



Fire Service Training Bureau

How to Submit Certification Reciprocity Requests in Acadis

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 Acadis portal interface for a user named Hailie Mathews. The sidebar on the left contains several menu items: Home, My Work, My Dashboard, My Profile, Professional Development, Calendar, Training and Events, Workforce, Organization, and Webforms and FSTB Resources. The 'Webforms and FSTB Resources' item is circled in red, and a red arrow points from it to the 'Certifications' section on the main page. The main page displays the user's profile information, including Academy ID (1001-0040), Primary Phone, Emergency Contact, Mailing Address, and Primary Email (mathews@dps.state.ia.us). Below the profile information, there are sections for Applications, Certifications, and Employment. The Certifications section shows a table with one entry: Iowa TSI Instructor, Instructor Certifications, 04/03/2025, Never, and Active.

3. Go to “Webforms.”

The screenshot shows the Acadis portal interface for a user named Hailie Mathews. The sidebar on the left contains several menu items: Home, My Work, Training and Events, Workforce, Organization, Webforms and FSTB Resources, and Document Library. The 'Webforms and FSTB Resources' item is highlighted in blue, and a red arrow points from it to the 'WebForms' item in the Document Library. The main page displays the user's profile information, including Academy ID (1001-0040), Primary Phone, Emergency Contact, Mailing Address, and Primary Email (mathews@dps.state.ia.us). Below the profile information, there are sections for Applications, Certifications, and Employment. The Certifications section shows a table with one entry: Iowa TSI Instructor, Instructor Certifications, 04/03/2025, Never, and Active.



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4. Select the “Certification Reciprocity Request Form” webform.

The screenshot shows the ACADIS WebForms interface. The left sidebar contains navigation options: Home, My Work, Training and Events, and Webforms and FSTB Resources. The main content area is titled "WebForms" and contains a table with the following data:

WebForm	Description
Certification Local Documentation / Project	This webform is used by candidates to submit local documentation forms and projects.
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 form is to be 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 TS1 Permissions	This webform is used to request TS1 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.
TS1 Payroll Form	This webform is used by TS1's to report payroll hours.

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

The screenshot shows the "Certification Reciprocity Request Form" in the ACADIS system. The user is logged in as Mathews, Halle K. The form contains the following fields:

- * Academy ID: 1001-0040
- Name (First Middle Last, Suffix): Halle Mathews (with dropdowns for First, Last, and Suffix)
- * Email Address: mathews@dps.state.ia.us
- * Organization: Fire Service Training Bureau
- * Level: Select an option...
- * Standard and edition certified under: [Empty field]
- * Accrediting Organization: Select an option...
- * Issued From (State/Organization): [Empty field]
- * Seal Number: [Empty field]
- * Certification Date: [Empty field]

A red box highlights the Academy ID, Name, Email Address, and Organization fields. A red arrow points to the Name field. At the bottom, there is a "Required Information" section with a "Submit" button.



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6. Select the certification level from the drop-down menu. Enter the applicable standard and edition, accrediting organization, issuing state or organization, seal number, and certification date. Attach a scan or photo of your original certification, then click **“Submit.”** Confirmation of your submission will be sent to the email address provided.

Once your certification has been verified, an invoice will be posted to your Acadis Portal account. After payment has been received and processed, your reciprocity certification will be issued and your Acadis Portal account will be updated. Please allow time for processing.

The screenshot displays the ACADIS web portal interface for the Iowa Fire Service Training Bureau. The main content area is titled 'Certification Reciprocity Request Form'. The form contains several required fields, some of which are highlighted with a red box:

- * Email Address: mathews@dps.state.ia.us
- * Organization: Fire Service Training Bureau
- * Level: Select an option...
- * Standard and edition certified under: [Empty text field]
- * Accrediting Organization: Select an option...
- * Issued From (State/Organization): [Empty text field]
- * Seal Number: [Empty text field]
- * Certification Date: [Empty date field]
- * Certification document: No document has been attached.

At the bottom of the form, there is a 'Questions or comments?' section with a text area. The 'Submit' button is located at the bottom right of the form, and a red arrow points to it. A red box highlights the Level, Accrediting Organization, Issued From, Seal Number, and Certification Date fields, with another red arrow pointing to the right from this box.

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