



# California State Fire Training

## INTERIM SFT PROCEDURES



- Procedure Title:** ARTP/ALA On-Line and Hybrid Training
- Edition:** January 2015 edition of the State Fire Training Procedures Manual
- Section Change:** Add new section 3.4 to outline the requirements for an ARTP/ALA to offer on-line and/or hybrid SFT course delivery.

### **3.4: ARTP/ALA ON-LINE HYBRID ON-LINE TRAINING**

#### **3.4.1: General Requirements**

- A. Only ARTP/ALA's are authorized to deliver portions of a State Fire Training course, electronically, after a signed Electronic Course Delivery Agreement has been approved by State Fire Training.
- B. Courses delivered electronically include:
  - 1. On-line classes are those in which the entire content of the course can be communicated between the instructor and the student electronically.
  - 2. Hybrid classes, require both classroom attendance and use of electronic communication.

#### **3.4.2: Responsibilities**

- A. Maintaining records of staff development for instructors to teach electronically.
- B. Registered Instructors must complete formalized training in the platform in which the class will be delivered (i.e. Canvas, Blackboard, Moodle, Etudes, social media, etc.).
- C. The accredited academy shall provide SFT access to monitor electronically delivered portions of a class.
- D. The electronic platform used must be able to track and provide information regarding student participation in accordance with each academy's or institution's established policy.
- E. All course requirements listed in the Course Information and Required Materials Manual (CIRM) must be met, regardless of delivery format.

#### **3.4.3: Approval Process**

- A. An ARTP/ALA must offer the specific class in traditional classroom format prior to applying to teach in an on-line or hybrid format.



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- B. Consideration for SFT class approval shall be based on an outline of the course clearly identifying the content of each section, the teaching methodology (traditional classroom or on-line), activities, and time frame for instruction.
- C. Course segments requiring manipulative skills training, activities and skills testing cannot be delivered electronically.
- D. Each new or significantly revised SFT course proposed to be taught in an on-line or hybrid format must have successfully passed the SFT quality control review process.

**Justification:**

This procedure institutionalizes the business process of reviewing and accepting on-line and hybrid course formats.

**Effective Date:**

April 21, 2017

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**Approved By:**



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