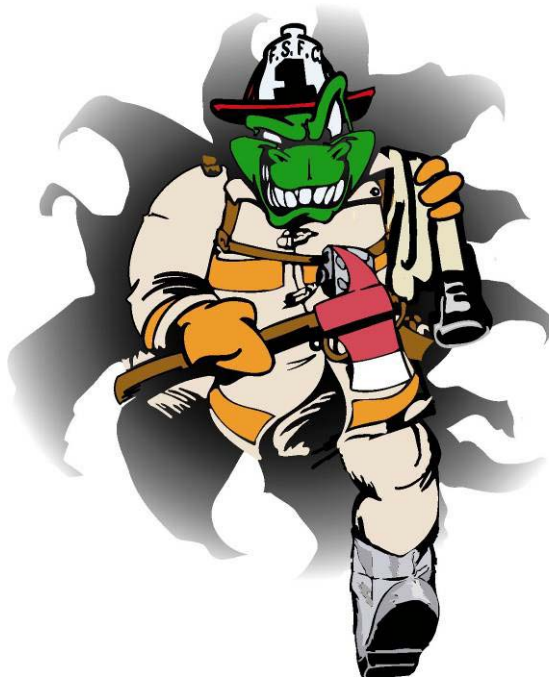




FCDICE REVIEW

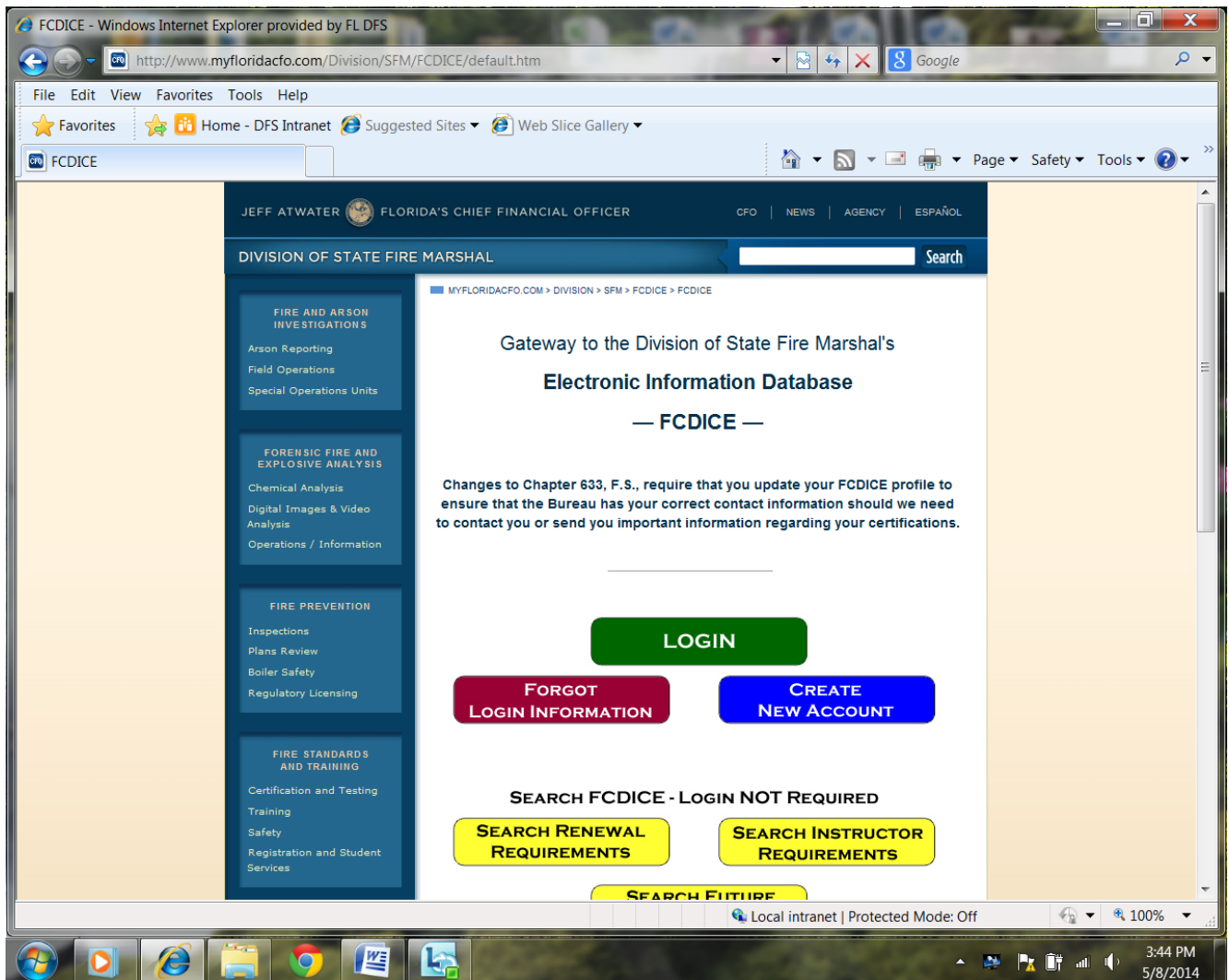
May 8, 2014



Should you have questions or concerns during entry of data into the system, please call Susan Schell, Training Programs Manager, at 352-369-2822 or e-mail to Susan.Schell@myfloridacfo.com.

If you have any suggestions for improvement, please let us know.

TRAINING PROVIDER APPLICATION

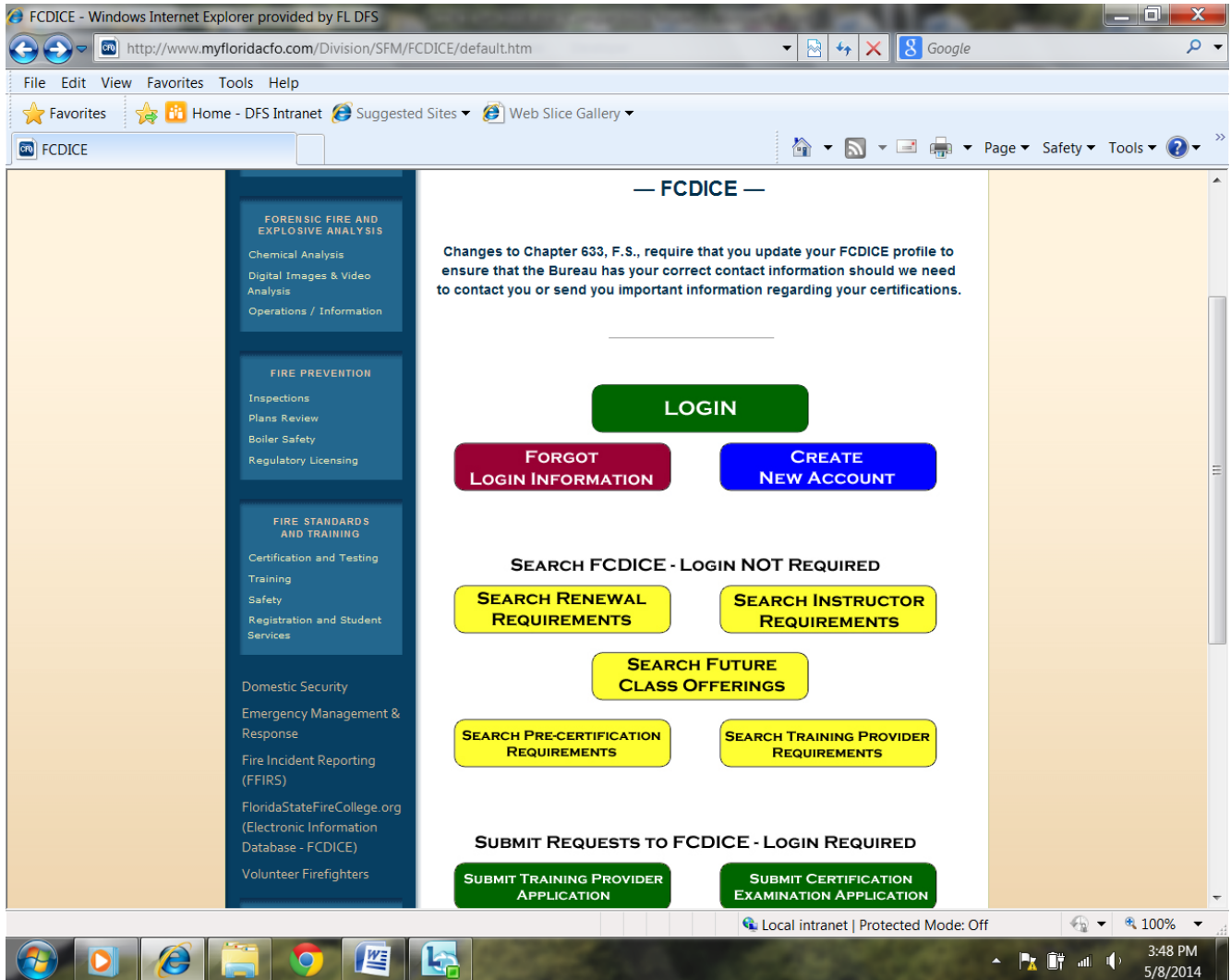


If you are not a training provider, go to the log in page at:

www.floridastatefirecollege.org

Click the green bubble “Submit Training Provider Application”. If you are a fire department with an FDID number, you are already in the system. If you are an organization, you will need your FEIN number to complete the application. For an individual, when you reach the page with your social security number, enter that and your last name and hit “Search” so that your student profile records and instructor records coordinate.

LOCATE



From this first screen you can find future class, precertification requirements, and instructor and renewal requirements. You do not have to be logged into the system to find this information.

LOGGING INTO THE SYSTEM

From the screen shown on the last page, click on the green “Login” button. The following screen will appear.

The screenshot shows a web browser window titled "Continuing Education Home Page - Windows Internet Explorer provided by FL DFS". The address bar shows the URL "https://floridastatefirecollege.org/public/pb_index.asp". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "Continuing Education Home Page". The main content area features the Florida State Fire Marshal's logo, which includes a fire helmet and the text "STATE FIRE MARSHAL FLORIDA". Below the logo are input fields for "User Name" and "Password", followed by an "Enter ---->" button. A yellow box with a red border contains the following text:

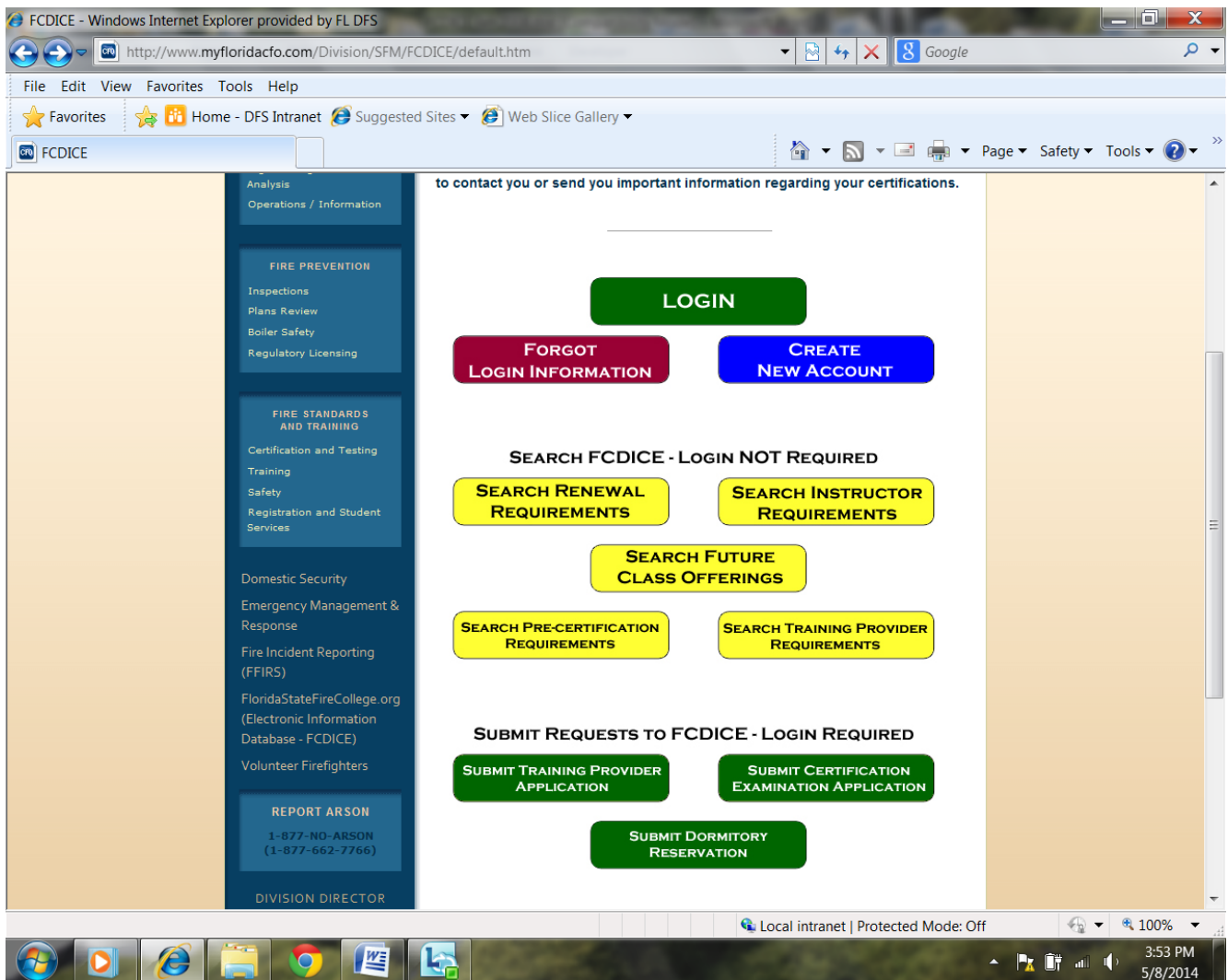
Notices and Announcements:
For all renewals: When completing a renewal, exam or certification application, the system will ask you to fax, attach or mail supporting documents with a check box for each. If your supporting documents are already in the system (such as courses that show under course history or hours under renewal history), select "to be mailed" and continue. Should you have documents to fax, mail or attach, attach if possible, or fax to (352)732-1374. When you fax, note on the cover sheet, "see on-line application". When we review your on-line application, your course and renewal history pages are utilized in determining total applicable CEU's accumulated.
If you are a Fire Department having difficulty logging into the system, please contact Susan Schell at 352-369-2822. As an alternate, you may contact Anita Pringle at 352-369-2837.

