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: ________________