



CFSTES COURSES

Request for Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * <http://sft.fire.ca.gov>



By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

All requests must be received **6 weeks** prior to the class start date.

Today's Date:		Course:		Class Code: (SFT Use Only)	
Start Date:		End Date:		E-learning? <input type="checkbox"/> Online/hybrid <input type="checkbox"/> Online only	
Training Facility:			Advertise In Class Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sponsoring Agency:			Class Location (City):		
Contact Name:		Contact's Phone Number:		Contact's Email Address:	
Primary Instructor:			Instructor Code: (SFT Use Only)		
Instructor's Phone Number:			Instructor's Email Address:		
Estimated Number of Students:		Delivered on Shift Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No		# of Shifts:	
				# of Students per Shift:	
Local Processing? <i>for Accredited Regional/Local Academies Only</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Accredited Academy Number:					
SHIPPING INFORMATION:			BILLING INFORMATION:		
Ship To:			Bill To:		
Attn:			Attn:		
Street Address: (No PO Box)			Street Address:		
City/State/Zip Code:			City/State/Zip Code:		

FOR STATE FIRE TRAINING USE ONLY

Number of Books Shipped:		<input type="checkbox"/> Ground <input type="checkbox"/> Printer <input type="checkbox"/> Pick-Up <input type="checkbox"/> Books are not available from State Fire Training			
Number of Exams Shipped:		<input type="checkbox"/> Ground <input type="checkbox"/> Pick-Up		Exam Edition:	
Exam Serial Numbers:					
Date Shipped:		Date Returned:		<input type="checkbox"/> MRT #: (CDF Use Only)	
Registration and Materials			Unit Price	Quantity	Total Price
Course Registration (59210-142500-20)			\$80.00		\$
				Shipping/Handling Charges:	\$ 8.00
				Estimated Total Amount Due:	\$
Unreturned Student Manuals/Supplements..... (59210-141200-____)			\$		\$
				TOTAL DUE:	\$
DO NOT PAY - THIS IS NOT A BILL					

Scheduling Desk (916) 445-8132
Revised August 2009

Scheduling Fax (916) 552-9464

Return all class materials to SFT Bookstore, 1131 S Street, Sacramento, 95811 within 15 days after the ending date of the class using a carrier that can track your shipment.