

How to submit your 2014 In-Service Training Verification for Educational Pay Incentive (Excel) and Training Substitution Forms Request through Acadis



Submissions for 2014 are required to be submitted by
March 1st of 2015
Chapter 0360-07-06

Objectives

1. How to submit Educational In-Service Verification Form (Excel) and Training Substitution Forms Request through Acadis
2. How to submit Notarized Statement of Fire Chief and Educational Incentive Pay Request

Note: You Can Download Our Most Current Forms on Our Website.



1. How to submit Educational In-Service Verification Form (Excel) Request and Training Substitution Forms through Acadis



Step 1. Visit the Fire Commission Web Site

<http://www.tn.gov/fire/commFireFighting.shtml>

Step 2. Click the Acadis Portal Link

<https://acadis-portal.tn.gov/AcadisViewer/login.aspx>

Step 3. Log into Acadis using your E-mail address and password assigned to you by Acadis .

Sign in

E-mail address (Username)

Password

[Forgot your password?](#)

[Terms of Service](#) | [Feedback](#)

Tennessee Public Safety Training Academies

To give you a better understanding of how to use the portal, we have developed a short series of instructional videos. Please click [here](#) for Part 1, [here](#) for Part 2, and [here](#) for Part 3.

Tennessee Public Safety Training Academies

The Tennessee Public Safety Training Academies Portal is your access to schedules, registration and other information for the TN Law Enforcement Training Academy; TN Fire Service & Codes Enforcement Academy, TN POST Commission and TN Commission on Firefighting. This combined records management approach helps us maintain accurate, complete and accessible lifelong records for law enforcement officers, firefighters and emergency responders who complete training classes conducted by either academy and certifications issued in Tennessee. In the future, this site will also have the ability for authorized agency officials to update records, log in-service training for local departments and take on-line certification exams. We hope our customers will find this portal useful as another tool to assist in meeting your training and certification needs.

The Acadis Readiness Suite Primary Functions

Resources

-  [Available Training](#)
-  [WebForms](#)

Technical Support

For technical support, questions, or comments on this site, please contact:

For Law Enforcement students contact (615) 741-4448 or law.enforcement@tn.gov;

Fire & Codes Academy and TN Firefighter Personnel Standards & Education Commission students with access problems contact



Step 4. Click on Training & Events

Step 5. Tab and then select Submit Completed Training for Approval

The screenshot shows the website interface for Tennessee Public Safety Training Academies. At the top, there is a dark blue header with the text "TENNESSEE PUBLIC SAFETY TRAINING ACADEMIES" on the left and "Fox, Randy Dale" on the right. Below the header is a navigation bar with five tabs: "Home", "Training & Events", "Registration", "Organization", and "Personnel". The "Training & Events" tab is selected and highlighted. A dropdown menu is open under this tab, listing five options: "Browse or Sign up for Training", "Submit Completed Training for Approval", "View Submitted Training", "Print a Report of Completed Training", and "Plan an Event". The "Submit Completed Training for Approval" option is highlighted in dark blue. A red arrow points from the text "Step 4. Click on Training & Events" to the "Training & Events" tab. Another red arrow points from the text "Step 5. Tab and then select Submit Completed Training for Approval" to the "Submit Completed Training for Approval" option in the dropdown menu. Below the navigation bar, there is a "My Profile" section with an "Edit My Profile" button. The profile section lists fields for "Mailing Address", "Primary Phone", "Email Address", and "PSID".



Step 6. Under the Course Drop Down Select 2014 IN-SERVICE TRAINING VERIFICATION FORM

* **Course** Select a course from the approved course titles
2014 FFC IN-SERVICE TRAINING VERIFICATION FORM ▾

USE THIS CODE FOR EDUCATIONAL INCENTIVE PAY SUBMISSION - YOU MUST ATTACH YOUR IN-SERVICE TRAINING VERIFICATION FORMS AND SELECT THE SECURITY / PROTECTION

Enter my own course information

* **Start Date** 1/10/15

* **End Date** 1/10/15

← Step 7. Enter the date (s) you are submitting the request

Training Category All attendees will have the **same** training category ←

Education Incentive ▾

Step 8. Select All attendees will have the same training category.

Each attendee may have a **different** training category

Step 9. From the drop down select Educational Incentive.

* **Hours** All attendees will have the **same** number of hours

Hours 40

Step 10. Select All attendees will have the same number of hours. Then enter 40 in the Hours field.

Each attendee may have a **different** number of hours

Step 11. From the drop down select TFACA – Academy Licenses.

* **Report Training To** TFACA - Academy Licenses ▾

Event Comments 2014 IN-Service Training Verification Form Submission

Step 12. In the Event Comments field enter as shown.

Characters: 53 of 800 allowed.

tion Provider

Instructor Contact



Step 13. Under Instructor Contact Enter Your Contact Information

TENNESSEE PUBLIC SAFETY TRAINING ACADEMIES Fox, Randy Dale ▾

Home Training & Events Registration Organization Personnel

All attendees will have the **same** number of hours
Hours

Each attendee may have a **different** number of hours

* Report Training To

Event Comments
Characters: 53 of 800 allowed.

