

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



Submissions for are required to be submitted by March 1<sup>st</sup>

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



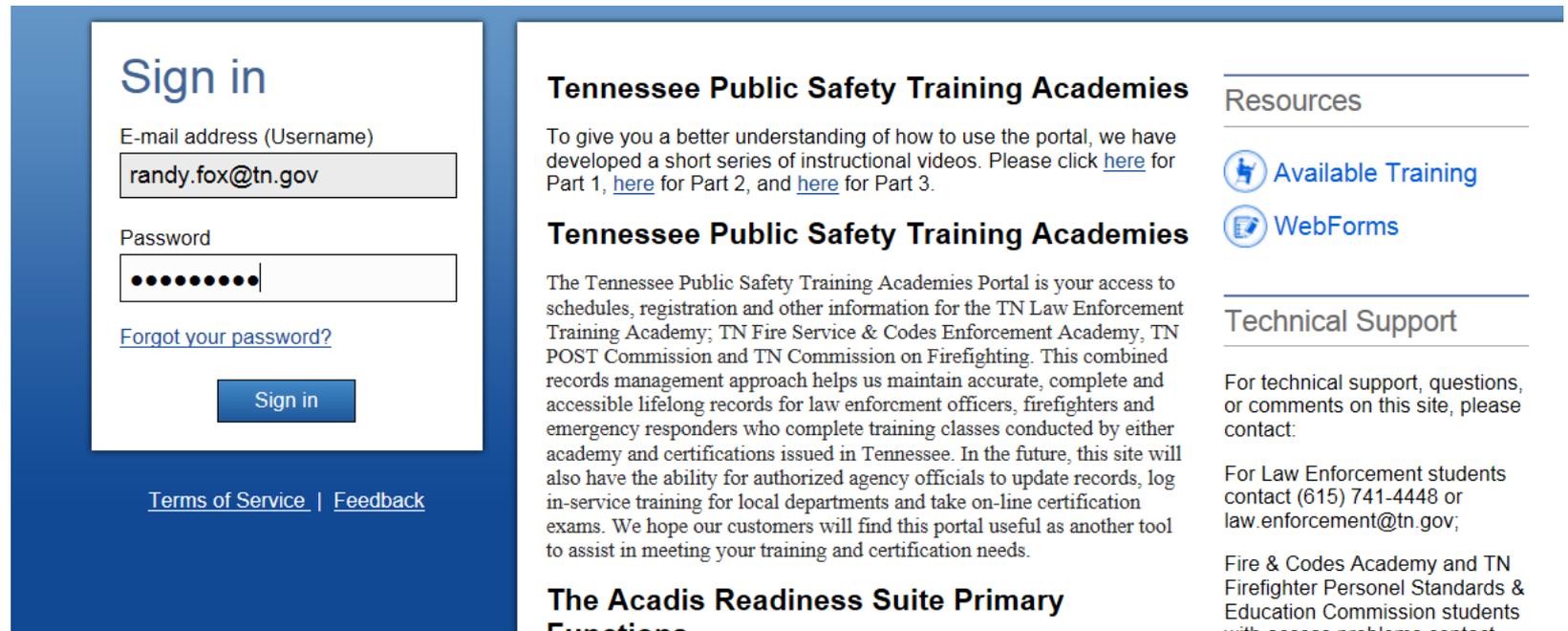
Step 1. Visit the Fire Commission Web Site

<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](#)

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### 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

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### Resources

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

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### Technical Support

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

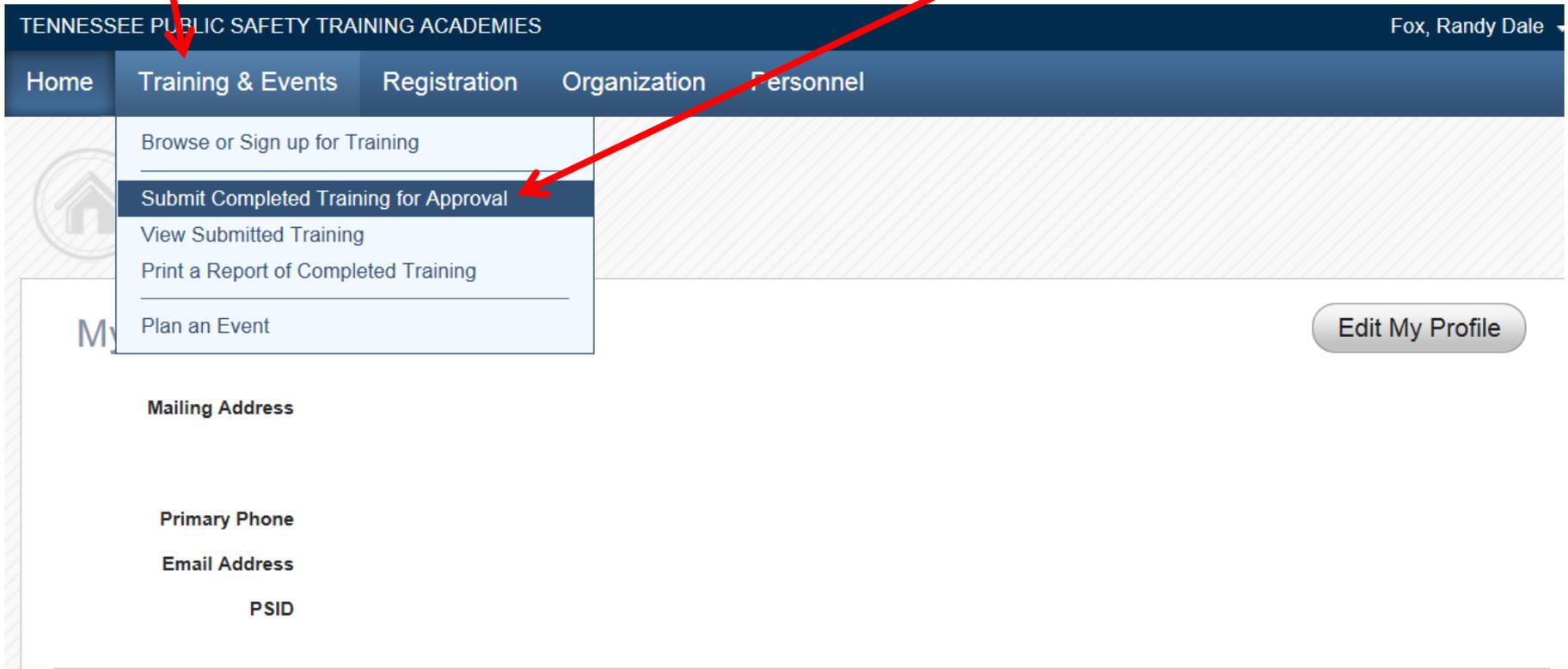
For Law Enforcement students contact (615) 741-4448 or [law.enforcement@tn.gov](mailto:law.enforcement@tn.gov);

