



NEW JERSEY WEEKEND
AT THE
NATIONAL FIRE ACADEMY
APRIL 28-29, 2012

Presented by: New Jersey Department of Community Affairs
&
New Jersey Division of Fire Safety



Program Overview & Registration

The New Jersey Department of Community Affairs, the New Jersey Division of Fire Safety and the National Fire Academy announce the New Jersey State Weekend Program at the National Fire Academy. This year's attendees will have the opportunity to choose between nine (9) two-day courses. The courses are open to the target audience of Fire, EMS Company and Chief Level Officers.

This program is cost-shared between the participant and the National Fire Academy. The National Fire Academy provides housing, classrooms, faculty and materials at no cost. The fee paid by the applicant covers three (3) meals on Saturday and two (2) on Sunday. Attendees must make their own arrangements for Friday evening's meal.

If you are interested in attending this program, you must mail a check in the amount of **\$30.81**, made payable to "**Kean University**"; a completed application, **FEMA Form 119** (short form); and the **addendum on page 11**. **A separate check must be included with each application. No vouchers or purchase orders.** You can obtain **FEMA Form 119** (General Admissions Short Form), from the National Fire Academy's website: http://www.usfa.dhs.gov/downloads/pdf/ff_119_25_2_75_5a.pdf or at the **Kean University Fire Safety Training website: www.keanfiresafety.com**

After completing the **FEMA Form 119**, please print and have your **Fire Chief** or **Agency Head** indicate his or her approval by signing on **line 19a**. We recommend that on **line 12a** of the application you indicate three courses of interest to you, since we cannot guarantee your first course selection. **Example: (1) W209 (2) W273 (3) W44**

Do not enter course numbers for classes that you are not willing to attend. If you previously completed one of the listed courses, you may not attend it again.

Application Deadline

The **last date for receipt of post marked applications is March 16, 2012**. No applications will be accepted after this deadline. Telephone reservation requests or faxed applications are not accepted. Applications that are incomplete or do not have the proper form of payment will be returned and must be resubmitted. If you need to withdraw from this program, you must notify Kean University. **THE LAST DAY TO CANCEL REGISTRATION OR RECEIVE A REFUND IS MARCH 26, 2012.**

Local substitution of an applicant will not be permitted when someone withdraws.

Admission Criteria

Applications will be considered on a **first-come, first-served basis**, provided the applicant has a **minimum of three years experience** in the fire service and meets the National Fire Academy Student Selection Criteria listed for the course selected. The National Fire Academy can only provide accommodations for qualified students. Therefore, in order to diversify the group of attendees at this event, the New Jersey Division of Fire Safety requests that no more than **six individuals from any one organization** submit an application. **Acceptance notices** will be mailed by **April 2, 2012**.

Professional Conduct

Each individual has the personal responsibility to exhibit professional conduct while on the National Fire Academy campus and in the neighboring community. The New Jersey Division of Fire Safety has the responsibility and authority to monitor, and along with campus security, to take necessary action to correct unprofessional conduct. Any person that has sanctions taken against them will be reported to their agency chief. Serious infractions will cause the attendee to be sent home immediately and will result in the individual being banned from attending the New Jersey Weekend for two (2) years.

Notify the Division of Fire Safety of a Cancellation

If you submitted an application for New Jersey Weekend cannot attend, you **must** notify Kean University, via e-mail at dkierych@kean.edu by **March 26, 2012**. Failure to do so will result in you being banned from attendance at the National Fire Academy for a period of two years. The only exception to this policy will be cases of emergency.

Registration

Registration takes place on **Friday, April 27, 2012**, beginning at **4:00 p.m.**, in the lobby of **Building C**. Upon arrival, you must report to the National Fire Academy's check-in desk to obtain room assignments, key card, your meal ticket, and a name tag, which **must** be kept with you at all times. Photo identification is required at registration. If you drove a vehicle, you will be required to submit your vehicle's tag number. In order to avoid a delay in the registration process, please have this information readily available. You must also register in at the Division of Fire Safety's table.

