

DCA Certification & License Portal

USER GUIDE

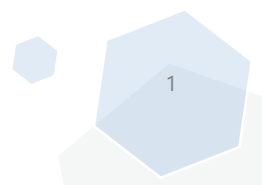
Original
September 3, 2025

Last Update
September 3, 2025

Version
1.0



This guide was prepared to detail the DCA Certification & License Portal, including all features of licenses/certifications and courses in the InfoShare™.





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I. Introduction

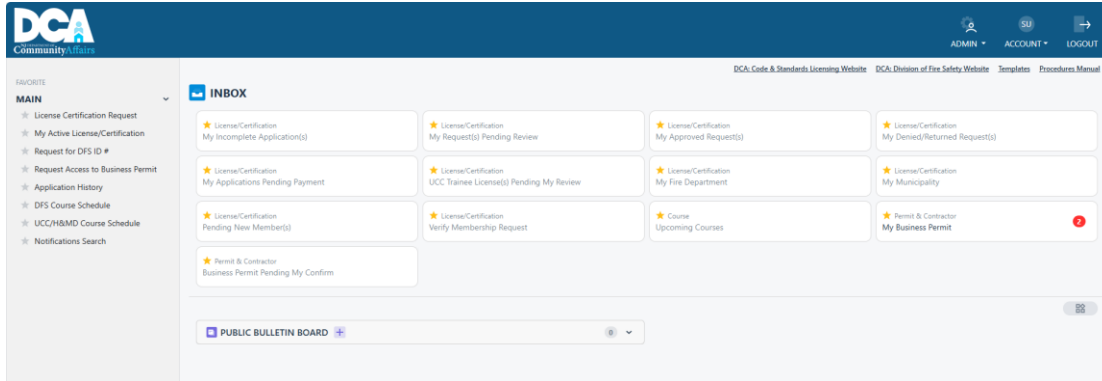
The portal allows Firefighters and Inspectors to view and apply for licenses/certifications, as well as browse and register for courses.

This document explains the functions of each inbox and entry point within the portal, and provides workflows and screenshots to illustrate each feature

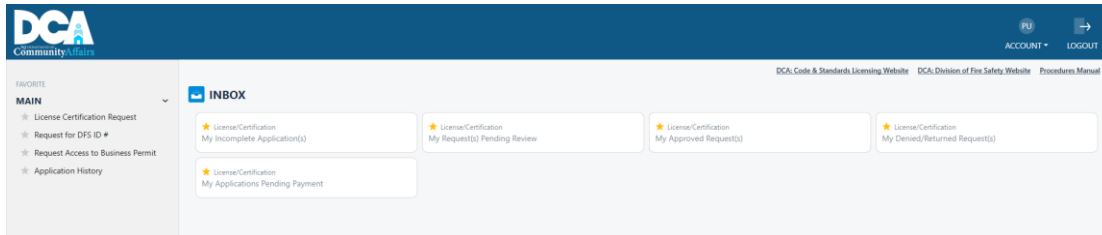
II. Overview

1. Home page

Not all inboxes and entry points are visible to every portal user. What appears on the page depends on the user's certifications and the permissions assigned to their account.

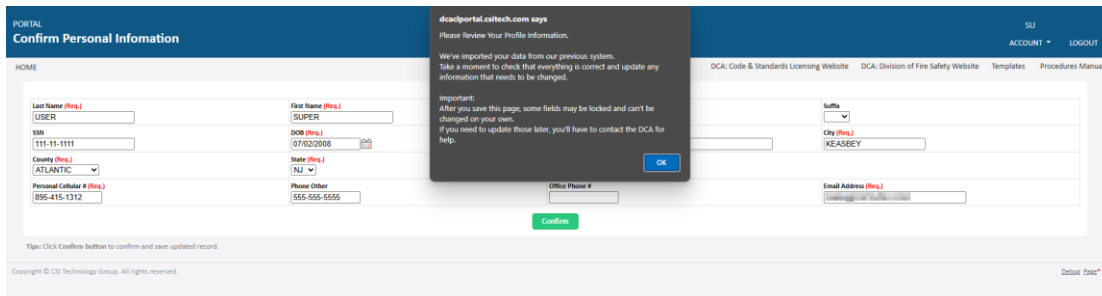


Newly registered users without certifications will see the following inbox and entry point when logging into the portal.



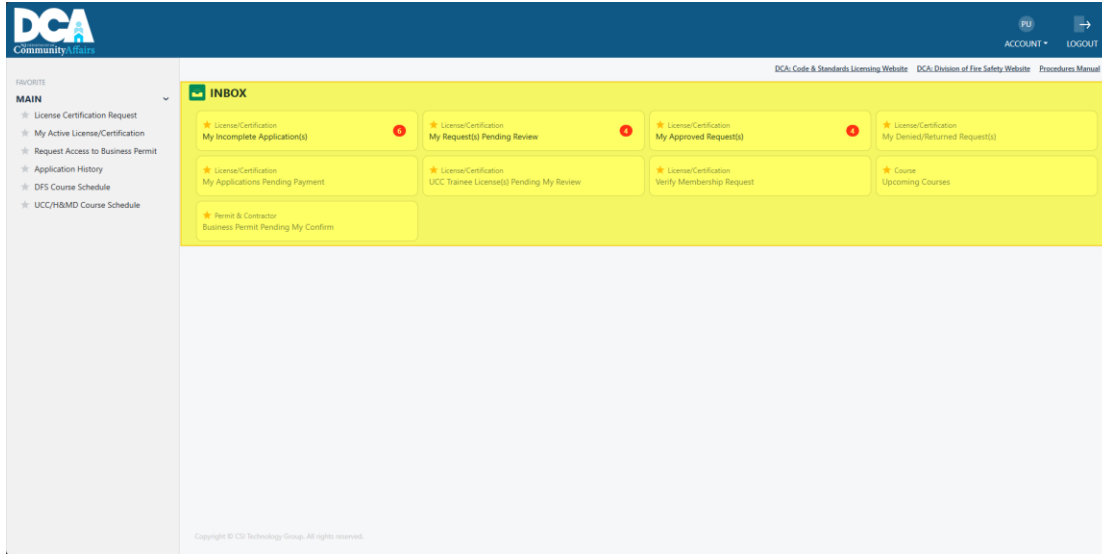
2. First Login to the Portal with Authentication Code or Firefighter who had access to the previous system.

All portal users who register with an authentication code, or had access to the previous DFS system, are required to confirm and update their personal information during their first login. Any incorrect information should be updated at this time.



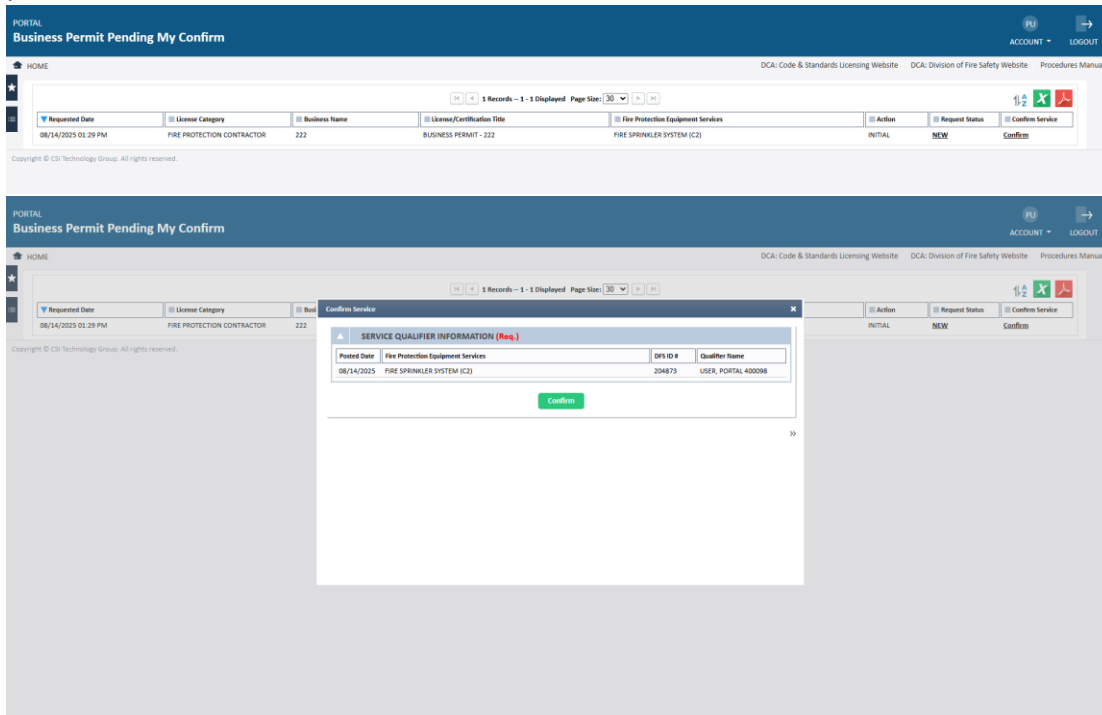
III. Inbox

Inboxes are in the right-center area of the Home page.



