STATE FIRE TRAINING
ON-LINE AND HYBRID COURSE DELIVERY AGREEMENT

Date:	
ARTP Name:	
Requestor:	
Street Address:	
City, State, Zip:	

Online Platform Used:
Version:
Please describe the training required for instructors before being allowed to teach an online class:
Please describe your evaluation process for online instructors:

As the authorized representative of the above listed Accredited Regional Training Program (ARTP), 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 on-line/hybrid courses 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. For the sake of exam security, the platform used must prohibit students from saving, copying, and/or printing exams for any exam authorized to be given online (currently Fire Prevention 1A/1B only).

Instructors selected by the ARTP to deliver SFT on-line/hybrid courses must be currently registered with SFT to teach the subject matter and must have taught the course in traditional classroom format before teaching online. Records of their instruction must be on file with the ARTP. In addition, the ARTP must maintain files for each instructor to document the training they have received to teach in the platform being used for delivery.

I agree to provide SFT with reports on Internet statistics when requested. These reports will be provided in the format required by SFT.

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.

_____	_____	_____
Signature	Date	Printed Name

State Fire Training Use Only

Date Received: _____ **Date Approved:** _____ **Approved by:** _____

DRAFT