

FP2 - TIP 'O THE WEEK #63

TRACKING COURSES FOR CERTIFICATION



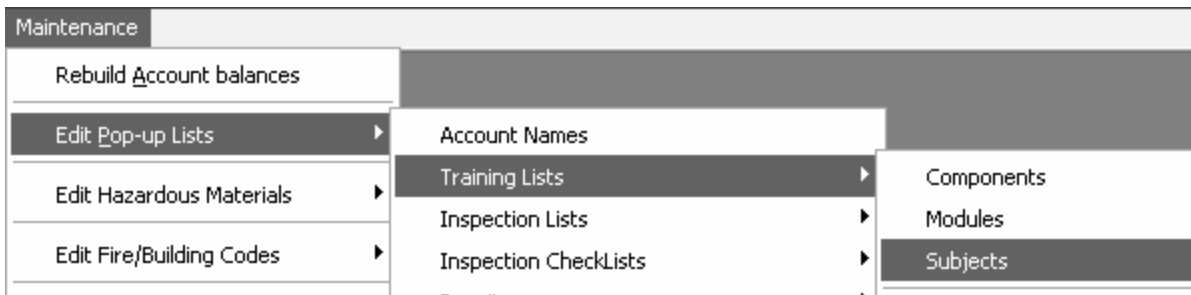
Tracking Courses for Certification

As discussed last week, it is important that fire fighters be signed off on courses properly so that you can see at a glance the most recent date they were signed off for each course. Another tracking method is tracking the training hours for each course for certification purposes.

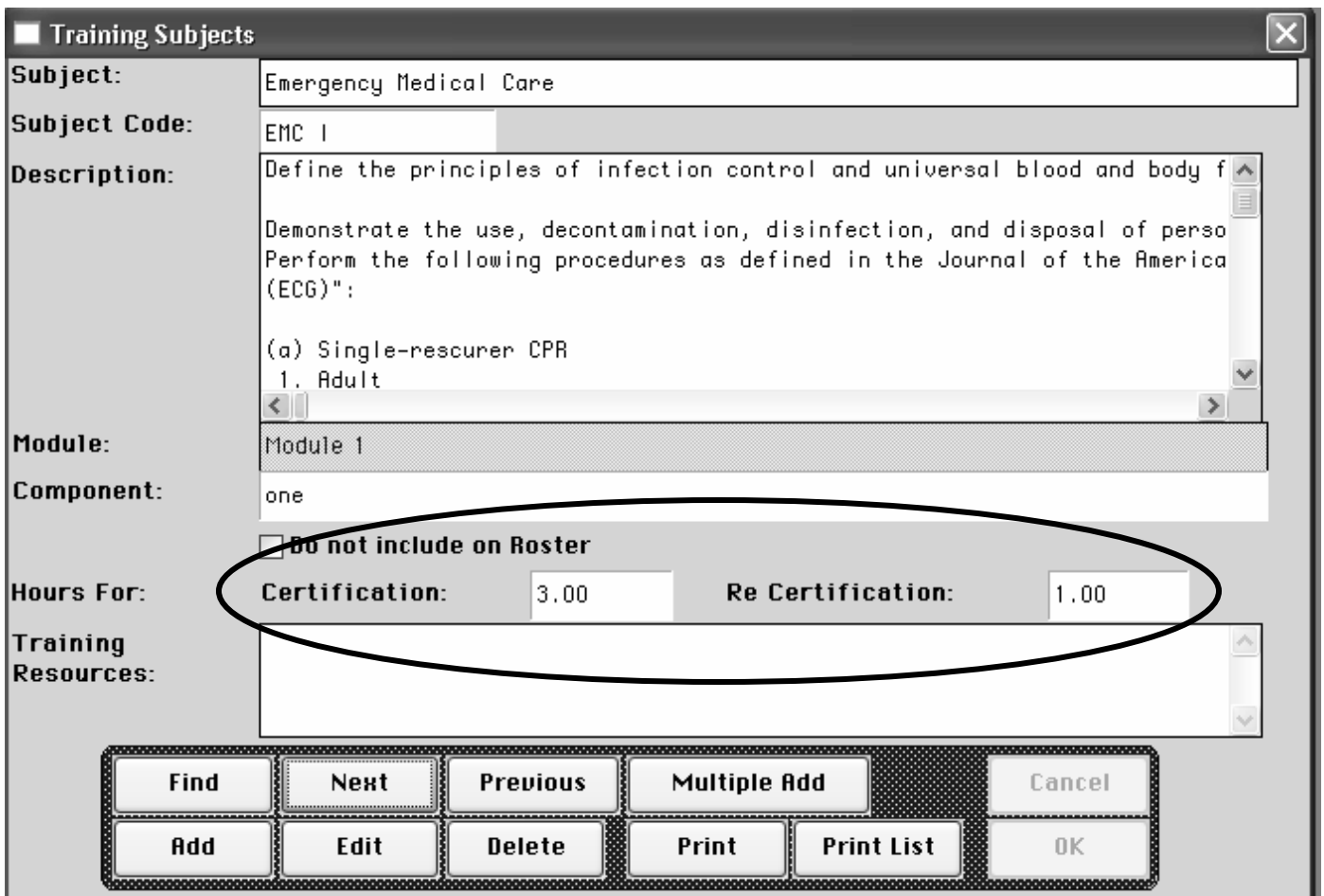
If you want to use this option, you need to make sure that the courses required for certification have the necessary certification hours required information entered.

