

**Course Call: September 2018**  
**Information for State Fire Training Directors and Training Resources and**  
**Data Exchange Representatives**

Thank you for considering the National Fire Academy (NFA) for your training needs. The following information will assist you with selecting NFA **six-day off-campus courses** (N coded) for delivery in your region from April 1 through Sept. 30, 2019.

**Tips for a successful Course Call**

Course Call is open Sept. 1 through 30, 2018.

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

See the following instructions:

- Select N coded courses offered during the NFA's second semester, April 1 through Sept. 30, 2019.
- 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 21, 2019 — Easter
- May 12, 2019 — Mother's Day
- May 27, 2019 — Memorial Day
- June 16, 2019 — Father's Day
- July 4, 2019 — Independence Day
- Sept. 2, 2019 — Labor Day

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

See also:

[About our courses](#) | [Instructions for selecting courses](#) | [Contact us](#) |  
[Delivery requirements](#) | [Course list](#)

## **About our course offerings**

Browse the list of courses available for delivery during our second semester. 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 six 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 six-day off-campus courses require two NFA-approved instructors.

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.

## **Instructions for selecting courses**

All Course Call requests are made through the “dashboard.” The maximum number of courses for the fiscal year (Oct. 1, 2018 through Sept. 30, 2019) is three. If you already selected three course deliveries during the first semester Course Call, you do not need to do anything else.

You should select only “N” coded courses (the courses you plan to conduct in your region).

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

## **Questions?**

Lori Welch  
301-447-1301  
[FEMA-NFA-OutreachTraining@fema.dhs.gov](mailto:FEMA-NFA-OutreachTraining@fema.dhs.gov)

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

## **Attachment**

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

NFA six-day off-campus courses are sponsored by the Federal Emergency Management Agency (FEMA) regional Training Resources and Data Exchange (TRADE) representatives in conjunction with the state training director whose state is hosting the class.


A successful off-campus course delivery depends on a sound student recruitment strategy and quality instructional delivery. If you need help with your recruitment activities, please contact Lori Welch at 301-447-1301, or send an email to FEMA-NFA-OutreachTraining@fema.dhs.gov.

#### **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).

#### **Responsibilities**

 TRADE representative

 State Training Director

 Local host

#### **Course Call:**

- Coordinate with the state fire training directors in your region to select up to three six-day courses per year.
- Request courses through the dashboard.

#### **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.

#### **Student recruitment and application procedures:**

- Advertise the course and recruit students based on established student selection criteria.
- Enroll students using FEMA Form 119-25-2, General Admissions Application. Each student must have a Student Identification Number (SID) on their application form.



- Inform the NFA of the number of students enrolled 60 days before the course starts. 🧑🏫 🧑🏫
- Inform students about pre-course assignments. Assignments are due before the course starts. 🧑🏫 🧑🏫
- Sign and email or fax (301-447-1441) the completed applications packet to the National Emergency Training Center (NETC) Admissions Office no later than 40 days before the course starts. Failure to enroll at least 15 students will result in course cancellation. Courses cannot be rescheduled. 🧑🏫

### **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. 🧑🏫
- Contact the instructors to arrange a classroom site visit before the first morning of the class. 🧑🏫
- Review classroom setup, check course materials, and discuss with the instructors any other support needed for the delivery at least **25 days** before the class starts. 🧑🏫

### **Course materials shipment:**

- Verify receipt with the NFA of all course materials to the classroom site. 🧑🏫 🧑🏫
- Fax any student roster corrections to the NFA by the end of the second day of the course. 🧑🏫

### **Class opening/Classroom assistance 🧑🏫**

It is highly recommended that the host provide welcoming remarks, introduce the instructors and provide general classroom support.

### **Return of student evaluations and course materials: 🧑🏫 🧑🏫**

- If online evaluation is not used, distribute and collect student evaluation forms and return them to the NFA with the course delivery materials.

- Complete the course cover sheet and place all course delivery materials (student roster with letter grades recorded and projects) into the pre-addressed, postage-paid envelope to return the materials to the NFA.
- 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 NETC Admissions Office will email certificates to students upon receipt of a letter-graded roster indicating successful completion of the course.

## **Attachment Six-day Course List**

All six-day off-campus courses require the following prerequisites:

Incident Command System (ICS) 100-level and ICS 200-level training. Preferred courses are Q0462 and Q0463, available through NFA Online. The Chief's signature attests that the applicant has completed this required training.

