

# Registration Instructions

## Web-based Course Registration Process

Registration is exclusively through web-based course registration process. Phone registration is not accepted.

## Enrollment Instructions

Prior to beginning the enrollment process for any course, please read the course brochure for instructions and details, such as, if a parking permit is needed or a new location exists.

To begin the enrollment process for the N.J. Division of Fire Safety courses, you must create an account if you have not already done so or enrolled in a class since March 2020. You can now begin the enrollment process by clicking on the date/location in the brochure that you would like to attend. If you have not already logged in, you will be prompted to do so and then directed to enroll.

## Create a New Account (for those who have NOT created an account and/or taken a class since March 2020)

- Go to the web site [www.keanfiresafety.com](http://www.keanfiresafety.com)
- Go to Log In. (Log In button is in blue box at top right of [keanfiresafety.com](http://keanfiresafety.com) home screen.)
- Click/enter Log In.
- The next page you will be directed to is: [www.keanolt.ourclassroom.net](http://www.keanolt.ourclassroom.net) (background photo is Newark, NJ).
- Scroll down to the box that reads, "If this is your first time here, please click Create Account" Click on the button "Create new account".
- Fill out requested information on this screen. Complete all required fields as indicated by a red exclamation mark. **Please make note of User Name and Password as this will be used to log into your account going forward.**
- **We suggest providing an email address that can be accessed from home and is of a permanent nature. For example, Yahoo, GMAIL, Hotmail. You will need to be able to check this email the night before classes to learn of any changes.**
- **Fire ID is your six digit DFS Fire Service ID Number**
- Click/enter Create New Account.
- Please allow 24 to 48 hours before logging in and attempting to register for classes in order to allow time for the account approval process.

## Log into existing account (for those who have already created an account)

- Go to the web site [www.keanfiresafety.com](http://www.keanfiresafety.com)
- Click/enter Log In. (Log In button is in blue box at top right of [keanfiresafety.com](http://keanfiresafety.com) home screen.)
- The site you will be directed to is [www.keanolt.ourclassroom.net](http://www.keanolt.ourclassroom.net) (background photo is Newark, NJ).

## To enroll in a course

You may register for courses only if you have an account. Please note the Log In and/ or Create New Account instructions above.

- Upon logging in, you will be directed to the Home Screen. This page has a yellow bar across the top and four icons, Dashboard, Calendar, Badges and All Courses in the upper center part of the screen.
- Click/ Enter All Courses. You will be directed to a page with a search bar and a link to Live Courses. Locate a Course you wish to enroll in by typing the course name in the search bar or by clicking the link to Live Courses and then scrolling through the list of courses.
- Select the course you would like to enroll into and verify the location and date associated with that title.

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- After the class page opens, if it is the correct course you're interested in, click the "Enrol Me" button after confirming the date listed is the date you'd like to attend. Please enroll in the class no later than 8:30 a.m. the date before it is scheduled.
- If you see a message, "Unable to join", it is because it is trying to direct you to a zoom class that is not ready to start, as it is still in the future. You can join your previously registered Zoom class 15 minutes before it is scheduled to begin. Follow the screen prompts to join Zoom.
- After clicking the "Enrol Me" button, you can verify your registration by clicking on the calendar and confirming that the class shows on the date it is scheduled. On the day of class, if it is a Zoom class, you can join by clicking on the blue Zoom icon on your calendar.

## To Withdraw from a course

- Go to the web site [www.keanfiresafety.com](http://www.keanfiresafety.com)
- Click the Log In button. (Log In button is in blue box at top right of [www.keanfiresafety.com](http://www.keanfiresafety.com) home screen.)
- The next page you will be directed to is: [www.keanolt.ourclassroom.net](http://www.keanolt.ourclassroom.net) (background photo is Newark, NJ).
- Login to your account.
- Click the down arrow at My Courses and you'll see a dropdown menu that include the course(s) in which you have Registered/Enrolled.
- Click on the class from which you want to Unenrol/Withdraw.
- Click the Cog (box with gears icon) to the left of My Courses.
- Click the picture of the Cog that is on the next screen.
- Confirm that the course showing on the screen is indeed the class from which you'd like to Unenrol/Withdraw.
- Click the link that reads "Unenrol me from (class name)".
- Click the Continue to confirm the unenrol/withdraw.

## For Zoom

Participation is required so, if an instructor asks for feedback/response, please either chat or unmute the microphone to communicate. If speaking audibly, please introduce yourself first. If you're not able to chat or speak, please email your responses to [jsteele@kean.edu](mailto:jsteele@kean.edu).

