



FEMA

TO: State Training Directors and TRADE Regional Co-Chairs

FROM: Terry Glunt
Program Manager
NFA Sponsored 6- and 10-Day Off-Campus Program

SUBJECT: FY13 6- and 10-Day Off-Campus Delivery Course Selection

We are pleased to provide to you our FY13 NFA 6- and 10-Day NFA Sponsored Off-Campus offerings. Please select **three course deliveries and one alternate course delivery** for your Region. The deliveries will run from **January 1, 2013, through September 30, 2013.**

The Off-Campus 6- and 10-Day Program Manager will monitor the student counts prior to the delivery date of the class. A maximum of 30 students and a minimum of 20 students will be required. Preferably, 25 students will be enrolled.

At 60 days before the start of class, you will be notified if an insufficient number of applicants are registered for the class. At 40 days prior to the start of class, a determination will be made to allow or cancel the class.

Please examine this material carefully. If you have any questions, feel free to contact me at your convenience. I can be reached via telephone (301) 447-1402 or by email at FEMA-NFA-OutreachTraining@dhs.gov I look forward to working with you this year. Thank you for your continued support of the NFA Sponsored Off-Campus Delivery Program.

UNITED STATES FIRE ADMINISTRATION

NATIONAL FIRE ACADEMY

NFA Sponsored 6- and 10-Day Off-Campus Course Delivery Requirements

National Fire Academy (NFA) off-campus courses are sponsored by Federal Emergency Management Agency (FEMA) Regional Training Resources and Data Exchange (TRADE) representatives. These courses are designed for full 6- and 10-day deliveries. Contact hours do not include time for Administrative activities (introductions, breaks, meals, exams, evaluations, etc.). **The course timeframe may not be altered by the State or the contract instructor.**

A successful NFA off-campus course delivery depends, to a great extent, on both the support provided by the sponsoring organization and the quality of instructional delivery. Should additional information or assistance be needed, please contact the 6- and 10-day Off-Campus Program Manager: Terry Glunt (301) 447-1402; email FEMA-NFA-Outreach Training@fema.dhs.gov

NFA Regional TRADE Representative, State, and Local Host Responsibilities

Course Call

The NFA Regional TRADE representative in conjunction with the State Training Director whose State is hosting the class shall participate in the yearly course call process selecting up to three 6- and 10-day courses. This selection shall be requested via the course call process by either the TRADE representative or the State Training Director in collaboration with each other.

Course Coordination Plan and Shipping Information Changes

It is the NFA Regional TRADE representative's responsibility to ensure that the NFA Program Manager has the correct information on the submitted Course Coordination Plan (CCP). If any information on the submitted forms has changed, notification of such changes should be submitted prior to the course delivery. Please make sure information on all forms include the **complete address with a 9-digit ZIP code.**

Student Recruitment and Selection

- The NFA Regional TRADE representative, State Training Director, and local host shall recruit students for course delivery based on student selection criteria described within the Course Information Sheets.

- Have each student complete an application form (FEMA Form 119-25-1). All data elements must be filled in to ensure our student recordkeeping is accurate. **The State Training Director whose State is sponsoring the requested course shall approve each application prior to forwarding them to the NFA.**
- NFA subscribes to the American Council on Education (ACE) for academic review of its classes and programs. ACE has new rules that affect NFA and its future students, the most significant being that grades will now be required for all 2-, 6-, and 10-day courses. This means greater course rigor and documentation for assessing student learning. For more information, these changes can be found at www.usfa.fema.gov/media/press/2011releases/102011.shtm or on your course call dashboard.

Roster/Application Procedures

NFA-sponsored 6- and 10-day TRADE off-campus student applications must be received by the NFA Admissions Office (fax 301-447-1601) **no later than 40 days prior to the course start date**. The minimum number required to hold a course offering is 20 students. The Off-Campus Program Manager will work with the TRADE representative to make a final decision to allow a delivery based on the total application count received.

