



Fire Service Training Bureau

How to Register for a Certification Examination

1. Go to <https://iafstb.acadisonline.com> and sign into your FSTB Acadis Portal account.
2. Navigate to “Training and Events.”

ACADIS Iowa Fire Service Training Bureau

My Profile

Mathews, Hailie

Academy ID* 1001-0040

Mailing Address

Primary Phone

Primary Email mathews@dps.state.ia.us

Emergency Contact

Applications* No applications* exist.

Certifications No certifications have been issued to this resource.

Employment

Organization	Employment Type* / Appointment Type*	Supervisor	Last Hired
Fire Service Training Bureau Data Not Collected Active	No employment type* / No appointment type*		02/19/2024

3. Select “Available Training.”

ACADIS Iowa Fire Service Training Bureau

My Profile

Mathews, Hailie

Academy ID* 1001-0040

Mailing Address

Primary Phone

Primary Email mathews@dps.state.ia.us

Emergency Contact

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Employment

Organization	Employment Type* / Appointment Type*	Supervisor	Last Hired
Fire Service Training Bureau Data Not Collected Active	No employment type* / No appointment type*		02/19/2024



Fire Service Training Bureau

4. This page contains all available training the FSTB currently has to offer for Field Programs, Special Programs, and Certification testing events. Navigate to “Filters.”

The screenshot shows the ACADIS web application interface. The main content area is titled 'Available Training' and displays a table of training events. A red circle highlights the 'Filters' button in the top right corner of the table header.

Event # / Location	Dates	Times	Hours	Registration Dates	Open Seats	Status	
Advanced Breathing Apparatus Training (with practical exercises) - 108 - Cedar Falls Fire Department Cedar Falls Fire Department	04/06/2026 - 04/17/2026		8h 0m	04/06/2025 - 04/04/2026	24	● Open	Register
Advanced Breathing Apparatus Training (with practical exercises) - 109 - Des Moines Fire Department Des Moines Fire Department	04/06/2026 - 04/20/2026		8h 0m	04/06/2025 - 04/04/2026	24	● Open	Register
Advanced Breathing Apparatus Training (with practical exercises) - 110 - Salix Fire Department Salix Fire Department	09/28/2026 - 09/28/2026			09/28/2025 - 09/26/2026	24	● Open	Register
Advanced Breathing Apparatus Training (with prac... Fire Service Training Bureau / FAST Center Tower Fire Service Training Bureau / FAST Center Tower	04/21/2026 - 04/21/2026		8h 0m	04/21/2025 - 04/19/2026	24	● Open	Register
Advanced Breathing Apparatus Training (with practical exercises) - 112 - Norwalk Fire Department Norwalk Fire Department	04/27/2026 - 05/01/2026		8h 0m	04/27/2025 - 04/25/2026	24	● Open	Register
Advanced Breathing Apparatus Training (with practical exercises) - 113 - Indiana Twp Fire Department Indiana Twp Fire Department	05/16/2026 - 05/16/2026		8h 0m	05/16/2025 - 05/14/2026	24	● Open	Register
Advanced Breathing Apparatus Training (with prac...ses) - 114 - Arnolds Park-Okoboji Fire Department Arnolds Park-Okoboji Fire Department	09/15/2026 - 09/17/2026		8h 0m	09/15/2025 - 09/13/2026	23	● Open	Register
Advanced Breathing Apparatus Training (with prac... Fire Service Training Bureau / FAST Center Tower Fire Service Training Bureau / FAST Center Tower	09/22/2026 - 09/22/2026		4h 0m	08/18/2025 - 09/20/2026	24	● Open	Register
Advanced Breathing Apparatus Training (with practical exercises) - 116 - Anita Fire Department Anita Fire Department	05/10/2026 - 05/10/2026		8h 0m	05/10/2025 - 05/08/2026	24	● Open	Register
Advanced Breathing Apparatus Training (with practical exercises) - 117 - Glenwood Fire Department	06/01/2026 - 06/08/2026		4h 0m	04/27/2025 - 05/30/2026	21	● Open	Register

5. Filter by “Program Category.” Select “Certification.”

The screenshot shows the 'Filters' dialog box in the ACADIS application. The 'Program Category' dropdown menu is selected, showing 'Certification' as the chosen option. The dialog box contains the following fields and options:

- Keyword: Enter keyword...
- Program*: Select a program*...
- Program Category: Certification x
- Registration Status: Select a registration status...
- Training Delivery: Online, Classroom
- Location: Select a location...
- Training Date: Display training available within the specified date ranges.
 - Within 30 Days
 - 30 to 90 Days
 - 90 to 180 Days
 - 180 Days to 1 Year
 - More than 1 Year

Buttons at the bottom: Cancel | Clear All Filters | Apply



Fire Service Training Bureau

6. This page contains a list of all available testing events the FSTB currently has to offer. Find the date and location you wish to test at, then select “Register.”

