

How to submit your In-Service Program for Educational Incentive Pay



Programs are required to be submitted by October 1st for the following year
Chapter 0360-07-05

In Order To Attain Consistent Training Program Submissions This Guide and Online Process Through Acadis WebForms Has Been Created

Be Sure To Create Your Training Program in MS Word or Another Word Processing Program and Then Use the Copy and Paste Features For Your Program's Submissions in Acadis



Step 1. Visit the Fire Commission Web Site

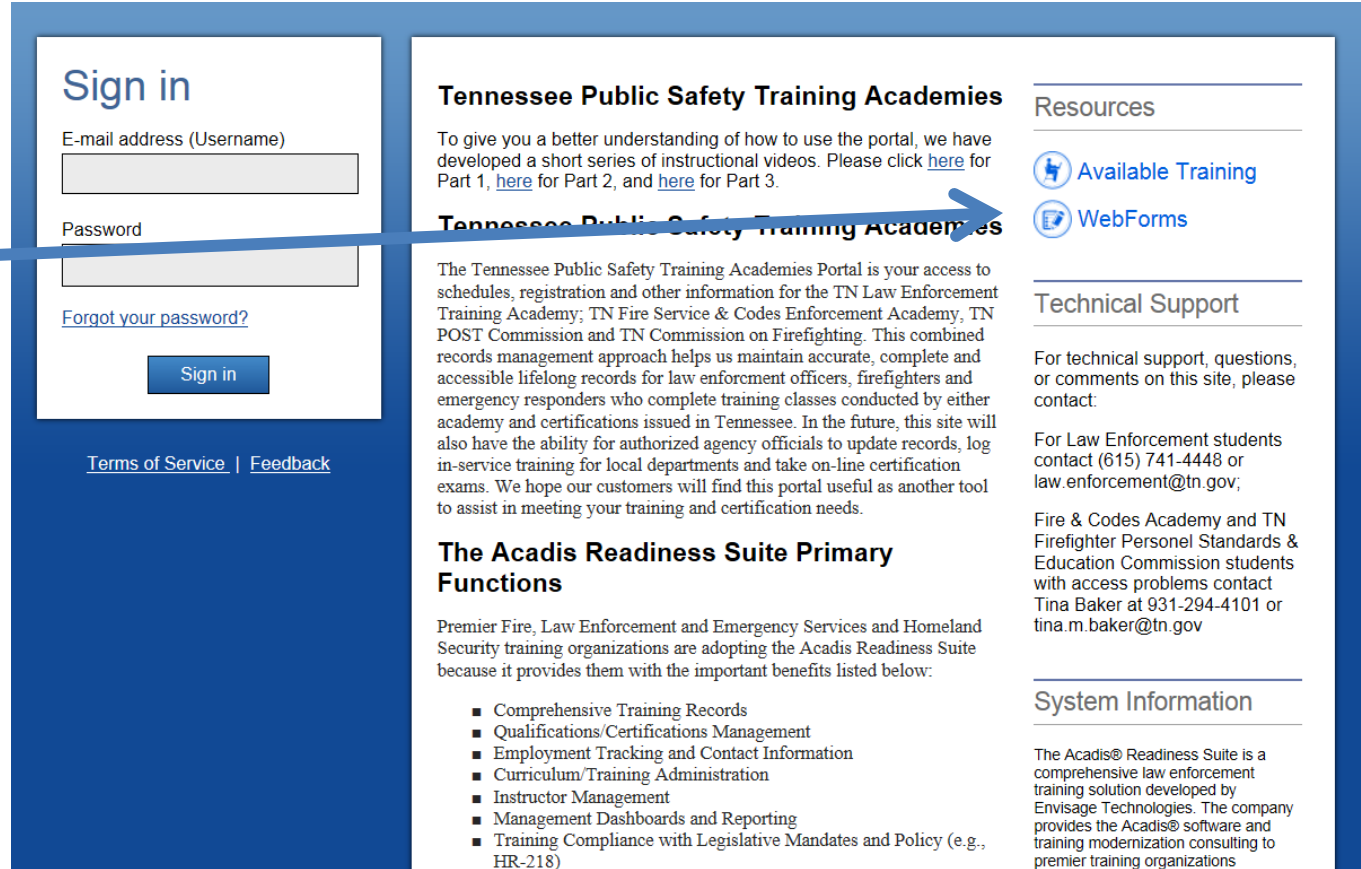
<http://www.tn.gov/fire/commFireFighting.shtml>

Step 2. Click the Acadis Portal Link

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

Step 3.

