



Registration for the courses is required through the State Fire Marshal IMS system. Participants must have an individual user account in IMS prior to registration. Without a personal IMS account, a course completion certificate cannot be generated and access to view or print certificates for any IMS-registered training will not be available. Instructional materials detailing how to create a user account, register for courses, and accessing a training profile are available at [IMS How To's - Louisiana Office of State Fire Marshal](#). I've also attached them to this email for easy reference.

The IMS system can be accessed for registration by visiting www.lasfm.org and selecting the Online Services (IMS) button.

Please be advised that registration for classes in the system will close each day at 11:00 a.m., at which time the system will no longer be accessible. Participants who have not created an account and completed their course registration by the deadline will not receive credit, and certificates will not be issued.

Please let me know if you have any questions.

Sincerely,



Danell Gerchow
Director of Licensing
8181 Independence Blvd.
Baton Rouge, La 70806
Office 225-925-4911
Cell 225-480-5103

USER INFORMATION

Last Name First Name Middle Name Suffix

Address: Out of Country

Street Address:

ZIP Code: Parish/County: City: State:

Select your Login ID
(should be 4-15 characters in length and can contain only letters, period and numbers.)

Phone

Are you a Louisiana licensed Architect, Engineer, Interior Designer or Contractor?
 i. Architect ii. Engineer iii. Contractor iv. Interior Designer v. Other

Email Verify Email

Type the code from the image. Image code at the bottom is not case sensitive.

5 J R M 9
 Generate New Image

#2 Enter your full name

#3 Enter your address

#4 Creates log-in ID you will remember

#5 Enter your personal email address

#6 Enter the "Image Code" in the box

#7 Select "Register"

Important Note About Your Email Address:

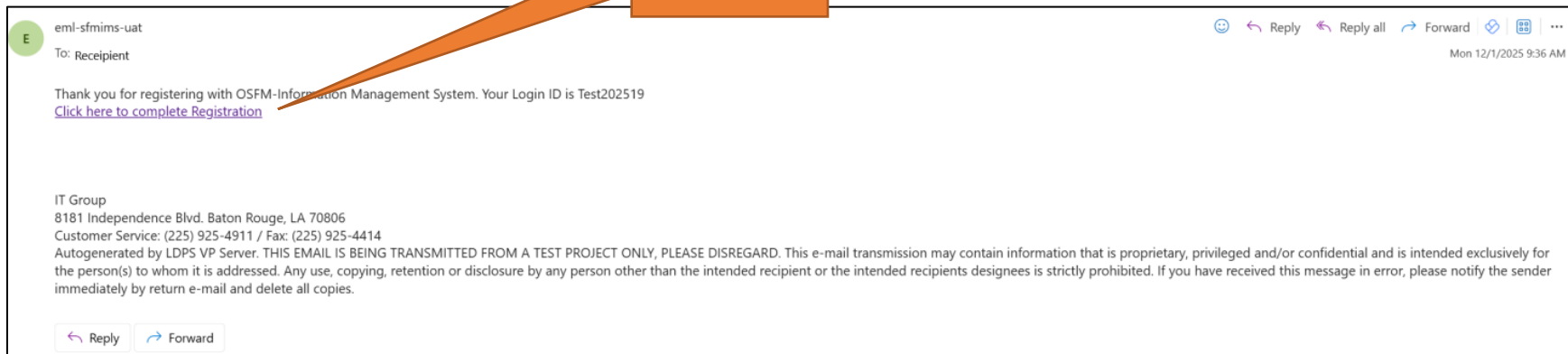
When creating your personal profile, the email address you enter must be the same email address you will use to register for all training courses. Please ensure that this is a personal email address, not a firm-issued one.

Using a personal email address:

- Ensures your training records remain linked to your individual profile.
- Allows you to maintain access to all completed training, **even if you transfer to another firm.**

Before proceeding with registration, confirm that the email you provided meets these requirements.

#8 email sent
complete
registration



Once you have completed the login process, IMS will email you a link to complete the registration process. See example of the email above.

