The Office of Fire Prevention and Control (OFPC) has implemented a fillable PDF student completion roster (form EOSB 600) and student data sheet (form EOSB 601), which in turn will change how a new student receives their New York State Training Identification Number (NYID) and how student completions are received to OFPC by instructors.

STUDENT DATA SHEET

Student registration cards will be phased out, and a Student Data Sheet (Form EOSB 601) will be used to collect demographic information on new students or for students that have changes to their information. If students have a NYID and do not have changes to their information, nothing further needs to be done by the student (Please Note: that if a student does not remember their NYID they shall not submit a new form, the instructor can look up their NYID). The Student Data Sheet can be filled out prior to the first night of class and submitted to OFPC, and OFPC will generate a student NYID number and it will be e-mailed ~~it~~ to the student. If a Training ID number is assigned prior to the start of class, nothing further needs to be done by the student. If a student has not submitted form EOSB 601 prior to the first night of class, they can fill one out on the first night of class and submit. The shipping department will ship blank forms with the instructor materials for classes in place of the green student enrollment cards and upon request. This form will also be available on the website. The Student Data Sheet is attached.

CLASS ATTENDANCE ROSTER

OFPC has updated the class attendance roster for taking attendance when the green cards are no longer available, a Student Attendance Roster (Form EOSB 151) will be used by the instructor, and shall be retained by the instructor for a period not less than five years. This form is also available on the website. The Student Attendance Roster is attached.

STUDENT COMPLETION ROSTER

OFPC has implemented fillable PDF completion roster for utilization at the conclusion of a course. It is the responsibility of the lead/primary instructor to sign and submit to OFPC only the names of those students that have successfully completed the training on a Student Completion Roster (EOSB 600). The Training Authorization Letter Verification Form (EOSB 1654v) will no longer be required to be sent in when using the Student Completion Roster. There is a check box at the bottom of the form that will indicate verification of the instructors’ receipt of the student Training Authorization Letters required for attendance at the course. The Student Completion Roster (EOSB 600) form will not be available on the website. The Student Completion Roster is attached. The Training Authorization Letter Verification Form (EOSB 1654V) will be discontinued with this transition.

Forms can be sent to the e-mail address on the form~~s~~ ([ofpc.training@dhses.ny.gov](mailto:ofpc.training@dhses.ny.gov)) with a copy to the County Fire Coordinator, or sent in the mail to the following:

Office of Fire Prevention and Control

Building 7A, State Office Campus, 2nd Floor

1220 Washington Avenue

Albany, NY, 12226