



**OFFICE OF THE STATE FIRE MARSHAL  
STATE BOARD OF FIRE SERVICES  
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**Date: April 10, 2009**

**To: Statewide Training and Education Advisory Committee**

**From: Christy Owen, Manager of Certification & Registration**

**Subject/Agenda Action Item: On-Line Hybrid Delivery Implementation Strategy**

**Recommended Actions:**

Review for comment/input. Fire Technology Directors should provide to their respective curriculum review committees for approval.

**Background Information:**

The one-year beta test of the on-line hybrid delivery of Level 1 Fire Officer courses was completed in 2008 and the final report was accepted by STEAC at the October 2008 meeting. Since that time, State Fire Training (SFT) staff met with two members of the original STEAC subcommittee to discuss the final report findings and issues surrounding the future delivery of courses in this format. The results of that meeting are provided in the Analysis/Summary of the Issue below. Changes to the SFT Procedures Manual and applicable course request forms are underway. We anticipate opening these classes to Accredited Regional Training Programs in the Fall of 2009.

**Analysis/Summary of Issue:**

State Fire Training will move forward with the delivery of this format at the Accredited Regional Training Program (ARTP) level. Interested ARTPs will need to complete an agreement, which makes them responsible for the following:

- Maintaining records of the qualifications of their SFT registered instructors to teach in the on-line format, subject to the review of SFT staff upon request
  - Instructors will only be allowed to teach in this format after having taught the specific class in traditional classroom format
  - Instructors must have completed training in the platform in which the class will be delivered (i.e. – Web CT, Blackboard, etc.)

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- Each class must allow SFT access to review/monitor as SFT deems appropriate
- Student evaluations will include on-line portion of the class and will be provided to SFT at the end of each class
- Platform used must be able to track and provide reporting for web statistics upon request by SFT
- Students shall be notified that their grades and information may be shared with SFT prior to each class, allowing them to agree or decline. If declining, they will not be allowed in the class as an SFT student.

All course requirements listed in the Course Information and Required Materials Manual (student-to-instructor ratio, class size, minimum number of hours, curriculum, prerequisites, etc.) must be met, regardless of format.

SFT will require receipt of all course content from the beta test prior to accepting any agreements from ARTPs for the purpose of sharing amongst all ARTPs who are interested in delivering classes in this format.

As was approved in the beta test, the only classes approved for delivery in this format are Level 1 Fire Officer courses, with Prevention 1A/1B being the only classes approved for full on-line delivery.

