



GENERAL ORDER

Target Solutions Credentials

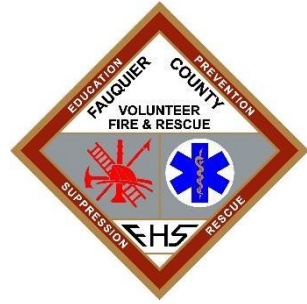
Date: September 7, 2021

Number: 20.064

Effective Date: September 7, 2021

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief



In an effort to streamline the process and permit users to have limited control of their training files, all Target Solutions users now have the ability to add credentials to their personal profiles.

Personnel will now be allowed to add certifications/credentials that do not include an expiration date. This system function will allow administrative users to search certification status of users for various reasons such as uniform rank, promotional opportunities, or to ascertain the need for additional training opportunities.

Each staff member must review the steps below for instruction on how to complete this process by November 1st, 2021. Only certifications for the courses listed in the drop down screen need to be uploaded to the system. Please ensure each certification is loaded individually.

Certification/credentials which have an expiration date will still need to be submitted to the training division. These are likely EMS certifications that require an update in Target Solutions, which resets your continuing education credits.

Should anyone have questions about this process please reach out to Battalion Chief Dale Kidwell at dale.kidwell@fauquiercounty.gov

| NAME | DUE DATE |
|---|--------------|
| Training File Credentials | Apr 27, 2022 |
| UR - Captain Uniform Rank - Advanced | Aug 31, 2031 |
| UR - Chief Officer Uniform Rank - Advanced | Aug 31, 2031 |
| UR - Lieutenant Uniform Rank - Advanced | Aug 31, 2031 |
| UR - Sergeant Uniform Rank - Advanced | Aug 31, 2031 |

Step 1: Login to Target Solutions, locate the “my credentials” tab on the left side of your screen. Click “my credentials”

- Virginia Office of Emergency Medical Services Education & Certification
- Virginia Department of Fire Programs
- Virginia Department of Fire Programs FSTRS
- National Wildland Fire Training
- Firefighter Cancer Support Network

Need help? Please view our Administrator Support and our User Support pages.

If you have any questions or concerns, please call us at 1-800-840-8048 or email us at support.publicsector@vectorsolutions.com.

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Fauquier Fire & Rescue Administration Calendar Community Resources Help

Home Administration Calendar Community Resources Help

MY CREDENTIALS

[Add Credential](#)

| NAME | NUMBER | START DATE | EXPIRY DATE |
|---|------------|--------------|--------------|
| Engine Driver Release Apparatus Driver | | Feb 22, 2011 | Aug 31, 2021 |
| Aerial Apparatus Driver Release Apparatus Driver | | Aug 1, 2021 | Aug 31, 2021 |
| Ambulance Driver Release Apparatus Driver | | Aug 1, 2021 | Aug 31, 2021 |
| Brush Truck Driver Release Apparatus Driver | | Aug 1, 2021 | Aug 31, 2021 |
| Heavy Rescue Driver Release Apparatus Driver | | Aug 1, 2021 | Aug 31, 2021 |
| Tanker Driver Release Apparatus Driver | | Aug 1, 2021 | Aug 31, 2021 |
| Training File Credentals | | Apr 27, 2021 | Apr 27, 2021 |
| Driver License Credentals | T63854157 | May 29, 2021 | May 29, 2021 |
| Command Officer - Released Credentals | | Aug 1, 2021 | Aug 31, 2021 |
| AEHT - VA2016 EHS | C052510708 | Jan 1, 2021 | Jan 31, 2021 |
| CPR EHS | | Feb 19, 2021 | Feb 28, 2023 |
| Fit Test | | | |
| UR - Sergeant Uniform Rank - Advanced | | Aug 1, 2021 | Aug 31, 2031 |
| Firefighter 1 Uniform Rank - Basic | | Aug 1, 2021 | Aug 31, 2031 |
| Firefighter 2 Uniform Rank - Basic | | Aug 1, 2021 | Aug 31, 2031 |
| Hazardous Materials Operations Uniform Rank - Basic | | Aug 1, 2021 | Aug 31, 2031 |

Step 2: You will notice a list of credentials/certifications. Some will already have more than others. You will see a tab labeled “add credential”, click here.

