


**OFFICE OF THE ILLINOIS STATE FIRE MARSHAL
PERSONNEL STANDARDS AND EDUCATION
FIRE CHIEF AND TRAINING OFFICER PORTAL**

Version 3.0

January 2024

Table of Contents

Introduction	4
Log In	4
Register New Account	5
Reset Password	6
Organization	9
Event List	10
Update Organization Information	10
Roster.....	11
Change Chief / School Director.....	11
Roster Update / Edit Person’s Information	14
Add New Individual to the Roster.....	15
Training Record.....	16
Address	18
Phone Number	20
Email	21
Divisions/Groups	22
Modify Permissions	23
Forms	24
Application for Certification	25
Application for Recertification	27
Claims for Reimbursement	27
Course Completion Roster	31
Course Approval.....	33
Request for Examination	38
Event Calendar.....	39
Calendar View.....	39
List View.....	40
Event Details	41
Edit Date	43
Cancel Event Date.....	43
Create Event.....	44
Add Person to Event	47
Unpublished Events.....	51
Training Record Review List.....	51
Volunteer Emergency Workers Tax Credit	51
Volunteer Tax Credit Selection	52

Volunteer Tax Credit History.....	52
Search	52
Search Existing Applications for Certification.....	53
Search Existing Applications for Recertification	54
Search Existing Course Completion Rosters	54
Search Existing Requests for Examination	59
Search Existing Training Record Reviews	60
Search Unexpired Underground Storage Tank Permits	61
Reports	61
Training Reports.....	61
Certification for FD/School List	62
All Certifications For All People Active On FD/School.....	62
All Course Completions For All People Active On FD/School	63
All Exams For All People Active On FD/School	63
My Info.....	64
Training Records	64
View Personal Info.....	64
View Scheduled Events	65
Volunteer Tax Credit History.....	66
Change Password	66
Change Security Question	67
Change Account Email	67

Introduction

This Manual provides instructions for using the basic features of the PS&E WebAccess Portal screens. All data is for illustrative purposes only and does not reflect real data.

The OSFM PS&E WebAccess Portal allows fire departments to edit staging data that will eventually need to be reconciled with production data maintained by the staff at OSFM. The current data we have in our database will be shown on the left hand side of the screens and the new data from excel or web entry by the fire departments that we will store in our staging tables will be present on the right hand side of the screens for data comparison by the staff at the various fire departments. If there isn't enough horizontal space to show the current data and the new data side by side then the current data will be shown above the new data vertically on the screen.

Log In

To open the PS&E WebAccess Portal, open your browser and navigate to <https://webapps.sfm.illinois.gov/CommonDBWebUpdate>. The PS&E WebAccess Portal Login screen will display.

Office of the State Fire Marshal
Personnel, Standards, and Education WebAccess Portal
JB Pritzker, Governor | James A. Rivera, State Fire Marshal

[Login](#)

Public Event Calendar

Enter Authentication Info

Email:

Password:

Don't have a PS&E account? [Register a new user.](#)

Forget your password? [Reset password.](#)

Enter your email and password and click on the Log In button.

If you do not have an account, click on the link "[Register a new user](#)" and it will take you to the registration page.

If you already have an account, but have forgotten your password, click on the '[Reset password](#)' link.

Register New Account

Register

The information entered must match the information entered on the portal for your Fire Department's roster.

If you are unsure about any of the information, please contact your chief prior to registering.

All fields are required

Email Consideration for Vector Solutions

- OSFM will be providing access to Vector Solutions training Tracking tool.
- If you have questions relating to Vector Solutions, please contact [Scott Olinski](#)
- If you are on a department that already has Vector Solutions Target Solutions LMS, register with the email you use to access the department's Vector site

Email:

Password Rules

- Must be at least 6 characters.
- Must have at least 1 upper case letter.
- Must have at least 1 lower case letter.
- Must have at least 1 numeric digit ('0' - '9').

New Password:

Confirm Password:

First Name:

Last Name:

IL licenses must follow the X123-4567-8901 format
The drivers license will be masked to XXXX-4567-8901 in the system

Drivers License Number:

Birth Date: MM / DD / YYYY
 / /

FDID #: XX123 format [Search here for your department FDID](#)

Security Question:

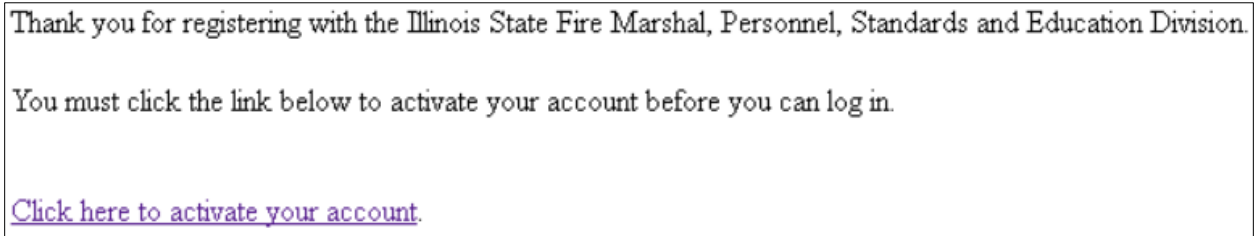
Security Answer:

Registration Screen

Fill in the registration information. All fields are required in order for you to register for an account. Your First Name, Last Name, Driver's License Number and Birth Date need to match what was entered on your Fire Department's roster. If you're unsure what was entered, contact your chief.

When you have all the fields entered, click on the Register button.

An email will be sent to the email account that you entered with a link that will activate your new account.



Email Activation Link

Click on the link that says "[Click here to activate your account.](#)".

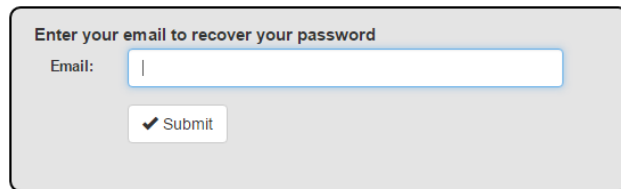


Activation Successful

Once your new account has been activated you can then login to the Personnel, Standards, and Education System by clicking on the '[Continue to Login Page](#)'.

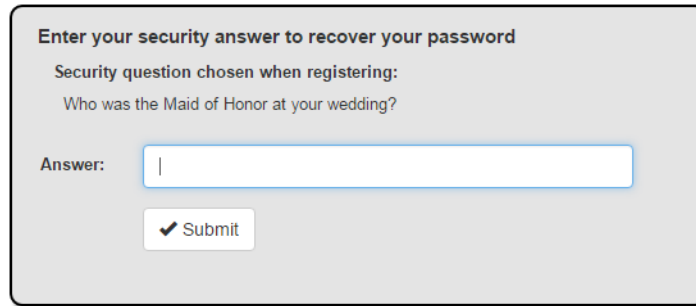
Reset Password

If you already have an account, but have forgotten your password, click on the 'Reset password' link.

A screenshot of a web form for password recovery. The form has a light gray background and a thin black border. At the top, it says "Enter your email to recover your password". Below that is a label "Email:" followed by a white text input field with a blue border. Underneath the input field is a white button with a checkmark icon and the text "Submit".

Reset Password – email address

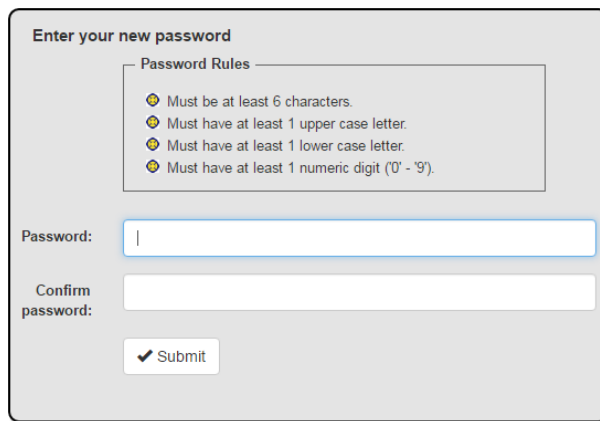
Enter your email address and click Submit.



The screenshot shows a form titled "Enter your security answer to recover your password". Below the title, it says "Security question chosen when registering:" followed by the question "Who was the Maid of Honor at your wedding?". There is an "Answer:" label next to a text input field. Below the input field is a "Submit" button with a checkmark icon.

Reset Password – security question

You will be asked to answer the Security question you set when registering your account. Click Submit.



The screenshot shows a form titled "Enter your new password". It features a "Password Rules" section with four bullet points: "Must be at least 6 characters.", "Must have at least 1 upper case letter.", "Must have at least 1 lower case letter.", and "Must have at least 1 numeric digit ('0' - '9')." Below the rules are two text input fields labeled "Password:" and "Confirm password:". A "Submit" button with a checkmark icon is located at the bottom.

Reset Password – New Password

An 'Enter your new password' window will open which allows you to enter a new password. There are new rules for passwords, please read 'Password Rules' before entering your new password. Type the password in again to confirm and click Submit.

If you have trouble doing this, please contact the help desk at the IT department.

To exit the PS&E WebAccess Portal, click the  "X" in the upper right corner of the screen you are in.

Upon entering the PS&E WebAccess Portal application the first screen you will see is the Home Page Screen. The Home page displays the menu in a tree form.

Office of the State Fire Marshal
Personnel, Standards, and Education WebAccess Portal
JB Pritzker, Governor | James A. Rivera, State Fire Marshal

And Ale
Any Department
Logout

Organization Forms Search Reports My Info Home Help

Home

And Ale ID: SFM000000 OSFM Vector Region Name: OSFM SC Region 7 [Vector Solutions](#); [OSFM Regional Site](#)
PS&E User Not Linked to Vector

Notices

- 7/27/2023
Course Listings on the Event Calendar
Effective immediately, if an approved training facility is conducting a course for certification, that course must be listed on the Event Calendar. **If there is no calendar event, the facility will be unable to submit a course completion roster.** This applies to in-house courses, blended courses, computer-based courses, and in-person courses. Please contact the Office with any questions.

- Organization
 - Event List
 - Organization
 - Roster
 - Address
 - Phone Numbers
 - Email
 - Division/Groups
 - Modify Permissions
- Forms
 - Application for Certification
 - Application for Recertification
 - Claims for Reimbursement
 - Course Completion Roster
 - Course Approval
 - Request for Examination
 - Event Calendar
 - Unpublished Events
 - Training Record Review List
- Volunteer Tax Credit
 - Volunteer Tax Credit History
- Search
 - Search Existing Applications for Certification
 - Search Existing Applications for Recertification
 - Search Existing Course Completion Rosters
 - Search Existing Requests for Examination
 - Search Existing Training Record Reviews
 - Search Unexpired Underground Storage Tank Permits
- Reports
 - Training Reports
 - Certification For FD School List
 - All Certs For All People Active On FD
 - All Courses For All People Active On FD
 - All Exams For All People Active On FD
- My Info
 - Training Records
 - View Personal Info
 - View Scheduled Events
 - Volunteer Tax Credit History
 - Change Password
 - Change Security Question
 - Change Account Email
- Home
- Help
 - Help Document

WebAccess Portal Home

At the top of the screen is additional information.

- If they are associated with more than one FD/School they may select which one they want to see the information as in the upper right corner.
- Their name and SFM ID are displayed.
- The Vector Solutions region their fire department is associated with along with a link to the log in and if they are linked to a Vector Solutions user is displayed.
- Any notices from OSFM are displayed

Text that is underlined and a different color such as [Organization](#) or [Organization](#) are hyperlinks. A hyperlink provides direct access from one distinctively marked place in a document to another in the same or a different document. By clicking on the gray menu [Organization](#) or [Organization](#) underneath the Links section you will be redirected to the Organization page.

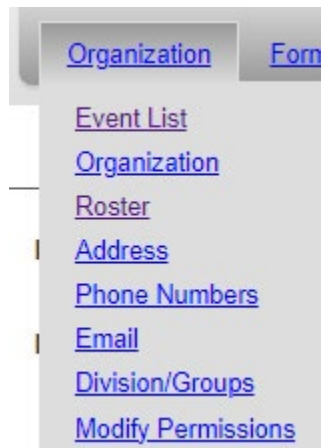
At the top of this screen you will also see a gray menu. The menu allows you to choose between updating the current user's organization information, fill out forms that used to be on paper only, search for existing/prior submitted forms, reports of organization information, and a help link that brings up the latest version of this document.



Navigation Menu

Because there isn't enough horizontal space to list out all of the pages within the gray menu, each menu item has a links section under it that provides navigation to all the different pages within the web update application. Hover over the appropriate section to receive the dropdown list.

Organization



Organization Dropdown Menu

Event List

The Event List page displays a FD/School's events. The events may be filtered by changing any of the criteria and clicking "Filter".

All Events

Begin Starting Date:

Event Type: Event Status:

Show entries Search:

Event	Event Type	Event Status	FD/School	Begin Date	End Date	Exam Date	Action
Claims Review	Training Record Review	Active	Any Department	11/8/2022	11/8/2022		<input type="button" value="Edit Event"/> <input type="button" value="Cancel Event"/>
Claims/ Training Records Review	Training Record Review	Active	Any Department	8/22/2023	8/22/2023		<input type="button" value="Edit Event"/> <input type="button" value="Cancel Event"/>
Proctoring Relinquish visit	Visitation	Active	Any Department	3/19/2020	3/19/2020		<input type="button" value="Edit Event"/> <input type="button" value="Cancel Event"/>

Update Organization Information

The FD/School organizational information that appears on this page depends on the current user logged into the system. Since I logged in as the fictional Any Department I only see and am allowed to edit information about the Any Department on this screen and the rest of the screens within the application.

Any Department

Field	Current Data	New Data
Name	Any Department	<input type="text"/>
FDID		<input type="text" value="QQ001"/>
Ordinance Passed Date	1/1/1990	<input type="text"/>
Probationary Period	12	<input type="text"/>
Probationary Period Type	Month(s)	<input type="text"/>
Facility Approval Type	Unlimited	<input type="text"/>
Population Served		<input type="text"/>
Area Size		<input type="text"/>
MABAS Division	46	<input type="text"/>
Category of Department	Paid	<input type="text" value="Combination"/>

Update Organization

The Current Data column on this screen shows the actual data used in the production database. The New Data column is the data that is currently within the staging tables.

Any textbox that is grayed out such as is read only and cannot be edited by the user. Any other textbox isn't grayed out can be edited by the user.

