FIRE AND PUBLIC SAFETY ACADEMY TRAINING SYSTEM
February 2018 INSTRUCTOR BULLETIN

** IMPORTANT **

IDHS will be shutting down the use of IGMS for Fire Course Request as of March 1, 2018.

Fire Certification Course Request

All course request should be submitted by using the new Acadis Webforms 30 days prior to the beginning of the course:
https://acadisportal.in.gov/AcadisViewer/WebForms/Public/DataCollectorList.aspx

The following webforms are available:
Fire – Certification Course Roster (Closed Classes ONLY)
Fire – Certification Course/Initial Exam
Fire – Certification Course Retest Application
Fire – Course Request (Non-Certification Fire) also see Instructors registering for Non-Traditional Fire Course on page two of this bulletin.

Student Self-Registration into courses is active as of September 5, 2017. This link will take you to the main Acadis login page:
https://acadisportal.in.gov/acadisviewer/Login.aspx?ReturnUrl=%2fAcadisViewer%2f

When you click on the link the page opens, you will then click on Training Catalog (on right menu bar) you will see descriptions of the different courses. You do not have to have a portal account to look. To sign up for training, you must have a portal account before you are able to log in to enroll in a course. Once logged into your Acadis account, if you do not have a tab at the top that says, Training & Events and a tab that says Registration, you will need to email psidquestions@dhs.in.gov to have your access changed.

Technical Rescue Awareness LMS

We have created two (2) separate classes in the ACADIS Self-Registration Portal for the Technical Rescue Awareness LMS Course. This will help all of us so students who are under 18 can take the course. Their certification will not be issued until they turn 18 and meet all requirements.

Fire – Technical Rescue Awareness – TR Online Q1 TRA0001 Over 18
Fire – Technical Rescue Awareness – TR Online Q1 TRA0003 Under 18

Fire Instructor Renewal   dhs.in.gov/3101.htm

EMS Primary Instructor Renewal   dhs.in.gov/3527.htm

MODULE A, B, C & D PROGRAM UPDATED

The Module A, B, C and D program has been updated. As of February 1, 2018, if you request a Module A course you will be issued the new test for the new Module A (2018).
Module A – When complete the student will receive Mandatory Certification
Module B (HMA) – When complete student will receive HMA Certification
Technical Rescue Awareness – On LMS Student will receive Technical Rescue Certification
Module B (HMO) – When complete student will receive HMO Certification
Module C (FF I) – When complete student will receive FF I Certification
Module D (FF II) – When complete student will receive FF II Certification

For additional information see attached Module Bulletin

Instructors Registering for Non-Traditional Fire Course
In Acadis, click on the link under Resources to find a link named Webforms. If you click this link it will take you to a list of different Webforms. You will click on the one that says: **Course Request (Non-Traditional Fire)** once you click on this it brings up a form.

- Fill out all boxes
- If this class is going to be during specific times of the day, be sure to include that in the Course Description. Days of week, hours the class will be held (i.e. 1-3 PM, Mon, Wed & Fri).
- Once you have completed the form you will click submit and it will notify us in Certifications that we need to put the class in Acadis.
- Within 5 days of the training being completed, the Instructor will need to scan the report of training/lead evaluator report and rosters (which must include printed name and PSID numbers) to firecertifications@dhs.in.gov.
- Certification staff will then confirm the students attended the course and it will go on their Acadis training record.

Traditional Fire Courses – certifications are issued
Non-Traditional Fire Courses – all other courses; certificate of completion
Web form – online for all courses

Pre-Requisites for Certification Courses

Prerequisites must be on the student's record **PRIOR** to listing them on the roster (i.e. student must have completed and passed a certification program, and that program must be posted to their record). All rosters for testing **MUST** include a PSID Number for each student.

Sequential On-line Testing *is the only exception.* The Proctor **MUST** watch the student submit their 1st test and verify they have passed with a 70% or better **BEFORE** issuing the 2nd Test ID. If a student takes the 2nd test and did not pass the 1st test the 2nd test will be voided.

** Skills Completion Verification**

Skills must be completed **_prior to the students taking the written exam_**. Once skills testing has been completed, the Lead Evaluator shall access the Lead Evaluator Acknowledgement form online: dhs.in.gov/3881.htm. **_All skills forms must be submitted within 7 days of the test._** If the skills verification is not received the student(s) certification will not be issued. If a student is not on the roster, **DO NOT** submit skills for them.

Phoenix Society for Burn Survivors 2016 Annual Report

https://www.phoenix-society.org/uploads/docs/Financial_Accountability_Docs/Annual_Report_2016_web_1.pdf

Publisher Resources
John Konrad, IFSTA/Fire Protection Publications Representative
P: 405.744.7701 c: 310.625.7044 john.konrad@osufpp.org

Publisher Resources Continued
Holly Fournier, Operations Lead/Pennwell Corporation/Fire Engineering Books & Videos
P: 918.832.9380 f: 918.832.9319 hollyf@pennwell.com

Joy Knobbe, Public Safety Specialist/ Jones & Bartlett Learning/FISDAP
P: 1.800.832.0034 option 2 jknobbe@jblearning.com

** Fire and Public Safety Academy Training System Contact **

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Donna Saine, Course Administrator	dsaine@dhs.in.gov
Jason Coffey, Fire Training Manager Districts 5, 6, 8, 9, and 10	jacoffey@dhs.in.gov
William (Bill) Huffer, Fire Training Manager Districts 1, 2, 3, 4, and 7	whuffer@dhs.in.gov
Regine Hampton, Certifications	rhampton@dhs.in.gov
Nichelle (Shelly) Elliott, Certifications/Blasters	nelliott@dhs.in.gov
Charles Heflin, Quality Assurance Curriculum Development Manager	cheflin@dhs.in.gov
Wade Walling, Training Program Manager National Fire Academy (POC)	wwalling@dhs.in.gov

Course Contact Website

John Buckman jbuckman@dhs.in.gov	Jason Coffey jacoffey@dhs.in.gov	William (Bill) Huffer whuffer@dhs.in.gov
Instructor l & II/III Leadership Courses Fire Officer Strategy/Tactics	Fire Officer I, II, III, & IV Inspector I, II Driver Operator Pumper Driver Operator Aerial Driver Operator Mobile Water Supply	Firefighter I, II Mandatory Firefighter Modular Firefighter Program Mobile Live Fire Trainer Mobile Training Props (V/M, Propane) Hazardous Materials (Awareness, Ops, Technician) Hazardous Materials Trainer
Certification Courses handled by Regine: All Rescues Ops/Tech (Confined Space, Vehicle Machinery, Rope, Structural Collapse, Swift Water, Trench) Driver Operator – ALL Fire Officer – ALL Safety Officer FOST Hazardous Materials – ALL Technical Rescue	rhampton@dhs.in.gov	
Certification Courses handled by Nichelle (Shelly) Elliott: Module A, B, C & D Mandatory Firefighter I & II Airport FF Fire Inspector 1 & 2 Instructor 1 & 2/3 Fire Investigator Public Educator 1 & 2 Blaster Permits are also handled by Shelly	nelliott@dhs.in.gov	