



Kentucky fire departments can now request certificates through the KyFIRES portal. Please follow the instructions to submit your application to the Accredited Certification office. Please note that ACADIS does not allow you to request your own certificates. This must be done by your Fire Chief/Designee.

Steps to Request Certifications in the KyFIRES Portal:

Login to the KyFIRES Portal: <https://kyfires.acadisonline.com/acadisviewer/login.aspx>

Go to Workforce > Personnel Tab > See a List of Personnel.

Go to the applicant's name and click the three dots at the far right.

Choose "Request Certification".

Name	Firefighter No.	Organization	Title/Rank	Employment Type* / Appointment Type*	Last Hired	Supervisor	Employment Status
[REDACTED]	[REDACTED]	IFSAC Fire Department (#01016)	Firefighter	Career / Professional Full Time	05/30/2023		Active (Active)
[REDACTED]	[REDACTED]	IFSAC Fire Department (#01016)	Firefighter	Volunteer Full Time	12/01/2022		

In the drop down, select the Certification you are requesting.

**Request Certification**  
Submit a new request for personnel certification.

Recipient: [REDACTED]

\* Certification: [REDACTED]

\* Issue Date: [REDACTED]

Applicant: [REDACTED]

\* Required Information

Department: IFSAC Fire Department

12/0

The issue date defaults to today's date, and you can leave that as is. The Accredited Certification office will alter as needed.

Click "Continue".

**Request Certification**  
Submit a new request for personnel certification.

Recipient: [REDACTED]

\* Certification: Select a certification...

\* Issue Date: 1/5/2024

Applicant: [REDACTED]

\* Required Information

Cancel Continue

You will land on the “1. Personal Information” page. There is no need to make any changes to this page.

Click “Continue”.

Request Certification > Firefighter I (1001:2019) (Rodgers, Christy B)

### Personal Information

To request issuance of Firefighter I (1001:2019) complete this online application\*. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
- 2 Guidelines
- 3 Requirements
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#### RECIPIENT

Verify the following personal information. You may update the recipient's record to enter missing or incorrect details.

Firefighter No. [REDACTED]  
Recipient [REDACTED]  
Applicant [REDACTED]  
Mailing Address None specified  
Primary Phone None specified  
Email [REDACTED]  
Driver's License No. or State Identification Card No. None specified  
Issuing State None specified  
Date of Birth [REDACTED]

[Cancel](#) | [Finish Later](#) | [Update Recipient Information](#) | [Continue](#)

Page “2. Guidelines” is a general guideline for issuance that pertains to any level of certification being requested. There is no need to do anything on this page.

Click “Continue”.

### Guidelines

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
- 2 Guidelines
- 3 Requirements
- 4 Affirmation

#### GUIDELINES FOR ISSUANCE

Please review the following guidelines.

Individual has met the minimum mandatory requirements as defined at the time of issuance and shall have successfully completed both the electronic assessment and skills exam for the IFSAC certification being requested.

[Delete Request](#) | [Finish Later](#) | [Back](#) | [Continue](#)

The next page is “3. Requirements”. This is where you will fulfill and upload documents for the certification being requested. Each requirement will need to have a status of “Fulfilled” before you will be able to continue.

Click on “Update” to the right of the first requirement. If the certification level you are seeking requires a certification prerequisite, it will be the first item on the list.

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

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#### REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding “Update” link.

Requirement	Type	Fulfilled Date	Status	
Individual has met the minimum mandatory requirements as defined at the time of issuance and has successfully achieved the Hazardous Materials Operations accredited certification.	Certification		Unfulfilled	<a href="#">Update</a>
Individual has provided a current CPR card.	Document		Unfulfilled	<a href="#">Update</a>
Individual has provided a current First Aid, First Responder, EMT or Paramedic card.	Document		Unfulfilled	<a href="#">Update</a>
Successful completion of the current edition of IFSAC Firefighter I electronic assessment.	Training		Unfulfilled	<a href="#">Update</a>
Successful completion of the current edition of IFSAC Firefighter I skills exam.	Training		Unfulfilled	<a href="#">Update</a>

[Delete Request](#) | [Finish Later](#) | [Back](#) | [Continue](#)

Read the requirement and check the box next to the certification name that is being required. Any certification you have loaded into your KyFIRES Portal will be located within this list. Once that is checked, if the requirement has been met, click on the second option under fulfillment labeled “The requirement has been met or exceeded (requires information above)”.

Click Save.

**Certification**

**REQUIREMENT**  
Individual has met the minimum mandatory requirements as defined at the time of issuance and has successfully achieved the **Hazardous Materials Operations** accredited certification.