Room Assignments

All lodging rooms are non-smoking and are randomly assigned by the National Fire Academy Admissions Office. Because of the random assignments of rooms, classmates may not be lodged together. Students may be lodged a distance from the registration building; for this reason we recommend luggage with wheels. The exchanging of rooms is not permitted. The reason for this is to maintain accountability. **Dormitory Room Amenities:** twin bed, linens, towels, daily housekeeping service, private bathroom, TV and clock radio, refrigerator, telephone with voice mail.

Campus Security Regulations

Due to increased security precautions, students should bring **two photo identifications** to campus. Please have them with you; not in your luggage. If you do not have the photo ID's, you will not be permitted on campus. Due to heightened security requirements, security and law enforcement personnel may search you, your vehicle or your luggage. Alcohol is not allowed in lodging rooms or vehicles and will be confiscated. For your own protection, and to expedite your processing into the National Emergency Training Center, **do not bring weapons** of any kind to campus. Maryland law is very narrow in its definition of Law Enforcement Officers who may carry firearms.

Parking

Participants must register their vehicle with the National Fire Academy upon arrival at 'C' Building, so have your license tag number with you, when you register. The National Fire Academy's staff will direct you on where you may park your vehicle. Please do not park in faculty/staff parking areas or other restricted zones. Refer to the campus map, which is available at the National Fire Academy's registration desk. The payment of parking tickets received is the sole responsibility of the student.

NFA Telephone Numbers

If you need to be contacted while at the NFA, you may use the incoming campus telephone number 301-447-1048 for messages. The number is operational 24 hours a day.

Dress Code

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and that is appropriate for both climate differences and classroom activities. The staff of the Division of Fire Safety and the National Fire Academy will determine if a student's attire is inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to participate in class. Shorts, sleeveless shirts, ball caps, open-toe sandals, thongs, etc., are not permitted in classrooms, the auditorium, or the dining hall. Shorts, t-shirts and athletic attire may be worn after classes have been completed for the day. Bathing suits/trunks are not permitted outside the pool area.

Acceptable Attire for Classroom Settings:

Males: Shirts with collars, (*T-shirts, including departmental T-shirts are not acceptable*) slacks, nice jeans, departmental uniforms, shoes and socks.

Females: Dresses, blouses, (*T-shirts, including departmental T-shirts are not acceptable*) slacks, capris, nice jeans, skirts, skorts; departmental uniforms, and shoes. Dresses, skirts/skorts should be no higher than 1" above the knee (no miniskirts).

New Jersey's Two-Day Program

The New Jersey Two-Day Program is provided by the National Fire Academy to allow attendance at the Emmitsburg, Maryland campus for students who cannot attend the one or two week residential programs. While on campus for this program, students should take advantage of the facilities and the various resources that are available to them.



Learning Resource Center, Building N

The Learning Resource Center (LRC) provides current information and resources on fire and emergency management subjects. It has a collection of more than 100,000 books, reports, periodicals, and audiovisual materials, which you may find useful to you or your agency. We recommend that you visit the Learning Resource Center to see how it can assist you back at home. The center's hours are: **Friday: 8:30 a.m. - 5:00 p.m., Saturday: 4:00 p.m. - 8:00 p.m., and Sunday: 12:00 p.m. - 4:00 p.m.** If you would like further information on this center, you may visit their website at www.lrc.fema.gov or contact them at 800-638-1821 or 301-447-1030.

The National Firefighters Memorial



Conceived as a tribute to America's fire service, the National Fallen Firefighters Memorial is one of this country's most beautiful monuments to courage and unselfish service. Constructed in 1981 on the campus of the National Fire Academy in Emmitsburg, Maryland, the Memorial was officially designated by Congress as the National Memorial to career and volunteer fallen firefighters in 1990. It is a symbol of honor for those who carry on the tradition of service to their communities.

Dining Hall and Log Cabin

Use your meal ticket on Saturday and Sunday to have breakfast and lunch in the on-campus dining hall. Meals are provided buffet style during the following times: **Breakfast: 6:45 a.m. - 9:30 a.m.**, **Lunch: 11:30 a.m. - 1:00 p.m.** and **Saturday evening's meal: 6:00 p.m.** at the **log cabin**. The log cabin overlooks peaceful Tom's Creek.

