

Course Information for State Fire Training Directors and Training Resources and Data Exchange Representatives

Thank you for considering the National Fire Academy (NFA) for your training needs.

About our course offerings

Browse the list of courses available for delivery during the fiscal year (FY). Courses may have been added and/or removed. If you have a course scheduled that is no longer on the list, you may still conduct that offering.

Select a course link to review the course description, student selection criteria and detailed course information. **Some courses have a required pre-course assignment(s).**

NFA-sponsored courses are delivered over 6 full days. Contact hours do not include time for administrative activities such as introductions, breaks, meals, exams and evaluations. You cannot alter the course schedule or number of instructional hours.

All NFA 6-day off-campus courses require 2 NFA-approved instructors.

The maximum number of students for most courses is 30. A few courses only allow a maximum of 20 students (see course list for specifics). If you need to request additional students, please contact us.

Questions?

Lori Welch
301-447-1301
FEMA-NFA-OutreachTraining@fema.dhs.gov

Thank you for your ongoing support of the NFA and the delivery of our courses!

Attachment

National Fire Academy-Sponsored 6-Day Off-Campus Course Delivery Requirements

NFA 6-day off-campus courses are sponsored by the Federal Emergency Management Agency (FEMA) regional Training Resources and Data Exchange (TRADE) representatives in conjunction with the state training director whose state is hosting the class.


A successful off-campus course delivery depends on a sound student recruitment strategy and quality instructional delivery. If you need help with your recruitment activities, please contact Lori Welch at 301-447-1301, or you can send an email to FEMA-NFA-OutreachTraining@fema.dhs.gov.

ACE policy

The American Council on Education (ACE) requires a final “letter” grade assigned to each student. To pass the course and earn a certificate, students must receive a final grade of C or higher (score of 70% or above).

Responsibilities

 TRADE representative

 State training director

 Local host

Course Call

- Coordinate with the state fire training directors in your region to select up to 3 6-day courses per FY.
- Request courses through the dashboard.

Course Coordination Plan/shipping information changes

- Submit an accurate and complete Course Coordination Plan (CCP).
- Make sure all addresses have a 9-digit ZIP code.
- Notify FEMA-NFA-OutreachTraining@fema.dhs.gov if there are any changes after you submit it.

Student recruitment and application procedures

- Advertise the course and recruit students (in accordance with the student selection criteria).

- Each student must complete the **online General Admissions Application** form (https://training.fema.gov/netc_online_admissions/); all data elements must be completed. The online application system will open the course for enrollment the day before the class begins and will remain open for 14 days after the course ends. Students applying for training must have a FEMA Student Identification number. 🧑🏫 🧑🏫 🧑🏫
- Inform the NFA about the number of students enrolled **60 days** before the course starts. 🧑🏫 🧑🏫
- Inform students about pre-course assignments. Assignments are due before the course starts. 🧑🏫 🧑🏫
- All online admission applications must be completed no later than **40 days** before the course starts. Failure to enroll at least 15 students will result in course cancellation. Courses cannot be rescheduled. 🧑🏫

Instructor coordination

- Provide or assist the instructors with suggested lodging accommodations on the CCP. Share the local lodging cancellation policy with the instructors to avoid cancellation fees. The NFA is not responsible for lodging cancellation fees. 🧑🏫
- Provide ground transportation for the instructors from the airport listed on the CCP, to the lodging facility, to the class site and back to the airport. **Indicate on the CCP if ground transportation cannot be provided. The state/local host shall reimburse the instructor for rental car expenses.** 🧑🏫 🧑🏫
- Provide adequate classroom facilities and the required audiovisual equipment for the course delivery. 🧑🏫
- Contact the instructors to arrange a classroom site visit before the first morning of the class. 🧑🏫
- Review classroom setup, check course materials and discuss with the instructors any other support needed for the delivery at least **25 days** before the class. 🧑🏫

Course materials shipment

- Verify receipt with the NFA of all course materials to the classroom site. 🧑🏫 🧑🏫
- Email any student roster corrections to the NFA by the end of the second day of the course. 🧑🏫

Class opening/classroom assistance 🧑

It is highly recommended that the host provide welcoming remarks, introduce the instructors and provide general classroom support.

Return of student evaluations and course materials 🧑+ 🧑

- Brief students on and initiate the end-of-course evaluation process. Instructors will receive logon cards with directions for completing the online evaluation. Instructors shall provide sufficient time during regular class hours for students to complete the end-of-course evaluation survey and excuse themselves from the classroom during this time. In addition, instructors shall brief students on the NFA's long-term evaluation process.
- At the conclusion of the course delivery, the instructor will submit all course delivery materials — student roster with letter grades recorded, projects and graded exam sheets — to the state/local site representative. The state/local host shall scan and email the off-campus course cover sheet, letter graded roster and graded exams to the NFA within 3-7 days following the course end date. Test documents and any extra materials that were not used must be either returned or disposed of properly (e.g., shredded/destroyed) to ensure security and integrity of the course assessment process. Note: Graded exam answer sheets shall be given to the students for their review, but they must be collected and returned to the NFA with the course delivery materials in the postage-paid, preaddressed envelope.

Students may review graded exam answer sheets. After student review, collect and return all completed answer sheets to the NFA with the course delivery materials.

Post-course assessment 🧑+ 🧑

Provide feedback on the course delivery when requested by the NFA.

National Fire Academy certificates

The National Emergency Training Center Admissions Office will email certificates to students upon receipt of a letter-graded roster indicating successful completion of the course.