

# Certified Prescribed Burn Manager Course

Presented by



**Location: Camp Bowie Training Center, Brownwood Texas**

**When: February 9-12, 2026 (8:30 am to 5:00 pm)**

**Cost: Free**

This **Certified Prescribed Burn Manager Course** will be held February 9-12, 2026 in Brownwood, TX. The course is open to the public, but preregistration is required. Registration is available at the link below (deadline 2/3/25). If seats become limited then priority will be given to students with prior experience.

Students who complete this 4 day course (including the exam and field day) will meet the education requirements for becoming a Texas Department of Agriculture- Certified and Insured Prescribed Burn Manager (Commercial, Private, Governmental, or Not-for-Profit). Additional requirements for TDA certification include: 3 years of prescribed burning experience, 30 days of prescribed burning in any region, 5 days of prescribed burning as the responsible individual, and a qualifying insurance policy (there are no prerequisites or experience required to take this course).

The field day of this course will require students to demonstrate an ability to safely participate in a prescribed burn. For those without PPE, it will be available for check out.

There will be 6 Continuing Fire Training Credits offered on Feb. 9 for current CIPBMs.

Questions: Andy McCrady, Texas A&M Forest Service, [wmccrady@tfs.tamu.edu](mailto:wmccrady@tfs.tamu.edu)

**Online Texas A&M Forest Service- ACADIS Registration link below. You must set up an account if you are a new user. Search for "Camp Bowie 020926". See attached guide**

**[Registration Link](#)**



Additional Links: [Texas A&M Forest Service Rx Fire](#) & [Texas Dept. of Agriculture Burn](#)

# Navigating ACADIS

## **Welcome!!**

This is a short guide on how to access and navigate the ACADIS Portal to setup your account and register for classes.

## **ACCESS:**

You can access the student portal by using the link: <https://tfs.acadisonline.com/>. Be sure to bookmark the new site for future use.

## **ACCOUNT SETUP / RECOVERY**

If you do not already have an account, please click the blue 'REGISTER HERE' link. This link will take you to a brief questionnaire to gather the information needed to setup your new account. Once submitted, the approval process is manual and may take up to three business days. But most of the time it will be the same day. When approved you will receive an email with information on how to continue setting up your account.

Once you have your username and password you will use one of the 'Sign In' options available. If you are a TAMFS employee you can choose to login with 'Portal IdP' (Single Sign-On). If you are not a TAMFS employee you will enter the username and password that you established previously. If you do not remember your password you can choose the password reset link. Your username is the email address that you used to establish the account.

## **USING THE STUDENT PORTAL**

Once you are logged into the Portal you will likely land on your 'My Profile' page.

This page displays your profile information as well as a brief training history and currently associated classes.

If any information is incorrect, or missing, you can use the 'Manage Profile' tab in the top right to edit your information.

On the top left, the 'Home' tab will always bring you back to your landing page. (My Profile)

Next you will see the 'My Work' tab. This tab will reveal three links: My Dashboard, My Profile and My Staff assignments.

'My Dashboard' link shows any 'Training in Progress', 'Workflow Tasks' and 'Discussion'.

'My Profile' link that brings you back to your profile page.

'My Staff Assignments' lists any classes that you are associated as a staff member and allows you to view student enrollment rosters.

The next tab is 'Training and Events. This tab has three links: 'Available Training', 'Training Catalog' and 'Enrollment Requests.'

'Available Training' shows you a complete listing of ALL training available in ACADIS. You can scroll this listing to find classes you may be interested in. You can use the 'Filters' link on the top right to filter the listing to show only the classes you are interested in.

'Training Catalog' shows a listing of classes my name, description and availability. You would look at the name and description to the left and center, then click on the blue 'Available' link for availability of that class.

"Enrollment Requests' lists the classes in which you have registered and have requested enrollment. By selecting 'View Request' on any listing you will be able to view your enrollment request. Here you will also be able to upload any prerequisite certificates not uploaded during the enrollment process.

The 'Academy Resources' tab contains a link to the "Portal Access Request" form used to apply for the account. You should not need this form again.

## **REQUESTING CLASS ENROLLMENT**

To request enrollment in a class, use either the 'Available Training' or 'Training Catalog' links described above to find the class you wish to attend.

Once you find and have selected the class you are interested in, please read the entire course description and any attached documents. After you are fully informed about the class, and are sure you can meet all prerequisites, select the Blue 'Request Enrollment' to continue.

The "Request Enrollment" page will display. Here you will be asked to upload any proof of prerequisite, or other information required. Though not required, please complete provide as much 'Contact Information' and 'Other Information' as you can. Prerequisites that may not be complete at this time can be added later using the 'Enrollment Requests' link as described above.

Once you have provided this information you can select the Blue 'Submit Request' link. You will receive an email confirming your registration has been submitted.

After submission, you are registered in the class. Your application for enrollment will be manually processed by a staff member who must verify your prerequisite information. Once everything is verified you will be enrolled in the class. You will receive an email confirming your enrollment with additional information attached.

Should you have any issues not resolved by the information in this memo, please contact:

**Texas A&M Forest Service Training. Contact 979.458.7330 (M-F, 8a-5p) or email  
AcademyRegistrar@tfs.tamu.edu for assistance**