

## **National Fire Academy-Sponsored 2-Day Off-Campus Course 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.

### **About our course offerings**

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

Select a course link to review the course 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 off-campus courses require 1 NFA-approved instructor.

The maximum number of students for most courses is 30. 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.

### **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).

### **COVID-19 safety**

Students must follow all state and local guidelines regarding the COVID-19 pandemic.

### **Questions?**

**2-day off-campus  
courses**

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

## **Attachment National Fire Academy-Sponsored 2-Day Off-Campus Course Delivery Requirements**

### **State responsibilities**

#### **Course Coordination Plan and shipping information**

- Submit an accurate and complete Course Coordination Plan (CCP).
- Make sure all addresses have a 9-digit ZIP code.
- Notify FEMA-NFA-OutreachTraining@fema.dhs.gov if there are any changes after you submit it.

#### **Course materials shipment**

The state is responsible for delivery of all course materials to the classroom site.

#### **Post-course assessment**

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

### **Host responsibilities**

#### **Student recruitment/application process**

- Advertise the course and recruit/enroll students based on established student selection criteria. We will email the host **60 days** before the course starts to find out how many students are enrolled.
- Email a student roster with a minimum of 15 names to [FEMA-NFA-OutreachTraining@fema.dhs.gov](mailto:FEMA-NFA-OutreachTraining@fema.dhs.gov) at least **40 days** prior to the course start date to receive approval for course delivery. Failure to enroll the minimum number of students will result in course cancellation. Rescheduling is not permitted.
- Notify students of any pre-course assignments. Assignments are due before the course begins.
- Inform students of any textbook requirements.

- Students applying for training must have a Federal Emergency Management Agency Student Identification Number (SID). Each student must complete the **online General Admissions Application form** ([https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/)); all data elements must be completed **within 7 calendar days after the completion of the course. The online application system will open the course for enrollment the day before the class begins and will remain open for 7 days after the course ends.** Notify students who has been designated as the Head of Sponsoring Organization prior to the class start date. The Head of Organizational Information is the name and email address of the person designated to endorse the application. The Head of Sponsoring Organization has 14 days to respond to the request, or it will be automatically rejected. This person must be selected prior to the class to ensure that all students are listing the same Head of Sponsoring Organization.

### **Instructor coordination**

- Provide or assist the instructors with suggested lodging accommodations on the CCP. Share the local lodging cancellation policy with the instructors to avoid cancellation fees. The NFA is not responsible for lodging cancellation fees.
- Provide ground transportation for the instructors from the airport listed on the CCP, to the lodging facility, to the class site and back to the airport. **Indicate on the CCP if ground transportation cannot be provided. The state/local host shall reimburse the instructor for rental car expenses.**
- Provide adequate classroom facilities and the required audiovisual equipment for the course delivery.

### **Course materials shipment**

Verify receipt of the following materials 3 weeks prior to class delivery. If materials are missing, please contact FEMA-NFA-Outreachtraining@fema.dhs.gov. Materials include:

- Student Manuals (if applicable).
- Exams.
- Handouts.
- Student course evaluation cards.
- Course-specific support materials.

### **Class opening/classroom assistance**

- Make welcoming remarks and introduce the contract instructor.
- Provide general classroom support during the course delivery.

## **Student evaluations and return of course materials**

- Brief students on and initiate the end-of-course evaluation process. Instructors will receive log-on 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.
- At the conclusion of the course delivery, the instructor will submit all course delivery materials — student roster with letter grades recorded, projects and graded exam sheets — to the state/local site representative. The state/local host will place all the course delivery materials in the NFA-supplied, preaddressed, postage-paid envelope and return to the NFA. Test documents and any extra materials that were not used must be either returned or disposed of properly (e.g., shredded/destroyed) 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 in the postage-paid, preaddressed envelope.

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.

## **Post-course assessment**

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

## **National Fire Academy certificates**

The National Emergency Training Center Admissions Office will email certificates to students upon receipt of a complete course materials packet to include a letter-graded roster indicating successful completion of the course.