Fiscal Year 2027 Course Call: April 2026
Information for State Fire Training Directors and Points of Contact

Thank you for considering the National Fire Academy (NFA) for your state's training needs. The following information will assist you with selecting NFA **2-day on-campus (W-coded) courses** for delivery from Oct. 1, 2026, through Sept. 30, 2027.

About our course offerings

Browse the courses available for delivery during our first semester. New courses may have been added or removed. You may still conduct that offering if you have a course scheduled that is no longer on the list.

Select a course link to review the description, student selection criteria and detailed course information. **Some courses have a required pre-course assignment(s)**.

NFA-sponsored courses are delivered over 2 full days. Contact hours do not include time for administrative activities, such as introductions, breaks, meals, exams and evaluations. You cannot alter the course schedule or number of instructional hours.

All NFA 2-day courses require 1 NFA-approved instructor.

The maximum number of students for most courses is 30. The minimum number of students is 15. A few courses only allow a maximum of 20 students (see course list for specifics). If you need to request additional students, please contact us.

Classes traditionally start on Saturday morning. Contact the State Weekend Program (SWP) manager if your state elects to have Friday night instruction.

Instructions for selecting courses

All Course Call requests are made through the dashboard. The maximum number of courses for the fiscal year (FY) (Oct. 1, 2026, through Sept. 30, 2027) is 9.

For the 2-day on-campus SWP courses, you **must** submit your first, second and third choice of dates for the **entire year**, along with the courses you plan to offer for that weekend. This will confirm that bed space is reserved for your weekend. These courses have a W code. We recommend that you do not schedule your SWP during the month of October. If you do so, you run the risk of cancellation. In the past, several SWPs have been canceled in October due to budget issues, hurricanes, etc. If you schedule in October and the weekend must be canceled due to unforeseen circumstances, we will do our best to assist you in rescheduling your weekend within the following 12 months. However, there is no guarantee of available bed space or that we can accommodate your request.

When selecting course dates, please remember that scheduling on a holiday may affect student attendance.

ACE policy

The American Council on Education (ACE) requires a final letter grade assigned to each student. To pass the course and earn a certificate, students must receive a final grade of C or higher (score of 70% or above).

REAL ID

The deadline to enroll in the REAL ID program was May 7, 2025. The REAL ID Act establishes minimum security standards for license issuance and production and prohibits federal agencies from accepting for certain purposes driver's licenses and identification cards from states not meeting the act's minimum standards. If an individual/state does not comply with the REAL ID Act, then the person(s) will be denied access to federal facilities. For the most up-to-date information, go to https://www.dhs.gov/real-id.

Bring Your Own Device initiative

The NFA has made significant progress in its effort to use electronic Student Manuals (SMs). Most NFA resident students now download an electronic SM to their own device before coming to campus. The use of Bring Your Own Device (otherwise known as BYOD) has proliferated through most of our resident classes, and we've found that it also provides students with an opportunity to read ahead and prepare themselves before coming to class.

The course materials for all 2-day on-campus courses are now available in BYOD format that will function on any electronic device. If you own an electronic device (laptop computer, tablet, etc.) and are familiar with its document reader functions, we are asking you to download the Student Manual (SM) before you travel to Emmitsburg and bring the preloaded device with you. Please note: If you plan to bring/use an iPad, you may experience issues saving/storing/printing course assignments because there is no USB/thumb drive capacity for these devices.

Questions?

2-day on-/off-campus courses	Lori Welch 301-447-1301 fema-nfa-outreachtraining@fema.dhs.gov
SWP	fema-nfa-weekendcourses@fema.dhs.gov

Thank you for your ongoing support of the NFA and the delivery of our courses!

Attachment
National Fire Academy-Sponsored 2-Day On-Campus Course Delivery Requirements

The NFA also offers 2-day courses on campus during designated weekends (SWPs). These courses are designed for a full 2-day delivery. Do not plan to leave early on Sunday. Contact hours do not include time for administrative activities (introductions, breaks, meals, exams, evaluations, etc.). **The course schedule and number of instructional hours may not be altered by the state or the contract instructor. All NFA 2-day courses require 1 NFA-approved instructor.**

ACE provides an academic review of NFA courses and has policies that affect the NFA and its students. One of those is that grades are required for NFA courses. This means greater course rigor and documentation for assessing student learning. It also requires that instructors follow the course outline/schedule and adhere to the required number of hours. Students will be assessed (typically through an exam) and given a final grade. We must have a final "letter" grade for each of our students. These end-of-course grades are permanently recorded on student transcripts in the NETC Admissions Office. To pass the course and be issued a certificate, students must receive a final letter grade of C or higher (score of 70% or above).