**DOCUMENTATION OF FULFILLMENT**  
Select one or more certification records below to fulfill the requirement. Additional options are listed below.

**Certifications**

Name	Discipline(s)	Status	Issued
<input type="checkbox"/> Fire Fighter I		Active	03/01/2008
<input type="checkbox"/> Fire Fighter II		Active	03/02/2008
<input type="checkbox"/> Fire Instructor I		Active	01/25/2008
<input type="checkbox"/> Fire Instructor II		Active	01/25/2008
<input type="checkbox"/> Fire Officer 2		Active	05/21/2021
<input type="checkbox"/> Fire Officer 1		Active	05/15/2015
<input type="checkbox"/> Firefighter 150-Hr Certification		Active	10/25/2009
<input type="checkbox"/> Firefighter 400-Hr Certification		Active	08/08/2007
<input type="checkbox"/> Hazardous Materials- Awareness		Active	05/15/2006
<input checked="" type="checkbox"/> Hazardous Materials- Operations Core		Active	03/02/2008
<input type="checkbox"/> Live Fire Instructor		Active	03/02/2022
<input type="checkbox"/> Live Fire Instructor In-Charge		Active	03/02/2022

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

**FULFILLMENT**

I want to finish later  
 The requirement has been met or exceeded (requires information above)  
 Request waiver (requires clarifying comments above)

\* Required Information Cancel **Save**

If the certification you are requesting requires a document such as CPR, you will need to attach that document to the requirement.

Click “Attach a Document.”

**Document**

**REQUIREMENT**  
Individual has provided a current CPR card.

**DOCUMENTATION OF FULFILLMENT**  
Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

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

**FULFILLMENT**

I want to finish later  
 The requirement has been met or exceeded (requires information above)  
 Request waiver (requires clarifying comments above)

\* Required Information Cancel **Save**

Click “Choose File”, search for the file and upload. Attach document and click “Attach”.

**Attach Document(s)**  
Select an existing document or upload a new one.

Description	File	Uploaded
No unattached documents exist		
<input checked="" type="checkbox"/>	<input type="text" value="Choose File - no file selected"/>	

This document contains one or more Social Security Numbers and should be restricted.

Attach another document

Cancel **Attach**

Once it is uploaded, you will find the file here. If you need to Change the document, you will click on “Attach or change documents”.

Request Certification > Firefighter I (1003:2019) (Rodgers, Christy B)

**Document**

**REQUIREMENT**  
Individual has provided a current CPR card.

**DOCUMENTATION OF FULFILLMENT**  
Attach one or more documents as evidence to fulfill the requirement. Additional options are listed below.

**Documents**

- CPR Card
- Attach or change documents

Attach a document | Provide other clarifying comments

Once it is attached, you must choose the second choice under Fulfillment, “The requirement has been met or exceeded (requires information above)”.

**FULFILLMENT**

I want to finish later  
 The requirement has been met or exceeded (requires information above)  
 Request waiver (requires clarifying comments above)

\* Required Information Cancel Save

If the certification you are requesting requires training (i.e. Electronic Assessment and/or a Skills Exam), you will need to update that requirement.

Successful completion of the current edition of IFSAC Firefighter I electronic assessment.	Training	Unfulfilled	<a href="#">Update</a>
Successful completion of the current edition of IFSAC Firefighter I skills exam.	Training	Unfulfilled	<a href="#">Update</a>

Delete Request | Finish Later | Back Continue

If the training is in your KyFIRES Portal as being “Completed”, it will be located within this section.

Request Certification > Firefighter I (1003:2019) (Rodgers, Christy B)

**Training**

**REQUIREMENT**  
Successful completion of the current edition of IFSAC Firefighter I electronic assessment.

**DOCUMENTATION OF FULFILLMENT**  
Select one or more events below to fulfill the requirement. Additional options are listed below.

**Training**

- Upcoming, Ongoing, & Unconfirmed Training for Period: 0h 0m  
None Specified
- Current Period to Date (01/01/2024 - 01/05/2024) Training for Period: 0h 0m  
None Specified
- Previous Period (01/01/2023 - 12/31/2023) Training for Period: 130h 0m