#9 Password requirements must be met

The screenshot shows a web form for password creation. On the left, under the heading "Password Requirements", there are three bullet points: "Must be at least between 8 to 15 characters", "Must contain at least one one lower case letter, one upper case letter, one digit and one special character, space is not allowed", and "Valid special characters are @#%&+*=-;:_". A callout box labeled "#9 Password requirements must be met" points to this list. In the center, there is a "Show Passwords" checkbox and a blue "Save Password" button. A callout box labeled "#10 'Save Password' Button" points to the button. On the right, there are two input fields: "Enter New Password:" and "Verify New Password:".

The user must create a password that meets all the requirements set forth by IMS.

Once the user has created the password they must click the "Save Password" button. This will save the password the user created and will bring the user back to the "Login to OSFM" page.

Continue to register for a course in IMS.

Course Registration in IMS

To register for courses in IMS, you must first create a personal **log-in** and **password**. Once your account is set up, you will be able to:

- Register for new training courses
- View all courses you have registered for
- Track the training you have successfully completed

Course Registration

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[Online Conduct Policy](#)

The user agrees to use the Louisiana Department of Public Safety (LADPS) website only for lawful purposes. User is

LOGIN TO OSFM

Login ID: *

Password: *

Show Password

[Forgot Login ID?](#) [Forgot Password?](#)

[First Time Users Register Here](#)

Click Here For:

[Complaints](#)

#1 Login

1. Login to IMS using personal "login" and "password" created above.

WHAT WOULD YOU LIKE TO DO?

Click on or move the cursor over the **i** icon beside each option to get a definition of the term.

- i** Submit or Access a Construction Project or PLAN REVIEW
- i** Request an INSPECTION
- i** Apply for or Renew a LICENSE or REGISTRATION
- i** Request a STICKER or DECAL
- i** Submit a MONTHLY REPORT or DISPOSITION REPORT
- i** Submit a BURN INJURY REPORT or ARSON REGISTRY FO
- i** File a COMPLAINT
- i** Pay an INVOICE
- i** Edit/View MY ACCOUNT
- i** Search Licenses & Regist
- i** Training

#2 Click on Training

2. Click on "Training"

The screenshot shows a web form titled "SEARCH TRAINING" with the following fields and buttons:

- Course Type:** A dropdown menu with the text "Select Course ...".
- Training Type:** A dropdown menu.
- Status:** A dropdown menu with "AVAILABLE" selected.
- License Type:** A dropdown menu.
- Location City:** A text input field.
- Location Parish:** A dropdown menu.
- Training Number:** A text input field.
- Course Title:** A text input field.
- Date Type:** A dropdown menu with "Start Date" selected. Below it are three date input fields: "Start Date", "to", and "End Date".
- Buttons:** "Search", "Clear", and "View Training Profile".

Two green callout boxes are present:

- #3 Date Search:** Points to the "Date Type" dropdown menu.
- #4 Click on Search:** Points to the "Search" button.

3. Click on "Date Type" and Select "Start Date", you will enter the first and last day of the course (this may be the same date). These dates may be entered if you know the date of the course you wish to take.
4. Click the "Search" button. The results will be populated (Hint—If you click on "date/time" it will bring the upcoming courses to the top!)

SEARCH TRAINING

Course Type
 LSPB

Training Type
 [Empty]

Status
 AVAILABLE

License Type
 [Empty]

Location City
 [Empty]

Location Parish
 [Empty]

Training Number
 [Empty]

Instructor
 [Empty]

Course Title
 [Empty]

Date Type
 Start Date: 12/12/2025 to 12/12/2025


Display Locked Only

[Search](#)
[Clear](#)
[New](#)
[View Training Profile](#)
[View Calendar](#)

Title for Exporting Results: [Empty]

COURSE NUMBER	COURSE, TRAINING TYPE	TITLE	DATE/TIME	LAST DATE TO REGISTER	CITY, PARISH
25-0008	LSPB, Plan Review	FIRE ALARM & SPECIAL LOCKING PLAN REVIEW & LIFE SAFETY CODE	12/12/2025 - 12/12/2025 10:00AM - 12:00PM	12/10/2025 12:00:00 AM	BOSSIER CITY, BOSSIER

