



# California State Fire Training



## INTERIM SFT PROCEDURES

**Reissued Date:** September 19, 2015

**Procedure Title:** On-Line and Hybrid SFT Courses

**Page Number:** Page 30 and Page 39

**Section Change:** The Statewide Training and Education Advisory Committee (STEAC) approved the final report submitted by Alan Hancock College regarding the pilot of on-line CFSTES classes at the October 17, 2008 meeting. At the April 2009 STEAC meeting, SFT staff made an information only presentation on the implementation of on-line course approvals. The interim procedure for the approval process is:

### **ARTICLE VIII ARTP/ALA HYBRID ON-LINE TRAINING**

1. Only ARTP/ALA's are authorized to deliver portions of a State Fire Training course, electronically, after a signed SFT agreement has been approved by State Fire Training.
2. Classes delivered electronically include:
  - a. On-line classes are those in which the entire content of the course can be communicated between the instructor and the student electronically.
  - b. Hybrid classes, require both classroom attendance and use of electronic communication.
3. The accredited academies are responsible for:
  - a. Maintaining records of staff development for instructors to teach electronically.
  - b. Instructors shall meet the following:
    - i. Registered Instructors, who have taught the specific class in traditional classroom format, will be approved to teach on-line.
    - ii. Instructors must complete formalized training in the platform in which the class will be delivered (i.e. Web CT, Blackboard, Moodle, Etudes, social media, etc.).
4. The accredited academy shall provide SFT access to monitor electronically delivered portions of a class.
5. Student evaluations, from all delivery platforms (electronic and classroom), will be provided to SFT at the end of each class.
6. The electronic platform used must be able to track and provide information regarding student participation according to each academy's established written policy.
7. Consideration for SFT class approval shall be based on an outline of the course clearly identifying the content of each section, the teaching methodology (classroom or electronic), and time frame for instruction.
8. Course segments requiring manipulative skills training, activities and skills testing cannot be delivered electronically.
9. All course requirements listed in the Course Information and Required Materials Manual (CIRM) must be met, regardless of delivery format.

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

**This change in procedure clarifies requirements to teach on-line and hybrid SFT classes.**

**Effective Date:** July 28, 2014

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**Approved By:**

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