

Notice of Employment Instructions

Go to: <https://www.alabamafirecollege.org/> to login. Once logged in, you will be directed to your Department Dashboard. On this page, you will see your current department roster:

The screenshot shows the 'MY DEPARTMENT' dashboard for Alabama Fire College. The top navigation bar includes 'My Department', 'Course Registration', 'Roster Changes', 'Reports', and 'Student Dashboard'. The main content area features a 'Department Roster' section with a search bar and a table. The table has columns for 'Full Name', 'Attending (Current)', 'Enrolled (Upcoming)', and 'Dept. Status'. Two rows are visible, both with 'Paid FF' status and 'VIEW DETAILS' buttons. To the right, there are two summary cards: one for '40 Training Hours' and another for '2'.

Select Roster Changes. If you have been granted chief/designee permission and your department is a paid or part-paid department in Alabama, you will see these options. Verify department name if you have access to multiple departments:

Roster Change Forms

DEPARTMENT
Alabama Fire College & Personnel Standards & Education Commission

Notice of Employment | Notice of Termination | Add Personnel | Remove Personnel

This form should be used when adding a Career (Paid) Firefighter to your department roster.

Add Individual to Roster
Note: You can use one or more fields below to search for an individual.

LAST NAME: DATE OF BIRTH: CERT NUMBER:

SEARCH

To submit a Notice of Employment (NOE) for a Career (Paid) firefighter, make sure you are on the Notice of Employment tab. Search for the individual that has been hired. You can search using any combination of the fields listed (including partial word search). If the individual has ever trained through the Alabama Fire College, you should be able to locate them:

Add Individual to Roster
Note: You can use one or more fields below to search for an individual.

LAST NAME: DATE OF BIRTH: CERT NUMBER:

SEARCH

1 RESULTS FOUND WITH LAST NAME "JONES" DATE OF BIRTH "1984-03-13"


| NAME | DATE OF BIRTH | CERTIFICATE # |
|------|---------------|---------------|
| | | |

Can't find who you're looking for?
If the person you are searching for is not yet in the system:
+ Create a New Individual

If you locate the individual, select their name. If you cannot locate the individual, select "Create a New Individual". All fields except Suffix are required:

Create a New Individual



Before creating an individual, please make sure this person does not already exist in the system.

| | |
|----------------------|--|
| FIRST NAME | MIDDLE NAME |
| <input type="text"/> | <input type="text"/> |
| LAST NAME | SUFFIX |
| <input type="text"/> | <input type="text" value="Suffix"/> |
| INDIVIDUAL'S EMAIL | |
| <input type="text"/> | |
| LAST 4 SSN | DATE OF BIRTH |
| <input type="text"/> | <input type="text"/>  |

Create

Cancel

Once an individual has been selected whether new or located in the system, you will be able to complete the NOE. Enter the date of employment. You can upload the employees' completed physical statement if you have it. You can also upload an additional file with information related to the individual if needed to submit to the AFC. Sign the form and select Submit Notice of Employment:

| | | |
|---|--|--|
| <input type="text" value="NEW"/>  | | |
| DATE OF EMPLOYMENT | PHYSICAL STATEMENT (OPTIONAL) | ADDITIONAL FILE (OPTIONAL) |
| <input type="text" value="mm/dd/yyyy"/>  | <input type="text" value="Upload File"/> | <input type="text" value="Upload File"/> |
| SIGNED BY | | |
| <input type="text" value="Full Name"/> | | |

Submit Notice Of Employment

This will generate an email to the Certification Unit who will process the NOE. Once processed, you will receive an email with a pdf copy of the NOE. If the employee is new to the system, they will receive an email requesting that they complete their individual profile.