Training and Certification Tracking Procedures

CHAPTER 7.26

Issued: November 2020	Revised:
Submitted by: Training	Approved by: Chief of Fire Rescue

Purpose

To provide guidance to ACFR employees in the process of submitting training and certifications for various types of credit.

Procedures

- New certifications and renewals

  - This includes all fire state certifications (Fire Officer, Pump Operator, Etc.) and EMS certifications (EMT, PM, BLS/ACLS, etc.)
  - When submitting a certification, email a color copy to ACFRTraining@alachuacounty.us. Please include whether it is a new certification or recertification.
  - A copy will be placed in your digital employee file and you will have the appropriate credential added/updated in Target Solutions.
  - Once complete, you should check Target Solutions for accuracy.

- Individual course certificates for records retention:
  - Send a color copy of the certificate to ACFRTraining@alachuacounty.us and indicate a request to place it in your employee file.
  - Target Solutions is not used to keep certificate records of individual course certificates, only certifications.

- Individual course submission for ISO Officer Hours credit:

  - An officer or supervisory course can be entered for Officer ISO credit:
    - Log in to Target Solutions and click "Self-Assign" on the left-hand menu.
    - Select "Offsite Officer Courses"
    - Complete all fields including uploading a color copy of the related certificate.
    - Ensure the certificate shows dates and number of hours of the course.
    - Once validated by Training, you should see the hours reflected in your ISO Officer Training credential hours (or company training if officer is complete).

- Individual course submission for ISO Company Hours credit:

  - This applies to any outside firefighting related courses. (Not Ems or Tech)
  - An officer or supervisory course can be entered for Officer ISO credit:
    - Log in to Target Solutions and click "Self-Assign" on the left-hand menu.
    - Select "Offsite Company Courses"
    - Complete all fields including uploading a color copy of the related certificate.
    - Ensure the certificate shows dates and number of hours of the course.
    - Once validated by Training, you should see the hours reflected in your ISO Company Training credential hours.

- Individual course submission for EMS CEUs:

  - This applies to any EMS courses approved for CEU credit.
  - An officer or supervisory course can be entered for Officer ISO credit:
    - Log in to Target Solutions and click "Self-Assign" on the left-hand menu.
    - Select "EMS CEU Entry"
    - Complete all fields including uploading a color copy of the related certificate.
    - Ensure the certificate shows dates and number of hours of the course.
    - Once validated by Training, you should see the hours reflected in your EMT or Paramedic Credential hours.

- Level-Up Certifications:

  - Refer to SOP 7.25 Pay Plan Level-Up Procedures.