



Fire Service Training Bureau

How to Submit Local Documentation and Projects in Acadis

Local Documentation forms and projects 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 contains a menu with 'Webforms and FSTB Resources' circled in red. A red arrow points from this menu item to the 'Certifications' section of the profile page. The 'Certifications' section displays a table with one entry:

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

3. Go to “Webforms.”

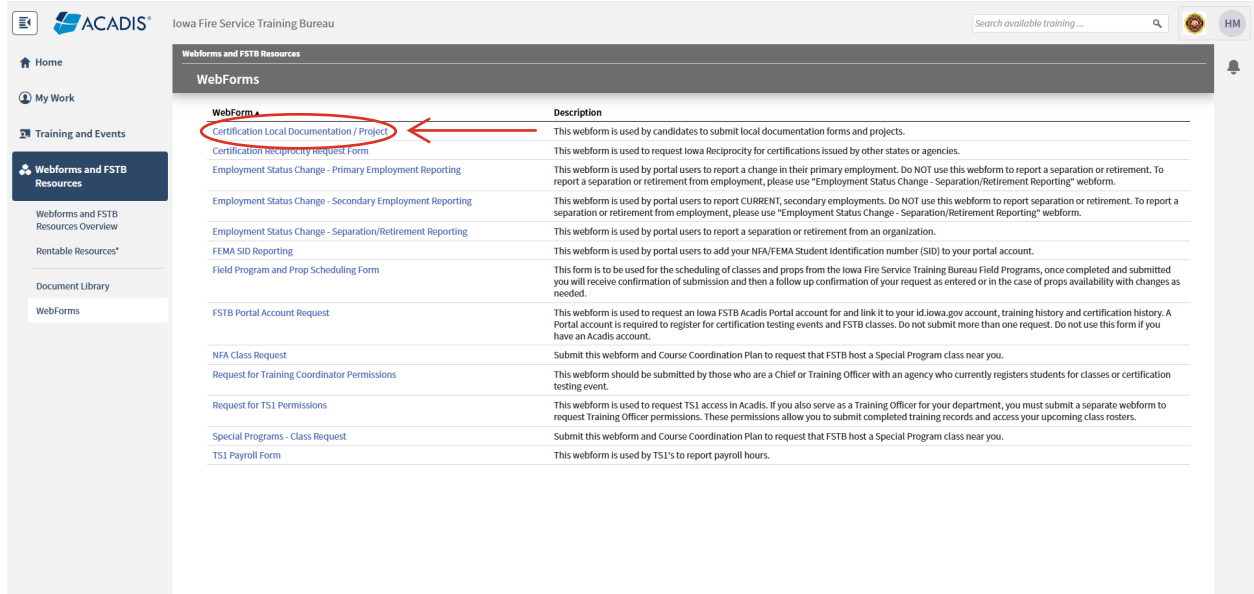
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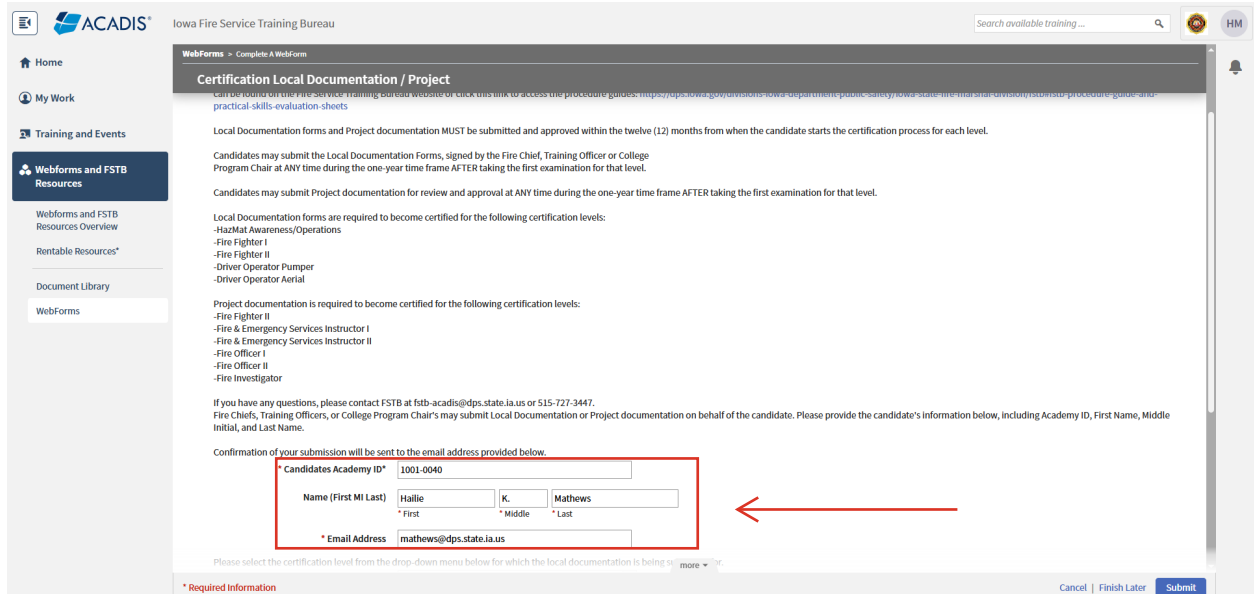
4. Select the “Certification Local Documentation / Project” webform.



