



BASIC FSTEP COURSES

Request for Course Scheduling

PO Box 944246 * Sacramento CA 94244-2460 * FAX (916) 552-9464 * www.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:		Advertise In Class Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Training Facility:					
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:			
Senior Instructor (when required):		Senior Instructor Code: (SFT Use Only)			
Senior Instructor's Phone Number:		Senior Instructor's Email Address:			
Estimated # of Students:		Delivered on Shift Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No		# of Shifts:	# of Students per Shift:
				# of Student Manuals:	
SHIPPING INFORMATION:			BILLING INFORMATION:		
Ship To Agency:			Bill To Agency:		
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"/> Download <input type="checkbox"/> Books are not available from SFT			
Date Shipped:		Date Returned:		<input type="checkbox"/> MRT #: (CAL FIRE Only)	
Registration and Materials			Unit Price	Quantity	Total Price
Course Registration (59210-142500-21)			\$20.00		\$
Course Manuals (59210-141200-)			\$		\$
Shipping/Handling Charges:				\$	8.00
Sales Tax (Manuals/Supplements Only)			Tax Rate: %		\$
TOTAL DUE:					\$
DO NOT PAY - THIS IS NOT A BILL					

Scheduling Desk (916) 445-8132
Revised March 2011

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.