OVERVIEW
The 2019 State Fire Training (SFT) Procedures Manual Section 5.1.5(B), requires all courses with
less than 5 students to be approved by SFT prior to delivery. This includes courses with prior
approval where class size was anticipated to be higher than 5 but actual enrollment falls short.

If an upcoming course will not meet the minimum enrollment requirements, the Instructor of
Record must inform SFT and obtain approval to continue with the delivery of the course.
Although many courses do not have a minimum student requirement, some are not
appropriately delivered if there aren’t at least 5 students in attendance.

Please submit your request for approval to the SFT.CourseScheduler@fire.ca.gov. Failure to
receive SFT approval for courses with less than five students prior to delivery may result in
instructor discipline and/or course revocation.

ADDITIONAL INFORMATION
For more information please review the following:
• State Fire Training Procedures Manual
• Course Information & Required Materials Manual
• Title 19, California Code of Regulations, Chapter 13
• Instructor Code of Ethics/ Conduct

Please submit any questions regarding this bulletin to Kris.Rose@fire.ca.gov.