

Emergency Management Higher Education Program Symposium Online Application Instructions

Before you begin the online application process, here are few things you should know.

- Have your FEMA Student Identification (SID) number available when you apply for the HiEd Symposium. If you do not have a SID number, you can obtain one in the [FEMA Student Identification System](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>). Forgot your SID number? The same website can also help you find your unique SID number.
- Know the date of the training that you are applying for. **The course code is E8510, the date is June 6, 2022, and the location is Emmitsburg MD.**

The link to the [NETC Online Application](#) is <https://training.fema.gov/onlineadmissions/>

Click on the first link “[NETC Online Admissions Application](#)” (<https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx>).

On each screen, you will see a box to “Continue” or move to the “Next” screen. If that box is not green, please check to make sure that you have checked an acknowledgement box.

You will note that many of the fields have an asterisk associated with them. This means that you will need to provide the required information, or you will not be able to proceed to the next screen.

In the initial section of the application process, the system will verify your last name with the FEMA SID on file.

If they do not match, you may need to go to the [FEMA Student Identification System](#) (<https://cdp.dhs.gov/femasid>) and review your SID Number registration information.

You will also be asked during the application process to provide individual student information; to include the following:

- The application will time out after 15 minutes so have all information handy before you begin.
- Demographic information such as home mailing address, phone numbers, and email address.
- Course/Offer information such as course code (E8510), FY 2022, 2nd semester, and course date choice (6/6/22).
- In the brief description of your responsibilities block, insert “Not required”.
- Organizational information such as organization state, zip code, and name of the agency you are representing.

- Your organization's jurisdiction and type; your current status in the organization, primary responsibility in the organization, experience in the organization and your organization's business type.
- Other information such as gender, race, and ethnicity (this is optional).

After providing all requested information, you will see a screen where you can upload attachments. Click "Continue" because there should be no attachments for this course.

After the Continue button, the system will ask you to acknowledge four statements. This is done by checking the box. This is also how you sign your application.

You will then be asked to provide the name and email address of the individual who is authorized to approve your application. ***You should insert your name and email address to approve the application. The approval of the head of the sponsoring organization is not required for the symposium application.***

The application will be electronically forwarded to you for approval. **You have 14 days to approve your application.** You will receive an electronic notification of the action taken.

Once the application is approved, it is transmitted electronically to the NETC Admission Office for review.

You will receive an electronic notification when the application is received in Emmitsburg.

Once you have applied for a course online, the information you provide is saved and can be retrieved using your FEMA SID the next time you apply for EMI training or the HiEd Symposium.

If you have a problem completing your application, contact the NETC Admissions Office at 301-447-1035.