If you decide to make any organizational changes make sure to click the button to store the changes into the staging database. Remember that the staff at OSFM will need to approve your changes before the data in the staging database overwrites what is in the production database.

Roster

The roster list shows all active personnel at the department.

Roster List

- [Add New Employee](#)
- [Change Fire Chief or schools Director](#)
- [View Inactive Roster](#)

Last Name Filter: [A-B](#) [C-D](#) [E-G](#) [H-J](#) [K-L](#) [M](#) [N-O](#) [P-R](#) [S](#) [T-Z](#) [Full Roster](#)

Name	Status	Employment	Position	Hire Date	End Date	Training	Registered	Registered Email	Linked to Vector	Id
Jam Cla	Active	Paid	Firefighter	9/10/2020		Training	Yes	JCL05@anydept.tst	Yes	SFM000000
Ada Col	Active	Paid	Firefighter	2/28/2019		Training	Yes	ACO30@anydept.tst	Yes	SFM000000
Tho Col	Active	Paid	Firefighter	4/12/2001		Training	Yes	TCO02@anydept.tst	Yes	SFM000000
Tod Cox	Active	Paid	Firefighter	7/10/2008		Training	Yes	TCO05@anydept.tst	Yes	SFM000000
Dil Dor	Active	Paid	Firefighter	2/28/2019		Training	Yes	DDO05@anydept.tst	No	SFM000000
Chr Dow	Active	Paid	Firefighter	7/27/2006		Training	Yes	CDO09@anydept.tst	Yes	SFM000000
Jer Dur	Active	Paid	Firefighter	10/2/2017		Training	Yes	JDU03@anydept.tst	Yes	SFM000000

Last Name Filter: [A-B](#) [C-D](#) [E-G](#) [H-J](#) [K-L](#) [M](#) [N-O](#) [P-R](#) [S](#) [T-Z](#) [Full Roster](#)

Roster List

Click to open the roster list in Excel or save a copy of your roster to your local computer.

If the Roster List is too long, you can filter it by last name. To see the portion of a roster, list whose last names begin with a certain letter click on the links after the "Last Name Filter:". For example, to see someone whose last name begins with F, click the "E-G" link. To see the full roster list, click the "Full Roster" link.

In order to edit a person's details, click on their name. Click the Add New Employee link that appears before the table to add a new person to the roster. Click on the Training link in an employee's row to see that employee's training history.

Change Chief / School Director

- To change the Fire Chief or school's Director, click on the '[Change Fire Chief or school's Director](#)' link.

Update Chief

Current School Director / Fire Chief:	<input type="text" value="And Ale"/>		
Current Type:	<input type="text" value="Fire Chief"/>	End Date:	<input type="text"/>
New School Director / Fire Chief:	<input type="button" value="Q Lookup"/>	<input type="text" value="- none selected -"/>	
Email:	<input type="text"/>		
Type:	<input type="text" value="Fire Chief"/>	Start Date:	<input type="text"/>

Update Chief

- To change the chief, click on the Lookup button next to New School Director / Fire Chief.

Person Lookup

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Driver License Number:	<input type="text"/>
Fire Department / School:	<input type="text"/>

Person Lookup

- A Last Name is required for the search. Type in a last name and any additional fields if needed.

4. Click on the Search button.
5. Select a name from the list. Note: If the name was not found, you will need to add the person to the roster and add go repeat this process.
6. Enter an End Date for the old chief.
7. Enter a Start Date for the new chief.
8. Click the Save button.

Roster Update / Edit Person's Information

To edit a person on the roster, click on their name. On the 'Edit Information for' page, the data currently in production for the person appears in the **Current Roster Information** column. The **Roster Update Information** column shows the data that is currently in the staging area for this user. Any changes made on this screen will be reflected in a staging area. The staff at OSFM will have to approve the changes before they are applied to the roster.




[Back to Roster](#)

Do not use abbreviations in the Address (Except PO Box). Please spell out all words.
Fields marked with * are required. However if you are changing the status to "Inactive", the only unfilled field which needs to be filled is the End Date.

Roster Update Information	Current Roster Information						
<p>First Name * <input type="text" value="And"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name * <input type="text" value="Ale"/></p> <p>Birth Date * <input type="text" value="01/01/2000"/> </p> <p><small>Format MM/DD/YYYY You may type in a date or use the date popup</small></p> <p>Address * <input type="text" value="123 Any St"/></p> <p>City * <input type="text" value="Any Town"/></p> <p>State * <input type="text" value="IL"/></p> <p>Zip Code * <input type="text" value="62000"/></p> <p><small>Format 99999</small></p> <p>Phone Number * <input type="text"/></p> <p><small>Format 999-999-9999 or (999) 999-999 The individual's phone number is ...</small></p> <p>Drivers License * <input type="text" value="XXXX12345678"/></p> <p><small>Drivers License or State Id It may be formatted as X123-4567-8901 or X12345678901 or other state's format. The drivers license will be masked to XXXX45678901</small></p>	<p>First Name <input type="text" value="And"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text" value="Ale"/></p> <p>Birth Date <input type="text" value="1/1/2000"/></p> <p><small>Format MM/DD/YYYY</small></p> <p>Address <input type="text" value="123 Any St"/></p> <p>City <input type="text" value="Any Town"/></p> <p>State <input type="text" value="IL"/></p> <p>Zip Code <input type="text" value="62000"/></p> <p><small>Format 99999</small></p> <p>Phone Number <input type="text"/></p> <p>Drivers License <input type="text" value="XXXX12345678"/></p> <p><small>Drivers License or State Id The drivers license will be masked to XXXX45678901</small></p>						
<p>Issuing State * <input type="text" value="IL"/></p> <p><small>The state that issued the Drivers License or State Id</small></p> <p>Gender * <input type="text" value="Male"/></p> <p>Race <input type="text" value="Caucasian"/></p> <p>Job Title <input type="text" value="Firefighter"/></p> <p>Status * <input type="text" value="Active"/></p> <p><small>If setting status to Inactive, please enter an End Date.</small></p> <p>Hire Date * <input type="text" value="08/31/2017"/> </p> <p><small>Format MM/DD/YYYY</small></p> <p>End Date * <input type="text"/></p> <p><small>Format MM/DD/YYYY Required when Status is Inactive</small></p> <p>Employment * <input type="text" value="Paid"/> Click this link to Change Fire Chief or School Director</p> <p>Position * <input type="text" value="Firefighter"/></p> <p><input type="button" value="Close No Changes"/> <input type="button" value="Save"/> <input type="button" value="Remove All Changes"/></p>	<p>Issuing State <input type="text" value="IL"/></p> <p><small>The state that issued the Drivers License or State Id</small></p> <p>Gender <input type="text" value="Male"/></p> <p>Race <input type="text" value="Caucasian"/></p> <p>Job Title <input type="text" value="Firefighter"/></p> <p>Status <input type="text" value="Active"/></p> <p><small>If setting status to Inactive, please enter an End Date.</small></p> <p>Hire Date <input type="text" value="8/31/2017"/></p> <p><small>Format MM/DD/YYYY</small></p> <p>End Date <input type="text"/></p> <p><small>Format MM/DD/YYYY Required when Status is Inactive</small></p> <p>Employment <input type="text" value="Paid"/></p> <p>Position <input type="text" value="Firefighter"/></p>						
<p>Additional Employment Relationships to FD/School</p> <p style="text-align: right;">Search: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Employment Type</th> <th>Hire Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Fire Chief</td> <td>5/6/2023</td> <td>Active</td> </tr> </tbody> </table> <p>Back to Roster</p>		Employment Type	Hire Date	Status	Fire Chief	5/6/2023	Active
Employment Type	Hire Date	Status					
Fire Chief	5/6/2023	Active					

Roster Update

There are 3 buttons near the bottom of the page. Each has a different action but they all return to the Roster List page.

	<p>This button closes the page returning to the Roster list without saving any changes</p>
	<p>Save any changes made to the person's information to the staging area.</p>
	<p>This button removes all pending changes to the person's information from the staging area.</p>



Add New Individual to the Roster

When you click on the [Add New Employee](#) link on the Roster screen the page will open allowing you to enter the new employee's information.

Add New Employee

[Back to Roster](#)

Do not use abbreviations in the Address (Except PO Box). Please spell out all words.
Fields marked with * are required.

<p>First Name * <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Birth Date * <input type="text"/>  <small>Format MM/DD/YYYY You may type in a date or use the date popup</small></p>	<p>Address * <input type="text"/></p> <p>City * <input type="text" value="Select a City"/></p> <p>State * <input type="text" value="IL"/></p> <p>Zip Code * <input type="text"/> <small>Format 99999</small></p> <p>Phone Number * <input type="text"/> <small>Format 999-999-9999 or (999) 999-999 The individual's phone number is ...</small></p>
<p>Drivers License * <input type="text"/> <small>Drivers License or State Id It may be formatted as X123-4567-8901 or X12345678901 or other state's format. The drivers license will be masked to XXXX45678901</small></p> <p>Issuing State * <input type="text" value="IL"/> <small>The state that issued the Drivers License or State Id</small></p>	<p>Job Title <input type="text"/></p> <p>Hire Date * <input type="text"/>  <small>Format MM/DD/YYYY</small></p> <p>Employment * <input type="text" value="Select an Employment"/></p>
<p>Gender * <input type="text" value="Select a Gender"/></p> <p>Race <input type="text" value="Select a Race"/></p> <p style="text-align: center;"><input type="button" value="Create"/></p> <p>Back to Roster</p>	<p>Position * <input type="text" value="Select a Position"/></p>

Add New Employee

To use this page type in the textboxes and select options from the drop down lists. When you are done click the Create button to save the changes.

This page will validate that you have entered in an employee's first name, last name, address line 1, city, zip code, and Driver's License. It also validates that you enter in valid values for the hire date, end date, Driver License Number, and Birth Date textboxes.

If the page has invalid data on it when you click the Create button, you will see error messages like this on the top of the page.

- ✖ The First Name field is required.
- ✖ The Last Name field is required.
- ✖ The Birth Date field is required.
- ✖ Birth Date is too far into the past.
- ✖ The Address field is required.
- ✖ The City field is required.
- ✖ The Zip Code field is required.

Validation Errors

You will need to get rid of all the errors on the page before the Create button saves your changes to the staging area. If the create is successful you will be redirected to the Roster list page (the page you were just on before this one). You can get back to this page by clicking on an employee's name.

Changes will show in the roster list in the status column.

Name	Status	E
Mic Tay	Active / Updates	
Test Test	Active / New	

Clicking on the name will take you back to the Roster Update Page.

Training Record

Click on the [Training](#) link in an individual's row on the Roster page to see the individual's training record.

Report for And Ale

[Back to Main Menu](#)

The Courses, Certifications, and Exams are sortable by clicking on the column headers (ex: Total Hours)

- [Jump to Courses](#)
- [Jump to Certifications](#)
- [Jump to Exams](#)

Future Requests for Exam

Exam	Publisher Reference	Status	Schedule Date	Site	Location	Computer Based Exam Window	FD/School on Request
No data available in table							

Courses

Course	Completed	Total Hours	Hours Absent	Begin Date	End Date	Exam Passed	Practical Passed	FD/School with Approval
Company Fire Officer	Yes	120.00	0.00	2023-03-13	2023-04-28	Yes		University Of Illinois Fire Service Institute
Fire Investigator	Yes	120.00	0.00	2022-01-19	2022-03-11	Yes	Yes	University Of Illinois Fire Service Institute
Vehicle and Machinery Technician	Yes	40.00	0.00	2021-12-06	2021-12-10	Yes	Yes	University Of Illinois Fire Service Institute

Certifications

Certification	Fire Chief	Instructor	Received Date	Recert Due Date	Status	Task Book/Tally Sheets & Recertifications	Print
Fire Investigator			2022-03-11	2027-12-12	Recertified	Task Book/Tally Sheets & Recerts	Print Certificate
Arson Investigator			2022-03-11	2027-12-12	Recertified	Task Book/Tally Sheets & Recerts	Print Certificate
Vehicle and Machinery Technician			2021-12-10	2025-12-31	Certified	Task Book/Tally Sheets & Recerts	Print Certificate

Exams

Exam	Status	Exam Type	Publisher Reference	Scheduled Date	Site	Fire Chief	Instructor	Exam Date	Results
Advanced Technician Firefighter	Pass	Written	Non-specific	2013-04-12	Romeoville				Print Results
Advanced Technician Firefighter	Pass	Practical				Michael Hitzemann	Scott McCarty	2015-03-09	
Basic Operations Firefighter	Pass	Practical				Michael Hitzemann	Scott McCarty	2014-09-25	
Basic Operations Firefighter Mod A	Pass	Written	Non-specific	2011-03-17	Sugar Grove				Print Results

Person Training Report

When the user clicks on the "[Print Certificate](#)" hyperlink the Certificate will open in another browser tab.

When the user clicks on the "[Print Results](#)" hyperlink the Exam Results will open in another browser tab.

When the user clicks on the "[Task Book/Tally Sheets & Recerts](#)" hyperlink they will be taken to that page to review recertification of the certification.

Recertifications And Certification/Recertification Sheets and Task Books

Report for And Ale - Fire Investigator

[Back to Person Training Report](#)

Certification Sheets and Task Books

Certification Received Date	Status	Sheet Created Date	Sheet Type	School Director / Fire Chief	Instructor	Action
No data available in table						

Recertifications

Recertification Date	Status	School Director / Fire Chief	Action
11/22/2023	Recertified	Jef S Abb	View

Recertification Sheets and Task Books

Recertification Date	Status	Sheet Created Date	Sheet Type	School Director / Fire Chief	Action
No data available in table					

Certifications / Recertifications

Click the View button to open the Certification Sheet. You will be able to edit and or add information on this sheet until the "Is Application Complete?" setting is set to Yes. Once it is set to Yes, OSFM staff will review the application.

Edit Certification Sheet

Is Application Complete? No (The application will not be reviewed by OSFM until this is marked complete.)

