



NETC Standard Operating Procedure (SOP)

NETC SOP	Date	Organization
#119-25	August 21, 2015	FA

Policy and Procedures for Admissions

I. Purpose

This National Emergency Training Center (NETC) Standard Operating Procedure (SOP) has been designed to assist the Management, Operations, and Support Services (MOSS) employees with their responsibilities for providing admission and registration support to the National Fire Academy (NFA), the National Fire Programs Division (NFP), and the Emergency Management Institute (EMI).

The provisions in this NETC SOP are applicable to all Federal Emergency Management Agency (FEMA) Federal Government Staff and contractors at NETC, the Center for Domestic Preparedness (CDP) for EMI or NFA courses, and the FEMA Program Offices and Regions. References throughout this NETC SOP to Admissions refer to the Admissions Section within the NETC MOSS Division of the United States Fire Administration. References throughout this NETC SOP to NFA, NFP or EMI refer to the respective program office within FEMA.

II. Supersession: NETC SOP 119-25, Policy and Procedures for Admissions, dated August 15, 2012.

III. Authority

- A. Federal Fire Prevention and Control Act of 1974 (PL 93-498), as amended, Title 15 U.S.C., Sections 2201 et. seq.
- B. Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), as amended by PL 106-390, Title 42 U.S.C., Sections 5196 et. seq.
- C. Title 44 U.S.C., Section 3101
- D. Title VI of the Civil Rights Act of 1964
- E. Privacy Act of 1974, as amended

V. Responsible Office

- A. The respective Superintendent or designee will provide all exceptions or justifications relating to these operational policies in writing (electronically or hard copy) to the Admissions Section.

- B. MOSS staff will ensure that all Admissions functions are completed by the timelines listed in this NETC SOP's Manual. The Admissions staff must follow and abide by all guidelines within this SOP and Manual.

VI. Policy

FEMA is an equal opportunity institution. It does not discriminate on the basis of age, gender, race, color, religious belief, national origin, sexual orientation, or disability in the admissions and student-related policies and procedures. FEMA makes every effort to ensure equitable representation of minorities and women in its student body. Qualified minority and female candidates are encouraged to apply for all courses.

VII. Reporting Requirements

- A. MOSS staff will provide quarterly and annual reports as described in FEMA Facility Directive 119-1, NETC Standardized Reporting Definitions and Work Measurement. These reports will be provided within 30 days after the end of the quarter and 60 days after the end of the fiscal year.
- B. Requests for non-standard reports will be in writing or by email to Admissions and will provide as much detail as possible on the information requested.

VIII. Forms Prescribed

- A. FEMA Form 119-25-1, General Admission Application shall be used when there is a need to determine eligibility for acceptance into the course.
- B. FEMA Form 119-25-2, General Admission Application, Short Form shall be used for NFA/NFP off-campus courses, other select NFA/NFP courses, and select EMI off-site resident and Incident Workforce Management Division (IWMD)-funded courses.
- C. Forms are available on the FEMA Forms Website:
http://on.fema.net/employee_tools/forms/Pages/fema_forms.aspx.

IX. Questions

Questions regarding the content of this NETC SOP may be addressed to the Director, NETC MOSS, at (301) 447-1223.

**ERNEST
MITCHELL**
Ernest Mitchell
U.S. Fire Administrator
U.S. Fire Administration

Digitally signed by ERNEST MITCHELL
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Date: 2015.08.21 14:11:42 -0400

Attachment:
Manual for NETC Policies and Procedures for Admissions

MANUAL

for

NETC Policies and Procedures for Admissions

Manual for NETC Policies and Procedures for Admissions

TABLE OF CONTENTS

	Page
Forward	1
Chapter 1: ADMISSIONS PROCEDURES	
I. General Information	2
II. Submission of Student Applications	2
III. Review of Student Applications	2
IV. Notification to Applicants of Status	3
V. Applicants Requesting Reasonable Accommodations	4
VI. Class Capacities	4
VII. Wait Lists	7
VIII. Foreign Students	8
IX. Unique or Late Schedule Courses	9
X. Course Certificates	9
XI. Transcripts	11
Chapter 2: ATTENDANCE STATUS	
I. General Information	12
II. Attendance Policies	12
III. Cancellation by Student	12
IV. Early Departures	13
V. Failures/Incompletes	13
Chapter 3: CAMPUS SHUTDOWN	
I. General Information	14
II. NETC Campus Shutdowns	14
Chapter 4: NFA-Specific Procedures	
I. General Information	16
II. Selection Process	16

TABLE OF CONTENTS

(Continued)

	Page
III. Executive Fire Officer (EFO) Program	16
IV. Managing Officer (MO) Program	18
V. Pilots and Resident Train-the-Trainers	19
VI. NFA 2-Day On-Campus Courses	20
VII. NFA-Sponsored 2-Day Off-Campus Courses	20
VIII. Off-Campus Courses, Including 6- and 10-Day Off-Campus and Certain State Partnership Courses	20
IX. State-Sponsored NFA 2- & 6-Day Courses	21
 Chapter 5: EMI-Specific Procedures	
I. General Information	22
II. Application and Placement Process	22
III. Off-Site (“L”) Courses	23
IV. Master Trainer Program (MTP)	24
V. Emergency Management Professionals Program (EMPP)	24
VI. Master Exercise Practitioner Program (MEPP)	25

Foreword

The National Emergency Training Center (NETC) serves as a training center for the Federal Emergency Management Agency. Located at NETC is the U.S. Fire Administration including its National Fire Academy (NFA), the National Fire Programs Division, and the NETC Management, Operations, and Support Services Division (MOSS), as well as the National Preparedness Directorate's Emergency Management Institute (EMI), the FEMA Acquisition Division, Preparedness Branch, and the National Fallen Firefighters Foundation.