1. Business Permit Pending My Confirm

This inbox displays permit applications where the user is designated as a qualifier. It is available to firefighters with a DFS ID#. To proceed, click Confirm to acknowledge your role as a qualifier on the permit.



2. My Applications Pending Payment

This inbox displays certification and license applications that require payment.

- Click the *License/Certification Title* to view application details.
- Click *Request Status* to track the review process.
- Click *Payment* to complete your payment.

The screenshot shows the 'My Applications Pending Payment' portal. At the top, there are links for 'ACCOUNT' and 'LOGOUT'. Below the header, there are links for 'HOME', 'DCA: Code & Standards Licensing Website', 'DCA: Division of Fire Safety Website', and 'Procedures Manual'. A table displays one application with the following details:

Requested Date	License Category	License/Certification Title	Action	Request Status	Amount	Service Fee	Note	Payment
08/14/2025 10:58 AM	FIRE PROTECTION CONTRACTOR	INDIVIDUAL CONTRACTOR	INITIAL	PENDING PAYMENT	\$300.00			Payment

At the bottom left, there is a copyright notice: 'Copyright © CSI Technology Group. All rights reserved.'

Click, *Click Here to Add Payment* Information button to make a payment.

This screenshot shows the same 'My Applications Pending Payment' portal as above, but with a 'Payment' modal window open. The modal contains a button 'Click Here to Add Payment Information' and a form with the following fields:

Payment Date	Payment Type	Amount
08/14/2025		\$300.00

Below the table, there are fields for 'Service Fee' (Status: NEW), 'Note', and a 'Payment' button.

3. My Incomplete Application(s)

This inbox displays all incomplete applications.

- Click the *License/Certification Title* to continue the application process.
- Select the checkbox for the request(s) and click *Delete* to remove an incomplete application. Deleted applications cannot be accessed again.

The screenshot shows the 'My Incomplete Application(s)' portal. At the top, there are links for 'ACCOUNT' and 'LOGOUT'. Below the header, there are links for 'HOME', 'DCA: Code & Standards Licensing Website', 'DCA: Division of Fire Safety Website', and 'Procedures Manual'. A table displays five applications with checkboxes in the first column:

Requested Date	License Category	License/Certification Title	Action	Request Status
<input type="checkbox"/>	FIRE PROTECTION CONTRACTOR	BUSINESS PERMIT - TEST	INITIAL	NEW
<input type="checkbox"/>	UCC/H&MD REQUEST	UCC LICENSE APPLICATIONS	INITIAL	NEW
<input type="checkbox"/>	FIRE LICENSES/CERTIFICATIONS	FIRE INVESTIGATOR	INITIAL	NEW
<input type="checkbox"/>	UCC/H&MD REQUEST	INSPECTOR/TRAINEE REGISTRATION	INITIAL	NEW
<input type="checkbox"/>	UCC/H&MD REQUEST	HOTELS AND MULTIPLE DWELLINGS INSPECTOR	RENEWAL	NEW

At the bottom left, there is a 'Select All' checkbox and a 'Delete' button. At the bottom left, there is a copyright notice: 'Copyright © CSI Technology Group. All rights reserved.'

4. My Request(s) Pending Review

This inbox displays all certification and license applications pending DCA review.

- Click *Request Status* to view the review process.
- Click the *License/Certification Title* to revise application details

Requested Date	License Category	License/Certification Title	Action	Request Status	Payment
08/08/2025 04:59 PM	BUSINESS PERMIT ACCESS REQUEST	ACCESS TO BUSINESS PERMIT - 6660777	INITIAL	PENDING DCA REVIEW	Payment
08/08/2025 04:55 PM	FIRE PROTECTION CONTRACTOR	INDIVIDUAL CONTRACTOR	RENEWAL	PENDING DCA REVIEW	Payment

5. My Approved Request(s)

This inbox displays certification and license applications approved within the last 14 days.

- Click *Request Status* to view the approval process.

Requested Date	License Category	License/Certification Title	Action	Request Status	Approved Date
08/11/2025 10:36 AM	UCC/IB&M REQUEST	UCC LICENSE APPLICATIONS	INITIAL	APPROVED	08/14/2025 10:12 AM
08/11/2025 10:09 AM	UCC/IB&M REQUEST	UCC LICENSE APPLICATIONS	INITIAL	APPROVED	08/14/2025 10:12 AM
08/11/2025 10:08 AM	UCC/IB&M REQUEST	INSPECTOR TRAINEE REGISTRATION	INITIAL	APPROVED	08/14/2025 10:56 AM
08/08/2025 04:46 PM	UCC/IB&M REQUEST	HOTELS AND MULTIPLE DWELLINGS INSPECTOR	RENEWAL	APPROVED	08/08/2025 04:51 PM
08/08/2025 04:22 PM	FIRE LICENSES/CERTIFICATIONS	FIRE INVESTIGATOR	INITIAL	APPROVED	08/08/2025 04:57 PM
08/08/2025 04:22 PM	UCC/IB&M REQUEST	HOTEL & MULTIPLE DWELLING	INITIAL	APPROVED	08/08/2025 04:28 PM
08/08/2025 10:45 AM	FIRE PROTECTION CONTRACTOR	INDIVIDUAL CONTRACTOR	INITIAL	APPROVED	08/08/2025 04:49 PM

6. My Denied/Returned Request(s)

This inbox displays certification and license applications that have been denied or returned by DCA.

- Click *Request Status* to view the review notes and process.
- Click the *License/Certification Title* to revise the details of a returned application. Denied applications are view-only.

Requested Date	License Category	License/Certification Title	Action	Request Status
08/12/2025 11:03 AM	UCC/IB&M REQUEST	UCC LICENSE APPLICATIONS	INITIAL	RETURNED
08/12/2025 09:52 AM	UCC/IB&M REQUEST	INSPECTOR TRAINEE REGISTRATION	INITIAL	RETURNED
08/11/2025 03:52 PM	UCC/IB&M REQUEST	SPECIAL INSPECTORS APPLICATION	INITIAL	RETURNED

7. UCC Trainee License(s) Pending My Review

This inbox displays all UCC Trainee License applications pending Supervisor or Construction Official review.

- Click the *License/Certification Title* to view application details.
- Click *Request Status* to review the application.

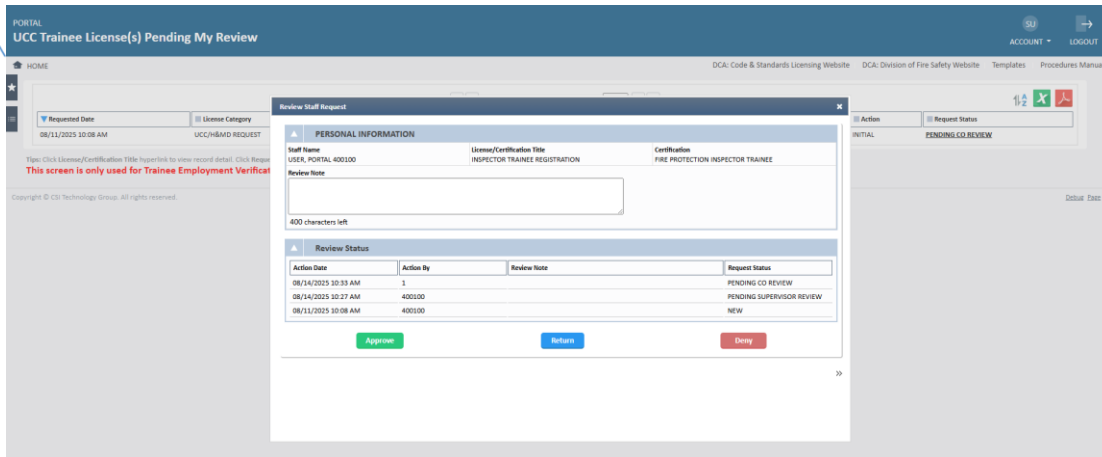
(Supervisor View)

The screenshot shows the 'UCC Trainee License(s) Pending My Review' portal. At the top, there's a navigation bar with 'ACCOUNT' and 'LOGOUT' options. Below it, a breadcrumb trail reads 'DCA: Code & Standards Licensing Website > DCA: Division of Fire Safety Website > Templates > Procedures Manual'. A search bar is present with filters for 'Requested Date', 'License Category', 'License/Certification Title', 'Certification', 'Action', and 'Request Status'. The main table displays one record: '08/11/2025 10:08 AM', 'UCC/H&MD REQUEST', 'INSPECTOR TRAINEE REGISTRATION', 'FIRE PROTECTION INSPECTOR TRAINEE', 'INITIAL', and 'PENDING SUPERVISOR REVIEW'. A red warning message states: 'This screen is only used for Trainee Employment Verification, there will only be data in this screen if you are listed on an application as a Supervisor.' The footer includes 'Copyright © CSI Technology Group. All rights reserved.' and a 'Detail Page' link.

