



CFSTES COURSES

Request for Course Scheduling



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

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.

Email: SFT.CourseScheduler@fire.ca.gov * **Ph.** (916) 324-6359.

Today's Date:		Course:		Class Code: (SFT Use Only)	
Start Date:		End Date:		E-Learning? <input type="checkbox"/> Online/hybrid	
				Advertise In Class Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Training Facility:			Class (City):		
Hosting Agency:			Contact Name:		
Contact's Phone Number:			Contact's Website or Email Address:		
Primary Instructor:		Instructor ID #	Assistant Instructors:		Instructor ID #
Instructor's Phone Number:			Delivered on Shift Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No *Meaning 2 or more classes during same date range with all the above info. (<u>NOT</u> FF shift schedule)		
Instructor's Email Address:			# of Shifts:		# of Students per Shift:
Estimated Number of Students: _____			Local Processing? <small>(Accredited Regional/Local Academies Only)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No		Accredited Academy #:
SFT Books (if available): <input type="checkbox"/> Please Ship! <input type="checkbox"/> No thanks, I will Download them <input type="checkbox"/> I will pick-up on:					
SHIPPING INFORMATION:			BILLING INFORMATION:		
Ship To Agency:			Bill To Agency:		
Attn:			Attn:		
Street Address (No PO Box):			Street Address:		
City/State/Zip:			City/State/Zip:		

↵ FOR STATE FIRE TRAINING USE ONLY ↵

Date Shipped:		Date Returned:		<input type="checkbox"/> MRT #: (CAL FIRE Only)	
				MRT#	
Registration and Materials			Unit Price	Quantity	Total Price
Course Registration(59210-142500-20)			\$80.00		\$
Unreturned Student Manuals/Supplements.....(59210-141200-____)			\$		\$
Shipping/Handling Charges:					\$ 8.00
TOTAL					\$
DO NOT PAY THIS IS NOT A BILL					

Return all class materials to **SFT Bookstore, 1131 S Street, Sacramento, 95811**
within **15 days** of the class end date & use a carrier that can track your shipment.