




## Aging Out a Junior Firefighter In KyFIRES

A junior firefighter (JRFF) is no longer eligible to participate in the Kentucky Fire Commission’s Junior Firefighter Program upon their 18<sup>th</sup> birthday. The JRFF must be appropriately added to the main roster of their active fire department or appropriately separated from the fire department they participated as a JRFF on, if they no longer wish to continue service.

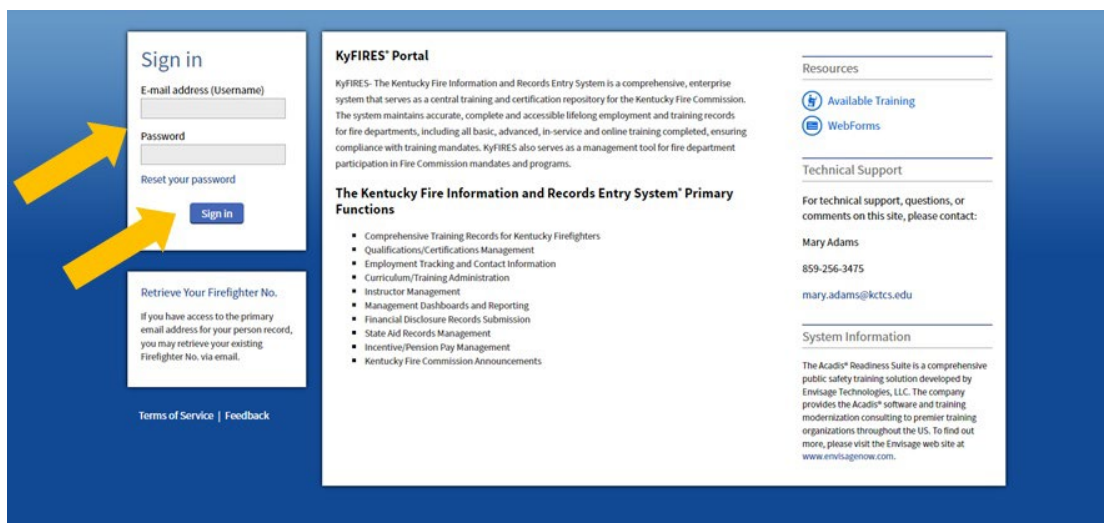
*\*Note: to add/separate members to the fire department roster, or to input training hours for fire department members, a person must be authorized by the Fire Department and assigned KyFIRES portal permission by the Fire Commission office. **Please ensure you are first adding the JRFF to the main fire department roster prior to separating them from service on the “JF” sub-organization roster.** If the JRFF will no longer be continuing service upon their 18<sup>th</sup> birthday, you may skip straight to page 8 and follow the instructions “To age out a JRFF in KyFIRES”.*

### To add a former JRFF to the main roster of the fire department:

Step	Action
1.	Begin by navigating to the KyFIRES portal <ul style="list-style-type: none"> <li>• <a href="https://kyfires.acadisonline.com/acadisviewer/login.aspx">https://kyfires.acadisonline.com/acadisviewer/login.aspx</a></li> <li style="text-align: center;">-or-</li> <li>• <a href="https://kyfirecommission.kctcs.edu/">https://kyfirecommission.kctcs.edu/</a> and clicking on the blue “Kentucky Fire Commission Training System” Banner</li> </ul> <div style="text-align: center; margin-top: 10px;">  </div>



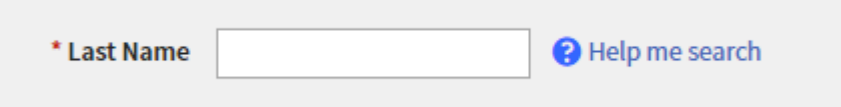
Step	Action
2.	Enter your Username and Password in the <b>Sign in</b> section and click Sign In <ul style="list-style-type: none"> <li>• If you have forgotten your password, click on the link "Reset your password"</li> </ul>