Below the yellow box, there are links: "Forgot your User Name or Password, [click here](#)" and "Create a new user account, [click here](#)". At the bottom, it says "If you are having trouble logging on, please contact the Florida State Fire College (352) 369-2800". The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and the system clock "3:51 PM 5/8/2014".

First time users: If you have never signed into the system, your initial sign-on will be: ff***** (with the asterisk representing your social security number) and the word “password” as your initial password. Once logged in, you will be prompted to change your password and answer your security questions should you need to reset your password at a later date.

If you have taken a class or hold a certification, you will be in the system.

If you are not in the system, you can create a new profile from the first screen by clicking the blue “Create New Account” button.



You will be asked to supply your social security number to verify that you do not have a profile in the system. Complete the remainder of the screens to create a new profile.

STUDENT IN BOX

The screenshot shows the 'Student In-Box' interface for the Bureau of Fire Standards and Training at Florida State Fire College. The header includes navigation links: Locate, Apply, History, Renewal, and Customize. The user is logged in as a student, indicated by the '[Student]' label. The main content area is titled 'Messages' and contains a table of notifications. The table has two columns: 'Notification' and 'Date Received'. There are two notifications, both marked as 'NOTICE' with a checkbox. The first notification is about a retest application approved on 08/22/2005. The second notification is about a request to sit for an examination approved on 05/26/2005. A 'Remove' button is located at the bottom of the notification list. A legend at the bottom left explains the color-coded dots: green for 'Less than 5 days in In-Box', yellow for 'Between 5 and 20 days in In-Box', and red for 'More than 20 days in In-Box'.

Bureau of Fire Standards and Training
Florida State Fire College

Locate Apply History Renewal Customize

Home > In-Box
USER: [Redacted]

Search Courses | My Enrollment Status | My Renewal Status

Messages Certificates Registered Courses Applications in Progress Test History

Notification	Date Received
<input type="checkbox"/> NOTICE Your MIN. STD. EQUIV. WRITTEN & PRACTICAL RETEST application has been APPROVED and any confirming documentation will follow in the near future.	● 08/22/2005
<input type="checkbox"/> NOTICE Your request to sit for the MIN. STD. ORIGINAL EQUIVALENCY EXAMINATION exam has been APPROVED. You will be notified with a confirmation letter/package. You will need that confirmation letter for attendance at the test site.	● 05/26/2005

Remove

● Less than 5 days in In-Box.
● Between 5 and 20 days in In-Box.
● More than 20 days in In-Box.

You will enter under student if you wish to register for classes, apply for an examination on line, or do renewals on line.

Under the messages tab, the student will find information regarding testing dates and times or messages regarding requests or applications.

STUDENT IN-BOX CERTIFICATES

Bureau of Fire Standards and Training
Florida State Fire College

Locate Apply History Renewal Customize

[Student]

Home To Do

USER [Redacted]

[Search Courses](#) | [My Enrollment Status](#) | [My Renewal Status](#)

Messages Certificates Registered Courses Applications in Progress Test History

Certificate	Next Renewal Evaluation	Days Remaining in Renewal
INSTRUCTOR III	03/31/2008	935
INSTRUCTOR III	04/05/2008	940

Fire Prevention Licenses

License Type	Status	Expiration Date
You currently have no FPE licenses.		

Advisement - How To Get Other Certifications

(Select One) Search

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Under the Certificates Tab, the student will find any certifications they currently hold.

STUDENT IN-BOX: REGISTERED COURSES

The screenshot shows a web browser window titled "In-Box - Windows Internet Explorer provided by FL DFS". The address bar shows the URL "https://floridastatefirecollege.org/student/st_inbox.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows "Favorites", "Home - DFS Intranet", "Suggested Sites", and "Web Slice Gallery". The main content area displays the "STUDENT IN-BOX: REGISTERED COURSES" page. At the top, it identifies "JEFF ATWATER, CHIEF FINANCIAL OFFICER" and "FLORIDA DEPARTMENT OF FINANCIAL SERVICES". Below this, there is a navigation bar with "Locate", "Apply", "History", "Renewal", "Customize", and "Help". The page is for a "Home USER" and includes links for "Search Courses", "My Enrollment Status", and "My Renewal Status". A tabbed interface shows "Messages", "Certificates", "Registered Courses" (selected), "Applications in Progress", and "Test History". The "Registered Courses" section lists the course "NFA F633 YOUTH FIRESETTING PREVENTION AND INTERVENTION: LEVEL I" with "Total Contact Hours: 12". The location is "FIRE COLLEGE - AUDITORIUM MAIN CAMPUS" and the status is "Registered". The course dates are "06/30/2014 thru 07/01/2014, 08:00 AM to 05:00 PM". A "Cancel Registration" button is present. The footer states "@2000-2005, The State of Florida - All Rights Reserved. Disclaimer." The browser's status bar shows "Internet | Protected Mode: Off" and the system clock indicates "3:58 PM 5/8/2014".

If the student has enrolled electronically, or the application has been entered, this tab will show course date and the status of the application.

STUDENT IN-BOX: APPLICATIONS IN PROGRESS

The screenshot displays the 'Student In-Box' interface for the Bureau of Fire Standards and Training at Florida State Fire College. The header includes navigation links: Locate, Apply, History, Renewal, and Customize. The user is logged in as '[Student]'. The main content area shows the 'In-Box' section with a yellow highlight on the 'USER:' field. Below this are links for 'Search Courses', 'My Enrollment Status', and 'My Renewal Status'. A tabbed interface shows 'Messages', 'Certificates', 'Registered Courses', 'Applications in Progress' (selected), and 'Test History'. The 'Applications in Progress' tab displays a table with the following data:

Exam	Date-Location	Status	App Valid Until
MIN. STD. EQUIV. WRITTEN & PRACTICAL RETEST	09/20/2005 - 08:00 AM - FLORIDA STATE FIRE COLLEGE	Approved	11/11/2005

At the bottom, a copyright notice reads: © 2000-2005, All Rights Reserved. Disclaimer.

Applications in progress will show test dates and times for tests and retests as scheduled.

IN-BOX: TEST HISTORY

The screenshot shows a web browser window titled "In-Box - Microsoft Internet Explorer" displaying the Florida Department of Financial Services Bureau of Fire Standards and Training Florida State Fire College. The page is for a student, as indicated by the "[Student]" label. The user is logged in as "USER: [redacted]". The page has navigation links for "Locate", "Apply", "History", "Renewal", and "Customize". There are also links for "Search Courses", "My Enrollment Status", and "My Renewal Status". The "Test History" section is active, showing a table with the following data:

Test Type	Test-Date Location	Written	Practical	No Show
MIN. STD. EQUIV	05/16/2005 - 08:00 AM - MIN. STD. ORIGINAL EQUIVALENCY EXAMINATION	[redacted]		

At the bottom of the page, there is a copyright notice: "© 2000-2005, All Rights Reserved. Disclaimer."

The test history will show the students their grades on state certification examinations.

SEARCH COURSES

You can use any of the criteria to search for classes.

The screenshot shows the search interface for the Bureau of Fire Standards and Training at Florida State Fire College. The header includes the organization's name and a navigation bar with links: Locate, Apply, History, Renewal, and Customize. A user login area shows 'Home > In-Box > Search' and a yellow-highlighted 'USER' field. The main search area is titled 'Search Criteria' and includes a 'Show' section with radio buttons for 'Renewal', 'Pre-Certification', 'Professional Development', and 'All' (selected). Below this is the 'Search For' section with various search criteria: 'In-House Courses' (checkbox), 'Course Title' (text input with 'Exact Match' checkbox), 'Course Number' (text input with 'Exact Match' checkbox), 'Class Offering Date' (date range input with '(mm/dd/yyyy)' format), 'Provider Name' (text input with 'Exact Match' checkbox), 'Certification Type' (dropdown menu), 'Special Event' (dropdown menu), and 'Instructor Name' (Last and First text inputs with 'Exact Match' checkbox). The 'Location' section is partially visible at the bottom.

Bureau of Fire Standards and Training
Florida State Fire College

Locate Apply History Renewal Customize [Student]

Home > In-Box > Search
USER [redacted]

Enter the criteria you want to use. You can use just one field, or all of them

Search Criteria

► Show ☐ Renewal ☐ Pre-Certification ☐ Professional Development ☒ All

► Search For

In-House Courses ☐

Course Title ☐ Exact Match

Course Number ☐ Exact Match

Class Offering Date to (mm/dd/yyyy)

Provider Name ☐ Exact Match

Certification Type

Special Event

Instructor Name Last First ☐ Exact Match

► Location

SEARCH COURSES - CONTINUED

Search Criteria

- ▶ Show **All**
- ▶ Class Offering Date **from 09/08/2005 to 09/30/2005**
- ▶ County **(All)**

Search Results ** You must attend the entire course to receive any credits.

Course: [RN2670 - ELEVATOR SAFETY TRAINING PROGRAMS INC. ELEVATOR SAFETY AND PASSENGER EXTRICATION](#) **Total Hours:** 8

Provider: [AVALLONE, RICHARD E.](#)

Class Offering

[09/08/2005 - 09/08/2005](#)

Location: METRO DADE FIREFIGHTERS LOCAL # 1403 UNION HALL
THE TOWER
8000 N.W. 21 STREET
MIAMI, FLORIDA 33122-1605

Course: [RN2670 - ELEVATOR SAFETY TRAINING PROGRAMS INC. ELEVATOR SAFETY AND PASSENGER EXTRICATION](#) **Total Hours:** 8

Provider: [AVALLONE, RICHARD E.](#)

Class Offering

[09/10/2005 - 09/10/2005](#)

Location: WEST PALM BEACH FIRE RESCUE
FIRE STATION # 5
700 N. CONGRESS AVENUE
WEST PALM BEACH, FLORIDA 33402

Course: [FSFC310 - SPECIAL FIRESAFETY INSPECTOR PART III](#) **Total Hours:** 40

Provider: [FLORIDA STATE FIRE COLLEGE](#)

Class Offering

[09/10/2005 - 09/11/2005](#)

Register

Location: FIRE COLLEGE - ROOM 101
MAIN CAMPUS
Building C, Room 101
11655 NW GAINESVILLE ROAD
OCALA, FLORIDA 34482-1486

By clicking on the register button, the student can register on line for FSFC classes.

You can also locate this screen by going to the “Locate” header and click on “Future Class Offerings”.

ON LINE CERTIFICATION EXAMINATION APPLICATION

Bureau of Fire Standards and Training
Florida State Fire College

Locate | Apply | History | Renewal | Customize

[Student]

Home > In-Box > Exam Application

USER [Redacted]

Choose the type of examination you would like to apply for:

Test Level: ☒ Initial Exam ☐ Retest ☐ Renewal

Test Type: FIRE INVESTIGATOR I

(Select One)

- 160 HOUR FIREFIGHTER I
- 160 HOUR FIREFIGHTER I EQUIVALENCY EXAMINATION
- FIRE AND LIFESAFETY EDUCATOR
- FIRE INVESTIGATOR I
- FIRE INVESTIGATOR II
- FIRE OFFICER I
- FIRE OFFICER II
- FIRESAFETY INSPECTOR
- FIRESAFETY INSPECTOR II
- HAZARDOUS MATERIALS TECHNICIAN

This page is accessed by going to the “Apply” header, and hitting the drop down box for certification exam. The student can complete the request on line.

ON LINE CERTIFICATION RENEWAL APPLICATION

Bureau of Fire Standards and Training
Florida State Fire College

Locate | Apply | History | Renewal | Customize

[Student]

Home > In-Box > Exam Application

USER: [Redacted]

Choose the type of examination you would like to apply for:


Test Level ☐ Initial Exam ☐ Retest ☒ Renewal

Test Type (Select One)

- (Select One)
- FIRESAFETY INSPECTOR RENEWAL
- FIRESAFETY INSPECTOR RENEWAL EXAMINATION APPLICATION
- INSTRUCTOR I RENEWAL
- INSTRUCTOR I RENEWAL EXAMINATION APPLICATION
- INSTRUCTOR II RENEWAL
- INSTRUCTOR II RENEWAL EXAMINATION APPLICATION
- INSTRUCTOR III RENEWAL
- SPECIAL FIRESAFETY INSPECTOR RENEWAL APPLICATION
- SPECIAL FIRESAFETY INSPECTOR RENEWAL EXAM APPLICATION

From the “Apply” header, click on “Renewal Application” and follow the request through the screens.

