

Information Bulletin – Acadis Portal

EFFECTIVE OCTOBER 5, 2026 - Chief 101 Upgrade presentations will be offered in Acadis Portal.

Why OSFM Is Using the Acadis Portal

OSFM will gradually transition portions of the OSFM 24 system to Acadis, a newer, more modern Portal platform designed to be easier to use and reduce technical issues.

The first part moving to Acadis will be the Chief 101 update presentations for 2026–2029. Instructor Proctor Acknowledgement Forms will also be completed in the Acadis Portal.

Qualification exams will eventually move to Acadis. Testing will remain in person at qualification testing sites, with exams completed online through Acadis where users will receive immediate pass/fail results and numerical grades upon completion.

Who Is Affected

Those certified in Chief 101 2025 will be required to complete all Chief 101 updates for 2026–2029 through the Acadis Portal to obtain Chief 101 2030 Certification. This course will not appear on your OSFM 24 transcript, but this course will be verified when the new Chief 101 2030 Edition Certification process comes around.

Eventually, eligible proctors and instructors will complete acknowledgement forms and qualification tests through Acadis. Student records, including certifications, will also transition to the platform.

How to login to the Acadis Portal

Any Chief 101 2025 certification holder will receive an automated email from “Acadis Portal Administrator” (devin.creech@envisagenow.com). This email will include a link to create your password.

A second email from the same email address will include a link to the Chief 101 2026 Update training assignment. Use the email address that received the messages and the password you created to log in.

- Once logged in, the PowerPoint presentation will appear on the landing page.
- Launch the training to begin. (If the presentation does not open, check your pop-up blocker.)
- The slides will be time constrained. (If you need to step away, your progress will be saved at the last slide completed.)
- An acknowledgement form must be completed at the end to receive credit.

After completion, close the presentation window. You will be directed back to the Portal and should receive a successful completion email.

The 2026 and 2027 Chief 101 Updates will both be available in the Acadis Portal beginning October 5, 2026. Both updates must be completed. The 2028 Update will be released in 2027, and the 2029 Update will be released in 2028. All four annual updates must be completed to meet the requirements for Chief 101 2030 Certification.



Additional Information and Instructions

If you do not receive any Acadis emails, need to change the email address associated with your record, or experience any issues with the Acadis Portal or presentation, please contact Devin Creech at devin.creech@ncdoi.gov.

Acadis Email and Portal Screenshots