The admissions process at NETC begins with the development and distribution of the course materials such as catalogs and brochures. Separate materials are developed by NFA and EMI and published on their websites. Course catalogs are also available on the internet. State fire and emergency management training agencies also develop and distribute NFA and EMI training materials. In addition to NFA and EMI classes conducted at NETC, the admissions process also supports classes offered either directly or indirectly by NFA or EMI, at the Center for Domestic Preparedness (CDP), as well as anywhere else in the United States.



Albert H. Fluman
Director
NETC Management, Operations, and
Support Services Division

CHAPTER 1 – ADMISSIONS PROCEDURES

I. General Information

This chapter provides procedural guidance for the receipt, review, and disposition of applications, and related support activities for NFA and EMI courses at NETC, CDP, and various off-campus sites.

II. Submission of Student Applications

- A. NFA Students: Students submit applications to attend NFA courses during the enrollment periods and times specified in the NFA course catalog or as a result of recruiting actions.
- B. EMI Students: Students can apply to attend EMI courses any time up to six weeks before the start of the course or as a result of recruiting actions.
- C. NFA Students: Hard copy applications must be completed, signed by the applicant, and approved by the head (or designee) of the applicant's sponsoring organization. If an application is not complete or does not have the appropriate signatures, the student will be notified and requested to provide the missing information.

EMI Students: Information on signatures required for EMI student applications is listed in Chapter 5, paragraph II.

- D. Applications for NFA state-sponsored and EMI direct/regional deliveries will be processed in the order they are received with the first priority given to those classes where stipend reimbursements are requested or certificates are required.

III. Review of Student Applications

- A. Anyone applying for or taking an NFA or EMI class must include their FEMA Student Identification Number (SID) on their application in place of their social security number. Failure to include the SID on the application will result in the application not being processed. Information on obtaining the SID is posted on the USFA and EMI websites and included in the course catalogs.
- B. For all classes not covered under the enrollment periods, Admissions will enter and review applications no later than five working days after receipt of the applications.
- C. For all classes covered under the enrollment periods, Admissions will enter and review applications no later than three weeks following the end of the enrollment period.

- D. Admissions will enter each application in the Admissions System within the timeframe specified. After entering the application and prior to the review, all sensitive information, i.e., gender, race, and ethnicity, are removed from the application. The sensitive information is retained in the Admissions System but is not available to the Admissions Assistants.
- E. Admissions will review applications against the student selection criteria published in the NFA/EMI course catalogs and from specific written guidelines provided by NFA or EMI before the review process.
 - 1. Each fiscal year, NFA and EMI will ensure that Admissions has the updated guidelines prior to the opening of any application periods or issuing of any course announcements.
 - 2. If the guidelines are modified within a fiscal year, they will not be used for the review process until the next semester for NFA students, or the next fiscal year for EMI students. (The exception to this for EMI is, if the criterion is submitted prior to the first offering of a course for the fiscal year, the new criteria will be applied.)
 - 3. Applicants who meet all selection criteria will be considered qualified.
 - 4. Applications that Admissions considers questionable will be referred to the NFA Training Specialist or EMI Course Manager (or their Branch Chief in their absence) for a decision on qualifications.
 - 5. Anyone accepted to a class who is below the age of 18 must be accompanied by a Parent or Guardian when on the campus. The Parent or Guardian must be a student accepted in the same class as the underage student.

IV. Notification to Applicants of Status

- A. Acceptance/rejection notifications for NFA students who applied during the enrollment periods will be sent out at least eight weeks prior to the course start date but no later than eight weeks following the end of the applicable enrollment period.
- B. Acceptance/rejection notifications for EMI students will be sent out as applications are processed but no later than six weeks prior to the course start date for courses other than IWMD-funded courses. For IWMD-funded courses, acceptance/rejection notifications will be sent out no later than three weeks prior to course start date.
- C. If a student is accepted into or rejected from a class less than six weeks prior to the course start date, Admissions will notify the student by phone or email no later than five working days after being accepted from the wait list or rejected.

V. Applicants Requesting Reasonable Accommodations

- A. Block 11 of the General Admissions Application, FEMA Form 119-25-1, and Block 13 of the General Admissions Application Short Form, FEMA Form 119-25-2, states “Do you have any disabilities (Including special allergies or medical disabilities) which would require special consideration during your attendance in training? Yes or No (If yes, indicate and describe any special considerations required on a separate sheet).
- B. If “yes” has been checked in the block and it is a resident course (applications for non-resident courses are not received until the course has been completed), designated Admissions staff follow-up with the applicant.
- C. The designated Admissions Staff member will send a standard message to the applicant to obtain information on any accommodations that may be required. If that information has already been included with the application and sufficient information has been provided, there is no need to follow up. There is no need to provide medical information to support the accommodation request.
- D. If the accommodation is housing-related such as a larger bed, special bed padding, a roll-out shower, or special devices for the hearing impaired, the designated Admissions staff member will forward that information to Housing. Housing can pull a report from the Admissions system that indicates those individuals that have requested reasonable accommodations and, when it involves housing, can assign them manually before other guests are assigned lodging.
- E. If the accommodation is classroom-related such as Sign Language interpretation or Communication Access Realtime Translation (CART) services, providing the course material in braille or larger type, or special placement in the classroom due to hearing loss, the designated Admissions staff member will forward that information to the respective course manager.
- F. Although the Welcome Package asks that individuals with special dietary needs or requirements contact food service directly, the designated Admissions staff member will forward the information to the cafeteria manager.
- G. If the accommodation involves assistance such signing or CART services which are beyond on-campus capabilities, the Admissions Specialist will contact the Office of Equal Rights to arrange for those services.