Required:

- Easels and easel pads.
- Wi-Fi.
- Laptop/Desktop computer to download Instructor Guide/Student Manual for class. Laptop/Desktop should have a CD disk drive to play DVDs using Windows Media Player.
- Thumb drive.
- Memory card.
- MS Office 2013 (MS Office Suite).
- Overhead projector.
- Computer systems available for evaluation completion.

Optional:

- Paper for each student.
- Pens/Pencils.
- Scissors.
- Markers.
- Stapler.
- Painter tape.
- Highlighters.
- Name tents.

Course	Required Course Specific	Pre-course Materials/Assignments	Course Syllabus
<b>Emergency Medical Services</b>			
N0158 — Emergency Medical Services: Quality Management		<a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_r0158.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_r0158.pdf</a>	<a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0158.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0158.pdf</a>
<b>Leadership and Executive Development</b>			
N0335 — Administration of Public Assistance for Community Recovery		<a href="https://www.fema.gov/public-assistance-policy-and-guidance">https://www.fema.gov/public-assistance-policy-and-guidance</a>  The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities. “Public Assistance Program and Policy Guide” (FP 104-009-2)	<a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0335.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0335.pdf</a>
N0645 — Leadership in Supervision			<a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0645.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0645.pdf</a>
<b>Fire Prevention: Management</b>			
N0629 — Youth Firesetting Prevention and Intervention	The host site must arrange for students to interview children and/or adolescents. The interviewing segment is a critical part of the course and allows students to practice skills learned in class.	<a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_n0629.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_n0629.pdf</a>  This is a pre-course assignment students should bring to class. Students should be able to access NFPA 1035 to review the Youth Firesetter Intervention Specialist and Program Manager portion of the standard.	<a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0629.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0629.pdf</a>

<p>N0670 — Community Risk Reduction: A Policy Approach</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_r0670.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_r0670.pdf</a></p> <p>This is a graded pre-course assignment to prepare students for the course. The assignment is worth 20 percent of their final grade.</p>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0670.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0670.pdf</a></p>
<p>N0671 — Managing Effective Fire Prevention Programs</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_n0671.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_n0671.pdf</a></p> <p>This is a pre-course assignment to bring to class. Students will read units 1 to 4 of the course before class. Students will bring to class the information about their organization as detailed in the pre-course material. This information will be used to process in-class activities that will count toward the final grade. Students should be able to access NFPA 1031, 1033, 1035 and 1037.</p>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0671.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0671.pdf</a></p>
<p>N0200 — Leadership Strategies for Community Risk Reduction</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_n0200.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_n0200.pdf</a></p> <p>This is a pre-course assignment that is a graded activity for the course. A comprehensive pre-course assignment is to be completed by each student before acceptance into the class. Students will submit a checklist at least one week prior to class and bring the assignment with them on the first day of class for review.</p>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0200.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0200.pdf</a></p>



<b>Fire Prevention: Public Education</b>			
<p>N0378 —            Demonstrating            Your Fire            Prevention            Program's            Worth</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_r0378.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_r0378.pdf</a></p> <p>To prepare for the course, students will need to conduct research into the community risk-reduction programs currently offered by their department and something new their organization may wish to offer in the future. A two-part directive on these tasks is explained later in the pre-course link.</p>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0378.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0378.pdf</a></p>
<p>N0673 —            Station Based            Risk Reduction</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_n0673.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_n0673.pdf</a></p> <p>This is a pre-course assignment that is a graded activity for the course.</p>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0673.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0673.pdf</a></p>

<b>Fire Prevention: Technical</b>			
<p>N0137 — Water-based Fire Protection System Plans Review</p>	<p>20 student maximum.  Print plan sets for each student (11 x 17).</p>	<p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Working knowledge and understanding of prescriptive codes and fundamental understanding of fire behavior.</li> <li>• Three or more years of experience in either a code enforcement or fire safety inspection function.</li> <li>• Students in the fire service should not have less than three years' experience in either a code enforcement or fire safety inspection/plan review function.</li> <li>• Allied professionals should possess an associate degree in engineering, architecture, building design, or risk management from an accredited college.</li> </ul>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0137.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0137.pdf</a></p>
<p>N0390 — Fire Inspection Principles 1</p>	<p>22 student maximum.  Four-page plan set (Benson Drawings). Host should print 1 set per student in 11 x 17 format.</p>	<p><a href="https://nfa.usfa.fema.gov/ax/pcm/precourse_reading_n0390.pdf">https://nfa.usfa.fema.gov/ax/pcm/precourse_reading_n0390.pdf</a></p> <p>Students need to bring the following items:</p> <ul style="list-style-type: none"> <li>• A calculator with four basic functions (+ - * /).</li> <li>• A copy (book or eVersion) of the current International Building Code by the International Code Council.</li> <li>• A copy of their fire code.</li> </ul>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0390.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0390.pdf</a></p>

