

**NEW JERSEY WEEKEND
AT THE
NATIONAL FIRE ACADEMY
APRIL 2-3, 2016**



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. **The deadline for receipt of the 2016 New Jersey Weekend application is February 5, 2016.**

If you are interested in attending this program, you must mail a check in the amount of \$38.81, made payable to "Kean University"; a completed application, FEMA Form 119 (short form); and the addendum on page 14.

A separate check must be included with each application. **NO VOUCHERS OR PURCHASE ORDERS WILL BE ACCEPTED.** 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

HOMELAND SECURITY/FEMA ID NUMBER (REQUIRED FOR PARTICIPATION)

New administrative procedures implemented by the U.S. Department of Homeland Security/FEMA require that all students must obtain a student ID number to attend any courses on campus, or receive credit through State delivery systems. The purpose is to remove the Social Security Number from their computer systems to safeguard sensitive data from being hacked within the Federal computer systems.

Students will need to obtain this number prior to submitting their 2016 NJ Weekend application to Kean University. This requirement will be enforced by DFS upon all who attend the NJ Weekend, and on all outreach program deliveries conducted in New Jersey. Failure to place the FEMA student ID number on the General Admissions Application will result in your application being returned, no exceptions will be made.

Once a student has received their FEMA Student Identification (SID) Number it becomes their permanent identification number for all National Fire Academy programs. Please visit <https://cdp.dhs.gov/femasid/> to request a new ID# or to retrieve an existing ID. After completing the **FEMA Form 119 (short form)**, 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) W121 (2) W290 (3) W349. The Division of Fire Safety reserves the right to place an applicant into any course delivered regardless of the course preferences.

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 **February 5, 2016**. **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. Applicants will receive notice of application receipt via email. All correspondence will be via email so it is the responsibility of the applicant to provide a correct email address in order to receive such correspondence. If you need to withdraw from this program, you must notify Kean University at 908-737-3060 or dkierych@kean.edu. **THE LAST DAY TO CANCEL REGISTRATION AND RECEIVE A REFUND IS FEBRUARY 19, 2016.**

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 as a first responder** 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 emailed. It is the responsibility of the applicant to provide a correct email address in order to receive correspondence.

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.

If you submitted an application for New Jersey Weekend and cannot attend, you **must** notify Kean University, via e-mail at dkierych@kean.edu. 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.

CHECK-IN

Check-in at the National Fire Academy takes place on **April 1, 2016** 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 at the Division of Fire Safety's table in the lobby of **Building C**.

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, 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 Building C, 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 one inch 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, BUILDING D

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. Hours: Friday 8:30 a.m. - 8:00 p.m., Saturday 10:00 a.m. - 8:00 p.m., Sunday 11:30 a.m. - 9:00 p.m. *Please note: Hours subject to change.*

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 or has been assigned to you by the Division of Fire Safety. 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.



NEW JERSEY WEEKEND 2016

APRIL 2-3, 2016

PROGRAM COURSE OFFERINGS

Award of CEU's: Each course delivered through the National Fire Academy (NFA) – New Jersey State Weekend is a two-day program of instruction and will receive from the NJ Division of Fire Safety 1.0 CEU's (Technical) towards renewal of a NJ State Fire Instructor certification. In addition, the following course codes will receive additional CEU's towards renewal of a Code Enforcement certification: W379, W522, W635, and W805.

Attendance Criteria: Student's must attend the full two-days of course instruction, and successfully complete assigned Prerequisite and Post-Course Requirements in order to receive credit. Where an exam is administered in a course, the student must obtain a grade of 70 or higher to pass the course.

POLITICS AND THE WHITE HELMET (W121)

This course is aimed at providing the chief officers in both fire service and EMS agencies with an overview of the ways to succeed and work within the local, county and state level political system to achieve positive results for their department. It will give the officer an improved insight into better ways to relate and speak to citizens and others to gain support and understanding of their needs for bond issues, tax votes, and general elections. Participants learn about successful approaches appropriate for government employees and volunteers. The course identifies successful tools needed to address the challenge necessary to bring about change, and how a department's culture of power, influence, negotiation, and coalition building is important to success. **Selection Criteria:** Key fire service personnel in positions of leadership and Company Officers or other ranks above Company Officer and those who seek to learn of new approaches to better deal with their community's fire and EMS challenges including departmental officers and leaders, operational and administrative, in the Nation's departments. The course is directed at persons who hold officer or leadership position in fire and EMS agencies. Open to all interested emergency services officers, including volunteer and career. **Prerequisites:** None. **Post-Course Requirements:** None.

Check List: Is currently or has previously served as an executive officer in a fire department or EMS organization. Executive officers will be defined as Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Battalion Fire Chief, EMS Chief or EMS Captain.