Athletic Facilities Building

After classes, a fully equipped gymnasium, weight room, and an indoor swimming pool are available for your use at the Athletic Facility Building. The exercise room and swimming pool hours are: **Friday evening: 4:00 p.m. - 8:30 p.m.**, **Saturday and Sunday: 7:00 a.m. until 1:00 p.m.**, and **Saturday evening: 3:30 p.m. - 8:00 p.m.** Athletic equipment is available for check-out at this location. This includes softball, golf, basketball and volleyball equipment as well as bicycles and helmets. Bathing suits/trunks are not permitted outside the pool area.

Student Center and Command Post Pub

The Student Center provides a large screen television and billiards. Soda, beer, and wine are served at the Command Post Pub, which is located in the Student Center. The Pub is open on **Friday and Saturday from 4:30 p.m. - 12:00 a.m.**

O'Leary's Emporium Gift Shop

O'Leary's Emporium is a convenience store and gift shop that is located in the basement of Building D. It provides quality merchandise and souvenirs for visiting firefighters and emergency management specialists.

Eligibility to Attend Courses

To take a National Fire Academy course, applicants must meet the selection criteria and prerequisites specified for each course. Disregard of the specified course requirements, results in an audience mix that is difficult for the instructor, and leads to frustration on the part of those students who meet the target audience criteria. Participants may not take the same course at the National Fire Academy more than once.

Class Attendance and Conduct

You are to report to the class that is listed on the Confirmation Notice that was mailed to you by the New Jersey Division of Fire Safety. Your assigned course is one of the three course selections that you identified on your application. The National Fire Academy's Program Manager **prohibits** you from **switching classes** because the rosters and course certificates are prepared in advance. If you have a valid reason for needing to switch classes, you must receive approval from the New Jersey Program Coordinator before the start of class on Saturday. In order to receive a Certificate from the National Fire Academy and Continuing Education Credits from the Division of Fire Safety, you must attend and participate in the two-day class sessions from start of class until conclusion. The **class schedules** are: **Saturday 8:00 a.m. - 5:00 p.m.** and **Sunday 8:00 a.m. - 3:00 p.m.** Students, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus.

NFA Sponsored On- Campus 2 Day Program Course Offerings

- ❖ The Division of Fire Safety will award 1.0 CEU's (Technical) towards renewal of a Fire Instructor certification for EACH of the NJ Weekend programs.

Courtroom Preparation and Testimony for First Responders (W209)

This course will provide the necessary tools for all emergency responders who may be called upon for depositions and/or courtroom testimony relevant to facts witnessed on arrival at a scene as a first responder. This 2-day course will emphasize the importance of reporting factual events. It also will address the need to improve report-writing skills after witnessing an event, and oral presentation skills if asked to describe the event in a court of law. The intent of this course is to prepare all emergency responders, with emphases on volunteer firefighters, to present information to the legal system. **Selection Criteria: Open to all interested emergency services personnel, including volunteer, career, and allied professions, who are interested in controlling the arson problem.**

Marketing Fire Prevention in Your Community (W273)

This is a Fire Prevention: Management Curriculum class which is third in a series of Small Community Fire Prevention courses. In this 2-day course students begin developing a marketing plan for fire prevention using resources from the first two courses and those already in place in their communities. Upon completion of this course, students will be able to continue developing, refining, and applying a marketing plan that will outline target hazard risk, identify significant opponents, and present allies who may be available within their community. This course is designed for individuals who seek to learn new approaches to deal more easily with their community's fire and injury challenges, including departmental "leaders," both today's and tomorrows, operational and administrative, in the Nation's smaller departments. **Selection Criteria: Open to all interested emergency services personnel, including volunteer, career, and allied professions, the class is intended primarily for those who are serving or who have served previously in operations (suppression, EMS, etc.), and who seek to learn about more effective ways of combating the fire problem. Personnel with little or no prevention orientation will benefit significantly. No prerequisites required; however, experience with marketing in the work environment, volunteer opportunities, or training/college courses is suitable and will enhance the training experience. Additionally, those who follow Ben May or use USFA's Marketing Manual or Public Information Education Relations (PIER) manual will find this course valuable.**

Methods of Enhancing Safety Education (W344)

