

# Online Application Process for National Fire Academy-Sponsored Nonresident Classes

The National Fire Academy has transitioned to an online admissions application process. The online application can be found at (you may need to press Ctrl with your cursor over the link):

<https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx>

If you have an issue or a question regarding the online admissions application, please contact:

NETC Admissions Department  
301-447-1035  
[NETCAdmissions@fema.dhs.gov](mailto:NETCAdmissions@fema.dhs.gov)

The online application will open the day before the class and remain open 14 days after the class concludes. Failure to turn in an application will result in not receiving credit for the course.

## Tutorial:

**NOTE: Information is required for each of the starred fields.**

**Step 1:** After reading the **Legal Notice**, click Continue.

Welcome to the National Fire Academy (NFA) and Emergency Management Institute (EMI) online application system. As a part of the application process, you will be asked to provide information about you, the organization you are representing, the course or courses you are applying for, and the names and email addresses of the individuals who would need to approve or endorse your application. If you have questions or need further information, you can contact the NETC Admissions Office at 301-447-1035 or [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).

### LEGAL NOTICE

You are accessing a U.S. Government information system, which includes (1) this computer or device used to enable access to the government network, (2) this government network, (3) all computers or devices, virtual or otherwise, connected to this government network, and (4) all devices and storage media attached to this government network or to a computer or device on this government network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy when you use this information system. This includes any communications or data transiting, stored on, originated from, or directed to this information system.
- At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from, or directed to or from this information system.
- The government may disclose or use any communications or data transiting, stored on, originated from, or directed to or from this information system for any lawful government purpose.
- You are NOT authorized to process classified information on this information system.

Continue

**Step 2:** Read the statements below, and click Continue if you have a Federal Emergency Management Agency (FEMA) Student Identification (SID) number. If not, follow the instructions for obtaining one.

### **Do you have a FEMA Student Identification (SID) Number?**

To register, go to the [FEMA Student Identification System](#). Select "Register for a FEMA SID" in the middle of the screen. Follow the instructions and provide the necessary information to create your account. If you are a user with a Personal Identity Verification (PIV) card, enter your FEMA SID and select your certificate and enter your pin.

### **Forgot your FEMA SID?**

If you already have a FEMA SID but forgot it, go to the [FEMA Student Identification System](#) and select the option: "Forgot Your FEMA SID". You will be asked to provide certain information. Your FEMA SID will be emailed to you along with a separate message that will ask you to reset your password.

If you need assistance, please call 866-291-0696 (7:30 a.m - 4:30 p.m. CST) or email [femasidhelp@cdpemail.dhs.gov](mailto:femasidhelp@cdpemail.dhs.gov) after hours.

Keep your FEMA SID in a secure location so that you can retrieve it when needed to apply for FEMA training in the future.

**Continue**

**Step 3:** Read the statements below, check the box at the bottom, and click Continue.

**Equal Opportunity Statement**

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

**Privacy Act Statement**

GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

AUTHORITY

Federal Fire Prevention and Control Act of 1974, amended Title 15 U.S.C., Section 2201 et seq.

**Paperwork Burden Disclosure Notice**

Public reporting burden for this data collection is estimated to average 9 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100).

I acknowledge that I have reviewed and agree to the above statements and disclosures.

**Continue**

**Step 4:** You must input your **FEMA SID number and first/last name**. After entering your FEMA SID and first and last names, click Verify. The system will return your middle name, suffix and date of birth from the SID system.

**FEMA SID**

*SID must be verified before continuing.*

\* FEMA SID:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Birth Date:

**Verify**

FEMA SID

Verified!

**Step 5:** Once you see “Verified!” select Next to continue.

**Step 6:** Complete the fields on the **Demographic Information** screen. Select Next to continue.

### Demographic Information

* Home Address 1: <input type="text" value="Home Address"/>	* Work Phone: <input type="text" value="(555) 555-5555"/>
Home Address 2: <input type="text"/>	* Personal Phone: <input type="text" value="(555) 555-5555"/>
* Home City: <input type="text" value="City"/>	Fax: <input type="text" value="( ) -"/>
* Home Country: <input type="text" value="UNITED STATES"/>	* Email Address: <input type="text" value="Email Address"/>
* State: <input type="text" value="&lt;Select State&gt;"/>	* Confirm Email Address: <input type="text" value="Email Address"/>
* Home Zip: <input type="text" value="Zip Code"/>	
US Citizen: <input type="text" value="Yes"/>	

**Step 7:** The **Course/Offer Information** screen requires you to select a course. To do this, use the drop-down arrow and scroll to the applicable course. After selecting the course, click Apply, which takes you to the next screen.

### Course/Offer Information

\* Please select a course:

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Courses For This Application:

Code
No Courses Added

**Step 8:** The second **Course/Offer Information** screen allows you to select the Offer Start Date and Offer Location from the drop-down menus. There is no need to select an Offer Title. In the “Briefly describe...” box, enter “not required.” Disregard the disabilities drop-down menu. Once completed, select Save. A second screen will appear where you can apply for a second course using the same application. Ignore it and select Next.