Event / Location	Dates	Times	Hours	Registration Dates	Open Seats	Status	Register
Open Certification Exam Registration - 108 - Osage Osage Fire Department	04/25/2026 - 04/25/2026	09:00 AM		04/25/2025 - 04/09/2026	15	Open	Register
Open Certification Exam Registration - 109 - FSTB Fire Service Training Bureau (Exam Site)	05/02/2026 - 05/02/2026	09:00 AM		05/02/2025 - 04/16/2026	16	Open	Register
Open Certification Exam Registration - 110 - Fort Dodge Fort Dodge Fire Department (Exam Site)	05/02/2026 - 05/02/2026	09:00 AM		05/02/2025 - 04/16/2026	18	Open	Register
Open Certification Exam Registration - 111 - Harlan Harlan Fire Department (Exam Site)	05/02/2026 - 05/02/2026	09:00 AM		05/02/2025 - 04/16/2026	0	Waitlist	Waitlist
Open Certification Exam Registration - 112 - Wapello Co. EOC Wapello County Emergency Operations Center (Exam Site)	05/02/2026 - 05/02/2026	09:00 AM		05/02/2025 - 04/16/2026	20	Open	Register
Open Certification Exam Registration - 113 - Waterloo HMRTC Waterloo Hazardous Materials Regional Training Center (Exam Site)	05/02/2026 - 05/02/2026	09:00 AM		05/02/2025 - 04/16/2026	19	Open	Register
Open Certification Exam Registration - 114 - Sioux City Sioux City Fire Rescue Training Center (Exam Site)	05/15/2026 - 05/15/2026	09:00 AM		05/15/2025 - 04/29/2026	22	Open	Register
Open Certification Exam Registration - 115 - FSTB Fire Service Training Bureau (Exam Site)	05/20/2026 - 05/20/2026	09:00 AM		05/20/2025 - 05/04/2026	22	Open	Register
Open Certification Exam Registration - 116 - Kirkwood Kirkwood Continuing Education Training Center (Exam Site)	05/16/2026 - 05/16/2026	09:00 AM		05/16/2025 - 04/30/2026	12	Open	Register
Open Certification Exam Registration - 117 - Algona Algona Fire Department (Exam Site)	05/30/2026 - 05/30/2026	09:00 AM		05/30/2025 - 05/14/2026	24	Open	Register
Open Certification Exam Registration - 118 - Decorah Decorah Fire Department (Exam Site)	05/30/2026 - 05/30/2026	09:00 AM		05/30/2025 - 05/14/2026	23	Open	Register

7. This single registration process allows you to identify which level you would like to test for and is used to register for both written exams and practical skills exams. Each prerequisite must be complete, or your registration will be denied. To complete the prerequisites, select “Update Fulfillment.”

ENROLLMENT PREREQUISITES

- * By checking this box I attest that I understand that if I need Special Testing Accommodations for this certification exam, I am responsible for providing all REQUIRED documentation to the FSTB prior to the testing date. Any Accommodations approved for past testing exams will be provided to you without further documentation. Contact the FSTB at 515-727-3447 immediately after you register for specific details. **This prerequisite is not fulfilled.** Update Fulfillment
- * By checking this box I agree that payment for this registration MUST be received by the FSTB no later than 2 weeks prior to the exam date. If payment is NOT received, this registration WILL BE CANCELED. If you need to cancel or withdraw your exam registration, for any reason, email fctb-acadis@dps.state.ia.us (NO PHONE CALL CANCELLATIONS) prior to the exam OR you will be counted as a "No Call - No Show" and any paid registration fees will be forfeited. Cancellation requests will be confirmed via email. You will receive a "credit" on your record that must be utilized within 6 months following your cancellation from an exam site, or any paid registration fees will be forfeited. Revisit the Acadis portal and register for another exam site. **This prerequisite is not fulfilled.** Update Fulfillment
- * Please indicate how you were trained. In the comments indicate location, date, and instructor. **This prerequisite is not fulfilled.** Update Fulfillment
- * By checking this box I acknowledge that I understand that the Hazardous Materials Awareness and Operations, Fire Fighter I & II, and Fire Apparatus Driver/Operator Pumper & Aerial levels require the submission of Local Documentation paperwork prior to issuance of a certification. By checking this box I attest I have reviewed the certification guidelines stated in the FSTB **This prerequisite is not fulfilled.** Update Fulfillment



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Prerequisites:

To fulfill each prerequisite, you must select “The requirement has been met or exceeded (requires information above),” then “Save” **AFTER** you have completed the requirements. Prerequisites may not always appear in the same order.

