

# 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](mailto: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](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 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](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:** The student must input their ten-digit **FEMA Student ID** and first and last names. If you do not already have a FEMA Student ID (SID), go to [FEMA Student Identification System](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>) to register for one. The student must click “Verify” after entering their FEMA SID and first and last names. Once this information has been verified, you will be asked to click on the box (button) below the “Verify” button to receive a verification code. The verification code will be sent to the email address in the SID system (if you do not receive a verification code, follow the instructions provided). Enter the verification code so that you can continue.

FEMA SID

Verified!

\* FEMA SID:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Birth Date:

Verify

Note: You will need click on the button 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.

Submit Verification Code To:

Verification Code:

Next

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

Demographic Information

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

**Apply** **Clear**

\* Please select a course: ⓘ

<Select a Course> ▼

**Apply**

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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:

\* Please select a course:

W0349 - Fire Service Safety Culture: Who Protects Firefighters ▾

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

Offer Information

\* Fiscal Year:   \* Semester (10/1 - 3/31):   *Semester 1 = October through March. Semester 2 = April through September.*

Offer Choice 1:   Offer Choice 2:   Offer Choice 3:

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?

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**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:  \* 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 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:  Race:  Ethnicity:

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

The screenshot shows a web interface titled "Attachments". At the top, there is a blue header with the word "Attachments" in white. Below the header, the page is divided into two main sections. The first section is for uploading a PDF file. It includes a label "Course Related Attachments", a "PDF File to upload:" label with a help icon, a text input field, and a "Browse..." button. To the right of this is a "Description:" label, a text input field, and a green "Attach" button. Below the description field, it says "100 character(s) remaining". The second section is titled "Attached Files:" and contains a table with two columns: "Name" and "Description". The table is currently empty, with the text "No Files Attached" centered below it. At the bottom left of the form area, there is a green "Previous" button. At the bottom center, there is a green "Continue" button.

**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.

The screenshot shows a confirmation dialog box titled "Application Submittal" in a blue header. The main text 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 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:

\* Head of Organization Title:

\* Head of Organization Email:

\* Confirm Head of Organization Email:

**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.