# COURSE RETURNS CHECKLIST

**Instructors:** Complete and initial each item

Include this completed checklist when returning class materials

<table>
<thead>
<tr>
<th>Course Materials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Copy of the REQUEST FOR COURSE SCHEDULING form</td>
</tr>
</tbody>
</table>
| **2** | Completed Spreadsheet ROSTER  
  ▪ List all students and their course completion results  
  ▪ Document any student that did **not** successfully complete the course |
| **3** | Completed COURSE EVALUATIONs |
| **4** | How many Assistant Instructor/Skills Evaluators participated in this class?  
  (please list names in the box below) |

**DO NOT SUBMIT PAYMENT WITH YOUR RETURNED MATERIALS**

Please explain any irregularities or deviations (i.e. date change, instructor change, location change, etc.)

Classes must be returned **within fifteen (15) days** after course completion. Upload all required materials via your Acadis portal account at: [https://osfm-sft.acadisonline.com](https://osfm-sft.acadisonline.com)

I, hereby certify that I am the Primary Instructor of record for this course. I hereby certify that this course was conducted in compliance with California Code of Regulations, Title 19 Public Safety Code, Division 1 State Fire Marshal, Chapter 13 California Fire Service Training and Education Program. This course was delivered in accordance with the CIRM/Course plans and conducted in an ethical manner. I understand that misstatements, omissions of material facts, or falsification of information may be cause for course and or instructor revocation.

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Instructor Name | Date