RENEWAL COURSE HISTORY ON LINE

							
Locate Apply History Renewal Customize							
Home > In-Box > Renewal Course History							
USER: [Redacted]							
Pre-Certification Course History All Certification Course History							
Renewal Course History for [Redacted]							
SSN: [Redacted] Student: [Redacted]							
ID	Course Title	Provider	Renews	Equivalency	Earned Date	Grade	Hours
RN2962	TRAINING DIRECTORS WORKSHOP 2005 - CLOSING SESSION	FLORIDA STATE FIRE COLLEGE	INSTRUCTOR III	No	05/05/2005	100 Pass	4
RN2961	TRAINING DIRECTORS WORKSHOP 2005 - FCDICE PHASE II	FLORIDA STATE FIRE COLLEGE	INSTRUCTOR III	No	05/04/2005	100 Pass	8
RN2960	TRAINING DIRECTORS WORKSHOP 2005	FLORIDA STATE FIRE COLLEGE	INSTRUCTOR III	No	05/03/2005	100 Pass	4

This screen will show you how many hours have been placed into the system towards renewal. If the provider of the class did not put this information into the system, the student must still provide copies of certificates and a course description, syllabus, and outline.

NOTE: Students can submit certificates and/or transcripts for classes taken prior to July 1, 2013. After that date, course and classes must be **pre-approved**, and the course must appear on an individual's course history to be used for certification/recertification purposes. If the course is not on the course history, the student will have to submit for equivalency.

CUSTOMIZE

PHASE 1 REVIEW - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Student Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://207.156.46.132/fcce/student/st_student_profile.asp Go Links

Google Search SS blocked Check AutoLink AutoFill Options

Contact Information

SSN [Yellow Box] [Reset Login/Password](#)

Date of Birth [Yellow Box] (mm/dd/yyyy)

First Name SUSAN

Middle Name T.

Last Name SCHELL

Suffix

Gender ☒ Female ☐ Male

Type of Firefighter (Select)

Date Complete NFPA Class [Yellow Box] (mm/dd/yyyy)

Student ID [Yellow Box]

Mailing Foreign Address ☒ No ☐ Yes

Mailing Address 11655 NW GAINESVILLE RD.

City OCALA

State FLORIDA

County Marion

Zip 34482 1486

Business Name

Business Foreign Address ☐ No ☐ Yes

Page 15

Start None Inbox - Microsoft Out... Student Profile - Mi... My Documents PHASE 1 REVIEW - Mic... 1:24 PM

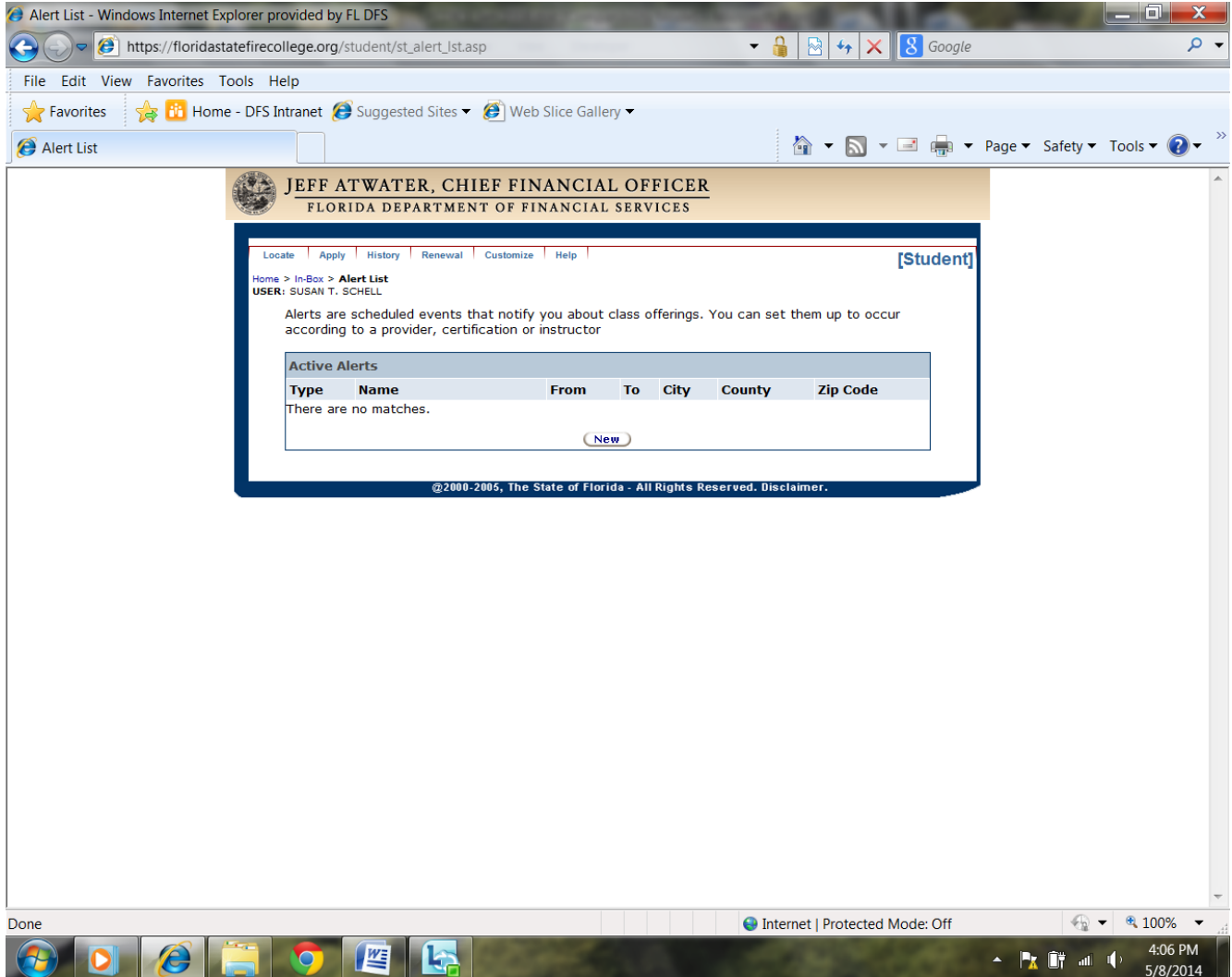
This is the Student ID number that must be used to enter class rosters.

From this screen, the individual can change their password; update their e-mail address, and their personal information.

At the bottom of this screen are the password reset security questions.

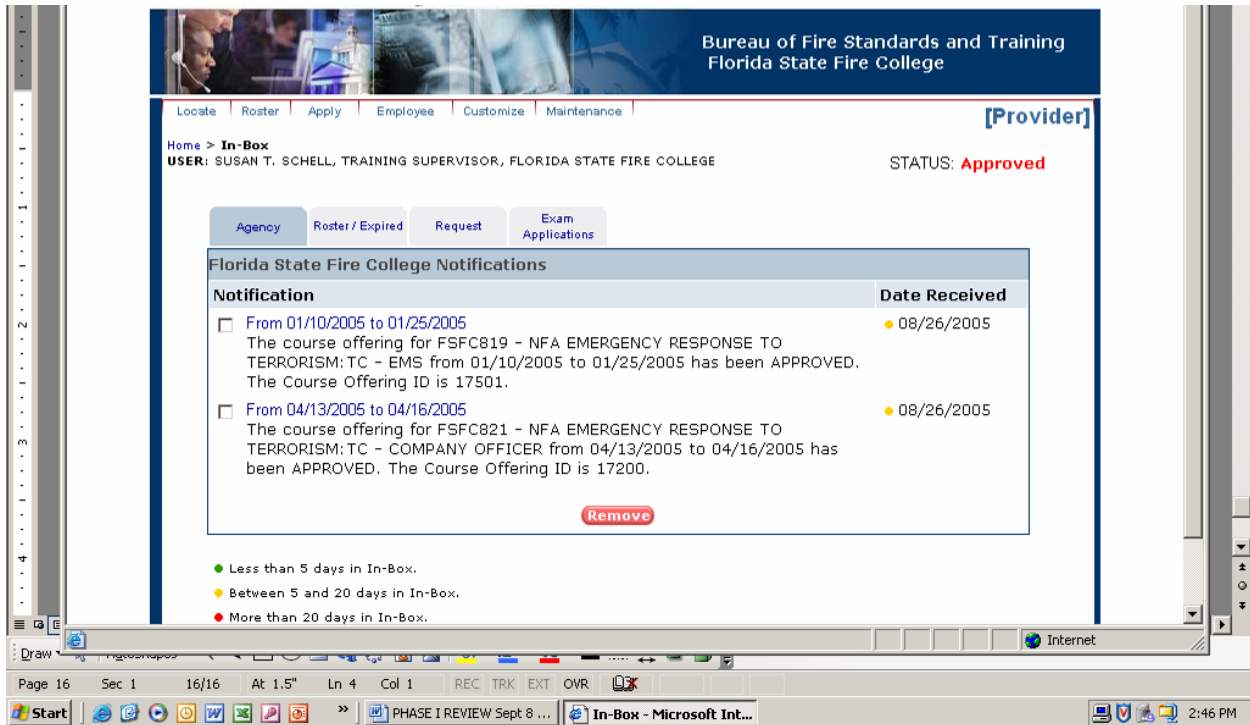
It is the responsibility of the student to maintain current data in their profile.

ALERTS



Under the “Customize” tab, the student can click on “Alerts”. By clicking on “New”, the student can enter the course number of the class they need. Whenever that course is scheduled, the student will receive a notification that the class has been entered into FCDICE.

TRAINING PROVIDER IN-BOX



If you are going to apply for courses, you should be under the Training Provider not the instructor box. (if you have a choice).

A course is the curriculum and core content. A class is the individual offering of the course.

If you have created a course and want approval for CEU's or professional development, you will apply for course approval.

After a course is approved, the individual offering is a class approval.

Example: FSFC900 is the course FFI/II.

If offering this at a training center, the request would be a class approval listing specific dates, times, and location.

Under the Agency tab, you will find messages on courses/classes that have been approved, instructor approvals, etc. This also reminds you that classes are to be taught in a traditional classroom setting unless you have received written approval from the Bureau of Fire Standards and Training.

You can check under the roster / expired status to check on the status of your classes to see if they have been submitted correctly.

Course and classes must be **pre-approved** in order for students to receive credit. Entries after the class has started or ended will be disapproved.

PROVIDER IN-BOX REQUEST TAB

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance [Provider]

Home > In-Box
USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE STATUS: **Approved**

Agency Roster / Expired **Request** Exam Applications

Messages

Provider Type	Name	Date Received
<input type="checkbox"/> OFFERING	NFA EMERGENCY RESPONSE TERROR: BASIC CONCEPTS	● 06/29/2005
<input type="checkbox"/> OFFERING	NFA EMERGENCY RESPONSE TERROR: BASIC CONCEPTS	● 06/29/2005

Remove

● Less than 5 days in In-Box.
● Between 5 and 20 days in In-Box.
● More than 20 days in In-Box.

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If you have not received approval for a course, class, or instructor, check the request box. You will receive requests for additional information under this section.

If you do not reply to these requests, your application may be denied.

PROVIDER IN-BOX: EXAM APPLICATIONS

The screenshot shows a web application interface for the Bureau of Fire Standards and Training, Florida State Fire College. At the top, there is a header with a logo on the left and the text "Bureau of Fire Standards and Training Florida State Fire College" on the right. Below the header is a navigation bar with links: "Locate", "Roster", "Apply", "Employee", "Customize", and "Maintenance". On the right side of the navigation bar is a button labeled "[Provider]". Below the navigation bar, the main content area displays "Home > In-Box" and "USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE". To the right of this, it says "STATUS: Approved". Below this, there are four buttons: "Agency", "Roster / Expired", "Request", and "Exam Applications". The "Exam Applications" button is highlighted. Below the buttons is a table titled "Exam Applications". The table has four columns: "Test", "Test Date-Location", "Number Pending", and "Status". The table is currently empty, and the text "There are no matches." is displayed below the table. At the bottom of the page, there is a copyright notice: "© 2000-2005, All Rights Reserved. Disclaimer."

Tom Gallagher Chief Financial Officer

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance [Provider]

Home > In-Box
USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE STATUS: **Approved**

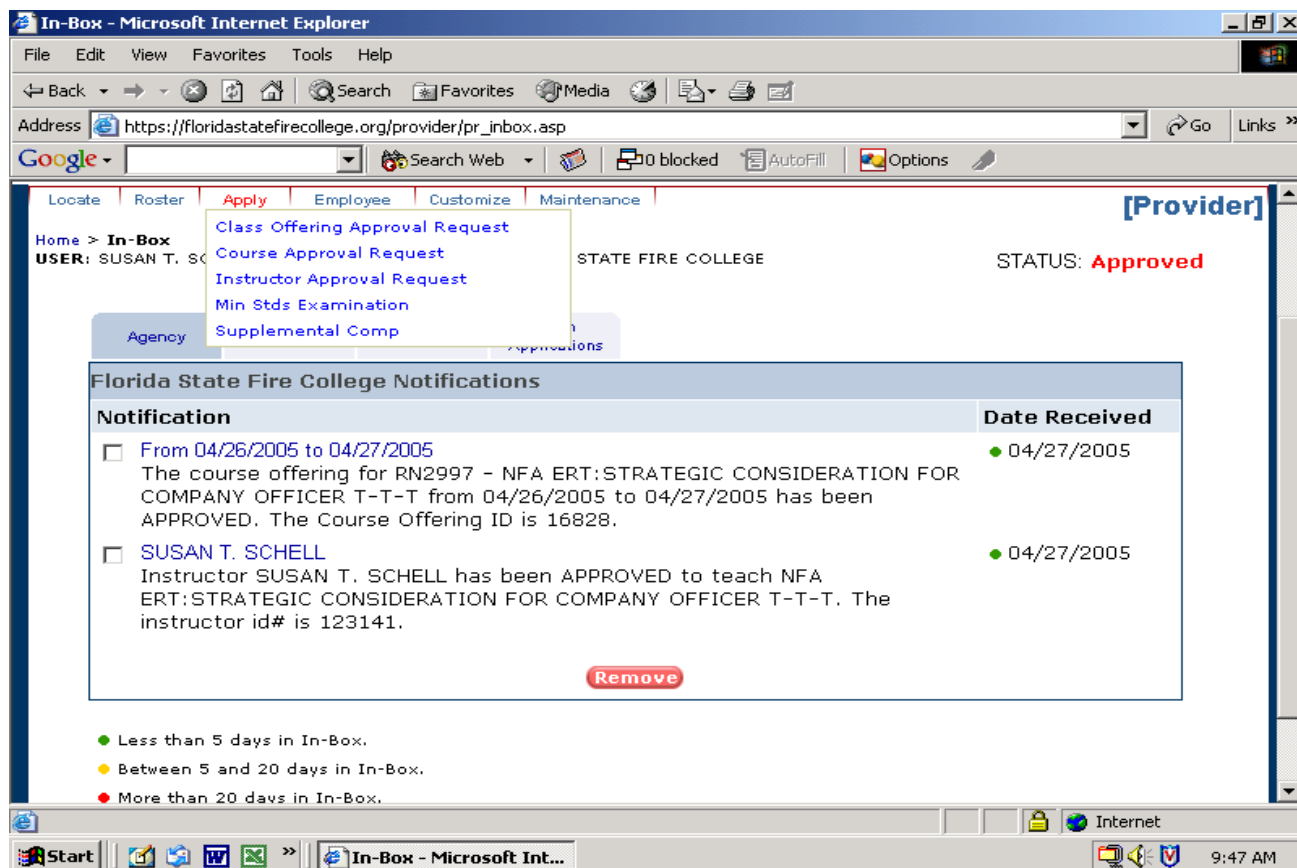
Agency Roster / Expired Request Exam Applications

Test	Test Date-Location	Number Pending	Status
There are no matches.			

