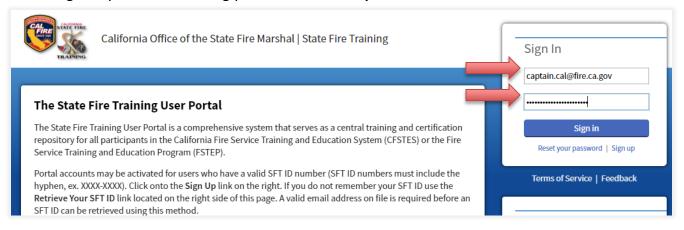


FIRE FIGHTER CERTIFICATION EXAM Skills Results Upload Instructions

The ARTP/ALA is required to return completed exams within fifteen (15) days of the last day of the last exam module and returned as one upload. Regardless of the type of exam delivery, it is not necessary to return results until all modules and retakes have been conducted and completed.

Account Login

- 1. Go to the SFT User Portal at: https://osfm-sft.acadisonline.com
- 2. Log into your account using your username and password



Download Spreadsheet Template

1. Download and complete the <u>Fire Fighter Academy Results Template (xlsx)</u> spreadsheet from the SFT website.

TIP: SFT recommends using the data from the roster file (spreadsheet) that was provided in the exam approval email to help avoid account credential errors during results processing.

Uploading (Skills) Exam Results

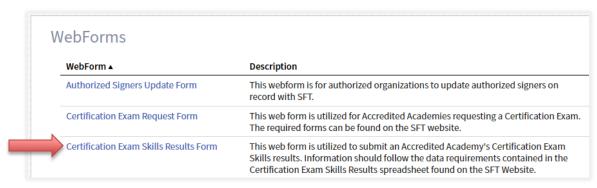
- 1. At the top of the screen, select the tab labeled **Web Forms**
- 2. From the dropdown menu, select Find & Complete a WebForm



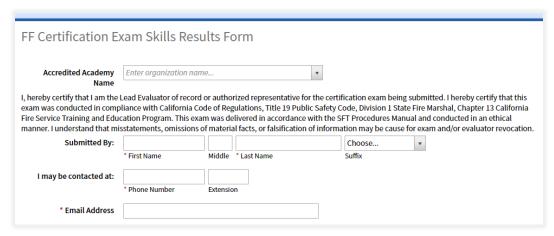


FIRE FIGHTER CERTIFICATION EXAM Skills Results Upload Instructions

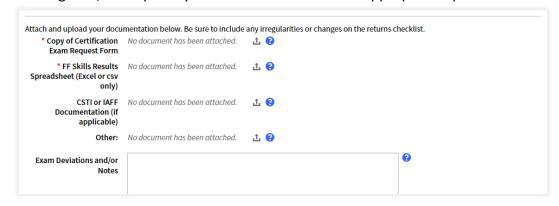
3. From the list of web forms, select Certification Exam Skills Results Form



4. Complete the web form by entering the requested information:



*If using CSTI/IAFF upload your documentation to the appropriate upload link.



5. Once all required fields are completed and all required documents are uploaded, click the **Submit** button in the bottom right corner. A confirmation message will display on the screen and a confirmation will be emailed to the submitter. SFT will also receive a notification that results have been submitted and SFT will process those results in the order they were received.