

FIRE & EMS TRAINING VAULT

Quick Start Guide

Know your hours. Protect your record.



FIRE & EMS
— TRAINING VAULT —

NOW LIVE

KNOW YOUR HOURS. PROTECT YOUR RECORD.

Training Hours • Credentials • Renewal Reminders • Reports

10-DAY FREE TRIAL
NO CREDIT CARD REQUIRED

\$2.99/MONTH | \$29.99/YEAR

FIREEMSTRAININGVAULT.COM

Built by a first responder, for first responders.

TRAIN

Log classes and drills

TRACK

See career and yearly hours

PROTECT

Keep credentials and evidence

fireemstrainingvault.com

Works on iPhone, Android, tablet, and computer

GET STARTED

1. Create your account

Open fireemstrainingvault.com. Choose **Start free trial**, enter an email you can access, and follow the verification message. Check Junk or Spam if it does not arrive in your inbox.

1

Use one email everywhere

Sign in with the same email on every phone, tablet, or computer. Your subscription and records belong to that account.

2

Complete email verification

Open the message from Fire & EMS Training Vault or Clerk and enter the verification code.

3

Start your profile

Enter your name, department if applicable, reporting year, and starting balances. Professional ID numbers are optional.

Your first 10 days are free

No payment card is required to start. Subscribe before the trial ends to keep adding or changing records. You can still view and export records during the grace period.

Put it on your phone

iPhone or iPad

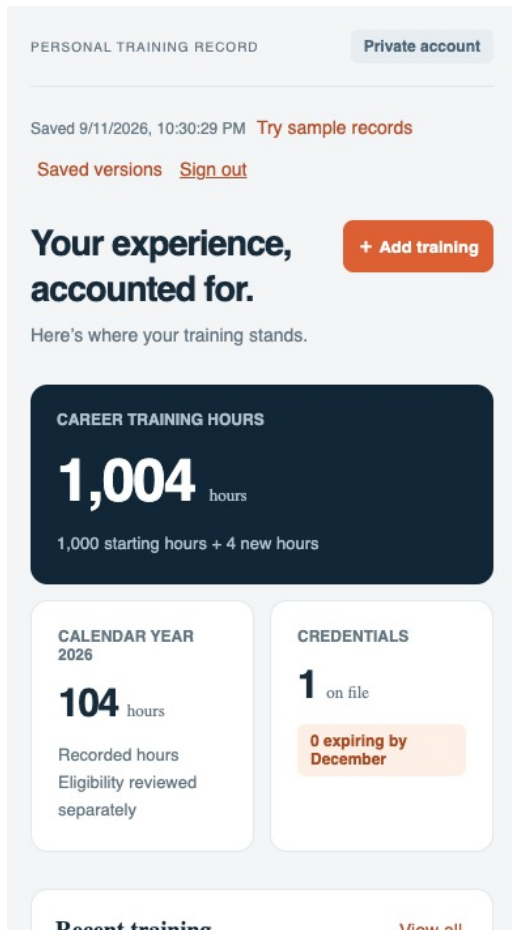
Open the website in **Safari**. Tap the Share button, choose **Add to Home Screen**, then tap **Add**. If needed, scroll the Share menu to find the option.

Android phone

Open the website in **Chrome**. Tap the three-dot menu and choose **Add to Home screen** or **Install app**. Confirm the name and tap **Add**.

The Home Screen icon opens the same secure account as the website. It does not create a second account or require another payment.

2. Read the dashboard



Career training hours

Starting career hours plus eligible training you add.

Current-year hours

Training that falls in the selected calendar or fiscal year.

Credentials

Certificates, licenses, cards, and accreditation levels you have saved.

Renewal watch

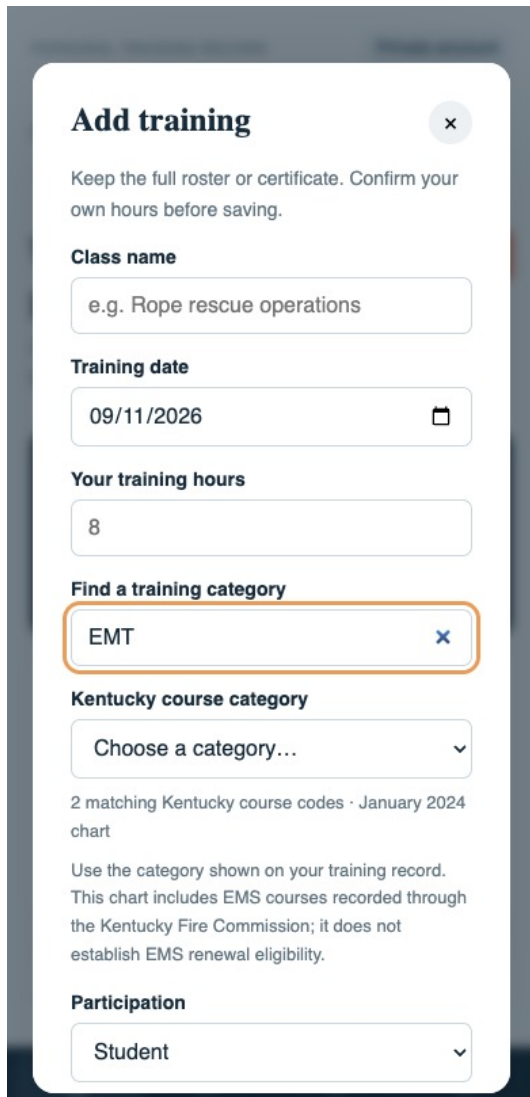
Items that are active, expiring soon, or expired.

