*FIRE AND PUBLIC SAFETY ACADEMY TRAINING SYSTEM*
*September 2017 INSTRUCTOR BULLETIN*

## *** IMPORTANT ***

Student Self-Registration into Non-Traditional Fire Courses (courses you would have found on the FireTraining.com website) will be 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 above the page opens and the screen below is what you will see. On the right side of the screen under Resources, you can click on Available Trainings to see what is out there. If you click on Training Catalog, you will see descriptions of the different courses (just like a college website.). You do not have to have a portal account to look. If you want to sign up for training, you must have a portal account and be 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 contact psidquestions@dhs.in.gov to have your access changed so you can submit enrollment request into the different trainings.

Instructors wanting to register a Non-Traditional Fire Course (courses you were putting on the FireTraining.Com calendar). When you click on the link also under Resources is a link called 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 course being completed, the Instructor will need to scan the report of training 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 training record in Acadis.

Ten webinars of Acadis Self-Registration training were presented during the course of August and we will be doing more in October.

**Fire Instructor Renewal**

Here's the link to access the application for re-certification: http://in.gov/dhs/3101.htm

**EMS Primary Instructor Renewal**

Here's the link to access the application for re-certification: http://in.gov/dhs/3527.htm

***IERC Workshop Information***

Indiana EMS Education Workgroup
Meeting Agenda – September 20, 2010
10:00 AM                    Suite 16 at IERC

Webinar information

- Log into: www.gotowebinar.com
- Meeting ID is: 605-133-163
- If you are joining by webinar, please watch your e-mail for last minute instructions or changes. If you have difficulty gaining access, please e-mail Jana at jaszoste@iun.edu.

**Teaching Outline**

All of the publishers that provide books to be used in delivering training courses for the students to become certified by the Board of Firefighting Personnel Standards and Education provide a teaching outline. The teaching outline should be used to plan the teaching session. The PowerPoint slides are NOT a teaching outline. Instructors who do not use the teaching outlines provided by the publishers may not be providing all of the information in a format designed to help the student achieve a passing score on the certification examination. The teaching outline provides general guidance to the instructor. Additionally, the outline may provide some direction to the instructor on where to find other information to share with the students. The teaching outline may provide questions to pose to the students to keep the student engaged in the instructional delivery versus having the PowerPoint slide read to the students.

The teaching outline will provide a timeline of the delivery. The teaching outline may provide guidance on skills training and testing that may help the students achieve a passing score on the test. The teaching outline may provide learning targets for the instructor and the student. Activities are usually a part of every teaching outline. Students of today want to be engaged and involved in the learning process. The role of the instructor is to do what is best for the students, which is not always what is best for the instructor. Many of the teaching outlines will have review questions at the end of the chapter to be used by the instructor to reinforce key components and validate that a certain amount of learning will take place. Instructors, you are encouraged to use the teaching outlines provided free of charge. Make sure you don't short cut the delivery system by only using PowerPoint slides to deliver the material content.

**\*\*Skill Scenario Request Procedure\*\***

To comply with IFSAC accreditation requirements, the procedure for requesting Skill Scenarios for Firefighter I, Firefighter II, Modules B, C, & D, & HazMat Operations courses are as follows.

1) The Lead Instructor will contact the Fire & Public Safety Training Academy staff not more than 16 days or less than 4 days prior to the scheduled final practical skills date.
2) The Lead Instructor may use one of the two methods listed below.
   A) The Lead Instructor will send an email to, www.psidquestions@dhs.in.gov to obtain the skill scenario(s) that will be randomly selected at the time the email is received.
   B) The Lead Instructor will call **800-666-7784** to obtain the skills scenario(s) that will be randomly selected at the time of the phone call. This must be made during normal business hours.

**\*\*ATTENTION ALL Acadis Accounts \*\***

Please don't instruct students to call the office to set up their personal Acadis accounts. All accounts are setup when their PSID number is issued by filling out the online form found here: http://www.in.gov/dhs/3880.htm. Once the request is processed the student will receive a "Welcome email." This email includes instructions on how to access their account. Once they've completed this step the student will get their PSID number and be able to make any necessary changes, take online training, print certifications, and renew certificates. Please call the office if your account is locked and the automatic reset your password does not work or you don't have access to your old email account.

