

# CSTI ADMIN FORMS PROCEDURES CHECK LIST

## All Types of Classes

### **BEFORE CLASS:**

\_\_\_ FAX, Mail, or phone in your HM100, Training Course Notification Form to C.S.T.I. **six weeks** prior to your course. (Be sure to list **complete physical address, exam year, year of CD or DVD.**) A course number will be FAX'd, mailed or given to you over the phone.

\_\_\_ Once you have your course number from C.S.T.I, make copies of the 1. Class Schedule (HM130), or (HM 130R – **NOTE Submit the HM 130 R instead of the HM 130 for all Refresher courses** except GSW), 2. Course Roster (HM150), list phone numbers and addresses, and 3. Student Evaluation (HM140). Put Course Number on these forms.

\_\_\_ Print enough copies of the exam for your entire class. (Call or write on your Training Course Notification Form if you need a master copy of the exam versions sent to you. Exams are not on CD. For exam security, we will send them to your home address.)

\_\_\_ Fill in course number, and your name on Student Evaluation Form, and then make copies for all participants prior to the start of class.

### **AFTER CLASS:**

\_\_\_ Score all exams, and complete the Course Roster(s). Be sure you can read clearly each participant's name. If not, re-write, or type. Fill in the pass/fail and percentage (%) score columns, and **SIGN EACH PAGE.**

\_\_\_ Send the completed **Course Roster(s), Class Schedule, Student Evaluation forms** from all participants, **Course processing fee** in the form of one **Check** for the entire class made out to "Cal EMA" or **Credit Card**: Visa/American Express/Mastercard. **Use 8/2008 Processing Fee Schedule to determine fee or call if you need further info.** Call in Credit card to 805/549-3534, Susan Kocher.

\_\_\_ You must retain all exams and / or answer sheets from each student for a period of **five (5)** years after your course is completed. **Submit HM 170 for all classes where FRO, or Tech./Spec. is a prerequisite.**

After your final course materials are received at C.S.T.I., the certificates will be processed and returned to you for your signature and distribution, along with a copy of the Course Roster for your records. Please contact **Susan Kocher, Outreach Coordinator at 805/549-3534**  
**Send e-mail: Susan.Kocher@calema.ca.gov.**