

Course Call: March 2020

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. The following information will assist you with selecting NFA **two-day off-campus (F coded) courses** for delivery in your state from Oct. 1, 2020 through Sept. 30, 2021.

Tips for a successful Course Call

Course Call is open March 1 through 31, 2020.

During this open Course Call period, you have the option of selecting your off-campus courses for the entire year or limiting your selection to courses that will be offered between Oct. 1, 2020 and March 31, 2021. You will have another opportunity to select off-campus courses for the second half of the year (April 1 through Sept. 30, 2021) when the second Course Call period opens in September 2020.

For the two-day on-campus State Weekend Program (SWP) courses, you **must** submit your first, second and third choice of dates for the **entire year**, along with the courses you plan to offer for that weekend. This will confirm that bed space is reserved for your weekend. These courses have a "W" code. We would recommend that you do not schedule your SWP during the month of October. If you do so, you run the risk of cancellation. In the past, several SWPs have been canceled in October due to budget issues, hurricanes, etc. If you schedule in October, and the weekend must be canceled due to unforeseen circumstances, we will do our best to assist you in rescheduling your weekend within the following 12 months. However, there is no guarantee of available bed space or that we can accommodate your request.

See the following instructions:

- Select a maximum of nine "F" and/or "W" coded courses for the fiscal year (Oct. 1, 2020 through Sept. 30, 2021).
- Email the NFA program manager about changes 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 | ACE policy | Train-the-Trainer offerings | Contact us | Course delivery requirements | Course list

About our course offerings

Browse the list of courses available for delivery during our first semester. New courses may have been added 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 required pre-course assignment(s).**

NFA-sponsored courses are delivered over two 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 two-day off-campus courses require one 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.

Instructions for selecting courses

All Course Call requests are made through the “dashboard.” The maximum number of “F” and/or “W” coded courses for the fiscal year (Oct. 1, 2020, through Sept. 30, 2021) is nine.

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

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).

Train-the-Trainer

Your state may request a Train-the-Trainer (T-t-T) offering as one of your nine deliveries of any course on the list. The target audience for a T-t-T includes training officers and state-approved instructors. Students in a T-t-T designated course must be individuals who are attending for purposes of teaching the course in the future. No mixed audiences are allowed as the purpose of a T-t-T is different than a traditional offering. A T-t-T designation request must occur at time of course call. NFA contract instructors may not be redirected nor self-choose to make an offering a T-t-T class. It is the state’s/local host’s responsibility to download the Instructor Guide from the dashboard and have it available for the T-t-T participants.

Contact the NFA instructor in advance to discuss the logistics and instructional delivery format of the course for a T-t-T delivery. If you would like to see the “T-t-T” designation included on the students’ certificates and transcripts, annotate this request on the cover sheet submitted with the applications.

Questions?

**Two-day off-campus
courses**

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

Attachment

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

State responsibilities

Course Coordination Plan and shipping information

- Submit an accurate and complete Course Coordination Plan (CCP).
- Make sure all addresses have a nine-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 feedback on the course delivery when requested by the NFA.

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 pre-course assignments. Assignments are due before the course begins.
- Inform students of any textbook requirements.
- Ensure each student completes a General Admissions Application form (Federal Emergency Management Agency (FEMA) Form 119-25-2). The application form and instructions are available on the U.S. Fire Administration's website.

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 three weeks prior to class delivery. If materials are missing, please contact FEMA-NFA-Outreachtraining@fema.dhs.gov. Materials include:

- Student Manuals (if applicable).
- Exams.
- Handouts.
- Student course evaluation cards.
- Student application forms (FEMA Form 119-25-2).
- 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 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 — students' application forms, 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. 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, pre-addressed 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 complete course materials packet to include a letter-graded roster indicating successful completion of the course.

Attachment Course List (Two-Day)

Prerequisite requirements are listed on individual course webpages.

Emergency Medical Services

F0166 — EMS Functions in ICS¹

Arson

F0770 — Fire Investigation: First Responders

Terrorism

F0549 — Emergency Response to Terrorism: Strategic Considerations¹

Leadership and Executive Development

F0520 — Executive Skills Series: Exercising Leadership Within Communities²

F0521 — Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change²

F0522 — Executive Skills Series: Exercising Leadership Through Difficult Conversations²

F0523 — Executive Skills Series: Exercising Leadership Ethically²

F0602 — Shaping the Future³

F0646 — Leadership in Supervision: Creating Environments for Professional Growth (new)³

F0647 — Leadership in Supervision: Perspectives in Thinking (new)³

F0648 — Leadership in Supervision: Frameworks to Success (new)³

F0760 — New Fire Chief: Challenging Issues

F0761 — New Fire Chief: Administrative Issues

F0762 — New Fire Chief: Contemporary Issues

Fire Prevention: Management

F0633 — Youth Firesetter Intervention Specialist¹

F0634 — Youth Firesetter Program Manager¹

F0635 — Best Practices in Community Risk Reduction

F0636 — Building Organizational Support for Community Risk Reduction¹

F0637 — Wildland Urban Interface: Fire-Adapted Communities — Introduction and Leadership, Course I⁴

F0638 — Wildland Urban Interface: Fire-Adapted Communities — Strategies for Developing a Fire-Adapted Community, Course II^{1, 4}

F0639 — Wildland Urban Interface: Fire-Adapted Communities — Developing a Community Wildfire Protection Plan, Course III^{1, 4}

Fire Prevention: Technical

- F0142 — Residential Sprinkler Plan Review
- F0193 — Campus Fire and Life Safety I: Risk Assessment¹
- F0194 — Campus Fire and Life Safety II: Public Education
- F0195 — Campus Fire and Life Safety III: Codes and Systems

Incident Management

- F0321 — Incident Command for Highrise Operations
- F0322 — Incident Command System for Structural Collapse Incidents
- F0376 — Incident Command System and Resource Management for the Fire Service
- F0455 — Strategy and Tactics for Initial Company Operations
- F0457 — Decision-Making for Initial Company Operations
- F0458 — Preparation for Initial Company Operations
- F0609 — Introduction to Unified Command for All-Hazard Incidents
- F0610 — Wildland Urban Interface Firefighting for the Structural Company Officer
- F0612 — Command and Control of Wildland Urban Interface Fire Operations for the Structural Chief Officer

Responder Health and Safety

- F0349 — Fire Service Safety Culture: Who Protects Firefighters From Firefighters?
- F0722 — Health and Safety Program Manager
- F0729 — Incident Safety Officer

¹ Prerequisite and/or pre-course assignment. Read the course description for details.

² Textbook required.

³ In-demand course; prerequisite for the NFA's Managing Officer Program.

⁴ Maximum of 25 students.