



Fire Service Training Bureau

How to Make Changes to an Existing Exam Registration

Certification exam registrations **cannot** be canceled from your Acadis Portal account. If you need to cancel or withdraw from your exam registration, email fstb-acadis@dps.state.ia.us. If you need to change an existing exam registration to a different exam site, follow the steps below.

1. Navigate to “My Profile” and scroll to the bottom of the page. Current enrollment requests can be found in the “Upcoming, Ongoing & Unconfirmed” section.

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

Training	Start Date	End Date	Hours	Training Category	Student Status
Open Certification Exam Registration - 184 - Orange City	12/12/2026	12/12/2026	0h 0m	Fire Service	Pending (Registered)

Current enrollment requests can also be found by selecting “Training and Events.” Then, “Enrollment Requests.” To change your existing registration to a different exam site, select “Request Enrollment.”

Event Start	Training Event	Student / Academy ID*	Submitted	Request Status
05/02/2026	Open Certification Exam Registration - 109 - FSTB	Mathews, Haillie (1001-0040) Fire Service Training Bureau		<input type="radio"/> Draft Continue Request
12/12/2026	Open Certification Exam Registration - 184 - Orange City	Mathews, Haillie (1001-0040) Fire Service Training Bureau	04/08/2026 03:39 PM	<input type="radio"/> Pending (Registered) View Request



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2. 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 interface for the Iowa Fire Service Training Bureau. The main content area is titled 'Available Training' and displays a table of training events. A red arrow points to a 'Filters' button in the top right corner of the table area.

Event / Location	Dates	Times	Hours	Registration Dates	Open Seats	Status	Register
Advanced Breathing Apparatus Training (with practical exercises) - 108 - 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	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	09/28/2026 - 09/28/2026		8h 0m	09/28/2025 - 09/26/2026	24	Open	Register
Advanced Breathing Apparatus Training (with practical exercises) - 111 - 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	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	05/16/2026 - 05/16/2026		8h 0m	05/16/2025 - 05/14/2026	24	Open	Register
Advanced Breathing Apparatus Training (with practical exercises) - 114 - 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 practical exercises) - 115 - 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	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

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

The screenshot shows the 'Filters' dialog box in the ACADIS system. The 'Program Category' dropdown menu is selected to 'Certification' and is circled in red. A red arrow points to this selection. Other filter options include Keyword, Program*, Registration Status, Training Delivery (Online/Classroom), Location, and Training Date ranges.

Filters
Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed.

Keyword:

Program*:

Program Category: Certification x

Registration Status:

Training Delivery: Online, Classroom

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

Cancel | Clear All Filters **Apply**



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4. Find the new 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 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 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 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

5. To change your existing registration, click and hold the orange arrow, then drag the new exam registration over the previous one to prioritize the new exam site.

Class* Open Certification Exam Registration - 185 - FSTB

* Student Mathews, Haile (1001-0040)

REGISTRATION PREFERENCES

Enrollment requests for this student already exist with other classes*. You may register for "Open Certification Exam Registration - 185 - FSTB" independently, or add it to existing registration preferences, making other registrations in a list inactive.

Click "Continue Registration" to request enrollment in addition to other classes*, or drag below to prioritize the class* as an alternative to other classes*.

Open Certification Exam Registration - 185 - FSTB	Pending (Registered)	Fire Service Training Bureau (Exam Site)	12/16/2026 - 12/16/2026
Open Certification Exam Registration - 184 - Orange City	Pending (Registered)	Orange City Fire Department (Exam Site)	12/12/2026 - 12/12/2026

You may not prioritize the class* below an enrollment or pending enrollment request.

* Required Information

Cancel | Continue Registration



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6. You will now see that the new enrollment request is prioritized, and the previous submission is struck through and marked as invalid. Then, select “Continue Registration.”

The screenshot shows the ACADIS 'Request Enrollment' page for the 'Open Certification Exam Registration - 185 - FSTB' class. The student is Mathews, Haile (1001-0040). The page displays a list of registration requests:

Class	Status	Exam Site	Registration Dates
Open Certification Exam Registration - 185 - FSTB	Pending (Registered)	Fire Service Training Bureau (Exam Site)	12/16/2026 - 12/16/2026
Open Certification Exam Registration - 184 - Orange City	Pending (Registered)	Orange City Fire Department (Exam Site)	12/12/2026 - 12/12/2026

The first request is highlighted in blue, indicating it is the selected one. Below the list, there are 'Cancel' and 'Continue Registration' buttons. A red arrow points to the 'Continue Registration' button, which is also circled in red.

7. Complete the prerequisites of the registration form for the new exam site.

The screenshot shows the ACADIS 'Request Enrollment' page for the 'Open Certification Exam Registration - 185 - FSTB' class. The 'ENROLLMENT PREREQUISITES' section contains four items, each marked as 'This prerequisite is not fulfilled':

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

Each prerequisite has an 'Update Fulfillment' button next to it.



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- Once you have completed the registration form, select “Submit Request.” Under “Registration Preferences,” you will see the new exam registration you have selected.

Request Enrollment

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

REGISTRATION PREFERENCES [Change Registration Preferences](#)

Open Certification Exam Registration (13)		Requesting 1 of 1	
1	Open Certification Exam Registration - 185 - FSTB	<input type="radio"/> Pending (Registered)	Fire Service Training Bureau (Exam Site) 12/16/2026 - 12/16/2026
2	Open Certification Exam Registration - 184 - Orange City	<input checked="" type="radio"/> Pending (Registered)	Orange City Fire Department (Exam Site) 12/12/2026 - 12/12/2026

You may not prioritize the class below an enrollment or pending enrollment request.*

* Required Information [Cancel](#) [Refresh](#) [Submit Request](#)

- Review your current enrollment requests and verify the information. Once you have successfully submitted a new exam registration, the previous submission will appear as inactive, and the new registration will remain pending until it has been processed.

Enrollment Requests [Filters](#)

By default, requests for enrollment are shown for upcoming and current events. Completed training is shown only when the registration period extends beyond the class* end date.

Event Start	Training Event	Student / Academy ID*	Submitted	Request Status
05/02/2026	Open Certification Exam Registration - 109 - FSTB	Mathews, Hailey (1001-0040) Fire Service Training Bureau		<input type="radio"/> Draft Continue Request
12/12/2026	Open Certification Exam Registration - 184 - Orange City	Mathews, Hailey (1001-0040) Fire Service Training Bureau	04/08/2026 03:39 PM	<input checked="" type="radio"/> Inactive View Request
12/16/2026	Open Certification Exam Registration - 185 - FSTB	Mathews, Hailey (1001-0040) Fire Service Training Bureau	04/08/2026 03:52 PM	<input type="radio"/> Pending (Registered) View Request

Showing 3

[Request Enrollment](#)