



# State Fire Training Class Evaluations are now PAPERLESS

**Instructors:** Please provide students with the survey link and the necessary information to complete the required fields contained in the survey as shown below.

Go to: [www.surveymonkey.com/r/SFTEval](http://www.surveymonkey.com/r/SFTEval)

The screenshot shows the survey form for California State Fire Training. At the top, there are logos for CAL FIRE and CALIFORNIA STATE FIRE TRAINING. The title is "California State Fire Training" with contact information: "PO Box 944246, Sacramento, CA 94244-2460" and "1131 S Street, Sacramento, CA 95811". A progress bar shows "1 / 4" and "25%". The text reads: "The goal of State Fire Training (SFT) is to provide an effective program that meets your needs and expectations. Your input is critical for the development of future courses and instructor development. This is a strictly voluntary evaluation, but we hope you will complete it to assist in the quality improvement of SFT courses. Thank you for your participation." The form fields are: \* Date: MM/DD/YYYY [Last Date of Class] (text input), \* Instructor: [Last Name, First Initial Example: Smith, J] (text input), \* Course Name: (dropdown menu), Course Location: [Name of City] (text input), \* Course Type: [C=CFSTES or F=FSTEP] (dropdown menu), \* Fiscal Year: [Example: 15] (dropdown menu), \* Last 4 digits of SFT Course Number: [Example: 0001] (text input). A "Next" button is at the bottom. At the very bottom, it says "Powered by SurveyMonkey" and "Check out our sample surveys and create your own now!"

The class code can be found on your approval letter and is broken down into three parts.  
For example, **C14-0001** would be entered as:

This close-up shows three specific fields from the survey form. The first field is "\* Course Type: [C=CFSTES or F=FSTEP]" with a dropdown menu showing "C". The second field is "\* Fiscal Year: [Example: 15]" with a dropdown menu showing "14". The third field is "\* Last 4 digits of SFT Course Number: [Example: 0001]" with a text input field containing "0001".