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Under this section, you will receive information regarding class examination dates, etc.

APPLY HEADING



Under the “**Apply**” heading, you will access the “**Class Offering Approval Request**”. This should be used for courses that are already approved and in the system.

You can also access the “**Course Approval Request**” which is to be used when you have created a course and want it approved by FSFC. CEU’s may or may not be granted.

The “**Instructor Approval Request**” is designed to request approval to teach a class.

You will need to check on the instructor qualifications for the course that you want to teach. For example, officer classes require instructors to hold Instructor II or III certification and hold a Fire Officer II certification dated after November 18, 2014. Some classes may require the completion of Train-the-Trainers or orientations prior to teaching.

Definitions:

A course is the instructional package.

The class is the individual offering of the course.

COURSE APPROVAL REQUEST

(Courses created by the provider and want to have acknowledged in system.)

The screenshot shows a web application interface for the Bureau of Fire Standards and Training, Florida State Fire College. The header includes the organization's name and a navigation bar with tabs: Locate, Roster, Apply, Employee, Customize, and Maintenance. The 'Apply' tab is active, and a dropdown menu is open, showing options: Class Offering Approval Request, Course Approval Request (highlighted in red), Instructor Approval Request, Min Stds Examination, and Supplemental Comp. The main form area is titled 'Course Approval Request' and includes a 'Name' field, a 'Description' text area, and two radio buttons at the bottom: 'Fire Services' (selected) and 'Fire Prevention Equipment'. The user is identified as 'USER: SUSAN T. SCOTT' and the institution as 'STATE FIRE COLLEGE'. A copyright notice at the bottom reads '© 2000-2005, All Rights Reserved. Disclaimer.'

Assign the course a name and provide a brief description.

Click the “Fire Services” bubble.

If you click on “Fire Prevention Equipment” the application will go to the Fire Prevention Bureau for approval for contractors, permittees, etc.

If you want a class approved for contractors, permittees, etc., and fire inspectors, click the “Fire Prevention Equipment”, and on the second page, make sure you check the box that you want the class reviewed for inspector continuing education as well.

Courses that are under 4 hours in length can enter a good description. Any course that is 4 hours or longer will need to attach an outline and objectives on the next screen.

COURSE APPROVAL REQUEST (CONTINUED)

Course Approval Request - Microsoft Internet Explorer

Address: https://floridastatefirecollege.org/provider/pr_course_app.asp

Add Book to Course

Pre-Requisites:

Add Course to Pre-Requisites

Qualification Pre-Requisites: (Add a Qualification)

Add **Delete**

Tuition Fee: \$

Lab Fees: \$

Number of Seats:

Requested Hours:

Course Type

- ☐ Continuing Education
- ☐ Domestic Security
- ☐ Pre-Certification

You must enter values even if it is a "0".
"Requested hours" is the number of credit hours you are asking for.

NOTE: You may not get approved the total number of requested hours.

COURSE APPROVAL REQUEST (CONTINUED)

Requested Hours

Course Type

- ☐ Continuing Education
- ☐ Domestic Security
- ☐ Pre-Certification
- ☐ Professional Development

Audience

Program Type

Event Type

Issue a certificate of completion? ☐

Comments

Request 8 hours CEU's for Inspectors. OR
Request 8 hours CEU's for Inspectors & Instructors.

Attached Documents

Attach Documents

If you are requesting continuing education credits, include whom you want the hours for.

Choose the appropriate box/boxes.

Choose closest audience profile, program type, and event type.

Providers should **only** check “Continuing Education” or “Professional Development”.

Course Approval Request - Windows Internet Explorer provided by FL DFS

https://floridastatefirecollege.org/provider/pr_course_app.asp

File Edit View Favorites Tools Help

Course A

COURSE APPROVAL REQUEST (CONTINUED)

☐ Professional Development

Audience Fire Chiefs

Program Type In-House

Event Type Classroom

Request for Reciprocity

If you are requesting continuing education credit for individuals that are dually-licensed as fire safety inspectors and by the Florida Building Code Administrators and Inspectors Board (BCAIB) pursuant to Section 633.081(7), Florida Statutes; you are required to submit FORM BCAI 10 to the Department of Business and Professional Regulations (DBPR). Click [HERE](#) to download form and instructions. A copy of the approval notice you receive via email from the State Fire Marshal - FCDICE system, must be included in your submission to DBPR.

****The URL is:**
http://www.myfloridalicense.com/dbpr/pro/build/documents/bcai10_fire_marshal_training_course_and_provider.pdf

Issue a certificate of completion? ☐

Question

☐ Yes ☒ No Are you requesting continuing education credit for individuals that are dually-licensed as fire safety inspectors and by the Florida Building Code Administrators and Inspectors Board (BCAIB) pursuant to Section 633.081(7), Florida Statutes

Comments

Attached Documents

Attach Documents

☐ Documents to be Mailed

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In order to appropriately review your request, **outlines and objectives may be required.** They may be attached electronically

BCAIB Reciprocity

You will find a link to download the form if you have a class approved from the Bureau. If you have already received approval from BCAIB and want inspector CEUs, click "Yes" under the "Question". When you submit the application, a pop up box will appear asking for your approved BCAIB number.

CLASS OFFERING APPROVAL REQUEST

The screenshot shows a web browser window titled "Class Offering Approval Request - Microsoft Internet Explorer". The address bar displays the URL "https://floridastatefirecollege.org/provider/pr_offering_app.asp". The user is identified as "USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE".

The main form is titled "Class Offering Approval Request" and contains the following fields and buttons:

- Course Id**: A text input field followed by a **Search** button.
- Lead Instructor ID**: A text input field followed by a **Search** button.
- Instructor Name**: A text input field followed by an **Add** button.
- Selected Instructors**: A list box with a **Remove** button.
- Date**: Two text input fields for month, day, and year, followed by a "(mm/dd/yyyy)" label.
- Day of Week**: Radio buttons for Sun, Mon, Tue, Wed, Thu, Fri, and Sat.
- Time**: Two text input fields for hour and minute, followed by "AM" and "PM" dropdown menus, and a "(hh:mm)" label.
- Lunch Break**: Two text input fields for hour and minute, followed by "AM" and "PM" dropdown menus, and a "(hh:mm)" label.
- Location**: A dropdown menu with the text "(Select One)".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "9:52 AM".

In order to complete this page, you will need to have the number of the class (FFP, FSFC, RN, PD, etc.), the lead instructor ID number, and verify that the location is in the drop down box.

This information can be obtained using the “**Maintenance**” heading.

MAINTENANCE


Class Offering Approval Request - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://floridastatefirecollege.org/provider/pr_offering_app.asp Go Links >>

Google Search Web blocked AutoFill Options

 **Florida Department of Financial Services**
Tom Gallagher Chief Financial Officer

 **Bureau of Fire Standards and Training**
Florida State Fire College

Locate Roster Apply Employee Customize **Maintenance** [Provider]

Home > In-Box > **Class Offering Approval Request**
USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLO

Class Offering Approval Request

Course Id **Search**




Lead Instructor ID **Search**

Instructor Name **Add**

Selected Instructors **Remove**

Provider Profile
Contact List
Location List
Course List
Class Offering List
Instructor List
System Security

javascript: activateMenu(6, 270, 140);

Start    >> **Class Offering Approv...** Internet 9:54 AM

MAINTENANCE – COURSE LIST

The screenshot shows a web application interface for the Bureau of Fire Standards and Training, Florida State Fire College. The header includes a navigation menu with links: Locate, Roster, Apply, Employee, Customize, and Maintenance. A user login area on the right shows "[Provider]". Below the navigation, a breadcrumb trail reads "Home > In-Box > Course List". The user is identified as "USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE". The main content area contains a search form with a "Certificate" dropdown menu set to "(ALL)", a "Course Id" text input field, and a "Search" button. A footer note states "@2000-2005, The State of Florida - All Rights Reserved. Disclaimer." The Windows taskbar at the bottom shows the Start button, several application icons, and two open windows: "Course List - Microsoft..." and "Document1 - Microsoft W...". The system clock indicates 9:55 AM.

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance [Provider]

Home > In-Box > Course List
USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE

Certificate (ALL)
Course Id Search

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Start Course List - Microsoft... Document1 - Microsoft W... 9:55 AM

If you search all entries, you will receive an alphabetized list of classes. You must use the FFP number if a class has both an FFP and FSFC number.

MAINTENANCE - LOCATION LIST

Location List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://floridastatefirecollege.org/provider/pr_location_lst.asp Go Links

Google Search Web blocked AutoFill Options

Florida Department of Financial Services
Tom Gallagher Chief Financial Officer

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance **[Provider]**

Home > In-Box > **Location List**
USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE

To view and/or edit a provider location, click on the location name.

Location List for Provider FLORIDA STATE FIRE COLLEGE Page: GO Page 1/3

Location

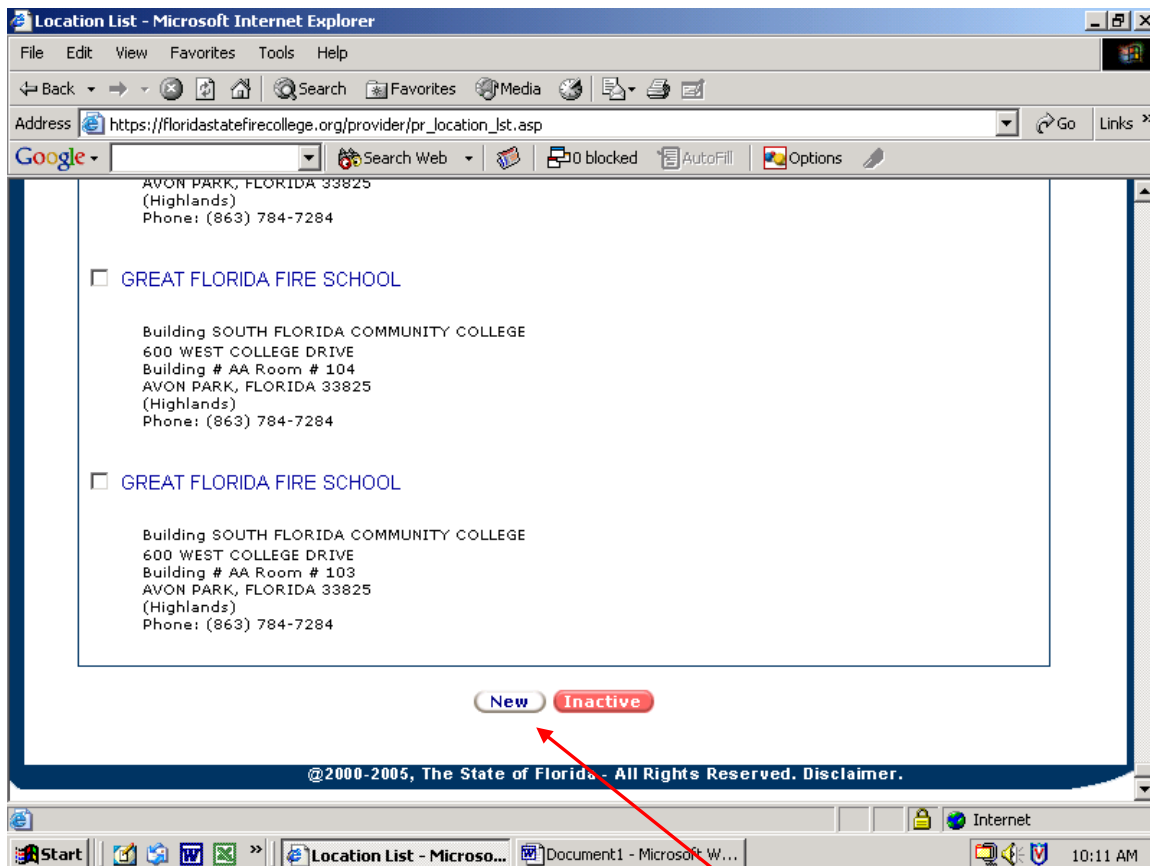
☐ **BAKER COUNTY EOC**

Building ADMINISTRATION
1190 WEST MACCLENNEY AVE (US 90)
Building # 1 Room # 1
MACCLENNEY, FLORIDA 32063
(Baker)
Phone: (352) 222-2222

☐ BARTOW FIRE DEPT

Start Location List - Microso... 10:10 AM

MAINTENANCE – LOCATION LIST (CONTINUED)



If your location is not listed, click the “New” button. This will provide a form for you to complete, and then your location will be in the drop down box.