Home My Assignments Self Assign My History My Credentials My Events File Center Forum

Fauquier Fire & Rescue Administration Calendar Community Resources Help

Home Administration Calendar Community Resources Help

NEW CREDENTIAL

My Credential > New Credential

Credential

In order to add a credential, select a credential from the list above.

Cancel

Step 3: Select a credential from the drop down list. Only primary course certifications are listed in drop down list.

Home My Assignments Self Assign My History My Credentials My Events File Center Forum

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My Credentials

NEW CREDENTIAL

My_Credential > New Credential

Credential

- Select a Credential --
- Associates Degree
- Bachelors Degree
- Basic Pump Operations
- College English Course
- Confined Space Rescue Awareness & Operations
- Confined Space Rescue Technician
- Doctoral Degree
- Driver Pump Operations - DPO
- EVOC - 1
- EVOC - 2
- EVOC - 3
- Farm Machinery Extrication
- Fire Instructor 3
- Fire Officer 1
- Fire Officer 2
- Fire Officer 3
- Fire Officer 4
- Firefighter 1 & 2 TIT**
- Health & Safety Program Manager

Cancel

from the list above.

Step 4: Select applicable certification/credential from list

Fauquier Fire & Rescue

Home Administration Calendar Community Resources Help

My Credentials

NEW CREDENTIAL

My_Credential > New Credential

Credential

Number

Start Date *

Expiration Date *

Notes

Attachments

Step 5: Attach certification, click "Browse and Select Files"

Open

This PC > Desktop

Search Desktop

Organize New folder

Quick access

- Desktop
- Downloads
- Documents
- Pictures
- Burn Paperwork
- FF 1 & 2
- New folder
- Transcripts
- OneDrive
- This PC
- Network

| Name | Date modified | Type | Size |
|--|--------------------|----------------------|----------|
| IB-Swift Water Rescue Program Update | 7/7/2021 9:36 AM | Adobe Acrobat D... | 449 KB |
| image004 | 4/8/2021 9:02 AM | PNG File | 59 KB |
| In Service Training Attendance | 7/1/2021 1:41 PM | Microsoft Excel W... | 16 KB |
| In service training chart | 4/5/2021 10:45 AM | Microsoft Excel W... | 17 KB |
| Inservice After Action | 8/20/2021 9:22 AM | Microsoft Word D... | 64 KB |
| Inservice Training Scores Redacted | 8/20/2021 9:22 AM | Microsoft Excel W... | 38 KB |
| Inservice Training Scores | 8/20/2021 9:14 AM | Microsoft Excel W... | 38 KB |
| ITLS Instructor Proposal | 6/10/2021 2:12 PM | Microsoft Word D... | 955 KB |
| Kidwell AEMT 2024 | 8/26/2021 12:13 PM | Adobe Acrobat D... | 103 KB |
| Kidwell Instructor Rosters | 3/31/2021 10:43 AM | Adobe Acrobat D... | 138 KB |
| Kidwell Instructor TET Update | 8/27/2021 8:14 AM | Adobe Acrobat D... | 144 KB |
| Kidwell Whirlpool Receipt | 4/22/2021 12:36 PM | Adobe Acrobat D... | 1,449 KB |
| L. Graham AEMT 2023 | 8/26/2021 1:03 PM | Adobe Acrobat D... | 138 KB |
| Letter for Training Technician | 7/12/2021 10:46 AM | Microsoft Word D... | 1,861 KB |
| Live Fire Training Structure Grant Progra... | 7/13/2021 7:06 AM | Adobe Acrobat D... | 263 KB |
| MBA Requirements | 4/14/2021 9:46 AM | Microsoft Word D... | 34 KB |
| NFA Safety Program Syllabus | 6/16/2021 6:18 AM | Adobe Acrobat D... | 105 KB |
| NOVA Command Officer Notes | 8/23/2021 6:55 AM | Microsoft Word D... | 14 KB |
| NOVA PB 20-02 TIA for Mayday Procedures | 6/17/2021 7:43 AM | Adobe Acrobat D... | 262 KB |
| NVERS FD Ops 101 for LE 2021 FINAL | 7/15/2021 8:48 AM | Adobe Acrobat D... | 6,016 KB |

