



# FSTEP RETURNS CHECKLIST

Please complete and initial each item.  
\*Include with the class when returning.

		Number of Students	Instructor's Initials
<b>COURSE MATERIALS</b>			
1	Copy of the <u>REQUEST FOR COURSE SCHEDULING</u> form	-----	
2	Completed <u>ROSTER</u> <ul style="list-style-type: none"> <li>▪ Cross out any student that did <b>not</b> complete the course or pay the registration fee.</li> </ul>		
3	Completed <u>SCANTRON ANSWER SHEET</u> (Green) <ul style="list-style-type: none"> <li>▪ Each student's name, address, and complete SFT ID OR social security number is listed and "bubbled-in" correctly (<i>pencil only</i>).</li> <li>▪ Forms are <b>alphabetized</b> by last name.</li> </ul>		
4	Blank <u>CERTIFICATES</u> <ul style="list-style-type: none"> <li>▪ Including any unused, damaged, or incorrect.</li> </ul>		
5	Completed <u>COURSE EVALUATIONS</u>	<b>NOW PAPERLESS</b>	
6	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, deviations, or special handling requests you may have with this class.*

Classes must be returned **within fifteen (15) days** after course completion. Ship all materials using a carrier that can track your shipment to:

State Fire Training Shipping/Receiving  
 1131 S Street  
 Sacramento CA 95811