As part of the participation aspect, the facilitator will announce a code word at three random times and you should type that word in the chat area so the facilitator can take note of your attendance.

The class format will be similar to in-person classroom courses with a morning/afternoon break and 60 minute lunch, if class is a full day, or if a half day class, the class will take one break. If the class is a half day you will get .25 CEUs, not .50.

**All communications regarding courses will be via a posted announcement in the blog section of the home page of [www.keanfiresafety.com](http://www.keanfiresafety.com). You are responsible for checking this notice prior to attending any course. You may not receive an email announcing any changes.**

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## Registration Period

**Registration begins March 6, 2024** and will continue through the current Spring semester. Registration for each course closes 24 hours prior to class start time. You may register for a maximum of six (6) courses each semester. In special cases you may register for additional classes over the maximum limit, but only on a space available basis and approval by N.J. Division of Fire Safety. Please call 609-777-3552 for approval. Credit will not be issued for repeat courses which have already been completed within your active certification cycle, with the exception of Code Update. The N.J. Division of Fire Safety reserves the right to limit the number of enrollments per person.

## Course Confirmation

Courses in which you have enrolled/registered can be viewed on your online account. Please review the following steps to ensure you're properly enrolled/registered.

For Zoom classes, please log into your online account and check your courses on your calendar. There will be an icon of a blue circle with a camera. You will click this icon to join Zoom and follow the onscreen prompts.

For in person classes at an academy, please login to your account and click "My Courses" in the upper left of the screen. You will then see a drop down list of the classes in which you're enrolled/registered.

## Multiple Dwelling Inspector Information

UCC Fire Inspectors/ Officials who also hold a Multiple Dwelling Inspector license may use any one of the following Code Enforcement courses per three-year license cycle for renewal of a multiple dwelling license. Further information may be obtained by calling 609-984-7834. The following courses qualify for Multiple Dwelling Inspector credit: Basics of Fire Sprinklers and Fire Pumps, Carbon Monoxide Alarm Regulations, Code Update, Fire Escape Inspections, Fundamentals of Automatic Sprinkler Systems, Introduction to Fire Sprinkler Systems and NFPA 13E, Principles of Modern Building Construction, Subchapter 4: "Retro-fit Requirement" Where are we now, and Woodframe Construction Principles.

## Course Hours

Unless otherwise noted in the course description, all courses begin promptly at 8:30 a.m. and conclude at approximately 3:30 p.m. Please note all instructors have by contract agreed that they will provide the minimum number of contact hours that the N.J. Division of Fire Safety requires in awarding the credit amount indicated for each course. They are not allowed to adjust the course length without permission from the N.J. Division of Fire Safety or Kean University. Providing an early dismissal without permission could jeopardize the ability of the N.J. Division of Fire Safety to grant credit for your attendance in the course.

## Course Credit

In order to receive course credit, you must check in with the course facilitator, be present prior to the start of the class and in the classroom for the entire course. Credit may not be granted if you arrive late, return late from lunch and breaks, leave the location early or frequently leave the classroom while the course is in session. This applies to in person and virtual / Zoom classroom instruction.

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Additionally, you may not receive course credit if you are observed to be using the internet, reading a newspaper/ magazine or engaging in behavior in such a manner that is not conducive to your participation in the class or causes a disruption / distraction to other students or the instructor. If you are asked to discontinue such behavior and you do not immediately comply you may not receive credit. The facilitator and instructor have the right to ask for your cooperation and they are not required to repeat that request. In other words, by reading this notice and agreeing to these terms you acknowledge that you will not receive more than one request to cooperate and failure to immediately do so may result in no credit being given.

By registering for any Division of Fire Safety course, students agree to abide by all Federal, State, County and Municipal regulations/guidelines at locations where courses are scheduled. Failure to abide by said regulations/guidelines will or may result in the student being asked to leave the class by Division of Fire Safety Staff, Kean University Staff, Course Facilitator or Academy Staff.

The amount of credit assigned depends on the length of the class. For half day classes ( 2.5 to 3 hours instruction) the award is .25 CEU's and for full day classes (minimum of 5 hours instruction) the award is .50 CEU's.

## **Dress Code**

The New Jersey Division of Fire Safety has instituted a dress code for attendance at courses. Proper dress for all students is either a department uniform or a collared shirt and dress slacks. Females may wear a skirt or dress. **No jeans, shorts, halter tops, sleeveless shirts, sweat clothes, tee shirts, hats or flip-flops are permitted at any NJDFS courses, exams or conferences.**

Dress may be modified by request of the instructor and facility representatives may enforce this dress code and those who do not comply may be dismissed from this course and/or lose credit.