[Print](#) [Application for Certification Page](#)

Arson Investigator - Initial Certification

Applicant's Name: Nick Asta School Director / Fire Chief: Mortimer Mouse
Create Date: 9/14/2016 FD / School: Barrington Countryside Fire Protection District

Training 1pt/1hr - 60 pts min/90 pts max

Date	Sponsor	Hours	Action
9/8/2016	adafa tsdf	2.00	add

Total Hours: 2.00

Experience

Date	Hours/Points	Experience	Action
9/6/2016	3.00	Actual job related investigation <input checked="" type="checkbox"/>	add

Total Hours/Points: 3.00

Experience:

- 1 point per occasion, with maximum of 30 points for actual job related investigations
- AND/OR 5 points = 8 hour Ride-along-Program
- AND/OR 5 points = occasion for testimony
- AND/OR 5 points = year for a maximum of 20 points per re-cert period for direct supervision of 2 or more fire/arson investigators
- OR 2 points = year for a maximum of 8 points per re-cert period for supervision of less than 2 fire/arson investigators
- AND/OR 1 point = hour for Fire Service Institute Internship
- AND/OR 1 point = hour of live fire hand-on-practical experience dealing with scene investigation

[Save](#)

Edit Certification Sheet

If you have made any changes to the sheet, you will need to click on the Save button to save them.

Address

Click [Address](#) under Organization or the [Address](#) link to will go to a page where you can edit the addresses for your organization.

On this page the addresses that are currently in production appear in the table below **Current Addresses**. The table underneath **New Addresses** shows the addresses currently stored in the staging database. Any changes made on this screen will be reflected in the staging database. The staff at OSFM will have to approve the changes before they are copied over into the production database. **Note:** This address is the Fire Departments main headquarters.

Edit Addresses for Springfield Fire Department 1

Current Addresses

Address Type	Address Line 1	Address Line 2	City	Zip Code	County
Mailing	825 East Capitol Avenue		Springfield	62703	Sangamon

New Addresses

Do not use abbreviations. Please spell out all words.

Address Type	Address Line 1	Address Line 2	City	Zip Code e.g. 99999	County	
Mailing	825 East Capitol Avenue		Springfield	62703	Sangamon	Don't Add
Billing					Adams	

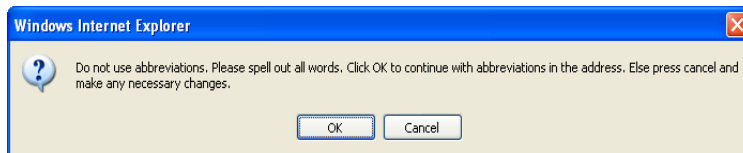
Save Cancel

Edit Addresses

This page is very similar to the page used to update your organizations phone numbers. If you need to add a new address type in the textboxes of the last row of the **New Addresses** table and press the **Save** button.

If you want to remove an address added by mistake click the **Don't Add** button and then press the Springfield Fire Department 1. If you want to edit an existing address type over the values in the textbox for the address row and click the **Save** button.

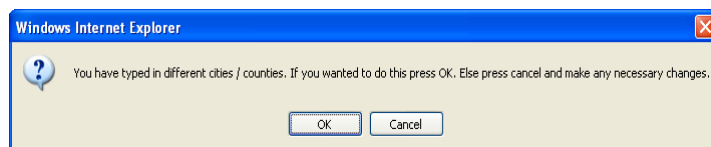
When using this page try to avoid using abbreviations (i.e. N. for North, Dr. for Drive, etc.) in the Address Line 1 textboxes. This will help make searches on addresses more reliable. If you do use an abbreviation when you click the **Save** button you will get a message looking like this.



Error Message

Click the **Cancel** button to make changes to the Address Line 1 values and when they are fixed click the **Save** button to save your changes.

Since most organizations will use the same city / county for the billing, mailing, and physical location this page will check whenever different cities / counties are used on this page. If this is true for your organization when you click the **Save** button you will see a message like this.



Error Message

This page does not allow you to use the same address type more than once. Also it checks that the city you typed in is valid. Finally, this page checks that the zip code is 5 or 9 digits long and that it does not contain letters in it. If the page has invalid data on it when you click the button you will see error messages like this on the top of the page.

Errors

- You cannot use the same address type multiple times
- Zip Code 1 needs to be 5 or 9 digits long
- City 2 is invalid
- Zip Code 2 cannot contain letters in it.

Validation Errors

You will need to correct of all the errors on the page before the button saves your changes to the staging table.

If you click the button before clicking , your changes will not be saved to the staging database and you will be redirected to the PS&E WebAccess Portal home page. You can get back to this page by clic in the gray menu bar or [Update Addresses](#) underneath the links section of any page.

Phone Number

Click on [Phone Numbers](#) link to go to where you can edit the phone numbers for your organization. **Note:** This is for the Fire Departments main headquarters.

Edit Phone Numbers for Springfield Fire Department 1

Current Phone Numbers

Phone Type	Phone Number	Phone Extension
Business	2177888474	
Fax	2177888442	
Business2	2177888450	

New Phone Numbers

Phone Type	Phone Number format 9999999999	Phone Extension	
Business	2176983535		<input type="button" value="Don't Add"/>
Business			

Edit Phone Numbers

On this page the phone numbers that are currently in production appear in the table below **Current Phone Numbers**. The table underneath **New Phone Numbers** shows the phone numbers currently stored in the staging database. Any changes made on this screen will be reflected in the staging database. The staff at OSFM will have to approve the changes before they are copied over into the production database.

The phone number / phone extension text boxes do not allow letters in them. If you type in a letter in either one you will receive an error like this at the top of the page.

Errors

- Phone Number 1 cannot have letters in it
- Phone Number Extension 2 needs to include only digits

Validation Errors

If you need to enter a new phone number type in the information in the last row of the **New Phone Numbers** table and click the button. Repeat the same process for each additional new phone number that you might have. Also, the same phone type cannot be used multiple times. For example, if you use a phone type of Business more than once you will get an error like this.

Errors

- You cannot use the same phone type multiple times

Validation Errors

You will need to correct all the errors on the page before the Save button saves your changes to the staging table.

If you want to edit the phone number / phone extension of an existing phone number, select the Phone Type from the drop down under New Phone Numbers and enter the number. Hit the Enter key on your keyboard for the row to be added. You can remove the number by clicking on the Don't Add button.

If you click the button before clicking , your changes will not be saved to the staging database and you will be redirected to the PS&E WebAccess Portal home page. You can get back to this page by clicking [Phone Numbers](#) in the gray menu bar or [Phone Numbers](#) underneath the links section of any page.

Once any changes are made and you click the button you can get to another page of the application by clicking the options in the gray menu or clicking on any of the links underneath the links section.

Email

The next submenu choice on the submenu bar is to update [Email](#) email under Organization or you can also click on [Email](#) on the home page.

Springfield Fire Department 1

Current Email

Email Type	Email
Business	@c.com
OSFM	SB111@email.stm.ilinois.gov

New Email

Email Type	Email	
OSFM	firedept@tmail.stm.ilinois.gov	<input type="button" value="Don't Add"/>
Personnel	jsmith@firedepartment.c	<input type="button" value="Don't Add"/>
Business		

Edit Email

The steps for updating email are basically the same as updating phone numbers as previously discussed. Two types of email address are allowed – business and personnel. You may enter the email address for a fire department (business type) and also an email address for a contact person (personnel type). Select the email type from the drop down menu then type in the email address. If you decide not to add the address, simply click on the “Don’t Add” button on the right. When you enter the email address it needs to be in the proper email format such as JohnSmith@il.state.gov. If your email address is incomplete, you will see an error message and you will need to correct the error before you can Save your information to be stored in the staging database. Any changes made on this screen will be reflected in the staging database. The staff at OSFM will have to approve the changes before they are copied over into the production database.

Divisions/Groups

If you click [Division/Groups](#) or [Division/Groups](#) you will go to a page where you can edit your organization’s divisions/groups. Divisions/Groups are stations, arson, public information and training. These are used if the address is different than the headquarters address. If a training division/group is entered, all mail from PS&E will be sent to the training division/group address.

Edit Division/Groups for Springfield Fire Department 1

Current Division/Groups

Div/Grp Type	Name	Address	Phone Number	Phone Extension
Training	Springfield Fire Department 1 Training Facility	3009 Singer Avenue Springfield, IL 62703		

New Division/Groups

Do not use abbreviations. Please spell out all words.

Div/Grp Type	Name	Address	Phone Number format 9999999999	Phone Extension	
		45 Main Street			
Training	Springfield Fire Dept Tr	Springfield IL 62703	2175555555	555	Don't Add
Arson					

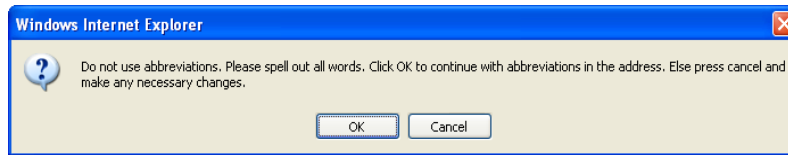
Save Cancel

Edit Division/Groups

On this page the division/groups that are currently in production appear in the table below **Current Division/Groups**. The table underneath **New Division/Groups** shows the division/groups currently stored in the staging database. Any changes made on this screen will be reflected in the staging database. The staff at OSFM will have to approve the changes before they are copied over into the production database.

This page is very similar to the page used to update your organizations phone numbers / addresses. If you need to add a new division/group, enter it in the textboxes of the last row of the **New Division/Groups** table and press the [Save](#) button. If you want to remove a division/group added by mistake click the [Don't Add](#) button and then press the [Save](#) button. If you want to edit an existing division/group, type over the values in the textbox for the address row and click the [Save](#) button.

When using this page try to avoid using abbreviations (i.e. N. for North, Dr. for Drive, etc.) in the Address Line 1 textboxes. This will help make searches on addresses more reliable. If you do use an abbreviation when you click the button you will get a message looking like this.



Error Message

Click the button to make changes to the Address Line 1 values and when they are fixed click the button to save your changes.

This page lets you enter multiple of the same division/group types (unlike the address / phone pages where you can only use each type one time). The phone number and phone extension textboxes are optional since some division/groups might not have a phone number. Everything else for a division/group is required.

This page will validate that, the city you typed in is valid, the zip code is 5 or 9 digits long and that it does not contain letters in it, and that the phone number / phone extension text boxes do not contain letters in them. If the page has invalid data on it when you click the button you will see error messages like this on the top of the page.

Errors

- City 1 is invalid
- Zip Code 1 cannot contain letters in it.
- Zip Code 1 needs to be 5 or 9 digits long
- Phone Number 1 cannot have letters in it
- Phone Number Extension 1 needs to include only digits

Validation Errors

You will need to get rid of all the errors on the page before the button saves your changes to the staging table.

If you click the button before clicking , your changes will not be saved to the staging database and you will be redirected to the PS&E WebAccess Portal home page. You can get back to this page by clicking on [Division/Groups](#) in the gray menu bar under Organization or [Division/Groups](#) on the home page.

Modify Permissions

The “Modify Permissions” link allows the user to modify security settings for any person on the roster. There are three different sets of permissions that can be given to a person:

- Update Organization – Allows a person to edit the Organization page and make applicable changes.

- Update Roster – Allows a person to add and remove firefighter personnel from the active roster and to edit personal information
- Update Forms – Allows a person to submit forms for the Division of Personnel Standards and Education’s certification program. This security setting is typically reserved for the Fire Chief and Training Officer.

The Fire Chief has all permissions and the ability to assign permissions to the Fire Department personnel. Fire department personnel who do not have any permission checked are still able to log in and view their personal information.

Modify Roster Permissions

ALL A B C D E E F G H I J K L M N O P Q R S T U V W X Y Z

Last name	First name	Driver's License #	Update Organization	Update Roster	Update Forms
A	Jeremiah	A 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A	James	A 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update Roster Permissions

Modify Permissions

Forms

You can get to another page of the application by clicking the options in the gray menu or clicking on any of the links on the home page. For example if you click [Forms](#) you will go to a page where you can view and submit online forms.

[Forms](#) [Search](#)

- [Application for Certification](#)
- [Application for Recertification](#)
- [Claims for Reimbursement](#)
- [Course Completion Roster](#)
- [Course Approval](#)
- [Request for Examination](#)
- [Event Calendar](#)
- [Unpublished Events](#)
- [Training Record Review List](#)

- [Volunteer Tax Credit](#)
- [Volunteer Tax Credit History](#)

Forms List

Application for Certification

New applications can be completed using the Application for Certification link.

Application for Certification

Application Status:

Applicant's Name:

Certification:

Employing Fire Chief:

Instructor:

Received Date:

I certify that the information submitted is true and complete and complies with the requirements of the Illinois Fire Protection Training Act (50 ILCS 740/) and the Administrative Rules of the Office of the State Fire Marshal.

Please complete the Applicant's Name through Received Date portion of the application and save. After saving you will have the opportunity to complete an electronic tally sheet/task book or attach your tally sheet/task book as a PDF if required by the certification.

New Application for Certification

Clicking the button next to the Applicant's Name textbox will open up the Person Lookup screen (which is also used for the qualified instructor lookup, and for looking up people for the course completion roster online form). Once you pick the person from the Person Lookup screen their information will go into the Applicant's Name read only textbox.

Clicking the button next to School Director / Employing Fire Chief textbox will open up the fire chief lookup dialog (which is also used on the Add / Edit a new Request for Examination page). Once you pick the person their information will go into the School Director / Employing Fire Chief read only textbox.

Clicking the button next to Qualified Instructor textbox will open up the Person Lookup screen where searches are limited only to instructors. Once you pick the person from the dialog their information will go into the Qualified Instructor read only textbox.

Once you have filled everything out click the button. The information will be saved.

If a task book is not required, click the for OSFM to review the application.

If the certification requires a task book then you may either attach a file or select to enter a task book.

Task Book/Tally Sheet

- Attach Files
- Enter New Task Book/Tally Sheet

If you select to attach files you will have to attach at least one file. Attach a file by clicking on the paperclip.



Document name	Last Uploaded	Attachment
No data available in table		

If you select to enter a task book then the Edit Certification Sheet window will open to allow you to enter the information needed for that certification's task book.

Edit Certification Sheet

Is Application Complete?



Application for Certification Page

Ice Technician - Initial Certification

Applicant's Name: Mike Foster

School Director / Fire Chief: Rod Bland

Create Date: 9/13/2016

FD / School: Pana Fire Department

Classes & Exams

Date	Name	Pass / Fail	Hours	Comments	Action
		-- Dropdow			+ add

Where does this text show up at?

Prerequisites:

Click the Save button to save your changes. Once the application is

complete, set the 'Is Application Complete?' to Yes. The current changes will be saved and OSFM will be notified an application is ready for review.

