



**FEMA**

Sept. 1, 2016

MEMORANDUM FOR: Directors of State Fire Training Systems and  
State Points of Contact for Two-Day On- and Off-Campus Programs

FROM: Lori Welch  
Program Manager

Cindy Wivell  
State Weekend Program Manager

SUBJECT: Fiscal Year 2017 Two-Day On- and Off-Campus Course Selections —  
Second Semester

The National Fire Academy (NFA) two-day on- and off-campus course call for the second semester is open from Sept. 1-30, 2016.

During this open course call period, we are asking you to select the remainder of your courses. The maximum number of courses for the fiscal year (FY) is nine. If you already selected all your course deliveries during the first open course call period, you don't need to do anything else.

All course call requests will be made via the "dashboard." During this open course call period, we are asking you to select "F" code courses (the courses you plan to conduct in-state) that will be offered **April 1 through Sept. 30, 2017. Please note:** In order to ensure adequate bed space, selection of "W" code courses (State Weekend Program (SWP) courses) was limited to the first open course call period in March. No additional "W" code courses can be selected at this time. Any requests to change already approved "W" code course selections should be directed to the SWP program manager.

Attached you will find the list of courses available for delivery; they are grouped together by curriculum. Please review the "Course List" carefully, as we have added and removed some courses since the last course call. If you already had a course scheduled that has since been removed from the list, you may still conduct that offering. You can review the course descriptions, student selection criteria, and other course information by clicking on the link for each course. When advertising for the courses, it should be emphasized that they are designed for a full two-day delivery, and the instructional hours may not be changed. Typically, the maximum number of students per course is capped at 30, although some courses are capped at a maximum of 20 students (see course list) to allow for optimal learning. However, if a state has additional students and wishes to exceed the 30 student capacity, the state shall contact the program manager to see if the course structure and/or the instructor can support the added capacity. Please note that some courses have a required pre-course assignment, as stated in the course description. Students will be assessed at the completion of the course and given a final letter grade. To pass

the course and be issued a certificate, students must receive a final letter grade of C or higher (score of 70 percent or above).

If your state wants to hold a Train-the-Trainer (TtT) offering for any of the courses on the list, you may choose this as one of your nine deliveries. When scheduling a TtT course, the target audience would include training officers/instructors. If you choose a TtT delivery, it is your responsibility to download the Instructor Guide (IG) from your dashboard and have it available for the participants. You must also contact the NFA instructor in advance to discuss the logistics and instructional delivery format of the course for a TtT delivery. **Note:** For states conducting TtT deliveries — if you would like to see the “TtT” designation included on the students’ certificates and transcripts, please annotate this on the cover sheet that is submitted with the applications.

For your reference, we have included an information packet that explains the responsibilities for the state/local host and the contract instructors. This packet contains separate sections for two-day off-campus and two-day on-campus delivery requirements.

Please remember when selecting dates that scheduling them on a holiday may affect student attendance. We have attached a list of holidays/dates for FY 2017 to assist you when scheduling your courses.

If you have any questions regarding the off-campus courses, feel free to contact Program Manager Lori Welch at 301-447-1301, or you can send an email to FEMA-NFA-OutreachTraining@fema.dhs.gov. If you have any questions regarding the two-day on-campus courses held at NETC, contact the SWP Program Manager Cindy Wivell at 301-447-1157.

Thank you for your ongoing support of the NFA and the delivery of its courses.

Attachment(s)

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

NFA-sponsored courses are designed to be delivered in two full days. 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 off-campus two-day courses require one NFA-approved instructor.**

The American Council on Education (ACE) provides an academic review of NFA courses and has policies that affect 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 National Emergency Training Center (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 percent or above).

### **State and Local Host Responsibilities**

#### **Course Call**

The state training director or designated point of contact (POC) shall select up to nine courses. The selection shall be requested via the course call dashboard. The first open course call period is open from March 1-31; the second open course call period is open from Sept. 1-30.

#### **Course Coordination Plan and Shipping Information**

It is the state’s responsibility to ensure that the Course Coordination Plan (CCP) is complete and accurate. If any information on the CCP changes after the initial submission, notification of such changes should be submitted to the NFA program manager prior to the course delivery. Please make sure information on all forms includes the **complete address with a nine-digit ZIP code.**

#### **Student Recruitment/Application Process**

- The state/local host shall advertise, recruit and enroll students for the class based on established student selection criteria. An email will be sent to the state/local host 60 days before the course starts to inquire about the number of students enrolled. If there is no response, the program manager will contact the state 50 days prior to the course start date to inquire about the number of students enrolled.
- The program manager must receive a student roster with a minimum of 15 names at least **40** days prior to the start date of the course to give approval for delivery. Email the roster to FEMA-NFA-OutreachTraining@fema.dhs.gov. The program manager will work with the state to make a final decision to cancel or allow a delivery based on the preliminary roster received.