File name:

Custom Files

Open Cancel

Step 6: Select correct file from device file folder/location

Step 6-1: Click "open"

Fauquier Fire & Rescue

Home Administration Calendar Community Resources Help

Dale Kidwell

NEW CREDENTIAL

My Credential > New Credential

Credential: Firefighter 1 & 2 TET

Number:

Start Date:

Expiration Date:

Notes:

Attachments:

| Filename | Size | Status |
|---|--------|--------|
| Kidwell Instructor TET Update.pdf | 144 kb | 0% |
| Browse and Select Files for Upload... | 144 kb | 0% |

Your files will be uploaded when you submit your Credential settings.

Save

Step 7: File should show as attached

Step 7-1: Click "save/submit"



- Home
- My Assignments
- Self-Assign
- My History
- My Credentials**
- My Events
- File Center
- Forum

MY CREDENTIALS

Add Credential

| NAME | NUMBER | START DATE | EXPIRATION DATE |
|---|------------|--------------|-----------------|
| Engine Driver Release Apparatus Driver | | Feb 22, 2011 | Aug 31, 2030 |
| Aerial Apparatus Driver Release Apparatus Driver | | Aug 1, 2021 | Aug 31, 2031 |
| Ambulance Driver Release Apparatus Driver | | Aug 1, 2021 | Aug 31, 2031 |
| Brush Truck Driver Release | | Aug 1, 2021 | Aug 31, 2031 |
| Driver License Credentials | T63854157 | May 29, 2021 | May 29, 2028 |
| Command Officer - Released Credentials | | Aug 1, 2021 | Aug 31, 2031 |
| AEMT - VA2 EMS | C052510708 | Jan 1, 2021 | Jan 31, 2024 |
| CPR EMS | | Feb 19, 2021 | Feb 28, 2023 |
| FIT Test EMS | 10986 | May 14, 2019 | May 14, 2020 |
| ACLS EMS | | | |
| PALS EMS | | | |
| UR - Captain Uniform Rank - Advanced | | Aug 1, 2021 | Aug 31, 2031 |
| UR - Chief Officer Uniform Rank - Advanced | | Aug 1, 2021 | Aug 31, 2031 |
| UR - Lieutenant Uniform Rank - Advanced | | Aug 1, 2021 | Aug 31, 2031 |
| UR - Sergeant Uniform Rank - Advanced | | | |
| Firefighter 1 & 2 TTT Uniform Rank - Advanced | | | |
| Firefighter 1 Uniform Rank - Basic | | | |
| Firefighter 2 Uniform Rank - Basic | | Aug 1, 2021 | Aug 31, 2031 |

Step 8: certification/credential should appear under “my credentials”

Step 8-1: Click on the certification/credential
Then proceed to Step 9

Fauquier Fire & Rescue

Dale Kidwell

- Home
- Administration
- Calendar
- Community Resources
- Help



- Home
- My Assignments
- Self-Assign
- My History
- My Credentials**
- My Events
- File Center
- Forum

FIREFIGHTER 1 & 2 TTT

My Credentials > View Credential: Firefighter 1 & 2 TTT

Uniform Rank - Advanced - Firefighter 1 & 2 TTT

100%

| STATUS | NUMBER | START DATE | EXPIRATION DATE |
|--------|--------|------------|-----------------|
| Active | | | |

All Completed Training The

No Results

No Results

Step 9: by clicking the paper clip icon at the top right you should be able to see your uploaded certification. This will also give you the ability to print as needed or open to attach to other programs or correspondence as necessary.