

## 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 <u>https://acadisportal.tci.tn.gov</u>.
- 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.

Tennesse	e Corrections Institute					<b>.</b>	Karssen, lan 👻
Home	Training & Events	Registration	Organization	Personnel	TCI Resources		
G	Browse or Sign up for	r Training					
	Submit Completed T	raining for Approv	al 👆				
M	Print a Report of Con	ning npleted Training			Fmail my Professional History Deno	urt   Mar	age Profile.
M	Print a Report of Con	npieted training			Fmail my Professional History Reno	rt   Man	ago Profilo-

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

Training Event Information								
* I will submit m	ny event by:							
۲	Starting with a	a pre-approved	d course	or course ma	nterial			
	Test basic				×	*		
	* Dates	7/8/2016	🛗 to	7/8/2016	ш	54		
	Lesson Plan	Version 1 of th now. Review the ef	he lessor fective v	n plan for Tes ersion of this	<b>t basic</b> was lesson pla	in effect from 06/09/2016 through		
0	Entering my own course information							



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**.

Allen, Barry (6351-8983) *	• 3 Basic Training (Waiver) × •   Add to Roster				
Jones, John (6323-7730) ×					
All active employees from The Hall Of Justice and sub-organizations	isplay when you add the first student.				
Curry, Authur (9135-3420)					
Jordan, Hal (6456-7734)					
Karssen, Ian (8742-5253)					

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

Students (3)

Students

Enter name (as Last Name, First Name) or User ID • Choose or don't assign a training categ • Add to Roster								
Name 🔺	User ID	Primary Organization	Training Category	<u>Remove All   Edit All</u>				
Curry, Authur	9135-3420	The Hall Of Justice	Basic Training (Waiver)	<u>Remove   Edit</u>				
Kent, Clark	1914-2595	The Hall Of Justice	Basic Training (Waiver)	<u>Remove   Edit</u>				
Wayne, Bruce	6691-1159	The Hall Of Justice	Basic Training (Waiver)	<u>Remove   Edit</u>				

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

