



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Jennifer Haygood

Acting President

Attention Needed ASAP

March 7, 2018

Memo PS18-03

To: NC Community College Fire and Rescue School Directors
From: Margaret Robertson, Associate Vice President, Workforce Continuing Education
RE: Fire Certification Reporting – Attention Needed ASAP

In January 2018, Fire and Rescue delivery agencies began utilizing the Office of State Fire Marshal (OSFM) reporting portal to record course offerings and to verify instructor qualifications. The portal is also designed as a repository for student roster information within each certification course offered.

The goal is to establish a link between the course offered and the students who successfully complete that course. The North Carolina Community College System (NCCCS) IT staff have worked with OSFM to utilize the existing 'Fire Report' to accomplish the transfer of student roster information in such a way that a connection is made to the course offering built within the OSFM portal. In order to implement this connection, we need to request a short maintenance window.

Specifically, we need you to comply with the following steps so that the new process will work correctly:

1. **Colleges Should Not Run XFCU for the Remainder of This Week.** We are asking colleges not to run the standard XFCU process during this short maintenance window. This will allow time for the data-transfer system to be updated by your college System Administrator. (If you do run XFCU, it will not interfere with the upgrade of this fire reporting process; however, you will have to run the XFCU process again after the update is completed for the records to be successfully transmitted to OSFM.)
2. **College IT System Administrators Should Install the Patch.** On March 6, 2018, System Office IT staff communicated with your college's System Administrator (SA) through CIS RELEASE MANAGER to inform them of the specific instructions required to update the data-transfer system for your fire training records. This patch must be installed by the college before your college's fire certification records can transfer successfully through the updated version of the XFCU process.
3. **Colleges Should Run XFCU Next Week - Assuming the Patch Has Been Installed Locally.** On or after Monday, March 12, all colleges should run XFCU which will then send/re-send all 2018 student records appropriately, assuming that the patch has been installed locally. Before running XFCU next week, we ask that you contact your SA to confirm that they have completed the instructions they received from CIS RELEASE MANAGER on Tuesday, March 6th. It is imperative that your college install the patch and then run the XFCU process to ensure that all student records for 2018 are transmitted completely and successfully under the new portal alignment process now imbedded in XFCU.

Thank you for your assistance as we upgrade the Fire Reporting process to align with these new needs. If you have questions, please contact the CIS Help Desk for any Colleague-related questions and our fire and rescue training team (Tracy McPherson, Kenny Weatherington, or Chris Raynor) for all other questions.

CC: Dr. Lisa Chapman, Vice President and Chief Academic Officer, NCCCS
Senior Continuing Education Administrators Kim Williams, Deputy Director, OSFM

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