#5


5. Click on the  to view the course details. The next screen will show the “course details.”

#6 For Additional Course Information

#7 To Register for Course

[Register](#) [Back](#)

[COURSE DETAILS](#) | [COURSE ATTACHMENTS](#)




Jeff Landry
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Office of State Fire Marshal

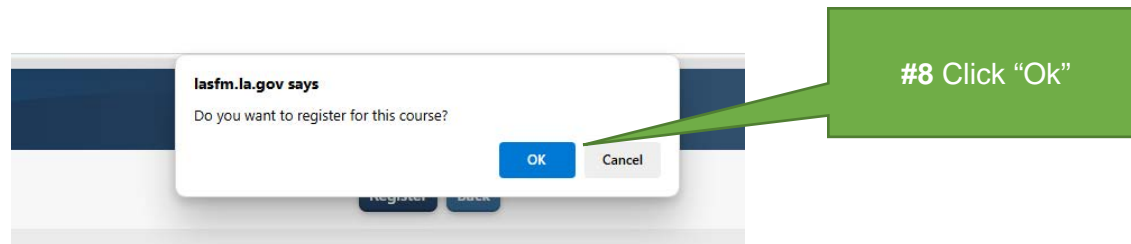
8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



Chief Bryan J. Adams
FIRE MARSHAL

Details			
Training Number	25-0008		
Course Type	LSPF	Offered To Licensee Only	
Training Type	Plan Review	Close Date	12/26/2025
Title	FIRE ALARM & SPECIAL LOCKING PLAN REVIEW & LIFE SAFETY CODE		Last Registration Date
Max. Registrants	120	License Type	Life Safety and Property Protection (LSPF)
Course Description	FIRE ALARM & SPECIAL LOCKING PLAN REVIEW & LIFE SAFETY CODE		
Schedule			
Start Date	12/12/2025	End Date	12/12/2025
Start Time	10:00 AM	End Time	12:00 PM
Hours Granted	2		
Location			
Name	BOSSIER CITY FIRE DEPARTMENT TRAINING CENTER		
Address	5850 SHED RD, BOSSIER CITY, LA 71111		
Parish	BOSSIER		
Primary Instructor			
Name	Joe Delaune	Phone	(225) 925-6767
Email	Joe.Delaune@la.gov		

6. View additional information on the class by clicking on "Course Attachments"
7. Select "Register" to apply for the class or "Back" to return to the search screen.



8. When you click on "Register" this box will appear, click "OK"

You are now registered and will be returned to the "Search" screen.
Notice the icon with the green check to the left of the course name, this confirms that you are registered for that course.
Once you have completed the registration you may exit out of IMS by clicking on the "X" at the top of the page.

COURSE NUMBER	COURSE, TRAINING TYPE	TITLE	DATE/TIME	LAST DATE TO REGISTER	CITY, PARISH
25-0008	LSPP, Plan Review	FIRE ALARM & SPECIAL LOCKING PLAN REVIEW & LIFE SAFETY CODE	12/12/2025 - 12/12/2025 10:00AM - 12:00PM	12/10/2025 12:00:00 AM	BOSSIER CITY, BOSSIER

← You are registered.

HOW TO VIEW YOUR TRAINING PROFILE IN IMS

Access the Office of State Fire Marshal Information Management System (IMS) by using the following link <https://lasfm.la.gov/>. By following the steps listed below, the user will be able to access the qualifier courses they have registered for and completed using the IMS.

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I ACCEPT the above statement

LOGIN TO OSFM

Login ID:

Password:

Show Password

[Forgot Login ID?](#) [Forgot Password?](#)

[First Time Users Register Here](#)

Click Here For:

- [Complaints](#)
- [Arson Tips](#)
- [LSUCCC Search](#)
- [Search Licenses & Registrations](#)
- [Course Search](#)

1. Login to IMS using personal login and password.

LOUISIANA STATE FIRE MARSHAL
INFORMATION MANAGEMENT SYSTEM

WHAT WOULD YOU LIKE TO DO?

