

*International Fire Service Accreditation Congress*  
*International Registry*  
***Certification and IFSAC Seal Report Guidelines***

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Please read all the information in these guidelines. These guidelines have been significantly revised to be more informative of reporting needs and requirements. Following these guidelines is especially important as IFSAC Administration continues efforts for more efficient operations and in preparation to make the IFSAC registry available for online access to the IFSAC membership and others. If you have questions regarding information in this document or reporting in general, contact Eldonna Creager at (405) 744-8303 or email [ecreager@ifsac.org](mailto:ecreager@ifsac.org). The IFSAC registry is often used by other certifying entities issuing reciprocity, fire departments, hiring companies, colleges, recipients themselves, etc., to verify certifications issued with IFSAC seals.

## **GENERAL**

### ***Reports Are Required***

Each IFSAC accredited entity is required to submit reports to IFSAC Administration that contain each certification and IFSAC seal issued by the entity. This requirement can be found in IFSAC Certificate Assembly Bylaw Article 12.8 and the Certificate Assembly Accreditation Criteria on pages five and six.

### ***Frequency of Submitting Reports***

Reports are to be submitted to IFSAC Administration at least once per year. Monthly or quarterly, or even weekly, reports are preferred so the IFSAC database can be kept as up to date as possible and so that requests to verify certifications can be done in a timely manner.

### ***Sending Reports and Report File Types***

Reports may be submitted by email attachment, CD, or USB flash drive. Emailed reports are preferred and have been the most common method used for submissions. Please submit electronic copies in PC compatible format. If the report is sent on CD or other electronic media, please identify your entity on the label. Emailed reports may be sent to [admin@ifsac.org](mailto:admin@ifsac.org).

Reports need to be submitted as one of the following file types. Usually data can be exported from a database or DBMS application to one of the following:

- Excel Spreadsheet (preferred file format/type for receiving reports)
- Comma delimited (csv file type)
- Tab delimited (txt file type)

Do not send reports as PDF files or in hardcopy. These require IFSAC Administrative staff to enter records into the database manually, taking us longer to update the database and using additional time needed for other administrative tasks and support.

Entities outside of the United States and Canada which are unable to provide reports in an electronic format such as a Microsoft Excel spreadsheet, text (.txt), or comma delimited (.csv) file type should notify IFSAC Administration. In these cases, reports may have to be submitted in hardcopy or an alternative format.

See the section titled Formatting for Reports for information on how reports sent to IFSAC Administration should be formatted. Microsoft Excel spreadsheet images included in this document provide a visual of what a seal report should look like.

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**IMPORTANT:** When IFSAC Administration receives properly formatted reports this saves staff time on having to making corrections or prevents us from having to return reports to entities to make those corrections themselves.

**DUPLICATE SEAL NUMBERS/ ISSUING A SINGLE SEAL TO MORE THAN ONE LEVEL**

The registry will accept a seal number only once, therefore there should not be multiple records with the same seal number. Ideally, a single seal should be issued for each level of certification.

If a single seal is issued for more than one level of certification, each of those levels should be included in the same record in the report (examples can be found in the image that follows). The levels should be from the same standard and closely related to one another, such as Fire Fighter I and Fire Fighter II. We highly suggest issuing a seal for each level of certification an individual is issued for the benefit of the recipient as well as other entities and employers reviewing and verifying credentials for reciprocity, promotion, or employment.

S_NO	R_FIRST	R_MID	R_LAST	R_SUF	R_PID	R_PID2	R_DISP	R_LEVEL	R_DATE	STND_ED	
1	968456	Thomas	A.	Wheeler	4567	11291979	Hazardous Materials	Awareness	5/19/2015	472-2013	
3	968457	Thomas	A.	Wheeler	4567	11291979	Hazardous Materials	Operations (Core- PPE- Product Control)	5/19/2015	472-2013	
4	968458	Thomas	A.	Wheeler	4567	11291979	Fire Fighter	I	5/19/2015	1001-2013	
5	968459	Thomas	A.	Wheeler	4567	11291979	Fire Fighter	II	5/19/2015	1001-2013	
6	968460	Adam	Paul	Mitchell Jr.	9876	01151983	Fire Apparatus Driver/Operator		6/1/2015	1002-2014	
7	968461	Adam	Paul	Mitchell Jr.	9876	01151983	Fire Apparatus Driver/Operator	Pumper	6/1/2015	1002-2014	
8	968462	Adam	Paul	Mitchell Jr.	9876	01075054	Fire Apparatus Driver/Operator	Aerial	6/1/2015	1002-2014	
9	968463	Andrew		Lincoln	IV	5678	05101963	Technical Rescuer	Trench Rescue I/II	8/5/2015	1006-2013
10	968464	Michael	R.	Angelo	II	1234	12211990	Fire Officer	I/II	8/6/2015	1021-2014