MAINTENANCE - INSTRUCTOR LIST	
-------------------------------	--

Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://floridastatefirecollege.org/provider/pr_instructor_lst.asp Go Links

Google Search Web blocked AutoFill Options

Florida Department of Financial Services
Tom Gallagher Chief Financial Officer

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance

[Provider]

Home > In-Box > Instructor List

USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE

Certification (ALL)

Course Id

Instructor Id

Instructor Name
First Name: Susan Last Name: Schell

Search

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Start Internet 10:00 AM

If you do not know your instructor id number, you can find it using this screen.

MAINTENANCE - INSTRUCTOR LIST (CONTINUED)

Instructor List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://floridastatefirecollege.org/provider/pr_instructor_lst.asp

Google Search Web 10 blocked AutoFill Options

Florida Department of Financial Services
Tom Gallagher Chief Financial Officer

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance **[Provider]**

Home > In-Box > **Instructor List**
USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE

Certification: (ALL)
Course Id:
Instructor Id:
Instructor Name:
First Name Last Name

Search

Instructor List [Active | All Other Statuses]

ID	Instructor Name	See Class Offering
<input type="text" value=""/>	SUSAN T. SCHELL	View

Start | Instructor List - Micro... | Document1 - Microsoft W... | 10:06 AM

Your instructor id number will appear here.

CLASS OFFERING APPROVAL REQUEST

The screenshot shows a web browser window titled "Class Offering Approval Request - Microsoft Internet Explorer". The address bar displays "https://floridastatefirecollege.org/provider/pr_offering_app.asp". The user is identified as "USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE". The form itself is titled "Class Offering Approval Request" and contains several sections:

- Course Id:** A text input field followed by a "Search" button.
- Lead Instructor ID:** A text input field followed by a "Search" button.
- Instructor Name:** A text input field followed by an "Add" button.
- Selected Instructors:** A large text area for listing instructors, with a "Remove" button to its right.
- Date:** Two date input fields (mm/dd/yyyy) separated by "to".
- Day of Week:** Radio buttons for Sun, Mon, Tue, Wed, Thu, Fri, and Sat.
- Time:** Two time input fields (hh:mm) separated by "to", each with an AM/PM dropdown.
- Lunch Break:** Two time input fields (hh:mm) separated by "to", each with an AM/PM dropdown.
- Location:** A dropdown menu with "(Select One)" as the current selection.

The Windows taskbar at the bottom shows the Start button, several application icons, and the active window "Class Offering Approv...". The system clock shows "10:18 AM".

Enter the course number (FFP, FSFC, RN, etc.) and click search. The class title will appear in the space below.

Enter the Instructor ID number and click search. The name should appear in the instructor name box. Click the "ADD" bullet to place the name in the selected instructors box.

If there is a message that the instructor is not approved, you will have to do an Instructor Approval Request.

Enter the Start and End dates of the class making sure you use "2005" instead of "05".

Check the appropriate day(s) of the week the class is being offered.

Enter the times in the appropriate format. You must use 3:00 p.m. not 1500.

Choose the location from the drop down box.

If are teaching a class on evenings and Saturdays, enter the times for the evening classes (weekend classes will be assumed to be taught during the daytimes).

INSTRUCTOR APPROVAL REQUEST

The screenshot shows a web application for the Bureau of Fire Standards and Training at Florida State Fire College. The interface includes a navigation menu with links: Locate, Roster, Apply, Employee, Customize, and Maintenance. A user login bar identifies the user as SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE. The main content area is titled 'Instructor Approval Request' and contains a form with the following fields: Instructor Id, Student Id, SSN, First Name, Middle Name, Last Name, Suffix, and Gender. Each of the first three fields has a 'Search' button. The First Name, Middle Name, and Last Name fields are highlighted in yellow. The Gender field has radio buttons for Male and Female. The browser window shows the address bar with 'Done' and 'Internet', and the taskbar with the Start button, application icons, and the system clock showing 10:27 AM.

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance [Provider]

Home > In-Box > **Instructor Application**
USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE

Instructor Approval Request

Instructor Id [Search](#)

Student Id [Search](#)

SSN [Search](#)

First Name

Middle Name

Last Name

Suffix

Gender ☒ Male ☐ Female

Done Internet

Start Instructor Application ... 10:27 AM

INSTRUCTOR APPROVAL REQUEST

You Can Enter Any Of The First Three Blocks And Click Search. The form will automatically populate.

The screenshot shows a web browser window titled "Instructor Application - Microsoft Internet Explorer". The address bar displays "https://floridastatefirecollege.org/provider/pr_instructor_app.asp". The page content includes a header "USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE" and a form titled "Instructor Approval Request". The form contains several input fields and buttons:

- Instructor Id**: A yellow input field with a "Search" button.
- Student Id**: A yellow input field with a "Search" button.
- SSN**: A yellow input field with a "Search" button.
- First Name**: A text input field containing "SUSAN".
- Middle Name**: A text input field containing "T."
- Last Name**: A text input field containing "SCHELL".
- Suffix**: An empty text input field.
- Gender**: Radio buttons for "Male" and "Female", with "Female" selected.
- Date of Birth**: A yellow input field with a placeholder "mm/dd/yyyy".
- Business Address**: A text input field containing "11655 NW. GAINESVILLE RD." and an empty second line.
- City**: A text input field containing "OCALA".
- State**: A dropdown menu showing "FLORIDA".
- County**: A dropdown menu showing "Marion".

The browser's status bar at the bottom shows "Done", "Internet", and the system clock "10:30 AM". The taskbar includes icons for "Start", "Instructor Application...", and "Document1 - Microsoft W...".

INSTRUCTOR APPROVAL REQUEST (CONTINUED)

The screenshot shows a web browser window titled "Instructor Application - Windows Internet Explorer provided by FL DFS". The address bar shows the URL: https://floridastatefirecollege.org/provider/pr_instructor_app.asp. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The main content area displays a table of approved courses and a form to approve a new course.

Course Name	Status	Approval Date
2007 INSTRUCTOR PROFESSIONAL DEVELOPMENT SEM DAY 3	Approved	04/06/2007
2007 STANDARDS WORKSHOP DAY 1	Approved	04/02/2007
2007 STANDARDS WORKSHOP DAY 2	Approved	04/03/2007
2009 FIREFIGHTER HEALTH & SAFETY CONF THUR PM	Approved	12/10/2009
2009 FIREFIGHTER HEALTH & SAFETY CONF. - WED. AM	Approved	12/09/2009
2009 FIREFIGHTER HEALTH & SAFETY CONFERENCE - WED PM	Approved	12/09/2009
2009 FIREFIGHTER SAFETY & HEALTH CONF FRIDAY AM	Approved	12/11/2009
2009 SAFETY & HEALTH CONFERENCE THURSDAY AM	Approved	12/10/2009
2010 FIREFIGHTER SAFETY AND HEALTH CONFERENCE - DAY 2	Approved	12/14/2010
2010 INSTRUCTOR PROFESSIONAL DEVELOPMENT SEMINAR DAY 1	Approved	03/31/2010
2010 INSTRUCTOR PROFESSIONAL DEVELOPMENT SEMINAR DAY 3	Approved	04/02/2010
2010 STANDARDS WORKSHOP DAY 2	Approved	03/30/2010
2010 STANDARDS WORKSHOP DAY 3	Approved	03/31/2010
2013 FRE - MAKE A DECISION! (FROM THE RIGHT SEAT)	Approved	01/25/2013
DO YOU KNOW ABOUT THIS?	Approved	07/23/2007
FCDICE TEST	Approved	04/15/2012
FIREFIGHTER II	Approved	09/17/2006
FLORIDA FIREFIGHTERS EMPLOYMENT, STANDARDS & TRAINING COUNCIL	Approved	02/10/2005
GFFS CONCEALED WEAPONS CLASS	Approved	11/07/2012
HAZARDOUS MATERIALS TECHNICIAN	Approved	05/11/2007
PLANNING FOR AND OBTAINING NEW FIRE-RESCUE FACILITIES	Approved	07/25/2008

Approve Course

Course: FFP2720 - COMPANY OFFICER

Comments:

Save

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Locate the course in the drop down box and highlight. You can leave a comment regarding the application.

If a screen pops up asking if you want a single course exemption or course override, choose course override. Single course exemptions cannot be completed using the electronic system.

ATTENDANCE AND CLASS ROSTERS

Once your class has been approved, you will receive a message in your in-box that the course offering has been approved, and you will receive a course offering ID number. This is the number that is used when working with attendance roster detail and class rosters.

The screenshot shows a web browser window titled "In-Box - Microsoft Internet Explorer" displaying the Florida State Fire College provider portal. The address bar shows the URL: https://floridastatefirecollege.org/provider/pr_inbox.asp. The page header includes the Florida Department of Financial Services logo and the name of the Chief Financial Officer, Tom Gallagher. The main content area is titled "Bureau of Fire Standards and Training Florida State Fire College" and features a navigation menu with options like "Locate", "Roster", "Apply", "Employee", "Customize", and "Maintenance". A dropdown menu for "Roster" is open, showing options: "Submit Attendance Roster", "Attendance Roster Detail", and "Class Roster". The "Attendance Roster Detail" option is highlighted. The page also displays the user's status as "Approved" and a table of notifications.

Notification	Date Received
<input type="checkbox"/> From 04/26/2005 to 04/27/2005 The course offering for RN2997 - NFA ERT:STRATEGIC CONSIDERATION FOR COMPANY OFFICER T-T-T from 04/26/2005 to 04/27/2005 has been APPROVED. <u>The Course Offering ID is 16828.</u>	04/27/2005
<input type="checkbox"/> SUSAN T. SCHELL Instructor SUSAN T. SCHELL has been APPROVED to teach NFA ERT:STRATEGIC CONSIDERATION FOR COMPANY OFFICER T-T-T. The instructor id# is 123141.	04/27/2005

The bottom of the browser window shows the taskbar with the Start button, several open applications (In-Box - Microsoft Internet Explorer, Document1 - Microsoft Word), and the system clock showing 11:46 AM.

ATTENDANCE ROSTER DETAIL

Roster Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print

Address https://floridastatefirecollege.org/provider/pr_roster_dtl.asp Go Links

Google Search Web 0 blocked AutoFill Options

Florida Department of Financial Services
Tom Gallagher Chief Financial Officer

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance [Provider]

Home > In-Box > Roster Detail

USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE

Course Offering ID Search

Course ID

Course Name

Course Date

Instructor Name

Total Roster Count: 0

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Done Internet

Start Roster Detail - Micros... Document1 - Microsoft W... 11:49 AM

If you are entering the roster manually, click on “Attendance Roster Detail” and the next page will appear.

If you are entering the roster electronically (requires a tab delineated format), click on “Submit Attendance Roster”, and follow the screens directions.

ATTENDANCE ROSTER DETAIL

Roster Detail - Windows Internet Explorer provided by FL DFS
 https://floridastatefirecollege.org/provider/pr_roster_dtl.asp

File Edit View Favorites Tools Help

Home - DFS Intranet Suggested Sites Web Slice Gallery

Roster Detail

JEFF ATWATER, CHIEF FINANCIAL OFFICER
 FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Locate Roster Apply Customize Maintenance Reports Help [Provider]

Home > In-Box > Roster Detail
 USER: SUSAN T. SCHELL, FLORIDA STATE FIRE COLLEGE

Class Offering ID 55643 [Search](#)
 Course ID PD3275
 Course Name **FLUSAR TECHNICIAN LEVEL FOR CONFINED SPACE**
 Class Date **05/08/2014 to 05/09/2014**
 Instructor Name **RICHARD RALPH LIETZ**

Total Roster Count: 0

Attendance Roster							Approved Hours: 16 hours	
#	Process Status	SSN	Student ID	First Name	Last Name	Primary Occupation	Grade	Date Earned (mm/dd/yyyy)
1	<input type="text"/>							
2	<input type="text"/>							
3	<input type="text"/>							
4	<input type="text"/>							
5	<input type="text"/>							
6	<input type="text"/>							
7	<input type="text"/>							

Done Internet | Protected Mode: Off 100% 4:38 PM 5/8/2014

After the start date of the class, you can enter the students. You must use the student id number. At the end of the class, grades can be entered. A numeric grade as well as Pass/Fail must be entered.

Only 10 entries can be made at a time. After entering the first ten students, hit submit. A page will pop up telling you how many students are pending posting. Click "View Roster" to return, and go to the second page (if you have already entered the names earlier), or click "Add Attendees to get the next page of 10 entries. Repeat until all students are entered.

Grades are posted on midnight of the day you submit them. You may verify that the grades were posted by going to "Roster" "Attendance Roster Detail" the next day. The letter in the first column should be an "S" to show satisfactorily posted.

CLASS ROSTER DETAIL

**Bureau of Fire Standards and Training
Florida State Fire College**

Locate **Roster** Apply Employee Customize Maintenance [Provider]

Home > In-Box > Submit Attendance Roster
 USER: SUI Attendance Roster Detail
 Class Roster

ISOR, FLORIDA STATE FIRE COLLEGE STATUS: **Approved**

Agency Roster / Expired Request Exam Applications

Florida State Fire College Notifications	
Notification	Date Received
<input type="checkbox"/> From 10/31/2005 to 11/04/2005 The course offering for FFP2120 - BUILDING CONSTRUCTION FOR THE FIRE SERVICE from 10/31/2005 to 11/04/2005 has been CANCELLED. The Course Offering ID is 15924.	● 04/28/2005
<input type="checkbox"/> CHARLES F. BRUSH Instructor CHARLES F. BRUSH has been APPROVED to teach CODES AND STANDARDS. The instructor id# is 121240.	● 04/28/2005
<input type="checkbox"/> From 03/30/2005 to 03/31/2005 The course offering for RN2984 - COMPANY OFFICER'S ROLE IN FFOSHA from	● 04/28/2005

http://158.229.200.107/provider/pr_crosterpt_lst.asp Internet

Start In-Box - Microsoft Int... Home - DFS Intranet - Mic... 12:50 PM

If you have entered the students in the roster, you can get a class roster.

