

Registering for a Class Job Aid

Use the searching tips Job Aid to find the class you are interested in. Once you have found the class, Click on **Register**.

The screenshot shows the ACADIS Training and Events portal. The main content area is titled "Available Training" and displays a table of training events. The table has columns for Training (Event / Location), Dates, Hours, Registration (Dates), Open Seats, and Status. A "Register" button is visible for each row.

Training Event / Location	Dates	Hours	Registration Dates	Open Seats	Status
Officer - Fire Officer I - Seymour - Sep & Oct (See Signup Details for specific class dates) Great Hill Hose Co	09/09/2024 - 10/19/2024	88h 0m	11/14/2023 - 09/06/2024	11	Open
Officer - Fire Officer I-South Killingly-Oct 12, 13, 26, 27, Nov 9, 10, 23, 24, Dec 7, 8, 14 PCE South Killingly Fire Dept	10/12/2024 - 12/14/2024	88h 0m	12/17/2023 - 10/09/2024	0	Waitlist
Officer - Fire Officer III-Cromwell-Sep 13, Oct 4, 25, Nov 15, Dec 6, 20 Cromwell FD	09/13/2024 - 12/20/2025	48h 0m	11/18/2023 - 09/10/2024	0	Waitlist
Officer - Health & Safety Officer-New Haven-Oct 21, 22, 23 New Haven Regional Fire Academy	10/21/2024 - 10/23/2024	24h 0m	09/17/2023 - 10/18/2024	0	Waitlist
Officer - Incident Safety Officer - Fire Suppression-Waterford-Nov 5(n), 7(n), 9, 10 Waterford Fire Co #4	11/05/2024 - 11/10/2024	24h 0m	10/02/2023 - 11/02/2024	13	Open
Officer - NFA Field Course Youth Firesetting Int...d Educational Inter. Strategies Dec. 5-6, 2024, CFA	12/05/2024 - 12/06/2024	16h 0m	02/09/2024 - 12/02/2024	8	Open

If the class shows **Waitlist**, you can still sign up but you are not guaranteed a spot unless someone else cancels.

To finish your registration there will be a number of **Enrollment Prerequisites** you must complete to register. Scroll down to them and click **Update Fulfillment**.

The screenshot shows the "Request Enrollment" form in the ACADIS portal. The form is for the class "Officer - Strategy & Tactics - Fundamentals-Bethel-Oct 15(n), 17(n), 19". The student's name is Zygmunt, Alan J (ZYGMA6683) and the sending organization is CFA INSTRUCTORS (primary). The form lists three enrollment prerequisites, each with an "Update Fulfillment" button.

STUDENT INFORMATION

Class* Officer - Strategy & Tactics - Fundamentals-Bethel-Oct 15(n), 17(n), 19

* Student Zygmunt, Alan J (ZYGMA6683)

Sending Organization CFA INSTRUCTORS (primary)

Student Supervisor No supervisor is assigned

ENROLLMENT PREREQUISITES

- * Document: MANDATORY UPLOAD: CLICK UPDATE FULFILLMENT AND THEN CLICK ON QUESTION MARK ? FOR MORE INFORMATION. This prerequisite is not fulfilled. [Update Fulfillment](#)
- * Please indicate how your tuition for this class will be paid. This prerequisite is not fulfilled. [Update Fulfillment](#)
- * I agree to the Drop Policy: Any refund request must be submitted to rfs.support@ct.gov at least seven (7) days prior to more. This prerequisite is not fulfilled. [Update Fulfillment](#)

* Required Information [Cancel](#) | [Finish Later](#) | [Submit Request](#)

This one is common for many CFA programs. It requires you to have a form filled out and signed by your Chief or Training Officer. That **CFA Fire Department Training Authorization Form** is downloadable from the ? icon.

The screenshot shows the 'Update Prerequisite' form in the ACADIS system. The breadcrumb trail is 'Training Event > Officer - Strategy & Tactics - Fundamentals-Bethel-Oct 15(n), 17(n), 19'. The form has three main sections: 'REQUIREMENT', 'DOCUMENTATION OF FULFILLMENT', and 'FULFILLMENT'. Under 'REQUIREMENT', there is a mandatory upload instruction and a question mark icon. Under 'DOCUMENTATION OF FULFILLMENT', there is a note to attach or upload documents and an 'Attach a document' link. Under 'FULFILLMENT', there are three radio button options: 'I want to finish later', 'The requirement has been met or exceeded (requires information above)', and 'Request waiver (requires clarifying comments above)'. The second option is selected and highlighted in yellow. A 'Save' button is at the bottom right.

Once the document is completed and signed, use **Attach a document** to attach it to the registration.

Whenever you finish any prerequisite click the spot for **This requirement has been met or exceeded**. Then click **Save**.

This returns you to the prerequisite screen but the completed one is showing green.

Now we will show how to select your tuition payment option. Again, click **Update Fulfillment**.