### Course/Offer Information

\* Please select a course: 

C0275 - Building Construction for Fire Protection 

*Your course will not be added until you select the save button below.*

**Offer Information**

\* Offer Start Date: <Select Offer Date> 

\* Offer Location: <Select Location> 

\* Offer Title: <Select Title> 

Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Please refer to the course catalog for more information:

2500 character(s) remaining

\* Do you have any disabilities (*special allergies, medical, learning disabilities to include dyscalculia, dysgraphia, dyslexia, etc.*) which would require special assistance during your attendance in training? No 

Save Cancel

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PreviousNext

**Step 9:** On the **Organizational Information** section, you must fill in all information requested. You must also check a box in each category that best applies. Once completed, you should select Next.

Organizational Information

\* Organization Country:  \* Current Position:

\* Organization State:  \* Years in Position:

\* Organization Zip:  \* Years of Experience:

\* Organization Name:  \* Department Size:

*Please select one option from each of the following sections as it relates to the course for which you are applying:*

* Jurisdiction	* Organization Type	* Current Status	* Primary Responsibility	* Experience Type	* Business Type
<input type="radio"/> City/Town/Village <input type="radio"/> County Government <input type="radio"/> DHS/FEMA <input type="radio"/> Federal/Military (non-DHS) <input type="radio"/> Foreign <input type="radio"/> Industry/Business <input type="radio"/> Special District/Township <input type="radio"/> Statewide <input type="radio"/> Tribal Nation	<input type="radio"/> All Career <input type="radio"/> All Volunteer <input type="radio"/> Combination	<input type="radio"/> Disaster Reservist <input type="radio"/> Paid Full Time <input type="radio"/> Paid Part Time <input type="radio"/> Volunteer	<input type="radio"/> Dis. Response/Recovery <input type="radio"/> Emergency Medical Service <input type="radio"/> Emergency Preparedness <input type="radio"/> Fire Prevention <input type="radio"/> Fire Suppression <input type="radio"/> Hazard Mitigation <input type="radio"/> Health <input type="radio"/> Investigation <input type="radio"/> Management <input type="radio"/> Other <input type="radio"/> Program/Activity <input type="radio"/> Public Works <input type="radio"/> Scientific/Engineering <input type="radio"/> Training/Education	<input type="radio"/> Administration/Staff Support <input type="radio"/> Arson <input type="radio"/> Budgeting/Planning <input type="radio"/> Code Development <input type="radio"/> Code Enforcement/Inspection <input type="radio"/> Coordination/Liaison <input type="radio"/> Design and Planning <input type="radio"/> Incident Command <input type="radio"/> Law Enforcement <input type="radio"/> Other <input type="radio"/> Program Development/Delivery <input type="radio"/> Public Education <input type="radio"/> Research and Development <input type="radio"/> Supervision <input type="radio"/> Support Services	<input type="radio"/> Education <input type="radio"/> Emergency Management <input type="radio"/> Fire Service <input type="radio"/> Government <input type="radio"/> Health Care <input type="radio"/> Law Enforcement <input type="radio"/> Public Works <input type="radio"/> Volunteer Agency

**Step 10:** The next screen is labeled **Other Information**. This section is optional. These fields are used for statistical purposes only. Once completed, select Next.

Other Information

*The following fields are used for statistical purposes only.*

Gender:  Race:  Ethnicity:

**Step 11:** Since there are no **Attachments**, select Continue.

The screenshot shows a web interface titled "Attachments". Under the heading "Course Related Attachments", there is a section for uploading a PDF file. It includes a text input field for the file name, a "Browse..." button, and a "Description:" text area with a "100 character(s) remaining" indicator. A green "Attach" button is positioned to the right of the description field. Below this is a table titled "Attached Files:" with columns for "Name" and "Description". The table currently contains the text "No Files Attached". At the bottom left of the form area is a green "Previous" button, and at the bottom center is a green "Continue" button.

**Step 12:** On the **Application Submittal** screen, you will be asked if you have completed all the information. You should select Yes. If there is any required information that is missing, you will need to go back and correct that before the application is forwarded.

The screenshot shows a confirmation dialog box titled "Application Submittal". The text inside asks, "Are you sure you want to submit this application? No changes can be made after your application has been submitted." Below the text are two green buttons: "Yes" and "No".

**Step 13:** On the **Student Acknowledgement** screen, you will be asked to acknowledge the 4 items shown by checking the box at the bottom of the screen which is also your electronic signature for the application. Once you have checked the box, click Continue.

- a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 USC 1001).
- b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.
- c. Further, I understand that the National Emergency Training Center (NETC) and the Center for Domestic Preparedness (CDP) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.
- d. I agree to abide by the rules, policies, and regulations of NETC and CDP. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

I have read and agree to the student acknowledgement statement above.

Continue

**Step 14:** The **Head of Organizational Information** is where you enter the name and email address of the person who has been designated to endorse the application. Once you click Submit, the Head of the Sponsoring Organization has 14 days to respond to the request or it will be automatically rejected.

**Step 15:** This is the final screen showing that you successfully applied for the selected course.

Congratulations! You have successfully submitted your application(s) for the following courses:

Code	Title	Endorsement Needed?

The courses noted above require endorsement from the head of your sponsoring organization. These applications will be forwarded to the appropriate parties for endorsement. If endorsed your application will then be forwarded to the National Emergency Training Center for further review and you will receive notice. You will receive email confirmation of your submissions shortly.