TRAINING OPERATIONS IN SMALL DEPARTMENTS (W290)

This course is designed to provide students with some basic tools and skills to coordinate training in a small fire/EMS organization. A training function in a smaller department typically may include conducting training drills and coordinating training with a nearby larger city or State training function. Course content includes: Leadership issues in fire service training, such as why and how the local training officer must be a catalyst for change, and personal motivators within the department; Identifying the legal issues affecting the training function, including an understanding of a standard of care, and the impact of OSHA and NFPA standards; Safety considerations in training; Marketing training internally; Identifying ways to justify training needs; Resolving training conflicts using appropriate conflict resolution techniques; Selecting and evaluating training curriculum and materials from outside sources; and, Effective delivery and evaluation of training. **Selection Criteria:** Fire and rescue personnel who coordinate training in small departments; Volunteer firefighters and officers who instruct in small fire and rescue departments; Fire personnel serving on training committees; and, Training officers in volunteer fire departments. NOTE: Students who have taken NFA's Challenges for Local Training Officers through the Volunteer Incentive Program are not encouraged to take NFA's Training Operations in Small Departments. **Prerequisites:** None. **Post-Course Requirements:** None.

Check List: Must hold a valid Fire Instructor certification issued by DFS or be a senior firefighter within the fire department, and is currently or has previously served as a company training officer, or has coordinated training programs in a small fire department.

FIRE SERVICE SAFETY CULTURE: WHO PROTECTS FIREFIGHTERS FROM FIREFIGHTERS (W349)

This course will assist fire service personnel identify their present fire service safety culture, explain how culture drives safety behavior, identify risk management strategies, and develop a fire service safety culture intervention plan to reduce injury and death to firefighters in their organization. The course content includes National Institute of Occupational Safety and Health (NIOSH) Fire Fighter Fatality Investigation and Prevention Program reports, organizational change and leadership models, and risk control systems. The learning methods include case studies, problem solving, and strategic and tactical planning that are used in individual, small group, and class activities. **Selection Criteria:** Key fire service personnel in the position of leadership and the Company Officers who are the agents of change within all types and sizes of fire departments. Attendees should possess effective oral and written communication skills with some experience in public speaking. **Prerequisites:** None. **Post-Course Requirements:** None.

Check List: Is currently or has previously served as an executive officer in a fire department as Fire Chief, Deputy Fire Chief, Assistant Fire Chief or Battalion Fire Chief.

INCIDENT COMMAND SYSTEMS AND RESOURCE MANAGEMENT FOR THE FIRE SERVICE (W376)

This is a significantly revised program which provides students with an understanding of the Incident Command System (ICS) and Resource Management for the Fire Service and their application in both emergency and nonemergency situations. This course addresses the need for an ICS, an overview of the structure and flexibility of ICS, and an understanding of the command skills necessary to function effectively in an ICS structure and the need to effectively manage your resources. **Selection Criteria:** All first responders with responsibilities to use, deploy, implement, and/or function within an ICS and Resource Management. **Prerequisites:** None. **Post-Course Requirements:** None.

Check List: Is currently or has previously served as Incident Commander during emergency operations for a fire department. Note: This course will be accepted by the Division of Fire Safety as meeting the IMS I-100 and IMS I-200 course equivalency.

INITIAL FIRE INVESTIGATION FOR FIRST RESPONDERS (W379)

This course is designed specifically to provide a clear definition of the role of the first responder in arson detection and provide essential knowledge to enable them to recognize the potential of intentionally set fires, preservation and protection of evidence, and proper reporting of information to appropriate officials. By strengthening the partnership between first responders and investigators, the chances for successfully solving arson-related crimes will increase. The course includes topics such as fire behavior, critical observations of the first responder, fire causes, scene security and evidence preservation, legal considerations, and documentation of findings. This course is designed for all fire personnel who might conduct preliminary investigations into the origin and cause of fires.

Interested students must complete Initial Fire Investigation for First Responders (Q0379) available through NFA Online at <https://nfa.plateau.com/learning/user/nativelogin.do> prior to participating in this classroom based course. Students who do not complete this requisite course requirement will not be issued a National Fire Academy completion certificate, or be issued credit by the Division of Fire Safety. **Selection Criteria:** Fire personnel who respond to fires or might conduct preliminary investigations into the origin and cause of fires. **Prerequisites:** 1) Has completed an ICS 100 level and classroom delivered ICS 200 level training. Preferred courses are Q462 and Q463 available through NFA Online at www.usfa.dhs.gov/nfa/nfaonline. Chief's signature attests that the applicant has completed this required training. 2) Initial Fire Investigation for First Responders (Q0379) available through NFA Online at <https://nfa.plateau.com/learning/user/nativelogin.do>. Note: You will not be permitted to attend this class if you do not complete this prerequisite requirement. **Post-Course Requirements:** None.

