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
NETCAAdmissions@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.
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](https://www.fema.gov/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](https://www.fema.gov/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 [femasicidhelp@cdpemail.dhs.gov](mailto:femasicidhelp@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.
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

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

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

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.
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.
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.

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

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.
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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Endorsement Needed?</th>
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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.