1. Special Accommodations

Read the following statement. Check the box. Select “The requirement has been met or exceeded (requires information above).” Then save.

Update Prerequisite

By checking this box I attest that I understand that if I need Special Testing Accommodations for this certification exam, I am responsible for providing all REQUIRED documentation to the FSTB prior to the testing date. Any Accommodations approved for past testing exams will be provided to you without further documentation. Contact the FSTB at 515-727-3447 immediately after you register for specific details.

Clarifying Comments
None specified [\(change\)](#)

[Attach a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

* Required Information

[Cancel](#) [Save](#)

2. Payment Information

Read the following statement. Check the box. Select “The requirement has been met or exceeded (requires information above).” Then save.

Update Prerequisite

By checking this box I agree that payment for this registration MUST be received by the FSTB no later than 2 weeks prior to the exam date. If payment is NOT received, this registration WILL BE CANCELED. If you need to cancel or withdraw your exam registration, for any reason, email fstb-acadis@dps.state.ia.us (NO PHONE CALL CANCELLATIONS) prior to the exam OR you will be counted as a “No Call - No Show” and any paid registration fees will be forfeited. Cancellation requests will be confirmed via email. You will receive a “credit” on your record that must be utilized within 6 months following your cancellation from an exam site, or any paid registration fees will be forfeited. Revisit the Acadis portal and register for another exam site.

[Attach a document](#)

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

* Required Information

[Cancel](#) [Save](#)



Fire Service Training Bureau

3. Local Documentation and Procedure Guides

Read the following statement. Check the box. Select “The requirement has been met or exceeded (requires information above).” **Completed Local Documentation can be attached here.** Local Documentation can also be emailed to gHoward@dps.state.ia.us. Then save.

Update Prerequisite

By checking this box I acknowledge that I understand that the Hazardous Materials Awareness and Operations, Fire Fighter I & II, and Fire Apparatus Driver/Operator Pumper & Aerial levels require the submission of Local Documentation paperwork prior to issuance of a certification. By checking this box I attest I have reviewed the certification guidelines stated in the FSTB Certification Procedure Guide and agree to abide by those guidelines. I also acknowledge that all information on this registration is accurate.

[Attach a document](#)

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

* Required information

[Cancel](#) [Save](#)

4. Identify how you were trained.

Select how you were trained then provide information about your training. Once complete, select “This requirement has been met or exceeded (requires information above).” Then save.

Update Prerequisite

* Please indicate how you were trained. In the comments indicate location, date, and instructor.

FSTB Hosted Training

Department Hosted Training

Other Training

Challenge

* Clarifying Comments

Instructor 1 - West Des Moines FD with Instructor Name 3/1/2026 - 3/31/2026 [change](#)

[Attach a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

* Required information

[Cancel](#) [Save](#)



Fire Service Training Bureau

5. Written Exam

This prerequisite is used to identify the certification level you are testing for. Once you have identified the certification level, select “The requirement has been met or exceeded (requires information above.” Then save.

Update Prerequisite

*** WRITTEN EXAM:** Choose which certification level you wish to test. Indicate if this is an initial exam or a retake. [?](#)

- HazMat Awareness/Operations - Initial
- HazMat Awareness/Operations - Retake
- HazMat Awareness - Retake
- HazMat Operations - Retake
- Fire Fighter I - Initial
- Fire Fighter I - Retake
- Fire Fighter II - Initial
- Fire Fighter II - Retake
- Driver/Operator Aerial - Initial
- Driver/Operator Aerial - Retake
- Driver/Operator Pumper - Initial
- Driver/Operator Pumper - Retake
- Fire Officer I - Initial
- Fire Officer I - Retake
- Fire Officer II - Initial
- Fire Officer II - Retake
- Fire Inspector I (Old) - Retest
- Fire Inspector (New) - Initial
- Fire Inspector (New) - Retake
- Fire Investigator - Initial
- Fire Investigator - Retake
- Instructor I - Initial
- Instructor I - Retake
- Instructor II - Initial
- Instructor II - Retake
- Live Fire Instructor - Initial
- Live Fire Instructor - Retake

* Required Information

[Save](#)

6. Written Exam – Optional

This prerequisite is used to identify the certification level you are testing for in addition to the primary level you have selected for the Written Exam prerequisite. If you are not testing an additional written exam, select “I do not wish to test a secondary written exam.” Once you have identified the certification level, select “The requirement has been met or exceeded (requires information above.” Then save.