Click the
WebForms
Link



Sign in

E-mail address (Username)

Password

[Forgot your password?](#)

Sign in

[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

Premier Fire, Law Enforcement and Emergency Services and Homeland Security training organizations are adopting the Acadis Readiness Suite because it provides them with the important benefits listed below:

- Comprehensive Training Records
- Qualifications/Certifications Management
- Employment Tracking and Contact Information
- Curriculum/Training Administration
- Instructor Management
- Management Dashboards and Reporting
- Training Compliance with Legislative Mandates and Policy (e.g., HR-218)

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 Tina Baker at 931-294-4101 or tina.m.baker@tn.gov

System Information

The Acadis® Readiness Suite is a comprehensive law enforcement training solution developed by Envisage Technologies. The company provides the Acadis® software and training modernization consulting to premier training organizations



Step 4. Click the Fire Commission In- Service Program Submission Link
You will need to submit one course submission for each course in your training program (40 hours min).



ENVISAGE Acadis®



Home

Online Forms

Name	Description
FIRE COMMISSION APPLICATION (All)	Fire Commission Application for all practical and written exam levels.
FIRE COMMISSION IN-SERVICE PROGRAM SUBMISSION	Required for each course taught for Educational Incentive Pay
Fire Commission Request to Host Written or Practical Test	Use this form to request to host a written or practical exam from the Tennessee Commission on Firefighting
TFACA - New Employee	Form used to create new person record in Acadis.

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



Step 5. Using the drop window select the year for the Training for Calendar Year to be conducted.



ENVISAGE Acadis®



Home

The Department of Commerce and Insurance

Tennessee Commission on Fire Fighting

IN-SERVICE PROGRAM SUBMISSION

One Form Submission Required for Each Course Submission See Rule T.C.A. § 0360-07-01-.05

* Training for Calendar Year

* Organization

Fire Chief's or Training Officer's Contact

Name (First Middle Last, Suffix)

* PSID

* Email Address

Choose...

2015

2016

2017

2018

2019

2020

2021

2022

2023

Choose...

Suffix



Step 6. Click in the In the Organization Block and then start to type your organization's name for example Coo for the Cookeville FD

The Department of Commerce and Insurance

Tennessee Commission on Fire Fighting

IN-SERVICE PROGRAM SUBMISSION

One Form Submission Required for Each Course Submission See Rule T.C.A. § 0360-07-01-.05

* Training for Calendar Year

* Organization

Step 7. Select your organization's name from the populated list .

The screenshot shows the same form as in Step 6, but with a dropdown menu open for the Organization field. The dropdown menu is populated with a list of organizations, and the text 'Coo' is entered in the search box at the top of the dropdown. A red arrow points to the 'Cookeville Fire Department' entry, which is highlighted in blue. The list of organizations includes: Cookeville Codes Department, Cookeville Fire Department, Cookeville Police Department, Cooper Construction, Cooper Homes, Cooper Mobile Homes Inc, Coopertown Police Department, Coosa Valley Regional IDevelopment Center, and Raccoon Mountain VFD. The 'Enter organization name...' text is visible at the bottom of the dropdown menu.



Step 8. Enter your Fire Chief's or Training Officer's contact information. This will be the primary contact for questions concerning the training program submission. Be sure to include a current E-Mail address, phone number and PSID from Acadis.

Fire Chief's or Training Officer's Contact Information

Name (First Middle Last, Suffix)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Choose..."/>
	* First	Middle	* Last	Suffix
* PSID	<input type="text"/>			
* Email Address	<input type="text"/>			
Phone Number	<input type="text" value="Choose..."/>	<input type="text"/>	<input type="text"/>	
	* Type	* Phone Number	Extension	



Step 9. Type in the Course Title of the subject being taught.

Training subjects curricula must demonstrate in-depth training and preliminary subjects that are normally found in basic training will not be acceptable.

* Course Title

* Course Description

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Include a description of the course (paragraph 4 to 5 sentences minimum), course objectives and any standards that are being met such as NFPA 1001 5.4.3 etc.

Close

Step 9. By clicking on the Blue Mark additional information will be shown to provide directions .

Step 10. Using Copy and Paste commands from the training program you have created in MS Word Select and copy the Course Description and then Paste in the field provided.

You will be limited to 4000 characters in the course description field.



Sample submission for a Domestic Violence Course using a brief outline format.

Training subjects curricula must demonstrate in-depth training and preliminary subjects that are normally found in basic training will not be acceptable.

*** Course Title**

Domestic Violence

*** Course Description**

This course will cover Domestic violence and explain the pattern of violent and coercive behaviors whereby the batterer seeks to control the thoughts, beliefs, or conduct of his or her intimate partner or to punish the intimate partner for resisting the batterer's control over her or him. In addition, the course will show that perpetrators of domestic violence can be found in all age, racial, socioeconomic, educational, occupational, sexual orientation, and religious groups. Also, this course will address how to respond and identify suspected domestic violence both on and off the job. This course meets 0360-07-01.05 (iii).

This Course Meets TFFC Requirments (Check All That Apply)








SIDS





Domestic Violence




This Course Meets TFFC Requirments (Check All That Apply)

- SIDS 
- Domestic Violence 
- Safety 
- Stress CISM 
- Hazardous Materials 
- CPR / AED 
- V.K. Free 
- Medical Not Required by TFFC (16 Hours Max)
- Other

* Course Start Date (s)

List the specific days training will occur for this course. Example May 5,6,7, 15,16,17. A range of dates can be used, however, if you choose to use a range of dates you must contact the commission office with the exact course dates at least 72 hours prior.