CLASS ROSTER DETAIL - CONTINUED

Enter the course id number and hit the search button to get the class roster through crystal viewer.

The screenshot shows a web application interface for the Bureau of Fire Standards and Training at Florida State Fire College. The header features a blue banner with the organization's name and a navigation menu with links: Locate, Roster, Apply, Employee, Customize, and Maintenance. A [Provider] button is located in the top right. Below the navigation, the breadcrumb trail reads 'Home > In-Box > Class Roster Report', and the user is identified as 'USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE'. The main content area is titled 'Search Criteria' and contains a text input field labeled 'Class Offering ID' and a 'Search' button. At the bottom of the page, a copyright notice states '@2000-2005, The State of Florida - All Rights Reserved. Disclaimer.' The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 12:50 PM.

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance [Provider]

Home > In-Box > **Class Roster Report**
USER: SUSAN T. SCHELL, TRAINING SUPERVISOR, FLORIDA STATE FIRE COLLEGE

Search Criteria

Class Offering ID

Search

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Start Internet

Class Roster Repor... Home - DFS Intranet - ... Document1 - Microsof... 12:50 PM

CLASS ROSTER DETAIL - CONTINUED
--

Class Roster

04/29/2005

Start/End

Class Offering:

Start/End

Instructor Name:

Instructor Number:

For Official Use Only

Certificates: _____ Grades Entered _____

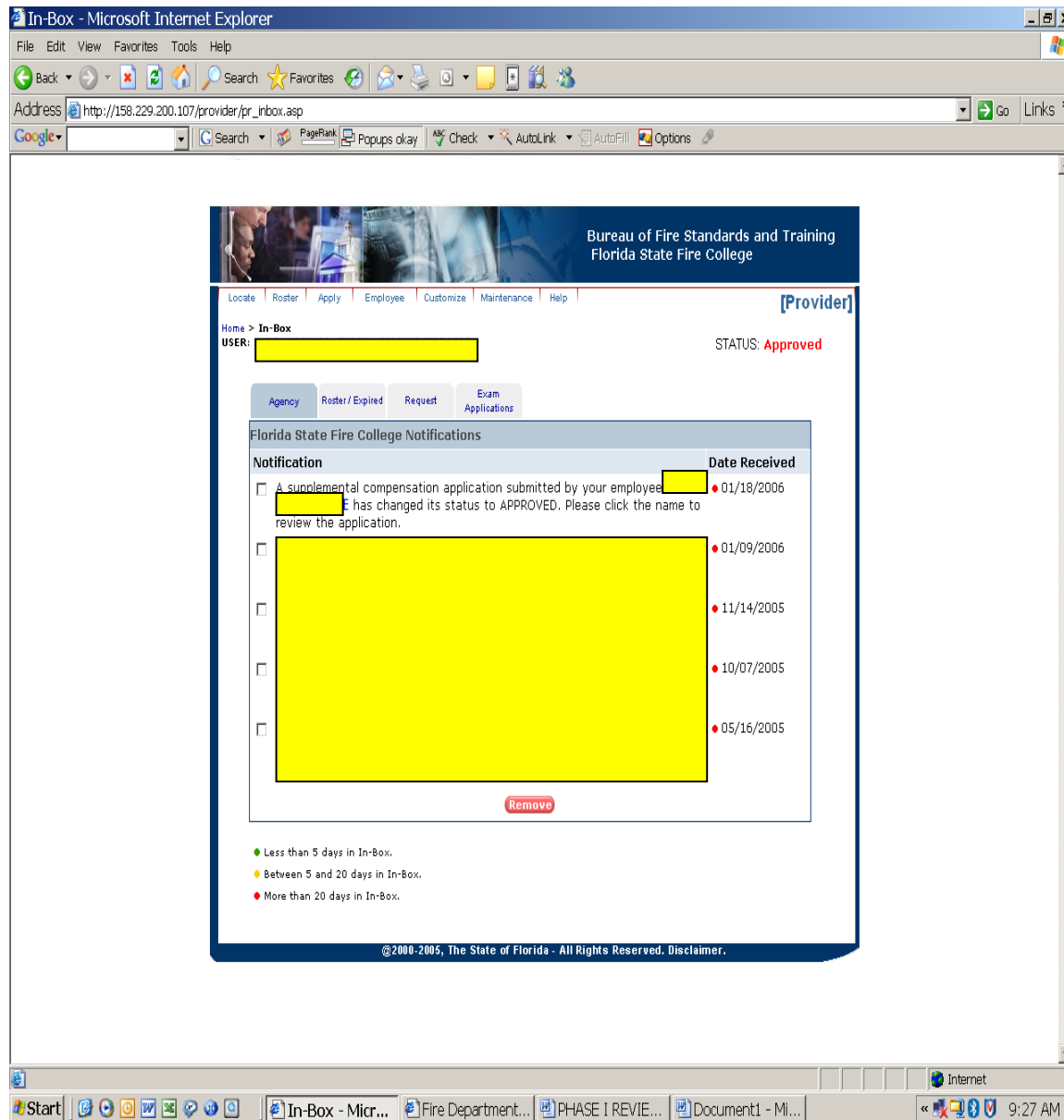
Name	ID	Org.	Phone	Quiz	Quiz	Quiz	Quiz	Quiz	Final
------	----	------	-------	------	------	------	------	------	-------

1. Student									
------------	--	--	--	--	--	--	--	--	--

The actual roster will have all the information entered at the top of the form along with each students name, student identification number, and organization of which the student belongs to if they have included that information in their profile. This form can be used to track daily attendance, quiz scores, etc.

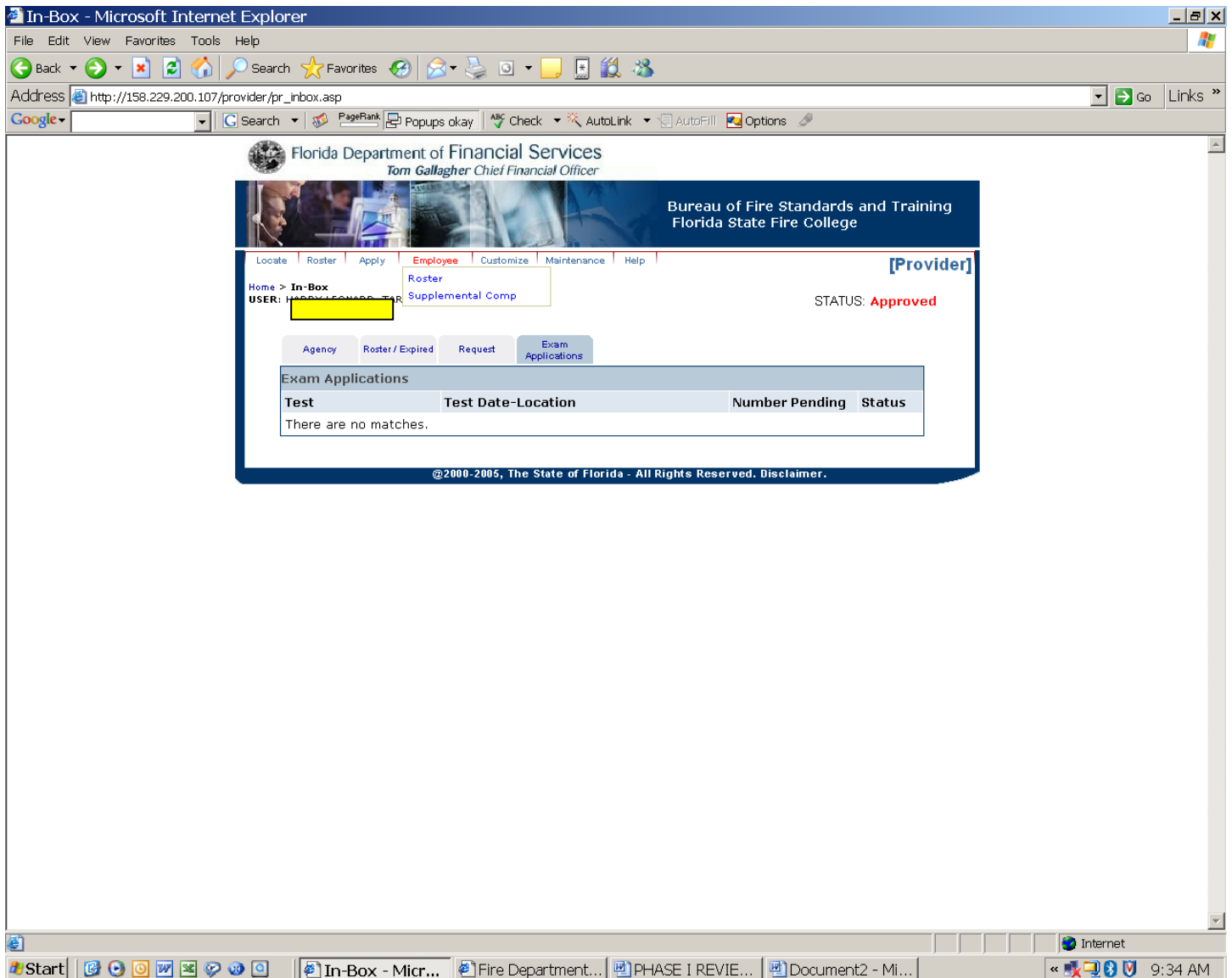
YOU MUST HAVE CRYSTAL REPORT VIEWER IN ORDER TO USE THE CLASS ROSTER DETAIL.

FIRE DEPARTMENT APPLICATIONS



The agency inbox will contain messages regarding supplemental comp and other notices.

FIRE DEPARTMENT EMPLOYEE ROSTER



Only the Administrator of the account (normally the chief) will have access to these pages.

To add employees to the roster, click on “Employee” then “Roster”.

EMPLOYEE ROSTER - CONTINUED

Employment List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://158.229.200.107/provider/pr_supp_employment_list.aspx Go Links

Google Search PageRank Popups okay Check AutoLink AutoFill Options

Bureau of Fire Standards and Training
Florida State Fire College

Locate Roster Apply Employee Customize Maintenance Help [Provider]

Home >
USER: [Redacted]
SSN [Redacted]
First Name [Redacted]
Last Name [Redacted]
Type (All) Search

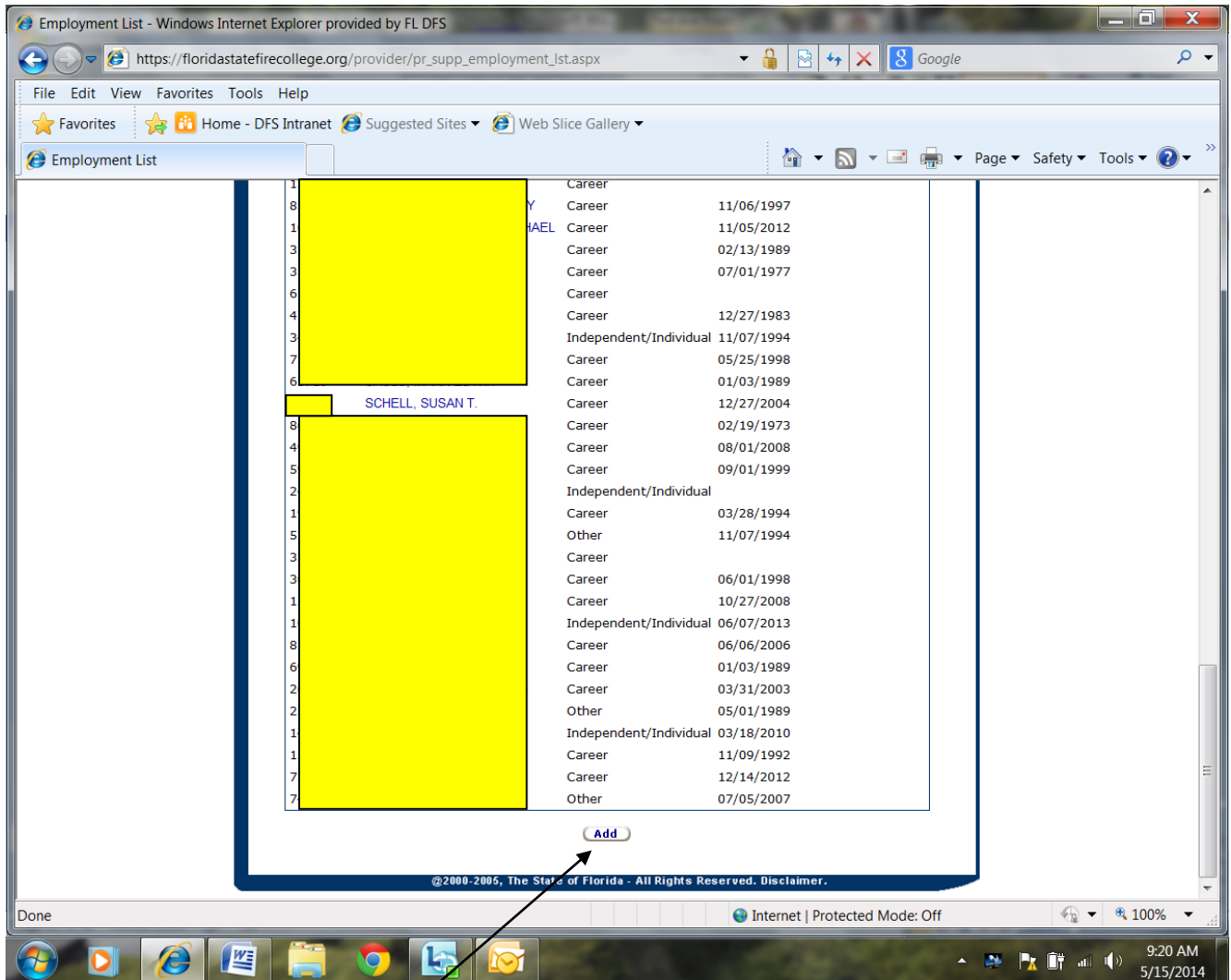
@2000-2005, The State of Florida - All Rights Reserved. Disclaimer.