- Some courses may have a required 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.
- Lack of applications for the minimum number of required students will result in cancellation of the course. Rescheduling will not normally be permitted.
- Each student must complete a General Admissions Application form (Federal Emergency Management Agency (FEMA) Form 119-25-2); all data elements must be completed. **Students applying for training must have a FEMA Student Identification (SID) number.** This number is used in place of a Social Security number on the General Admissions Application form. For information on how to apply for a SID, visit the NFA's web page at <http://www.usfa.fema.gov/nfa>.
- Typically, the maximum number of students per course is capped at 30, although some courses are capped at a maximum of 20 students (see course list) to allow for optimal learning. However, if a state has additional students and wishes to exceed the capacity, the state shall contact the program manager to see if the course structure and/or the instructor can support the added capacity.

### **Local Host and Instructor Coordination**

- The local host will provide the instructor with suggested lodging accommodations on the CCP and may also assist with making reservations. The NFA is not responsible for lodging cancellation fees. In order to avoid potential financial penalties when assisting the instructors with lodging reservations, you need to be aware of the local lodging cancellation policy, and share this information with the instructor.
- The state/local host is responsible for providing ground transportation for the instructor from the airport, to the lodging facility, to the class site, and back to the airport. **Note:** States/Local hosts unable to provide actual ground transportation are responsible for direct reimbursement to the instructor for his or her rental car expenses. If the state/local host cannot provide the actual ground transportation for the scheduled course delivery, that information must be provided to the program manager when the course call request is submitted. The airport listed on the CCP will be where the state/local host should plan to pick up the instructor.
- The local host will provide adequate classroom facilities and the required audiovisual equipment for the course delivery.

### **Course Materials Shipment**

- The state is responsible for delivery of all course materials to the classroom site. The state/local host and instructor need to verify receipt of the following materials within three weeks prior to class delivery. Shipments should include:
  - Student Manuals (SMs), as applicable.
  - Exams.

- Handout materials.
- Student course evaluations. **Please note:** The NFA is in the process of transitioning to a paperless/online evaluation for its off-campus course deliveries. As a result, you will receive log-on cards with directions for completing the online evaluation.
- Student application forms (FEMA Form 119-25-2).
- Course-specific support materials.

### **Class Opening/Classroom Assistance**

- The local host will provide welcoming remarks and introduce the contract instructor.
- The local host will provide general classroom support during the course delivery.

### **Student Evaluations**

The NFA is in the process of transitioning to a paperless/online evaluation for its off-campus course deliveries. As a result, you will receive log-on cards with directions for completing the online evaluation. Therefore, the information below pertaining to the distribution/collection and return of paper evaluation forms may not apply.

- The state/local host is responsible for distribution and collection of student evaluation forms (if using paper evaluation forms). Students can use pencil or pen (black/blue ink) to complete the evaluation forms.
- Completed student evaluation forms are not to be reviewed by instructors. (Instructors have direct access to the end-of-course evaluation results through their dashboards.)
- Upon completion of the course delivery, the state/local host will complete the Student Evaluation Cover Sheet and place all the course delivery materials (student evaluations (unless using online evaluations), students' application forms, student roster with letter grades recorded, projects, and exam grade sheets) in the NFA-supplied preaddressed, postage-paid envelope, and return them 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 pre-addressed, postage-paid envelope.

### **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/Local Host Post-Course Assessment

A follow-up email will be sent to the state/local host after the class requesting comments/feedback on the course delivery. The requested feedback is critical to our continued mission of providing the highest quality programs. This email response should be sent 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.
- Communicate and coordinate course delivery requirements, travel/transportation arrangements, and class times with the local host at least **25 days** prior to the course delivery.
- Inform the NFA program manager of any changes, issues or assistance needed.
- Administer, review, correct and provide feedback on quizzes, final exams, written assignments, etc., using established grading rubrics.
- Upon completion of the class, the instructor will submit all course delivery materials (student evaluations (unless using online evaluations), students' application forms, student roster with letter grades recorded, projects, and exam grade sheets) to the state/local site representative. The state/local host will complete the Student Evaluation Cover Sheet and 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:** If a letter graded roster is not received with the applications the students will not receive their certificates for the class. The instructor must sign the letter graded roster.
- 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.
- Maintain security over all teaching materials. These materials must not be reproduced or distributed without written permission of the NFA training specialist or deputy superintendent.

