Online Application Process for State-Sponsored Classes

The National Fire Academy has transitioned to an online admissions application process and the online application can be found at (you may need to press Ctrl with your cursor over the link):

https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx

If you have an issue or a question regarding the online admissions application, please contact:

> NETC Admissions Department
> (301) 447-1035
> NETCAdmissions@fema.dhs.gov

The online application will open the day before the class and be open fourteen days after the class concludes. Failure to turn in an application will result in not receiving credit for the course.

Tutorial:

NOTE: Information is required for each of the starred fields.

Step 1: After reading the **Legal Notice**, click continue.

Welcome to the National Fire Academy (NFA) and Emergency Management Institute (EMI) online application system. As a part of the application process, you will be asked to provide information about you, the organization you are representing, the course or courses you are applying for, and the names and email addresses of the individuals who would need to approve or endorse your application. If you have questions or need further information, you can contact the NETC Admissions Office at 301-447-1035 or netcadmissions@fema.dhs.gov.

LEGAL NOTICE

You are accessing a U.S. Government information system, which includes (1) this computer or device used to enable access to the government network, (2) this government network, (3) all computers or devices, virtual or otherwise, connected to this government network, and (4) all devices and storage media attached to this government network or to a computer or device on this government network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy when you use this information system. This includes any communications or data transiting, stored on, originated from, or directed to this information system.
- At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from, or directed to or from this information system.
- The government may disclose or use any communications or data transiting, stored on, originated from, or directed to or from this information system for any lawful government purpose.
- You are NOT authorized to process classified information on this information system.

Continue

Step 2: Read the statements below and click continue if you have a FEMA Student Identification (SID) Number. If not, follow the instruction for obtaining one.

Do you have a FEMA Student Identification (SID) Number?

To register, go to the FEMA Student Identification System
Select "Register for a FEMA SID" in the middle of the screen. Follow the instructions and provide the necessary information to create your account. If you are a user with a Personal Identity Verification (PIV) card, enter your FEMA SID and select your certificate and enter your pin.

Forgot your FEMA SID?

If you already have a FEMA SID but forgot it, go to the FEMA Student Identification System and select the option: "Forgot Your FEMA SID". You will be asked to provide certain information. Your FEMA SID will be emailed to you along with a separate message that will ask you to reset your password.

If you need assistance, please call 866-291-0696 (7:30 a.m - 4:30 p.m. CST) or email femasidhelp@cdpemail.dhs.gov after hours.

Keep your FEMA SID in a secure location so that you can retrieve it when needed to apply for FEMA training in the future.

Continue

Step 3: Read the statements below, check the box at the bottom, and click continue.

Equal Opportunity Statement

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

Privacy Act Statement

GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

AUTHORITY

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 9 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100).

☑ I acknowledge that I have reviewed and agree to the above statements and disclosures.

Continue

Step 4: You must input your **FEMA Student Identification (SID) Number and first/last name**. After entering your FEMA SID and first and last names, click Verify. The system will return your middle name, suffix, and date of birth from the SID system.

FEMA SID

SID must be verified before continuing.

* FEMA SID: `000000000`
* First Name: `Student Name`
Middle Name: ` `
* Last Name: `Student Name`
Suffix: `<Select Suffix>`
Birth Date: ` `

Verify

Step 5: Once you see "Verified!", select next to continue.

Step 6: Complete the fields on the **Demographic Information** screen. Select next to continue.

Demographic Information

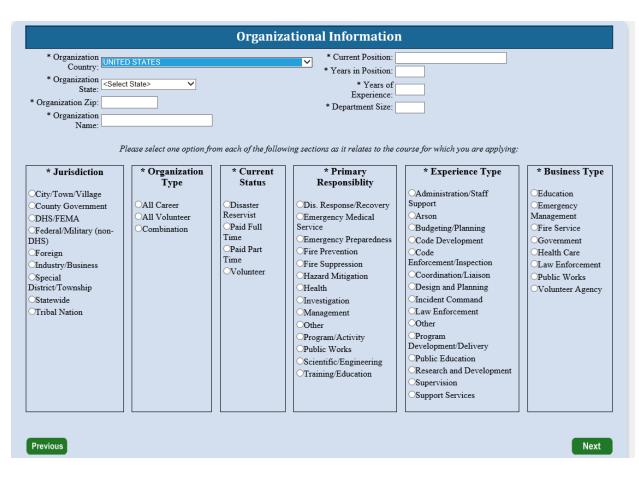|				
* Home Address 1:	Home Address		* Work Phone:	(555) 555-5555
Home Address 2:			* Personal Phone:	(555) 555-5555
* Home City:	City		Fax:	(__) __-___
* Home Country:	UNITED STATES ▽		* Email Address:	Email Address
* State:	<Select State> ▽		* Confirm Email Address:	Email Address X
* Home Zip:	Zip Code			
US Citizen:	Yes ▽			