Start Search Employment L... Fire Department... PHASE I REVIE... 9:36 AM

Click on search to view your total member list or search by name or social security. After pulling up your list, you can add new members, terminate members, and control your member roster. If you can complete this electronically, you do not have to submit an annual roster.

The same screen is used to for supplemental comp. This list will show which members are receiving supp comp for a particular quarter. Under the Reports function, you can print quarterly supplemental comp reports. An e-mail should be sent to the Standards section to verify if the report is correct, or if there need to be corrections.

EMPLOYEE ROSTER – ADDING MEMBERS



To add a member, click the “Add”

NOTE: This list will provide you as the agency a list of student id numbers for your employees.

EMPLOYEE ROSTER – ADDING MEMBERS

Employment Detail - Windows Internet Explorer provided by FL DFS

https://floridastatefirecollege.org/provider/pr_supp_employment_dtl.aspx

File Edit View Favorites Tools Help

Home - DFS Intranet Suggested Sites Web Slice Gallery

Employment Det... Student Detail

Page Safety Tools

JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Locate Roster Apply Employee Customize Maintenance Reports Help [Provider]

Home > In-Box > Employment List > **Employment Detail**
USER: SUSAN T. SCHELL, FINANCIAL SERVICES, DEPT OF

Employment Detail - All F.D. members should be entered.

SSN

Student ID

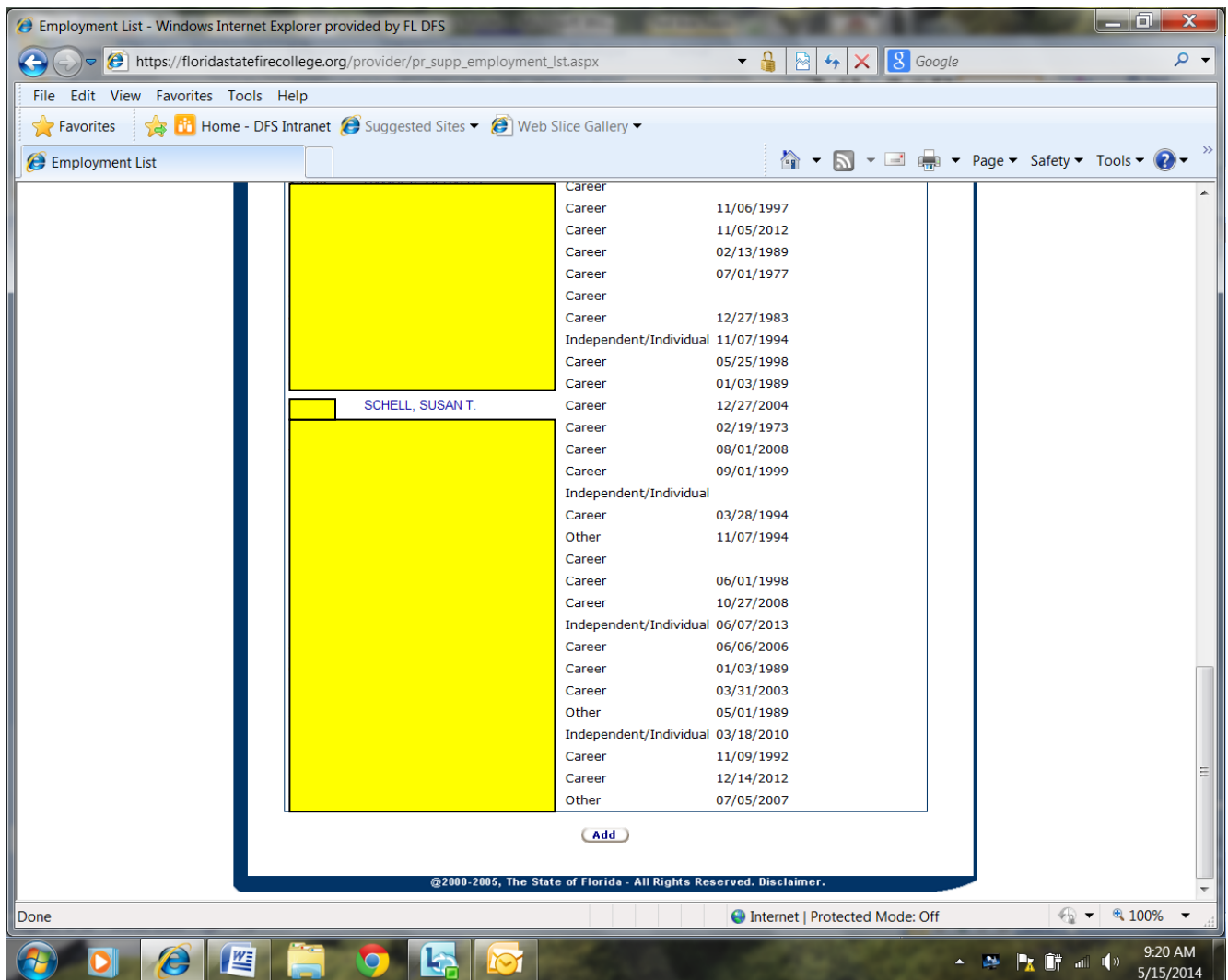
@2000-2005, The State of Florida - All Rights Reserved. Disclaimer.

Done Internet | Protected Mode: Off 100%

9:26 AM 5/15/2014

Enter the student's student id or social. Complete the form that pops up and save it.
The member will not appear on the employee roster.

EMPLOYEE ROSTER –REMOVING MEMBERS

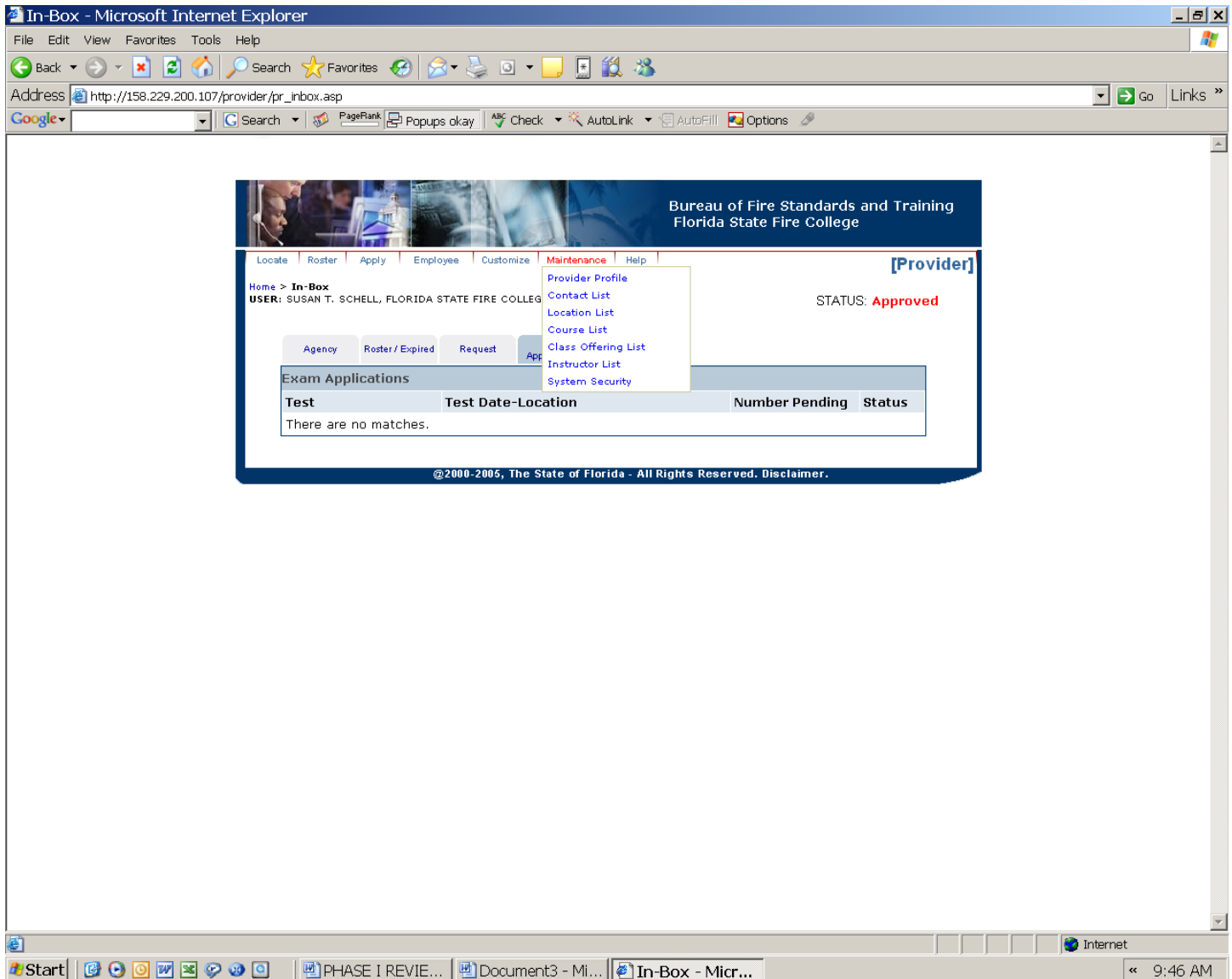


To remove a member, click on the name in the roster.

When the form comes up, under the Status section, put an end date and termination reason and save.

If the individual is receiving supplemental compensation, you will be asked if you want to use the same date to terminate supp comp.

CONTACT LIST AND SYSTEM SECURITY



Only the administrator of the account can work with contact list and system security.

The contact list lets the training provider/fire department give access to employees and instructors. This allows instructors for a training provider can enter rosters, request class approvals, etc.

The system security allows the administrator to choose which rights an individual has to the provider's account.

CONTACT LIST – PROVIDING OTHERS ACCESS

To provide an individual with access, click on “Contact List”. When the next screen comes up, click “Search” without highlighting any specific user group.

Contact List - Windows Internet Explorer provided by FL DFS

https://floridastatefirecollege.org/provider/pr_contact_lst.asp

File Edit View Favorites Tools Help

Home - DFS Intranet Suggested Sites Web Slice Gallery

Contact List Student Detail

JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Locate Roster Apply Employee Customize Maintenance Reports Help [Provider]

Home > In-Box > Contact List

USER: SUSAN T. SCHELL, FINANCIAL SERVICES, DEPT OF

User Group (Select) Search

Contact List [Active | All Other Statuses]

Full Name	Type	Group
<input type="checkbox"/> SUSAN T. SCHELL	(Primary Contact)	Administrator
<input type="checkbox"/>		(none)
<input type="checkbox"/>		(none)
<input type="checkbox"/>		Administrator
<input type="checkbox"/>		(none)
<input type="checkbox"/>		Administrator

Save

New Inactive

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Done Internet | Protected Mode: Off 100% 9:57 AM 5/15/2014

When the list of names, comes up, click “New” to add another user.

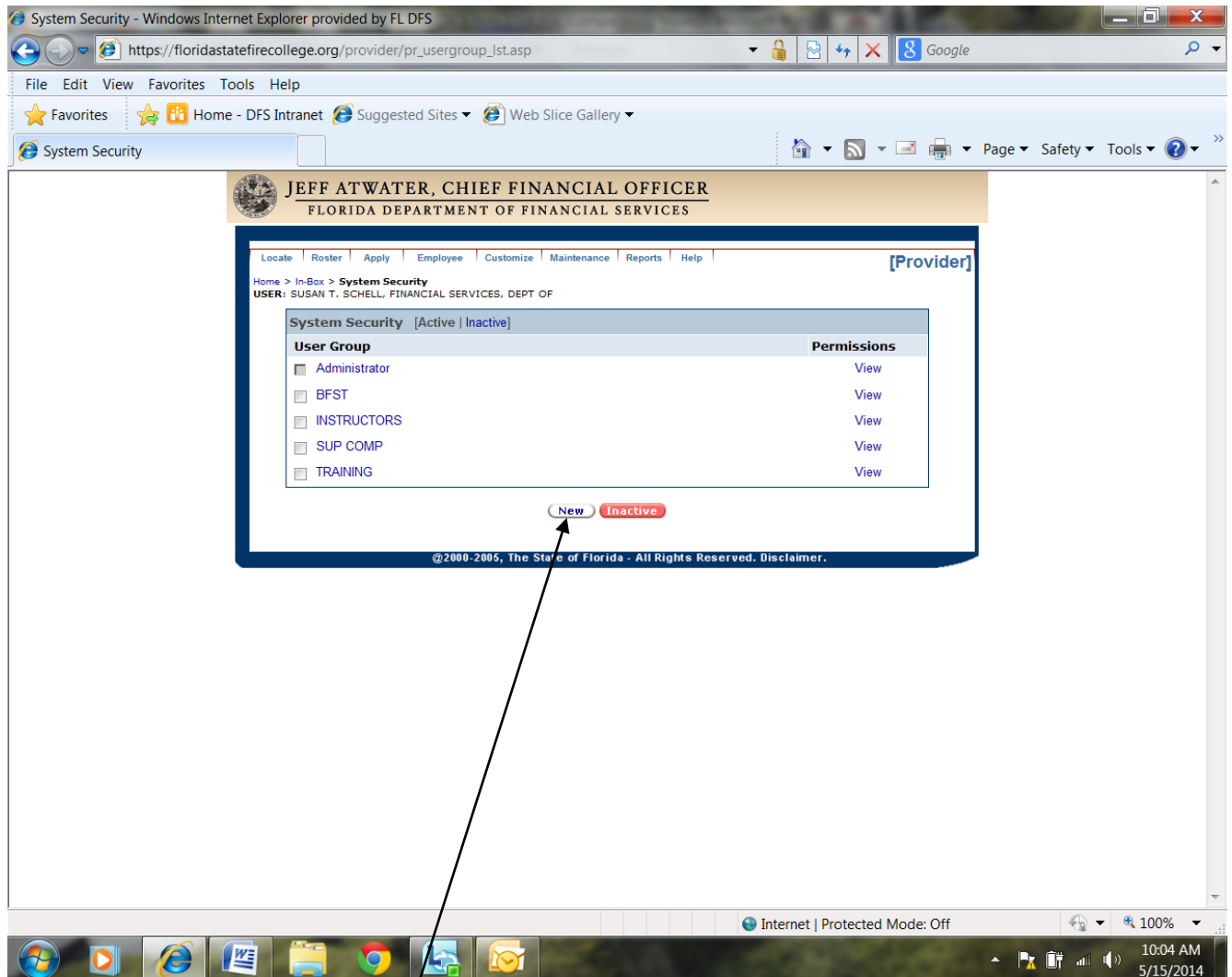
From the next screen, enter the individual’s social and last name and hit search. This will populate the form if the individual already has a profile. Save this.