Instruction Provider **Instructor Contact**

* Type Official Provider/Certified Instructor

Other

Instructor Name
Email
Phone () - Ext.

Step 14. Select Other Under Instruction Provider "Type" and Then Enter Your Department Name

Step 15. Now Select Either Save As Draft or Add Attendees. If You Select Save As Draft You Can Return And Complete Later.



Step 16. Under Add Attendees (s) Select Add attendee (s) by selecting from a list. Once you select this option your department's personnel should populate. You can now select the members of your department that qualify for Educational Incentive Pay by clicking the check box beside their name or you can select all by clicking Name in the Blue Tab. However, you may need to uncheck some personnel who do not qualify.

TENNESSEE PUBLIC SAFETY TRAINING ACADEMIES Fox, Randy Dale ▾

Home Training & Events Registration Organization Personnel

Select Attendees for 2014 FFC IN-SERVICE TRAINING VERIFICATION FORM

Add Attendees from TN Firefighting Personnel Standards and Education

I want to

- Add attendee(s) by entering name, PSID, or SSN
Used for a small number of attendees or attendees from multiple organizations.
- Add attendee(s) by selecting from a list
Used when most or all employees from your organization attend a training event.

**** Be sure all of your employees have been entered into Acadis before you start this process. ****

Include people with inactive employment

Select attendees from TN Firefighting Personnel Standards and Education:

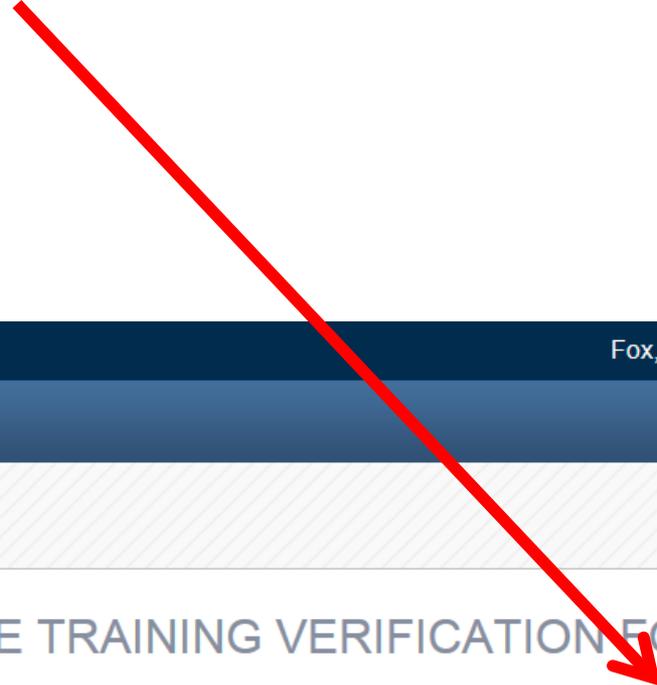
<input type="checkbox"/> Name	PSID	SSN	Title/Rank	Employment Status
<input type="checkbox"/> Chambers, Charles M.			Regional Training/Certification Co-ordinator	Active
<input type="checkbox"/> Cross, Steven E.			Regional Training/Certification Co-ordinator	Active
<input type="checkbox"/> Deener, Cheryl			Administrative Assistant	Active
<input type="checkbox"/> Fox, Randy Dale			Director	Active

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Step 17. Once You Have Selected Your Qualified Personnel Select Continue

Step 18. You Can Now Review And Edit As Needed.



Training Event Record for 2014 FFC IN-SERVICE TRAINING VERIFICATION FORM

Course No.

Status Draft

Description USE THIS CODE FOR EDUCATIONAL INCENTIVE PAY SUBMISSION - YOU MUST ATTACH YOUR IN-SERVICE TRAINING VERIFICATION FORMS AND SELECT THE SECURITY / PROTECTION

Training Date(s) 1/10/15 – 1/10/15

Hours 40

Instruction Provider Randy Fox (ACME FIRE DEPARTMENT)
(randy.fox@tn.gov)
(615) 741-6780

Event Comments 2014 In-Service Training Verification Form Submission

Delete

Edit

Draft 07/09/2014 by Fox, Randy Dale



Step 19. Select Add a Document to upload your Excel Spread Sheet For In-Service Training Verification.

Note: This MUST be Our Form on a Single Excel Spread Sheet with all qualifying members listed for Educational Incentive Pay *Do Not Upload a PDF File for Educational Incentive Pay* It Will Be Rejected.

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[Home](#) [Training & Events](#) [Registration](#) [Organization](#) [Personnel](#)

(615) 741-6780

Event Comments 2014 In-Service Training Verification Form Submission

Attendees (4) Edit

Name	PSID	Training Category
Chambers, Charles M.		
Cross, Steven E.		
Deener, Cheryl		
Fox, Randy Dale		

Documents Add a Document

None Specified

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

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Step 20. Add a Document Description

Step 21. Select Browse and Find Your Educational Incentive Form

Step 22. Select Protect This Document

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Home Training & Events Registration Organization Personnel

 **Training**
Submit Completed Training - Add a Document

Document Information

* Document Description
Characters: 31 of 250 allowed.