This screenshot is similar to the previous one but with a 'Review Staff Request' modal window open. The modal has a 'PERSONAL INFORMATION' section with fields for 'Staff Name' (USER, PORTAL 400100), 'License/Certification Title' (INSPECTOR TRAINEE REGISTRATION), and 'Certification' (FIRE PROTECTION INSPECTOR TRAINEE). It also has a 'Review Note' field with a 400-character limit. Below this is a 'Review Status' table with columns for 'Action Date', 'Action By', 'Review Note', and 'Request Status'. The table shows two entries: one from 08/14/2025 10:27 AM by user 400100 with status 'PENDING SUPERVISOR REVIEW', and another from 08/11/2025 10:08 AM by user 400100 with status 'NEW'. At the bottom of the modal are 'Approve', 'Return', and 'Deny' buttons.

(Construction Official View)

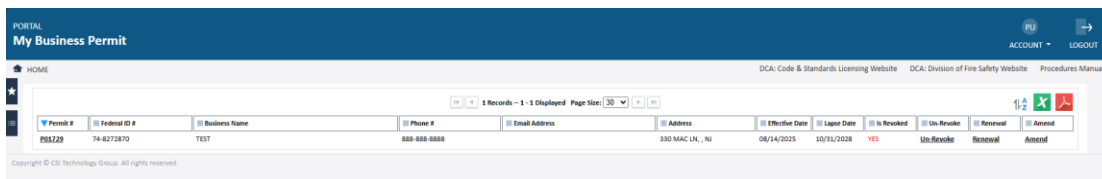
This screenshot shows the 'UCC Trainee License(s) Pending My Review' portal from a Construction Official's perspective. The layout is identical to the Supervisor View, but the 'Request Status' for the record in the table is 'PENDING CO REVIEW' instead of 'PENDING SUPERVISOR REVIEW'. The red warning message and other UI elements remain the same.



8. My Business Permit

This inbox displays all business permits owned by the user.

- Click the *Permit #* to view the permit summary.



Un-Revoke Permit

To Un-Revoke a revoked business permit, click *Un-Revoke*. The hyperlink will show when the Permit is revoked.

Renew Permit

To renew a business permit, click *Renewal*

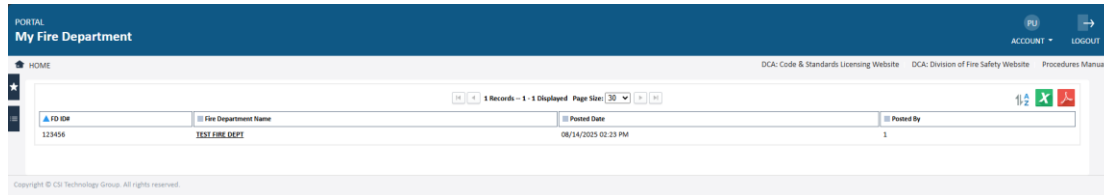
Amend Permit

To amend a business permit, click *Amend*.

9. My Fire Department

This inbox displays the fire departments to which the user is assigned as a supervisor.

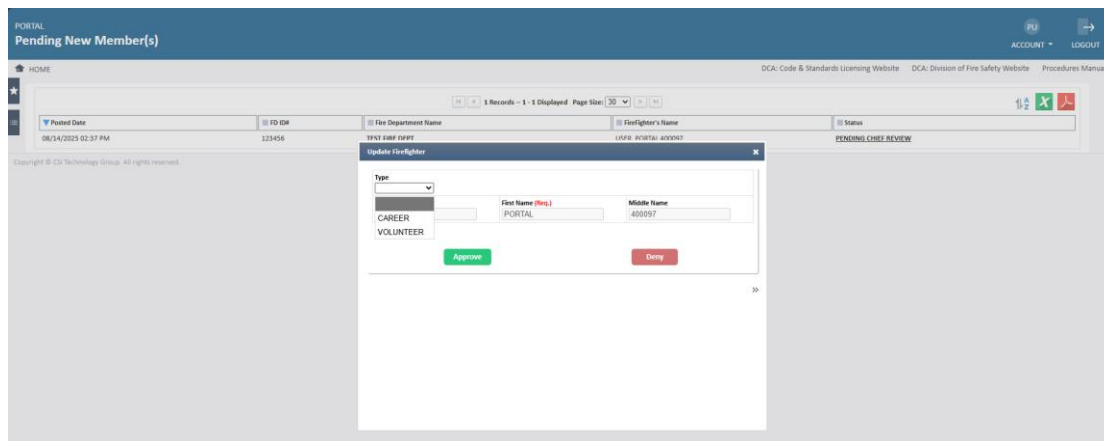
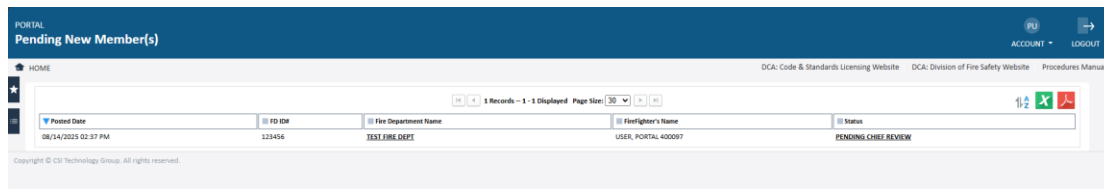
- Click *Fire Department Name* to view the Fire Department Summary.



10. Pending New Member(s)

This inbox displays the firefighters who have requested to become members under the designated fire department.

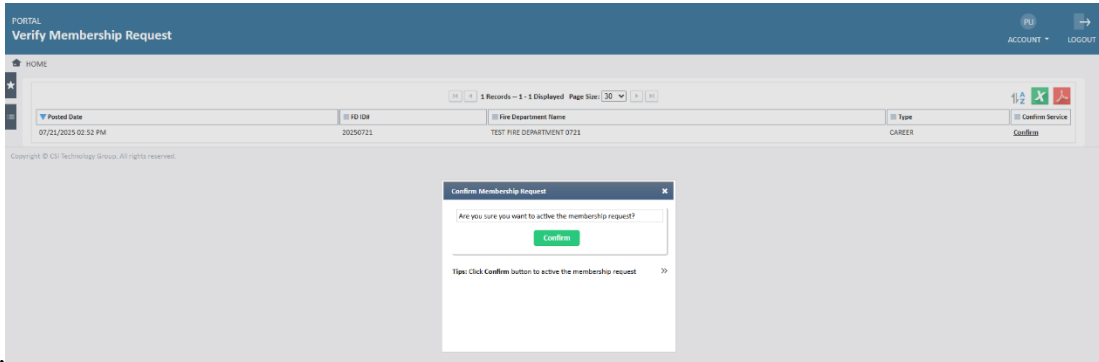
- Click *Status* to confirm or deny the request. Supervisors can assign the firefighter as CAREER or VOLUNTEER.



11. Verify Membership Request

This inbox is used when a user is added to a fire department, for example during the initial Firefighter 1 application. The fire supervisor will then confirm if the user should be added to the fire department roster.

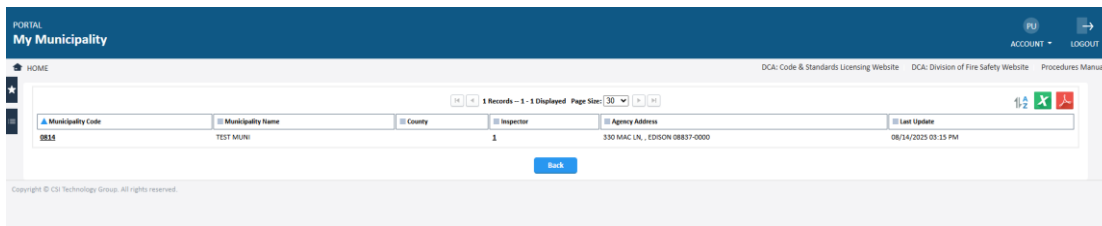
- Click *Confirm* to confirm the request.