Seal Report Example

**DAMAGED, LOST, AND REPLACED SEALS - VOIDS**

If a seal number is lost, was skipped in printing on the roll provided to you, or cannot be used because the seal has bad printing or is damaged, the word VOID should be entered in the R\_FIRST, R\_LAST, R\_DISP, and R\_LEVEL fields. Please do not enter VOID in a number or date field as our database will not accept the record if text is entered into fields formatted for numbers or dates.

S_NO	R_FIRST	R_MID	R_LAST	R_SUF	R_PID	R_PID2	R_DISP	R_LEVEL	R_DATE	STND_ED	
8	968462	Adam	Paul	Mitchell Jr.	9876	01075054	Fire Apparatus Driver/Operator	Aerial	6/1/2015	1002-2014	
9	968463	Andrew		Lincoln	IV	5678	05101963	Technical Rescuer	Trench Rescue I/II	8/5/2015	1006-2013
10	968464	Michael	R.	Angelo	II	1234	12211990	Fire Officer	I/II	8/6/2015	1021-2014
11	968995	VOID	VOID				VOID	VOID	8/30/2015		
12	968996	VOID	VOID				VOID	VOID	8/30/2015		

Seal Report Example - VOIDS

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When issuing replacement certificates due to loss or corrections, please report both the previously issued seal number (as voided) and the new number issued for the certification. If voided seal numbers were already reported to IFSAC Administration with certification information, it is best to report voided seals separately from your regular report or by simply sending an email to IFSAC Administration at the time the seal is voided.

### **CORRECTIONS TO RECORDS ALREADY SUBMITTED**

Corrections (name change, date of birth correction, etc.) made to certification records previously reported to IFSAC Administration should not be included in a regular seal report, but as a separate report (Excel spreadsheet or in an email). If the correction is included in the regular seal report, the registry will recognize the seal number as a duplicate and will not accept the corrected information. We have to make the corrections/changes manually. Therefore, it is best to notify us of any changes or corrections by email or in a separate report.

### **FORMATTING FOR REPORTS**

The information in the table at the end of this document shows the formatting used in the IFSAC registry database.

The field names shown in this table need to be used in reports sent to IFSAC Administration. The field names are the column headings that the IFSAC Registry recognizes during the import process. If your DBMS contains different field names, please change the field names to those shown in the table once records have been exported or saved to a spreadsheet or text file. Field names must also be capitalized as shown in the table.

Also see the Examples and Notes column for how data should be submitted in reports so we can maintain properly formatted and consistent information in the IFSAC registry. Consistency for data entry of disciplines and levels is particularly important, for example, when needing to run a report on the total number of certifications issued for a particular level.

Regarding certification levels (R\_DISP and R\_LEVEL), report each certification level as it is named in the standard (e.g. NFPA 472) for that level. Please do not report certification levels in code, abbreviated, or as they have been renamed by your entity. For example, if your entity issues certificates for Hazardous Materials I, which means a person has met the requirements for NFPA 472, Hazardous Materials Awareness, then the latter is how the certification needs to be registered with IFSAC Administration. Using Hazardous Materials I as an example, the following explains why this is important for three reasons in particular:

- 1) Your entity was not accredited by IFSAC for Hazardous Materials I - your entity was accredited for certification to Hazardous Materials Awareness, NFPA 472;
- 2) Others outside of your entity or jurisdiction do not know what Hazardous Materials I is. Fire departments, employers, other certifying entities, degree programs accepting these certifications all need to know that the certification is for Hazardous Materials Awareness. People dealing with legal matters or accident investigations may also need this information; and

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- 3) Consistency for data entry of disciplines and levels is particularly important, for example, when needing to run a report on the total number of certifications issued for a particular level. While the need for IFSAC Administration to produce reports is rare, we have at times been asked for information of this type by major fire service organizations conducting research.