VI. Class Capacities

- A. The admissions process begins with the development of the annual NFA and EMI course schedules. These schedules are used to determine the availability of on-campus housing, identify offering dates, and process applications. In order to

properly manage housing and approve schedules so that they can be published in a timely manner, EMI and NFA must adhere to the timelines below. A delay on the part of any one of these elements will delay the entire process.

1. NFA and EMI will be required to submit their upcoming educational program schedules for a minimum of six months to the Admissions Office at least six months in advance of the start of the schedule for review and approval. While it is understood that changes will take place during the year, every effort should be made to have the schedule be as accurate, realistic, and complete as possible. The schedule should be based on the current housing allocation for each school plus an allowance of up to 10 percent for overbooking.
 2. The combined schedules will be entered into the Admissions System within two weeks of receipt and reviewed by the Admissions Office to identify any dates where the housing requirement exceeds the total available housing. The review is expected to be completed within 30 calendar days of receipt. In those cases where the total housing capacity is exceeded, the Admissions Office will return the schedules to EMI and NFA to select alternate dates, with recommended alternatives. A copy of the response from the Admissions Office to EMI and NFA will be provided to the Director, MOSS. EMI and NFA will have two weeks from the date of notification to provide alternate dates to the Admissions Office.
 3. The combined schedule will not be finalized or approved until all the dates on the combined schedule are within the housing resources (total number of rooms) plus up to a 10 percent allocation for over-booking.
 4. Once the schedules have been approved, any additions or changes in dates must be submitted to the Admissions Office for approval before the activity is advertised.
 5. In order to compensate for cancellations and no-shows, the Admissions Office overbooks classes based on historical data. If, due to this overbooking, the class size exceeds the original capacity, the Housing Office will assign two guests to a room as necessary.
 6. The NETC MOSS Division is responsible for final approval of any and all scheduling assignments, schedule changes, and schedule conflict resolutions, if necessary.
 7. The Admissions Office is responsible for monitoring the assignment and utilization of housing and taking corrective action, as necessary, to avoid exceeding the room limitations of NETC.
- B. The respective Superintendent has the capability of running the Offering/ Activity Report which shows the scheduled offerings of each course, the capacity

of that offering, and the current enrollment level. Recommendations will be provided weekly related to low enrollment and recommendations to cancel classes.

1. If, six weeks prior to the course start date, a class does not have a wait list and not enough students enrolled to fill the class to the original capacity, Admissions will reduce the class capacity to the actual enrollment level, and will incorporate that change in the Offering/Activity Report. This paragraph does not apply to EMI's FEMA Qualifications System (FQS) Incident Workforce Management Division (IWMD) training.
 2. Four weeks prior to the course start date, projected class sizes for EMI FQS IWMD classes will be reduced to the number of actual applications received unless the Admissions Section receives written notification from the EMI Branch Chief, to include the FEMA Cadre Manager, when necessary, requesting an additional week for applications.
- C. Once projected class sizes have been finalized, space adjustments will be made in the following priority order:
1. First priority will be given to students on wait lists for scheduled courses;
 2. Second priority will be given to moving on-campus those students who are scheduled to stay off-campus for scheduled courses;
 3. Third priority will be given to "adding" unscheduled training to increase emergency management training deliveries as well as housing utilization;
 4. Fourth priority will be given to scheduling course development focus group meetings;
 5. Fifth priority will be given to scheduling special groups, in this priority order:
 - i. USFA/NFA/PNP/EMI activities
 - ii. Other FEMA activities
 - iii. DHS activities
 - iv. Other
- D. General Guidelines: Realistic future fiscal year training schedules are one of the keys to optimizing NETC campus space utilization. MOSS will conduct scheduled review meetings with the NFA and EMI Superintendent's Offices to discuss the proposed training schedules prior to their finalization. Additional guidelines are included below:

1. NETC Admissions will work with EMI and NFA to identify classes of one week or less which may be offered as back-to-back classes to reduce travel expenditures and provide efficient use of classroom and housing resources. Every course will be individually entered into the Admissions System and each student registered for each and every course they will attend while at NETC.
2. After schedules are approved, MOSS will review student projected numbers compared with actual student enrollment totals on a weekly basis and provide input to EMI and NFA. If housing capacity is exceeded for future training, MOSS will work with EMI or NFA to determine which students may need to be housed off-site or doubled up in dormitory rooms.
3. Admissions will review the schedules once they are entered into the Admissions System and identify dates where housing capacity is exceeded by more than 10 percent.
4. If notified by the respective Superintendent that a class is to be canceled and students are enrolled in the class, Admissions will notify the students of the cancellation and what options are available to them regarding stipend reimbursement and scheduling them for future training.