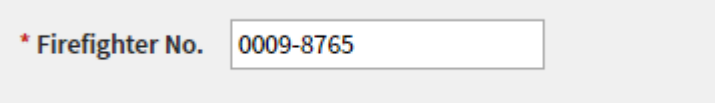


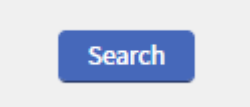
Step	Action
3.	Click <b>Personnel</b> and then click <b>Add Employee</b>





Step	Action
4.	Enter Last Name  

Step	Action
5.	Enter Firefighter Number  <ul style="list-style-type: none"> <li>• <i>This will be an 8-digit number</i></li> <li>• <i>Ensure you are entering all zeroes at the beginning of the firefighter number (if applicable) as well as the dash in the middle</i></li> </ul> 

Step	Action
6.	Click <b>Search</b>  



Step	Action
7.	If a match is found in the system, the name and firefighter number will appear at the top of the page

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## Add a New Employee


**Name** Firefighter, Sample

**Firefighter No.** 9566-4357


If this is not the right person, [search again.](#)

Step	Action
8.	The department and any sub-organizations the authorized user is permitted to enter personnel for will appear in the <b>Organization</b> drop down box



Step	Action
9.	<p>Select the organization name that does NOT have a JF</p> <p>* Organization <input type="text"/></p> <p>* Hire Date <input type="text"/></p> 

Step	Action
10.	<p>Enter the <b>Hire Date</b></p> <p>* Hire Date <input type="text" value="10/11/2022"/> </p>

Step	Action
11.	<p>In the <b>Title/Rank</b> drop-down box, select <b>Firefighter</b></p> <p>* Title/Rank <input type="text" value="Firefighter"/> </p>



Step	Action
12.	<p>In the <b>Employment Type</b> drop-down box, select the appropriate level of employment this firefighter will perform duties upon</p> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="margin-right: 20px;"> <p>Employment Type*</p> <p>Appointment Type*</p> <p>Supervisor</p> <p>Comments</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 300px;"> <div style="border-bottom: 1px solid gray; padding: 2px 5px; margin-bottom: 2px;"> <input style="width: 95%; border: none;" type="text"/> </div> <div style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-bottom: 2px;"> <b>Career / Professional</b> </div> <div style="padding: 2px 5px; margin-bottom: 2px;">Volunteer</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Part Time</div> <div style="padding: 2px 5px;">Special Volunteer (CH75)</div> </div> <div style="margin-left: 20px; font-size: small; color: gray;"> <p>is empl</p> </div> </div>

Step	Action
13.	<p>In the <b>Appointment Type</b> drop-down box, select the appropriate level of appointment this firefighter will perform duties upon</p> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="margin-right: 20px;"> <p>Appointment Type*</p> <p>Supervisor</p> <p>Comments</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 300px;"> <div style="border-bottom: 1px solid gray; padding: 2px 5px; margin-bottom: 2px;"> <input style="width: 95%; border: none;" type="text"/> </div> <div style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-bottom: 2px;"> <b>Full Time</b> </div> <div style="padding: 2px 5px; margin-bottom: 2px;">Part Time</div> </div> <div style="margin-left: 20px; font-size: small; color: gray;"> <p>Provide any additional information relevant to this e</p> </div> </div>