If the individual does not have a profile, you will need to complete the form and assign a login and password, then save the form.

You will be returned to the User Group search page again. Hit “Search” and the individual will be in the list. To the right, under permissions you will need to give the appropriate permissions that are set up through System Security.

SYSTEM SECURITY

Under “Maintenance”, click on System Security. Below, several groups have been established in my profile; you will need to create these groups following the steps below. The Administrator group should already be established, and this individual has full rights to all applications within FCDICE.



To add a new group, click the “New” button.

On the next pop screen, give it a name such as one above and hit “Save”.

SYSTEM SECURITY

System Security - Windows Internet Explorer provided by FL DFS

https://floridastatefirecollege.org/provider/pr_usergroup_list.asp

File Edit View Favorites Tools Help

Home - DFS Intranet Suggested Sites Web Slice Gallery

System Security

JEFF ATWATER, CHIEF FINANCIAL OFFICER
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

Locate Roster Apply Employee Customize Maintenance Reports Help [Provider]

Home > In-Box > System Security
USER: SUSAN T. SCHELL, FINANCIAL SERVICES, DEPT OF

System Security [Active | Inactive]

User Group	Permissions
<input type="checkbox"/> Administrator	View
<input type="checkbox"/> BFST	View
<input type="checkbox"/> INSTRUCTORS	View
<input type="checkbox"/> SUP COMP	View
<input type="checkbox"/> TRAINING	View

[New](#) [Inactive](#)

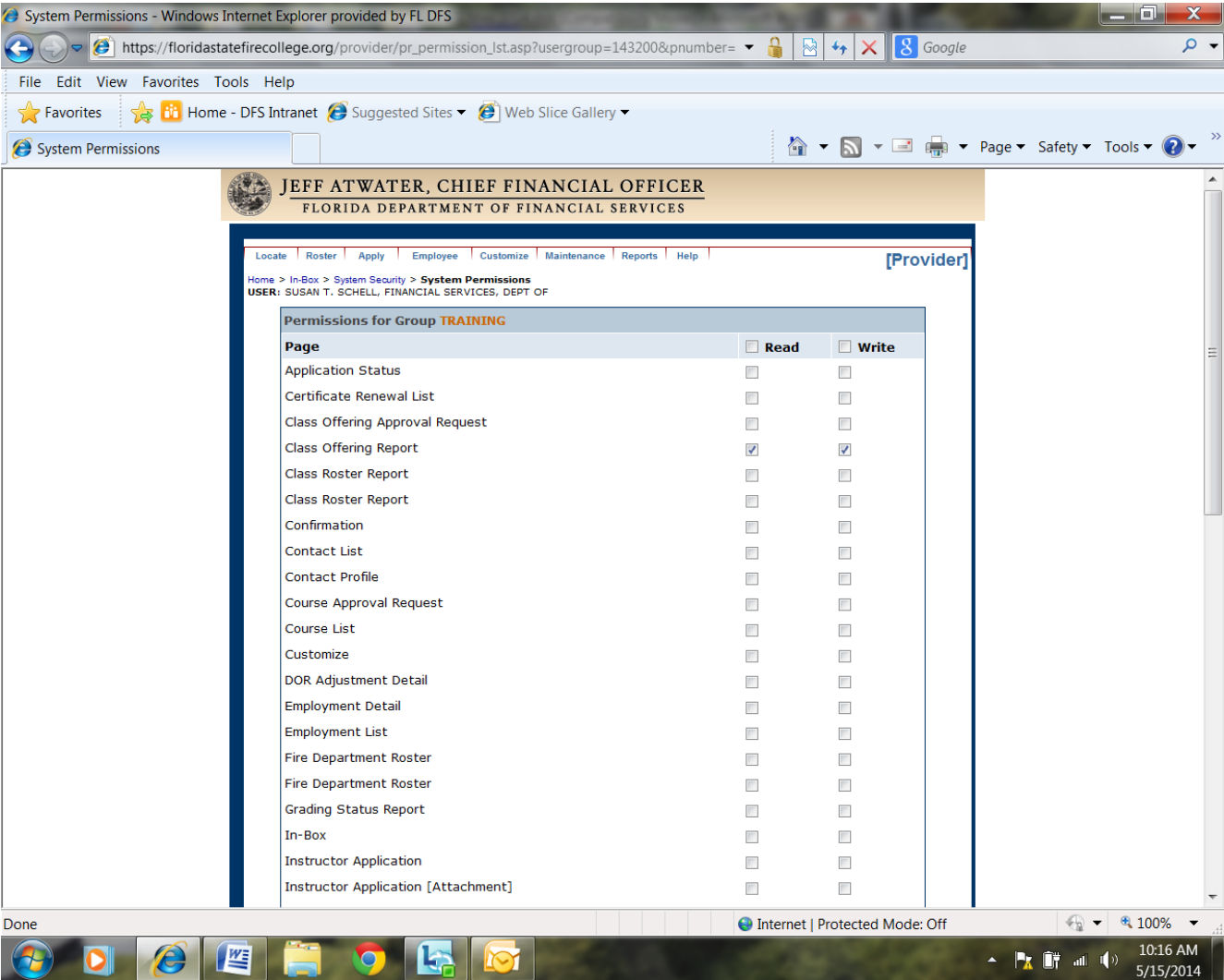
@2000-2005, The State of Florida - All Rights Reserved. Disclaimer.

Internet | Protected Mode: Off 100%

10:04 AM
5/15/2014

SYSTEM SECURITY - PERMISSIONS

Once your group is named, click on “View” under permissions next to the name.

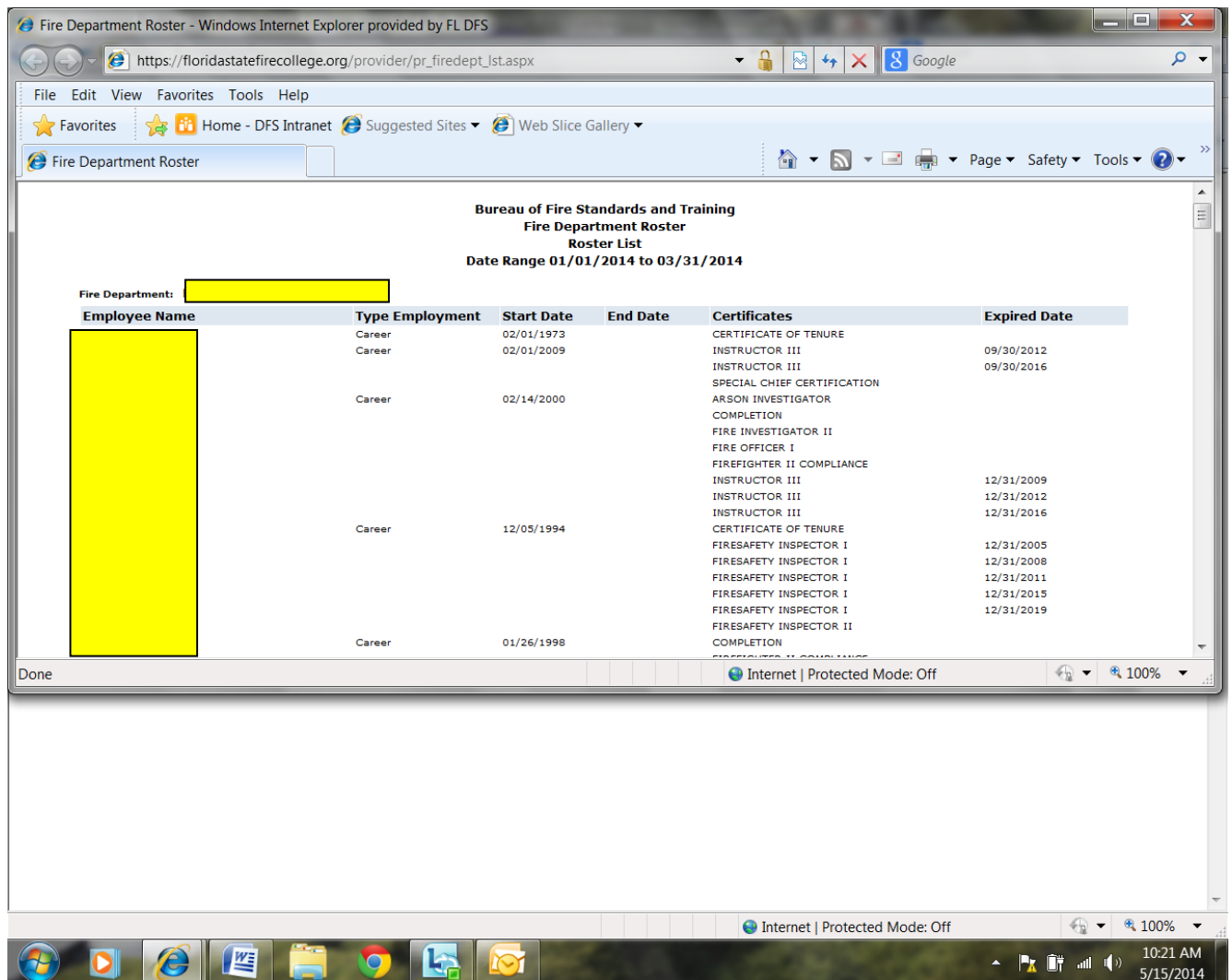


You will click on the applications that you want the group to have permission to. For example, the Training group above needs to be able to do class offerings, but does not need access to the contact list or profile and supplemental compensation reports.

The contact list, customize, and contact profile should only be authorized to be viewed by the administrator.

REPORTS	
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Click on “Reports” “Fire Department Roster”. When the page comes up, put a current date range, make sure “Roster List” is in the drop down box, and click “Print”. This will bring the list up on the screen and not send it to a printer.



A list will be generated of everyone from your employee roster providing the certifications the member holds and when the certification expires.

REPORTS – SUPPLEMENTAL COMPENSATION

After clicking on “Supplemental Compensation Summary” under reports, you will be asked to provide dates (remember that this shows quarterly information).

Supplemental Compensation Summary - Windows Internet Explorer provided by FL DFS

https://floridastatefirecollege.org/provider/pr_suppcomp_summ_lst.aspx?hReportName=rptSupj

File Edit View Favorites Tools Help

Home - DFS Intranet Suggested Sites Web Slice Gallery

Page Safety Tools

Supplemental Compensation Summary

Quarterly Date Range 01/01/2014 to 03/31/2014

Degree Type: Associate

Employee Name	Eligibility Date	Ineligibility Date	12014	22014		Total
	09/01/1995		150.00	.00	.00	150.00
	06/18/2001		150.00	.00	.00	150.00
	07/01/2009		150.00	.00	.00	150.00
	01/01/2008	02/28/2014	100.00	.00	.00	100.00
	06/01/2010		150.00	.00	.00	150.00
	04/01/2011		150.00	.00	.00	150.00
	03/11/1996		150.00	.00	.00	150.00
	11/12/2003		150.00	.00	.00	150.00
	10/01/2013		150.00	.00	.00	150.00
	01/13/1997		150.00	.00	.00	150.00
	06/01/2011		150.00	.00	.00	150.00
	04/18/2008		150.00	.00	.00	150.00
Sub Total:	12		1750.00	.00	.00	1750.00

Degree Type: Bachelors

Employee Name	Eligibility Date	Ineligibility Date	12014	22014		Total
	02/01/2009		330.00	.00	.00	330.00
	08/25/2003		330.00	.00	.00	330.00
	11/01/1997		330.00	.00	.00	330.00
	09/01/2010		330.00	.00	.00	330.00
	05/10/2009		330.00	.00	.00	330.00
	04/01/2013		330.00	.00	.00	330.00
	09/01/2008		330.00	.00	.00	330.00
	7		2310.00	.00	.00	2310.00

Degree Type: Masters

Employee Name	Eligibility Date	Ineligibility Date	12014	22014		Total
	12/01/2006		330.00	.00	.00	330.00
	11/01/2008		330.00	.00	.00	330.00
Sub Total:	2		660.00	.00	.00	660.00
GRAND TOTAL:	21		4720.00	.00	.00	4720.00

Report Time: 5/15/2014 10:26:24 AM

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5/15/2014