- Meet with students who wish to appeal their end-of-course grade, and notify the NFA training specialist before the meeting is conducted with the student. Notify the local host representative of this meeting. Notify the state/local host and NFA immediately if a student fails the course. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
- After the class, a follow-up email will be sent to the instructor requesting comments/feedback on the course delivery. The instructor's response must be sent to FEMA-NFA-OutreachTraining@fema.dhs.gov, and it should contain the course title, date of delivery, and location.

## National Fire Academy-Sponsored Two-Day On-Campus Course Delivery Requirements

The NFA also offers two-day on-campus courses during designated weekends (SWPs). These courses are designed for a full two-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 two-day courses require one NFA-approved instructor.**

ACE provides an academic review of NFA courses and has policies that affect 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 percent or above).

### State Responsibilities

#### Course Call

The state training director or designated POC 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 March 1-31. States will be required to submit their first/second/third choice dates for the SWP, as well as the courses they plan to offer during their weekend. This will guarantee a hold on the bed space on campus. The SWP manager will then follow up with the individual states to confirm their dates and 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 that 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 a General Admissions Application form (FEMA Form 119-25-2); all data elements must be completed. **Students applying for training must have a FEMA SID.** This number is used in place of a Social Security number on the General Admissions Application form. For information on how to apply for a SID, visit the NFA’s web page at <http://www.usfa.fema.gov/nfa>.

## **Roster/Application/Registration Procedures**

- Review applications, and notify students of acceptance/rejection. The minimum number of students required to hold a course offering is 15; the maximum is 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 make a decision to cancel or allow a course delivery.
- Review student applications to ensure that each application is complete and signed by the student, his or her chief, and the state sponsor.
- Submit student applications and rosters as a single package at least 40 calendar days in advance of the scheduled weekend. Applications need to be divided into course offerings, in alphabetical order by last name, and with completed roster. Applications are required to include a SID and a current email address. Applications must be received by the NETC Admissions Office, Building I, 16825 South Seton Ave., Emmitsburg, MD 21727, at least 40 days prior to the SWP. States may want to consider sending the applications using an express mail service. This will provide a tracking number, allow for monitoring of the package, and aid in locating it should the package become lost or misdirected.
- Inform students of NETC administrative requirements and policies (i.e., dress code policy, student conduct, identification and security information, registration requirements).
- Some courses have a required 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.
- Housing will be provided for the state coordinator and up to two assistants for Friday and Saturday night 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.
- 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. Anyone entering the NETC campus is required to show a photo ID that meets real ID standards. More information can be found at the following link: [https://www.usfa.fema.gov/training/nfa/admissions/campus\\_access.html](https://www.usfa.fema.gov/training/nfa/admissions/campus_access.html). If driving a personal vehicle, the license plate information is also required for registration.
- Additional student applications will not be accepted after the original application package is received in the NETC Admissions Office. 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, he or she must notify the state coordinator and the NETC Admissions Office at [NETCAdmissions@fema.dhs.gov](mailto:NETCAdmissions@fema.dhs.gov).
- Finalize and review plans for the weekend 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 the NETC is the responsibility of the students. We do not offer stipend reimbursement (travel expenses) for two-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.
- Beverage purchases at the Command Post Pub and related questions should be coordinated through Pub Liaison Nancy Weiler, NETC Recreation Association. She can be reached by email at [Nancy.Weiler@fema.dhs.gov](mailto:Nancy.Weiler@fema.dhs.gov) or by phone at 301-447-1168.
- Anyone wishing to purchase beverages at the Command Post Pub must obtain a recreational membership card; the cost is \$1 per person. The recreational membership passes, either individual or bulk, will be available to purchase and pick up at the Command Post Pub after 4 p.m. on Friday of the state weekend. Contact Pub Manager Jesse Coulter to make arrangements for the passes. He can be reached at [jesse.coulter@associates.fema.dhs.gov](mailto:jesse.coulter@associates.fema.dhs.gov) or 301-447-1550 after 4:30 p.m.
- Arrangements with the food service contractor and Command Post Pub should be made 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

A follow-up email will be sent to the state/local host after the class requesting comments/feedback on the course delivery. This email response should be sent 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.
- 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 two-day on-campus programs. Instructors should check out 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/government-furnished grading rubrics.
- 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, 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 and/or program manager before the meeting is conducted with the student. Notify the state representative of this meeting.
- Per instructions, assist the students with the online course evaluation process.

- Present course certificates to the students upon successful completion of the course.  
**Note:** If a student does not receive a final letter grade of C or higher (score of 70 percent or above), then 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.
- After the class, a follow-up email will be sent to the instructor requesting comments/feedback on the course delivery. The instructor's response must be sent to FEMA-NFA-OutreachTraining@fema.dhs.gov and it should contain the course title, date of delivery, and location.

## **Two-Day On-Campus Program Information for Students**

### **Academics**

Students who attend the two-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 percent or above).