VII. Wait Lists

- A. Admissions will maintain wait lists of qualified applicants for courses where the number of qualified applicants exceeds the number of available seats.
 1. Within six weeks of the course start date, Admissions will only place applicants from an established wait list to fill vacancies. Admissions will ensure that any other placements will be by written exception from the respective Superintendent or designee.
 2. A wait list may be established based on the selection criteria provided by the Course Manager, i.e., limiting the number of students per region, or limiting number of students per role. If this is the case, the Course Manager may elect to have the students enrolled after the 6-week deadline. If a wait list exists, all names from the wait list will be enrolled in the course until the class is filled.
 3. Admissions will confirm availability of applicants by mail, email, or phone prior to moving them from the wait list and placing applicants in a course.
- B. NFA or EMI determines the deadline for placing students into courses with pre-course assignments. Admissions will ensure that no students are placed after those deadlines.

VIII. Foreign Students

- A. Foreign students must be proficient in reading, writing, and speaking English to be accepted into an NFA or EMI course. EMI resident courses expect foreign students to have full knowledge and experience in the U.S. governmental and political system and be familiar with U.S.-specific law, regulations, and systems.
- B. Anyone who is NOT a U.S. citizen, regardless of whether the student possesses an SSN or is representing a U.S. organization at the time of application, is considered a foreign student.
- C. Foreign students who are representing a foreign country must submit their applications at least 60 days before the course start date.
- D. Foreign students for NFA who are sponsored by a U.S. organization must apply during the appropriate enrollment period for NFA. For EMI, they must apply during the appropriate fiscal year.
- E. Upon receipt of the application, Admissions will review it to establish if the applicant is qualified for the course(s) in question. Once it has been determined that the applicant is qualified, Admissions will request additional information such as the passport number from the applicant. This information must be received at least 45 days before the class start date to allow time for security processing. If the application or the additional information is not provided within the established timelines, the application will not be accepted.
- F. Once the application is reviewed, the applicant is determined qualified to attend the course(s), and the passport information is received, Admissions will enter the appropriate information into the Department of Homeland Security Integrated Security Management System (ISMS). This is completed in order for a security verification to be conducted on the applicant. The approval remains valid for only six months.
 - 1. Once the applicant has received a favorable response from ISMS, Admissions will email the respective Superintendent with a recommendation into which course(s) the foreign student should be admitted.
 - 2. If either an unfavorable ISMS review or the respective Superintendent (or his designee) non-concurs, Admissions will notify the applicant in writing that his/her application cannot be accepted.
 - 3. If approval is granted by EMI or NFA, and class space is available, Admissions will notify the applicant in writing of acceptance.

IX. Unique or Late Schedule Courses

Each year NFA and EMI offer a number of unique courses, i.e., train-the-trainers, and pilot offerings of new or revised courses. These are generally in support of a FEMA program office or special need to evaluate course materials.

- A. If the course request is received at least 60 days prior to the course start date, Admissions will:
 - 1. Assign it a course code, when appropriate;
 - 2. Coordinate the required support, i.e., application screening, certificates, stipend reimbursement;
 - 3. Notify the Housing Office of requirements for housing and ground transportation to/from airports; and
 - 4. Use the selection criteria and any prerequisites included in the request if application screening is required.
- B. NFA or EMI recruits for these unique offerings or courses scheduled at the last minute, coordinating the recruitment effort so that applications are sent directly to Admissions.
 - 1. Applications must be received no later than four weeks before the start of the activity.
 - 2. If the course is to be canceled, Admissions will notify accepted students within two working days of the cancellation. Cancellations should be made at least 30 days prior to the course start date and, preferably, prior to the acceptance notifications being sent to avoid payments for airline ticket cancellations or changes.
- C. If the pre-course materials are to be accessed via the web, Admissions will ensure the web address provided to the students is correct.
- D. When special ground transportation is necessary between the airport and campus (does not adhere to the published schedules), NFA or EMI will coordinate directly with the Contracting Officer's Representative for the facilities contract. If the request cannot be accommodated through the facility contract, the Housing Office will notify NFA or EMI to discuss options.

X. Course Certificates

Students who successfully complete resident courses receive certificates at the end of each course.

- A. To ensure that certificates are properly issued in a timely manner, Admissions will:
1. Make rosters available on-line for each class to each school. Each school should return initialed/corrected rosters to Admissions no later than two days after the course start date.
 2. Make appropriate changes to the database, as noted on the corrected rosters, which are initialed by each student. Certain changes may require submission of a new application. If a student changes organizations between the time they were accepted into a course and the time they arrive for the course, they must fill out a new application form. Course managers are responsible for reviewing the draft roster and obtaining new applications for any students meeting these criteria. NETC Admissions will notify course managers in other instances where new applications are required.
 3. Generate NFA or EMI certificates for those students listed on the final roster.
 4. Deliver certificates to the designated NFA or EMI office by noon of the day before the course end date.
- B. Admissions will email certificates to students for courses with post-course assignments. The following procedures will apply:
1. Admissions shall issue a letter in lieu of a certificate at graduation for all students who have successfully completed the resident course work.
 2. EMI or NFA determines the timeframe for completion of post-course projects and notifies Admissions when a student completes the project.
 3. Admissions will maintain all records for that student in the Admissions System. The certificate date will be removed until written notification is received from the school that the student's project has been completed. Admissions will then issue the appropriate certificate to the student for completion of the course. The student's record will then be changed to reflect the course grade assigned or pass/fail.
 4. If NFA or EMI provides Admissions with written notification that the student's project was not completed or was unsatisfactory, the student's status for completion of the course should be changed to "fail" in the Admissions System and the student notified of the change.
- C. Requests to provide course certificates to instructors participating in a course must be approved by the respective Superintendent. Certificates will be issued after approval and receipt of a FEMA Form 119-25-1, General Admissions Application. These may be done individually or by category.