The screenshot shows the 'Request Enrollment' form in the ACADIS system. The breadcrumb trail is 'Training Event > Officer - Strategy & Tactics - Fundamentals-Bethel-Oct 15(n), 17(n), 19'. The form displays enrollment details: 'Class*' (Officer - Strategy & Tactics - Fundamentals-Bethel-Oct 15(n), 17(n), 19), '* Student' (Zygmunt, Alan J (ZYGMA6683)), 'Sending Organization' (CFA INSTRUCTORS (primary)), and 'Student Supervisor' (No supervisor is assigned). Below this is the 'ENROLLMENT PREREQUISITES' section. It shows a requirement with a green checkmark icon and the text 'The following fulfills this requirement:'. Underneath, it lists 'Response Provided' (Documents Supplied) and 'Documents' (Document). There is an 'Update Prerequisites' link. At the bottom, there is a note 'Please indicate how your tuition for this class will be paid.' and a 'This prerequisite is not fulfilled.' message with an 'Update Fulfillment' button.

This will give some options.

- I will pay my own invoice in the Acadis Portal. *This will generate an invoice for you to pay.*
- My dept will pay (Please enter PO# in Comments). *Enter your department's PO #.*
- I will provide confirmation of Host Seat approval. *Can only be chosen for CFA Calendar classes and students chosen by hosting agency.*
- I work for CFA - will submit for a tuition waiver. *Only an option for CFA personnel (they must submit a signed Instructor Authorization form)*

The screenshot shows the 'Update Prerequisite' form in the ACADIS portal. The breadcrumb trail is 'Training Event > Officer - Strategy & Tactics - Fundamentals-Bethel-Oct 15(n), 17(n), 19'. The form asks the user to indicate how tuition will be paid, with four radio button options. The first option, 'I will pay my own invoice in the Acadis Portal', is selected and highlighted in yellow. Below the options is a section for 'FULFILLMENT' with two radio button options. The second option, 'The requirement has been met or exceeded (requires information above)', is selected and highlighted in yellow. A red asterisk indicates that this is required information. At the bottom right, there are 'Cancel' and 'Save' buttons.

In this example we are choosing pay by ourselves. Again click in front of **The requirement has been met or exceeded**. Then click **Save**.

The final prerequisites shown is a notification about CFA Drop Policy. It simply is you acknowledge that to get a refund, you must give us at least 7 days' notice.

The screenshot shows the 'Request Enrollment' form in the ACADIS portal. The breadcrumb trail is 'Training Event > Officer - Strategy & Tactics - Fundamentals-Bethel-Oct 15(n), 17(n), 19'. The form is titled 'Request Enrollment' and has a section for 'ENROLLMENT PREREQUISITES'. There are three prerequisite items, each with a status indicator and a description. The first item is 'Document: MANDATORY UPLOAD: CLICK UPDATE FULFILLMENT AND THEN CLICK ON QUESTION MARK ? FOR MORE INFORMATION', with a green checkmark and the status 'The following fulfills this requirement:'. The second item is 'Please indicate how your tuition for this class will be paid.', with a green checkmark and the status 'The following fulfills this requirement:'. The third item is 'I agree to the Drop Policy; Any refund request must be submitted to cfa-support@ct.gov at least seven (7) days prior to the start of a program to receive a full refund.', with a red X and the status 'This prerequisite is not fulfilled.'. There is an 'Update Prerequisites' button for the first two items and an 'Update Fulfillment' button for the third item. At the bottom, there is a 'CONTACT INFORMATION' section.

Simply check the box and again click in front of **The requirement has been met or exceeded.** Then click **Save.**

The screenshot shows the 'Update Prerequisite' form in the ACADIS portal. The form includes a sidebar with navigation options like Home, My Work, Training and Events, and Academy Resources. The main content area has a title bar for the training event and a section for updating prerequisites. A text area contains a note about the Drop Policy, with a checkbox labeled 'I agree to the requirement.' Below this is a 'FULFILLMENT' section with a radio button for 'I want to finish later' and a checkbox for 'The requirement has been met or exceeded (requires information above)'. A 'Required Information' note is at the bottom left, and 'Cancel' and 'Save' buttons are at the bottom right.

Your class may have more or less prerequisites but be sure that once you have completed each you choose **The requirement has been met or exceeded.** Then click **Save.**

In our example we see that all prerequisites are green and the **Submit Request** button is now blue so we can click on it.

The screenshot shows the 'Request Enrollment' form in the ACADIS portal. The sidebar is the same as in the previous screenshot. The main content area has a title bar for the training event and a section for enrollment prerequisites. It lists three prerequisites, each with a green checkmark and a 'Response Provided' status. The first prerequisite is about document upload, the second is about tuition payment, and the third is about the Drop Policy. Each prerequisite has an 'Update Prerequisites' link. At the bottom right, there is a 'Submit Request' button highlighted in blue, along with 'Cancel' and 'Finish Later' buttons.

This completes your registration. On your portal your request will show **Registered (Pending)** until it is reviewed and approved by CFA staff. Then you will be **Enrolled** in the class. When you are **Enrolled** you will get an email notification of that.