Step 7: The **Course/Offer Information** screen requires you to select a course. To do this, use the drop-down arrow and scroll to the applicable course. After selecting the course, click apply which takes you to the next screen. **Look for the "O" coded courses when attending "State Sponsored" Off Campus Courses.**

Course/Offer Information
* Please select a course: ❓
<Select a Course> ▽
Apply
Courses For This Application:
Code
No Courses Added

Previous   **Next**

Step 8: The second **Course/Offer Information** screen allows you to select the Offer Start Date and Offer Location from the drop-down. There is no need to select an Offer Title.   In the "Briefly describe…" box, enter not required. Disregard the disabilities drop-down. Once completed, select save. A second screen will appear where you can apply for a second course using the same application. Ignore it and select next.

Step 9: On the **Organizational Information** section, you must fill in all information requested. You must also check a box in each category that best applies. Once completed, you should select next.

Organizational Information

* Organization Country: UNITED STATES

* Current Position: _____
* Years in Position: ____

* Organization State: \<Select State\>

* Years of Experience: ____

* Organization Zip: _____

* Department Size: ____

* Organization Name: _____

Please select one option from each of the following sections as it relates to the course for which you are applying:

* Jurisdiction	* Organization Type	* Current Status	* Primary Responsiblity	* Experience Type	* Business Type
○City/Town/Village ○County Government ○DHS/FEMA ○Federal/Military (non-DHS) ○Foreign ○Industry/Business ○Special District/Township ○Statewide ○Tribal Nation	○All Career ○All Volunteer ○Combination	○Disaster Reservist ○Paid Full Time ○Paid Part Time ○Volunteer	○Dis. Response/Recovery ○Emergency Medical Service ○Emergency Preparedness ○Fire Prevention ○Fire Suppression ○Hazard Mitigation ○Health ○Investigation ○Management ○Other ○Program/Activity ○Public Works ○Scientific/Engineering ○Training/Education	○Administration/Staff Support ○Arson ○Budgeting/Planning ○Code Development ○Code Enforcement/Inspection ○Coordination/Liaison ○Design and Planning ○Incident Command ○Law Enforcement ○Other ○Program Development/Delivery ○Public Education ○Research and Development ○Supervision ○Support Services	○Education ○Emergency Management ○Fire Service ○Government ○Health Care ○Law Enforcement ○Public Works ○Volunteer Agency

Previous   Next

Step 10: The next screen is labeled **Other Information**. This section is optional. These fields are used for statistical purposes only. Once completed select next.

Other Information

The following fields are used for statistical purposes only.

Gender: No Response   Race: No Response   Ethnicity: No Response

Previous   Next

Step 11: Since there are no **Attachments**, select continue.

Step 12: On the **Application Submittal** screen, you will be asked if you have completed all the information. You should select Yes. If there is any required information that is missing, you will need to go back and correct that before the application is forwarded.

Step 13: On the **Student Acknowledgement** screen, you will be asked to acknowledge the four items shown by checking the box at the bottom of the screen which is also your electronic signature for the application. Once you have checked the box, click continue.

a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 USC 1001).

b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.

c. Further, I understand that the National Emergency Training Center (NETC) and the Center for Domestic Preparedness (CDP) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

d. I agree to abide by the rules, policies, and regulations of NETC and CDP. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

☑ I have read and agree to the student acknowledgement statement above.

Continue

Step 14: The National Fire Academy (NFA) has revised the online application process for all off-campus courses (course codes beginning with F/N/O/Y) by removing the Head of the Sponsoring Organization (HSO) endorsement requirement for the F/N/O/Y course offerings.

Applicants will receive an automated acknowledgement notification when their application has been submitted to NETC. (Note: The application will be imported into Admissions the day after the student saves the application.)

Step 15: This is the final screen showing that you successfully applied for their selected course.

Congratulations! You have successfully submitted your application(s) for the following courses:

Code	Title	Endorsement Needed?

The courses noted above require endorsement from the head of your sponsoring organization. These applications will be forwarded to the appropriate parties for endorsement. If endorsed your application will then be forwarded to the National Emergency Training Center for further review and you will receive notice. You will receive email confirmation of your submissions shortly.