Check List: Is currently or has previously served as a structural firefighter certified by the Division of Fire Safety.

EXECUTIVE SKILLS SERIES: EXERCISING LEADERSHIP THROUGH DIFFICULT CONVERSATIONS (W522)

The goal of this course is for the participant to identify and apply skills for having difficult conversations as they relate to exercising leadership when addressing adaptive challenges. **Selection Criteria:** The primary target audience is fire and emergency service personnel in positions of authority (executive level officers) who have an opportunity to exercise leadership. **Prerequisites:** None. **Post-Course Requirements:** None.

Check List: Is currently or has previously served as a fire officer in a fire department as Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Battalion Fire Chief, Captain or Lieutenant.

BEST PRACTICES IN COMMUNITY RISK REDUCTION (W635)

Best Practices in Community Risk Reduction demonstrates to students nationally recognized principles that, when used appropriately, can lead to community risk reduction programs that can measure success in local communities. This course will give students the opportunity to explore programs from communities across the U.S. that have been showcased at Vision 20/20 symposiums. These programs demonstrate what nationally recognized organizations identify as examples of “best practices” in community risk reduction. **Selection Criteria:** The target audience for this course may include the following: Fire and emergency services personnel who help develop and deliver fire prevention and community risk reduction programs; Fire and emergency services staff with an interest in advancing risk reduction efforts in their community; allied health and community service personnel who help develop and deliver risk reduction programs. **Prerequisites:** There is a pre-course assignment due one week before class that should take about 1 hour to complete. The student pre-course materials can be accessed at http://nfa.usfa.dhs.gov/ax/pcm/pcm_f0635.pdf. **Post-Course Requirements:** At the end of the course learners will be evaluated through a 25 question multiple choice examination. A final grade will be provided to each student. The minimum score needed to pass is 70.

Check List: Fire department members who have interest to assist with community risk reduction programs and initiatives.

NEW FIRE CHIEF II: ADMINISTRATIVE ISSUES (W761)

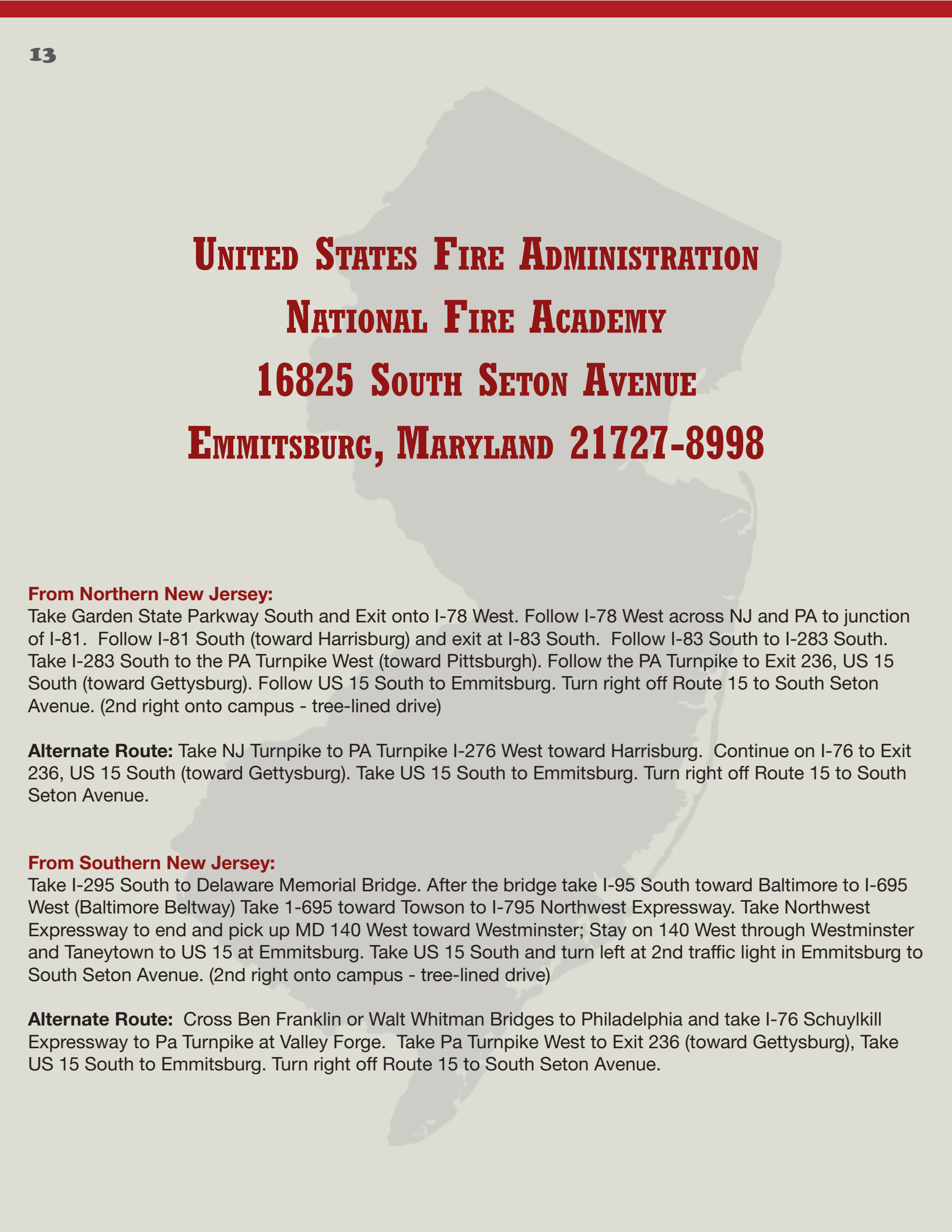
The goal of this course is to provide students the managerial, administrative and leadership skills and awareness necessary for new or recently appointed or elected Chiefs to effectively meet their obligations of the position. **Selection Criteria:** The course is designed for the newly appointed Fire Chief in Volunteer, Combination or Career fire departments. **Prerequisites:** None. **Post-Course Requirements:** None.

