Searching Tips Job Aid

The following Job Aid will give you some tips on making your searches in Acadis more useful.

Start by logging into the Acadis Portal (cfa.acadisonline.com)

And you will see Training and Events on the left hand side, Pointing at it will reveal Available Training where we will start our search.



From the Available Training screen choose Filters.

	CT Fire Academy: Training and Certification Learning Ma	anagement Portal					Search available training	٩
Home	Training and Events						_	
🕽 My Work	Available Training All published current and future training matching filter crite	ria is displayed.	_	_	_	-		T Filters
Training and Events	Training Event 🔺 / Location	Dates	Hours	Registration Dates	Open Seats	Status		
Available Training	Aerial Operator (1002-2017) - Written Testing - CRFS Monthly Regional Fire School Written Testing	02/18/2024 - 02/18/2024		02/18/2023 - 02/08/2024	99	Open		Register
Enrollment Requests	EASTERN CT FIRE SCHOOL Aerial Operator (1002-2017) - Written Testing - 2thly Regional Fire School Written Testing RETEST	02/18/2024 - 02/18/2024		02/18/2023 - 02/08/2024	99	Open		Register

From this screen you will define your search. We suggest to begin with **Program**.

Filters Available training will be limited to ev unpublished training is never display	vents matching all of the criteria provided below. Past a ed.	and
Keyword	Enter keyword	
Program*	Select a program*	¥
Program* Category	Select a program* category	•
Registration Status	Select a registration status	•
Training Delivery	Online	- 1
t	Classroom	
Location	Select a location	•
Training Date	Display training available within the specified date ranges.	
st	🗌 Within 30 Days	
	30 to 90 Days	
	90 to 180 Days	
	180 Days to 1 Year	
	More than 1 Year	
	Cancel Clear All Filters	Apply

CFA divides their course offerings into programs:

Apparatus	All Apparatus courses including Aerial, Pump, Tanker and Q Endorsement.
СРАТ	For all CPAT testing dates
Emergency Medical Services	For EMR & EMT refresher classes.
Firefighting	For Building Construction, Engine and Truck Co operations.

Instructor	For 3 levels of Instructor courses
Officer	4 levels of Fire Officer, Incident Safety Officer, Health & Safety Officer and Strategy and Tactics classes.
Public Education	For Public Fire and Life Safety Educator, Public Information Officer or Youth Firesetter Intervention Specialist.
Rescue	For All rescue discipline classes.

By going to **Program** and typing some or all of the program name you can narrow down your

search. Then click **Apply** and all of the available courses of that type will show.

Filters Available training will be limited to e unpublished training is never display	events matching all of the criteria provided below. Past a yed.	and
Keyword	Enter keyword	
Program*	Apparatus (APP) ×	•
Program* Category	Select a program* category	•
Registration Status	Select a registration status	•
Training Delivery	Online	
	Classroom	
Location	Select a location	•
Training Date	Display training available within the specified date ranges.	
	Uithin 30 Days	
	□ 30 to 90 Days	
	90 to 180 Days	
	180 Days to 1 Year	
	More than 1 Year	
	Cancel Clear All Filters	Apply

Our example will show all the upcoming Apparatus classes.

A	vailable Training							T Filters Cla
-	Program* = APP ×							
Al	I published current and future training matching filter criteria	a is displayed.						
	Training Event / Location	Dates	Hours	Registration Dates	Open Seats	Statue		
	Apparatus - Aerial Operator-Georgetown FD-Mar 9, 10, 16, 17, 23, 24 Georgetown Vol Fire Co	03/09/2024 - 03/24/2024	48h 0m	05/14/2023 - 03/06/2024		• Waitlist	:	Wait
	Apparatus - Basic Pump Operation-Waterford-Apr 6,7 Waterford Fire Co #4	04/06/2024 - 04/07/2024	16h 0m	06/11/2023 - 04/03/2024	15	Open	:	Regis
	Apparatus - Aerial Operator-East Hampton-Apr 27, 28, May 4, 5, 18, 19 East Hampton Vol FD	04/27/2024 - 05/19/2024	48h 0m	07/02/2023 - 04/24/2024	0	 Waitlist 	:	Wait
	Apparatus - Tanker Shuttle Operations-Ledyard- May 4, 5 Ledyard Fire Co	05/04/2024 - 05/05/2024	16h 0m	07/09/2023 - 05/01/2024	12	Open	:	Regis
	Apparatus - Pump Operator-Norwalk-May 28-30, Jun 4-6 Norwalk FD	05/28/2024 - 06/06/2024	48h 0m	08/02/2023 - 05/25/2024	11	Open	:	Regis
	Apparatus - Q Endorsement -CFA-May 31, Jun 7, 14, 21 CFA	05/31/2024 - 06/21/2024	32h 0m	08/05/2023 - 05/28/2024	22	Open	:	Regis
	Apparatus - Basic Pump Operation-Weatogue-Jun 1.2	06/01/2024 - 06/02/2024	16h 0m	08/06/2023 - 05/29/2024	19	Open		Regis

Clicking on the **Dates** title will sort the classes into chronological order.

And clicking on the class name will give you more information.

Training Event	
Apparatus - Aerial Operator	-East Hampton-Apr 27, 28, May 4, 5, 18, 19
Meets 8:30am to 4:30pm on Apr 27, 28	3, May 4, 5, 18, 19
devices. Instruction will be given on aerial ladd student for the practical and written or designed for the driver/operator of ae moves on to apparatus placement, m operations, and apparatus readiness. manufacturer's reference manual for designed to produce expert aerial op	
Training Dates	0/27/2024 - 05/19/2024
Prerequisites	Please indicate how your tuition for this class will be paid. I understand that to certify to this level, I must hold a valid Firefighter I Certification and a State of CT Q Endorsement or a CDL. CFA will verify this before enrollment in the class. Upload a copy of your Driver's License (both sides) 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. MANDATORY UPLOAD: CLICK UPDATE FULFILLMENT AND THEN CLICK ON QUESTION MARK 7 FOR MORE INFORMATION
Registration Dates	07/02/2023 - 04/24/2024
Available Seats	0
	The maximum capacity for this class has been reached. Your request can be added to the waitlist. Additional seats may become available for future enrollment.
Hours	48h 0m
Fee	\$450.00
Training Location	East Hampton Vol FD Barton Hill Road East Hampton, CT 06424
Resources Required	IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd Edition. The IFSTA Pumping and Aerial Apparatus Driver/Operator 3rd Edition Exam Prep book is highly recommended.
Reporting Instructions	None Specified
Documents	Aerial Ops. Syllabus CFA Course Approval Form

This screen will show Dates, Times, Fees, and Locations as well as a course description.