National Fire Academy certificates

Certificates will be emailed to the students by the NETC Admissions Office upon receipt of a signed, letter-graded roster indicating successful completion of the course.

State responsibilities

Course Call

The state training director, or designated point of contact, shall select the courses. The selection shall be requested via the Course Call dashboard. For SWPs, all courses must be selected during the first open Course Call period, which is April 23, 2026 through May 23, 2026. States will be required to submit their first, second and third choice dates for the SWP, as well as the courses they plan to offer during their weekend. This will reserve bed space on campus. The SWP manager will then follow up with the individual states to confirm their dates, as well as discuss potential pairings and efficiencies by merging states and weekend dates.

Student recruitment and selection

- The state requests and sponsors the weekend solely for participants from their state. For joint weekends, states are encouraged to discuss recruitment and how students will be placed into the different course offerings; for example, typically states will fill their individual course selections first. Additionally, there are occasions when someone from outside the hosting state will ask to attend a course during a weekend. Attendance is dependent upon space availability and hosting state approval.

- The state recruits and selects students for the courses based on established student selection criteria.

- Each student must complete the **General Admission's Application** (https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx) available on the **NETC Online Admissions Application website** (https://www.usfa.fema.gov/nfa/admissions/how-to-apply.html)**. Ensure you complete all data elements.** The online application will open the day after the class is added to the NFA schedule and be open 14 days after the class concludes. Failure to turn in an application will result in not receiving credit for the course. Students applying for training must have a Federal Emergency Management Agency (FEMA) Student Identification number.

Rosters and applications

- Each course offering requires a minimum of 15 students and a maximum of 30. Some courses are capped at a maximum of 20 students (see course list) to allow for optimal learning. The program manager will work with the state to decide to cancel or allow a course delivery.

- Submit student rosters at least **40 calendar days** in advance of the scheduled weekend. All course applications need to be completed online and signed by the designated state coordinator. The NETC Admissions Office must receive all online applications at least 40 days prior to the scheduled weekend.

- Notify students of acceptance/rejection and inform them of NETC administrative requirements and policies (e.g., dress code policy, student conduct, identification and security information, and registration requirements).

- Some courses require a pre-course assignment, as stated in the course description. The state is responsible for notifying the students of any pre-course assignments to be completed prior to the course start date. Some courses may require the students to have 1 or more specific textbooks. The state is responsible for notifying the students of any textbook requirements.

- The NETC Admissions Office will not accept additional student applications after the original online applications are submitted. In the case of an emergency cancellation by a student, a replacement can only be approved by the NFA superintendent or deputy superintendent.

- If a student cancels, they must notify the state coordinator and the NETC Admissions Office at netcadmissions@fema.dhs.gov.

- Finalize and review plans for the weekend with the SWP manager.

Housing and registration procedures

- Inform students that lodging registration is located in the lobby of Building C-West and will begin after 2 p.m. All students will be issued an NFA ID badge. Housing will be provided for the state coordinator and up to 2 assistants for Friday and Saturday nights only. Submit names of the state staff who will be attending **30 calendar days** in advance of the scheduled weekend, along with a letter on department letterhead, signed by the supervisor, stating that each staff member has completed a successful criminal history check. A sample copy is available from the SWP manager.

- You can find more information on access to the NETC campus at https://www.usfa.fema.gov/nfa/on-campus-students/campus-access.html. If driving a personal vehicle, the license plate information is also required for registration.

- Coordinate any student/state staff special housing accommodations/requests with the SWP manager.

Transportation

- Arrange transportation to the NETC campus and advise the SWP manager as to what arrangements have been made at least **15 calendar days** in advance of the scheduled weekend. Information should include the number of buses, time of arrival at NETC and a passenger list for each bus. This will alert campus security for the arrival of your students.

- In the past, we have offered ground transportation from the airport to the NETC campus. **Due to funding limitations, we can no longer offer this service. Transportation from your state to NETC is the responsibility of the students. We do not offer stipend reimbursement (travel expenses) for 2-day on-campus classes.**

Food services

- Coordinate meals/special requests and meal ticket purchases by contacting the food service contractor at 301-447-1551. Arrange for Saturday evening dinner/social with the food service contractor.

- Anyone wishing to purchase beverages at the Command Post Pub must purchase a recreational membership card; the cost is $2 per person. The recreational membership passes, either individual or bulk, are available to purchase and pick up at the Command Post Pub after 4 p.m. on Friday of the State Weekend. Contact pub manager Mark Haines to make arrangements for the passes. He can be reached at mark.haines@associates.fema.dhs.gov or 301-447-1550 after 4:30 p.m.

