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)

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### Student Course Evaluation Form

Please include the Instructor, Subject, Location, and approval number for the class you are evaluating.

- **Date**: MM/DD/YYYY [Last Date of Class]
- **Instructor**: [Last Name, First Initial] Example: Smith, J
- **Course Name:**
- **Course Location**: [Name of City]

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The class approval code can be found on your approval email and is broken down into two parts.

**State Fire Training is currently transitioning to a new Records Management System. As a result, currently there are two different formats of Course Numbers.** Please select the correct type, prefix and unique number in the boxes below. This helps us to better track and analyze your responses. Thanks!

Example:
- OLD: C16-0001 or F16-0001
- NEW: CFO-0001 or BEVO-0001.

- **Course Code Format?**
  - Fiscal [ex. C16 or F16]
  - Acronym [BEVO-0110 or CFO-0010]

- **Course Code (Prefix)** [ex. C16, F16, BEVO, CFO, etc.]
- **Last 4 digits of Course Number**: [Example: 0001]