### **Cancellations and No-Shows**

In an effort 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](mailto:netcadmissions@fema.dhs.gov). This should be done 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.

Males: shirts with collars, slacks, departmental uniforms (no T-shirts), shoes and socks. Optional items include sweaters, sports coats, ties, etc.

Females: dresses, blouses with slacks or skirts, departmental uniforms (no T-shirts), and shoes. Optional items include sweaters, blazers, etc.

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 as a whole.

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, to 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 operational 24 hours a day.

Campus security has the authority to request the name(s) of any individuals or students 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 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 a wide-screen color television 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 within 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 p.m. to midnight.
- An NETC Recreation Association pass is required if you intend to use athletic facilities or purchase beverages at the Pub. The pass can be purchased at the Pub for \$1. 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 EMT 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.

### **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.

## **Course List (Two-Day)**

### **Fire/Arson and Explosion Investigation**

F/W0379 — Fire Investigation: First Responders

### **Emergency Medical Services**

F/W0166 — EMS Functions in ICS

### **Terrorism**

F/W0549 — Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors

### **Leadership and Executive Development**

F/W0121 — Politics and the White Helmet

F/W0349 — Fire Service Safety Culture: Who Protects Firefighters From Firefighters?

F/W0521 — Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change

F/W0522 — Executive Skills Series: Exercising Leadership Through Difficult Conversations

F/W0523 — Executive Skills Series: Exercising Leadership Ethically

F/W0602 — Shaping the Future<sup>1</sup>

F/W0760 — New Fire Chief I: Challenging Issues

F/W0761 — New Fire Chief 2: Administrative Issues

F/W0762 — New Fire Chief III: Contemporary Issues

F/W0803 — Leadership I for Fire and EMS: Strategies for Company Success<sup>2</sup>

F/W0804 — Leadership II for Fire and EMS: Strategies for Personal Success<sup>3</sup>

F/W0805 — Leadership III for Fire and EMS: Strategies for Supervisory Success<sup>4</sup>

### **Fire Prevention: Management**

F/W0633 — Youth Firesetter Intervention Specialist

F/W0634 — Youth Firesetter Program Manager

F/W0635 — Best Practices in Community Risk Reduction

F/W0636 — Building Organizational Support for Community Risk Reduction

### **Fire Prevention: Technical**

F/W0142 — Residential Sprinkler Plan Review

F/W0193 — Campus Fire and Life Safety I: Risk Assessment

F/W0194 — Campus Fire and Life Safety II: Public Education

F/W0195 — Campus Fire and Life Safety III: Codes and Systems

- F/W0637 — Wildland Urban Interface: Fire-Adapted Communities — Introduction and Leadership, Course I **(20 student maximum)**
- F/W0638 — Wildland Urban Interface: Fire-Adapted Communities — Strategies for Developing a Fire-Adapted Community, Course II **(20 student maximum)**
- F/W0639 — Wildland Urban Interface: Fire-Adapted Communities — Developing a Community Wildfire Protection Plan, Course III **(20 student maximum)**

### **Incident Management**

- F/W0321 — Incident Command for Highrise Operations
- F/W0322 — Incident Command System for Structural Collapse Incidents
- F/W0376 — Incident Command System and Resource Management for the Fire Service
- F/W0455 — Strategy and Tactics for Initial Company Operations
- F/W0457 — Decision Making for Initial Company Operations
- F/W0458 — Preparation for Initial Company Operations
- F/W0609 — Introduction to Unified Command for All-Hazard Incidents
- F/W0610 — Wildland Urban Interface Firefighting for the Structural Company Officer
- F/W0612 — Command and Control of Wildland Urban Interface Fire Operations for the Structural Chief Officer

### **Planning and Information Management**

- F/W0497 — National Fire Incident Reporting System: Introduction to NFIRS 5.0

### **Responder Health and Safety**

- F/W0729 — Incident Safety Officer
- F/W0730 — Health and Safety Officer

### **Training Programs**

- F/W0290 — Training Operations in Small Departments

<sup>1, 2, 3, 4</sup> **These courses may be in demand; they are prerequisites for the NFA's Managing Officer Program.**

## **Holidays/Dates to Remember When Scheduling Courses**

Nov. 24, 2016 — Thanksgiving Day

Dec. 25, 2016 — Christmas Day

Jan. 1, 2017 — New Year's Day

Jan. 16, 2017 — Martin Luther King Jr. Day

Feb. 20, 2017 — Presidents Day

April 16, 2017 — Easter

May 14, 2017 — Mother's Day

May 29, 2017 — Memorial Day

June 18, 2017 — Father's Day

July 4, 2017 — Independence Day

Sept. 4, 2017 — Labor Day