |              |   |                |
| 4                               |                                | 00:00                    |              |   |                |
| 4-1                             |                                | 00:00                    |              |   |                |
| 4-2                             |                                | 00:00                    |              |   |                |
| 4-3                             |                                | 00:00                    |              |   |                |
| 5                               |                                | 00:00                    |              |   |                |
| 5-1                             |                                | 00:00                    |              |   |                |
| 5-2                             |                                | 00:00                    |              |   |                |
| 5-3                             |                                | 00:00                    |              |   |                |
| 6                               |                                | 00:00                    |              |   |                |
| 6-1                             |                                | 00:00                    |              |   |                |
| 6-2                             |                                | 00:00                    |              |   |                |
| 6-3                             |                                | 00:00                    |              |   |                |
| 7                               |                                | 00:00                    |              |   |                |
| 7-1                             |                                | 00:00                    |              |   |                |
| 7-2                             |                                | 00:00                    |              |   |                |
| 7-3                             |                                | 00:00                    |              |   |                |
| <b>C: Classroom 00 Hours</b>    |                                | <b>00:00 Total Hours</b> |              |   |                |
| <b>E: Electronic 00 Hours</b>   |                                |                          |              |   |                |
| <b>Submitted by Instructor:</b> |                                |                          | <b>Date:</b> |   |                |
| <b>ARTP/ALA Name:</b>           |                                |                          |              |   |                |