



Fire Service Training Bureau

How to Submit Local Documentation in Acadis

Local Documentation forms MUST be submitted and approved within twelve (12) months from when the candidate starts the certification process for each level and may be submitted any time during the one-year time frame after taking the first examination for that level.

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

The screenshot shows the 'My Profile' page in the Acadis portal. The left sidebar menu includes 'Home', 'My Work', 'Professional Development', 'Calendar', 'Training and Events', 'Workforce', 'Organization', and 'Webforms and FSTB Resources'. The 'Webforms and FSTB Resources' item is circled in red. A red arrow points from this item to the 'Certifications' section of the main content area. The 'Certifications' section displays a table with one entry: 'Iowa TS1 Instructor' with a status of 'Active'.

Certification	Type	Issue Date	Expiration Date	Status
Iowa TS1 Instructor	Instructor Certifications	04/03/2025	Never	Active

3. Go to “Webforms.”

The screenshot shows the 'My Profile' page in the Acadis portal. The left sidebar menu includes 'Home', 'My Work', 'Training and Events', 'Workforce', 'Organization', 'Webforms and FSTB Resources', and 'Document Library'. The 'Webforms' item under 'Document Library' is circled in red. A red arrow points from this item to the 'Webforms' link in the 'Webforms and FSTB Resources' section of the main content area. The 'Webforms and FSTB Resources' section includes 'Webforms and FSTB Resources Overview' and 'Rentable Resources*'. The 'Certifications' section displays a table with one entry: 'Iowa TS1 Instructor' with a status of 'Active'.

Certification	Type	Issue Date	Expiration Date	Status
Iowa TS1 Instructor	Instructor Certifications	04/03/2025	Never	Active



Fire Service Training Bureau

4. Select the “Certification Local Documentation” webform.

The screenshot shows the ACADIS WebForms interface. The left sidebar contains navigation options: Home, My Work, Training and Events, Workforce, Organization, and Webforms and FSTB Resources. The 'Webforms and FSTB Resources' section is expanded, showing a list of webforms. The 'Certification Local Documentation' webform is highlighted with a red circle and a red arrow pointing to it. The table below lists various webforms and their descriptions.

WebForm	Description
Certification Local Documentation	This webform is used by candidates to submit local documentation forms.
Certification Reciprocity Request Form	This webform is used to request Iowa Reciprocity for certifications issued by other states or agencies.
Employment Status Change - Primary Employment Reporting	This webform is used by portal users to report a change in their primary employment. Do NOT use this webform to report a separation or retirement. To report a separation or retirement from employment, please use "Employment Status Change - Separation/Retirement Reporting" webform.
Employment Status Change - Secondary Employment Reporting	This webform is used by portal users to report CURRENT, secondary employments. Do NOT use this webform to report separation or retirement. To report a separation or retirement from employment, please use "Employment Status Change - Separation/Retirement Reporting" webform.
Employment Status Change - Separation/Retirement Reporting	This webform is used by portal users to report a separation or retirement from an organization.
FEMA SID Reporting	This webform is used by portal users to add your NFA/FEMA Student Identification number (SID) to your portal account.
Field Program and Prop Scheduling Form	This form is to be used for the scheduling of classes and props from the Iowa Fire Service Training Bureau Field Programs, once completed and submitted you will receive confirmation of submission and then a follow up confirmation of your request as entered or in the case of props availability with changes as needed.
FSTB Portal Account Request	This webform is used to request an Iowa FSTB Acadis Portal account for and link it to your id.iowa.gov account, training history and certification history. A Portal account is required to register for certification testing events and FSTB classes. Do not submit more than one request. Do not use this form if you have an Acadis account.
NFA Class Request	Submit this webform and Course Coordination Plan to request that FSTB host a Special Program class near you.
Request for Training Coordinator Permissions	This webform should be submitted by those who are a Chief or Training Officer with an agency who currently registers students for classes or certification testing event.
Request for TSI Permissions	This webform is used to request TSI access in Acadis. If you also serve as a Training Officer for your department, you must submit a separate webform to request Training Officer permissions. These permissions allow you to submit completed training records and access your upcoming class rosters.
Special Programs - Class Request	Submit this webform and Course Coordination Plan to request that FSTB host a Special Program class near you.
TSI Payroll Form	This webform is used by TSI's to report payroll hours.

5. The Academy ID, Name, and Email address will automatically populate for the signed-in user. If you are a Fire Chief, Training Officer, or College Program Chair submitting local documentation on behalf of the candidate, please complete this section with the candidate's information.

The screenshot shows the 'Certification Local Documentation' form in ACADIS. The form is titled 'Certification Local Documentation' and is logged in as 'Mathews, Haile'. The form contains instructions and a section for candidate information. The candidate information section is highlighted with a red box and a red arrow pointing to it. The form includes fields for 'Candidates Academy ID', 'Name (First MI Last)', 'Email Address', and 'Certification Level'.

Candidates Academy ID* 1001-0040

Name (First MI Last) Haile Mathews

Email Address mathews@dps.state.ia.us

Certification Level Select an option...



Fire Service Training Bureau

6. Select the certification level from the drop-down menu and attach the Local Documentation Form. Then “Submit.” Confirmation of your submission will be sent to the email address provided. Please allow time for processing. Your Acadis Portal account will be updated once your submission has been processed.

ACADIS Iowa Fire Service Training Bureau

WebForms - Complete A WebForm

Certification Local Documentation

-HazMat Awareness/Operations
-Fire Fighter I
-Fire Fighter II
-Driver Operator Pumper
-Driver Operator Aerial

If you have any questions, please contact FSTB at fstb-acadis@dps.state.ia.us or 515-727-3447.
Fire Chiefs, Training Officers, or College Program Chair's may submit Local Documentation on behalf of the candidate. Please provide the candidate's information below, including Academy ID, First Name, Middle Initial, and Last Name.

Confirmation of your submission will be sent to the email address provided below.

* Candidates Academy ID*

Name (First MI Last)
* First * Middle * Last

* Email Address

Please select the certification level from the drop-down menu below for which the local documentation is being submitted for.

* Certification Level

* Local Documentation Form

Questions or comments?

* Required Information

If you have any questions, please contact the FSTB at fstb-acadis@dps.state.ia.us or 515-727-3447.