



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](http://www.lasfm.org) and selecting the Online Services (IMS) button. The course identification numbers are as follows:

**3/4/2026 Class Numbers**

26-0004 Admin Rules

**3/5/2026 Class Number**

26-0005 Plan Review

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.)

Are you a Louisiana licensed Architect, Engineer, Interior Designer or Contractor?  
 i. Architect  ii. Engineer  iii. Contractor  iv. Interior Designer  v. None

Phone

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:

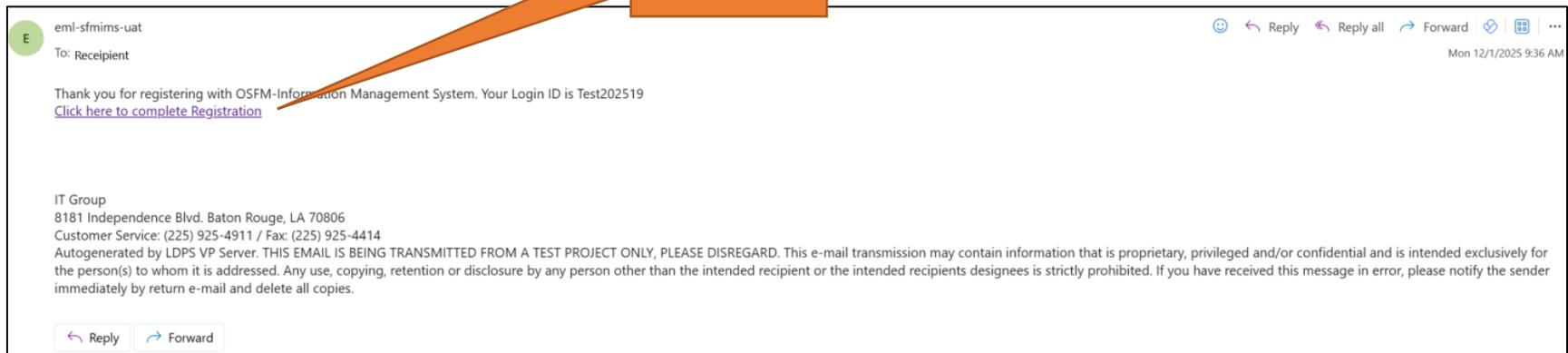
When creating your personal profile, the email address you enter must be the same email address you will use to register for all training courses. Please ensure that this is a personal email address, not a firm-issued one.

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 creating a password. 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 lower case letter, one upper case letter, one digit and one special character, space is not allowed", and "Valid special characters are @#%&+\*=-;:\_". Below these requirements is a checkbox labeled "Show Passwords" and a blue "Save Password" button. On the right side of the form, there are two input fields: "Enter New Password:" and "Verify New Password:". Two orange callout boxes are present: one pointing to the requirements list labeled "#9 Password requirements must be met", and another pointing to the "Save Password" button labeled "#10 'Save Password' Button".

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

**TERMS OF USE POLICY**

The Louisiana Department of Public Safety (LADPS) is providing this website as a service to the public. The usage of the content, images and logos on the LADPS site by any other website is strictly prohibited by law. The usage of data without the expressed written consent of LADPS is a violation of Louisiana copyright and other proprietary rights. The misrepresentation via modification of information from this website in any presentation is injudicious and shall be dealt with accordingly to the fullest extent of the law. Site information may be distributed or copied, to the extent provided by law. Unauthorized use of the words "Louisiana Department of Public Safety", or the initials "LADPS", or any imitation "in a manner reasonably calculated to convey the impression that such [activity]... is approved, endorsed, or authorized by the Louisiana Department of Public Safety" is prohibited. This policy focuses on the conduct of this site's users, the collection, disclosure, access and security of information that may be obtained through the use of the LADPS site.

By using this Website, the user (1) consents to, and agrees to abide by and be subject to, any and all policies/disclaimers/terms and conditions for access applicable to the State Fire Marshal Website, and (2) waives any and all rights that the user may or might have against the Department, or any of its officials, employees, or contractors, arising out of use of and/or reliance on this Website.

[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 a blue header. The form contains several input fields and buttons. A green callout box labeled "#3 Date Search" points to the "Date Type" dropdown menu, which is currently set to "Start Date". Another green callout box labeled "#4 Click on Search" points to the "Search" button. The form fields include:

- Course Type: Select Course ...
- Training Type: [Empty dropdown]
- Status: AVAILABLE
- License Type: [Empty dropdown]
- Location City: [Empty text box]
- Location Parish: [Empty dropdown]
- Training Number: [Empty text box]
- Course Title: [Empty text box]
- Date Type: Start Date (selected), Last Registration Date, End Date

Buttons at the bottom include "Search", "Clear", and "View Training Profile".

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**  
 LSPP

**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	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

#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](#)

1 of 1
 100%



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

The screenshot shows the 'TERMS OF USE POLICY' on the left and the 'LOGIN TO OSFM' form on the right. The login form includes fields for 'Login ID' and 'Password', a 'Login' button, and a 'Show Password' checkbox. Below the login form are links for 'Forgot Login ID?', 'Forgot Password?', and 'First Time Users Register Here'. A 'Click Here For:' section contains links for 'Complaints', 'Arson Tips', 'LSUCCC Search', 'Search Licenses & Registrations', and 'Course Search'. An orange callout box on the right points to the login form with the text '#1 Login Using Personal Login & Password'.

1. Login to IMS using personal login and password.

The screenshot shows the Louisiana State Fire Marshal Information Management System home page. The header includes the Louisiana State Fire Marshal logo and the text 'LOUISIANA STATE FIRE MARSHAL INFORMATION MANAGEMENT SYSTEM'. The main content area is titled 'WHAT WOULD YOU LIKE TO DO?' and lists various actions with an information icon (i) next to each: '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', and 'Training'. An orange callout box on the left points to the 'Training' link with the text '#2 Click on Training'.

2. Click on "Training"

The screenshot shows the 'SEARCH TRAINING' page. It features several search filters: 'Course Type' (dropdown menu), 'Training Type' (dropdown menu), 'Status' (dropdown menu with 'AVAILABLE' selected), 'License Type' (dropdown menu), 'Location City' (text input), 'Location Parish' (dropdown menu), and 'Training Number' (text input). Below these are 'Course Title' (text input) and 'Date Type' (dropdown menu) with a date range selector. At the bottom, there are three buttons: 'Search', 'Clear', and 'View Training Profile'. An orange callout box on the right points to the 'View Training Profile' button with the text '#3 View Training Profile'.

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 shows 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	

The 'Out of System Courses' section contains the following data:

TRAINING NUMBER	TITLE	HOURS GRANTED	GRADE	GRANTED ON
1964	Bo's test of out of system class	1200	Pass	09/21/1991
	FIRE SERVICE INSTRUCTOR 1	40	Pass	08/19/2019
	FIRE INVESTIGATOR	80	Pass	07/28/2015

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 of the 'Courses' table.

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	DA	EMPT	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.