

Thank you to everyone who has already started to log into the new database program! There have been some questions coming in about the terms used for the certification area, so let me go through them for you.

Each individual has a Certifications area on his or her individual record. During the data transfer from the previous databases, all of the objectives entered by the department combined into the current format. The programmers also used the certification records that predated the use of objectives (June 2011) as well as application submission documentation from the Certification Department.

## Certifications

Name	Status	Start Date	Completed Date	% Complete	Actions
<a href="#">Courage to be Safe</a>	Active	5/2/2017	12/31/2017		
<a href="#">1001: Live Fire Prerequisite</a>	Active	5/2/2018	5/2/2018		
<a href="#">1001: FF I Training Completion</a>	Active	5/2/2018	5/2/2018		
<a href="#">1001: FF I Skills (Staff to update only)</a>	Active	5/2/2018	9/27/2018		
<a href="#">1001: FF I Written (Staff to update only)</a>	Active	5/2/2018	5/26/2018		
<a href="#">1001: FF II Training Completion</a>	Admin Review	6/12/2018		100	
<a href="#">1001: FF II Skills (Staff to update only)</a>	Pending	6/12/2018			
<a href="#">1001: FF II Written (Staff to update only)</a>	Active	6/12/2018	7/7/2018		
<a href="#">1001: Firefighter I</a>	Active	5/2/2018	9/27/2018		
<a href="#">1041: Instructor 1</a>	In Progress	9/27/2018			

**In Progress:** Individual is currently working on certification, but department has not submitted application

**Applied:** Application received in Austin Office and in line for processing

**Admin Review:** Application reviewed by Austin staff and department's Coordinator notified of items for clarification, possibly receipt of fee or individual membership dues. An itemized request was sent to the Coordinator.

**Active:** Certification issued by Austin office and/or all training has been completed. In cases where a certification lists as "Active" but the completion percentage is below 100% (See Live Fire Prerequisite in the image above), means this application was issued based off of training completion documents and not actual objectives in the database. The department's Coordinator is welcome to go in and update the training, but it is not necessary.

**Pending:** Upon receipt of a Firefighter I or II Training Completion application, Austin Staff will add the written and skill exam line items to the database in a "Pending" status effective the application received date. Upon receipt of documentation that the exam has been completed, Austin Staff will update the record to an "Active" status.

### Courage to be Safe

Coordinators need to enroll all individuals in the Courage to be Safe item. Upon completion training, update the completion date in the system with the date on their certificate. All applicants for certification must have their Courage to be Safe training completed in order receive certification. In

contrast to the older system, we did not list this item in each certification, but added as a top-level line item on each individual record.

**Traffic Incident Management**

Beginning January 1, 2019 all applicants for Firefighter I Training Completion must also have completed the Traffic Incident Management coursework. This carries through to all certifications that also require issuance of full Firefighter I as a prerequisite (Instructor, Fire Officer, and Incident Safety Officer).