Data labeled as optional in the Examples and Notes column of the table are not required by the IFSAC Certificate Assembly Bylaws or Accreditation Criteria, but is information that is helpful to have when verifying certifications and is sometimes requested by the person inquiring about a certification.

### **MAIN POINTS TO REMEMBER FOR REPORTS**

- Certification/IFSAC seal reports are required
- Submit reports at least annually - monthly or quarterly reports are preferred. Preferred delivery method is by email to [admin@ifsac.org](mailto:admin@ifsac.org).
- Submit reports in an electronic format such as a Microsoft Excel spreadsheet (preferred) or as text file (\*.txt) or comma delimited (\*.csv) file type.
- Each certification record needs to have a different seal number. Do not enter a seal number twice in a report. If a single seal is issued for multiple levels (i.e. Fire Fighter I and Fire Fighter II), both levels should be entered in the same record. For example I/II is entered in the R\_LEVEL field for a seal that has been issued for Fire Fighter I and II.
- Lost, damaged, or replaced seals need to be voided and reported.
- Corrections to certification records already submitted need to be reported. This includes changes/corrections to a person's name, date of birth (or other type of ID), et cetera.
- Use the same field headings as those shown in the formatting table in the FORMATTING FOR REPORTS section of this document. The field headings need to be capitalized.
- Refer to the Examples and Notes column of the formatting table at the end of this document for data entry examples.

### **CONTACT INFORMATION**

For questions about seal/certification reports or information in this document, call (405) 744-8303 or email Eldonna Creager at [ecreager@ifsac.org](mailto:ecreager@ifsac.org) or [admin@ifsac.org](mailto:admin@ifsac.org).

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**TABLE: INFORMATION FOR FORMATTING REPORTS AND REPORTING CERTIFICATION DATA**

Field	Description	Field Name	Examples and Notes
1	Seal Number	S_NO	<b>1203001</b>
2	First Name	R_FIRST	
3	Middle Initial/Name	R_MID	<i>Is considered <b>optional</b>, but technically is part of person's full name.</i>
4	Last Name	R_LAST	
5	Suffix	R_SUF	<b>Jr., Sr., III, etc.</b> <i>Is considered <b>optional</b>, but technically is part of person's full name.</i> May or may not be collected as part of person's name, but should be included for purpose of properly identifying a person if verification of certifications is requested. A "Sr." and a "Jr." may both be certified by the same entity - both have the same first, middle, and last name.
6	Entity assigned PIN or last four digits of SSN	R_PID	<b>This is not required but included as an option for those entities which cannot collect birthdates and use a different type of identification.</b> This is also a field that has always existed in the IFSAC database since the last four digits of SSNs previously used as record identification prior to 2007 still exist in our registry.
7	Individual's birth date	R_PID2	Use the format MMDDYYYY (no forward slashes or hyphens). For example, a birthdate of <b>June 30, 1978</b> , would be formatted as <b>06301978</b> . The date of birth will be used as a form of identification for each individual along with the individual's name. If the accredited entity is prohibited from collecting birthdate information due to jurisdictional laws, regulations, or the mandates of a superseding authority, the entity may use an alternative identification for an individual that is acceptable to IFSAC Administration and can be included in the registry database (R_PID).
7	Certification discipline	R_DISP	<b>Fire Fighter, Hazardous Materials, Fire Service Instructor, etc</b> Use what is shown in the standard, which is what the entity is accredited to.
8	Certification level	R_LEVEL	<b>Use Roman numerals-not numbers (I, II, III, IV)</b> Use what is shown in the standard, which is what the entity is accredited to.
9	Date of certification	R_DATE	mm/dd/yyyy (e.g. 06/30/2014 for June 30, 2014)
10	Standard and Edition	STND_ED	(1001-2013) <i>Optional</i>