

## November 2021 KFS-1A Explanatory Information

### Yellow Highlighted Areas

<b>Date</b>	The date the class was instructed
<b>Host Agency</b>	This will be the agency which is responsible for providing the instructor for the class. That hosting agency may be for example ABC Fire Department, State Fire Rescue Training, State Fire Marshal Office, Kentucky Fire Commission, or Kentucky Office of Homeland Security.
<b>Location</b>	This will be the location at which the training was held. For example ABC Fire Station 1, State Fire Rescue Training District 13 Office, Jefferson County Regional Fire Training Center, Morgan County Community Center.

### Green Highlighted Areas

<b>Lead Instructor</b>	Instructor whom is responsible for the class. This instructor will be the person held accountable for the material delivered and overall direction and oversight of the class.
<b>Assisting Instructor</b>	Instructor(s) whom are utilized to assist with the delivery of the class due to class size, amount of material to be delivered, hands-on skills, and/or subject matter knowledge.
<b>FFN</b>	Fire Commission issued Firefighter Number
<b>Level</b>	Level of Certification of each instructor

### Gray Highlighted Areas

<b>Category</b>	Fire Commission established "Class Category". Example A0000, B0000, FC30000, AA0000.
<b>Class Name</b>	Indicates the class that was taught. Examples are Hose Loads, SCBA, Turnout Gear, Knots & Hitches, PrePlanning, Drafting Operations.
<b>Curriculum</b>	This indicates which of the approved materials which were used. Examples are IFSTA Essentials, Jones & Bartlett, Fire Engineering. <b>Special Note: If class was written and developed by a Level 2 or 3 instructor you must attach a copy of the lesson plan to the roster. Also in the block provided put "See Attached Lesson Plan".</b>
<b>Lesson Plan</b>	This indicates the lesson plan from which the instructor taught the class. Examples would be Chapter 10 Fire Hose & Appliances, Chapter 5 Firefighter Personal Protective Equipment, and Chapter 1 Orientation & History.
<b>Start Time</b>	Indicates the time that class began
<b>End Time</b>	Indicates the time that class was concluded

**Method** Indicates the manner in which the class was presented. CR – Classroom, HO – Hands-on, and OL – Online. If the class is presented using a combination of two or more methods just circle all that apply.

**Hours** Indicates the total time that a particular class took to complete

### **Blue Highlighted Areas**

**FFN** Kentucky Fire Commission issued Firefighter Number. Example would be 0000-0999, 0000-9999, 0009-9999. All “Firefighter Numbers” are eight numeric digits, with a dash in the middle.

**Last Name** Printed Last Name of each individual firefighter whom attends the class.

**First Name** Printed First Name of each individual firefighter whom attends the class. These names may be typed or filled in electronically.

**Initials** This block **must** contain the legal initials of each firefighter. These initials must be signed by each firefighter attending class for themselves. **This is not the middle initial for each individual.**

**Hours** This area indicates the number of hours attended by each firefighter for each of class(s) for this particular roster. The first column will be the hours as indicated for the first class in the “Gray” highlighted area. The second column will be the hours as indicated for the second class in the “Gray” highlighted area. **This area has the two columns for the purpose to allow the instructor to more easily indicated if a student comes in late or leaves early and is not in attendance for the entire class.**

### **Red Highlighted Area**

**Signature** This area is to be the signature of the lead instructor for the class and should be the same individual whom is listed in the “Green” highlighted area as the “Lead Instructor”.

### **Pink Highlighted Areas**

**Date Entered** This area is to be used by the department training officer or individual responsible for entering the roster information into the Kentucky Fire Information and Records Entry System and should be the date in which the roster information is entered into KyFIRES.

**Entered by** This area is to be used by the department training officer or individual responsible for entering the roster information into the Kentucky Fire Information and Records Entry System and should be that individual's “printed name”.