* Document

Protect This Document This document contains one or more Social Security Numbers and should be restricted.

Note: The Document MUST be submitted on our form and be a Single Excel Spread Sheet with all qualifying members listed for Educational Incentive Pay *Do Not Upload a PDF File for Educational Incentive Pay* It Will Be Rejected.



Step 23. You Can Now Review And Edit Your Submission, Your Attached File Will Appear Here.

Step 24. You Are Now Ready To Submit Your In-Service Educational Incentive Form For Approval

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Home Training & Events Registration Organization Personnel

Attendees (4) Edit

Name	PSIA	Training Category
Chambers, Charles M.		
Cross, Steven E.		
Deener, Cheryl		
Fox, Randy Dale		

Documents Add a Document

Description	File	Portal Viewing	Uploaded	
2014 Educational Incentive Form	Lewisburg SS 2013.xlsx		07/09/2014 01:45 PM by Fox, Randy Dale	Delete

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.

[Back](#) Submit for approval





Training

 **Browse**
Or Sign Up for Training

 **Submit**
Completed Training for Approval

 **View**
Submitted Training

 **Print**
A Report of Completed Training

 **Plan**
An Event

Recently Submitted Training (last 30 days)

Last Status Change	Status	Course Title	Course No.	Starting	Ending	People Pending Approval	Total Attendees
07/09/2014	Submitted	2014 FFC IN-SERVICE TRAINING VERIFICATION FORM		07/01/2014	06/30/2015	0	4

You Should Now Have This Screen Showing Your Submission

*** You Will Need To Use These Same Steps To Enter Your Training Substitutions Forms For 2014 Into Acadis, However, You Will Select Different Course Titles and Descriptions and Upload The Training Substitutions Forms and Supporting Documents – A Form Fillable PDF Can Be Found On Our WebSite**

*** You Will Need To Use These Same Steps To Enter Your In-Service Training and Sign-In Sheets For 2015 Into Acadis**



2. How to submit Notarized Statement of Fire Chief and Educational Incentive Pay Request



Notarized Statement of Fire Chief and Educational Incentive Pay Request

These Forms Must Be Completed And Sent To Our Office **by Certified Mail on or Before March 1st of 2015** These forms can be found on our website for download.



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
COMMISSION ON FIRE FIGHTING
500 JAMES ROBERTSON PARKWAY
10TH FLOOR
NASHVILLE, TENNESSEE 37243-0579
815-741-8780
FAX: 815-741-4207

NOTARIZED STATEMENT OF FIRE CHIEF

I hereby certify that I have carefully examined the In-Service Report Form(s) submitted to the Tennessee Commission on Fire Fighting Personnel Standards and Education for the State Educational Incentive by my department.

Further, I attest to the accuracy and completeness of said form(s) by affixing my signature to this document.

Department Name: _____

Fire Chief Signature
(DO NOT TYPE)

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Seal)

Notary Public

My Commission expires on the _____ day of _____, 20____.



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
COMMISSION ON FIRE FIGHTING
DAVY CROCKETT TOWER
500 JAMES ROBERTSON PARKWAY, 10TH FLOOR
NASHVILLE, TN 37243-0579
(615) 741-6780

EDUCATIONAL INCENTIVE PAY REQUEST TO THE TENNESSEE COMMISSION ON FIRE FIGHTING

TO BE SIGNED BY THE CHIEF ADMINISTRATIVE OFFICIAL OF CITY/COUNTY

Request for payment of fire personnel Educational Incentive Pay is hereby made. I have examined the attached reporting form and find it complete and correct to the best of my knowledge. This fire department is part of the unit of government of which I am the Chief Administrative Officer.

Request for payment is made with the understanding that payments disbursed by the State of Tennessee are subject to the deduction of applicable taxes by the local unit of government before disbursement to eligible full-time personnel. Fire Department.

TOTAL NUMBER OF FIRE SERVICE PERSONNEL FOR WHICH EDUCATIONAL INCENTIVE PAY IS REQUIRED FOR :

I certify that the personnel listed were on the payroll as of December 31, , or are eligible based upon conditions outlined in Chapter 0360-7-1-.06 (8) of the Commission's Rules and Regulations.

Chief Administrative Official's Signature _____ Date _____
DO NOT TYPE (FIRE CHIEF - DO NOT SIGN)

TYPE OR PRINT NAME OF ABOVE OFFICIAL _____ TITLE _____

OFFICIAL MAILING ADDRESS:

FOR COMMISSION USE ONLY:

of Fire Personnel: _____ Date Received in Office: _____

Date Paid: _____ Amount Paid: \$ _____



If you have questions contact your
Commission Coordinator or our
office

615-741-6780

<http://www.tn.gov/fire/commFireFighting.shtml>

Middle & East TN

Charles Chambers

615-906-2495

Charles.Chambers@tn.gov

West TN & TFACA

Steven Cross

615-339-6021

Steven.Cross@tn.gov