- Make arrangements with the food service contractor and Command Post Pub **30 calendar days** in advance of the scheduled weekend.

Orientation/weekend assistance

- Provide welcome remarks on behalf of the state for the orientation program on Friday night.
- Provide assistance and support for the weekend activities.
- Attend 7:30 a.m. meeting on Saturday with the contract instructors and SWP manager.

State/local host post-course assessment

NFA will send a follow-up email to the state/local host after the class requesting comments/feedback on the course delivery. Please send your response to fema-nfa-outreachtraining@fema.dhs.gov.

National Fire Academy contract instructor responsibilities

- Direct all questions concerning the course delivery, student application requirements, course cancellations and payment/invoicing directly to the program manager.
- Direct all questions concerning curriculum content directly to the appropriate NFA training specialist (curriculum manager).
- Instructors must provide their own transportation to and from NETC.
- Housing is provided on campus per the instructor purchase order.
- Classrooms and equipment are set up in advance for the 2-day on-campus programs. Instructors should check their classrooms to ensure that everything they need is there.
- Participate in a brief introduction meeting with other instructors, the SWP manager and state staff members at 7:30 a.m. on the Saturday of the program. The meeting is held in the State Weekend Operations Center in Building J, Room 124.
- Administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established grading rubrics and any test administration practices as established by the course training specialist.

- Maintain security over all teaching materials (e.g., tests, answer keys, answer sheets and student grades). **Note:** These materials must not be reproduced or distributed without written permission of the NFA training specialist or deputy superintendent

- At the conclusion of the course delivery, the instructor will submit all course delivery materials — student evaluations unless using online evaluations, signed student roster with letter grades recorded, projects, test and exam grade sheets — to the SWP manager. Test documents and any extra materials that were not used shall be returned to the SWP manager to ensure security and integrity of the course assessment process. **Note:** Graded exam answer sheets shall be given to the students for their review, but they must be collected and returned to the NFA with the course delivery materials.

- Meet with students who wish to appeal their end-of-course grade and notify the NFA training specialist/program manager and state representative before each meeting.

- Brief students on and initiate the end-of-course evaluation process. Instructors will receive logon cards with directions for completing the online evaluation. Instructors shall provide sufficient time during regular class hours for students to complete the end-of-course evaluation survey and excuse themselves from the classroom during this time. In addition, instructors shall brief students on the NFA's long-term evaluation process.

- Per instructions, assist the students with the online course evaluation process.

- The NETC Admissions Office will email certificates upon successful completion of the course. **Note:** If a student does not receive a final letter grade of C or higher (score of 70% or above), the student will not receive a certificate. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score in accordance with NFA-specific Standard Operating Procedure 700.5 Student Performance Measures: Individual Assessment and Course Repeats.

- After the class, NFA will send an email to the instructor requesting comments/feedback on the course delivery. Please send your response with the course title, date of delivery and location to fema-nfa-outreachtraining@fema.dhs.gov.

Students may review graded exam answer sheets. After student review, collect and return all completed answer sheets to the NFA with the course delivery materials.

2-Day On-Campus Program Information for Students

Academics

Students who attend the 2-day on-campus courses will be formally evaluated to verify the degree to which learning objectives and/or outcomes were met. This is accomplished mainly by taking an exam at the completion of the course. Students will be issued a grade that will be recorded on their transcript in the NETC Admissions Office. A passing score is a final letter grade of C or higher (score of 70% or above).

Cancellations and no-shows

To admit the greatest possible number of students, the following policy is in place to manage the problem of late cancellations and no-shows. If you are unable to attend a course, you must notify the state coordinator and the NETC Admissions Office at netcadmissions@fema.dhs.gov at least **30 days** before the course start date, except in cases of emergency cancellation. A student who does not cancel attendance in writing may be denied admission to NFA courses for the next 24 months.

Dress code

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate differences and classroom activities. Generally, the standard is business casual. NFA staff have the authority to determine that a student's attire is inappropriate. Students whose attire is deemed inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

Men: shirts with collars, slacks, departmental uniforms (no T-shirts), shoes and socks.

Women: dresses, blouses with slacks or skirts, departmental uniforms (no T-shirts), and shoes.

Shorts, tank tops, ball caps, etc., are not permitted in the classrooms or the auditorium. Bathing suits/trunks are not permitted outside the pool area. Miniskirts and bare midriffs are not acceptable.