This 2-day course is designed for those who coordinate or assist their organization in public education. The course does not teach people how to deliver safety programs; rather it supports efforts to enhance safety education in their organizations and in their communities. Content is ideal for students from smaller or volunteer organizations who wish to enhance their public education and prevention efforts. Students will outline ideas and plans that they would like to apply when they return home. Students who take this 2-day program will be able to determine if public education is valued in their organizations and in their communities. Course content emphasizes three simple methods for establishing "roots" in public fire and life safety education: personal commitment to public education; determining and improving the organization's role in public education; and enhancing programs through greater community support. **Selection Criteria: Those who serve on local or State prevention or public education committees; Fire suppression personnel or volunteer firefighters who coordinate public education; Volunteer firefighters who wear many "hats," including public education; EMS personnel who coordinate programs such as basic life support; Community volunteers wishing to enhance fire and life safety efforts; Local schoolteachers who teach safety topics; Citizens who desire a more active role in safety education; Community health educators; and, Part-time or full-time public fire educators.**

Leveraging Technology for the Emergency Services (P486) – Pilot Program

Leveraging Technology for the Emergency Services is a new 2-day program providing opportunities for the Emergency Services to gain experience in each of the following areas: Hazard tracking, disaster preparedness/emergency management, resource management, analysis of prevention data, EMS data/research/NEMIS, NFIRS data, and analysis of public education data; Location tracker, personnel accountability, personnel safety, incident accountability, personnel tracking, personnel wellness, fit testing, safety, and risk/response notification; Evaluating training courses, PowerPoint integration, polling information, recording of training sessions, teaching/instruction, computer-based learning (custom), and training program management; Response, emergency communication systems, responding to calls, responding to the station for calls, evacuating an area (hazmat incident), station location options, deployment analysis, post incident analysis, meshing of network, and operations; Hazard identification, determination of agency's population's needs, building assessment information, and assessment of wild land/urban interface; Preplanning, conducting fire inspections, hydrant flow testing data, plotting hydrant information, use of oblique photography, and 3D mapping applications; Administrative issues (research, management, supervision, labor/management relations, etc.), survey long-term ability to support change efforts, evaluate response times, financial management (grants, etc.) inventory asset tracking, intra/interoperability research, analyze participation (records), and conducting meetings.

Selection Criteria: Emergency Services personnel - Fire/EMS, to include suppression, prevention, hazardous materials, emergency management, administration, training, safety, special/technical rescue, 911 centers, public education, and support services.

Emergency Response to Terrorism: Strategic and Tactical Considerations for Supervisors (W549)

This updated 2-day course is designed for the responder(s) who may be responsible for initial and expanded command of incidents involving terrorism. The course is intended to build upon the students' existing skills as an Incident Commander (IC), a practitioner of ICS, with knowledge of NIMS, the National Response Framework, and terrorism. The class will assist the officer in preparing an effective response to the consequences of terrorism. IC's must be prepared to operate as part of a multiagency, multidiscipline, and multijurisdictional response. The course utilizes lecture supported by case studies and practice scenarios to address the command and control challenges that likely will confront the IC. This will enable the students to apply their knowledge of pre-incident planning, managing emergency incidents, and operating as part of a Unified Command structure to ensure the safety of responders while bringing the incident to a successful conclusion. **Selection Criteria: The primary target audience for this course is chief officers who hold command-level positions in their organizations. These people should have command and control responsibilities of incidents involving terrorism, and be familiar with operating in an incident management structure.**

Shaping the Future (W602)

This 2-day course is the first of two courses on midlevel management covering the skills and techniques midlevel managers will need to provide leadership and direction for their departments. The first module focuses on identifying opportunities and/or problems. Topics include environmental scanning, paradigm shifts, and methods for reframing problems accurately. The second module deals with group problem-solving techniques. The third module explains the need to quantify, justify, and communicate decisions so they will be implemented effectively. Managing change will be discussed in the final module. Topics include people who resist change, overcoming that resistance, and monitoring and evaluating the change before, during, and after implementation. **Selection Criteria: Individuals presently assigned to management positions who supervise first-line officers; and administrative officers responsible for significant staff functions within the organization and who report directly to top management. Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work; and personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.**

Incident Safety Officer Train-the-Trainer (W728)