Check List: Must be an elected or appointed Fire Chief within a Fire Department.

LEADERSHIP III FOR FIRE AND EMS: STRATEGIES FOR SUPERVISORY SUCCESS (W805)

This course provides the fire company officer and EMS with the basic leadership skills and tools to perform effectively in the fire service environment. The course covers when and how to delegate to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and apply coaching/ motivating techniques. **Selection Criteria:** Fire officers; fire service personnel due for promotion/appointment to fire officer rank or supervisory position within 6 months; or, training officers, staff, or administrative officers of a fire department. **Prerequisites:** None. **Post-Course Requirements:** None.

Check List: Must be currently or have previously served as an EMS Chief, EMS Captain, Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Battalion Fire Chief, Captain or Lieutenant within a Fire Department.



**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 (REQUIRED): _____

FEMA Student Identification Number (SID) (REQUIRED): _____

Fire Department/Government Agency: _____

Current Rank/Position: _____

Years in Current Rank/Position: _____

Please check all boxes that apply to your position:

- Fire Officer Fire Chief Deputy Fire Chief Assistant Fire Chief Battalion Fire Chief
 FD Captain FD Lieutenant Firefighter EMS Training Officer

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, & 19c Chief/Director approved by signing his/her name and printed his/her name, title and date.
- Completed the information requested on this addendum.
- Enclosed an individual check or money order for \$38.81 payable to 'Kean University' for each application.

No vouchers or purchase orders will be accepted.

MAIL CHECK AND COMPLETED APPLICATION TO:

KEAN UNIVERSITY
 FIRE TRAINING SAFETY PROGRAM - L145
 1000 MORRIS AVENUE
 UNION, NJ 07083
 ATTENTION: 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 November 30, 2016

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 <input type="checkbox"/> PERMANENT RESIDENT		If No, City and Country of Birth:	
4. RACE (Please check all that apply) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN 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						4a. ETHNICITY <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> NOT HISPANIC or LATINO	
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)						6. STUDENT IDENTIFICATION (SID) NUMBER	
7. HOME MAILING ADDRESS (Street, avenue, road no., P.O. box/city or town, and zip code)				8. Work Phone Number: _____			
				9. Home Phone Number: _____			
				10. FAX Number: _____			
				11. E-MAIL ADDRESS _____			
12a. ENTER 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 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP 7. <input type="checkbox"/> FOREIGN 2. <input type="checkbox"/> COUNTY GOVERNMENT 5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS) 8. <input type="checkbox"/> DHS/FEMA 3. <input type="checkbox"/> CITY/TOWN/VILLAGE 6. <input type="checkbox"/> INDUSTRY/BUSINESS 9. <input type="checkbox"/> TRIBAL NATION			1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION		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

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, gender, 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)		20b. SIGNATURE AND DATE (FEMA Regional Office)
21. SUBMIT APPLICATION TO APPROPRIATE SPONSOR		

22a. DISPOSITION

ACCEPTED REJECTED

22b. SIGNATURE OF REVIEWER

22c. DATE

EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, 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, gender, 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 voluntary 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.

PAPERWORK BURDEN DISCLOSURE NOTICE

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