	MANCHACA FIRE RESCUE Department Directive	D2017-001
		Effective: 1/19/2017
	ACC Blackboard Continuing Education	Rescinds: NA
		From: C. Poole

Effective immediately, all uniform personnel shall utilize the ACC Blackboard site for fire and medical CE. The CE offered via Blackboard provides enough CE on an annual basis to cover fire, hazmat and medical CE needs as well as OMD required online training modules. It is the expectation of the Department that members will maintain their certification CE via use of Blackboard.

ACC Blackboard is operated on a semester basis that aligns with the ACC academic calendar. The current Spring 2017 CE became available today and will be available through May 14, 2017. There will then be a summer semester CE offering and a fall semester offering. Once the deadline for a semester is reached, the CE for that semester will no longer be available. Personnel that do not have an account for ACC Blackboard will not be able to access the Spring 2017 CE, those personnel must contact Lt. Padalecki immediately so that they are signed up before the deadline for the summer semester.

Classes are offered as individual schools, company schools, and Captain's schools. Individual schools are designed to be taken individually by each firefighter, without the use of an instructor. Company schools are intended to be covered together under the guidance of the company officer or other subject matter expert on the crew. Captain's schools are intended to be delivered with an AFD Captain's school complement (a Captain's station and a handful for the surrounding engine companies).

While not required, I encourage crews to cover the CE in a group setting, at least as a company. This includes individual schools. However, to receive credit for the class, each member must log into Blackboard with their credentials and take the class exam under their account. All personnel must complete the exam for each class under their login in order to be credited with the CE.

In the near future, we will be establishing a computer work station in the day room to allow an additional place for crew members to get online. This work station will also allow crews to utilize the day room TV for displaying online CE. This will allow crews to use either the day room or the classroom to access and present CE.

With the full utilization of ACC Blackboard for obtaining CE, the Department will be able to focus on hands-on training programs and professional development programs without concern as to whether the subjects chosen meet minimum CE requirements.

If you have any questions, please refer them to your chain of command for clarification.