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, containing 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. To the right of the dropdown menu, there is a button labeled "Edit My Profile". Below the navigation bar, the page content is partially visible, showing a "My" profile section with 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 ▾

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

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

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

Hours 40

← Step 9. From the drop down select Educational Incentive.

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

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

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

← Step 11. From the drop down select 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.

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**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.

## 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            |

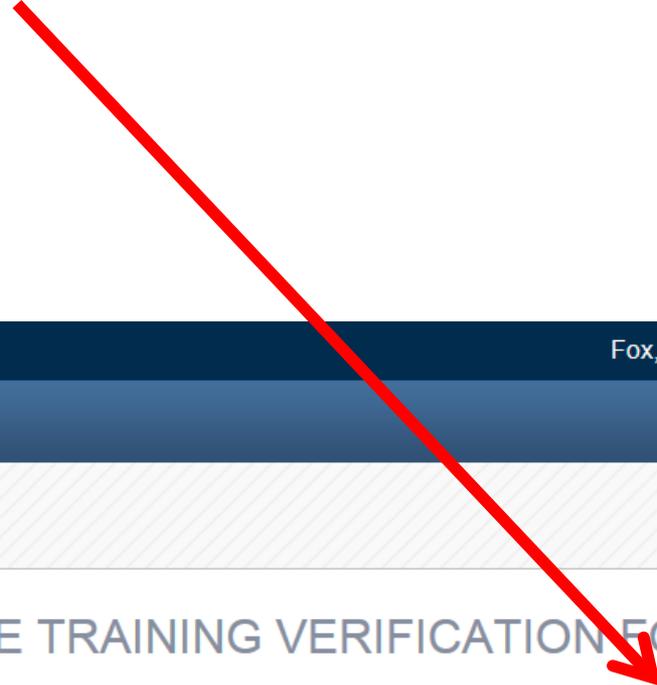
Step 17. Once You Have Selected Your Qualified Personnel Select Continue

[Back](#)

[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.**

TENNESSEE PUBLIC SAFETY TRAINING ACADEMIES Fox, Randy Dale ▾

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

(615) 741-6780

**Event Comments** 2014 In-Service Training Verification Form Submission

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**Attendees (4)** Edit

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

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**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.

[Back](#) [Submit for approval](#)



Step 20. Add a Document Description

Step 21. Select Browse and Find Your Educational Incentive Form

Step 22. Select Protect This Document

TENNESSEE PUBLIC SAFETY TRAINING ACADEMIES Fox, Randy Dale ▾

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

TENNESSEE PUBLIC SAFETY TRAINING ACADEMIES Fox, Randy Dale ▾

Home Training & Events Registration Organization Personnel

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### Attendees (4) Edit

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

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### 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 | <a href="#">Delete</a> |

Back Submit for approval

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting 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 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 In-Service 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 1<sup>st</sup>** These forms can be found on our website for



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
**COMMISSION ON FIRE FIGHTING**  
2161 Unionville Deason Road  
Bell Buckle, TENNESSEE 37020  
931-294-4140

Must Be Sent Hard Copy to the Address Above

**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 : \_\_\_\_\_ 2015  
Number of Person \_\_\_\_\_ Using the drop down select the year training was conducted.

I certify that the personnel listed were on the payroll as of December 31 2015 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: \$ \_\_\_\_\_



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
**COMMISSION ON FIRE FIGHTING**  
2161 Unionville Deason Road  
Bell Buckle, TENNESSEE 37020  
931-294-4140

Must Be Sent Hard Copy to the Address Above

**NOTARIZED STATEMENT OF FIRE CHIEF**

Using the drop down select the year training was conducted.

I hereby certify that I have carefully examined the 2015 In-Service Report Form(s) submitted to the Tennessee Commission on Fire Fighting Personnel Standards and Education for the 2015 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\_\_\_\_\_.



If you have questions contact your  
Commission Coordinator or our  
office

931-294-4140

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

**West TN & TFACA**

Brian Nicholson

931-200-9337

[brian.nicholson@tn.gov](mailto:brian.nicholson@tn.gov)

**East & Middle TN**

Michael Miranda

615-339-6021

[michael.miranda@tn.gov](mailto:michael.miranda@tn.gov)