Application for Recertification

Application for Recertification

Application Status:

Applicant's Name:

Certification:

Employing Fire Chief:

Task Book/Tally Sheet Attach Files
 Enter New Task Book/Tally Sheet

I certify that the information submitted is true and complete and complies with the requirements of the Illinois Fire Protection Training Act (50 ILCS 740/) and the Administrative Rules of the Office of the State Fire Marshal.

Please complete the Applicant's Name through Employing Fire Chief portion of the application and save. After saving you will have the opportunity to complete an electronic tally sheet/task book or attach your tally sheet/task book as a PDF if required by the certification.

Clicking the button next to the Applicant's Name textbox will open up the Person Lookup screen. Once you pick the person from the Person Lookup screen their information will go into the Applicant's Name read only textbox.

Select the certification that is being applied for recertification. If there are no certifications to select then the selected person does not have any certifications ready to recertify.

Clicking the button next to School Director / Employing Fire Chief textbox will open up the fire chief lookup dialog. Once you pick the person their information will go into the School Director / Employing Fire Chief read only textbox.

Click on the Save button.

Claims for Reimbursement

To view or enter Claims for Reimbursement click the [Claims for Reimbursement](#) link on the Forms page or in the Forms menu. A page will open showing a summary of your claims by year.

Claims for Reimbursement for Springfield Fire Department 1

[Add Claim for Current Year \(2011\)](#)

The claim year is the year the claim is made. It is usually the year after the class was taken. (Example: Firefighter II taken 5/1/2009 would likely be on a claim for claim year 2010)

Claim Year	Amount Claimed	Amount Reimbursed	Mark Claims Entry Finished
2010	46	61	Print Claims For Year
2009	12	21	Print Claims For Year
2008	63	14	Print Claims For Year
2007	10	18	Print Claims For Year
2006	14	31	Print Claims For Year
2005	10	19	Print Claims For Year
2004	14	98	Print Claims For Year
2003	37	12	Print Claims For Year
2002	96	54	Print Claims For Year
2000		82	Print Claims For Year

Claim for Reimbursement Summary

This page shows all the years in which claims were made. It shows how much was claimed and how much was reimbursed each year. Click on the year to drill into more detail for each year and edit entered claims for the current year. Click on the [Print Claims For Year](#) link to open a printable page with a list of each claim. This page opens when the button is clicked on. The list should be printed and signed by the Chief and Fiscal officer and mailed to OSFM. This printout replaces the manual claims form list. It should only be printed and mailed once all the claims for the year are entered. Click on the [Add Claim for Current Year](#) link to enter new claims for the current year.

Here is the list displayed when clicking on the year:

Claims for Reimbursement: Springfield Fire Department 1 2009				
Add New Claim for Reimbursement				
Return to Claims for Reimbursement Yearly Summary List				
Name	Course	Status	Claimed	Reimbursed
Michael A	Vehicle and Machinery Operations	Entered	19	0.00
Mickey M	Firefighter II	Entered	19	0.00

Claims List

This page lists all claims entered for the selected year. The status will show what state the claim is in.

Click on a person's name to edit the claim for that person. Click on the [Add New Claim for Reimbursement](#) link to enter new claims for the current year.

This is the page used to enter/edit claims:

Edit Claim for Reimbursement
[Add New Claim for Reimbursement](#)
[Return to Claims for Year List](#)
[Return to Claims for Reimbursement Yearly Summary List](#)

FD/School:	Springfield Fire Department 1
Claim Year:	2009
Person:	Mickey Mouse <input type="button" value="Lookup Person"/>
Entered Fire Service Date:	1/11/2004
Employment Status:	Paid on Call ▼
Date of Employment Status:	1/11/2004
Course:	Firefighter II ▼
Class:	Firefighter II - Carpentersville Fire Department - 05/01/2008 - 60.00 ▼
Status:	Entered ▼
Status Date:	6/23/2009

Expenses

Salary:	100.00	<input type="button" value="Salary Entry"/>
Tuition:	50.00	
Food:	10.00	
Lodging:	10.00	
Transport:	20.00	
Total:	190.00	
Claim:	95.00	
Reimburse:	0.00	

Reimburse Person

Add/Edit Claim for Reimbursement

The fields on the Claim window are:

- **FD/School** – the Fire Department, School or other organization for which you are entering the claim. This will be pre-filled to your Fire Department and may not be changed.
- **Claim Year** – the year for which the claim applies. This is pre-filled and may not be changed.
- **Person** – the person associated with the claim. Use the button to select the person.
- **Entered Fire Service Date** – The date the person entered the Fire Service with their first fire department.
- **Employment Status** – The person’s employment status with the fire department when they took the class.
- **Date of Employment Status** – The date the person began the employment status.
- **Course** – the name of the course being claimed for.
- **Class** – the class being claimed for from the list of course completions reported to OSFM.
- **Status** – the status of the claim.
- **Status Date** – the date associated with the status of the claim.

The following fields are in the Expenses section:

- **Salary** – this is calculated on the Salary Entry page which is accessed by clicking the button.
- **Tuition** – this is the amount of tuition the person paid for the class.
- **Food** – this is the amount of food expenses the person paid associated with the class.
- **Lodging** – this is the amount of lodging expenses the person paid associated with the class.
- **Transport** – this is the amount of transportation expenses the person paid associated with the class.
- **Total** – this is the total of Tuition, Food, Lodging and Transportation. The total is automatically calculated by the system and cannot be edited.
- **Claim** – this is the claim amount calculated by the system based on values of other fields on this window. The amount is automatically populated by the system and cannot be edited.
- **Reimburse** – this is the amount to be reimbursed based on the values of other fields on this window. The amount is automatically populated by the system and cannot be edited.
- **Reimburse Person (checkbox)** – This is only used if the reimbursement goes to the person instead of the fire department

Fill out the page and click to save the information.

The salary entry window allows entry of the salary to be claimed.

Rate	Hours	Salary	Remove
20.00	x 60.00	= 1200	<input type="button" value="Remove"/>

Total Hours: Total Salary:

Salary Entry for Claims

The top of the window displays how many hours may be claimed. Course Hours is the number of hours in the class selected and Remaining Hours is the number of hours that haven't been claimed yet for this course out of the maximum allowed for each person.

Enter the dollar amount of the hourly rate in the rate column. Enter the number of hours claiming at that rate in the hours column. To add additional rows for additional rates click on the button. To remove a row that is incorrect click on the button. When finished click on the button. The salary will be calculated and filled in on the Claim entry page.

Course Completion Roster

In order to view the details of a course that you've entered click on the course link to get to the Edit Course Completion Roster page.

Edit Course Completion Roster

Course Name:

Program Hours:

Date Started:

Date Ended:

Name	Driver License Number	Hours Absent	Add / Remove
William Cossen, Jr.	C 202164022	<input type="text" value="0"/>	<input type="button" value="Remove"/>
			<input type="button" value="Add"/>




Edit Course Completion Roster

This screen is an electronic version of the Course Completion Roster form.

When adding a new Course Completion Roster, select from the dropdown to find the course that you want. Only the courses the fire department or school is approved for will be shown in the list.

Now you can type in the Program Hours, Date Started, and Date Ended. All of these fields including the Course and training Facility or School are required. If you forget to enter in any of these values you will get an error message that looks like this at the top of the page.

Errors

-  Program Hours is required
-  Date Started is required
-  Date Ended is required

Validation Errors

The date started and date ended must be valid dates and cannot be dates in the future. Program hours need to be a number which can include partial hours. The Program hours textbox is validated so you can't enter in more than 12 hours of training a day. So if Date Started is 8/1/2007 and Date Ended is 8/2/2007 the maximum value allowed for Program Hours is 24.

In order to add a person to the course completion roster click the button. When you do

this the person lookup dialog will appear.

Last Name:	<input type="text" value="Smith"/>
First Name:	<input type="text"/>
Driver License Number:	<input type="text"/>
Fire Department:	<input type="text"/>
	<input type="button" value="Search"/>

Name	Driver License Number	Department
Jason A .smith		Sidney Fire Protection District
Jason B .smith		Fosterburg Fire Protection District
Nic B .smith		Brighton Betsey Ann Fire Protection District

Person Lookup

To do a search you must enter in the person's partial last name plus any option including first name, driver license number or their fire department and press the button. It is also possible to enter in more than one textbox before clicking . For example, if you type in "Dustin" in the first name textbox only people named Dustin will be returned. Click on the name of the person that you want to add to the course completion roster to close this window. After you do this a new row will be added to the Course Completion table.

If the person you selected from the Person Lookup dialog was absent type in their hours in the hours absent textbox. If they weren't absent keep the default value of 0 in the hours absent textbox.

If at any time you make a mistake or need to remove someone from a course completion roster you can click the button.

When you are done click the button to save your changes. If you don't want to save your changes you can click the button to go back to the PS&E WebAccess Portal Home Page.

If after you save a course completion roster and you want to enter in a new one click the [Add a new Course Completion Roster](#) underneath the Links section of this page.

Course Approval

To modify, add, or renew Course Approvals click the [Course Approval](#) link on the Forms page or in the Forms menu.

Courses for Any Department		
Course Count by Expiration Year		
Expiration Year	Minimum Effective Date	Number of Courses
2023	5/22/2019	7
2018	1/1/2014	18
2013	1/1/2008	29
2008	1/1/2004	21
2004	1/1/2004	1
2003	1/1/1999	19
2002	1/1/1999	1
2001	1/1/1999	1

[Request Courses](#)

Course Approvals Year List

This page lists all the expiration years and the number of courses you have approvals for. The “Minimum Effective Date” is the earliest date a course approval was effective which expires during that year. From this page you may view the list of course approvals for any expiration year, or request course approvals if you don’t have nay.

Click on a year to view the course approval page for that year.

List of Years

Not Submitted Courses for 2023

Training Facility Approval

Show 10 entries Search:

Course Name	Instructors	Practical Approved	Additional Documentation Required	Status	Actions
No data available in table					

Requested and Pending Further Documentation Courses for 2023

Show 10 entries Search:

Course Name	Instructors	Practical Approved	Additional Documentation Required	Status	Actions
No data available in table					

Active Courses Expiring on December 31, 2023

Show 10 entries Search:

Course Name	Instructors	Practical Approved	Additional Documentation Required	Status	Actions
Advanced Technician Firefighter Mod A	Ric Pru	Yes	No	Active	Training Facility Approval
Advanced Technician Firefighter Mod B	Ric Pru	Yes	No	Active	Training Facility Approval

Renew Courses for 2028

From this page you may request a modification to a current course approval, request additional course approvals for the current expiration year, renew course approvals, or re-request course approval for current course approvals.

To renew course approvals, click on the Renew Courses button at the bottom of the page. If the renew button is not there go to the new period and request additional course approvals from there. The Renewal dialog pulls up all the current course approvals and lets you select them, mark if the practical is approved, and select the instructors. Click renew will add the course approvals to the new period and redirect you to that period (in this example it would be the year 2028). Course approvals have to be submitted to OSFM for approval. This does not happen

until the button is clicked.

Renew Courses for 2028

Are you sure you want to **Renew** courses for the year **2028**, expiring on **12/31/2028**?

ExpirationDate 12/31/2028

Courses

Show entries

<input type="checkbox"/>	Course Name	Practical Approved
<input checked="" type="checkbox"/>	Advanced Technician Firefighter Mod A	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Advanced Technician Firefighter Mod B	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Fire Apparatus Engineer	<input checked="" type="checkbox"/>

Showing 1 to 3 of 7 entries

Previous Next

Instructors

Show entries

Search:

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Ohl, Jam
<input checked="" type="checkbox"/>	Pru, Ric

Renew

Cancel

The renewed, re-requested, or added courses appear in the Not Submitted Courses area.

Not Submitted Courses for 2028					
Training Facility Approval					
Show 10 entries				Search: <input type="text"/>	
Course Name	Instructors	Practical Approved	Additional Documentation Required	Status	Actions
Advanced Technician Firefighter Mod A	Ric Pru Jam Ohl	Yes	No	Not Submitted	<input type="button" value="Edit"/> <input type="button" value="Duplicate w/ Instructors"/> <input type="button" value="Remove"/>
Advanced Technician Firefighter Mod B	Ric Pru Jam Ohl	Yes	No	Not Submitted	<input type="button" value="Edit"/> <input type="button" value="Duplicate w/ Instructors"/> <input type="button" value="Remove"/>
Fire Apparatus Engineer	Ric Pru Jam Ohl	Yes	No	Not Submitted	<input type="button" value="Edit"/> <input type="button" value="Duplicate w/ Instructors"/> <input type="button" value="Remove"/>

To modify a course approval request click the Edit button. To add a course approval request click the Add Course button.

Course

Course

Advanced Fire Officer

Additional Documentation Required

Practical Approved

Effective Date 1/1/2024 Effective date may be adjusted on approval.

Expiration Date 12/31/2028

Status Not Submitted

Instructors

Show 10 entries Search:

Name	
	<input type="button" value="Add Instructor"/>
Ohl, Jam	<input type="button" value="Remove"/>
Pru, Ric	<input type="button" value="Remove"/>

Showing 1 to 2 of 2 entries Previous 1 Next

Select the course, mark whether the practical should be approved, and add or remove qualified instructors from the course approval request.

Selecting the Duplicate w/Instructors, adds a new course request pre-filled based on the course being duplicated.

Before the course approval requests may be submitted the Training Facility Approval must be filled out. The questions on the Training Facility Approval are based on the courses requested. The course approval requests and Training Facility Approval are submitted together. If there is a question particular to a course on the Training Facility Approval that may not be answered then remove the related course(s) from the list of Not Submitted Courses.

