

Off-campus Delivery of NFA-Sponsored Courses (N-coded courses)

Within 3-7 days of delivery, please scan and email this completed form and a letter-graded roster, graded exams and applications (if applicable) to:

Edwin Velasquez
edwin.velasquez@fema.dhs.gov

National Fire Academy (NFA) sponsored (NFA provides instructors and materials)
6-day (N coded) _____

Course code and title: _____

Course start date: _____
Course end date: _____
Dates of course: _____
Course length (hours/days): _____
Delivery site (city/state): _____
Instructor name: _____
Number of students: _____
Point of contact/phone no.: _____
Point of contact email: _____

Instructors: Please ensure that all applications contain the following:

- **FEMA Student Identification (SID) number.** This number is required in order for the application to be entered. Failure to provide this number may result in the student not receiving credit for the course. If the student needs assistance, please have them contact the SID HelpDesk at femasidhelpdesk@cdpemail.dhs.gov or by calling 866-291-0696.
- **Email address.** The student's email is required because certificates are emailed directly to the student after the application has been entered in the admissions database.

Admissions Use Only

Date applications received: _____