



On Line Re-certification of Fire Instructor I/II/III

1. General

1.1. This document describes the process for Certified Fire Instructor I, Fire Instructor II/III to re-new their certifications on-line, i.e. electronically. The goals of providing on-line certification renewal are to provide a faster, more efficient method of updating certifications while maintaining the integrity of the Board of Firefighting Personnel Standards and Education (Board) rules within the State of Indiana. Similar processes are already in place for the Indiana Professional Licensing Board that licenses over 50 professions including nurses, physicians, and radiological technicians in Indiana.

1.2. Board rules make it clear that the certification holder is responsible for maintaining their certification(s). Board certifications eligible for on-line renewal include:

- Fire Instructor I
- Fire Instructor II/III

1.3. EMS Certifications available for on-line renewal include:

- First Responder
- Emergency Medical Technician - Basic
- Emergency Medical Technician - Basic/Advanced
- Emergency Medical Technician - Intermediate
- Emergency Medical Technician - Paramedic
- Primary Instructor
- Emergency Vehicle Operator
- Emergency Vehicle Operator - Instructor

2. Collection/Documentation of Fire Instructor Continuing Education Hours

2.1. *Fire Instructor I*

2.1.1. The process of documenting thirty (30) hours of continuing education, consisting of at least twenty-four (24) hours of teaching classes in public safety and emergency response and at least six (6) hours of attendance at classes pertaining to training in adult education, has not changed.

2.2. *Fire Instructor II/III*

2.2.1. The process of documenting thirty (30) hours of continuing education, consisting of at least eighteen (18) hours of teaching classes in public safety and emergency response, evaluating at least six (6) hours of practical skills, and attending at least six (6) hours of classes pertaining to training in adult education, has not changed.

2.3. The certification holder should use the forms currently approved by the IDHS Preparedness & Training Division. All approved forms are available via: <http://www.in.gov/dhs>

3. On Line Submission of In-Service Hours

3.1. *Acadis Portal*

3.1.1. ***To renew a certification on-line, certificate holders must first obtain an IDHS Certification Portal account.*** The portal will allow access to the Acadis Database where the individual's personal information and training records are stored. [Acadis Portal](#)

3.1.2. Creating an account on the Portal will require applicants to have a Public Safety Identification Number (PSID) number, last name and valid e-mail address (only one e-mail address per portal account is accepted); and answer a series of security questions to confirm the person's identity. The use of this portal will also allow account holders to update their personal information.

4. Renewing a Certificate

- 4.1. After obtaining access to the IDHS Portal, users may log in and renew any eligible certifications. Detailed instructions can be found on the IDHS web site or portal home page.
- 4.2. Eligible certificates will be available for electronic renewal beginning 90 calendar days in advance of the certification's expiration date. You will not be able to utilize on-line renewal once your fire certification has expired. You will have thirty (30) calendar days after the certification expires to submit your In-Service documentation for renewal. See Section 7 below for instructions on how to submit your In-Service documentation.
- 4.3. Individuals who hold multiple certifications must renew each certificate separately.

5. Affirmation of Continuing Education/Criminal History

- 5.1. As a condition of on-line certification renewal, the user must affirm they have completed all continuing education requirements, obtained all necessary documentation as required on the Application for Recertification Form.

6. Audits

- 6.1. A pre-determined percentage of the certifications scheduled to be renewed will be audited. The audit will be random and the number of audits done may be adjusted as needed.
- 6.2. If a certificate holder submits their in-service electronically and is selected for audit, the certificate holder will receive a message indicating their certificate is **NOT** renewed. They will be instructed to submit their in-service documentation to IDHS either in person, or postmarked within three business days of the electronic re-certification attempt. Failure to submit continuing education documentation to IDHS within the specified time frame may subject the applicant to sanctions; or may be considered a late submission.

7. Submission of In-Service Documentation

7.1. In-Service documentation can be submitted in person or via postal service (certified mail is recommended). Mailed Continuing Education forms should be addressed to:

Indiana Department of Homeland Security
Fire - Certifications, E239, IGC-S
302 W. Washington Street
Indianapolis, IN 46204-2739

8. Retention of Continuing Education Documents

8.1. With on-line renewal, IDHS will no longer maintain continuing education documents. Certification holders are urged to retain their documents for three years in the event the documents are needed for future audits by IDHS.