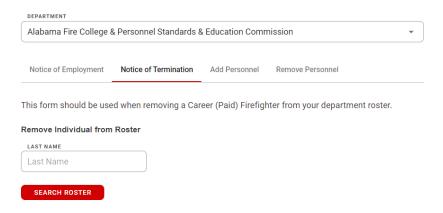# Notice of Termination Instructions

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:
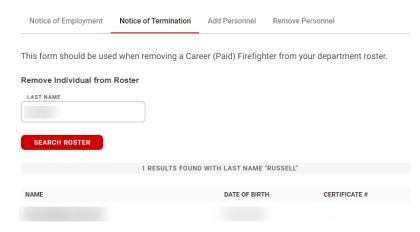

Select Roster Changes. If you have been granted chief/designee permission and your department is a paid or part-paid department in Alabama, you will see these options. Verify department name if you have access to multiple departments. Select Notice of Termination:

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:

[blurred name]	✕

TERMINATION DATE	TERMINATION REASON	SIGNED BY
mm/dd/yyyy 📅	Reason ▾	Full Name
	This field is required.	This field is required.

Submit Notice Of Termination

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