Go to:

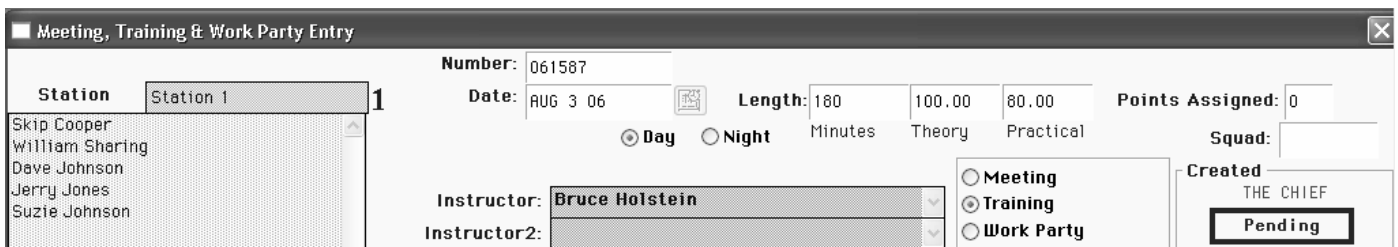
Maintenance → Edit Pop Up Lists → Training Lists → Subjects



On the Training Subjects window you can enter the number of hours required for certification (and re-certification).



When you are entering a training session on the Meeting, Training & Work Party entry window, enter the length of the course (in hours or minutes depending on how your system is set-up. See: Set-Up → Custom Settings → Meeting Training). This time will be credited to the fire fighter.



If more than one course is in the training session, the time is multiplied by the percent of time for that course as entered on the "Notes & Sign off" window (Subjects taken fields) for each fire fighter attending the session.

Subjects Taken	
Subject	Percent
FAC I - Fire Alarm and Communication	33.33
FB I - Fire Behavior	33.33
HD I - Hall Duties I	33.33

To see what hours each firefighter has towards their certification (or re-certification), go to:

Reports → Management Report menu → Fire Fighters → Certification hours

The screenshot shows a multi-level menu structure. The top level includes 'Reports', 'Maintenance', and 'Set-up'. The 'Reports' menu is expanded, showing options like 'Inspections due to be done', 'Re-inspections', 'Inspection Report Information', 'Inspection Checklists', 'Properties with a specific HAZMAT', 'Incident Report Information', 'Special Training Attendees', 'Stand-by Dates', 'MNR Reports', and 'Inventory Report'. The 'Management Report Menu' is selected, opening a sub-menu with 'Properties', 'Inspections', 'Inspection Checklists', 'Smoke Alarms', 'Incident Reports', 'Public Education', 'Building Permits', 'Fire Permits', and 'Fire Fighters'. The 'Fire Fighters' option is selected, opening a final sub-menu with 'Fire Fighter Labels', 'Name', 'Clothing Sizes', 'Birthdays', 'Birthdates and Ages', 'Drivers License Expiry', 'Standby by Firefighter', 'Incident Detail by Firefighter', 'Meeting & Training Detail by Firefighter', 'Training & Incidents Summary', 'Training & Incident Points Summary', 'Modules and Components Signed Off', 'Certification Hours', 'Employer Information', 'Shift Changes', 'All SCBA Use', 'Recent SCBA Use', 'Recent Driving', 'Seniority List', and 'Training Sessions by Seniority'. The 'Certification Hours' option is highlighted.

The report will show you at a glance the hours needed for certification/ re-certification (as entered on the "Training Subjects" window), the hours completed (as indicated above) and how much more time / training is needed before certification.

If the firefighter is already certified (as indicated by the "Certified Date" on the fire fighter window, personal tab), the report looks to the number of hours required for re-certification on the "Training Subjects" window, and only looks at courses taken since the last certification or re-certification date.



For Demonstration Only

Fire Chief : Fire Chief
1234 Main St. Your Town LOS 1M0
ph : 555-5555

Date
OCT 10 06

Firefighter Certification Information for Station 1

Skip Cooper

Subject	Hours Needed	Hours Completed	Deficit
Emergency Medical Care	1.00	3.00	0.00
Fire Alarm and Comm. II	1.00	0.00	1.00
Fire Alarm and Communication	1.00	0.33	0.67
Fire Behavior	2.00	2.33	0.00
	5.00	5.66	1.67

Dave Johnson

Subject	Hours Needed	Hours Completed	Deficit
Emergency Medical Care	3.00	3.00	0.00
Fire Alarm and Comm. II	1.00	1.33	0.00
Fire Alarm and Communication	1.00	1.67	0.00
Fire Behavior	2.00	2.33	0.00
	7.00	8.33	0.00

Suzie Johnson

Subject	Hours Needed	Hours Completed	Deficit
Emergency Medical Care	3.00	3.00	0.00
Fire Alarm and Comm. II	1.00	0.00	1.00
Fire Alarm and Communication	1.00	0.33	0.67
Fire Behavior	2.00	0.33	1.67
	7.00	3.66	3.34

Jerry Jones

When the firefighter has the required training completed, you can add a date to the "Certified" (or "Re-Certified") date field on the firefighter window.

Fire Fighters Information

Name: Skip Cooper Initials: SC

Address Reminders Family Personal Custom Sizes Employer

Birthdate: JAN 20 1971 SIN #: 479908756

Health: Blood:

Driver Lic #: 569152365123645 Class:

Equipment #: DL Expiry:

Custom Text Designation:

Hired: JUN 22 1995 Previous months of service: 6

Order Hired: 1

Retired:

Certified: OCT 3 05 Electronic ID: 16

Re Certified:

Rank: Deputy Chief Officer Full Time

Station: Station 1

Squad: Sq 1

NOTES

Updated: OCT 10 06

Find Print

Next Previous

Add Edit

Add +

Cancel OK

Meetings/Training

Special Training

Incidents Links 0

Payroll Standby

Letters Injuries

Subjects Signed Off

Inventory Assigned

Exams & Promos

Pictures 0



Quote of the week:

"The secret of staying young is to live honestly, eat slowly, and lie about your age."

Lucille Ball