 Close

Step 11. Select all boxes that apply to the course you are submitting. The Blue Marks will explain the selection requirement.

Step 12. Select the Course Start Date Box and enter your Course Start Date information or Copy and Paste. Be sure to click the Blue Mark for required information.



Sample Course Start and End Date (s) submissions

* Course Start Date (s)

Example 1 This course start date (s) will be on May 5,6,7

Example 2 This course start date (s) will be from May 1 to May 30. We will notify the commission through E-Mail at least 72 hours prior to teaching the course with exact dates prior to the course being taught.



* Course End Date (s)

Example 1 This course end dates will be on May 5,6,7



Step 13. Select the hours of the course in the dropdown

Step 14. Select the Course Start Time in the next dropdown

Step 15. Select the Course End Time in the bottom dropdown

* **Course Length In Hours**

* **Course Start Time**

* **Course End Time**

Note: A four (4) hour course must reflect 4 hours of actual instruction time.



Step 16. You can now enter your course location (s) by typing in the information Or copy / paste from your word document. Be sure to list all locations this course will be taught at. Example: Station 1, 2, 3, and City Hall. Do not use all stations. Also, provide the street address for the training location (s). (All Training is subject to audit) .

* **Course Location (s)**

Sample: Training will be held at Fire Station 1 located at 1000 North Main Street, In addition, it will be broadcast through GO TO MEETING via the internet to Station 2 located at 2005 Hill Street and Station 3 located at 450 Southern Drive.



Step 17. Next enter your instructor information as outline in the call out below

* Course Instructor (s)

If you are using a FDI-1 or higher, the FDI certification number is required after the instructors name. If the instructor does not have a FDI number a BIO is required in this field All Instructors for Hazardous Materials, require a BIO.

Close



Sample Course Instructor (s) submission

* Course Instructor (s)

Sample 1. Will cover any subject taught by a FDI1 except Hazardous Materials.

LARRY D. DAVIS 0004FDI1-1719

ANTHONY DUKE 9808FDI1-1507

GARRY DYER 9909FDI1-1626

Sample 2. Will cover any subject.

Anthony Davis is a director of our local Domestic Violence Shelter. Mr. Davis holds a BA in Social Services and works with our local police department here in our community to assist victims of domestic abuse. In addition, he has worked with our local EMS to develop response guidelines to suspected domestic violence incidents.

**Note: All Hazardous Materials Instructors Require a Bio.
Anyone not Fire Department Instructor Certified by the
TN Fire Commission requires a Bio.**



Step 18. Enter the Course Test Date (s) & Location (s)

* **Course Test Date (s) and Location (s)**

* **Course Test Time**

Step 19. Enter the Course Test Time



Step 20. Course Test Submission, you may type in your course test or copy and paste from your word document. See note below for more information concerning course test submission.

* Course Test

Example 1.

We will provide 2 versions of this test to our personnel.

1. Why is a domestic violence call one of the most challenging situations for EMS providers?

- a. Calls for Domestic Violence are difficult because the EMS professional does not know what the basic relationship problem is between the two people fighting.
- b. The difficulty for EMS professionals is determining who hit who first and accusing the wrong person can start an altercation with responding medical professionals.
- c. Domestic situations are dangerous for EMS providers because they are often uncontrollable and unpredictable with each person's emotions running very high.
- d. The most challenging aspect of responding to a Domestic Violent situation is watching two people who love each other fight over trivial life situations.

Example 2.

The Instructor is using a proprietary test, we will collect the scores and record them on to the sign-in sheet at the end of the course.

Multiple test instruments must be designed to assure that the same test is not administered to two (2) consecutive training sessions using the same curriculum. All questions must be in the multiple choice format. Fill in the blank, true/ false, essay or any other format will be rejected. Ten (10) multiple choice questions are require for each course or one (1) for each hour of instruction which ever is greater. For example if you have a 4 hour course you will need 10 questions, however, if you have a 12 hour course you will need 12 questions. If an outside agency provides a proprietary test, note that in this section.



Step 21. You can now enter your Course Test Key by again typing directly or using copy / paste from your word document.

*** Course Test Key**

Sample 1.
Domestic Violence 2015 Answer Key 1=C, 2=D, 3=B, 4=A, 5=D, 6=C, 7=B, 8=A, 9=C, 10=C

Sample 2. The Instructor is using a proprietary test, we will record the scores on our sign in sheets when the class is completed.

Form # NF-1787 RDA - Pending



Step 22. Now review your course submission, if corrections need to be made, please do so before you press the Done Tab. Once submitted you can not edit the course.

Repeat these steps to enter additional courses for your Educational Incentive Pay Training Program.