- D. Admissions will generate certificates for other courses based on guidance provided by the NFA or EMI Superintendent.
- E. Admissions will issue replacement certificates upon receipt of a written request from the student to do so.
- F. If notified by the NFA or EMI Superintendent of any student who should not receive a certificate, Admissions will include that notification in the student's official record in the Admissions System. The certificate date will be removed and a note will be placed in the notes field stating why the certificate date was removed.

XI. Transcripts

- A. Admissions will provide transcripts for all students in the Admissions System, upon receipt of a written request from the student.
- B. Admissions will process transcript requests within five working days of receipt, and will mail two copies to the student, unless otherwise specified by the student.
- C. Requests for EMI Independent Study transcripts will be forwarded to the EMI Independent Study Office.
- D. Requests for NFA Online transcripts will be forwarded to the NFA Online office.

CHAPTER 2 – ATTENDANCE STATUS

I. General Information

This Chapter provides guidance regarding the student in the class: attendance, cancellation, early departure, failure, or incomplete status.

II. Attendance Policies

Students are expected to attend all class sessions.

- A. The Course Manager or Training Specialist, in collaboration with the Superintendent, may waive this policy in order to accommodate students with extraordinary circumstances as long as students complete all course requirements.
- B. If there is any question regarding whether there will be a penalty assessed against the student for failure to attend all class sessions, Admissions will request written guidance from the respective Superintendent.

III. Cancellation by the Student

If a student is unable to attend a course, he/she must notify Admissions in writing (letter, fax, or email) at least 30 days before the course start date, except in cases of emergency cancellation, to avoid restrictions on future attendance.

- A. A student who cancels in writing before the course start date may reapply during the next enrollment period for NFA classes. For EMI classes, students can apply for any remaining offerings during that fiscal year. There is no guarantee that the student will be automatically rescheduled and placed in the next course.
- B. A student who fails to attend the class will be restricted from attendance at EMI or NFA courses for 24 months from the course start date, unless the reason for cancellation or non-attendance is one of the following:
 - 1. Department suffers severe financial/personnel cutbacks;
 - 2. Personal injury/illness;
 - 3. Retirement;
 - 4. Family emergency (generally stated, but examined on a case-by-case basis);
 - 5. Disaster duty; or
 - 6. Emergent local situation.

- C. To remove the restriction, the student should send a letter to Admissions explaining the cancellation or failure to attend. If Admissions lifts the restriction, the student may reapply during the next enrollment period or for advertised vacancies within the same enrollment period. Admissions will contact the respective Superintendent prior to denying such requests.
- D. In the event a student telephones Admissions to cancel from a course, Admissions shall note the cancellation and advise the student that Admissions will not cancel the student from the course until Admissions receives written notification from the student, the student's supervisor, or the Training Specialist/Course Manager.
- E. Admissions will honor requests for transfer from one course date to another only when space is available. The student must submit the request in writing.

IV. Early Departures

Occasionally students depart campus before they complete the class. When this happens, Admissions will notify NFA or EMI by email following the departure, requesting the following information: certificate issued (yes/no), and stipend authorized (yes/no).

- A. Admissions will follow up with NFA or EMI if questions still exist.
- B. NFA or EMI Superintendent will notify Admissions in writing or by email if:
 - 1. The student will be priority placed during the next semester;
 - 2. A second stipend is to be paid for the student to repeat the course;
 - 3. The student must attend all sessions of the newly scheduled course; or
 - 4. The student only has to make up the sessions the student missed.
- C. If Admissions prepared a certificate for the student and forwarded it to the appropriate school, Admissions will ask that it be returned.

V. Failures/Incompletes

If NFA or EMI notifies Admissions in writing that a student attended all class sessions but failed to successfully complete the class, Admissions will modify the student record. For the impact on the student's stipend, see NETC SOP 119-24, Administration of the Student Stipend Program.

CHAPTER 3 – CAMPUS SHUTDOWN

I. General Information

Closing of campus to students may result from a government shutdown or national or local emergency event. At NETC, this would mean that all operations and functions would come to a halt. Classes currently in session will be dismissed and appropriate shutdown procedures will be put in place. Classes may resume at a time to be determined. The following procedures are in place to assist Admissions in the shut-down and start-up activities involving the students affected by the closing.

II. NETC Campus Shutdowns

The Director, NETC MOSS Division, will notify Admissions of the shutdown.

A. Shutdown while EMI or NFA students are on the NETC campus. Admissions will ensure the timely departure of students by:

1. Issuing special letters to expedite travel; and
2. Reviewing all claims for reimbursement for eligible students affected by the shutdown (see NETC SOP 119-24, Administration of the Student Stipend Program).

B. Shutdown when EMI and NFA students are not yet on campus at NETC. Admissions will conduct the following shutdown procedures:

1. Coordinate notifications to students from the NFA and EMI Superintendents notifying them to cancel travel plans.
2. Contact (using home and then organization phone numbers or by email with return receipt requested) affected students, noting on class rosters the date/time of call or email message.
 - i. Also record if email message was read, or if phone call message was left with the student or on voice mail, machine, or with another person.
 - ii. Calls will be followed up with notifications. (If foreign students are affected, notification will be made by fax or email.)
3. If a 2-day on-campus course is affected, contact the Program Manager so that he/she can notify the State Coordinator.