Host and Instructor Interface

- Host will provide the NFA Instructor suggested lodging within the CCP and may assist with making reservations for local lodging. Information on lodging and classroom facilities must match the submitted CCP. **Please note:** The NFA is not responsible for lodging cancellation fees. In order to avoid potential financial penalties, when assisting instructors with their lodging reservations, you need to be aware of the local lodging cancellation policy and share this information with your instructor(s).
- The State is responsible for providing ground transportation for the instructor from the airport to the lodging facility to class site and return to the airport unless other mutual arrangements have been made. The airport listed on the CCP will be where the State should plan to pick up the instructor unless other arrangements have been made between the instructor and host.
- The local host will provide adequate classroom facilities and audiovisual equipment for course delivery.
- The local host and instructor will coordinate the classroom site visit, classroom setup, check course materials, and support for the instructor via communication with the instructor 30 days prior to class.

- The host will provide introductory remarks and introduce the contract instructor using the biography provided.
- The host will provide personnel support to distribute student material, assist with operation of instructional equipment, distribute and collect student exams, course evaluation forms, and provide other general classroom support.

Course Materials Shipment

- Once a pre-count roster with a minimum of 20 names is received from the NFA Admissions Office, the NFA Program Manager will authorize delivery of the course and shipment of classroom materials.
- The NFA contractor will email the local host advising shipping date and material contents.
- The State and/or local host are responsible for delivery of all course materials to the classroom site and verification via a return email to the NFA contractor of materials received. Shipments shall include
 - Student Manuals (SMs) as applicable,
 - exams,
 - handout materials,
 - registration roster,
 - student course evaluations,
 - name tents, and
 - instructor's biography (available via the Course Call Dashboard).

Student Evaluations

- The State and/or local host(s) are responsible for distribution and collection of all NFA student evaluation forms shipped with the classroom materials. Students can use pencil or pen (black/blue ink) to complete the evaluation forms.
- Completed student evaluation forms are not to be reviewed by instructors.
- The State and/or local host will seal all student evaluation forms and the return cover sheet within the NFA postage-paid pre-addressed envelope and mail the envelope to the NFA's Training Evaluation Center.

NFA Contract Instructor Responsibilities

- Communicate and coordinate course delivery with the Local Host at least 30 days prior to delivery.
- Keep NFA Program Manager apprised of any changes, issues, or assistance needed.
- Provide guidance on student evaluation completion. Items such as instructor(s) name, course number, course name, etc may be placed on a chalkboard or easel for student usage.
- Administer, review, correct, and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics; maintain security over all teaching materials (e.g., tests, answer keys, answer sheets, and student grades); submit the recorded scores/grades to the Training Specialist and/or Program Manager at the end of the course delivery in accordance with the form and procedures developed for each course **and in accordance with the implementation of the new ACE guidelines. Note:** These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.
- Meet with students who wish to appeal their end-of-course grades and notify the Training Specialist and/or Program Manager before the meeting is conducted. (For off-campus courses, notify the local site representative.)
- Return all quizzes, tests, final exams, written assignments, papers, etc., to students after the scores/grades have been formally recorded.
- Return student stipend request forms to the NETC Admissions Office in the pre-addressed pre-paid envelope

State/Local Host/Instructor Post-course Assessment

A follow up email will be sent to the State/local host after delivery asking for comments/feedback. This email response should be sent to the FEMA-NFA-OutreachTraining@fema.dhs.gov mailbox.

Student Stipend

To help offset attendee costs for mileage and/or lodging, a stipend for actual costs not to exceed \$100 per week will be authorized per student; i.e., a 1-week course will allow up to \$100, while a 2-week course will allow up to \$200. Mileage will be calculated at the Federal rate at the time of submission (it is currently \$0.51 per mile, but changes occasionally). For students who commute together only one stipend will be authorized for the individual who completes the stipend agreement accompanied by mileage verification.