List of Years
Courses for 2028

Training Facility Approval Requirements Expiring on December 31, 2028

Training Facility

Standard	Response
Classrooms with adequate environmental control and seating capacity for the anticipated student population	Met <input type="radio"/> Not Met <input type="radio"/>
Multimedia projection equipment, whiteboards, chalkboards or the like	Met <input type="radio"/> Not Met <input type="radio"/>
Suitable interior or exterior areas for the performance of practical evolutions	Met <input type="radio"/> Not Met <input type="radio"/>
Real or simulated props for use during the performance of practical skills evolutions	Met <input type="radio"/> Not Met <input type="radio"/>
Office-approved reference materials, available to both instructors and students	Met <input type="radio"/> Not Met <input type="radio"/>
Ability to provide training in effective recognition of and responses to stress, trauma and post-traumatic stress experienced by firefighters that is consistent with Section 25 of the Illinois Mental Health First Aid Training Act in a peer setting. [50 ILCS 740/8(d)]. The provisions of the Illinois Mental Health First Aid Training Act [405 ILCS 105] can be found at: https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3506&ChapterID=34	Met <input type="radio"/> Not Met <input type="radio"/>
Per administrative rules, ensure Instructor/Student ratio is met while conducting course	Met <input type="radio"/> Not Met <input type="radio"/>
Per administrative rules, course approvals require the courses to be added to the PSE WebAccess Portal event calendar 2 weeks prior to teaching	Met <input type="radio"/> Not Met <input type="radio"/>

Advanced Technician Firefighter Mod A, Advanced Technician Firefighter Mod B

Standard	Response
A training tower of not less than 2 stories in height	Met <input type="radio"/> Not Met <input type="radio"/>
A smoke and fire room or building suitable for containing, and equipped for simulating, fire atmosphere and conditions	Met <input type="radio"/> Not Met <input type="radio"/>
Forcible entry and ventilation drill facilities, including a means of providing the student an opportunity to practice opening a variety of doors, windows, roofs, floors and partitions	Met <input type="radio"/> Not Met <input type="radio"/>
Facilities for conducting live fire training (by permission and within the restrictions of applicable State and federal entities and in accordance with NFPA 1403), involving the following required scenarios: i) Structural fires; ii) Flammable liquid fires; iii) Liquefied petroleum or natural gas fires; and iv) Vehicle fires	Met <input type="radio"/> Not Met <input type="radio"/>
A fire apparatus equipped in accordance with Chapters 5 and 6 of NFPA 1901	Met <input type="radio"/> Not Met <input type="radio"/>
Rope and webbing suitable for search and rescue operations in accordance with NFPA 1983	Met <input type="radio"/> Not Met <input type="radio"/>
Protective clothing for each student, in accordance with NFPA 1971	Met <input type="radio"/> Not Met <input type="radio"/>
Approved Self-Contained Breathing Apparatus (SCBA) and one spare cylinder for each student, in accordance with NFPA 1981, which may be supplied by the student	Met <input type="radio"/> Not Met <input type="radio"/>
Ability to replicate all learning experiences required for the level specific certification program	Met <input type="radio"/> Not Met <input type="radio"/>

I certify that the information submitted is true and complete and complies with the requirements of the Illinois Fire Protection Training Act (50 ILCS 740/) and the Administrative Rules of the Office of the State Fire Marshal.

Save
Cancel

Request for Examination

To fill out a request for exam select Request for Examination under the Forms menu.

If you previously entered a request for exam and did not finish it, had only denied people on it, or you had an error entering a request for exam, search for the existing request under the search menu selecting the request for exam option.

New Request For Exam

Exam:

Fire Department: Any Department

Phone Number: (217) 222-2222

Address: 123 Any St - Any Town, IL 62000

Fire Department/School Having Current Course Approval:

Qualified Instructor:

School Director / Fire Chief:

School Director / Fire Chief: And Ale

As Fire Chief, I further certify that Fire Department records exist for each individual covering all training requirements; e.g., subject areas, practical skill examinations. By submission, I further certify that this request form serves as a partial roster of current members of my department.

As School Director I further certify that all firefighter certification training requirements as established by the Division of Personnel Standards and Education have/will have been met for the individuals requesting the examination.

Enter Request for Exam

The department information is pre-filled. Select the exam being requested from the Exam dropdown. Select the FD/School having course approval from the dropdown. Select the Qualified Instructor by clicking on the Lookup button and selecting from the list. Select the appropriate certification. Click Save to save the base information for the request. The request will be assigned a request number and additional information will appear to be filled out.

Schedule

Proctored Computer Based Exam

Test Period Start Date

Publisher Reference:

Attendees

Name	Id	Organization	Email	Status	Action
No data available in table					

OSFM will not process this request until you "Submit" it.

Enter

Additional Request Information

Select the Test Period Start Date. This is the first date of a 45 day window which may be scheduled to take the exam.

Select the Publisher Reference you want the exam to be based on.

Click the Add Attendee button to add people to the request.

Anyone added to the request who is not eligible to take the request will be marked as denied. There must be at least one individual not denied to submit the request.

Event Calendar

The Fire Chief or Training officer can Schedule/View an Event on the Event Calendar, view and edit his or her own department's Unpublished Events and view any audit for his/her department.



Calendar View

The calendar view for the Fire Chief or Training Officer is similar to the Firefighter. This user will only see the items available to his or her fire department and items marked as "Available to Public". From the Calendar view, the Fire Chief/Training Officer can schedule a new event, edit an existing event (only those created for his/her own department) and delete/cancel the event or the event date (only those created for his/her own department).

The month shown may be changed by clicking Previous or Next. The month may also be selected from the month dropdown.

The events show may be filtered by selecting from the Event Type, Certification Type, and County dropdowns.

Calendar **List** Add Event Print

Filter Events By:
 Event Type: -- Select -- Certification Type: -- Select -- County: -- Select --
[Previous](#) January, 2024 [Reset](#) [Next](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 New Year's Eve	1	2	3	4	5	6
7	8 8:30 AM: AdFo	9 8:30 AM: AdFo	10 8:30 AM: AdFo	11 8:30 AM: AdFo	12 8:30 AM: AdFo	13
14	15	16	17	18	19	20
21	22 8:30 AM: AdFo	23 8:30 AM: AdFo	24 8:30 AM: AdFo	25 8:30 AM: AdFo	26 8:30 AM: AdFo	27
28	29	30	31	1	2	3

Classroom
 Exam
 Holiday
 Practical
 Online Course

Calendar View

List View

The same options that are in the Calendar View are also available in the List View. Like the List View for the Firefighter, the Fire Chief/Training Officer's List View displays the Event Details. The additional options that are available to the Fire Chief/Training Officer are displayed as button items at the bottom of the Event Details. If the Event has already happened, he/she can only View the Event. This will open the event in View Only mode. If the Event has not happened, he/she can View the Event, Edit the Date and Cancel the Date. If the user clicks on View the Event on a future event, the event will open in Edit mode. From Edit mode, the event can be modified or canceled.

Calendar **List** Add Event Print

Begin: January, 2016 End: January, 2016

JANUARY

8

JANUARY

15

Fire Service Vehicle Operator

Event Type: Exam
 Date: 1/8/2016
 Time: 6:00 AM to 8:00 AM
 Given By: Naperville Fire Department
 Address: 1300 Aurora Avenue Naperville, IL 60540
 Contact: Brett L. Ri
 Proctor(s): Theodore D.

[View Event](#)

Fire Apparatus Engineer

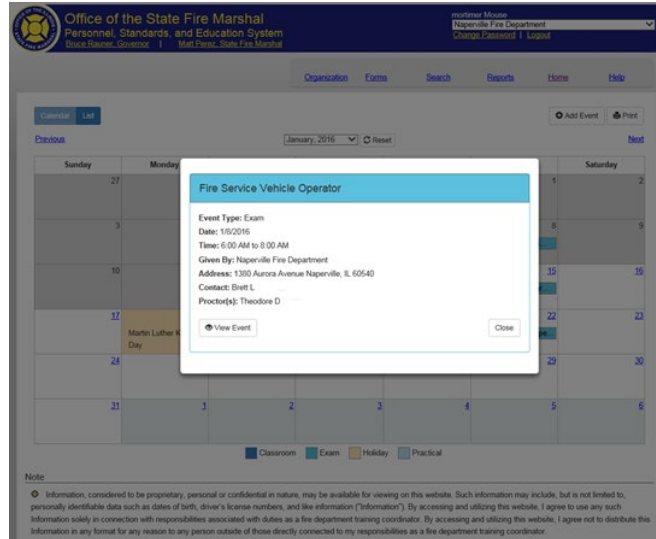
Event Type: Exam
 Date: 1/15/2016
 Time: 6:00 AM to 8:00 AM
 Given By: Naperville Fire Department
 Address: 1300 Aurora Avenue Naperville, IL 60540
 Contact: Scott E.
 Proctor(s): Richard L.

[View Event](#)
[Edit Date](#)
[Cancel Date](#)

List View

Event Details

When the user clicks on the event in the Calendar View, the Event Details window will pop up. Depending on the date of the event, the user will see different options. If the event has already passed, the View Event button is the only option available.



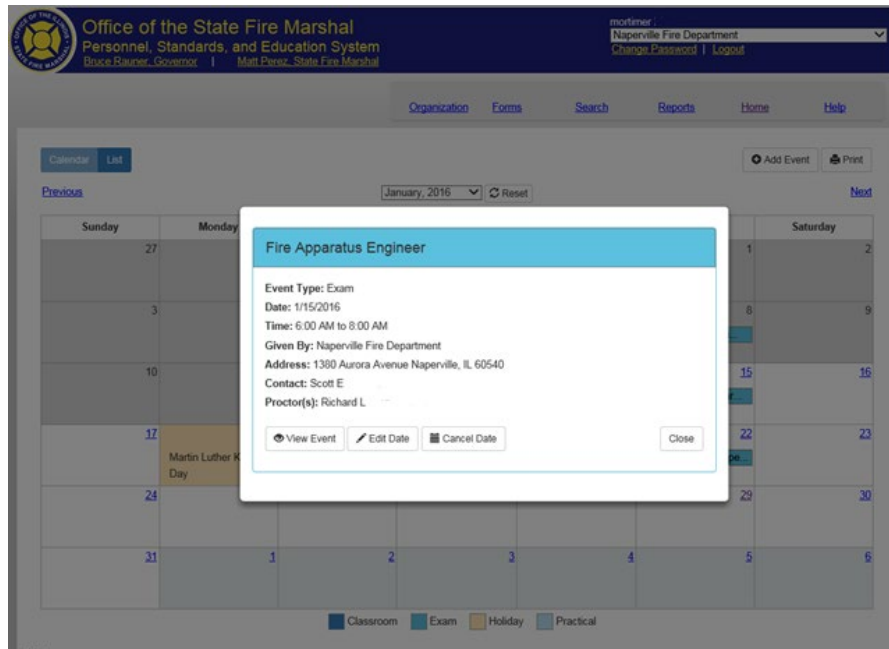
Event Details

Clicking on the View Event item from here will take the user to a Read Only view of the event. This will show the user the Contact and Proctor information as well as all of the Event Details.



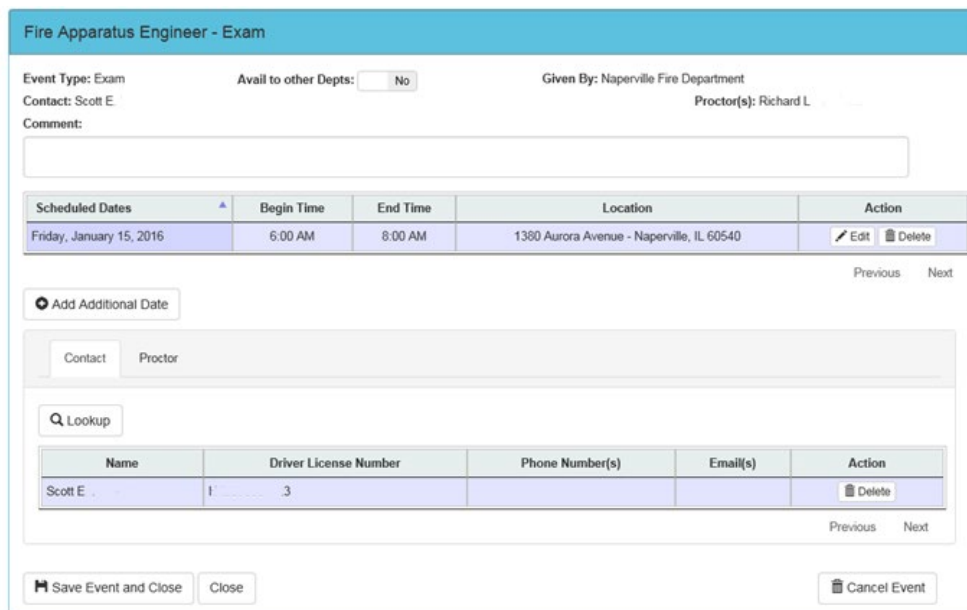
Event View

If the date of the event has not passed yet, then there will be more options available to the Fire Chief/Training Officer. In addition to the View Event option, the user can Edit the event date and Cancel the event date



Event Details

Clicking on View Event from the popup dialog box will take the user into Edit mode of the event. From here, most aspects of the Event can be modified. The user can also cancel the entire event (this is useful if the event is more than a single date).



Event View

Edit Date

The Edit Date button allows the Fire Chief/Training Officer to edit a particular date.

The screenshot shows the 'Edit Date' dialog box overlaid on a calendar interface. The dialog box contains the following fields and options:

- Event Type:** Exam
- Avail to other Depts:** No
- Given By:** Naperville Fire Department
- Contact:** Scott E
- Proctor(s):** Richard L
- Comment:** (Empty text box)
- Date:** 01/15/2016
- Begin Time:** 6:00 AM
- Duration:** Hours: 2, Minutes: 0
- Location:** 1300 Aurora Avenue - Naperville, IL 60540
- Buttons:** Save, Cancel

Edit Date

Cancel Event Date

The Cancel Date button allows the user to cancel a particular date.

The screenshot shows the 'Cancel Event' dialog box overlaid on a calendar interface. The dialog box contains the following information:

- Title:** Fire Apparatus Engineer
- Cancel Button:** A red button with a close icon (X).
- Message:** This is the last date for this event. Canceling this date will cancel the Event. Do you want to cancel the Event including the date 1/15/2016 from 6:00 AM to 8:00 AM?
- Buttons:** Yes, No
- Footer:** Adjust FCS Assignment

Cancel Event

Create Event

To create a new event, the Fire Chief or Training officer can click on the “Add Event” button. In the Calendar View only, he/she also has the option to click on the date. This will not only start a new event, but also set the begin date of the event to the date that was clicked.

Once an event is started, the user must select the correct event type. A Fire Chief or Training Officer has the Event Type options of Classroom, Practical and Exam.