This 2-day course examines the Safety Officer's role at emergency responses. A specific focus on operations within an Incident Command System (ICS) as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized. *Selection Criteria: **The student must possess a Fire Service Instructor 2 certification issued by the NJ Division of Fire Safety to take this class.** This course is designed for individuals who have a Safety Officer responsibility at emergency operation situations. Persons attending this course should have a working knowledge of the ICS, as taught by NFA, building construction principles, hazardous materials management, applicable NFPA guidelines, and Federal regulations.*

Strategy and Tactics for Initial Company Operations Train-the-Trainer (W755)

(Formerly MCTO: Tactics within the Incident Management Curriculum) This 2-day course is designed to meet the needs of company officers responsible for managing the operations of one or more companies during structural firefighting operations. STICO is designed to develop the management skills needed by company officers to accomplish assigned tactics at structure fires. *Selection Criteria: **The student must possess a Fire Service Instructor 2 certification issued by the NJ Division of Fire Safety to take this class.***

Leadership II for Fire and EMS: Strategies for Personal Success (W804)

This 2-day course provides the company officer with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course addresses ethics, use and abuse of power at the company officer level, creativity in the fire service environment, and management of the multiple roles of the company officer. *Selection Criteria: **Line fire officers, unit commanders, or program supervisors, fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within 6 months, training officers, staff, or administrative officers of fire and rescue organizations.***

Directions to the National Fire Academy

United States Fire Administration
National Fire Academy
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

From Northern New Jersey:

Take Garden State Parkway South and Exit onto I-78 West. Follow I-78 West across NJ and PA to junction of I-81. Follow I-81 South (toward Harrisburg) and exit at I-83 South. Follow I-83 South to I-283 South. Take I-283 South to the PA Turnpike West (toward Pittsburgh). Follow the PA Turnpike to Exit 236, US 15 South (toward Gettysburg). Follow US 15 South to Emmitsburg. Turn right off Route 15 to South Seton Avenue. (2nd right onto campus - tree-lined drive)

Alternate Route: Take NJ Turnpike to PA Turnpike I-276 West toward Harrisburg. Continue on I-76 to Exit 236, US 15 South (toward Gettysburg). Take US 15 South to Emmitsburg. Turn right off Route 15 to South Seton Avenue.

From Southern New Jersey:

Take I-295 South to Delaware Memorial Bridge. After the bridge take I-95 South toward Baltimore to I-695 West (Baltimore Beltway) Take I-695 toward Towson to I-795 Northwest Expressway. Take Northwest Expressway to end and pick up MD 140 West toward Westminster; Stay on 140 West through Westminster and Taneytown to US 15 at Emmitsburg. Take US 15 South and turn left at 2nd traffic light in Emmitsburg to South Seton Avenue. (2nd right onto campus - tree-lined drive)

Alternate Route: Cross Ben Franklin or Walt Whitman Bridges to Philadelphia and take I-76 Schuylkill Expressway to Pa Turnpike at Valley Forge. Take Pa Turnpike West to Exit 236 (toward Gettysburg), Take US 15 South to Emmitsburg. Turn right off Route 15 to South Seton Avenue.



State of New Jersey
Department of Community Affairs
Division of Fire Safety
Bureau of Fire Department Services

NEW JERSEY WEEKEND AT THE NATIONAL FIRE ACADEMY
APPLICATION ADDENDUM

The information provided on this form will assist the New Jersey Weekend Coordinator in processing your application. If you fail to complete the addendum, your application will be returned to you.

Name: _____

NJ Division of Fire Safety ID Number: _____

Fire Department/Government Agency: _____

Current Rank/Position: _____

Years in Current Rank/Position: _____

Have you attended NJ Weekend before? Yes No

The Division of Fire Safety will disregard any applications, which are not completely filled out. If any part of the application is left blank, your application and check will be returned to you. Therefore, before mailing in your application check the list below to ensure your application is complete.

- Box 12a – Entered up to four course code numbers and indicated your course preferences by placing a 1, 2, or 3 before each course code. If you are not concerned with which course you are assigned, do not place a number before the course codes. We will make an effort to register you in your first course selection but we cannot guarantee it.
- Box 15 – Entered your current ranks/positions in the fire service and the number of years in the position.
- Box 18a and 18b Signed and dated your NFA application.
- Box 19a & 19b Chief/Director approved by signing his/ her name. Printed his or her name, title and date.
- Completed the information requested on this addendum.
- Enclosed an **individual check or money order** for \$30.81 made payable to ‘**Kean University**’ for each application.