12. My Municipality

This inbox displays the municipality to which the user is assigned as the Construction Official.

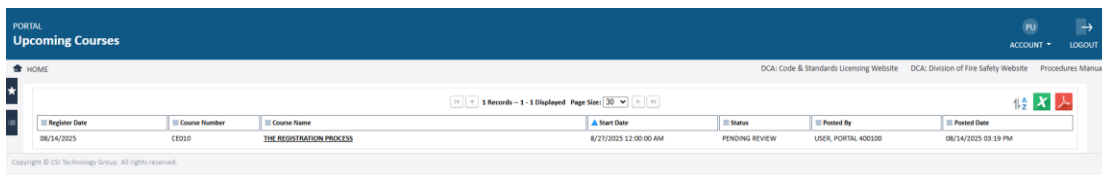
- Click *Municipality Code* to view the Municipality Summary.



13. Upcoming Courses

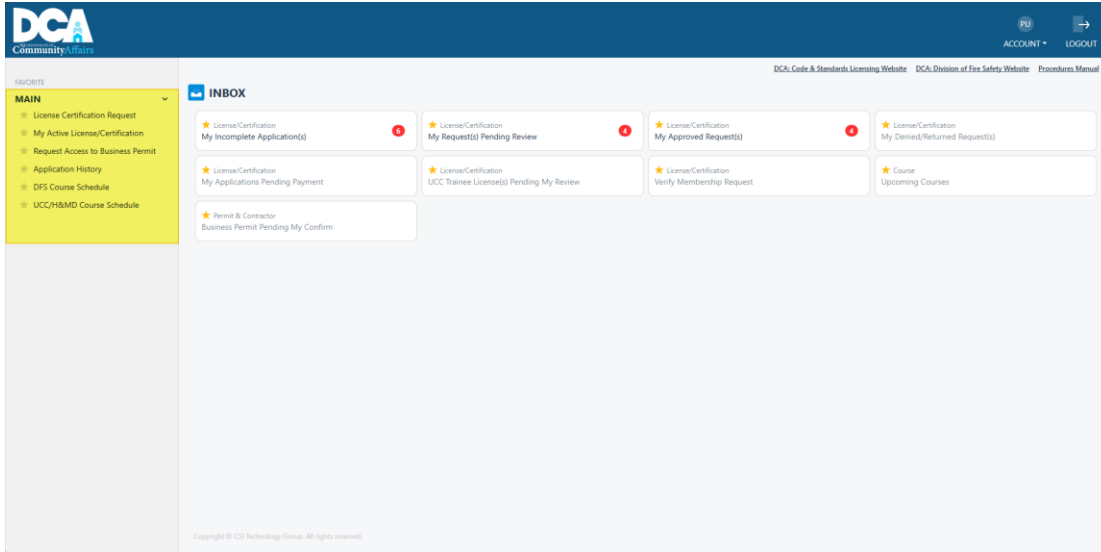
This inbox displays all upcoming DFS approved courses.

- Click *Course Name* to view course details.



IV. Entry Point

Entry points are on the left of the Home page.



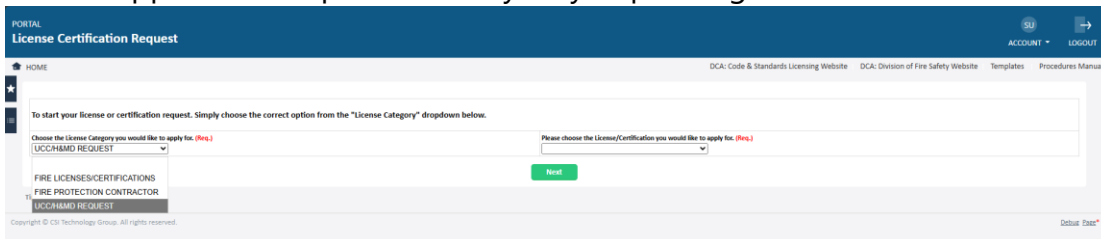
1. License Certification Request

This is the main entry point for all portal users to apply for licenses, certifications, and permits. The portal displays all certifications and licenses that can be applied for through the system.

- This entry point is only for applying for a new certification or license.
- To renew or upgrade an existing certification or license, use the *My Active License/Certification* entry point.

General Workflow

Please choose *License Category*, then choose *License/Certification* to apply for. Each certification has its own application steps, which may vary depending on the certification selected.



Email, SSN, and DOB cannot be modified during the license or certification application process. If any of this information is incorrect, contact the DFS or UCC unit.

The screenshot shows the 'Personal Information' form in the portal. The form is titled 'PERSONAL INFORMATION' and contains the following fields:

Request Date 08/13/2025	SSN (Req.) 666-66-6666	DFS ID # 204869	Staff Name USER_PORTAL_400100
Address (Req.) 330 MAC LN	City (Req.) EDISON	State (Req.) NJ	Zip (Req.) 08832-0900
Home Phone # 666-666-6666	Office Phone #	Extension	Personal Certificate # (Req.) 989-078-7777
Email Address PUSER400100@MAIL.TEST.COM	DOB (Req.) 08/01/1987		

Below the form, there is a green button labeled 'Next: Fire Certification >'. At the bottom, there is a 'Tips' section with contact information for the Office of Training & Certification.

Supplemental documents required for the certification must be uploaded. Each certification has its own required documents, which may vary depending on the certification selected.

- This is an example of a FIRE certification request.

The screenshot shows the 'Fire Certification Application' form in the portal. The form is titled 'LICENSE INFORMATION' and contains the following fields:

License/Certification Title (Req.) FIRE INSPECTOR	UCC #	Fire Inspector Certification requires successful completion of an approved program of instruction pursuant to N.J.A.C. 5:72-4.9(e), and passing the Division of Fire Safety (DFS) Fire Inspector written exam. Please upload a copy of your class attendance certificate or syllabus content sheet/transcript which indicates your successful completion of the program(s) of instruction.			
Issued Date	Document Title	Doc Type	Change Title / Detail	Issued By	Delete

Below the form, there is a green button labeled '< Back: Personal Information' and another green button labeled 'Next: Completed Cases >'. A notification box at the top right says 'Please upload Supplement Document.' with an 'OK' button.

- This is an example of UCC/H&MD request.

PORTAL
Claim of Experience

ACCOUNT - LOGOUT

HOME DCA: Code & Standards Licensing Website DCA: Division of Fire Safety Website Templates Procedures Manual

Personal Information License Certification **Claim of Experience** Convicted Crime Payment Review

Please fill out only the sections relevant to the specific license or certification you are requesting.

DATE OF COMPLETION OF APPRENTICESHIP Add

Posted Date	Date of Completion of Apprenticeship, or its Equivalent
	No record found.

CONTRACTOR LICENSE Add

Posted Date	Type of Contractor License	State / Municipality	Date Issued	License #

RELEVANT DEGREES Add Upload

Please upload your official transcript.
Please have your credentials evaluated by a member of [NAACE](#) if you hold a foreign degree.

Posted Date	Degree Type	Major	Date Conferred	Name of College or University	Address

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete

LICENSURE/REGISTRATION Add

Posted Date	License Type	Registration/ License Number	Initial Effective Date

CLAIM OF EXPERIENCE Add

For assistance in formatting your letters, refer to the Licensing Information Booklet.
The experience recorded in this section must match what is detailed in your notarized reference letter(s).

Posted Date	Position	Employer	Address	City	State	Zip	Employed From:	Employed To:	Total Experience	F/T - Hour/Week	PT - Hour/Week	Supervisor	Relevant Duties in Detail

FIRE SERVICE EXPERIENCE Add

Posted Date	Position	Company and District	Municipality	Address	City	State	Zip	Employed From:	Employed To:	Total Experience	F/T - Hour/Week	PT - Hour/Week	Volunteer - On Call Hours

EXAM RESULT Add

Please upload exam results.
To schedule your exams please visit [Prox Exam](#) or [ICC](#).

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete

COURSE COMPLETION CERTIFICATE(S) Add

Please upload course completion certificates.
For UCC course information please visit [UCC Course Catalog](#).
For MDI course information please visit [Business COS](#).

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete

EXPERIENCE SUPPLEMENTAL DOCUMENTS Upload

Letter(s) documenting work experience
Please list any experience to support your application

2000 characters left

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete

< Back : License Certification Next : Convicted Crime >

When the user completes all application data, it will be displayed on the review page.

- Click *Submit* to send the application for review.

