

## **Course Call: March 2020**

### **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. During this open Course Call period, we are asking you to select courses that will be offered Jan. 1 through March 31, 2021.

#### **Tips for a successful Course Call**

The NFA six-day off-campus Course Call is open from March 1 through 31, 2020. Please select three course deliveries for your region.

If your state/region wishes to select all of the courses for the fiscal year (FY) at one time, you still have the option to do that.

See the following instructions:

- Select “N” coded courses offered during the NFA’s FY 2021.
- Attach a complete and accurate Course Coordination Plan (CCP) to each course you select.
- Double-check the course delivery site address in all places on the CCP for accuracy and make sure it has a nine-digit ZIP code.
- Email the NFA program manager about changes to the CCP prior to course delivery.

Remember:

Avoid scheduling a course during the following holidays.

- Nov. 26, 2020 — Thanksgiving Day
- Dec. 25, 2020 — Christmas Day
- Jan. 1, 2021 — New Year’s Day
- Jan. 18, 2021 — Martin Luther King Jr. Day
- Feb. 15, 2021 — President’s Day
- April 4, 2021 — Easter
- May 9, 2021 — Mother’s Day
- May 31, 2021 — Memorial Day
- June 20, 2021 — Father’s Day
- July 4, 2021 — Independence Day
- Sept. 6, 2021 — Labor Day

Select courses from your dashboard now →  
(Course Call closes March 31, 2020)

See also:

About our course offerings | Instructions for selecting courses | Contact us |  
Delivery requirements | Course list

## **About our course offerings**

Browse the list of courses available for delivery during our first semester. 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 six 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 six-day off-campus courses require two 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.

## **Instructions for selecting courses**

All Course Call requests are made through the “dashboard.” The maximum number of courses for the FY (Oct. 1, 2020, through Sept. 30, 2021) is three. If your state/region wishes to select all of the courses for the FY at one time, you still have the option to do that.

You should select only “N” coded courses (the courses you plan to conduct in your region).

When selecting course dates, please remember that scheduling on a holiday may affect student attendance.

## **Questions?**

Lori Welch  
301-447-1301  
[FEMA-NFA-OutreachTraining@fema.dhs.gov](mailto: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 Six-Day Off-Campus Course Delivery Requirements**

NFA six-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](mailto: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 three six-day courses per year.
- Request courses through the dashboard.

### **Course coordination plan/shipping information changes**

- Submit an accurate and complete CCP.
- Make sure all addresses have a nine-digit ZIP code.
- Notify [FEMA-NFA-OutreachTraining@fema.dhs.gov](mailto: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).
- Enroll students using FEMA Form 119-25-1, General Admissions Application. Each student must have a Student Identification Number (SID) on their application form.



- 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. 🧑🧑
- Sign and email/fax (NETCAdmissions@fema.dhs.gov/301-447-1441) completed applications packet to the National Emergency Training Center (NETC) Admissions Office 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. 🧑🧑
- Fax 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 log-on 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 will place all the course delivery materials in the NFA-supplied preaddressed, postage-paid envelope and return to the NFA. 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.

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 NETC Admissions Office will email certificates to students upon receipt of a letter-graded roster indicating successful completion of the course.

## Six-day Course List

Prerequisite requirements are listed on individual course webpages.

Course	Other important information
<b>Emergency Medical Services</b>	
N0158 — Emergency Medical Services: Quality Management	There is a pre-course assignment for the course.
<b>Leadership and Executive Development</b>	
N0335 — Administration of Public Assistance for Community Recovery	Course may require after-hours student work to complete required course activities. Multiple students from a given jurisdiction of surrounding areas is strongly encouraged.
N0645 — Leadership in Supervision	
N0763 — New Executive Chief Officer	
<b>Fire Prevention: Management</b>	
N0200 — Leadership Strategies for Community Risk Reduction	There is a pre-course assignment that is a graded activity for the course.
N0614 — Wildland Urban Interface: Fire-Adapted Communities	25 students maximum
N0629 — Youth Firesetting Prevention and Intervention	<p>The host site must arrange for students to interview children and/or adolescents. The interviewing segment is a critical part of the course and allows students to practice skills learned in class.</p> <p>There is a pre-course assignment students should bring to class. Students should be able to access National Fire Protection Association (NFPA) 1035 to review the Youth Firesetter Intervention Specialist and Program Manager portion of the standard.</p>
N0670 — Community Risk Reduction: A Policy Approach	
N0671 — Managing Effective Fire Prevention Programs	<p>There is a pre-course assignment to bring to class.</p> <p>Students should be able to access NFPA 1031, 1033, 1035 and 1037.</p>
<b>Fire Prevention: Public Education</b>	
N0378 — Demonstrating Your Community Risk Reduction Program's Worth	
N0673 — Service Area Risk Reduction	There is a pre-course assignment that is a graded activity for the course.

<b>Fire Prevention: Technical</b>	
N0390 — Fire Inspection Principles 1	25 students maximum
N0391 — Fire Inspection Principles 2: Inspection of Structures and Systems	25 students maximum
N0393 — Plans Review for Fire and Life Safety	20 students maximum
N0396 — Strategic and Tactical Considerations for Fire Protection Systems	25 students maximum
<b>Hazardous Materials</b>	
N0243 — Hazardous Materials Incident Management	
<b>Incident Management</b>	
N0314 — Command and Control of Fire Department Operations at Target Hazards	Course requests must be approved by the training specialist on an individual basis due to the simulation needs and the content needed to deliver the course effectively.
N0312 — Command and Control of Incident Operations	Course requests must be approved by the training specialist on an individual basis due to the simulation needs and the content needed to deliver the course effectively.
<b>Planning and Information Management</b>	
N0491 — National Fire Incident Reporting System: Program Management	
N0492 — Emergency Resource Deployment Planning (SOC)	