Virginia Department of Fire Programs

Directions for reading and understanding the Fire Service Training Record System (FSTRS) on-line Student Training Transcript.

History of Recordkeeping of student training records

For those fire service personnel that have completed fire training pre-1985 your records were always completed on a hand written form for modularized training that you had completed and was then placed in a student's physical file (Hard file) held in the Division Offices.

After 1985 all records were scanned using the old Scantron technology and placed into a DOS database format which continued through the spring of 2003. During this time many students completed course throughout the state and received certificate but information was not given to the appropriate Division Office so records could be properly updated.

With new technology and a state-of-art database system being written by VDFP and Virginia Information Technology (VITA) staff, it gave us the ability to integrate existing records into the new system for all courses that are currently recognized.

As of October 1, 2003, we are aware of minor updates that may need to be made to a student's record. This having been said, a detailed update process has been activated to assist the fire service personnel with updating their personal records after viewing them on-line. This process gives the student the ability to assist Division Office personnel in accurately updating those records.

Procedure for review

Once you have registered yourself on-line and entered your training portfolio, click on the Find My Certifications tab. A screen will display showing you all current training, both Certification and Non-certification (Certificate of Attendance) that has been documented by the Department of Fire Programs. If after review you find information missing or incorrect you have the option to notify your VDFP Division Office and have your records reviewed. To expedite the process when identifying deficiencies please advise by clicking in the appropriate block that you have copies of your certificates that are not currently listed.

Records that may not be listed

If your department is listed as a Delegated Authority with the Virginia Department of Fire Programs and have traditionally not reported training with your VDFP Division Office your records will not be shown. These agencies are currently identified as Fairfax City, Prince William County, and Henrico Fire. Other factors that result in records not showing would be if you took training at the National Fire Academy or other venue that was not directly related to an approved school through your VDFP Division Office.

VDFP Division Office Staff are working diligently to update records that are absent. It is the intention of the agency to update all current records that may be missing and are potential pre-requisite requirements for advanced level courses. This will take the cooperation of the fire service community and VDFP Division Office for this to occur.

How to read my certifications

After clicking on the Find My Certifications tab, a student transcript page will present.

If you have been a member of several departments during your career, you will be presented with an ALL (dropdown box) at this point you have the option to select the specific department, by FDID number, or remain at the ALL default.

Under this box information will be listed as your current department and Name of Department, your name you have on file, an instructor (if applies to you) the date your personal file was created with VDFP, and if you have advised VDFP to release your training records.

The next section you will see is Certification Courses (if applicable) that have been approved by the Virginia Fire Services Board. Theses course would include the 13 courses presently recognized by NPQSB and IFSAC. At the end of this section it will list the certificates you have on file for each training track discipline.

The final section of this display will list the remainder of the 58 approved programs that are currently listed as Certificate of Attendance (non-certification courses). These courses may be Basic Pump Operations, Rural Water Supply, Mayday Firefighter Down, and many others.

At the end of your student transcript you will see a Virginia State Map with the newly created VDFP Division Offices. If for some reason you find a course is missing from your current records, you can follow the directions and have your records updated.

We hope that this detailed information has been informative and will assist you as you periodically review your training records.

What do the Course Coding and Names mean to me?

A	Fire Fighting Training	General Fire fighting modules
B	Fire Apparatus Driver/Operator	Inactive Code
C	Fire Officer Training	Level 1, 2, 3, and 4
D	Fire Prevention Inspector Training	
E.	Fire Investigator Training	
F	Fire Prevention Education Officer Training	
G	Fire Services Training Instructor	Level 1, 2, 3, 4
H	Airport Fire Fighter Training	
I	First Responder, EMT, CT	
J	EEO/AA Human Relations Instructor	
K	Fire Attack	Inactive Codes KK1 Fire Attack Basic KK2 Fire Attack Essential KK3 Fire Attack IFGO New Active (Non-certification Codes) KA1 Fire Attack Essentials KA2 Fire Attack Intermediate KA3 Fire Attack Evolutions
L	Hazardous Material Incident Instructor	Inactive Code
M	Hazardous Material Incident Training	MA5 HazMat Awareness MA7 HazMat Operations HazMat Instructor
P	Industrial Fire Brigade	Incipient Fire Brigade Structural Fire Brigade
Q	Farm Machinery Safety and Extrication	
R	Heavy and Tactical Rescue	Confined Space Rope Awareness and Operations Trench Rescue Vehicle Rescue
S	Driver/Operator Certification Program	Prior to July 1, 2003 S1 EVOC Class 1 S2 EVOC Class 2 S3 EVOC Class 3 S4 EVOC Class 4 S5 EVOC Class 5 After July 1, 2003 S1 Driver/Operator Aerial S2 Driver/Operator Pumper
T	Public Fire & Life Safety Education	
U	Firefighter Certification Course	UZ1 Firefighter Level 1 UZ2 Firefighter Level 2
V	Emergency Vehicle Operations Course	**Non-Certification Course** VO1 EVOC Class 1 VO2 EVOC Class 2 VO3 EVOC Class 3 VO4 EVOC Class 4