Update Prerequisite

*** WRITTEN EXAM - OPTIONAL:** You may choose a second certification level to test. Indicate if this is an initial exam or a retake.

NOTE: HMA/HMO written testing can only be done with another level if you have started the certification testing process before 3/1/2026.

- HazMat Awareness/Operations - Initial
- HazMat Awareness/Operations - Retake
- HazMat Awareness - Retake
- HazMat Operations - Retake
- Fire Fighter I - Initial
- Fire Fighter I - Retake
- Fire Fighter II - Initial
- Fire Fighter II - Retake
- Driver/Operator Aerial - Initial
- Driver/Operator Aerial - Retake
- Driver/Operator Pumper - Initial
- Driver/Operator Pumper - Retake
- Fire Officer I - Initial
- Fire Officer I - Retake
- Fire Officer II - Initial
- Fire Officer II - Retake
- Fire Inspector I (Old) - Retest
- Fire Inspector (New) - Initial
- Fire Inspector (New) - Retake
- Fire Investigator - Initial
- Fire Investigator - Retake
- Instructor I - Initial
- Instructor I - Retake
- Instructor II - Initial
- Instructor II - Retake

* Required Information

[Save](#)



Fire Service Training Bureau

7. Practical Skills Exam

This prerequisite is used to identify the certification level you are testing for. Once you have identified the certification level, select “The requirement has been met or exceeded (requires information above.” Then save.

Update Prerequisite

*** PRACTICAL SKILLS EXAM:** Choose which certification level you wish to take. Indicate if this is an initial exam or a retake. If you are taking the Driver Operator Pumper or Aerial practical skills exam, you MUST identify which department's apparatus you will be using (host exam site or your own department) and verify you have been authorized to do so. If you do not include this information, your registration will be denied.

- HazMat Awareness/Operations - Initial
- HazMat Awareness/Operations - Retake
- Fire Fighter I - Initial
- Fire Fighter I - Retake
- Fire Fighter II - Initial
- Fire Fighter II - Retake
- D/O Aerial - Initial - IDENTIFY APPARATUS
- D/O Aerial - Retake - IDENTIFY APPARATUS
- D/O Pumper - Initial - IDENTIFY APPARATUS
- D/O Pumper - Retake - IDENTIFY APPARATUS
- Fire Inspector - Initial
- Fire Inspector - Retake
- I will only be registering for a written exam.

*** Clarifying Comments**
Provide information the apparatus you are using for your exam here. (change)

Attach a document | Provide other clarifying comments

FULFILLMENT

- I want to finish later
- The requirement has been met or exceeded (requires information above)

* Required Information Cancel Save

8. Practical Skills Exam – Optional

This prerequisite is used to identify the certification level you are testing for in addition to the primary level you have selected for the Practical Skills Exam prerequisite. If you are not testing an additional practical skills exam, select “I do not wish to test a secondary practical exam.” Once you have identified the certification level, select “The requirement has been met or exceeded (requires information above.” Then save.

Update Prerequisite

*** PRACTICAL SKILLS EXAM - OPTIONAL:** You may choose a second certification level to test. Indicate if this is an initial exam or a retake. If you are taking the Driver Operator Pumper or Aerial practical skills exam, you MUST identify which department's apparatus you will be using (host exam site or your own department) and verify you have been authorized to do so. If you do not include this information, your registration will be denied.

NOTE: HMA/HMO practical skills testing can only be done with another level if you have started the certification testing process before 3/1/2026.

- HazMat Awareness/Operations - Initial
- HazMat Awareness/Operations - Retake
- Fire Fighter I - Initial
- Fire Fighter I - Retake
- Fire Fighter II - Initial
- Fire Fighter II - Retake
- D/O Aerial - Initial - IDENTIFY APPARATUS
- D/O Aerial - Retake - IDENTIFY APPARATUS
- D/O Pumper - Initial - IDENTIFY APPARATUS
- D/O Pumper - Retake - IDENTIFY APPARATUS
- Fire Inspector - Initial
- Fire Inspector - Retake
- I do not wish to test a secondary practical exam.

