Off-Campus Online Application Job Aid

The National Fire Academy and the Emergency Management Institute have transitioned to an online admissions system. The online admissions application can be found (you may need to depress CTRL to access the link):

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

If a student has an issue or a question regarding the online admissions system or the process, please contact:

NETC Admissions Department
(301) 447-1035
NETCAdmissions@fema.dhs.gov

The online application will open the day after the offering is posted in the NETC Admissions System and remain open for 14 days after the class ends. A 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.

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 FEMA Student Identification (SID) Number. If not, follow the instruction 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 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

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: The student must input their ten-digit **FEMA Student ID** and first and last names. If the student does not already have a FEMA Student ID (SID), they need to go to FEMA Student Identification System (https://cdp.dhs.gov/femasid) to register for one. The student must click "Verify" after entering their FEMA SID and first and last names.

Federal government students will be asked to select a certificate for authentication. They should click on the appropriate certificate. They will then be asked to enter the PIN associated with the PIV badge. Once this is done, they should click Verify.

For non-Federal students, there is now a **two-step verification process**:

- once the SID and first and last name have been verified, the student will be asked to click in the box "email verification code to: XXXX.XXX@XXXX.XXX to get the verification code.
- The verification code will be emailed to the address on file in the SID system.
- If the email in the verification code box is incorrect, the student will need to go https://cdp.dhs.gov/femasid to update.
- Once the email address is changed, the student will need to restart the online application process to make sure that the correct email address shows in the verification box.
- Upon receiving the **verification code**, enter the six-digit code in the verification code box and click Next to proceed.

FEMA SID

Verified!

* FEMA SID:	0000479885
* First Name:	Judith
Middle Name:	
* Last Name:	White
Suffix:	<Select Suffix> ˅
Birth Date:	

Verify

NOTE: You will need to click in the "submit verification code" bar below to receive a verification code to proceed. If the email listed is incorrect you must visit https://cdp.dhs.gov/femasid to update it. If you do not receive an email, please check your junk/spam email folder.

Click "Submit Verification Code" to send email | Submit Verification Code To: j****e@m***.org | **Next**

Verification Code: [ ]

Step 5: Complete the fields on the **Demographic Information** screen (starred fields are required). Select next to continue.

Demographic Information

* Home Address 1: [   ]   * Work Phone: (___) ___-____
  Home Address 2: [   ]   * Personal Phone: (___) ___-____
    * Home City: [   ]   * CellPhone: (___) ___-____
  * Home Country: UNITED STATES ▾   * Email Address: [   ]
       * State: <Select State> ▾   * Confirm Email Address: [   ]
     * Home Zip: [   ]
    US Citizen: Yes ▾

[Previous]   [Next]

Step 6: The **Course/Offer Information** screen requires the student to select a course. To do this the student must select the drop-down arrow and scroll to the applicable course code. Some offerings are restricted to certain groups. If that is the case, the course sponsor will provide an Invitation Code which must be entered for the offering to appear on the drop-down list. Select apply and then select next.

Course/Offer Information

Invitation Code: [   ] ❓ Invitation Code: R4TVH
[Apply] [Clear]

* Please select a course: ❓
<Select a Course> ▾   L0146 Homeland Security Exercise and
[Apply]   Evaluation Program (HSEEP)
                         Then click "Apply"

Courses For This Application:
Code
No Courses Added

[Previous]   [Next]

Step 7: The **Course/Offer Information** (continued) screen allows the student to select the Offer Start Date and Offer Location from the drop-down. There is no need to select an Offer Title. In the "Briefly describe…" box, enter the requested information. If you have a disability or require a special accommodation, please select Yes from the drop-down. Once completed, select save then next.

Course/Offer Information

Invitation Code: [   ] 🔵 **Invitation Code: R4TVH**

* Please select a course: 🔵
W0349 - Fire Service Safety Culture: Who Protects Firefighters ✔ **L0146 Homeland Security Exercise and Evaluation Program (HSEEP)**

Date of class: 3/14/2024   *Your course will not be added until you select the save button below.*

Offer Information

* Fiscal Year: [2023 ▾] 🔵   * Semester (10/1 - 3/31): [1 ▾] 🔵 *Semester 1 = October through March. Semester 2 = April through September.*

Offer Choice 1: [<Select Offer Date> ▾] 🔵   Offer Choice 2: [<Select Offer Date> ▾] 🔵   Offer Choice 3: [<Select Offer Date> ▾] 🔵

Location: Honolulu

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 accommodations *(allergies, medical, learning disabilities to include dyscalculia, dysgraphia, dyslexia, etc.)* which would require assistance during your attendance in training? [No ▾]

[Save] [Cancel]

[Previous]   [Next]

Step 8: On the **Organizational Information** section, the student must fill in all information requested including a box in each category. Once completed the student should select next.

Organizational Information

* Organization Country: UNITED STATES
* Organization State: <Select State>
* Organization Zip:
* Organization Name:

* Current Position:
* Years in Position:
* Years of Experience:
* Department Size:

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

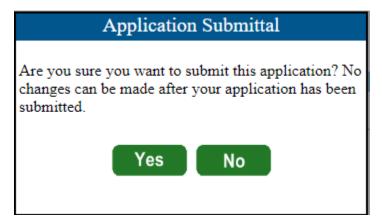| * Jurisdiction	* Organization Type	* Current Status	* Primary Responsiblity	* Experience Type	* Business Type
○City/Town/Village ○County Government ○DHS/FEMA ○Federal/Military (non-DHS) ○Foreign ○Industry/Business ○Special District/Township ○Statewide ○Tribal Nation	○All Career ○All Volunteer ○Combination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

Previous | Next

Step 9: 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: No Response   Race: No Response   Ethnicity: No Response

Step 10: If there are no **attachments**, select continue.

Step 11: At this point, the student will see a screen where they will be asked if they have completed all the information. They should select Yes. If there is any required information that is missing, they will need to go back and correct that before the application is forwarded.

Step 12: The **Head of Organizational Information** is where the student enters the name and email address of the person who has been designated to endorse the application. Once the student clicks submit, the Head of the Sponsoring Organization has 14 days to respond to the request or it will be automatically rejected.

Head of Organization Information

* Head of Organization Name: Jay Rivera
* Head of Organization Title: USARC HLO Pacific Team Training Coordinator
* Head of Organization Email: jay.r.rivera.mil@army.mil
* Confirm Head of Organization Email: jay.r.rivera.mil@army.mil

Submit

Step 13: This is the final screen showing the student that they successfully applied for their 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.