Click on or move the cursor over the icon beside each option to get a definition of the term.

- [Submit or Access a Construction Project or PLAN REVIEW](#)
- [Request an INSPECTION](#)
- [Apply for or Renew a LICENSE or REGISTRATION](#)
- [Request a STICKER or DECAL](#)
- [Submit a MONTHLY REPORT or DISPOSITION REPORT](#)
- [Submit a BURN INQUIRY REPORT or ARSON REGISTRY FORM](#)
- [File a COMPLAINT](#)
- [Pay an INVOICE](#)
- [Edit/View MY ACCOUNT](#)
- [Search Licenses & Registrations](#)
- [Training](#)

2. Click on "Training"

SEARCH TRAINING

Course Type:

Training Type:

Status:

License Type:

Location City:

Location Parish:

Training Number:

Course Title:

Date Type: to

3. Click on “View Training Profile” this will allow the user to view all qualifier courses that they have registered for and completed within the IMS system of the Office of State Fire Marshal.

The screenshot displays the 'TRAINING PROFILE' page with three sections: 'All Scheduled Classes', 'Courses', and 'Out of System Courses'. The 'Courses' section contains a table with the following data:

TRAINING NUMBER	TITLE	COURSE TYPE/TRAINING	HOURS GRANTED	GRADE	GRANTED ON	EMP LIC
25-0001	LOUISIANA LIFE SAFETY & PROPERTY PROTECTION ADMINISTRATIVE RULES	LSP / ADMINISTRATIVE RULES	3	Pass	11/21/2025	

Annotations on the screenshot include:

- #4 Course Name: Points to the 'TITLE' column in the 'Courses' table.
- #4 Course Date: Points to the 'GRANTED ON' column in the 'Courses' table.
- #5 Certificate Icon to view course certificate: Points to the certificate icon in the 'EMP LIC' column.

4. Verify the course you wish to print by course name and date.
5. Click on the certificate icon to the right of the course to access the certificate for printing.

The screenshot shows the 'CERTIFICATE' page with the following content:

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
Office of State Fire Marshal
 8181 Independence Blvd. Baton Rouge, LA 70806
 (225) 925-4911 (800) 256-5452 Fax (225) 925-4414

Certificate of Completion
 This certifies that
Marlene Aucoin
 has completed on 11/21/2025
 LOUISIANA LIFE SAFETY & PROPERTY PROTECTION ADMINISTRATIVE RULES (25-0001)

Annotations on the screenshot include:

- #6 Click on Printer: Points to the printer icon in the browser toolbar.
- #7 To Exit the certificate page: Points to the 'X' close button in the browser window title bar.

6. You may print your certificate by clicking on the “printer” icon.
7. Once you have completed the printing process you may exit the “certificate” page by clicking on the X at the top right of this page. This will return you to your Training Profile.

LOUISIANA STATE FIRE MARSHAL
INFORMATION MANAGEMENT SYSTEM

Welcome, [Name]

Print

TRAINING PROFILE

All Scheduled Classes

Click on the for details about the Course/Exam. If you need to cancel registration, please call Primary Instructor for this course.

TRAINING NUMBER	TITLE	INSTRUCTOR	COURSE TYPE/TRAINING	DA	EMPT	EMP LIC
No Records Found.						

Courses

TRAINING NUMBER	TITLE	COURSE TYPE/TRAINING	GRANTED ON	EMP LIC
25-0001	LOUISIANA LIFE SAFETY & PROPERTY PROTECTION ADMINISTRATIVE RULES	LSPP / ADMINISTRATIVE RULES	3	Pass 11/21/2025

Out of System Courses

TRAINING NUMBER	TITLE	HOURS GRANTED	GRADE	GRANTED ON
-----------------	-------	---------------	-------	------------

#8 Click "home" icon to return to the "What would you like to do?" page.

#9 Click on "X" to the training profile and return to login page.

8. To exit the Training Profile you may click on the "home" icon to return to the "What would you like to do?" page
9. You may click on the "exit (X)" icon to leave IMS.