Attach a document | Provide other clarifying comments

FULFILLMENT

- I want to finish later
- The requirement has been met or exceeded (requires information above)

* Required Information Cancel Save



Fire Service Training Bureau

9. Checkboxes on each prerequisite will turn green once they have been fulfilled.

Request Enrollment

Hazardous Materials Awareness and Operations, Fire Fighter I & II, and Fire Apparatus Driver/Operator Pumper & Aerial levels require the submission of Local Documentation paperwork prior to issuance of a certification. By checking this box I attest I have reviewed the certification guidelines stated in the FSTB Certification Procedure Guide and agree to abide by those guidelines. I also acknowledge that all information on this registration is accurate.

Response Provided
Checked
[Update Prerequisites](#)

The following fulfills this requirement:

Response Provided
D/O Pumper - Initial - IDENTIFY APPARATUS

Additional Comments
Provide information the apparatus you are using for your exam here.
[Update Prerequisites](#)

*** PRACTICAL SKILLS EXAM:** Choose which certification level you wish to take. Indicate if this is an initial exam or a retake. If you are taking the Driver Operator Pumper or Aerial practical skills exam, you MUST identify which department's apparatus you will be using (host exam site or your own department) and verify you have been authorized to do so. If you do not include this information, your registration will be denied.

The following fulfills this requirement:

Response Provided
HazMat Awareness/Operations - Initial
[Update Prerequisites](#)

*** WRITTEN EXAM:** Choose which certification level you wish to test. Indicate if this is an initial exam or a retake.

The following fulfills this requirement:

Response Provided
I do not wish to test a secondary practical exam.
[Update Prerequisites](#)

*** PRACTICAL SKILLS EXAM - OPTIONAL:** You may choose a second certification level to test. Indicate if this is an initial exam or a retake. If you are taking the Driver Operator Pumper or Aerial practical skills exam, you MUST identify which department's apparatus you will be using (host exam site or your own department) and verify you have been authorized to do so. If you do not include this information, your registration will be denied. NOTE: HMA/HMO practical skills testing can only be done with another level if you have started the certification testing process before 3/1/2026.

The following fulfills this requirement:

Response Provided
I do not wish to test a secondary practical exam.
[Update Prerequisites](#)

[more](#)

*** Required Information** [Cancel](#) | [Finish Later](#) | [Submit & Request Another](#) [Submit Request](#)

10. Emergency contact information is not required. Next, select a category to complete the "Training Category." Once complete, submit your request.

Request Enrollment

CONTACT INFORMATION

Please enter or update information below that will be used to contact the student or their emergency contact.

Student Primary Email mathews@dps.state.ia.us ([change](#))

Student Mailing Address [Select an address type...](#)

[My physical address is different than my mailing address](#)

Emergency Contact Name

Relationship

Emergency Contact Phone Ext.

Alternate Phone Ext.

Emergency Contact Address *Street address*

Address 2

City

Select a state... [Use international address](#)

ZIP code +

OTHER INFORMATION

Please provide additional information about this student.

*** Training Category** [Select a category...](#)

[more](#)

*** Required Information** [Cancel](#) | [Finish Later](#) | [Submit & Request Another](#) [Submit Request](#)



Fire Service Training Bureau

Important Notes:

Candidates can register for only ONE exam site at a time. Multiple registrations for the same level examination will be denied.

Effective March 1, 2026, candidates must hold HMA/HMO certification **prior** to testing FF1. Candidates who started testing both levels prior to March 1, 2026, will be allowed to continue pursuing both certifications. Registrations received requesting to test HMA/HMO and FF1 together that do not meet this requirement will be denied.

Effective March 1, 2026, all certification testing fees will be the responsibility of the individual. "Bill My Department" will no longer be available. If applicable, you may submit your receipt to your department for reimbursement. Payment for exam registrations must be received by the FSTB no later than two weeks prior to the exam date regardless of the due date on the invoice.

Per Iowa Administrative Code 251.201(2), payment for exam registrations is due at the time of registration and no later than 2 weeks prior to the exam date. Invoices will be available online once the exam registration has been processed. Sign in to your Acadis Portal account to view and pay your invoice.

If you need to cancel or withdraw your exam registration, for any reason, email fstb-acadis@dps.state.ia.us (NO PHONE CALL CANCELLATIONS) prior to the exam OR you will be counted as a "No Call - No Show" and any paid registration fees will be forfeited. Cancellation requests will be confirmed via email. You will receive a "credit" on your record that must be utilized within 6 months following your cancellation from an exam site, or any paid registration fees will be forfeited. Revisit the Acadis portal and register for another exam site.