



FSSTEP COURSES

Request for Course Scheduling

All requests must be received **4 weeks** prior to the class start date.

By submitting this request, instructors in conjunction with hosting 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:		Advertise In Class Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Training Facility:			Training Facility Ph. #:		
Hosting Agency:			Class Location (City):		
Contact Name:		Contact's Email Address:		Contact's Phone:	
Primary Instructor:		Instructor ID#		Instructor's Email Address:	
Senior Instructor (when required):		Instructor ID#		Sr. Instructor's Email Address:	
Additional Instructor(s):			Number of Additional/Skills Evaluators:		
Estimated Students:		Shift Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Shifts:	# of Students per Shift:	
SHIPPING INFORMATION:			BILLING INFORMATION:		
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

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		\$
				Shipping/Handling Charges:	\$ 8.00
revised: July 2014				TOTAL DUE:	\$
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.