Off-Campus Delivery of NFA-Sponsored Courses (F coded courses)

Within 10 days of delivery, please mail this completed form and completed applications to:

**National Fire Academy
Attn: Kellie Spalding
16825 South Seton Avenue, Bldg. J
Emmitsburg, Maryland 21727**

NFA Sponsored (NFA provides instructors & materials)
2-Day (F coded) _____

Course code and title: _____

Course start date: _____
Course end date: _____
Dates of course: _____
Course length (hours/days): _____
Delivery site (city/state): _____
Instructor Name: _____
Number of students: _____
Point of contact/phone #: _____
Point of contact email: _____

Instructors: Please assure that all applications contain the following:

- **FEMA Student Identification (SID) Number. This number is required in order for the application to be entered. Failure to provide this number may result in the student not receiving credit for the course. If the student needs assistance, please have them contact the SID HelpDesk at femasidhelpdesk@cdpemail.dhs.gov or by calling 866-291-0696.**

- **Email address. The student's email is required because certificates are emailed directly to the student after the application has been entered in the admissions database.**

Admissions Use Only

Date Applications Received: _____

Off-Campus Delivery of NFA-Sponsored Courses (N coded courses)

Within 10 days of delivery, please mail this completed form and completed packets to:

**National Fire Academy
Attn: Kellie Spalding
16825 South Seton Avenue, Bldg. J
Emmitsburg, Maryland 21727**

NFA Sponsored (NFA provides instructors & materials)
6-Day (N coded) _____ (applications previously submitted for N coded courses)

Course code and title: _____

Course start date: _____
Course end date: _____
Dates of course: _____
Course length (hours/days): _____
Delivery site (city/state): _____
Instructor Name: _____
Number of students: _____
Point of contact/phone #: _____
Point of contact email: _____

Instructors: Please assure that all applications contain the following:

- **FEMA Student Identification (SID) Number. This number is required in order for the application to be entered. Failure to provide this number may result in the student not receiving credit for the course. If the student needs assistance, please have them contact the SID HelpDesk at femasidhelpdesk@cdpemail.dhs.gov or by calling 866-291-0696.**

- **Email address. The student's email is required because certificates are emailed directly to the student after the application has been entered in the admissions database.**

Admissions Use Only

Date Applications Received: _____

NATIONAL FIRE ACADEMY
Application Cover Sheet – Off-campus courses

NFA State/Local Partner Sponsored and Approved courses
(O coded courses/Y coded courses)

Within 10 days of delivery, please mail this completed form and completed applications to:

NETC Admissions Office
16825 South Seton Avenue, Bldg. I
Emmitsburg, Maryland 21727

State/Local Partner Sponsored (State provides instructors; they teach NFA developed courses). All State/local partner sponsored 2, 6, and 10 day courses will now be coded with the letter designation of "**O**" for off-site.

Approved courses are coded as "**Y**". (These are State developed/NFA approved courses. The State provides instructor & materials).

Course code and title: _____

_____

Course start date: _____
Course end date: _____
Dates of course: _____
Course length (hours/days): _____
Delivery site (city/state): _____
Instructor Name: _____
Number of students: _____
Point of contact/phone #: _____
Point of contact email: _____
State Fire Training Agency (Director) Signature:

_____

Instructors: Please assure that all applications contain the following:

- **FEMA Student Identification (SID) Number. This number is required in order for the application to be entered. Failure to provide this number may result in the student not receiving credit for the course. If the student needs assistance, please have them contact the SID HelpDesk at femasidhelpdesk@cdpemail.dhs.gov or by calling 866-291-0696.**

- **Email address. The student's email is required because certificates are emailed directly to the student after the application has been entered in the admissions database.**

Admissions Use Only

Date Applications Received: _____