

National Fire Academy-Sponsored 2-Day Off-Campus Course Information for State Fire Training Directors and Points of Contact

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

About our course offerings

[Browse the list of courses](#) available for delivery during our first semester. New courses may have been added or removed.

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

NFA-sponsored courses are delivered over 2 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 2-day off-campus courses require 1 NFA-approved instructor.

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.

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).

Bring Your Own Device initiative

The NFA has made significant progress in its effort to use electronic Student Manuals (SMs). Most NFA resident students now download an electronic SM to their own device before coming to campus. The use of Bring Your Own Device (otherwise known as BYOD) has proliferated through most of our resident classes, and we've found that it also provides students with an opportunity to read ahead and prepare themselves before coming to class.

To expand upon this effort, we are reaching out to see if the use of electronic SMs/BYOD is something your state can support.

There will be a checkbox on the Course Coordination Plan (CCP) to indicate if you will use the printed SMs or the digital version. You will select from the following options: "Electronic manuals will be used. Students will be notified to download" or "Hard copy manuals are required at this location."

In some cases, we realize that a Wi-Fi connection may not be available in the classroom, so your students would need to download the electronic SM before coming to class.

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



FEMA



U.S. Fire Administration
National Fire Academy

Questions?

2-day off-campus courses

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National Fire Academy-Sponsored 2-Day Off-Campus Course Delivery Requirements

State responsibilities

Course Coordination Plan (CCP) and shipping information

- Submit an accurate and complete 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.

Course materials shipment

The state is responsible for delivery of all course materials to the classroom site.

Post-course assessment

Provide NFA with feedback on the course delivery.

Host responsibilities

Student recruitment/application process

- Advertise the course and recruit/enroll students based on established student selection criteria. We will email the host **60 days** before the course starts to find out how many students are enrolled.
- Email a student roster with a minimum of 15 names to fema-nfa-outreachtraining@fema.dhs.gov at least **40 days** prior to the course start date to receive approval for course delivery. Failure to enroll the minimum number of students will result in course cancellation. Rescheduling is not permitted.
- Notify students of any precourse assignments. Assignments are due before the course begins.
- Inform students of any textbook requirements.
- Students must apply using the [General Admission's Application](#) available on the [NETC Online Admissions Application website](#). Ensure you complete all data elements. The online application will open the day after the class is added to the NFA schedule and be open 14 days after the class concludes. Failure to turn in an application will result in not receiving credit for the course. Students applying for training must have a FEMA Student Identification number.

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.



Course materials shipment

Verify receipt of the following materials 3 weeks prior to class delivery. If materials are missing, please contact fema-nfa-outreachtraining@fema.dhs.gov. Materials include:

- SMs (if applicable).
- Exams.
- Handouts.
- Student course evaluation cards.
- Course-specific support materials.

Class opening/classroom assistance

- Make welcoming remarks and introduce the contract instructor.
- Provide general classroom support during the course delivery.

Student evaluations and return of 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 NFA with feedback on the course delivery.

National Fire Academy certificates

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