C. Start-up activities. Once the shutdown is over, Admissions will:

1. Coordinate with EMI and NFA on when/what courses will resume. The Superintendents of EMI and NFA will provide written guidance on how they wish to handle students who were sent home or those who were notified that the courses they were scheduled to attend were cancelled. (The timeline should allow at least three weeks for Admissions to contact and reschedule students.)
2. Contact affected students as to whether they wish to reschedule their class or cancel.
3. Contact affected students as to when scheduled classes will resume. (If foreign students are affected, fax or email the information.)
4. Coordinate with the Program Manager on rescheduling canceled 2-day on-campus courses.
5. Review all claims for reimbursement for eligible students affected by the resumption of activities (see NETC SOP 119-24, Administration of the Student Stipend Program).

CHAPTER 4 – NFA-SPECIFIC PROCEDURES

I. General Information

Admissions procedures specific to NFA are noted in this Chapter.

II. Selection Process

After the respective enrollment period, Admissions will select and schedule, using a computer-generated random selection process, qualified applicants for classes.

- A. The computer-generated random selection process ensures that the applicants selected represent a broad geographic distribution.
- B. If requested, Admissions will adjust admissions placements for partnerships as stipulated in the guidance from NFA. (One example is when a Fire Marshal and Building Official should attend together as a team.)
- C. Except in “pilot” offerings, placement in the Volunteer Incentive Program (VIP) courses are first offered to emergency services personnel in volunteer departments (including part-time paid on-call and others as stated in the VIP selection criteria) and predominately volunteer combination departments. Career personnel may be admitted when space is available. Further information on VIP eligibility is listed in the NFA course catalog.

III. Executive Fire Officer (EFO) Program

- A. The application period for the EFO Program is a full year, with a cutoff date of June 15 each year. Applications postmarked after that date will be considered for the next fiscal year.
- B. If an EFO Program application package is submitted without all of the components, Admissions will contact the applicant and notify them that they should submit the missing items to Admissions.
 - 1. On an on-going basis, Admissions personnel will review and ensure that the application package contains the required seven components: FEMA Form 119-25-1, essay response form, resume, organizational chart, copy of the applicant’s terminal academic diploma or transcript, letter from applicant, and letter of recommendation from chief officer or official.
 - 2. Admissions will review to determine the proper rank/position is being complied with and that the applicant has the appropriate academic pre-requisite.

- C. Admissions will provide NFA with the EFO Program package for final review. This will follow the June 15 deadline, and applications will be provided to NFA within 2 weeks after this date.
- D. Admissions will send class acceptance or rejection notifications to all EFO Program applicants, after notification by NFA of the status of the applicants.
 - 1. Between April 15th and June 15th each year, accepted EFO Program students will submit a long-form application (119-25-1) to the Admissions Office. The application will include any updates in personal information (address, phone, email, rank etc.), indicate the EFO Program course title, and the first, second and third choices for the dates. In box 16, simply enter "EFO." There is no need to complete the rest of the application.
 - 2. Using random selection, the Admissions Office will make every attempt to give the student one of the three date choices. On a rare occasion, because of space requirements, another date may be assigned.
 - 3. Once assigned, any requests for a change in class dates must be submitted in writing, from the Chief of the Department and addressed to the NFA Deputy Superintendent. In the case of a student who is the Chief of the Department, then that Chief's superior will be required to send the letter. The Deputy Superintendent will approve/disapprove all change requests.
 - 4. If the request is based on an unanticipated local or family event (disaster, the student was injured in the line of duty, illness, significant family event), additional documentation will be required to support the request. These events are usually last-minute cancellations.
 - 5. Students requesting a change will be placed in the next class on a space available basis. Specific date choices can't be honored because other students have already been assigned. Students who request a change based on a documented unanticipated local or family emergency will be given priority. Students who request a change based on their or the department's convenience will be given the lowest priority.
 - 6. If there is no space available in the fiscal year, the student will be assigned to the next available class the following fiscal year.
- E. Admissions will clear foreign EFO Program students through ISMS bi-annually while in the EFO Program. A recommendation to the Superintendent will only be done for the first year of the EFO Program.
- F. When notified by NFA that a student did not complete the research project or failed to attend a scheduled class, Admissions will remove the student from the next scheduled course offering. Notification will be made to the student in writing.

- G. If an EFO Program student voluntarily withdraws or is removed from the EFO Program prior to a scheduled offering in which the student is confirmed, Admissions will notify him/her that he/she cannot participate in the current offering as a non-EFO Program student, but may reapply for the offering during the next scheduled application period in a non-EFO Program status.

IV. Managing Officer (MO) Program

- A. The application period for the MO Program is a full year, with a cutoff date of December 15 each year. Completed applications postmarked after that date will be considered for the following session.
- B. Admissions personnel will review and ensure that the application packages contain the required components:
 - 1. FEMA Form 119-25-1;
 - 2. Written component (description of most substantial professional achievement, what is expected to be achieved in the program, how background and experience will contribute to the program and to fellow participants, and a description of a challenging management topic in the organization);
 - 3. Resume;
 - 4. Organizational chart;
 - 5. Copy of the applicant's terminal academic diploma or transcript;
 - 6. Letter from applicant;
 - 7. Letter of recommendation from chief officer or official;
 - 8. Ensure that the proper rank/position is being complied with; and
 - 9. Verify that the applicant has the appropriate academic pre-requisite.
- C. If a MO Program application package is submitted without the written component or any other required components, Admissions will contact the applicant and notify them that they should complete and submit the requested information to Admissions. The application must be complete by the cutoff date.
- D. Admissions will provide NFA with the MO Program packages for final review. This will follow the December 15 deadline, and applications will be provided to NFA within 2 weeks after this date.
- E. Admissions will send class acceptance or rejection notifications to all MO Program applicants, after notification by NFA of the status of the applicants.