PERSONAL INFORMATION

Request Date	SN	DES ID #	Staff Name
08/13/2025	686-66-6666	204889	USER, PORTAL 400100
Address	City	State	Zip
330 MAC LN	EDISON	NJ	08812-0000
Home Phone #	Office Phone #	Extension	Personal Cellular #
686-666-6666			989-078-7777
Email Address	DOB		
FLUSER400100@MAILTEST.COM	08/01/1987		

LICENSE INFORMATION

License/Certification Title: FIRE INVESTIGATOR

Minimum qualifying requirements: Be at least 18 years of age; Has a high school diploma or equivalent; Holds one of the following certifications, licenses or titles: Firefighter I, Fire Inspector, Fire Official, Police Officer, Police Detective, Police Investigator, Certified Fire Investigator through IAAL, Certified Fire and Explosion Investigator through NFPA, Certified Fire Investigator through the U.S. AEC, or has completed an approved program "substituted" for the Basic Fire Investigation course as specified in N.J.A.C. 5:73-18. In addition to the above qualifying requirements, the applicant must meet one of the credentialing requirements specified below. Please check the box corresponding to the certification path you are seeking. Please upload Basic Fire Investigator Course Completion Certificate.

Equivalency determination: Have previously passed an examination and received certification as a Certified Fire Investigator, Basic Arson Investigator, or Certified Fire Explosive Investigator. There is no timeline restriction for equivalency determination. This will be a one-time issuance by the Office of Training and Certification.

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete
08/13/2025 11:57 AM	Upload Doc (X)	DOCK	Update	USER, PORTAL 400100	Delete

CONVICTED CRIME

Have you been convicted of a crime of 1st, 2nd or 3rd degree, or an offense in connection with the practice as a Fire Investigator? If you have stated "yes", please supply details.

NO

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete
No record found.					

PAYMENT INFORMATION

Payment Date	Payment Type	Amount	Service Fee	Status	Note
08/13/2025		\$91.00		NEW	

[Back - Payment](#) [Submit](#)

Tip: Click Submit to send the request to DCA for review.

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Application Payment for FIRE LICENSES/CERTIFICATIONS and FIRE PROTECTION CONTRACTOR
The payment amount is calculated based on the certification applied for. No payment is required during the application process, as this page is display-only. Payment will be processed after the request has been approved.

- *Note: Not all certifications include this page. Only certifications requiring payment will display a payment page.*

PAYMENT INFORMATION

A non-refundable fee of \$91.00 is required for each application.

Payment Date	Payment Type	Amount	Service Fee	Status	Note
07/28/2025		\$91.00		NEW	

[Back - Convicted Crime](#) [Next - Review](#)

Tip: No payment is required to take during the application process. The payment will be processed after user request has been approved.

Click the Next - Review button to save the record and continue process, or click the Back - Convicted Crime button to save the record and go back to previous step.

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Application Payment for UCC/H&MD REQUEST

The payment amount is calculated based on the license applied for. Payment is required during the application process.

Payment Date	Payment Type	Amount	Service Fee	Status	Note
08/13/2025		\$91.00		NEW	

Additional Notes - Firefighter Certification Request

When requesting a Firefighter 1 certification, applicants must enter a valid sponsoring fire department.

- You can search using the FDID# or the Fire Department Name.
- The fire department supervisor will review the request after it is submitted.

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete
08/14/2025 02:37 PM	test.docx	DOCX	Update	USER_PORTAL_400097	Delete

Additional Notes – Inspector Trainee License Request

When requesting an Inspector Trainee license, applicants must enter the valid six-digit license number of inspectors who hold licenses in the designated area (e.g., Building Trainee need a supervisor who holds a Building Inspector license).

- The assigned Supervisor and Construction Official will review the request after it is submitted.

Supervisor's License

- Enter the six-digit license number of an inspector who holds a license in the areas and levels listed below.

Area	Level
BUILDING	HHS
ELECTRICAL	ICS
FIRE PROTECTION	RCS
PLUMBING	SUB CODE

(Not Included: SUB CODE PROVISIONAL, TRAINEE)

Construction Official License

- Enter the six-digit license number of an inspector that holds a Construction Official license.

Additional Notes – Business Permit Request

When requesting a Business Permit, applicants must click *Add/Edit Qualifier* and enter the valid six-digit DFS# of the corresponding contractor/certification holder.

- A person cannot be listed on more than one business permit.**

The application will remain in the *My Incomplete Application(s)* inbox until all qualifiers confirmed their addition to the permit. The application cannot be submitted for review until all qualifiers have confirmed their addition to the permit.

The screenshot shows a web application interface for a permit application. A modal dialog box is open in the center, displaying a message from 'dcaportal.csitech.com' stating: 'All Qualifier(s) must confirm their addition to this permit. Once confirmed, return to this page to submit the application to the DCA. It will remain in your "My Incomplete Application(s)" inbox, where you can check the confirmation status.' The dialog has an 'OK' button.

Below the dialog, the application form is visible. It includes sections for:

- SPECIAL HAZARD FIRE SUPPRESSION SYSTEM / C3** (with checkboxes for FIRE ALARM SYSTEM / C4, PORTABLE FIRE EXTINGUISHER / C5, KITCHEN FIRE SUPPRESSION SYSTEMS / C6, COMBINATION FIRE AND SMOKE DAMPER / C7, and SMOKE CONTROL SYSTEM / C8)
- Service Qualifier Information (Req.)** table:

Posted Date	Add/Edit Qualifier	Fire Protection Equipment Services	QFS ID #	Qualifier Name	Certified?	Expiration Date	Qualifier Confirm Date
08/14/2025	Add/Edit	FIRE SPRINKLER SYSTEM (C2)	204873	USER, PORTAL 400098	Y	10/31/2028	
- Interested Party Information** (Add button, No record found)
- Location Information** (Add button, No record found)
- Insurance Document** (Upload button, Provide Proof of commercial general liability insurance...)
- Payment Information** table:

Payment Date	Payment Type	Amount	Service Fee	Status	Note
08/14/2025		\$350.00		NEW	

At the bottom, there are buttons for '< Back - Payment' and 'Submit'. A footer note reads: 'Tips: Click Submit to submit initial business permits application to DCA for review. Or click < Back - Payment to go back to the previous step. All Qualifier(s) must confirm their addition to this permit. Once confirmed, return to this page to submit the application to the DCA. It will remain in your "My Incomplete Application(s)" inbox, where you can check the confirmation status.'

2. My Active License/Certification

This function allows a portal user to view all active licenses and certifications.

The displayed sections are determined by the following rules:

- If the portal user holds valid DFS (FIRE)–related certifications/licenses, the *DFS CERTIFICATIONS* and *HISTORICAL (DFS CERTIFICATIONS)* sections will be displayed.
- If the portal user holds valid Contractor–related certifications, the *CONTRACTOR CERTIFICATIONS* and *HISTORICAL (CONTRACTOR CERTIFICATIONS)* sections will be displayed.
- If the portal user holds valid DCS (UCC/H&MD)–related certifications/licenses, the *DCS CERTIFICATIONS* and *HISTORICAL (DCS CERTIFICATIONS)* sections will be displayed.

PORTAL My Active License/Certification

ACCOUNT LOGOUT

HOME DCA Code & Standards Licensing Website DCA Division of Fire Safety Website Procedures Manual

DFS CERTIFICATIONS Renewal View Award Letter/ Wallet Card

DFS ID # 204869

Cert. Code	Certification	Received Date	Effective Date	Expiration Date	Probation #	IFACF	Credit Type	Admin CEU's Req	Admin CEU's Earned	Tech CEU's Req	Tech CEU's Earned	Req Met
F1	FIREFIGHTER 1	08/11/2025	08/11/2025									
F1	FIREFIGHTER 1	08/11/2025	08/11/2025		N053046							
F1	FIREFIGHTER 1	08/11/2025	08/11/2025			03698811						
F1	FIREFIGHTER 1	08/11/2025	08/11/2025		N053046	03698811						
F1	FIRE INSPECTOR	08/11/2025	08/11/2025	10/31/2028			CODE ENFORCEMENT	0.00	0.00	2.00	0.00	N
F1	FIRE INSPECTOR	08/11/2025	08/11/2025	10/31/2028	N053046							
F1	FIRE INSPECTOR	08/11/2025	08/11/2025	10/31/2028		03698811						
F1	FIRE INSPECTOR	08/11/2025	08/11/2025	10/31/2028	N053046	03698811						
FV	FIRE INVESTIGATOR	08/08/2025	08/08/2025	10/31/2028	N053046	03698811	FIRE INVESTIGATOR	0.00	0.00	1.50	0.00	N