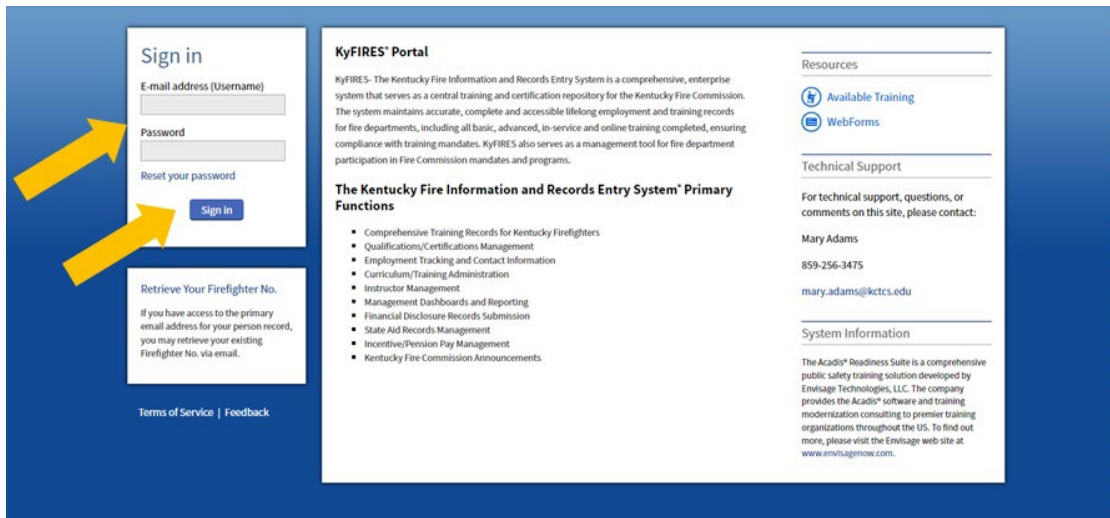


## To age out a JRFF in KyFIRES:

Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfires.acadisonline.com/acadisviewer/login.aspx">https://kyfires.acadisonline.com/acadisviewer/login.aspx</a></li> </ul> <p style="text-align: center;">-OR-</p> <ul style="list-style-type: none"> <li>• <a href="https://kyfirecommission.kctcs.edu/">https://kyfirecommission.kctcs.edu/</a> and clicking on the blue “Kentucky Fire Commission Training System” Banner</li> </ul>



Step	Action
2.	<p>Enter your Username and Password in the <b>Sign in</b> section and click Sign In</p> <ul style="list-style-type: none"> <li>• <i>If you have forgotten your password, click on the link “Reset your password”</i></li> </ul>










Step	Action
3.	On the top menu bar, click on <b>Personnel</b> and then click <b>See a List of Personnel</b>





Step	Action
4.	<p>Scroll down to the name of the JRFF you wish to separate from the JF roster</p> <p><b>Firefighter, Sample</b>        9566-4357    Commission Syst Office 90000    Junior Firefighter</p>

Step	Action
5.	<p>Click on the three dots on the right side of the line of the JRFF you wish to separate from the JF roster</p> 



Step	Action
6.	Click <b>Update Employment</b>  

Step	Action
7.	In the <b>Update Action</b> drop-down box, select <b>Separation</b>  

Step	Action
8.	In the <b>Reason and Details</b> drop-down box, select <b>Resigned (No details)</b>  



Step	Action
9.	<p>In the <b>Employment Status</b> drop-down box, select <b>Separated (Inactive)</b></p> <p><b>Employment Status *</b></p> <p>Separated (Inactive) ▼</p>

Step	Action
10.	<p>Enter the date the separation was effective (the JRFF's 18<sup>th</sup> birthday, or when they resigned from service)</p> <p><b>* Effective Date</b> 10/11/2022 📅</p>

Step	Action
11.	<p>In the <b>Title/Rank</b> drop-down box, select <b>Junior Firefighter</b></p> <p><b>Title/Rank</b> Junior Firefighter ▼</p>

Step	Action
12.	<p>In the <b>Employment Type</b> drop-down box, select <b>Volunteer</b></p> <p><b>Employment Type*</b> Volunteer ✕ ▼</p>



Step	Action
13.	In the <b>Appointment Type</b> drop-down box, select <b>Part Time</b>  <b>Appointment Type*</b> <input type="text" value="Part Time"/>

Step	Action
14.	In the <b>Comments</b> section, type " <b>Aged out of JRFF Program</b> "  <b>Comments</b> <input type="text" value="Aged out of JRFF program"/>

Step	Action
15.	Click <b>Save</b>  <input type="button" value="Save"/>

Step	Action
16.	The JRFF will now be listed as Inactive on the roster

Firefighter, Sample		9566-4357	Commission Syst Office 90000	Junior Firefighter	Volunteer Part Time	01/26/2022	Inactive
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