- F. Between October 15th and December 15th each year, MO Program students will submit a long-form application (119-25-1) to the Admissions Office. The application will include any updates in personal information (address, phone, email, rank etc.), indicate the MO Program course title, and the first, second and third choices for the dates. In box 16, simply enter "MO." There is no need to complete the rest of the application.
1. Using random selection, the Admissions Office will make every attempt to give the student one of the three date choices. On a rare occasion, because of space requirements, another date may be assigned.
 2. Once assigned, any requests for a change in class dates must be submitted in writing, from the Chief of the Department and addressed to the NFA Deputy Superintendent. The Deputy Superintendent will approve/disapprove all change requests.
 3. If the request is based on an unanticipated local or family event (disaster, the student was injured in the line of duty, illness, significant family event), additional documentation will be required to support the request. These events are usually last-minute cancellations.
 4. Students requesting a change will be placed in the next class on a space available basis. Specific date choices can't be honored because other students have already been assigned. Students who request a change based on a documented unanticipated local or family emergency will be given priority. Students who request a change based on their or the department's convenience will be given the lowest priority.
 5. If there is no space available in the fiscal year, the student will be assigned to the next available class in the following fiscal year.
- G. Admissions will clear foreign MO Program students through ISMS as often as required by FEMA Security (currently every six months) while in the MO Program. A recommendation to the Superintendent will only be done for the first year of the MO Program.
- H. If a MO Program student voluntarily withdraws or is removed from the MO Program prior to a scheduled offering in which the student is confirmed, Admissions will notify him/her that he/she cannot participate in the current offering as a non-MO Program student, but may reapply for the offering during the next scheduled application period in a non-MO Program status.

V. Pilots and Resident Train-the-Trainers

These offerings are often advertised on the NFA website. If a pilot or train-the-trainer offering is not offered on the website, it may be an invitation-only offering.

- A. Students accepted into pilot offerings will not be restricted from attending other NFA courses within the same fiscal year.
- B. Admissions will receive all applications.
- C. Applications and supporting documentation will be available in the Admissions Office if the Training Specialists want to review.
- D. After NFA Training Specialists review rejected applications, they will note if applicants should be placed in the course offerings and why.

VI. NFA 2-Day On-Campus Courses

- A. Admissions will receive all applications directly from the State Coordinators. If Admissions does not have the applications six weeks prior to the weekend start date, Admissions will notify the NFA Training Specialist.
- B. Admissions will review applications for completeness, special needs, foreign status, and minimum age requirements. If there are applications that are not complete or are questionable, Admissions will notify the State Coordinator, with an email message to the NFA Training Specialist, no later than five working days after receipt.

VII. NFA-Sponsored 2-Day Off-Campus Courses

- A. Admissions will receive applications from the course host within 60 days of course completion.
- B. Admissions will enter all student information into the student database and email certificates directly to the students.

VIII. NFA-Sponsored Off-Campus Courses including 6- and 10-day Off-Campus and Certain State Partnership Courses

- A. States will review student applications against selection criteria and select who should be enrolled in the course.
- B. States will forward all applications to the NETC Admissions Office six weeks prior to the course start date.
- C. Admissions will email certificates to the students enrolled in the class who successfully complete all the course requirements.
- D. NFA will notify Admissions in writing of students who do not complete course requirements or who fail examinations. Notification should be received by Admissions within two weeks of the course completion date.

IX. State-Sponsored NFA 2- and 6-Day Courses

- A. Admissions will enter all student information into the Admissions System upon receipt of applications from the course host based on the order of receipt. Priority will be given to courses where certificates are to be issued.
- B. Admissions will prepare certificates when required for individuals who successfully completed the class and email the certificates directly to the students.

CHAPTER 5 – EMI-SPECIFIC PROCEDURES

I. General Information

Admissions procedures specific to EMI are noted in this Chapter.

II. Application and Placement Process

- A. Admissions will ensure that applications for state and local resident courses from state, local, and territorial applicants are endorsed by the State Training Officer (STO). State, local, and territorial applicants are required to have the STO's signature in addition to the supervisor's signature.
- B. Admissions will ensure that applications for state and local resident courses from FEMA Regional employees are endorsed by the Regional Training Manager (RTM). FEMA Regional employees are required to have the RTM's signature in addition to the supervisor's signature. For FQS IWMD training, permanent and temporary full-time Regional employees need signatures from the attendee, supervisor and the RTM. Reservists need attendee signature only. All others need attendee and supervisor signatures.
- C. Admissions will ensure that applications for state and local resident courses from FEMA Headquarters (HQ) (including Mobile Emergency Response Systems/Support (MERS), Long Term Recovery Offices (LTRO's), and National Processing Service Center (NPSC) detachments), NETC, CDP, Hyattsville and Olney employees are signed by the applicant and the applicant's supervisor.
- D. Admissions will ensure that applications from other federal agency employees are signed by the applicant and the applicant's supervisor.
- E. Admissions will ensure that Tribal applications for state and local courses are signed by the applicant and the head of the sponsoring organization or designee.
- F. Admissions will ensure that applications for FQS IWMD courses from Reservists are signed by the applicant.
- G. Admissions will ensure that applications for FQS IWMD courses from PFT, TFT, and CORE regional staff are signed by the applicant, the applicants' supervisor, and the RTM.
- H. Admissions will ensure that applications for FQS IWMD courses from PFT and TFT from HQ are signed by the applicant and the applicant's supervisor.

