

Course Call: September 2019
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, 2020.

Tips for a successful Course Call

Course Call is open Sept. 1 through 30, 2019.

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, 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 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 25 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, 2019 through Sept. 30, 2020) 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

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). Students may be permitted two opportunities to obtain a passing score on an assessment instrument.

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 119-25-1, General Admissions Application](#). Each student must have a Student Identification Number 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/fax (NETCAdmissions@fema.dhs.gov/301-447-1441) 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: 🧑🏫 🧑🏫

- 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.

- At the end 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.

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.

Six-day Course List

Prerequisite requirements are listed on individual course webpages.

Course	Other important information
Emergency Medical Services	
N0158 — Emergency Medical Services: Quality Management	There is a pre-course assignment for the course.
Leadership and Executive Development	
N0335 — Administration of Public Assistance for Community Recovery	Course may require after-hours student work to complete required course activities. Multiple students from a given jurisdiction of surrounding areas is strongly encouraged.
N0645 — Leadership in Supervision	
Fire Prevention: Management	
N0200 — Leadership Strategies for Community Risk Reduction	There is a pre-course assignment that is a graded activity for the course.
N0614 — Wildland Urban Interface: Fire-Adapted Communities	30 students maximum.
N0629 — Youth Firesetting Prevention and Intervention	<p>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.</p> <p>There is a pre-course assignment students should bring to class. Students should be able to access National Fire Protection Association (NFPA) 1035, <i>Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications</i>, to review the Youth Firesetter Intervention Specialist and Program Manager portion of the standard.</p>
N0670 — Community Risk Reduction: A Policy Approach	

N0671 — Managing Effective Fire Prevention Programs	There is a pre-course assignment to bring to class. Students should be able to access NFPA 1031, <i>Standard for Professional Qualifications for Fire Inspector and Plan Examiner</i> , 1033, <i>Standard for Professional Qualifications for Fire Investigator</i> , 1035 and 1037, <i>Standard on Fire Marshal Professional Qualifications</i> .
Fire Prevention: Public Education	
N0378 — Demonstrating Your Fire Prevention Program's Worth	
N0673 — Station Based Risk Reduction	There is a pre-course assignment that is a graded activity for the course.
Fire Prevention: Technical	
N0390 — Fire Inspection Principles 1	25 students maximum.
N0396 — Strategic and Tactical Considerations for Fire Protection Systems	25 students maximum.
Hazardous Materials	
N0243 — Hazardous Materials Incident Management	
Incident Management	
N0314 — Command and Control of Fire Department Operations at Target Hazards	Course requests must be approved by the training specialist on an individual basis due to the simulation needs and the content needed to deliver the course effectively.
N0312 — Command and Control of Incident Operations	Course requests must be approved by the training specialist on an individual basis due to the simulation needs and the content needed to deliver the course effectively.
Planning and Information Management	
N0491 — National Fire Incident Reporting System: Program Management	
N0492 — Emergency Resource Deployment Planning (SOC)	