



How to Report My Agency's Local In-Service Training

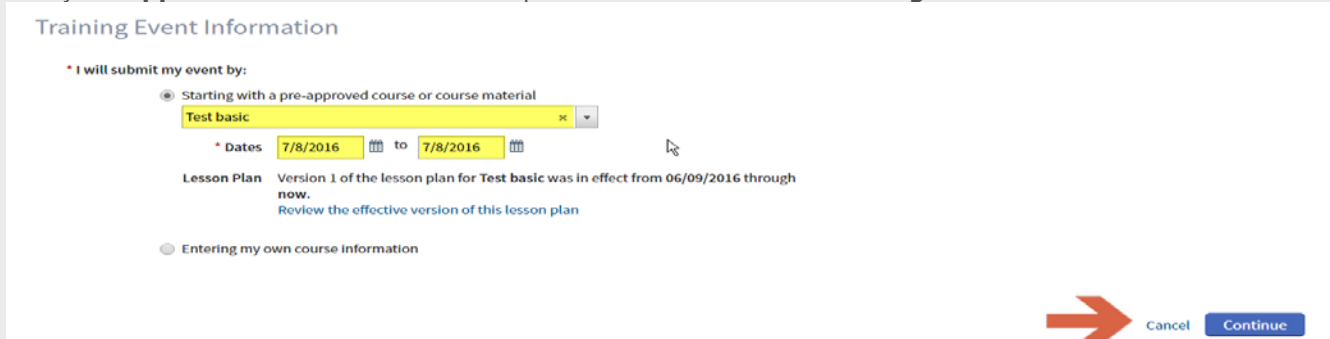
A minimum 24 hours of local in-service is required yearly to maintain Correction Officer certification. After receiving approval of an in-service lesson plan you will be able to report your agency's yearly training.

To Report Training through FTACS

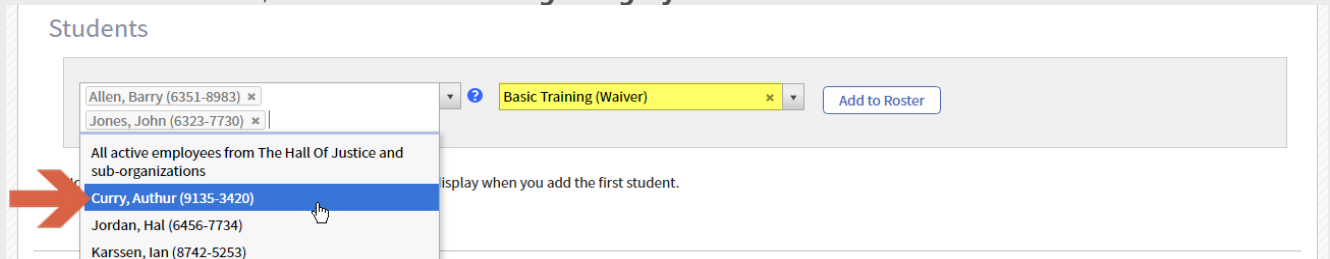
1. Open a web browser and go to FTACS <https://acadisportal.tci.tn.gov>.
2. Enter username and password then click **SIGN IN**. If you have issues with your username or password use the **Forgot Your Password** link.
3. Under **Training & Events**, find and click **Submit Completed Training for Approval**.



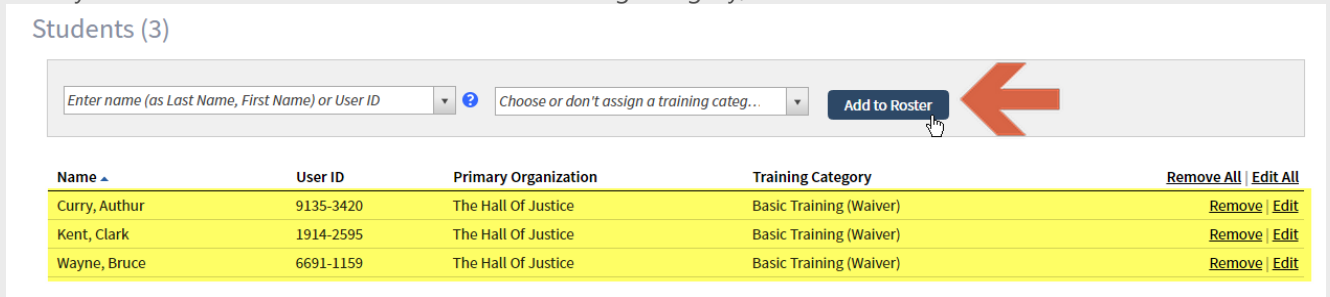
4. Find your **Approved Lesson Plan** in the drop down search bar. **Enter training dates** and then click **Continue**.



5. Click in the Name field and type the last name of the employee that attended training. After the first 2 letters are typed, FTACS will suggest names from your personnel roster. You may add all attendees to this one field. After all attendees are entered, also select the **Training Category**.



6. Once you have entered all attendees and the training category, click **Add to Roster** and review for errors.



7. After verifying all class and attendee information is correct, click the **Submit Roster** or **Finish Later** button in the upper right corner.