All stipends will be processed directly by each student **after** course completion. All stipend agreements must be completed and turned into the course instructors by the end of the class. Stipend reimbursement will be denied if forms are not received within 60 days from the start date of the class. (**Note:** Students will be sent a stipend reimbursement form with their acceptance information from the NFA.)

Electronic Direct Deposit

In our effort to provide faster service to students and site hosts, we now require electronic direct deposits for both student stipends and site support cost reimbursements.

In order to receive reimbursement, each student must complete a student stipend agreement form, a mileage reimbursement form, and provide a copy of a voided blank check from their checking account along with these documents. Attached are samples of these documents for your information. If any student does not have a checking account, a savings account number will be acceptable for direct deposit. If students do not have a savings or checking account, a letter advising of such must accompany the completed stipend forms, including full name, Social Security number, and mailing address. At the conclusion of your NFA Sponsored Off-Campus delivery, all completed forms should be forwarded to the NFA by the course Instructors at NETC Admissions, National Fire Academy, 16825 South Seton Avenue, Emmitsburg, MD 21727.

NFA SPONSORED OFF-CAMPUS 6- AND 10-DAY OFF-CAMPUS PROGRAMS

Emergency Medical Services

Emergency Medical Services: Quality Management	EMS:QM	N158	6 days
*EMS Incident Operations	EMSIO	N847	6 days
*Management of Emergency Medical Services	MEMS	N150	10 days
*Advanced Leadership Issues in Emergency Medical Services	ALIEMS	N151	10 days

Executive Development

*Leadership and Administration	LAA	N810	6 days
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Fire and Arson Investigation

Fire Cause Determination for Company Officers (Revised 2012)	FCDCO	N811	6 days
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Incident Management

Command and Control of Fire Department Operations at Target Hazards	CCTH	N825	6days
Command and Control of Incident Operations	CCIO	N831	6 days
Fire Protection Systems for Emergency Operations	FPSEO	N227	6 days

Hazardous Materials

Hazardous Materials Incident Management	HMIM	N814	6 days
Advanced Life Support Response to Hazardous Materials Incidents	ALSRHMI	N247	10 days
Chemistry for Emergency Response	CER	N233	10 days
Hazardous Materials Operating Site Practices	HMOSP	N229	10 days

Fire Prevention: Public Education

Presenting Effective Public Education Programs	PEPEP	N826	6 days
Leading Community Fire Prevention	LCFP	N823	6 days
*Changing American Family at Risk	CAFR	N348	6 days
*Community Education Leadership	CLE	N816	6 days
Leadership Strategies for Community Risk Reductions	LSCRR	N833	6 days

Fire Prevention: Technical

Evaluating Performance-Based Designs	EPBD	N108	6 days
Fire Protection for the Built Environment	FPBE	N135	6 days
Fire Protection Systems for Emergency Operations	FPSEO	N227	6 days
Fire Inspection Principles	FIP	N220	10 days

Management Science

Administration of Public Assistance for Community Recovery	APACR	N335	6 days
*Management Strategies for Success	MSS	N824	6 days
*Strategic Organizational Issues in Fire and Emergency Medical Services	SOIFEMS	N331	10 days
*Effective Leadership Skills for Fire and Emergency Medical Services Organizations	ELSFEMSO	N332	10 days
*Communications for Emergency Services Success	CESS	N107	10 days

Planning and Information Management

Partnering for Fire Defense and Emergency Services Planning	PFDESP	N508	6 days
Fire and Emergency Service Pre-disaster Long-Term Recovery Planning	FESPLTRP	N526	6 days
National Fire Incident Reporting System: Program Manager	NFIRS:PM	N491	6days

Responder Safety and Health

Safety Program Operations

SPO

N822

6 days

Training Programs

Challenges for Local Training Officers

CLTO

N815

6 days

*new deliveries