



U.S. Fire Administration

Community Education Leadership — One Week

(R0353) Nov. 29-Dec. 4, 2015



FEMA



Stopping fires **before** they become fires

Please join us for the U.S. Fire Administration (USFA) class

COMMUNITY EDUCATION LEADERSHIP — ONE WEEK

(R0353) Dates: Nov. 29-Dec. 4, 2015

This six-day course teaches students contemporary leadership elements necessary for successful comprehensive community safety education, including striving for personal commitment in community safety education and obtaining organizational and community support. The course teaches students to identify community issues and diverse target populations and how to select appropriate methods for reaching diverse groups. Students learn to address the most critical fire and life safety issues for a community and write measurable performance objectives.

The course is designed for interactivity and sharing of ideas. For example, students share their evaluation plans for a community risk issue and discover strategies to maximize community resources.

Throughout the course, students work on culminating activities relating to community safety education in their own organization and community. Class and instructor feedback is a critical component of the evaluation process. Three short exams provide the students with validation of learning. Students share their culminating activities with the class at the end of the session.

As with many resident courses, students are asked to bring and share new or unique prevention programs from their organization or within their community.

Note: Students who have taken the two-week “Community Education Leadership” (CEL) or the CEL-VIP are not eligible to take this course.

Student Selection Criteria: Students must be coordinators of their organization’s public or community safety education function. Personnel in small departments and state or local fire organization personnel who serve on a prevention committee are also ideal candidates.

If unclear about student stipend eligibility, students should check with the National Emergency Training Center (NETC) Admissions Office.

ACE Recommendation: In the lower division baccalaureate/associate degree category, or upper division baccalaureate degree category, three semester hours in fire science.

Mandatory Prerequisite for ALL National Fire Academy (NFA) Courses:

ALL NFA resident students must complete ICS-100-level and ICS-200-level training BEFORE they arrive at the NETC. While we prefer that students complete the Q0462 and Q0463 courses available through NFA Online at www.usfa.fema.gov/nfa/nfaonline/, we will accept other National Incident Management System-compliant equivalent training as provided by state or federal agencies. The fire chief’s signature on the application attests that the applicant has completed this required prerequisite training. **No entry for this prerequisite is necessary on applicant’s application.**

Gerry N. Bassett 301-447-1094
USFA/NFA

IMPORTANT— New Student Identification Number

NFA can no longer use Social Security Numbers in our paper or online application process. We do, however, need a unique identifier that will allow us to record class registration, send acceptance and rejection notifications, provide stipend reimbursement (when appropriate), and record course performance and transcripts.

The explanation is provided on this website:

<https://cdp.dhs.gov/femasid>.

Application Period Dates:

April 15-June 15, 2015

Please Note: The first semester of Fiscal Year 2016 runs from Oct. 1, 2015, to March 31, 2016. Applications for this semester must be postmarked between April 15 and June 15, 2015. Applications received before April 15 or after June 15, 2015, will be returned to the applicant. Students must reapply for the next semester courses if they are not accepted for the first semester. No applications will be carried over.

Mail Applications to:

Office of Admissions
USFA/Department of Homeland Security
16825 South Seton Ave. • Emmitsburg, MD 21727

Office of Admissions Phone: 301-447-1035

Office of Admissions Fax: 301-447-1441

(Applications are accepted via fax within the deadline.)

USFA website: www.usfa.fema.gov

The General Admission Application 119-25-1 for resident courses can also be obtained from the USFA website at

www.usfa.fema.gov/nfa/about/attend/apply.shtm.

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
GENERAL ADMISSIONS APPLICATION