NOTE: If an applicant is from a region but representing HQ when they are attending an FQS IWMD course, they should indicate the HQ organizational element as their sponsoring organization and have the head of that sponsoring organization endorse

the application. The RTM signature is not required in this instance since the applicant is representing HQ.

- I. For acceptance into some courses, EMI considers work experience in lieu of, or in addition to, formal credentials.
- J. If an application is questionable, Admissions will notify the EMI Course Manager of the request for a waiver, and EMI will, in turn, notify Admissions of the decision to waive or not to waive the selection criteria.
- K. Six weeks prior to a course start date, if there are any remaining vacancies, Admissions will fill the course with names from the wait list.
- L. Provided the person is qualified, Admissions will place students into EMI courses up until six weeks prior to the course start date, unless one or more of the following occurs:
 - 1. No bed space is available and no alternate housing has been approved by the Superintendent.
 - 2. Overbooking is not allowed based on selection criteria provided by the Course Manager.
 - 3. Travel expenses, caused by late registration and travel arrangements, will result in an extreme increase in airfare and other travel expenses.

III. Off-Site (“L”) Courses

- A. Admissions will receive applications within 60 days of the course end date for all off-site resident courses.
- B. EMI Course Managers are responsible for filling out the L Course Stipend Worksheet (EMI form), identifying all costs that will be reimbursed, and receiving approval from the EMI Budget point of contact prior to submitting the form to Admissions. Approved L Course Stipend Worksheets must be forwarded to Admissions 4 weeks prior to course start date. Admissions will prepare and provide stipend forms to the Course Manager 2 weeks prior to course start date.
- C. Admissions will process applications for off-site resident courses in the following order:
 - i. Applications where students will be paid a stipend.
 - ii. When immediate need is requested and approved by EMI Superintendent (as an exception)
 - iii. All others will be processed in order they were received in the NETC Admissions Office.
- D. Admissions will email certificates as applications are processed.

IV. Master Trainer Program (MTP)

- A. Applicants can apply for the MTP throughout the year.
 1. Admissions will ensure that students have completed E610 before they can be accepted into the MTP.
 2. Students may attend as many courses in the program as they wish within a 1 to 2-year timeframe without them being counted against the three trips per fiscal-year policy.
- B. Admissions will ensure that a copy of the application (approved by the Course Manager as final signatory), letter of acceptance, and a memo from EMI stating to place the student into the MTP is received before placing the student into a course in the Master Trainer Program.
- C. Admissions will automatically schedule MTP students for the next class without them having to submit a new application form.
- D. The Course Manager will notify Admissions when the student has completed all requirements. Once this is done, the student is considered as having completed MTP, and a certificate date will be entered into the E600 record.
- E. On rare occasions, students may attend a MTP course at an off-site location (i.e., Joint Field Office). On these occasions, the course will be administered in accordance with the guidance found in Section IV of this Chapter.

V. Emergency Management Professionals Program (EMPP)

This program includes the following academies:

- National Emergency Management Basic Academy
 - National Emergency Management Advanced Academy
 - National Emergency Management Executive Forum
- A. Applications for the EMPP academies are received throughout the year.
 - B. Admissions will schedule the students for each of the academies.
 - C. Admissions reviews and accepts applicants for the Basic Academy.
 1. The students are scheduled for the Basic Academy, and enrolled in the first course of the program, E0101, Foundations of Emergency Management. Students must apply for each of the other courses (E0102, E0103, E0104, and E0105).

2. Students must complete E0101 – Foundations of Emergency Management prior to being scheduled to complete the other courses in the academy.
- D. Designated EMI Staff review and accept applicants for the Advanced Academy.
1. The students for the Advanced Academy are scheduled for E0451. They are then automatically scheduled for the remaining courses (E0452, E0453, and E0454) as a cohort.
 2. These courses must be completed consecutively.
- E. Designated EMI Staff review and accept applicants for the Executive Forum.
1. The students for the Executive Forum are scheduled for E0680. They are then automatically scheduled for the remaining courses (E0682, E0684, and E0686).
 2. The first three courses (E0680, E0682 and E0684) are pre-requisites for E0686. These courses do not have to be completed consecutively although we prefer that they do.
 3. If the student cannot attend one of the courses, they can be rescheduled for that missed course during the next fiscal year or next offering.

VI. Master Exercise Practitioner Program (MEPP)

- A. Applications for MEPP are received throughout the year with a deadline of July 1 for each year.
- B. Designated EMI Staff review and accept applicants for the program.
- C. Admissions will schedule the students for the complete series of courses (E132, 133, and 136).
1. The applicant is expected to stay within the series to which they have been assigned, rather than attend one class in different series.
 2. If a student cancels from E132, he/she must be canceled from the other courses (133 and 136 for that series). The student may be rescheduled for another series if space is available.
 3. If the student attends E132, but cancels from E133 or 136, the student may be rescheduled for another series for those one or two classes only, if space is available. The Course Manager will notify Admissions in writing of the exception.
 4. Once the student completes the three courses in the series, Admissions will enter the certificate date of the last course in the special program record.