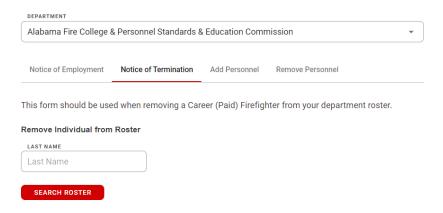
## **Notice of Termination Instructions**

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

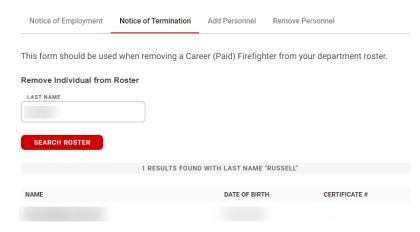
O ALABAMA FIRE COLLEGE			My Department	Course Registration Roster Ch	inges Reports	Student Dashboard	•
Full Department Roster Active & Upcoming Classes P   Department Roster Classes P	ast Classes	SEAACH ROSTER		nutos breat		40 Training Hours	
Showing 86 individuals in your roster.	Attending (Current)	Q. Search Roster	Dept. Status	7 C			
		0	Paid FF	VIEW DETAILS		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. Select Notice of Termination:

## **Roster Change Forms**



To submit a Notice of Termination (NOT) for a Career (Paid) firefighter, make sure you are on the Notice of Termination tab. You will search by last name. Only individuals with a Notice of Employment on file will appear in the list:



Select the name of the individual to be removed. Enter the termination date and reason. Sign the form and select Submit Notice of Termination:

ERMINATION DATE	TERMINATION REASON	SIGNED BY
mm/dd/yyyy	E Reason	✓ Full Name
	This field is required.	This field is required.

This will generate an email to the submitter and the AFC Certification Unit with a pdf copy of the NOT.