See Reverse for
 Privacy Act Statement

O.M.B. No. 1660-0100
Expires November 30, 2016

SECTION I - GENERAL INFORMATION		1. U.S. Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PERMANENT RESIDENT		If No, City and Country of Birth: _____			
2. NAME (Last, First, Middle Initial, Suffix)			3. STUDENT IDENTIFICATION (SID) NUMBER				
4. HOME MAILING ADDRESS (Street, avenue, road no, P.O. box/city or town, state, and zip code)		5. WORK PHONE NO. ()		6. HOME PHONE NO. ()			
		7. FAX NO. ()		8. E-MAIL ADDRESS:			
		9a. ENTER COURSE CODE AND TITLE: (If you wish to apply for more than one course, please attach a sheet of paper to this application)		9b. COURSE LOCATION		9c. DATES REQUESTED (Please give three choices)	
		10. COMPLETE THE ITEMS BELOW REGARDING THE PREREQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING					
INSTITUTION		DEGREE/CERTIFICATE		DATE EARNED			
				COURSE/FIELD OF STUDY			
11. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe & indicate any special assistance required on a separate sheet)							
SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION							
12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED			12b. NFIRS # (NFA STUDENTS ONLY)	13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION			
14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION							
14 a. JURISDICTION		14 b. ORGANIZATION		15. CURRENT STATUS			
1. <input type="checkbox"/> STATEWIDE		1. <input type="checkbox"/> ALL CAREER		1. <input type="checkbox"/> PAID FULL TIME			
2. <input type="checkbox"/> COUNTY GOVERNMENT		2. <input type="checkbox"/> ALL VOLUNTEER		2. <input type="checkbox"/> PAID PART TIME			
3. <input type="checkbox"/> CITY/TOWN/VILLAGE		3. <input type="checkbox"/> COMBINATION		3. <input type="checkbox"/> VOLUNTEER			
4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP				4. <input type="checkbox"/> DISASTER RESERVIST			
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							
16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented and indicate your position. If you need more space, please attach a sheet to this application.							
17. CHECK ONE BOX IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE.							
17a. PRIMARY RESPONSIBILITY		17b. TYPE OF EXPERIENCE		17c. NUMBER OF YEARS OF EXPERIENCE _____			
1. <input type="checkbox"/> MANAGEMENT		1. <input type="checkbox"/> INCIDENT COMMAND		17d. SIZE OF DEPARTMENT _____			
2. <input type="checkbox"/> TRAINING/EDUCATION		2. <input type="checkbox"/> ADMINISTRATION/STAFF SUPPORT		17e. BUSINESS TYPE			
3. <input type="checkbox"/> SCIENTIFIC/ENGINEERING		3. <input type="checkbox"/> SUPERVISION		1. <input type="checkbox"/> GOVERNMENT			
4. <input type="checkbox"/> INVESTIGATION		4. <input type="checkbox"/> BUDGET/PLANNING		2. <input type="checkbox"/> EDUCATION			
5. <input type="checkbox"/> FIRE PREVENTION		5. <input type="checkbox"/> PROGRAM DEVELOPMENT/DELIVERY		3. <input type="checkbox"/> FIRE SERVICE			
6. <input type="checkbox"/> FIRE SUPPRESSION		6. <input type="checkbox"/> COORDINATION/LIAISON		4. <input type="checkbox"/> LAW ENFORCEMENT			
7. <input type="checkbox"/> PROGRAM/ACTIVITY		7. <input type="checkbox"/> PUBLIC EDUCATION		5. <input type="checkbox"/> VOLUNTEER AGENCY			
8. <input type="checkbox"/> HEALTH		8. <input type="checkbox"/> CODE DEVELOPMENT		6. <input type="checkbox"/> EMERGENCY MANAGEMENT			
9. <input type="checkbox"/> PUBLIC WORKS		9. <input type="checkbox"/> CODE ENFORCEMENT/INSPECTION		7. <input type="checkbox"/> HEALTH CARE			
10. <input type="checkbox"/> DISASTER RESPONSE/RECOVERY		10. <input type="checkbox"/> SUPPORT SERVICES		8. <input type="checkbox"/> PUBLIC WORKS			
11. <input type="checkbox"/> EMERGENCY MEDICAL SERVICE		11. <input type="checkbox"/> RESEARCH AND DEVELOPMENT					
12. <input type="checkbox"/> HAZARD MITIGATION		12. <input type="checkbox"/> ARSON					
13. <input type="checkbox"/> EMERGENCY PREPAREDNESS		13. <input type="checkbox"/> LAW ENFORCEMENT					
14. <input type="checkbox"/> OTHER (Specify) _____		14. <input type="checkbox"/> DESIGN AND PLANNING					
		15. <input type="checkbox"/> OTHER (Specify) _____					
18. DATE OF BIRTH			19. GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female				
20. RACE (Please check all that apply)				20a. Ethnicity			
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE				<input type="checkbox"/> HISPANIC or LATINO			
2. <input type="checkbox"/> ASIAN				<input type="checkbox"/> NOT HISPANIC or LATINO			
3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN							
4. <input type="checkbox"/> WHITE							
5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER							

SECTION III - ENDORSEMENT AND CERTIFICATION

21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).

21b. 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 or designee.

21c. 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.

21d. 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.

SIGNATURE OF APPLICANT

DATE

22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION

"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."

22a. SIGNATURE

22b. PRINTED NAME AND TITLE

23. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE:

23a. SIGNATURE AND DATE (State Office)

23b. SIGNATURE AND DATE (FEMA Regional Office)

24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO:

**NATIONAL EMERGENCY TRAINING CENTER
OFFICE OF ADMISSIONS, BLDG. I-216
16825 SOUTH SETON AVENUE
EMMITSBURG, MD. 21727**

24b. FOR EMI COURSES DELIVERED AT NETC, MWEOC, OR NTF SUBMIT APPLICATION THROUGH THE APPROPRIATE STATE EMERGENCY MANAGEMENT COORDINATOR OR FEMA REGIONAL TRAINING MANAGER TO NETC.

24c. FOR FIELD PROGRAM COURSES, SUBMIT APPLICATION TO APPROPRIATE SPONSOR.

25. DISPOSITION

ACCEPTED

REJECTED

SIGNATURE OF REVIEWER

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

Public reporting burden for this data collection is estimated to average 9 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100) **NOTE: Do not send your completed form to this address.**