

National Fire Academy Application Cover Sheet — Off-campus Courses

**NFA state/local partner-sponsored and approved courses
(O-coded courses/Y-coded courses)**

Within 3-7 days of delivery, please scan and email this completed form and completed applications to:

netcadmissions@fema.dhs.gov

State/local partner-sponsored: (State provides instructors; they teach National Fire Academy (NFA)-developed courses.) All state/local partner-sponsored 2-, 6- and 10-day courses will now be coded with the letter designation of “O” for off-site.

Approved courses are coded as “Y.” (These are state-developed/NFA-approved courses. The state provides instructors and materials).

Course code and title: _____

Course start date: _____
Course end date: _____
Dates of course: _____
Course length (hours/days): _____
Delivery site (city/state): _____
Instructor name: _____
Number of students: _____
Point of contact/phone no.: _____
Point of contact email: _____

State fire training agency (director) signature:

Instructors: Please ensure that all applications contain the following:

- **FEMA Student Identification (SID) number.** This number is required in order for the application to be entered. Failure to provide this number may result in the student not receiving credit for the course. If the student needs assistance, please have them contact the SID HelpDesk at femasidhelpdesk@cdpemail.dhs.gov or by calling 866-291-0696.
- **Email address.** The student’s email is required because certificates are emailed directly to the student after the application has been entered in the admissions database.

Admissions Use Only

Date applications received: _____