CONTRACTOR CERTIFICATIONS Renewal

DFS ID # 204869

Cert. Code	Certification	Permit #	Business Name	Is Revoked	Permit Lapse Date	Received Date	Effective Date	Expiration Date
C1	ALL FIRE PROTECTION EQUIPMENT SYSTEMS					08/08/2025	08/08/2025	10/31/2028
C2	FIRE SPRINKLER SYSTEM					08/08/2025	08/08/2025	10/31/2028
C3	SPECIAL HAZARD FIRE SUPPRESSION SYSTEM					08/08/2025	08/08/2025	10/31/2028
C4	FIRE ALARM SYSTEM					08/08/2025	08/08/2025	10/31/2028
C5	PORTABLE FIRE EXTINGUISHER					08/08/2025	08/08/2025	10/31/2028
C6	KITCHEN FIRE SUPPRESSION SYSTEMS					08/08/2025	08/08/2025	10/31/2028

DCS LICENSES Renew Technical/Admin Licenses View Award Letter/ Wallet Card Renew Trainee Licenses

License # 013796

License / Certification	Upgrade to CO/SC	Effective Date	Expiration Date	Credit Type	Admin CEU's Req	Admin CEU's Earned	Tech CEU's Req	Tech CEU's Earned	Manul. Course Req Met	Req Met
BUILDING INSPECTOR HHS	upgrade	08/14/2025	01/31/2035	BUILDING	0.00	0.00	1.50	0.00	N	N
FIRE PROTECTION INSPECTOR TRAINEE		08/14/2025	08/13/2026	NO CEU'S	0.00	0.00	0.00	0.00		Y
HOTELS AND MULTIPLE DWELLINGS INSPECTOR	upgrade	08/12/2025	01/31/2035	HOUSING	0.00	0.00	1.50	0.00		N

HISTORICAL (DFS CERTIFICATIONS)

DFS ID # 204869

Cert. Code	Certification	Received Date	Effective Date	Expiration Date	Probation #	IFACF
No record found						

HISTORICAL (CONTRACTOR CERTIFICATIONS)

DFS ID # 204869

Cert. Code	Certification	Permit #	Business Name	Received Date	Effective Date	Expiration Date
No record found						

HISTORICAL (DCS LICENSES)

License # 013796

License / Certification	Supervisor's Name (Subcode Official)	Construction Official's Name	Effective Date	Expiration Date	Revoked Date
HOTELS AND MULTIPLE DWELLINGS INSPECTOR			08/08/2025	01/31/2029	
HOTELS AND MULTIPLE DWELLINGS INSPECTOR			08/08/2025	01/31/2032	

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Certifications/Licenses Renew

1. To renew fire certifications, click *Renewal* in DFS CERTIFICATIONS. The button will be enabled once the certification meets renewal requirements.
2. To renew contractor certifications, click *Renewal* in CONTRACTOR CERTIFICATIONS. The button will be enabled 180 days prior to the certification's expiration date.
3. To renew Technical/Admin certifications, click *Renew Technical/Admin Licenses* in DCS LICENSES. The button will be enabled 60 days prior to the certification's expiration date.
4. To renew Trainee certifications, click *Renew Trainee Licenses* in DCS LICENSES. The button will appear 60 days before the certification's expiration date.

Construction Official /Sub Code Upgrade

To upgrade UCC/H&MD certifications to Construction Official or Sub Code, click *Upgrade* in the Upgrade to CO/SC field.

View Award Letter/Wallet Card

To view the award letters and wallet cards of granted certifications, click *View Award Letter/Wallet Card*.

1. The granted certifications will be printed on the card.
 - 1.1. Trainee certifications are excluded from the wallet card.
 - 1.2. If multiple provisional certifications are granted with different effective/expiration dates, the maximum effective date and minimum expiration date will be displayed as the wallet card time period.
 - 1.3. Technical Assistant is included in the wallet card.

3. Request for DFS ID

This function allows a portal user without a DFS ID# to apply for a new DFS ID#. If the user already has a DFS ID#, the entry point will not be displayed, and the user cannot apply again.

The screenshot shows a web portal interface for requesting a DFS ID#. The page title is "Request for DFS ID #". The user is logged in as "USER, PORTAL 400008". The form is divided into two main sections: "PERSONAL INFORMATION" and "SUPPLEMENTAL DOCUMENTS".

PERSONAL INFORMATION

Staff Name USER, PORTAL 400008	SSN (Req.)	ID Type (Req.)	
Address (Req.)	City (Req.)	State (Req.)	Zip (Req.)
Home Phone #	Office Phone #	Extension	Personal Cellular # (Req.)
Email Address PUSER400008@MAILTEST.COM	DOB (Req.)		
Agency County	Agency Municipality	Agency	

SUPPLEMENTAL DOCUMENTS

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete
No records found.					

Submit

Tip: Click Submit to finish request.

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4. Request Access to Business Permit

This function allows a portal user to request access to an existing business permit.

The screenshot shows a web portal interface for requesting access to a business permit. The page title is "Request Access to Business Permit". The user is logged in as "USER, PORTAL 400008". The form is titled "BUSINESS INFORMATION" and contains the following fields:

Permit # (Req.)	Federal ID # (Req.)	Business Name (Req.)	Phone # (Req.)
Address (Req.)			

Submit

Tip: DFS ID is required for permit access request. If you don't have DFS ID#, you should provide your personal data to apply DFS ID#. A DFS ID# is being generated for you. While this process is typically completed in a few minutes it may take up to 24 hours to complete. If you already have the DFS ID#, you can ignore this. Click Submit to finish request.

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If the user does not have a DFS ID#, user must complete the Personal Information section and apply for a DFS ID#.

- In this scenario, the user will have two requests: one for Business Permit Access and another for a DFS ID# in the *My Request(s) Pending Review* inbox.

PERSONAL INFORMATION

Staff Name: USER, PORTAL_400008 SSN (Req.) ID Type (Req.)

Address (Req.) City (Req.) State (Req.) Zip (Req.)

Home Phone # Office Phone # Extension Personal Cellular # (Req.)

Email Address: USER400008@MAIL.TEST.COM DOB (Req.)

Agency Country Agency Municipality Agency

SUPPLEMENTAL DOCUMENTS

Upload

Posted Date	Document Title	Doc Type	Change Title / Detail	Posted By	Delete
No record found.					

BUSINESS INFORMATION

Permit # (Req.) Federal ID # (Req.) Business Name (Req.) Phone # (Req.)

Address (Req.)

Submit

Tip: DFS ID is required for Permit access request. If you don't have DFS ID#, you should provide your personal data to apply DFS ID#. A DFS ID# is being generated for you. While this process is typically completed in a few minutes it may take up to 24 hours to complete. If you already have the DFS ID#, you can ignore this. Click Submit to finish request.

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5. Application History

This function lists all application history of the logged-in portal user.

- Click *License Title* to view application details.
- Click *Request Status* to view review details.

Application History

Records - 1 - 8 Displayed Page Size: 30

License/Certification Title	Action	License Category	Requested Date	Request Status
UCC LICENSE APPLICATIONS	INITIAL	UCC/H&MD REQUEST	08/11/2015 10:36 AM	PENDING DCA REVIEW
UCC LICENSE APPLICATIONS	INITIAL	UCC/H&MD REQUEST	08/11/2015 10:09 AM	PENDING DCA REVIEW
ACCESS TO BUSINESS PERMIT - 6660772	INITIAL	BUSINESS PERMIT ACCESS REQUEST	08/08/2015 04:59 PM	PENDING DCA REVIEW
INDIVIDUAL CONTRACTOR	RENEWAL	FIRE PROTECTION CONTRACTOR	08/08/2015 04:55 PM	PENDING DCA REVIEW
HOTELS AND MULTIPLE DWELLINGS INSPECTOR	RENEWAL	UCC/H&MD REQUEST	08/08/2015 04:46 PM	APPROVED
FIRE INVESTIGATOR	INITIAL	FIRE LICENSE/CERTIFICATIONS	08/08/2015 04:22 PM	APPROVED
HOTEL & MULTIPLE DWELLING	INITIAL	UCC/H&MD REQUEST	08/08/2015 04:22 PM	APPROVED
INDIVIDUAL CONTRACTOR	INITIAL	FIRE PROTECTION CONTRACTOR	08/08/2015 10:43 AM	APPROVED

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6. DFS Course Schedule

This function lists all active courses related to fire certifications. It is available to users who already hold a certification and need to register for courses to meet renewal requirements.

- Click *Course Name* to view course details and register.