Professional conduct

Problems occasionally arise on the NETC campus while students are in residence as part of the on-campus programs. In most instances, this behavior is limited to a small group of students; however, the acts of a few reflect negatively on the specific state fire training program and the national fire service community.

Each individual has the personal responsibility to exhibit professional conduct while on the campus. The designated representative of the state fire training agency has the responsibility and authority to monitor and, with campus security personnel, take necessary action to correct the unprofessional conduct.

As a student, your assistance in this matter is appreciated. Should you encounter difficulties or disruptions, you are encouraged to notify the campus Security Office (Building V) by dialing extension 1111 on any campus phone or directly dialing 301-447-1111. The Security Office is staffed 24 hours a day.

Campus security has the authority to request the name(s) of any individual or student who may be disruptive or discourteous. It is expected that an individual's name will be provided if requested. The security officer will then inform the state representative of the circumstances surrounding the incident.

In instances of alleged misconduct, the state representative and a U.S. Fire Administration (USFA) staff member will be responsible for determining all the facts related to the incident. Decisions regarding dismissal of the student will be made at the conclusion of the review. The final authority for dismissal rests with the senior USFA official on campus at the time. However, in instances where misconduct occurs outside class hours, the state representative has the authority to dismiss a student at any time. Student dismissal procedures and notification will follow the guidelines described in the NETC Information Handbook, which can be found on the desks in the dormitory rooms. Specifically, please refer to NETC Standard Operating Procedure 119-22 Conduct on the NETC campus.

Quiet hours in the dormitories begin at 11 p.m. Those who violate the campus quiet-hours policy are subject to dismissal from campus as outlined in the conduct policy.

If there is a weekend social, the state representative will abide by Maryland law concerning the service and consumption of alcohol. People under the age of 21 will not be served under any circumstances. Alcoholic beverages are not permitted in the dormitories at any time.

Housing

Rooms are assigned randomly once you are accepted into a course. Because of the random assignment of rooms, you may or may not be lodged in the same building as your classmates. Every effort is made to ensure that you have a single room. However, if the student count is high, you may be doubled with another student. Please do not call to request a single room. Relatives and friends of NETC students cannot stay on campus. Campus accommodations are for NETC students only. Students should not arrive on campus before Friday at 2 p.m.

Messages

The incoming campus telephone number is 301-447-1048 for messages. This number is operational 24 hours a day.

Recreation

The campus has several areas available for student recreation.

- Student Center (Building B) with wide-screen televisions and card, billiard and ping-pong tables.
- Athletic facilities (Building H) with exercise room, gymnasium and swimming pool.
- Command Post Pub, located in the Student Center, serves snacks, beer and wine. The legal drinking age in Maryland is 21. Students under 21 who are found consuming alcohol while at NETC will be dismissed. The pub is open Friday and Saturday from 4:30 p.m. to 11 p.m.
- You must purchase a NETC Recreation Association pass to use athletic facilities or purchase beverages at the pub. The pass can be purchased at the pub for $2. Athletic equipment is available for checkout at the pub. This includes softball equipment, tennis rackets, footballs, volleyballs, basketballs, horseshoes and golf clubs. Bicycles can be checked out in the Building C lobby.

Medical emergencies

An emergency medical technician is on campus 24 hours a day. Report any medical emergencies to Security (“911” or “0”) on any campus phone. Students requiring medical attention may be taken to the emergency room at a local hospital or may request assistance in arranging an appointment with a local physician. Any medical expenses are the responsibility of the student. The local hospitals will accept medical insurance identification, cash, check or major credit card.

Personal needs

A convenience store is located on campus in the basement of Building D. Please check posted hours.

National Fallen Firefighters Foundation Store

The National Fallen Firefighters Foundation Store has varied hours. The store is located in the Chapel, Building O.

Security policies

No weapons are allowed on campus. Alcohol will be available in the Command Post Pub area and, if requested by the state, at the Log Cabin. No other alcohol will be allowed on campus and will be confiscated.

Smoking policy

All buildings on campus are smoke-free. The smoking or burning of any tobacco product or smokeless electronic vaporizers (e-cigarettes), candles or incense in any building at NETC is prohibited. Please smoke in designated smoking areas.

Transportation/parking

Students/guests must register cars at the time of program registration. Parking is provided north of Building J. Please do not park in faculty/staff parking areas or other restricted parking zones. Please refer to the campus map for location of parking. Campus maps are provided at the time of registration.

Post-course assessment

Provide feedback on the course delivery when requested by the NFA.

National Fire Academy certificates

The NETC Admissions Office will email certificates to students upon receipt of a letter-graded roster indicating successful completion of the course.