

NWSA Data Transfer Policy Data Storage Base

Date: 02/06/2019

To: All NWSA Members

From: Debbie Miley, NWSA Executive Director

Re: Transfer of Training Data

NWSA has set the following policy regarding the request transfer training data for an employee/student.

NWSA Policy:

Current & Former Employees Policy

- Before a student is entered into a class or a card is printed, the student must show in the correct company for info to print accurately to reflect the employer. Therefore, if needed a data transfer request must be sent to the NWSA office so we can change the employer name.
- When the NWSA office receives a Data Transfer Request, signed by both the new employer and the employee.
 - For all FFT2's we will do transfer ASAP, if they are an FFT1 or higher NWSA will complete the requested transfer within 48 business hours of the records housed in the NWSA database.
 - If the old employer is not a member of NWSA, then NWSA cannot and will not ensure that records from the Old Employer will be transfer pursuant to this transfer request.
 - It is the sole responsibility of the New Employer to notify the Old Employer of the transfer request to request copies of any fire records not housed in the NWSA Database Storage system.

If you have an emergency and need records transferred prior to the 48-hour deadline, then you must provide NWSA with a notice from the old employer indicating that all

records have been submitted to the new employer if they are in a position higher than an FFT2.

- All forms must be filled out with student ID (first three, last four of SS#), printed name legibly, the name of old employer and new employer.
- The fee for a Data Transfer to be done is \$10.00 per transfer fee to the new employer for each transfer done. Payment is due upon receipt, can be made by:
 - Providing billing information on the Data Transfer Form
 - By calling the NWSA will Credit Card Information
 - By logging into www.nwsastraining.com and in your account put in the \$10.00 fee and fax a receipt with your data transfer request.
 - DO NOT PAY For more than the number of transfer you send in, we do not do accounting for prepaid data transfers, pay as you go!
 - Data transfer fees are a separate line item in the database and the system will not pull funds from your instructor account.
- If a transfer is requested by a non-member/affiliate, then the instructor whom is performing should collect the fees and deposit into the database under Data Transfer Fee. DO NOT PUT FEES IN UNDER INSTRUCTOR CREDITS! Or you can submit the form and include credit card information.

Any questions regarding this issue may be addressed to NWSA Office at 1-877-676-NWSA or by email at nwsa@wvi.com

Attachments:

- **Data Transfer Request**

Version updated: 02/06/2019