Course Number	Course Seq.	Course Name	Start Date	End Date	Organization Name	Credit Type	Course Hours	Available Capacity	Is Meeting
C1C45	0012	LOCAL DELIVERY CEU'S FIRE INVESTIGATOR	8/18/2025 8:00:00 AM	08/20/2025	SECAUCUS FIRE DEPT	FIRE INVESTIGATOR	7.50	25	
C1D05	0315	COURSE DELIVERY CODE ENFORCEMENT & INSPECTION	11/21/2025 10:00:00 AM	11/21/2025	MORRIS COUNTY PUBLIC	CODE ENFORCEMENT FIRE MET	5.00	13	
C2D61	0043	BUILDING CONSTRUCTION (16 HRS)	11/15/2025 8:00:00 AM	11/16/2025	ATLANTIC COUNTY	CODE ENFORCEMENT FIRE INVESTIGATOR FIRE MET	16.00	25	
F2001	0648	FIREFIGHTER 1 (NFPA 1001 - 2019 ED) (200 HRS)	8/18/2025 7:30:00 PM	11/13/2025	MORRIS COUNTY PUBLIC	NO CEU'S	200.00	35	
F2001	0650	FIREFIGHTER 1 (NFPA 1001 - 2019 ED) (200 HRS)	8/14/2025 7:00:00 PM	12/09/2025	ATLANTIC COUNTY	NO CEU'S	200.00	30	
F2001	0469	FIREFIGHTER 2 (NFPA 1001-2002 ED) (90 HRS)	11/14/2025 7:00:00 PM	12/09/2025	OCEAN COUNTY FIRE	NO CEU'S	90.00	35	
F2001	0476	FIREFIGHTER 2 (NFPA 1001-2002 ED) (90 HRS)	8/14/2025 7:00:00 PM	10/09/2025	WARREN COUNTY FIRE	NO CEU'S	90.00	28	
F2001	0477	FIREFIGHTER 2 (NFPA 1001-2002 ED) (90 HRS)	8/29/2025 8:30:00 PM	10/16/2025	MERCER COUNTY DRUMPTER	NO CEU'S	90.00	16	
F2001	0478	FIREFIGHTER 2 (NFPA 1001-2002 ED) (90 HRS)	10/2/2025 8:00:00 AM	10/23/2025	ELIZABETH FIRE DEPT	NO CEU'S	90.00	35	
F2001	0479	FIREFIGHTER 2 (NFPA 1001-2002 ED) (90 HRS)	9/15/2025 7:00:00 PM	11/19/2025	ATLANTIC COUNTY	NO CEU'S	90.00	25	

The *Register* button will be displayed when the user is not registered for the course.

- Once a user registers, the request will be reviewed by the Fire Academy/Eligible Organization offering the course.
- Users must confirm with the Fire Academy/Eligible Organization that they are accepted into the class.
- **Registering in the portal only alerts the Fire Academy/Eligible Organization of interest in attending the course; additional requirements may need to be met to participate.**

COURSE INFORMATION

Course Number	Course Seq.	Course Name
R1MCH	0011	RAPID INTERVENTION MEMBER WRITTEN CHALLENGE
NFPA STD 1407 2020	Is Reciprocal	Is Current Semester
	NO	NO
Start Date	End Date	Course Faculty
10/17/2025 7:00:00 PM	09/17/2025	
Admin CEU	Tech CEU	Available Capacity
0.00	0.00	25
Course Hours	Is Meeting	
0.00		
Course Note		

CREDIT TYPE INFORMATION

Credit Type	Credit Type Description
999	NO CEU'S

INSTRUCTOR INFORMATION

License #	Last Name	First Name	Middle Name	Suffix
DFS ID #171143	DULLEA	RYAN	C	

AGENCY INFORMATION

Type	Agency Code	Agency Name	Room Name	Address	Blkg/Apt	City	State
FIRE TRAINING FACILITY	F00038	MORNMOUTH COUNTY FIRE ACA - DEMY		1027 HWY 33 E		FREEHOLD	NJ

Course Register Dialog Box:

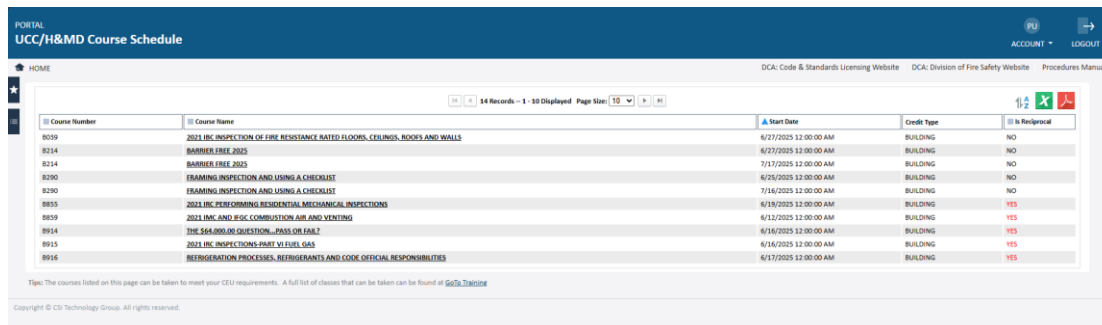
Please note: Your registration for this course is not yet confirmed. To finalize your enrollment and secure your spot, you'll need to contact the host agency directly. They will guide you through the next steps to complete your registration.

[Register](#)

7. UCC/H&MD Course Schedule

This function lists all active courses related to code licenses.

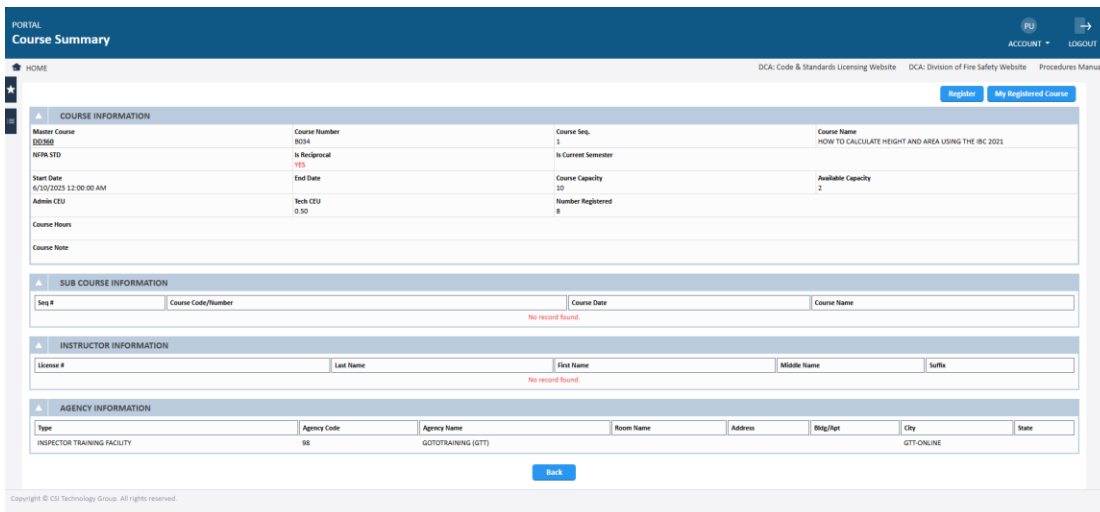
- Click *Course Name* to view course details and register.



Course Number	Course Name	Start Date	Credit Type	In Reciprocal
8039	2021 IBC INSPECTION OF FIRE RESISTANCE RATED FLOORS, CEILING, ROOFS AND WALLS	6/27/2025 12:00:00 AM	BUILDING	NO
8214	BARRIER FREE 2021	6/27/2025 12:00:00 AM	BUILDING	NO
8214	BARRIER FREE 2021	7/17/2025 12:00:00 AM	BUILDING	NO
8290	FRAMING INSPECTION AND USING A CHECKLIST	6/28/2025 12:00:00 AM	BUILDING	NO
8290	FRAMING INSPECTION AND USING A CHECKLIST	7/16/2025 12:00:00 AM	BUILDING	NO
8855	2021 IBC PERFORMING RESIDENTIAL MECHANICAL INSPECTIONS	6/18/2025 12:00:00 AM	BUILDING	YES
8859	2021 IBC AND IFSC COMBUSTION AIR AND VENTING	6/12/2025 12:00:00 AM	BUILDING	YES
8914	THE 564,000.00 QUESTION... PASS OR FAIL?	6/16/2025 12:00:00 AM	BUILDING	YES
8915	2021 IBC INSPECTIONS-PHET VI EVEL GAS	6/16/2025 12:00:00 AM	BUILDING	YES
8916	REFRIGERATION PROBLEMS, REFRIGERANTS AND CODE OFFICIAL RESPONSIBILITIES	6/17/2025 12:00:00 AM	BUILDING	YES

The *Register* button will be displayed for the user to access the course registration page.