Office of the State Fire Marshal
Personnel, Standards, and Education System
Bruce Rauner, Governor | Matt Perez, State Fire Marshal

mortimer Mouse
Naperville Fire Department
Change Password | Logout

Organization Forms Search Reports Home Help

Event

Event

Event Type: ---

Note

Information, considered to be proprietary, personal or confidential in nature, may be available for viewing on this website. Such information may include, but is not limited to, personally identifiable data such as dates of birth, driver's license numbers, and like information ("Information"). By accessing and utilizing this website, I agree to use any such Information solely in connection with responsibilities associated with duties as a fire department training coordinator. By accessing and utilizing this website, I agree not to distribute this Information in any format for any reason to any person outside of those directly connected to my responsibilities as a fire department training coordinator.

Office of the Illinois State Fire Marshal | Privacy 1035 Stevenson Dr. Springfield, IL 62704 | (217) 795-0969 | Contact Us

Create Event

The only courses/exams available are the courses the fire department currently has active course approvals for or the exams related to those courses.

Office of the State Fire Marshal
Personnel, Standards, and Education System
Bruce Rauner, Governor | Matt Perez, State Fire Marshal

mortimer Mouse
Naperville Fire Department
Change Password | Logout

Organization Forms Search Reports Home Help

Event

Event

Event Type: Classroom

Course Name: Select

- Advanced Technician Firefighter
- Advanced Technician Firefighter Mod A
- Advanced Technician Firefighter Mod B
- Basic Operations Firefighter
- Basic Operations Firefighter Mod A
- Basic Operations Firefighter Mod B
- Basic Operations Firefighter Mod C
- Fire Apparatus Engineer
- Fire Service Vehicle Operator
- Hazardous Materials Awareness
- Hazardous Materials First Responder - Operations
- Hazardous Materials Technician A
- Rescue Specialist-Confined Space
- Rescue Specialist-Vertical/High Angle
- Rope Operations
- Structural Collapse Operations
- Technical Rescue Awareness
- Trench Operations
- Trench Technician
- Vehicle and Machinery Operations
- Water Operations
- Watercraft Technician

Note

Information, considered to be proprietary, personal or confidential in nature, may be available for viewing on this website. Such information may include, but is not limited to, personally identifiable data such as dates of birth, driver's license numbers, and like information ("Information"). By accessing and utilizing this website, I agree to use any such Information solely in connection with responsibilities associated with duties as a fire department training coordinator. By accessing and utilizing this website, I agree not to distribute this Information in any format for any reason to any person outside of those directly connected to my responsibilities as a fire department training coordinator.

Office of the Illinois State Fire Marshal | Privacy 1035 Stevenson Dr. Springfield, IL 62704 | (217) 795-0969 | Contact Us

Course Selection

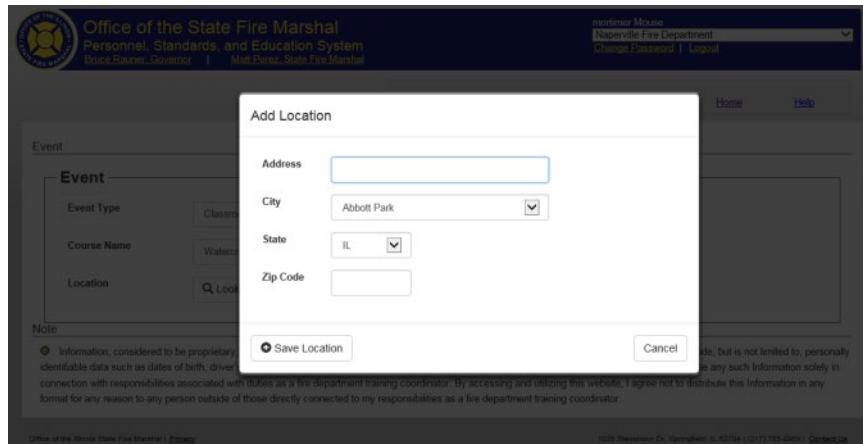
The user must set the location of the event. When the Fire Chief or Training Officer clicks on the Lookup button, the Location Lookup dialog box displays. The locations available will be the addresses associated with the fire department. Additional locations can be added by clicking on

the Add New Location button. If the event is an exam, only pre-approved exam sites will be available to select.



Location Lookup

In the Add Location dialog box, the user must fill in the Address, City, State and Zip Code. When this is complete, he/she will click on Save Location. This will make the new location available for selection for this event.



Add Location

The next option that needs to be configured for the event is the Schedule. He/she will make sure the Start Date is the first date of the event that is being created. Then he/she will select a Start Time for the event and duration for the event. The event can be a single date or it can be repeated Daily, Weekly or Monthly. If Daily is selected, the user can pick on which days of the week the event will be repeated.

Office of the State Fire Marshal
Personnel, Standards, and Education System
Bruce Rainier, Governor | Matt Patra, State Fire Marshal

moltime Mouse
Naperville Fire Department
Change Password | Logout

Organization Forms Search Reports Home Help

Event

Event

Event Type: Classroom

Course Name: Watercraft Technician

Location: 1300 Aurora Avenue - Naperville, IL 60540

Schedule

Start Date: 01/29/2016

Start Time: 9:00 AM

Duration: Hours 2 Minutes 0

Repeat: None (run once)

Create Dates

Note: Information, considered to be confidential in nature, may be available for viewing on this website. Such information may include, but is not limited to, personally identifiable data such as dates of birth, driver's license numbers, and like information ("Information"). By accessing and utilizing this website, I agree to use any such information solely in connection with responsibilities associated with duties as a fire department training coordinator. By accessing and utilizing this website, I agree not to distribute this information in any format for any reason to any person outside of those directly connected to my responsibilities as a fire department training coordinator.

Office of the Illinois State Fire Marshal | Illinois 1035 Stevenson Dr., Springfield, IL 62756 | (217) 795-0296 | Contact Us

Schedule

Once all of the event details have been selected, the Fire Chief or Training Officer will need to click on Create Dates in order for the Event to be created.

At this point, the event has been created but will not be displayed on the calendar. The rest of the event data needs to be created. Classroom and Practical events need a Contact and at least one Instructor. Exam events need a Contact and at least one Proctor. A Practical and Exam can be added to the Classroom event. If a Practical and/or Exam are added to the Classroom event, the appropriate person(s) will also need to be added to each additional event. From this screen, the user can mark the event as public by clicking on the "Avail to other Depts" switch, changing it from No to Yes.

Watercraft Technician - Classroom

Event Type: Classroom Avail to other Depts: No Given By: Naperville Fire Department

Comment:

Scheduled Dates	Begin Time	End Time	Location	Action
Friday, January 29, 2016	9:00 AM	11:00 AM	1300 Aurora Avenue - Naperville, IL 60540	✍ Edit 🗑 Delete

Previous Next

➕ Add Additional Date

Contact Instructors

🔍 Lookup

Name	Driver License Number	Phone Number(s)	Email(s)	Action
No data available in table				

Previous Next

➕ Add Practical ➕ Add Exam

🏠 Save Event Close 📅 Publish to Calendar 🗑 Cancel Event

Event View

Add Person to Event

To add a Contact, Instructor or other person type to an event, the user will select the person tab and then click Lookup. This will bring up the Person Lookup dialog box. The results returned from this search are filtered where appropriate. A contact is filtered to only display people from the fire department. An instructor is not filtered. Exam proctors are filtered to people who are trained to be proctors.

Person Lookup

Last Name:

First Name:

Driver License Number:

Fire Department / School:

Search

Cancel

Person Lookup

To find a person, the user can enter a last name, first name, driver license number and/or a fire department. If at least one of these items is filled in, the Fire Chief/Training officer can click on the Search button to display the resulting people.

Person Lookup

Last Name:

First Name:

Driver License Number:

Fire Department / School:

Search

Search:

Name	Driver License Number	FD/School
Mouse, mortimer	M12312312345	Naperville Fire Department

Showing 1 to 1 of 1 entries

Cancel

Person Search

Once the person has been added, it will be displayed on the appropriate tab.

Scheduled Dates	Begin Time	End Time	Location	Action
Friday, January 29, 2016	9:00 AM	11:00 AM	1380 Aurora Avenue - Naperville, IL 60540	Edit Delete

Name	Driver License Number	Phone Number(s)	Email(s)	Action
mortimer Mouse	M12312312345	null	paul.beatty@illinois.gov	Delete

Event View

After the person(s) has been added, the user needs to click on Save Event prior to adding a new type of person.

The page will display that the event was saved successfully.

Your event was saved successfully.

- To Save an Event you are working on, click the Save Event button.
- To make an Event display on the Calendar, you must click on the Publish to Calendar button.
- If you are not ready to display the Event on the Calendar, click on the Save Event button. The Event will be available to edit on the Unpublished Events list.
- Once you have Published the Event, update the Event by clicking on the Save Event and Close button.
- Exit the Event by clicking the Close button.
- The Cancel Event button will cancel the entire event.

Scheduled Dates	Begin Time	End Time	Location	Action
Friday, January 29, 2016	9:00 AM	11:00 AM	1380 Aurora Avenue - Naperville, IL 60540	Edit Delete

Name	Driver License Number	Phone Number(s)	Email(s)	Action
mortimer Mouse	M12312312345		paul.beatty@illinois.gov	Delete

Successful Save

The event can be associated with one practical and one exam. To add a practical or exam, the user will click on the Add Practical or Add Exam button. The Create Event dialog box will display. The Event Type will be pre-selected.

The screenshot shows the 'Event' form with the following fields:

- Event Type:** A dropdown menu with 'Practical' selected.
- Course Name:** A dropdown menu that is currently empty.
- Note:** A paragraph of text regarding privacy and information availability.

Add Practical to Event

The course name(s) that will display in the dropdown will only be those practical or exams that are associated with the event course that was selected earlier.

The screenshot shows the 'Event' form with the following fields:

- Event Type:** A dropdown menu with 'Practical' selected.
- Course Name:** A dropdown menu with 'Watercraft Technician' selected.
- Note:** A paragraph of text regarding privacy and information availability.

Course Selection

The rest of the subevent will be filled out like a new event. The user needs to complete the location and schedule and then click on Create Dates.

The screenshot shows the 'Event' form with the following fields:

- Event Type:** A dropdown menu with 'Practical' selected.
- Course Name:** A dropdown menu with 'Watercraft Technician' selected.
- Location:** A text input field with '1380 Aurora Avenue - Naperville, IL 60540' and a 'Lookup' button.
- Schedule:**
 - Start Date:** A date picker set to '01/29/2016'.
 - Start Time:** A dropdown menu set to '1:00 PM'.
 - Duration:** 'Hours' set to '2' and 'Minutes' set to '0'.
 - Repeat:** A dropdown menu set to 'None (run once)'.
- Create Dates:** A button.
- Note:** A paragraph of text regarding privacy and information availability.

Set Schedule

The practical or exam will be added to the bottom of the event page. If the classroom event was made available to other departments, the practical and exam will also be made available to

other departments. The exam can be switched to private if necessary. The practical will always be the same as the classroom event. The reverse of that is true as well. If a classroom and practical are private, the exam can be made available to other departments.

Watercraft Technician - Classroom

Event Type: Classroom Avail to other Depts: No Given By: Naperville Fire Department

Comment:

Scheduled Dates	Begin Time	End Time	Location	Action
Friday, January 29, 2016	9:00 AM	11:00 AM	1380 Aurora Avenue - Naperville, IL 60540	Edit Delete

Previous Next

Contact
Instructors

Name	Driver License Number	Phone Number(s)	Email(s)	Action
No data available in table				

Previous Next

Watercraft Technician - Practical >

Event View

To display all of the subevent information, click on the subevent header to expand the accordion section. Like the main event, the subevent must have at least one person assigned per person type. For the practical, at least one instructor must be selected. For the exam, a proctor must be selected. Save Event should be clicked prior to adding a new person type.

Watercraft Technician - Practical v

Event Type: Practical Given By: Naperville Fire Department

Scheduled Dates	Begin Time	End Time	Location	Action
Friday, January 29, 2016	1:00 PM	3:00 PM	1380 Aurora Avenue - Naperville, IL 60540	Edit Delete

Previous Next

Instructors

Name	Driver License Number	Phone Number(s)	Email(s)	Action
No data available in table				

Previous Next

Add Person

To finish the event, the user can click on Publish to Calendar. This will put the event (and any subevents) on the calendar. If the event is not ready to be displayed yet, it can be saved and closed at any point in time. If the user closes the event instead of publishing it, the event will become an unpublished event.

Unpublished Events

Any event that has not been published yet will be displayed in the Unpublished Events list. The Fire Chief/Training Officer will only be able to see the unpublished events for his/her department. From the Unpublished Event list, the user can edit the event or cancel the event.

Event	Event Type	Begin Date	Action
Watercraft Technician	Classroom	1/29/2016	Edit Event Cancel Event

Showing 1 to 1 of 1 entries Previous Next

Note

Information, considered to be proprietary, personal or confidential in nature, may be available for viewing on this website. Such information may include, but is not limited to, personally identifiable data such as dates of birth, driver's license numbers, and like information ("Information"). By accessing and utilizing this website, I agree to use any such Information solely in connection with responsibilities associated with duties as a fire department training coordinator. By accessing and utilizing this website, I agree not to distribute this Information in any format for any reason to any person outside of those directly connected to my responsibilities as a fire department training coordinator.

Office of the Illinois State Fire Marshal | [Privacy](#) 1035 Stevenson Dr. Springfield, IL 62704 | (217) 785-0959 | [Contact Us](#)

Unpublished Events List

Training Record Review List

The Training Record Review list will display the training record reviews that were completed for the department.

Training Record Review List

FILTERS

12/11/2023 to 01/10/2024 Apply

Show 10 entries Search:

Training Record Review Date	Event	First Event Date	FCS	FD/School	Action
No data available in table					

Training Record Review List

If the Fire Chief or Training Officer selects View, the training record review for the event will be displayed. This is a read only display.

Volunteer Emergency Workers Tax Credit

Beginning with taxable year 2023, a volunteer emergency worker may be allowed a \$500 tax credit. Specific criteria must be met to apply for the tax credit. There is a maximum credit allotment allowed per taxable year. The credit will be awarded by the Illinois Department of Revenue to eligible volunteer emergency workers on a first-come, first-served basis, so it is possible that eligible volunteer emergency workers may not receive a tax credit.

Volunteer Tax Credit Selection

Select Volunteer Tax Credit under the forms menu to open the page where the Fire Chief may attest to individuals on the fire departments roster meeting eligibility for the tax credit. Only the Fire Chief may attest to individuals' eligibility. The page displays the roster in 6 groups. An individual may appear in multiple groups but may only be attested to once. Also the person has to be active during the tax year and be registered on the PS&E WebAccess Portal to be attested to.

