

Registering and Renewing Apprenticeship Licenses with Denver Fire Department

Apprentices are registered with the Denver Fire Department as Apprentice Fire Alarm Installers during New Hire Orientation, and then must have this license renewed annually. The following is a step-by-step process to register and renew this license.

Registering

1. During New Hire Orientation, log onto the following web address:
<https://denverfireprevention.targetedsolutions.com/ets/login.aspx>
2. On the righthand side of the page, click “Register Now” to register a new Apprentice.

Log-In

Please Enter Your Log-In Information

Don't have an account?
[Register Now!](#)

User Name

Password

Forgot your login information?
[Reset Password](#)

3. Have the Apprentice fill out the following form. Be sure their username is their email address and their password is Elight361. Once complete, click “Register” at the bottom of the page.

* First Name:

* Last Name:

* Username:

* Password:

* Confirm Password:

* E-mail Address:

* Why are you creating an account?:

* Select the disciplines that apply to you:

* Address 1:

* City:

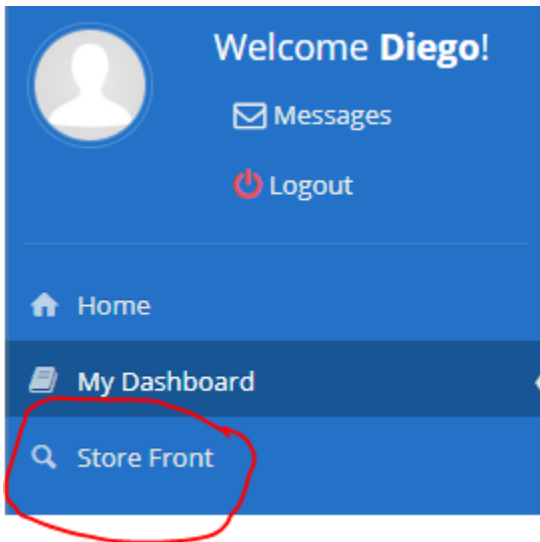
* State:

* Zip Code:

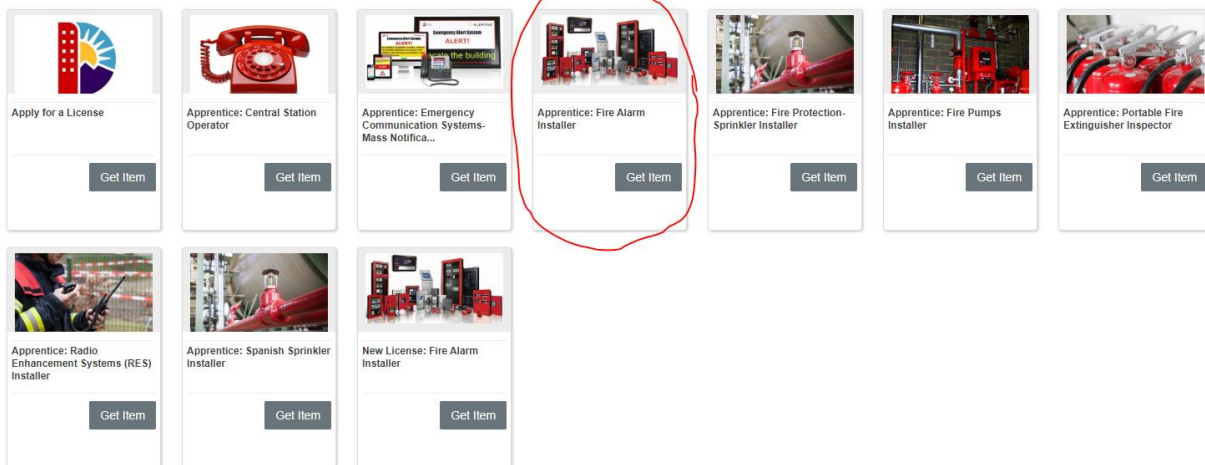
* Phone Number 1:

* Phone Number 2:

- Once you click “Register” a text box will appear saying the account needs to be approved before going any further. Wait about a week for the Apprentice’s account to be confirmed. Once confirmed, follow the following steps to register the Apprentice as an Apprentice Fire Alarm Installer.
- Login to the Apprentice’s account and click “Store Front” on the left-hand side of the page.



- Next, select “Apprentice: Fire Alarm Installer” then go to your Cart and Checkout.



- Once in your cart, click “finish” on the bottom left-hand side of the page.

[Continue Shopping](#)

The following is a listing of items you have added to your Shopping Cart



Apprentice: Fire Alarm Installer

\$0.00

Quantity: 1

[✕ Remove](#)

Gift Code

Do Not Use Gift Code Balance towards Payment

Use Gift Code Balance towards Payment

Current Available Balance: \$0

[Need to apply a Gift Code to your account? Click here!](#)

[Finish](#)

8. On the next page, click the “Apprentice: Fire Alarm Installer” course under “Course Information”. The next page will display the same course information under a banner titled “Module”. Click on “Apprentice: Fire Alarm Installer” again to continue. This will prompt you to an instructions page that looks like this:

Instructions and Downloads

Thank you for your interest in this apprenticeship program! Please follow the instructions below.

1. [Go here](#) to pay the \$20 fee*
2. Save the receipt to your hard drive
3. Return to this page and click the Select button in the Assignment Attachments section below
4. Find your saved receipt on your hard drive
5. Click the Upload button
6. IMPORTANT: Click the "Mark Assignment as Completed" checkbox
7. Click the Save Assignment button to submit your proof of purchase

Once your purchase has been verified, you will receive an email notification with instructions on how to access your apprentice certificate. Please allow 5 business days for processing.

9. Click the blue “Go Here” link to begin paying for the Apprenticeship license. The fee is \$20.00.
10. On the next page, fill out the following form. The payer name is the Director of Education. Make sure the License Type, New/Renewal, and Apprentice/Journeyman fields match this picture

Payer Name:

Applicant Name:

Applicant E-mail:

Applicant Phone #:

License Type:

New/Renewal:

Apprentice/Journeyma (optional):

Notes (optional):

11. After all fields are filled out, click “Continue” at the bottom of the page. This will take you to a payment form. Enter “\$20.00” as the amount to pay and fill out the credit card information for the Education and Training Department P Card. Once the information is filled out, click “Pay”. This will prompt a receipt. Print the receipt and file it for the next P Car reconciliation period.

Renewal

1. To begin renewing a license, follow steps 5-9 above to access the Installer’s. On step 10, change the “New/Renewal” field to “Renew”. This will work for both Apprentice Installers and Journeymen licenses. Afterward, click “Continue”.
 - **NOTE:** To streamline this process for Apprentices, go to an Apprentice class and have each Apprentice access their account for you. Go through Steps 5-11 with each Apprentice.
2. Follow step 11 above to pay for the renewal.