

Student Roster
Michigan Department of Labor & Economic Growth
Bureau of Fire Services
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-241-8847

Authority: 1966 PA 291

Addendum Roster

INSTRUCTOR NAME		SOCIAL SECURITY NUMBER*		COURSE NAME		START DATE	COURSE NUMBER		
Students Last Name, First Initial		Date of Birth	Social Security Number*	FDID Number	Students Last Name, First Initial		Date of Birth	Social Security Number*	FDID Number
1.					21.				
2.					22.				
3.					23.				
4.					24.				
5.					25.				
6.					26.				
7.					27.				
8.					28.				
9.					29.				
10.					30.				
11.					31.				
12.					32.				
13.					33.				
14.					34.				
15.					35.				
16.					36.				
17.					37.				
18.					38.				
19.					39.				
20.					40.				

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Original: Lansing Office w/Final Paperwork
Copies: Retained by Course Manager
Region Supervisor by 3rd Class Session (for FF IA, IB, I, II, I & II only)

Instructions for Student Roster

Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

General Information

- The Course Manager is responsible for submitting the BFS-102 Student Roster(s).
- Illegible or incomplete rosters will be returned.
- Complete the heading block completely (Instructor Name, Social Security Number, Course Name, Start Date, and Course Number).
 - The Course Number is found on the "approved copy" of the BFS-110 Course Application that was returned to you.

Fire Fighter IA, IB I, II, and I & II; and Fire Officer I and II Courses

- A copy of the "beginning" student roster is required for FF IA, IB, I, II, I & II and FO I and FO II and is to be **submitted to the Region Supervisor by the third class session**.
 - Complete the BFS-102 form completely listing all students who are scheduled to participate.
 - Forward a copy to the Region Supervisor (see appropriate address below).
 - Region Supervisor approval is needed to add students after the "beginning" roster is submitted. To add students, complete the heading block on a new BFS-102 form and check the "Addendum Roster" box in the upper right hand corner of the form. Enter the additional names and information then forward a copy to the Region Supervisor for approval.
- A "final" student roster (*the original copy/copies of your BFS-102 roster form*) is needed for FF IA, IB, I, II, I & II and FO I and FO II courses and is to be submitted to the Lansing office with your final paperwork.
 - Line out the student names who did not complete the course and participate in the examination.
 - RETEST CANDIDATES - On the first blank line after the class list, enter the title "RETEST CANDIDATES" and list the individuals who re-tested.
 - CHALLENGERS - On the first blank line, enter the title "CHALLENGER CANDIDATES" and list any challengers (applies to FF IB, I, II, and I & II only).
 - Final Paperwork - Group Scan Answer Sheets in the order listed on the "final" student roster.

All Other OFFT Courses

- Only a "final" student roster (*the original copy of the BFS-102 form*) is needed for all other OFFT courses and is to be submitted to the Lansing office with your final paperwork.
- It is not necessary to provide the Region Supervisor with a copy of the student roster for all other OFFT courses.

Fire Department Identification Number (FDID)

- Enter the FDID number for each fire department member (including Cadets and Explorers)
- Do not enter a FDID number for non-fire service personnel such as police officers in HazMat courses.

Mail or fax the completed form to your Region Supervisor

<p>Deward Beeler Region 1 Supervisor Office of Fire Fighter Training 1504 W. Washington St. Marquette, MI 49855</p> <p>Telephone: 906-226-4170 Fax: 906-228-2453 email: dbbeele@michigan.gov</p>	<p>Gary Crum Region 2 Supervisor Office of Fire Fighter Training 2922 Fuller Ave. NE, Ste. 114 Grand Rapids, MI 49505</p> <p>Telephone: 616-447-2689 Fax: 616-447-2668 email: gdcrum@michigan.gov</p>
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