Fire Chief on Roster ▲

Show entries Search:

Name ▲	SFM ID ▼	Begin Date ▼	Action
Ale, And	SFM000000	2023-05-06	✍ Attest

Volunteers on Roster ▼

Paid-On-Call on Roster ▼

Part-Time on Roster ▼

Paid on Roster ▼

Training Officers ▲

Show entries Search:

Name ▲	SFM ID ▼	Begin Date ▼	Action
No data available in table			

Volunteer Tax Credit History

The Volunteer Tax Credit History page shows which individuals were attested to in a given tax year.

Tax Year: Search:

Name ▲	SFM ID ▼	Verified Date	Last Sent to IDOR Date
And Ale	SFM000000	01/10/2024	Not Sent
Joh Bae	SFM000000	01/10/2024	Not Sent
Sco Bar	SFM000000	01/10/2024	Not Sent

Showing 1 to 3 of 3 entries

Search

You search / add / edit course completions rosters, requests for examinations, and applications for certifications. Click a link underneath the Forms section to jump to the appropriate page.



Search List

Search Existing Applications for Certification

This page performs a search and returns all of the certifications for your organization that currently have a status allowing modification. Once the staff at OSFM modifies the certification to certain statuses it cannot be edited thru the PS&E WebAccess Portal application. In order to edit a certification, click on the Applicant name link to go to the Edit Application for Certification page.

Certifications that can be Edited

[Add a new Application for Certification](#)

Applicant	Certification	School Director / Fire Chief	Instructor	Received Date	Status
Michael Abbott	Confined Space Technician	Robert Helmerichs	Robert Abel	12/9/2010	Application Received
Jason Hamm	Firefighter III	Thomas Faulkner		11/18/2009	Returned Application
Daniel Higginson	Firefighter III	Thomas Faulkner	Jeremy Messersmith	11/18/2009	Application Received
John Corredato	Firefighter III	Thomas Faulkner		11/18/2009	Returned Application
Mark Bardoel	Firefighter III	Thomas Faulkner		11/18/2009	Returned Application
Rick Flowers	Firefighter III	Thomas Faulkner		11/18/2009	Returned Application

Search Certifications for Edit

Statuses:

- Application Received – Application entered thru Web Update application
- Manual Check – Application requires additional review by OSFM staff or waiting on additional information
- Returned Application – Application returned to department for additional information

New Application for Certification

Applicant's Name:

Certification Requested:

Employing Fire Chief:

Qualified Instructor:

Received Date:

I certify that the information submitted is true and complete and complies with the requirements of the Illinois Fire Protection Training Act (50 ILCS 740) and the Administrative Rules of the Office of the State Fire Marshal.

Edit Application for Certification

Clicking the **Lookup** button next to the Applicant's Name textbox will open up the Person Lookup screen (which is also used for the qualified instructor lookup and for looking up people for the course completion roster online form). Once you pick the person from the Person Lookup screen their information will go into the Applicant's Name read only textbox.

Clicking the **Lookup** button next to School Director / Employing Fire Chief textbox will open up the fire chief lookup dialog (which is also used on the Add / Edit a new Request for Examination page). Once you pick the person their information will go into the School Director / Employing Fire Chief read only textbox.

Clicking the **Lookup** button next to Qualified Instructor textbox will open up the Person Lookup screen where searches are limited only to instructors. Once you pick the person from the dialog their information will go into the Qualified Instructor read only textbox.

Once you have filled everything out click the **Save** button. When the page refreshes click on any of the links or the cancel button to go to another page.

In some cases, the application will have the **Set as Application Sent** button instead of the Save or Cancel buttons. Click on this button to reset the application to Application Received. This notifies OSFM staff to review the application again.

Search Existing Applications for Recertification

This is similar to the application for certification.

Search Recertifications

Show **25** entries

Applicant	Certification	School Director / Fire Chief	Created Date	Status
Barry Loyal	Fire Investigator	Mitzi Woodson	9/14/2016	Entered

Clicking on a name will take you to the Application for recertification page.

Search Existing Course Completion Rosters

On this page you can search for courses that you've entered by selecting a course and / or the course begin date. If you decide to do a search on the course begin date then only courses that match that begin date will be returned. If you decide to pick a course and the course begin date then only courses that have the matching course date are returned. If you want a list of all the courses associated with your organization leave the Course and Course Begin Date blank and click the search button.

Search Courses

This search is only for previously entered course completion rosters that you have entered. If you click search when Course and Course Begin Date are both blank you can get a list of all the courses associated with your organization.

[Add a new Course Completion Roster](#)

Course:
Course Begin Date:
First Name:
Last Name:
Driver License Number:

Course	Program Hours
Firefighter II 5/5/2003 - 6/19/2003	272
Firefighter II 5/22/2001 - 7/6/2001	200
Firefighter II 10/5/1999 - 11/22/1999	280
Firefighter II 2/28/1994 - 4/8/1994	220

Search Courses

If you need to add a new course you can do this by clicking the [Add a New Course Completion Roster](#) link that appears above the search textboxes on this page.

In order to view the details of a course that you've entered click on the course link to get to the Edit Course Completion Roster page.

Edit Course Completion Roster

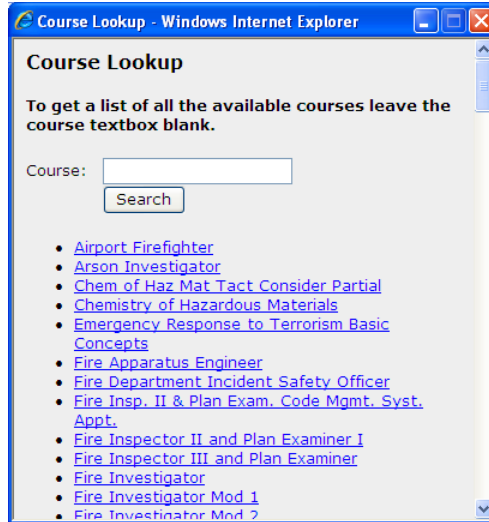
Course:
Training Facility or School:
Program Hours:
Date Started:
Date Ended:

Name	Driver License Number	Hours Absent	Add / Remove
Kristin Branaman-Smith	B65551172758	<input type="text" value="0"/>	<input type="button" value="Remove"/>
			<input type="button" value="Add"/>

Edit Course Completion Roster

This screen is an electronic version of the Course Completion Roster form.

When adding a new Course Completion Roster, first click the button to find the course that you want. A window like this should popup on your computer.



Course Lookup

To use the course lookup screen, enter in a partial name of the course that you want and click the search button. For example, if you enter in “plan” and hit the search button any course that has the word “plan” in it will get returned. If you want a list of all the available courses you can hit the search button without typing in anything in the course textbox. In order to select a course, click on it with your mouse or keyboard. Once you do this the course lookup page will go away and the name of the course will go inside of the course textbox. For example, if you click on Airport Firefighter the course textbox should look like this.

Airport Firefighter

In order to select a different course, you will need to click the button again. Textboxes that have a grey background are read only and cannot be edited.

After you pick your course you should click the Training Facility or School button. When you do this a window that looks like this should appear.

Organization Lookup - Windows Internet Explorer

Organization Lookup

Use Ctrl-F to find a department in the results

Organization	Course	Course Number	Effective Date	Expiration Date
Batavia Fire Department	Airport Firefighter		11/23/1998	12/31/2011
Bloomington Fire Department	Airport Firefighter		11/23/1998	12/31/2008
Central Stickney Fire Protection District	Airport Firefighter		11/23/1998	12/31/2011
Chicago Fire Department	Airport Firefighter		11/23/1998	12/31/2008
Crystal Lake Fire Department	Airport Firefighter		11/23/1998	12/31/2011
Department Of Defense	Airport Firefighter		11/23/1998	12/31/2500
Franklin Park Fire Department	Airport Firefighter		11/23/1998	12/31/2008

Organization Lookup

The organizations that appear on this screen are the ones that offer the course you selected earlier. Once you find the right organization click on its name and this window will close and the organization name will go inside of the Training Facility or School read only textbox. You may also use the Ctrl key and the F key on your keyboard to access the find dialog box as shown below. This comes in handy if when the organization list is lengthy.

Organization Lookup - Windows Internet Explorer

Find

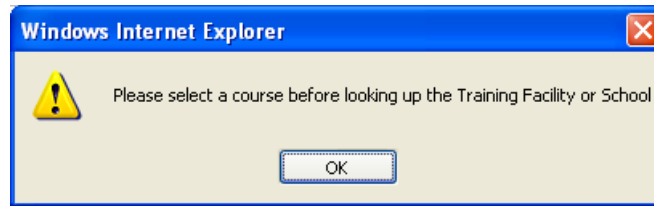
End: Rockford

Match whole word only Match case

Previous Next

Crystal Lake Fire Department	Airport Firefighter			
Department Of Defense	Airport Firefighter			
Franklin Park Fire Department	Airport Firefighter			
John Wood Community College	Airport Firefighter	FSC170	11/23/1998	12/31/2008
Mt Vernon City Fire Department	Airport Firefighter		11/23/1998	12/31/2008
New Lenox Fire Protection District	Airport Firefighter		11/23/1998	12/31/2008
Northeastern Illinois Public Safety Training Academy NIPSTA	Airport Firefighter		11/23/1998	12/31/2008
Prospect Heights Fire Department	Airport Firefighter		11/23/1998	12/31/2008
Quincy Fire Department	Airport Firefighter		11/23/1998	12/31/2008
Rockford Fire Department	Airport Firefighter		11/23/1998	12/31/2008






NOTE: if you click on the Training Facility or School button before selecting a course you will get this error message. Once you click OK the course lookup dialog will appear.



Error Message

Now you can type in the Program Hours, Date Started, and Date Ended. All of these fields including the Course and training Facility or School are required. If you forget to enter in any of these values you will get an error message that looks like this at the top of the page.

Errors

-  Course is required
-  Training Facility or School is required
-  Program Hours is required
-  Date Started is required
-  Date Ended is required

Validation Errors

The date started and date ended must be valid dates and cannot be dates in the future. Program hours need to be a number which can include partial hours. The Program hours textbox is validated so you can't enter in more than 12 hours of training a day. So if Date Started is 8/1/2007 and Date Ended is 8/2/2007 the maximum value allowed for Program Hours is 24.

In order to add a person to the course completion roster click the button. When you do this the person lookup dialog will appear.

Last Name:	<input type="text" value="Smith"/>
First Name:	<input type="text"/>
Driver License Number:	<input type="text"/>
Fire Department:	<input type="text"/>
	<input type="button" value="Search"/>

Name	Driver License Number	Department
Jason J. smath		Sidney Fire Protection District
Jason J. smath		Fosterburg Fire Protection District
Nic J. smath		Brighton Betsey Ann Fire Protection District

Person Lookup

To do a search you must enter in the person's partial last name plus any option including first name, driver license number or their fire department and press the button. It is also possible to enter in more than one textbox before clicking . For example, if you type in "Dustin" in the first name textbox only people named Dustin will be returned. Click on the name of the person that you want to add to the course completion roster to close this window. After you do this a new row will be added to the Course Completion table.

If the person you selected from the Person Lookup dialog was absent type in their hours in the hours absent textbox. If they weren't absent keep the default value of 0 in the hours absent textbox.

If at any time you make a mistake or need to remove someone from a course completion roster you can click the button.

When you are done click the button to save your changes. If you don't want to save your changes you can click the button to go back to the PS&E WebAccess Portal Home Page.

If after you save a course completion roster and you want to enter in a new one click the [Add a new Course Completion Roster](#) underneath the Links section of this page.

Search Existing Requests for Examination

On this page you can search for Requests for Examinations that have been entered by selecting a test site or the schedule date. If you want a list of all the requests associated with your organization leave Test Site and Schedule Date blank when you click the search button.

Search Requests

This search is only for previously entered requests that you have entered. If you click search when Test Site and Schedule Date are both blank you can get a list of all the requests associated with your organization. [Add a new Request](#)

Test Site:

Schedule Date:

First Name:

Last Name:

Driver License Number:

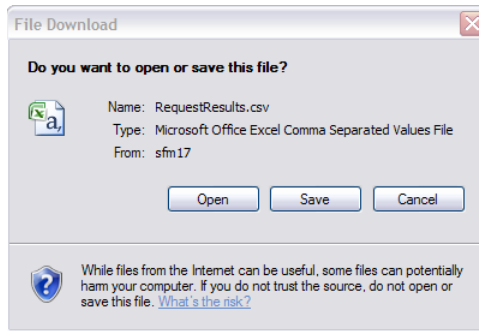
<input type="button" value="Save Results"/>	Exam	Site	Status	Request Nbr	Results
Save Request	Rope Operations 3/17/2011 1:00 PM	OSFM	Approved	20110623	Print Results
Save Request	Rope Operations 3/17/2011 1:00 PM	OSFM	Approved	20111112	Print Results
Save Request	Rope Operations 3/17/2011 1:00 PM	OSFM	Denial Mailed	20111001	

Search for Existing Request for Examinations

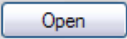
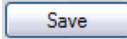
If you need to add a new request for examination you can do this by clicking the [Add a New Request](#) link that appears above the search textboxes on this page.

The Save Results button allows you to download a file with all the requests on the search results screen along with the people signed up for each request.

If you click on the [Save Request](#) link it will download that request with the people signed up for it. This screen pops up when you click on either one:



Request for Examination Download

Select  to open the file with Excel. Select  to save the file to your computer. The file looks like:

	A	B	C	D	E	F	G	H	I
1	Test Date	Site Name	Exam Name	Request Number	Request Status	Person Name		Request Person Status	
2	4/12/2008 9:00	Champaign FD	Structural Collapse Operations	20080904	Entered	Todd A.		Denied	
3	4/12/2008 9:00	Champaign FD	Structural Collapse Operations	20080904	Entered	Jeremy A.		Approved	
4									

In order to view / edit the details of a request for examination that you've entered click on the exam link to get to the Edit Course Completion Roster page.

Clicking on the "Print Results" hyperlink allows the viewing or saving of the Exam Results for that request.

Search Existing Training Record Reviews

To view existing training record reviews and visits, select "Existing Training Record Reviews" from the Search menu, the Forms page or the Home/Default page. A list of completed training record reviews and visits will be displayed.