- Registration does not occur in the portal; users will be redirected to another website to complete the course registration.



COURSE INFORMATION

Master Course	Course Number	Course Seq.	Course Name
80390	8039	1	HOW TO CALCULATE HEIGHT AND AREA USING THE IBC 2021
NFPA STD	In Reciprocal	In Current Semester	
	YES		
Start Date	End Date	Course Capacity	Available Capacity
6/10/2025 12:00:00 AM		10	2
Admin CEU	Tech CEU	Number Registered	
	0.50	8	
Course Hours			
Course Note			

SUB COURSE INFORMATION

Seq #	Course Code/Number	Course Date	Course Name
			No record found.

INSTRUCTOR INFORMATION

License #	Last Name	First Name	Middle Name	Suffix
				No record found.

AGENCY INFORMATION

Type	Agency Code	Agency Name	Room Name	Address	City/Town	City	State
INSPECTOR TRAINING FACILITY	98	GOTDTRAINING (GTT)				GTT-OHLINE	

[Back](#)

V. Menu & Tabs

1. Municipality

Municipality Summary

The page displays detailed information about the municipality.

The screenshot shows the 'Municipality Summary' page. The header includes 'PORTAL Municipality Summary' and 'Municipality Name: HILLSDALE BORO' with 'Muni. Code: 0227'. Navigation links include 'HOME', 'DCA: Code & Standards Licensing Website', 'DCA: Division of Fire Safety Website', and 'Procedures Manual'. A breadcrumb trail shows 'Municipality Summary', 'Active Inspector List', and 'Previous Inspectors List'. The main content area is titled 'MUNICIPALITY INFORMATION' and contains a table with the following data:

Muni. Code	Municipality	County	Town Class
0227	HILLSDALE BORO	BERGEN	1
Address	City	State	Zip
380 HILLSDALE AVENUE	HILLSDALE	NJ	07642
Home Phone	Fax #	Square Miles	Population
201-722-2612 (S124)	201-666-7735	2.90	10087
3rd Party	UCCARS	Interlocal	
NO	T1	Y	
Notes			
Last Update	Posted By	Updated By	Inactive ?
08/22/2025 04:05 AM	USER, SUPER		NO

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2. Fire Department

Fire Department Summary

This page displays detailed information about the fire department.

The screenshot shows the 'Fire Department Summary' page. The header includes 'PORTAL Fire Department Summary' and 'Name: TEST FIRE DEPT' with 'FD ID #: 123456'. Navigation links include 'HOME', 'DCA: Code & Standards Licensing Website', 'DCA: Division of Fire Safety Website', and 'Procedures Manual'. A breadcrumb trail shows 'Fire Department Summary', 'Active FireFighter List (VOL)', 'Active FireFighter List (CAR)', and 'Historical FireFighter List'. The main content area is titled 'AGENCY INFORMATION' and contains a table with the following data:

FD ID#	Agency	Agency AEA	Inactive ?
123456	TEST FIRE DEPT		NO
Address	Bldg/Apt	City	
130 MAC LN		EDISON	
State	Zip	County	
NJ	08837-0000		
Home Phone	2nd Phone	Fax #	Email Address
999-999-9999			TEST@FAIL.COM
Notes			
Fire Chief	Last Update	Last Update By	
USER, PORTAL, 400099	08/24/2025 02:23 PM	USER, SUPER	

Tip: Click Update hyperlink to update record.

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Active FireFighter List (VOL)

The page lists active firefighters assigned to the fire department as volunteers.

- Click the firefighter's name to view firefighter details.
- Click *Remove* to remove the firefighter from the department. The firefighter will be moved to the Historical Firefighter List.
- Click *Add* to add a firefighter to the fire department.

PORTAL Active Firefighter List Name: TEST FIRE DEPT FD ID #: 123456

HOME DCA: Code & Standards Licensing Website DCA: Division of Fire Safety Website Procedures Manual

Fire Department Summary Active Firefighter List (VOL) Active Firefighter List (CAR) Historical Firefighter List

2 Records -- 1 - 2 Displayed Page Size: 30

Type	Firefighter's Name	DFS ID #	Phone #	Email Address	Status	Posted Date	Remove
VOLUNTEER	USER_PORTAL_800100	204869	666-666-6666	PUSER800100@MAIL.TEST.COM	ACTIVE	08/14/2025 02:24 PM	Remove
CHIEF	USER_PORTAL_800099	204870	777-777-7777	PUSER800099@MAIL.TEST.COM	ACTIVE	08/14/2025 02:23 PM	Remove

Add

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Active FireFighter List (CAR)

The page lists active firefighters assigned to the fire department as career.

- Click the firefighter's name to view firefighter details.
- Click *Remove* to remove the firefighter from the department. The firefighter will be moved to the Historical Firefighter List.
- Click *Add* to add a firefighter to the fire department.

PORTAL Active Firefighter List Name: TEST FIRE DEPT FD ID #: 123456

HOME DCA: Code & Standards Licensing Website DCA: Division of Fire Safety Website Procedures Manual

Fire Department Summary Active Firefighter List (VOL) Active Firefighter List (CAR) Historical Firefighter List

2 Records -- 1 - 2 Displayed Page Size: 30

Type	Firefighter's Name	DFS ID #	Phone #	Email Address	Status	Posted Date	Remove
CHIEF	USER_PORTAL_800099	204870	777-777-7777	PUSER800099@MAIL.TEST.COM	ACTIVE	08/14/2025 02:23 PM	Remove
CAREER	USER_PORTAL_800098	204873		PUSER800098@MAIL.TEST.COM	ACTIVE	08/14/2025 02:24 PM	Remove

Add

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Historical Firefighter List

This page lists firefighters who have been removed but were previously assigned to the fire department.

PORTAL Historical Firefighter List Name: TEST FIRE DEPT FD ID #: 123456

HOME DCA: Code & Standards Licensing Website DCA: Division of Fire Safety Website Procedures Manual

Fire Department Summary Active Firefighter List (VOL) Active Firefighter List (CAR) Historical Firefighter List

1 Records -- 1 - 1 Displayed Page Size: 30

Type	Firefighter's Name	DFS ID #	Phone #	Email Address	Posted Date	Removed Date	Removed By
CAREER	USER_PORTAL_800097	204874		PUSER800097@MAIL.TEST.COM	08/14/2025 02:27 PM	08/14/2025 03:21 PM	USER_PORTAL_400099

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3. Business Permit

Permit Summary

This page displays detailed information about the business permit.

The screenshot shows the 'Permit Summary' page in the DCA Certification & License Portal. The page is titled 'Permit Summary' and includes a 'View Award Letter/ Wallet Card' button. The main content is organized into several sections:

- PERMIT INFORMATION:** A table with fields for Permit # (P01729), Business Name (TEST), Approved Date (08/14/2025 12:05 PM), Is Renewed (NO), Address (350 MAC LN), Zip, Phone # (850-858-8888), Comments, Federal ID # (74-8272870), Contact Name, Approved By (USER, SUPER), Renewal Single Date, Bldg/Type, County, Extension, DOT #, Status (INITIAL), Effective Date (08/14/2025), Renewal End Date, Lapse Date (10/31/2028), City, State (FL), Municipality, Fax #, and Email Address.
- SERVICE QUALIFIER INFORMATION (Req.):** A table with columns for Certification, Contractor DFS ID#, Qualifier Name, Received Date, Effective Date, Expiration Date, and Certified?. One record is shown for 'FIRE SPRINKLER SYSTEM' with Contractor DFS ID# 204869, Qualifier Name USER, PORTAL 400100, Received Date 08/08/2025, Effective Date 08/08/2025, Expiration Date 10/31/2028, and Certified? Y.
- PREVIOUS SERVICE QUALIFIER:** A table with columns for Certification, Contractor DFS ID#, Qualifier Name, Effective Date, Expiration Date, Removed Date, Removed By, and Removed Note. It shows 'No record found'.
- RELATED PARTIES INFORMATION:** A table with columns for Posted Date, Contact Type, Contact Name, Address Type, Address, City, State, Zip, and Phone #. It shows 'No record found'.
- LOCATION INFORMATION:** A table with columns for Posted Date, Address Type, Address, City, State, and Zip. It shows 'No record found'.
- AUTHORIZED USER INFORMATION:** A table with columns for Posted Date, Authorized User's Name, DFS ID #, Address, City, State, and Zip. It shows 'No record found'.

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View Award Letter/Wallet Card

To view the award letters and wallet cards of granted certifications, click the View Award Letter/ Wallet Card button.



VI. Revision History

1. Version 1.0
 - 1.1. Initial version released on 09/03/2025