<p>N0393 — Plans Review for Fire and Life Safety</p>	<p>Purchase Plan Sets — Plans are required for this course. They may be purchased by the host or the students as decided by the host. The host/students can phone IFSTA at 1- 800-654-4055 with the item number of 36952 and place the order with Fire Protection Publications. The cost is \$35.00 per set.</p>	<p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• For the fire official: 12 months experience in either a code enforcement or fire safety inspection function.</li> <li>• For the building official: 12 months experience in either a code enforcement or building inspection function.</li> </ul>	
<p>N0396 — Strategic and Tactical Considerations for Fire Protection Systems</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_r0396.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_r0396.pdf</a></p> <p>Required reading: NIOSH. (2009). Nine Career Fire Fighters Die in Rapid Fire Progression at Commercial Furniture Showroom – South Carolina.</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Students attending this class should have responsibility for command and control of incident operations and/or conducting pre-incident surveys or gathering and processing pre-incident data, such as fire prevention staff.</li> </ul>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0396.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0396.pdf</a></p>

		<ul style="list-style-type: none"> <li>Students should not have less than three years' experience in fire suppression emergency operations and/or fire prevention-related activities.</li> </ul>	
N0614 — Wildland Urban Interface: Fire-Adapted Communities	20 student maximum.		
<b>Hazardous Materials</b>			
N0243 — Hazardous Materials Incident Management		Prerequisites: <ul style="list-style-type: none"> <li>Departments must certify applicants as operations-level trained.</li> <li>Emergency management personnel must be certified by their jurisdiction as part of the Emergency Operations Center staff.</li> </ul>	
<b>Incident Management</b>			
N0314 — Command and Control of Fire Department Operations at Target Hazards		<a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_n0314.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_n0314.pdf</a>  A pre-course assignment, which will be graded, will be emailed to students six to eight weeks prior to class start date.	<a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0314.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0314.pdf</a>
N0312 — Command and Control of Incident Operations		<a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_n0312.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_n0312.pdf</a>  A pre-course assignment, which will be graded, will be emailed to students six to eight weeks prior to class start date.	<a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0312.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0312.pdf</a>

Planning and Information Management			
<p>N0491 — National Fire Incident Reporting System: Program Management</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_r0491.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_r0491.pdf</a></p> <p>Pre-course reading and data collection activities are required.</p> <p>Prerequisite: Applicant must have attended and successfully completed <b>one</b> of the following or an equivalent:</p> <ul style="list-style-type: none"> <li>• The NFA’s two-day “Introduction to NFIRS 5.0” (F/W0497) course.</li> <li>• A state or regionally sponsored two-day “Introduction to NFIRS” course.</li> <li>• The NFA’s online “National Fire Incident Reporting System 5.0 Self-Study” (Q0494) course available at <a href="http://www.usfa.fema.gov/training/nfa/courses/online.html">www.usfa.fema.gov/training/nfa/courses/online.html</a>.</li> </ul>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_r0491.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_r0491.pdf</a></p>

<p>N0492 — Emergency Resource Deployment Planning (SOC)</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_r0492.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_r0492.pdf</a></p> <p><a href="https://nfa.usfa.fema.gov/ax/pcm/r0492_pcm_additional_info.zip">https://nfa.usfa.fema.gov/ax/pcm/r0492_pcm_additional_info.zip</a></p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Applicants must have three years of experience using National Fire Incident Reporting System (NFIRS) or other data collection/analysis tools.</li> <li>• Complete the online “National Fire Incident Reporting System 5.0 Self-Study” (Q0494) course through NFA Online.</li> </ul>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_r0492.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_r0492.pdf</a></p>
<b>Responder Health and Safety</b>			
<p>N0154 — Safety Program Operations</p>		<p><a href="https://nfa.usfa.fema.gov/ax/pcm/pcm_n0154.pdf">https://nfa.usfa.fema.gov/ax/pcm/pcm_n0154.pdf</a></p> <p>This pre-course preparation is required.</p> <p>The recommended prerequisites are: “Incident Safety Officer” (F/W0729) and “Health and Safety Program Manager” (F/W0722).</p>	<p><a href="https://nfa.usfa.fema.gov/ax/syll/syllabus_n0154.pdf">https://nfa.usfa.fema.gov/ax/syll/syllabus_n0154.pdf</a></p>