

## **Course Call: September 2019**

### **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 **two-day off-campus courses** (F coded) for delivery in your state from April 1 through Sept. 30, 2020.

#### **Tips for a successful Course Call**

Course Call is open Sept. 1 through 30, 2020.

If you selected all nine of your allotted courses (F and W) during the March Course Call, you do not need to do anything at this time.

See the following instructions:

- Select F coded courses offered during the NFA's second semester, April 1 through Sept. 30, 2020.
- Attach a complete and accurate Course Coordination Plan (CCP) to each course you select.
- Double-check the course delivery site address in all places on the CCP for accuracy and make sure it has a nine-digit ZIP code.
- Email the NFA program manager about changes to the CCP prior to course delivery.

Remember:

Avoid scheduling a course during the following holidays:

- April 12, 2020 — Easter
- May 10, 2020 — Mother's Day
- May 25, 2020 — Memorial Day
- June 21, 2020 — Father's Day
- July 4, 2020 — Independence Day
- Sept. 7, 2020 — Labor Day

Select courses from your dashboard now →  
(Course Call closes Sept. 30)

See also:

[About our course offerings](#) | [Instructions for selecting courses](#) | [ACE policy](#) | [Train-the-Trainer offerings](#) | [Contact us](#) | [Course delivery requirements](#) | [Course list](#)

## **About our course offerings**

Browse the list of courses available for delivery during our second semester. New courses may have been added and/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 two 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 and/or number of instructional hours.

All NFA two-day off-campus courses require one NFA-approved instructor.

The maximum number of students for courses is 30.

## **Instructions for selecting courses**

All Course Call requests are made through the “dashboard.” The maximum number of courses for the fiscal year (Oct. 1, 2019 through Sept. 30, 2020) is nine. If you already selected nine course deliveries during the first semester Course Call, you do not need to do anything else.

You should select only “F” coded courses (the courses you plan to conduct in-state).

Selection of “W” coded courses (two-day on-campus) was limited to the first semester Course Call. You cannot select additional “W” coded courses at this time. Please contact us to make any changes to already approved “W” coded course selections.

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 (a score of 70 percent or above). Students may be permitted two opportunities to obtain a passing score on an assessment instrument.

## **Train-the-Trainer**

Your state may request a Train-the-Trainer (T-t-T) offering as one of your nine deliveries of any course on the list. The target audience for a T-t-T includes training officers and instructors. It is the state/local host's responsibility to download the Instructor Guide from the dashboard and have it available for the T-t-T participants. Select the T-t-T option when requesting a course offering.

Contact the NFA instructor in advance to discuss the logistics and instructional delivery format of the course for a T-t-T delivery. If you would like to see the "T-t-T" designation included on the students' certificates and transcripts, annotate this request on the cover sheet submitted with the applications.

## **Questions?**

### **Two-day off-campus courses**

Lori Welch  
301-447-1301  
FEMA-NFA-OutreachTraining@fema.dhs.gov

### **Two-day on-campus courses**

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

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

### **State responsibilities**

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

- Submit an accurate and complete CCP.
- Make sure all addresses have a nine-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 and application procedures:**

- 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 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.
- Ensure each student completes a [General Admissions Application form \(Federal Emergency Management Agency \(FEMA\) Form 119-25-2\)](#). The application form and instructions are available on the U.S. Fire Administration's website.

### **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 three 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.
- Student application forms (FEMA Form 119-25-2).
- 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 enough 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.
- The instructor will complete the course cover sheet and submit all course delivery materials to the state/local site representative. The state/local host will place all course delivery materials into the preaddressed, postage-paid envelope, and return them to the NFA within two weeks from the class end date.
- Course delivery materials include:
  - Student application forms.
  - Student roster with letter grades recorded.

- Projects.
- Graded exams.
- Properly dispose of (i.e., shred/destroy) any unused test documents and extra materials to ensure security and integrity of the course assessment process.

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.

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

Prerequisite requirements are listed on individual course webpages.

### **Emergency Medical Services**

F0166 — EMS Functions in ICS<sup>1</sup>

### **Terrorism**

F0549 — Emergency Response to Terrorism: Strategic Considerations<sup>1</sup>

### **Leadership and Executive Development**

F0520 — Executive Skills Series: Exercising Leadership Within Communities<sup>2</sup>

F0521 — Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change<sup>2</sup>

F0522 — Executive Skills Series: Exercising Leadership Through Difficult Conversations<sup>2</sup>

F0523 — Executive Skills Series: Exercising Leadership Ethically<sup>2</sup>

F0602 — Shaping the Future<sup>3</sup>

F0646 — Leadership in Supervision: Creating Environments for Professional Growth (new)<sup>3</sup>

F0647 — Leadership in Supervision: Perspectives in Thinking (new)<sup>3</sup>

F0648 — Leadership in Supervision: Frameworks to Success (new)<sup>3</sup>

F0760 — New Fire Chief: Challenging Issues

F0761 — New Fire Chief: Administrative Issues

F0762 — New Fire Chief: Contemporary Issues

### **Fire Prevention: Management**

F0633 — Youth Firesetter Intervention Specialist<sup>1</sup>

F0634 — Youth Firesetter Program Manager<sup>1</sup>

F0635 — Best Practices in Community Risk Reduction

F0636 — Building Organizational Support for Community Risk Reduction<sup>1</sup>

F0637 — Wildland Urban Interface: Fire-Adapted Communities — Introduction and Leadership,  
Course I

F0638 — Wildland Urban Interface: Fire-Adapted Communities — Strategies for Developing a  
Fire-Adapted Community, Course II<sup>1</sup>

F0639 — Wildland Urban Interface: Fire-Adapted Communities — Developing a Community  
Wildfire Protection Plan, Course III<sup>1</sup>

## **Fire Prevention: Technical**

- F0142 — Residential Sprinkler Plan Review
- F0193 — Campus Fire and Life Safety I: Risk Assessment<sup>1</sup>
- F0194 — Campus Fire and Life Safety II: Public Education
- F0195 — Campus Fire and Life Safety III: Codes and Systems

## **Incident Management**

- F0321 — Incident Command for Highrise Operations
- F0322 — Incident Command System for Structural Collapse Incidents
- F0376 — Incident Command System and Resource Management for the Fire Service
- F0455 — Strategy and Tactics for Initial Company Operations
- F0457 — Decision-Making for Initial Company Operations
- F0458 — Preparation for Initial Company Operations
- F0609 — Introduction to Unified Command for All-Hazard Incidents
- F0610 — Wildland Urban Interface Firefighting for the Structural Company Officer
- F0612 — Command and Control of Wildland Urban Interface Fire Operations for the Structural Chief Officer

## **Responder Health and Safety**

- F0349 — Fire Service Safety Culture: Who Protects Firefighters From Firefighters?
- F0722 — Health and Safety Program Manager
- F0729 — Incident Safety Officer

## **Planning and Information Management**

- F0497 — Introduction to NFIRS 5.0

<sup>1</sup> Prerequisite and/or pre-course assignment. Read the course description for details.

<sup>2</sup> Textbook required.

<sup>3</sup> In-demand course; prerequisite for the NFA's Managing Officer Program.