**\*\*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 this **http://www.in.gov/dhs/3881.htm** and complete, and submit the Lead Evaluator Acknowledgement form. *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

## **\*\*Instructor I Survey\*\***

**The Instructor I course now includes a new skill.** Skill 7 requires the student to log into their Acadis portal and complete an electronic survey which rates the quality of the class. This is an anonymous survey but the students are required to enter their email address so they can get an electronic confirmation. The survey is a detailed questionnaire that will help IDHS determine the strengths and weaknesses of our course deliveries and help us determine where improvements can be made to improve the quality of programs we are delivering around the state.

## **\*\*Leadership Development Survey\*\***

Leadership positions often require a great deal of knowledge, whether as an elected official, first responder, emergency manager or countless other roles. The Indiana Department of Homeland Security Fire and Public Safety Training Academy System is developing a leadership training program to provide those who have emergency management responsibilities to help prepare local leaders. IDHS is soliciting the opinions of both current leaders, as well as those working toward leadership roles, as the Academy develops this program.

Please visit the short, 10 question survey at the link below. We appreciate your feedback.
https://www.surveymonkey.com/r/KN5QPLQ

## **\*\*Curriculum Update\*\***

Effective June 1st Fire Officer I and II, book updated to the IFSTA Fire Department Company Officer 5th edition.

**NOTE:** Retest are the exception

Fire Officer 3 book is updated to the IFSTA Chief Officer 3rd edition

Fire Officer 4 book is updated will NOT be effective until January 2018.

**Driver Operator** is updated to **Jones & Bartlett 2nd Edition** - Fire Apparatus Driver Operator: Pumper, Arial, and Mobile Water Supply

Fire Inspector 1 and 2 moved to the new book, IFSTA 8th Edition and testing is updated.

## **\*\*OSHA Questionnaire\*\***

Respirator Clearance Health History Questionnaire -**Please see the attached questionnaire**-

**\*\*Firefighter Cancer Support Network\*\***

**Cancer has been the leading cause of firefighter line-of-duty deaths for the past 14 years**. Accurate data is crucial when quantifying occupational cancer's toll on and threat to firefighters and their families. **Firefighter Cancer Support Network** fact check: Firefighters have 9% higher risk of cancer diagnosis, 14% higher risk of dying from cancer. https://firefightercancersupport.org/

**\*\*Fire Engineering LMS System\*\*PENNWELL**

Agencies wishing to utilize the Fire Engineering LMS system need to obtain an Instructor key and Student keys.  Only request the amount of student keys needed for each course and return any unused keys within 7 days after the course start date. Obtaining Fire Engineering LMS Keys;
Contact Donna Saine first to obtain needed keys

Holly Fournier (second contact)
Operations Lead
Pennwell Corporation
Fire Engineering Books & Videos
p: 918.832.9380
f:  918.832.9319
hollyf@pennwell.com
PennWellBooks.com

**Purchasing Pennwell/Fire Engineering FF I II books**

If you wish to purchase Firefighter I II text books and associated items, you may order these items on line.  Use the following link to order direct: http://www.pennwellbooks.com/categories/shop-fire-books-videos/indiana-firefighter-i-ii.html

Anyone from Indiana can order those items. If someone from the **district orders**, they can use the coupon code **IndianaFEH** that will lower the price to the agreed upon discount.

**LMS usage tutorial video**
There is a tutorial video available for the Fire Engineering LMS system.  This video will walk you through the basics of using the LMS and can be used for first time users of the system of a refresher for those needing it.  The link is as follows: https://youtu.be/KptqKuNpoo4

**\*\*Resources\*\*IFSTA**

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

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| Jason Coffey - Districts 2, 4, 6, 8, and 10 | jacoffey@dhs.in.gov |
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