The screenshot shows the ACADIS web interface for the Iowa Fire Service Training Bureau. 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 FSTB Resources" and displays a table of available webforms. A red circle highlights the "Certification Local Documentation / Project" webform, with a red arrow pointing to it from the right.

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 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 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, 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 or a project on behalf of the candidate, please complete this section with the candidate's information.



The screenshot shows the ACADIS web interface for the Iowa Fire Service Training Bureau, displaying the "Certification Local Documentation / Project" form. The form contains instructions and a section for candidate information. A red box highlights the "Candidates Academy ID", "Name (First MI Last)", and "Email Address" fields, with a red arrow pointing to them from the right.

Local Documentation forms and Project documentation MUST be submitted and approved within the twelve (12) months from when the candidate starts the certification process for each level.

Candidates may submit the Local Documentation Forms, signed by the Fire Chief, Training Officer or College Program Chair at ANY time during the one-year time frame AFTER taking the first examination for that level.

Candidates may submit Project documentation for review and approval at ANY time during the one-year time frame AFTER taking the first examination for that level.

Local Documentation forms are required to become certified for the following certification levels:

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

Project documentation is required to become certified for the following certification levels:

- Fire Fighter II
- Fire & Emergency Services Instructor I
- Fire & Emergency Services Instructor II
- Fire Officer I
- Fire Officer II
- Fire Investigator

If you have any questions, please contact FSTB at ftb-acadis@dps.state.ia.us or 515-727-3447. Fire Chiefs, Training Officers, or College Program Chair's may submit Local Documentation or Project 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*	1001-0040
Name (First MI Last)	Halle K. Mathews
* Email Address	mathews@dps.state.ia.us

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

* Required Information

Cancel | Finish Later | Submit



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6. Select the certification level from the drop-down menu and attach the Local Documentation form or project. 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.

Due to upload limitations, please scan and combine all required documents into a single submission for each certification level.

A screenshot of the ACADIS web portal showing a form titled "Certification Local Documentation / Project". The form includes fields for "Candidates Academy ID" (1001-0040), "Name (First MI Last)" (Hallie K. Mathews), and "Email Address" (mathews@dps.state.ia.us). A red box highlights the "Certification Level" dropdown menu with the text "Please select the certification level from the drop-down menu below for which the local documentation is being submitted for." and "Due to upload limitations, please scan and combine all required documents into a single submission for each certification level." A red arrow points to this dropdown menu. At the bottom right, there are "Cancel", "Finish", and "Submit" buttons, with the "Submit" button circled in red and a red arrow pointing to it. A red asterisk indicates required information.

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