No vouchers or purchase orders will be accepted.

MAIL CHECK AND COMPLETED APPLICATION TO:

KEAN UNIVERSITY
FIRE SAFETY TRAINING PROGRAM –T106
1000 MORRIS AVENUE
UNION, NJ 07083
ATTN: NJ WEEKEND- D. Kierych

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
GENERAL ADMISSIONS APPLICATION SHORT FORM

See Reverse for
Privacy Act Statement

O.M.B. No. 1660-0100
Expires August 31, 2013

SECTION I - GENERAL INFORMATION

1. DATE OF BIRTH (Mo, Day, Yr.)	2. GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	3. U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO	If No, City and Country of Birth:
4a. ETHNICITY 1. <input type="checkbox"/> HISPANIC or LATINO 2. <input type="checkbox"/> NOT HISPANIC or LATINO	4b. RACE (Please check all that apply) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE 2. <input type="checkbox"/> ASIAN 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 4. <input type="checkbox"/> WHITE 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER		
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)			6. SOCIAL SECURITY NUMBER.
7. MAILING ADDRESS (Street, avenue, road no./city or town, and zip code)		8. WORK PHONE NO. ()	
		9. HOME PHONE NO. ()	
		10. FAX NO. ()	
		11. E-MAIL ADDRESS	
12a. COURSE CODE AND TITLE		12b. COURSE LOCATION	12c. DATE
13. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL CONSIDERATION DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, indicate & describe any special considerations required on a separate sheet)			

SECTION II - EMPLOYMENT INFORMATION

14a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED		14b. NFIRS # (NFA ONLY)	15. CURRENT POSITION AND NUMBER OF YEARS IN POSITION
16. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION		16b. ORGANIZATION	16c. CURRENT STATUS
16a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 2. <input type="checkbox"/> COUNTY GOVERNMENT 3. <input type="checkbox"/> CITY/TOWN/VILLAGE	4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) 6. <input type="checkbox"/> INDUSTRY/BUSINESS	7. <input type="checkbox"/> FOREIGN 8. <input type="checkbox"/> DHS/FEMA 9. <input type="checkbox"/> TRIBAL NATION	1. <input type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER 4. <input type="checkbox"/> DISASTER RESERVIST
		1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION	

SECTION III - ENDORSEMENT AND CERTIFICATION

17a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (U.S.C. 1001).

17b. 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 officer or designee.

17c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

17d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC and NTF. 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.

18a. SIGNATURE OF APPLICANT		18b. DATE
19. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION (NOT REQUIRED FOR SELF STUDY PROGRAMS)		
By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees.		
19a. SIGNATURE	19b. PRINTED NAME AND TITLE	19c. DATE
20. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE (NOT REQUIRED FOR SELF STUDY PROGRAMS)		
20a. SIGNATURE AND DATE (State Office)		20a. SIGNATURE AND DATE (FEMA Regional Office)
21. SUBMIT APPLICATION TO APPROPRIATE SPONSOR		

22a. DISPOSITION

ACCEPTED

REJECTED

20b. SIGNATURE OF REVIEWER

22c. DATE

EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, 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, as amended, Title 15 U.S.C., Sections 2201 et. seq.; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121, et. seq.; Title 44 U.S.C. Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

PURPOSES: To determine eligibility for participation in NFA and EMI courses. Information such as age, sex, and ancestral heritage are used for statistical purposes only.

USES: Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring states, local officials, or state agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

EFFECTS OF NONDISCLOSURE - Personal information is provided on a volunteer basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

Information Regarding Disclosure of Your Social Security Number Under PL 93-579, Section 7(b) - E.O. 9397 authorizes the collection of the SSN. The SSN is necessary because of the large number of individuals who have identical names and birth dates and whose identities can only be distinguished by the SSN. The SSN is used for record-keeping purposes, i.e., to ensure that your academic record is maintained accurately. Disclosure of the SSN is voluntary. However, if you do not provide your SSN, another number will be substituted, which will delay processing of your application or course certificate.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 6 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, and Paperwork Reduction Project (1670-0100). **NOTE: Do not send your completed form to the above address.**