

Notice of Termination 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:

ALABAMA FIRE COLLEGE

My Department Course Registration Roster Changes Reports Student Dashboard

MY DEPARTMENT

Full Department Roster Active & Upcoming Classes Past Classes

Department Roster
Showing 86 individuals in your roster.

SEARCH ROSTER
Q Search Roster

FILTERS EXPORT

Full Name	Attending (Current)	Enrolled (Upcoming)	Dept. Status
		0	Paid FF
		0	

VIEW DETAILS

VIEW DETAILS

40
Training Hours

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

DEPARTMENT

Alabama Fire College & Personnel Standards & Education Commission

Notice of Employment **Notice of Termination** Add Personnel Remove Personnel

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

Remove Individual from Roster

LAST NAME

Last Name

SEARCH ROSTER

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:

Notice of Employment **Notice of Termination** Add Personnel Remove Personnel

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

Remove Individual from Roster

LAST NAME

SEARCH ROSTER

1 RESULTS FOUND WITH LAST NAME "RUSSELL"

NAME	DATE OF BIRTH	CERTIFICATE #

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

TERMINATION DATE

mm/dd/yyyy

TERMINATION REASON

Reason

SIGNED BY

Full Name

Submit Notice Of Termination

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