Training	Start	End	Grade	Hours	Training Category	Student Status
<input type="checkbox"/> Fire Officer I (AA0001)	09/21/2023	09/21/2023	N/A	4h 0m	Instructor	Completed
<input type="checkbox"/> Administration and Organization (A0000)	09/20/2023	09/20/2023	N/A	3h 0m	A0000	Completed
<input type="checkbox"/> Fire Officer I (AA0001)	09/20/2023	09/20/2023	N/A	4h 0m	Instructor	Completed
<input type="checkbox"/> Fire Officer I (AA0001)	09/19/2023	09/19/2023	N/A	4h 0m	Instructor	Completed
<input type="checkbox"/> Fire Officer I (AA0001)	09/18/2023	09/18/2023	N/A	4h 0m	Instructor	Completed
<input type="checkbox"/> Fire Officer I (AA0001)	09/17/2023	09/17/2023	N/A	8h 0m	Online	Completed
<input type="checkbox"/> Fire Officer I (AA0001)	09/16/2023	09/16/2023	N/A	8h 0m	Online	Completed
<input type="checkbox"/> NFPA 1403 Conducting Live Fire (BB0004)	09/16/2023	09/16/2023	N/A	2h 0m	BB0004	Completed
<input type="checkbox"/> Fire Officer I (AA0001)	09/14/2023	09/14/2023	N/A	4h 0m	Online	Completed
<input type="checkbox"/> Fire Officer I (AA0001)	09/13/2023	09/13/2023	N/A	4h 0m	Online	Completed
<input type="checkbox"/> Vehicle Extrication (Q0001)	08/29/2023	08/31/2023	N/A	24h 0m	Instructor	Completed
<input type="checkbox"/> Rope Rescue (Q0007)	05/30/2023	06/01/2023	N/A	24h 0m	Instructor	Completed
<input type="checkbox"/> NFPA 1403 Conducting Live Fire (BB0004)	05/25/2023	05/25/2023	N/A	4h 0m	Instructor	Completed
<input type="checkbox"/> Fire Control (M0000)	05/07/2023	05/07/2023	N/A	8h 0m	M0000	Completed

\* Required Information Cancel Save

If you find there is a circumstance that you are unable to fulfil a requirement (i.e., your Certification or Training is not showing up), you will choose the option “Request waiver (requires clarifying comments above)” under the fulfillment label and click on “provide clarifying comments”.

**Request Certification** > Firefighter | 10032018 | Rodgers, Christy B

### Certification

**REQUIREMENT**  
Individual has met the minimum mandatory requirements as defined at the time of issuance and has successfully achieved the Hazardous Materials Operations accredited certification.

**DOCUMENTATION OF FULFILLMENT**  
Select one or more certification records below to fulfill the requirement. Additional options are listed below.

**Certifications**

<input type="checkbox"/> Name	Discipline(s)	Status	Issued
<input type="checkbox"/> Fire Fighter I		Active	03/01/2008
<input type="checkbox"/> Fire Fighter II		Active	03/02/2008
<input type="checkbox"/> Fire Instructor I		Active	01/25/2008
<input type="checkbox"/> Fire Instructor II		Active	01/25/2008
<input type="checkbox"/> Fire Officer 2		Active	05/21/2021
<input type="checkbox"/> Fire Officer I		Active	05/15/2015
<input type="checkbox"/> Firefighter 150-Hr Certification		Active	10/25/2009
<input type="checkbox"/> Firefighter 400-Hr Certification		Active	08/08/2007
<input type="checkbox"/> Hazardous Materials- Awareness		Active	05/15/2006
<input type="checkbox"/> Hazardous Materials- Operations Core		Active	03/02/2008
<input type="checkbox"/> Live Fire Instructor		Active	03/02/2022
<input type="checkbox"/> Live Fire Instructor In-Charge		Active	03/02/2022

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

**FULFILLMENT**

I want to finish later  
 The requirement has been met or exceeded (requires information above)  
 Request waiver (requires clarifying comments above)

\* Required Information

When requesting a waiver, you must provide clarifying comments. [Cancel](#) [Save](#)

Provide an explanation here to allow the Accredited Certification office to audit the situation.

**Change Clarifying Comments**

Clarifying Comments

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

Discipline(s)

When all requirements are fulfilled, choose “Continue”.

[Delete Request](#) | [Finish Later](#) | [Back](#) [Continue](#)

You will now be taken to page “4. Affirmation”. Make the appropriate selection and click “Submit”.

**Request Certification** > Support Firefighter | 10032018 | Rodgers, Christy B

### Affirmation

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

**APPLICANT AFFIRMATION**

The applicant affirms that individual has successfully completed all components of the certification process and is eligible for certification.

All requirements for this certification or license have been met, and the applicant attests that the above statements are true  
 Not all requirements for this certification or license have been met by the recipient

**CRIMINAL OFFENSE DECLARATION**

The recipient has NOT been charged with or convicted of a criminal offense\*  
 The recipient has been charged with or convicted of a criminal offense\*  
\*excluding minor traffic violations and criminal offenses expunged by a court

Once submitted, this application is final and cannot be edited. [Delete Request](#) | [Finish Later](#) | [Back](#) [Submit](#)