Organization	Audit Date	Status	Failed Audit	Revisit	Months Till Next Revisit
Springfield Fire Department 1	9/6/2005	Complied	No	No	
Springfield Fire Department 1	6/29/2005	Complied	No	No	

Existing Training Record Review

Click on the Organization name of the training record review you want to view. The training record review will then be displayed in a read-only mode. The training record review will not be able to be updated but it may be viewed and printed.

Search Unexpired Underground Storage Tank Permits

You can view an Unexpired UST permit by searching on the Facility Name, City and/or County.

Search Unexpired Underground Storage Tank Permits

Facility Name:

Facility City:

Facility County:

The Permit Number column is a link by which you can view the permit. The permit document will open in a pdf viewer.

Search Unexpired Underground Storage Tank Permits

Facility Name:

Facility City:

Facility County:

Permit Number	Permit Type	Permit Expiration Date	Facility Number	Facility Name	Address	City	County
00287-2016REM	Removal	9/19/2016	5046102	St. John Hospital	850 East Madison	Springfield	Sangamon
00496-2016UPG	Upgrade	11/2/2016	5042178	Sam's Club #8215	2440 White Oaks Dr.	Springfield	Sangamon
00526-2016UPG	Upgrade	11/10/2016	5009308	Ayerco #28 Convenience Center	2727 S Macarthur St	Springfield	Sangamon
00588-2016REM	Removal	1/20/2017	5037463	Super Mart	901 East Cook Street	Springfield	Sangamon
00593-2016INS	Install	3/9/2017	5018208	Sangamo Surf Club	405 E Lake Shore Dr	Springfield	Sangamon

Reports

To access **Reports** you may do so by either going to the top menu or by accessing it from the default Web Update Home page.

[Reports](#) [My Info](#) [Home](#)

[Training Reports](#)
[Certification For FD School List](#)
[All Certs For All People Active On FD](#)
[All Courses For All People Active On FD](#)
[All Exams For All People Active On FD](#)

Training Reports

If you select the Training Report you must select a report type; course type or certification type or exam type; set a begin and end date range and then click the "Run Report" button. If you change your mind you can click the cancel button which will refresh the screen.

Organization Forms Search Reports Staff Help

Report: Firefighter Courses

Course: Firefighter II

Begin Date: 1/1/2010

End Date: 3/31/2010

Run Report Cancel

Once the results are returned on the screen, the user has the option to Export the records into an Excel file.

Certification for FD/School List

The Certification for FD/School List shows individuals on the FD/School roster with certifications meeting the filter criteria. It defaults to the current month and all certifications.

Certifications for FD/School Any Department

Starting Date: 01/01/2024 Ending Date: 01/31/2024 Filter

Certification: ---Select---

Show 25 entries Search:

SFM ID	Last Name	First Name	Certification	Received Date	Recertification Due Date
No data available in table					

Export Results

Change the Starting Date, Ending Date, or Certification and click Filter. The list will update to reflect the changed filter criteria.

Certifications for FD/School Any Department

Starting Date: 01/01/2020 Ending Date: 01/31/2024 Filter

Certification: ---Select---

Show 25 entries Search:

SFM ID	Last Name	First Name	Certification	Received Date	Recertification Due Date
SFM000000	Ale	And	Vehicle and Machinery Technician	12/10/2021	12/31/2025
SFM000000	Ale	And	Fire Investigator	3/11/2022	12/12/2027
SFM000000	Ale	And	Arson Investigator	3/11/2022	12/12/2027

Export Results

Click Export Results to export the current list to a CSV file which may be opened in Excel to work with the list.

All Certifications For All People Active On FD/School

The All Certifications For All People Active On FD/School List shows all active individuals on the FD/School roster with all of their certifications.

All Certifications For All People Active On FD/School Any Department

[Export Results](#)

Show entries Search:

Last Name	First Name	Middle Name	Partial DL	Certification	Receive Date	Certification Status	Type	Start with FD	End with FD
Bre	Jes	L	12345678	Hazardous Materials Technician	10/26/2018	Certified	Paid	8/31/2017	
Bre	Jes	L	12345678	Rope Operations	7/14/2023	Certified	Paid	8/31/2017	
Bre	Jes	L	12345678	Technical Rescue Awareness	7/28/2011	Returned Application	Paid	8/31/2017	
Bre	Jes	L	12345678	Vehicle and Machinery Operations	7/28/2011	Certified	Paid	8/31/2017	

Click Export Results to export the current list to a CSV file which may be opened in Excel to work with the list.

All Course Completions For All People Active On FD/School

The All Course Completions For All People Active On FD/School List shows all active individuals on the FD/School roster with their course completions.

All Course Completions For All People Active On FD/School Any Department

[Export Results](#)

Show entries Search:

Last Name	First Name	Middle Name	Partial DL	Course	Completed	Total Hours	Absent Hours	Begin Date	End Date	FD/School with Course Approval	Type	Start with FD	End with FD
Abb	Jef	S	12345678	Firefighter II	Yes	240	0	3/20/1995	4/28/1995	University Of Illinois Fire Service Institute	Paid	3/15/1995	
Abb	Jef	S	12345678	Hazardous Materials Awareness	Yes	8	0	4/17/1995	4/17/1995	University Of Illinois Fire Service Institute	Paid	3/15/1995	
Abb	Jef	S	12345678	Hazardous Materials Awareness	Yes	8	0	8/12/2002	8/12/2002	University Of Illinois Fire Service Institute	Paid	3/15/1995	

Click Export Results to export the current list to a CSV file which may be opened in Excel to work with the list.

All Exams For All People Active On FD/School

The All Exams For All People Active On FD/School List shows all active individuals on the FD/School roster with all of their exams.

All Exams For All People Active On FD/School Any Department

[Export Results](#)

Show entries Search:

Last Name	First Name	Middle Name	Partial DL	Exam	Status	Exam Type	Exam Date	Scheduled Date	Site	Type	Start with FD	End with FD
Bae	Joh	E	12345678	Fire Service Vehicle Operator	Pass	Written		2/13/2013	Regional Training Center	Paid	9/30/1999	
Bae	Joh	E	12345678	Firefighter II	Pass	Practical	1/18/2000			Paid	9/30/1999	
Bae	Joh	E	12345678	Firefighter II Complete	Pass	Written	12/14/1999	12/14/1999	The Conversion Site	Paid	9/30/1999	
Bae	Joh	E	12345678	Firefighter III	Pass	Practical	9/21/2011			Paid	9/30/1999	

Click Export Results to export the current list to a CSV file which may be opened in Excel to work with the list.

My Info

[My Info](#) [Home](#)

[Training Records](#)
[View Personal Info](#)
[View Scheduled Events](#)
[Volunteer Tax Credit History](#)
[Change Password](#)
[Change Security Question](#)
[Change Account Email](#)

Training Records

The Training Records window shows a list of Courses, Certifications, and Exams for the user logged in.

Report for

[Back to Roster](#)

Courses

Course	Completed	Total Hours	Hours Absent	Begin Date	End Date	Exam Passed	Practical Passed	FD/School with Approval
Training Program Manager	Yes	40.00	0.00	2/25/2013	3/5/2013	Yes		Illinois Society Of Fire Service Instructors
Training Program Manager	Yes	40.00	0.00	2/25/2013	3/5/2013	Yes		Illinois Society Of Fire Service Instructors
Swiftwater Technician	Yes	20.00	0.00	4/13/2012	4/15/2012			OSFM - PSE- Water Certifications
Ice Technician	Yes	16.00	0.00	3/3/2012	3/4/2012			OSFM - PSE- Water Certifications
Fire Service Instructor III	Yes	40.00	0.00	12/10/2007	12/14/2007	Yes		Illinois Society Of Fire Service Instructors
Confined Space Technician	Yes	32.00	0.00	7/23/2007	7/26/2007			OSFM - Division of Personnel Standards and Education

View Personal Info

Shows information for the user who is logged in. Not all users will be able to edit their information.

Information for And Ale

Address: 123 Any St
Any Town, IL 62000

Birth Date: 1/1/2000

Drivers License: IL - XXXX12345678

Gender: Male

Race: Caucasian

Job Title: Firefighter

Employment: Firefighter

Employment Relationships

Search:

FD / School	Employment Type	Hire Date	Status	End Date
Any Department	Paid	8/31/2017	Active	
Oswego Fire Protection District	Paid on Call	6/15/2016	Inactive	1/20/2017
Bristol-Kendall Fire Protection District	Part-time	1/21/2015	Active	

View Scheduled Events

Calendar List

Add Event Print

FD/School: Event Type: Staff:

[Previous](#) [Reset](#) [Next](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14 6:00 AM: Basic Oper...	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Accepted Audit Classroom Exam Holiday Meetings Not Available Unchecked Practical Visitation

Volunteer Tax Credit History

Volunteer Emergency Workers Tax Credit History

Volunteer Emergency Workers Tax Credit (35 ILCS 5/234)

The Fire Chief must accurately make attestation for each eligible volunteer emergency worker for the taxable year. This is NOT an application for the tax credit. OSFM will not accept mailed or e-mailed acknowledgements and attestations from the Fire Chief. You must utilize the online portal.

Beginning February 1, the eligible volunteer emergency worker must submit an application with Illinois Department of Revenue to receive a required credit certificate. Only those members that receive a credit certificate from the Illinois Department of Revenue will be permitted to apply the tax credit on their tax return. Further information referencing the Volunteer Emergency Worker Tax Credit will be available on the Illinois Department of Revenue website.

Per the statute, "volunteer emergency worker" means a person who serves as a member, other than on a full-time career basis, of a fire department, fire protection district, or fire protection association that has a Fire Department Identification Number issued by the Office of the State Fire Marshal and who does not serve as a member on a full-time career basis for another fire department, fire protection district, fire protection association, or governmental entity. [35 ILCS 5/234(d)]

The Office of the State Fire Marshal is not responsible for resolving questions of eligibility (i.e., who is a "volunteer emergency worker") or for determining who receives the volunteer emergency worker tax credit. Due to limited funds for this tax credit, submission of the acknowledgement and attestation by the Fire Chief does not guarantee the tax credit will be granted.

The requirements are:

- Individual served as a volunteer emergency worker at the fire department, fire protection district, or fire protection association for a minimum of 9 months during the taxable year and,
- Individual did not receive compensation for services as a volunteer emergency worker that exceeded \$5,000 for services in the taxable year and,
- Individual is on the fire department roster that includes accurate name and address, and registered on the PSE WebAccess Portal.

And Ale ID: SFM000000

Search:

Tax Year	FD/School Attesting	Verified Date	Last Sent to IDOR Date
No data available in table			

Showing 0 to 0 of 0 entries

Volunteer Emergency Workers Tax Credit History

The Volunteer Emergency Workers Tax Credit History shows which tax years the individual was attested to by the fire chief for the tax credit.

Change Password

Change Password

Current Email:

Current password:

Password Rules

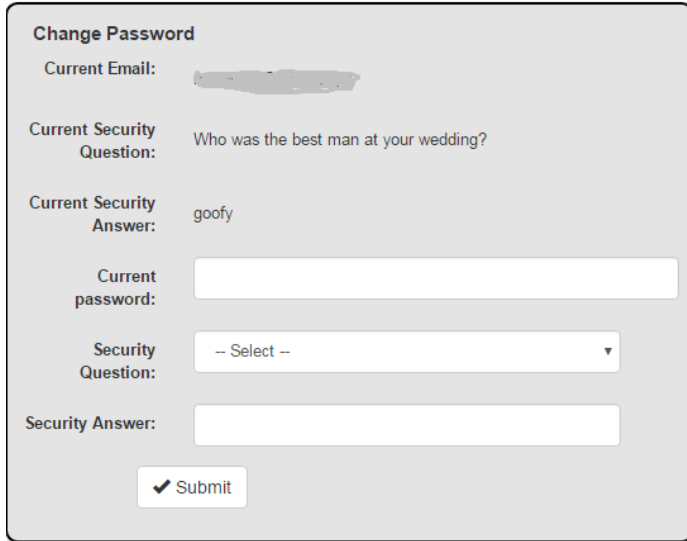
- Must be at least 6 characters.
- Must have at least 1 upper case letter.
- Must have at least 1 lower case letter.
- Must have at least 1 numeric digit ('0' - '9').

New password:

Confirm password:

1. Enter your old password.
2. Enter the new password that follows the rules displayed. Enter the new password again in the Confirm password fields.
3. Click on Submit.

Change Security Question

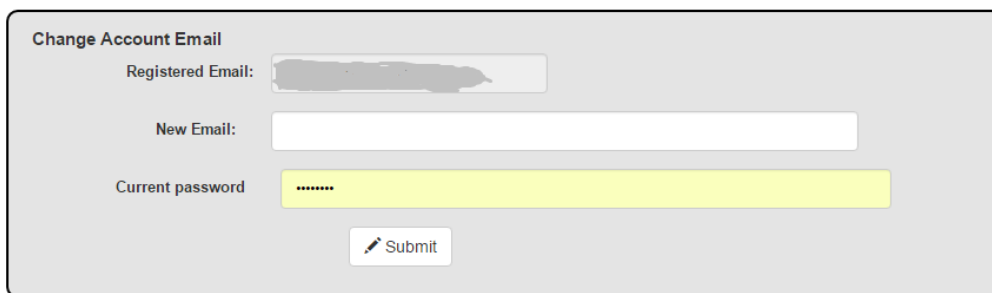


The screenshot shows a form titled "Change Password" with a grey background. It contains several fields: "Current Email:" with a blurred value, "Current Security Question:" with the text "Who was the best man at your wedding?", "Current Security Answer:" with the text "goofy", "Current password:" with an empty text box, "Security Question:" with a dropdown menu showing "-- Select --", and "Security Answer:" with an empty text box. At the bottom is a "Submit" button with a checkmark icon.

The old Security question is displayed.

1. Enter your password.
2. Select a new question from the Security Question list.
3. Enter the answer to the question.
4. Click on the Submit button.

Change Account Email



The screenshot shows a form titled "Change Account Email" with a grey background. It contains three fields: "Registered Email:" with a blurred value, "New Email:" with an empty text box, and "Current password" with a yellow background and masked characters ".....". At the bottom is a "Submit" button with a pencil icon.

The email that is currently registered is shown.

1. Enter the new email address.

2. Enter your password.
3. Click on the Submit button.