Starting hours prevent years of manual entry

Open **Profile & Starting Hours**. Enter a documented career total, the current-year portion, and the date those totals cover. New training after that date is added automatically. Attach a report or other evidence when available.

The current-year starting amount must already be included in the career total. Changing the reporting year changes which training appears in the yearly counter.

3. Add a class or drill



Add training ×

Keep the full roster or certificate. Confirm your own hours before saving.

Class name

e.g. Rope rescue operations

Training date

09/11/2026 📅

Your training hours

8

Find a training category

EMT ×

Kentucky course category

Choose a category... ▼

2 matching Kentucky course codes · January 2024 chart

Use the category shown on your training record. This chart includes EMS courses recorded through the Kentucky Fire Commission; it does not establish EMS renewal eligibility.

Participation

Student ▼

Daily-hours warning

The Vault flags more than 16 training hours on one calendar day. Correct the daily distribution or confirm the entry only when the documentation supports it.

1

Choose Add training

Enter the class name, start date, end date, and total hours.

2

Choose the subject

Use a broad subject such as Rescue, EMS, Fire Control, HazMat, or Driver Training.

3

Add a course code when you have one

State and organization codes are optional. Kentucky users can select the matching Kentucky category and code.

4

Choose Student or Instructor

Certification audits normally count qualifying student hours separately from instructor hours.

5

Attach the evidence

Take a picture, scan pages, or choose an existing PDF or image. Multiple photographed pages are combined into a viewing PDF.

6

Review and save

For a multi-day class, check the hours assigned to each day before saving.

4. Import an Acadis report

In **Profile & Starting Hours**, choose the Acadis import option and select the PDF report. If your history is split into several PDFs, select them together when the file picker permits it.

- 1

Print from Acadis
Use Training History and choose either Print as displayed or Print all visible columns. The Vault can recognize both formats, but every page of the report must be included.
- 2

Let the Vault read the report
Selectable PDFs are usually faster. Scanned pages may take longer while text recognition runs on the device.
- 3

Review every flagged row
Decide whether possible duplicates should be kept or skipped. Nothing is saved until the required review decisions are complete.
- 4

Confirm the totals
Compare the detected career and year totals with the report. If the report format omits history, use the documented totals as starting balances and keep the PDF as evidence.

You remain in control

The importer does not award a certification. It organizes the classes and hours that appear in the report. Always compare the final totals with the original document before saving.

Kentucky Basic 1 and Basic 2

What updates automatically	What still needs confirmation
Completed student training with a matching Kentucky code.	Skills completion, transition credit, legacy certification status, and any missing or broad course codes.
Eligible entries added, edited, imported, or deleted in the training log.	Any deficiency that does not agree with official records. Review the specific category and evidence.

5. Build your credential wallet

Open **Credentials** and choose the type that matches the document you hold. General credentials are separate from IFSAC and Pro Board accreditation levels.

General credentials

State fire certifications, EMR, EMT, AEMT, Paramedic, critical care, CPR, First Aid, ACLS, PALS, bloodborne pathogens, licenses, cards, and department certifications.

IFSAC and Pro Board

Choose IFSAC, Pro Board, or both; enter the level, certificate number, standard or edition, issuing entity, and dates shown on the certificate.

1

Enter the credential exactly as issued

Use the official name, issuing organization, issue date, expiration date, and certificate or license number.

2

Photograph or upload the certificate

Use the camera for a card or paper certificate. You can also choose a PDF or an existing photo from the phone.

3

Choose reminder months

Select the months when you want the credential to appear in the reminder list.

4

Correct mistakes anytime

Open the credential to edit it, replace evidence, or move it to Recently Deleted. Deleted items are permanently removed after 30 days.

