

International Fire Service Accreditation Congress
International Registry
Certification and IFSAC Seal Report Instructions

REPORTS ARE REQUIRED.....2

REPORT FREQUENCY.....2

HOW TO SUBMIT REPORTS2

DUPLICATE SEAL NUMBERS/ ISSUING A SINGLE SEAL TO MORE THAN ONE LEVEL.....2

DAMAGED, LOST, AND REPLACED SEALS - VOIDS.....3

CORRECTIONS TO PREVIOUSLY SUBMITTED RECORDS.....4

REPORT FORMATTING4

TABLE: INFORMATION FOR FORMATTING REPORTS AND REPORTING CERTIFICATION DATA.....5

International Fire Service Accreditation Congress
International Registry
Certification and IFSAC Seal Report Instructions

A table of data requirements for seal reports is included at the end of this document and can be used as a quick reference. Examples of seal reports in an Excel Spreadsheet are also included.

We ask that you read and be familiar with all of the information in these instructions. These instructions have been written in detail to be informative of specific reporting needs and requirements of the IFSAC seal registry database. Following these instructions and the data requirements for reporting is particularly 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. The IFSAC seal 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.

REPORTS ARE REQUIRED

All IFSAC accredited certifying entities are required to submit reports at least annually to IFSAC Administration containing IFSAC seal numbers and corresponding certifications issued by the entity. Requirements for reporting can also be found in IFSAC Bylaws and the IFSAC Seal Ordering and Reporting Procedure.

REPORT FREQUENCY

Reports are to be submitted to IFSAC Administration at least once per year. For more efficient record-keeping, monthly or quarterly submissions are preferred. This ensures the IFSAC database is regularly updated.

HOW TO SUBMIT REPORTS

Submit reports via **email** to admin@ifsac.org as **Microsoft Excel** or **CSV** files (preferred file types). A file sharing platform (i.e., Dropbox, Google Drive, etc.) may also be used.

Do not send reports as PDF files or hardcopies. These require manual entry, which significantly delays processing.

Entities outside of the United States and Canada which are unable to provide reports in an electronic format such as a Microsoft Excel spreadsheet or comma delimited (.csv) file type should contact IFSAC Administration.

Reports submitted in an incorrect format may be returned for correction.

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

Information about issuing a single seal number to multiple levels can also be found in the IFSAC Seal Ordering and Reporting Procedure.

The registry will accept a seal number only once, therefore **there should not be multiple records with the same seal number**. 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 must be from the same standard and related per the qualifications shown in the standard for each level of progression** (e.g., Fire Fighter I and Fire Fighter II).

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

We strongly suggest issuing a seal for each accredited level of certification an individual completes 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
2	968457	Thomas	A.	Wheeler		4567	11291979	Hazardous Materials	Operations (Core- PPE- Product Control)	5/19/2015	472-2013
3	968458	Thomas	A.	Wheeler		4567	11291979	Fire Fighter	I	5/19/2015	1001-2013
4	968459	Thomas	A.	Wheeler		4567	11291979	Fire Fighter	II	5/19/2015	1001-2013
5	968460	Adam	Paul	Mitchell Jr.		9876	01151983	Fire Apparatus Driver/Operator		6/1/2015	1002-2014
6	968461	Adam	Paul	Mitchell Jr.		9876	01151983	Fire Apparatus Driver/Operator	Pumper	6/1/2015	1002-2014
7	968462	Adam	Paul	Mitchell Jr.		9876	01075054	Fire Apparatus Driver/Operator	Aerial	6/1/2015	1002-2014
8	968463	Andrew		Lincoln	IV	5678	05101963	Technical Rescuer	Trench Rescue I/II	8/5/2015	1006-2013
9	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 is lost, damaged, or replaced, enter **VOID** in the following fields. If a certification is revoked, enter **REVOKED**:

- **R_FIRST** (First Name)
- **R_LAST** (Last Name)
- **R_DISP** (Certification Discipline)
- **R_LEVEL** (Certification Level)

Please do not enter VOID or REVOKED 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

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 the seal numbers being voided 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.

International Fire Service Accreditation Congress
International Registry
Certification and IFSAC Seal Report Instructions

CORRECTIONS TO PREVIOUSLY SUBMITTED RECORDS

Corrections (such as name or date of birth changes) should be submitted **separately from regular reports**. Sending corrections in regular reports may lead to duplication errors, so submit these via email or in a dedicated Excel sheet.

REPORT FORMATTING

The [information in the table](#) at the end of this document shows the formatting used for the IFSAC registry database.

ATTENTION: 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.

For formatting examples and specific data entry requirements, refer to the **Examples and Notes column in the table**. Consistency for data entry of disciplines and levels is particularly important when needing to a 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 NFPA standard or other standard 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.
- 2) Others outside of your entity or jurisdiction will 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.
- 3) Consistency for data entry of disciplines and levels is particularly important, for example, when needing to a 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.

CONTACT INFORMATION

For questions contact:

- Email: admin@ifsac.org
- Callie Mars: (405) 744-8303

International Fire Service Accreditation Congress
International Registry
Certification and IFSAC Seal Report Instructions

The following is required to be reported at least annually to IFSAC Administration:

TABLE: INFORMATION FOR FORMATTING REPORTS AND REPORTING CERTIFICATION DATA

Field	Description	Field Name	Examples and Notes
1	Seal Number	S_NO	Example: 1203001 NOTE: <u>Entities issuing virtual seals with numbers automatically assigned by their database program</u> rather than numbers issued by IFSAC Administration must include a prefix as part each consecutively produced seal number. <u>The prefix MUST be obtained from IFSAC Administration.</u> Entities will need to ensure the field data type is alphanumeric or text in their database for the prefixed seal numbering. For more information about seal ordering/issuance, see the <i>Seal Ordering and Reporting Procedure</i> which can be found on the IFSAC website.
2	First Name	R_FIRST	
3	Middle Initial/Name	R_MID	<i>Optional, but preferred.</i>
4	Last Name	R_LAST	
5	Suffix	R_SUF	Jr., Sr., III, etc. <i>Optional, but should be included if the entity has this information.</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 and both have the same first, middle, and last name.
6	Entity assigned PIN or last four digits of SSN	R_PID	This is not required but included as an option <u>for those entities which cannot collect birthdates</u> and use a different type of identification. 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 birthdate	R_PID2	Use the format MMDDYYYY (no forward slashes or hyphens). For example, a birthdate of June 30, 1978 , would be formatted as 06301978 . 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).

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

7	Certification discipline	R_DISP	Fire Fighter, Hazardous Materials, Fire Service Instructor, etc. Use what is shown in the standard, which is what the entity is accredited to.
8	Certification level	R_LEVEL	For disciplines such as Fire Fighter, Fire Officer, etc. use Roman numerals for levels-not numbers (I, II, III, IV). 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	Required as of January 1, 2021 Example: 1001-2013
11	Chapter or section number in standard relevant to certification level.	STND_CH	Required as of January 1, 2021 Examples: 5 (where the entire chapter of the standard covers a single level) 6.2 (where only a section of a chapter in a standard applies) 5 – 6.2 – 6.6 (This is an example of Hazardous Materials Operations where Core, PPE, and Product Control are included)

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12	968996	VOID		VOID			VOID	VOID	8/30/2015		

Seal Report Example - VOIDs