# SFRT Training Roster Explanatory Information (July 2024)

***Please note that this roster is ONLY to be used for official Fire Commission/State Fire Rescue Trainings.***

## Red Highlighted Areas

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|---|---|
| **Page** | This area is to list the individual page number of the roster for the total number of roster pages utilized during the training. |

## Yellow Highlighted Areas

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|---|---|
| **Location** | This will be the location at which the training was held. For example, Anytown City, State Fire Rescue Training District XX, Virtual, HiLo County Training Center, XYZ Business (in the case of industrial trainings), etc. |
| **Host Agency** | This will indicate the agency whose hours are being used for the class. For example, ABC Fire Department's hours are being used for the training that is being held. Other examples include State Fire Rescue Training District XX, Kentucky Fire Commission, etc. |

## Green Highlighted Areas

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|---|---|
| **Category** | The Fire Commission-established "Class Category" code will be listed here. For example, A0000, B0000, FC30000, AA0000. |
| **Class Name** | This indicates the class that was taught. Examples are Extinguishers, Personal Protective Equipment, Water Supply, etc. |
| **Class Date** | This is the date the class was instructed. |
| **Start Time** | This indicates the time that class began. |
| **End Time** | This indicates the time that class was concluded. |
| **Class Hours** | This indicates the total time that a particular class took to complete. |

**Blue Highlighted Areas** – ***utilized only if more than one (1) class category topic was being taught at the same location, by the same host agency, and the same date as the Green Highlighted Areas; if only one (1) class category is taught, the instructor is responsible to mark through the entirety of the Subject 2 areas, thereby noting that only one (1) class category was taught during the training.***

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|---|---|
| **Category** | Fire Commission established "Class Category" code will be listed here. For example, A0000, B0000, FC30000, AA0000. |
| **Class Name** | This indicates the class that was taught. Examples are Extinguishers, Personal Protective Equipment, Water Supply, etc. |
| **Class Date** | This is the date the class was instructed. |
| **Start Time** | This indicates the time that class began. |
| **End Time** | This indicates the time that class was concluded. |
| **Class Hours** | This indicates the total time that a particular class took to complete. |

**Lavender Highlighted Areas**

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|---|---|
| **Full Name** | This is the printed First and Last Name of each individual student who attends the class. |
| **FF#** | This is the Kentucky Fire Commission-issued Firefighter Number. Examples would be 0001-2345, 0002-3456, 0003-4567, etc. All "Firefighter Numbers" are eight (8) numeric digits. If a student is attending a training that is not fire service-based (i.e. emergency medical services training), their KEMSIS ID should be listed here with a note that it is KEMSIS (for example, KEMSIS 1012345). If a student is attending a class and is not a firefighter, nor a KBEMS licensed/certified provider, then they may need to use the last four (4) digits of their social security number. ***There are to be no full social security numbers used in this area.*** |
| **Agency/Department** | This will be the name of the fire department or agency where the student is an active member on the roster, and whom the student is attending the training through. ***There are to be no agency/department name abbreviations used in this area.*** |
| **Hours (Subject 1)** | This area indicates the number of hours the student received training for the class in the green "Subject 1" highlighted areas. If a student is not present for the entirety of Subject 1, the instructor will list the amount of time the student is present for the training. If a student is present for only one subject (in the case of multiple subjects listed on the roster), the instructor is responsible to mark through the box containing the hours of the subject the student did NOT attend. |

**Hours (Subject 2)** This area indicates the number of hours the student received training for the class in the blue "Subject 2" highlighted areas. If a student is not present for the entirety of Subject 2, the instructor will list the amount of time the student is present for the training. If a student is present for only one subject (in the case of multiple subjects listed on the roster), the instructor is responsible to mark through the box containing the hours of the subject the student did NOT attend.

**White Areas**

If there are less than 20 students on the roster, the instructor will be responsible to mark out any of lines 1-20 that do not include student information to prevent students from being added after the training has been conducted and the roster has been completed and signed by the instructor.

**Orange Highlighted Areas**

**Lead Instructor Signature** The instructor who is responsible for the class will affix their signature here. This instructor will be the person held accountable for the material delivered and overall direction and oversight of the class. ***By affixing their signature, the instructor verifies that all information presented on the roster is correct.***

**FF#** The instructor will print their Fire Commission-issued eight-digit firefighter number here.

**Lead Instructor Name (Print)** The instructor who is responsible for the class will print their name here. This instructor will be the person held accountable for the material delivered and overall direction and oversight of the class. ***By affixing their printed name, the instructor verifies that all information presented on the roster is correct.***

**Gray Highlighted Area**

**Prop(s) Used** This indicates which Fire Commission/State Fire Rescue Training props were used in this training (if applicable). For example, CPR Manikins, Ventilation Trailer #KW1234, Max Fire Box, etc. If the prop is housed on a trailer that is used to transport the prop to the training, indicate the tag number here as well. If no Fire Commission/State Fire Rescue Training props were utilized, enter "N/A" in this area.