Professional ID numbers are optional

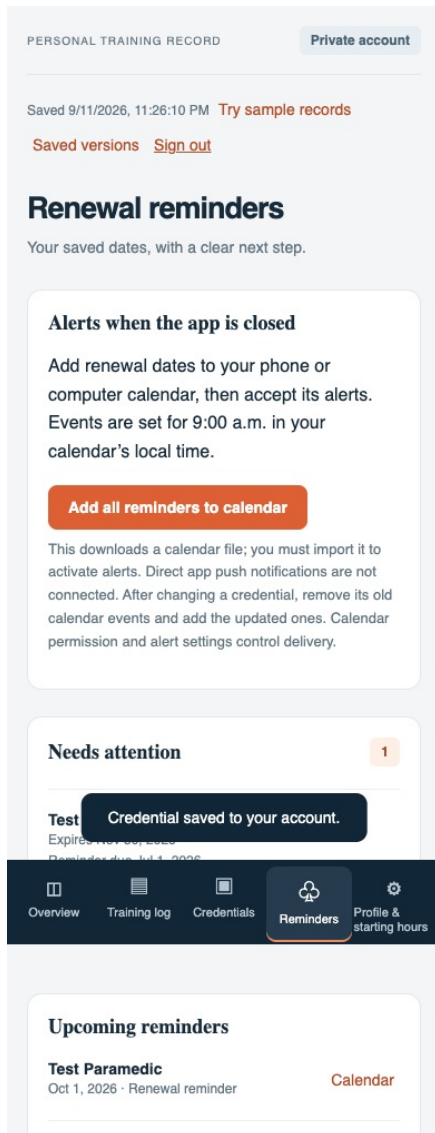
Open **Profile & Starting Hours** to store firefighter, EMT, AEMT, Paramedic, National Registry, or department identification numbers. Add them later if you do not know them now.

Expiration status

Active means the expiration date is safely ahead. **Expiring Soon** means the renewal window is approaching.

Expired means the saved expiration date has passed. The Vault reports the dates you entered; it does not renew or validate a credential with the issuing agency.

6. Turn on notifications



1

Open Reminders

Choose the notification connection option for this device.

2

Allow notifications

Your browser or phone will ask for permission. Each device needs its own permission.

3

Link the device

Follow the secure connection steps and enter the verification code when requested.

4

Send the test

Use the scheduled test. Keep the page open long enough to confirm the alert arrives.

5

Check each credential

The credential must have an expiration date and reminder selections. Automatic reminders must also be enabled for the account.

If Android says it cannot connect

Open the Vault directly in Chrome instead of the Facebook or Messenger browser. Allow notifications for fireemstrainingvault.com, return to Reminders, and choose Retry connection.

Calendar reminders are separate. Download the calendar file, open it, and accept the events in Apple Calendar, Google Calendar, or another calendar app.

7. Export, back up, and restore

Exports help you share records. A complete backup protects the account itself. Use both.

Training spreadsheet	Use Export training record to download a spreadsheet for review, department reporting, or your own files.
Complete backup	Open Profile & Starting Hours and choose Complete backup . The ZIP includes saved data, training and credential spreadsheets, and attached documents.
Restore	In an empty account, choose Restore from backup and select the original ZIP. Review the summary, then confirm the restore.

Important backup rule

Keep the original ZIP file in a safe place such as iCloud Drive, Google Drive, Dropbox, or an external drive. Do not change files inside the ZIP before restoring it.

A simple backup schedule

1

After a large import

Download a complete backup after importing an Acadis history or many credentials.

2

Every few months

Create a fresh backup and replace the older copy only after you confirm the new ZIP downloaded.

3

Before changing phones or computers

Back up first. Sign into the new device with the same email. Records should appear automatically; restore only if the account is empty and you intend to replace it.

Notification device connections are not included in backups. Turn on notifications again after restoring to a new account or changing devices.

8. Subscription, storage, and help

Standard individual plan 2 GB included \$2.99 per month or \$29.99 per year, plus applicable tax. The same active account works on the website and future phone apps without paying twice.	Manage the subscription Use the subscription section inside the signed-in Vault to update the payment method, review invoices, or cancel at the end of the billing period.
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Storage and deleted items

- 1 Watch the storage meter**
Photos, scans, and PDFs use the included storage. Training information without attachments uses very little space.
- 2 Use Recently Deleted carefully**
Removed records or credentials can be recovered during the 30-day period. After that period, deletion is permanent.
- 3 Export before leaving**
If the trial or subscription ends, download a complete backup during the grace period. The Vault sends warning emails before permanent account deletion.

Need help?

Visit fireemstrainingvault.com/support or email hammondpublishingmedia@gmail.com. Include the device type, browser, what you were trying to do, and the exact message shown. Never email passwords or verification codes.

Quick check before you finish

1	Profile and reporting year are correct
2	Starting totals have a cutoff date and evidence
3	Training categories and course codes were reviewed
4	Credentials include expiration dates and certificate evidence
5	Notifications were tested on each device
6	A complete backup is stored somewhere outside the Vault

fireemstrainingvault.com
Built by a first responder, for first responders.