

Vermont Fire Academy
NFA Three State Weekend
Emmitsburg, Maryland
June 7 - 9, 2019

Registration deadline: April 19, 2019

Mail: Vermont Fire Academy
93 Davison Drive
Pittsford, VT 05763
Fax: (802)483-2464
Email: Jessica.Pomainville@vermont.gov

Important registration information: No late registrations will be accepted. Only emergency substitutions will be accepted. No fees will be refunded. Registration forms must be filled out entirely, including your first, second and third choices for classes, and signed by your department chief or training officer. You MUST obtain a Student ID number from the NFA at <https://cdp.dhs.gov/FEMASID> and follow the directions listed there.

Last Name: _____ First Name: _____ MI: _____

Date of Birth : _____ ☐ Male ☐ Female

Vermont Student ID number: ____ - ____ - ____ - ____ - ____ - ____ Your Student ID consists of your initials plus the last four of your social security Number (ABC - 1234)

Home Address, City/State/Zip: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Email: _____

Department: _____ Department Chief/Training Officer Name: _____

I certify that the information recorded on this application is correct. I agree to abide by the rules, policies, and regulations of the Vermont Fire Academy if I am admitted as a student. Falsification of information may result in denial of a course certificate. I hereby authorize release of any and all information concerning my enrollment in this course to the chief officer in charge or designee of my organization. All requests for information shall be in writing from said chief or designee.

Applicant Signature: _____

I certify that the listed applicant is a member of our fire department, authorized to attend this event, and is covered by Worker's Compensation Insurance.

Training Officer/Chief Signature: _____



T-shirt Size: S M L XL 2XL 3XL (One t-shirt is included with your registration.)

Course Choices: Three choices MUST be made. Write 1, 2, 3 by your choice.

- ____ Best Practices in Community Risk Reduction (W0635)
- ____ Building Organizational Support for Community Risk Reduction (W0636)
- ____ Fire Investigation: First Responders (W0379)
- ____ Incident Safety Officer (W0729)
- ____ Leadership in Supervision: Perspectives in Thinking (W0647)
- ____ New Fire Chief: Challenging Issues (W0760)
- ____ Preparation for Initial Company Operations (W0602)
- ____ Shaping the Future (W0602)
- ____ Strategy and Tactics for Initial Company Operations (W0455)

Method of Payment: (\$80 required at the time of registration) ____ Check ____ Purchase Order

Purchase Order Number: _____ Department to be invoiced: _____

Billing Address, City, State, Zip Code: _____

Course Withdrawal Policy: No refunds will be issued

____ By checking here, I acknowledge that I read and understand the Course Withdrawal Policy.

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ARRIVAL AND DEPARTURE: Check in time on campus is any time after 1500 and before the mandatory orientation at 1900. Departure time is at the end of class on Sunday, usually between 1500 and 1530.

DIRECTIONS TO THE NATIONAL FIRE ACADEMY:

- I-93 South to I-293 to Route 3 South through Nashua to I-495 South to the Mass Turnpike (I-90) South to I-84 West. Then. . .
- I-684 South to I-287 West across the Tappen Zee Bridge.
- Stay on I-287 to I-78 West (near Fair Hills, PA), and then follow I-78 West to I-81 to Harrisburg, PA to Camp Hill, PA (Note: Be careful because it gets confusing to get onto Route 15). Take Route 15 South to Gettysburg, PA and Emmitsburg, MD.
- Follow the signs once in Emmitsburg to the National Emergency Training Center

SCHEDULE OF EVENTS: The meal plan is mandatory and includes six meals

Friday, June 7

Student Check in: 3:00 PM – 6:00 PM (Each student MUST possess a REAL ID or US Passport in order to register at C-West)

Dinner: 4:30 – 7 PM – Dining Hall

7 PM – Mandatory orientation

****Join your colleagues from all three states after dinner Friday evening for discussion of three relevant issues impacting the fire service.**

We encourage everyone to join so as to voice their opinions and experiences.

Saturday, June 8 (all times are approximate)

Breakfast: 6:00 AM – 8:00 AM – Dining Hall

Morning Course Time: 0800 AM – 12:00 PM

Lunch: 12:00 PM – 1:00 PM – Dining Hall

Afternoon Course Time: 1:00 PM – 5:00 PM

Memorial Service: 5:15 – 6:00 PM

Dinner: 6:00 PM

Sunday, June 9 (all times are approximate)

Breakfast: 6:00 AM – 8:00 AM – Dining Hall – Check-out of the Dormitory before class on Sunday. Luggage should be stored in personal vehicles before class begins. If other arrangements are needed, please indicate that on your application.

Morning Course Time: 0800 AM – 12:00 PM

Lunch: 12:00 PM – 1:00 PM – Dining Hall

Afternoon Course Time: 1:00 PM – 4:30 PM

LODGING: A single room for each participant for a two-night stay at the NFA is included. A few rooms for married couples are available- please notify the Fire Academy if you would like a double room.

DRESS CODE: The wearing of athletic clothing, including ball caps or hats of any kind, is not appropriate in the classrooms, dining hall, or auditorium. Attire such as shorts, sandals, tank tops, ventilated shirts, collar-less shirts, and cut-off jeans are considered informal wear and should be restricted to after-hour leisure activities. Males: Shirts with collars (no t-shirts), slacks, nice jeans (no holes), or department uniforms, shoes, and socks. Females: Dresses, blouses (no t-shirts) with slacks or skirts or department uniforms, hosiery, and shoes. Optional items include sweaters, jackets, etc.

COURSES:

Best Practices in Community Risk Reduction (W0635): This two-day course demonstrates to students nationally recognized principles that, when used appropriately, can lead to community risk-reduction programs that can measure success in local communities. This course will give students the opportunity to explore programs from communities across the United States that have been showcased at Vision 20/20 symposiums. These programs demonstrate what nationally recognized organizations identify as examples of “best practices” in community risk reduction.

Selection criteria: Fire and emergency services personnel who help develop and deliver fire prevention and community risk-reduction programs. Fire and emergency services staff with an interest in advancing risk-reduction efforts in their community. Allied health and community service personnel who help develop and deliver risk-reduction programs

Prerequisites: Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through [NFA Online](#). Chief's signature attests that the applicant has completed this required training.

There is a pre-course assignment that should take about one hour to complete.

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Building Organizational Support for Community Risk Reduction (W0636): This two-day course is designed to help fire and emergency services learn what community risk reduction is and how to build organizational support for it. This course will address the challenges that fire departments face in shifting their priorities from response to prevention. In many departments, community risk reduction is still considered a low priority. This course will show you how community risk reduction can help you and your department become more of a community player in times of decreased budgets. This course includes three units of instruction:

Unit 1: Components of Community Risk Reduction.

Unit 2: Community Risk Reduction as a Service Priority.

Unit 3: Building Organizational Support for Community Risk Reduction.

Selection criteria: Fire and emergency services personnel who want to learn about community risk reduction.

Fire and emergency services personnel who are currently involved with fire prevention and have an interest in advancing risk-reduction efforts in their community.

Prerequisites: Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through [NFA Online](#). Chief's signature attests that the applicant has completed this required training.

There is a pre-course assignment that should take about one hour to complete.

Fire Investigation: First Responders (W0379): This course is designed specifically to provide a clear definition of the role of first responders in fire investigation and provide essential knowledge to enable them to recognize the potential of intentionally set fires, preservation and protection of evidence, and proper reporting of information to appropriate officials. By strengthening the partnership between first responders and investigators, the chances for successfully solving arson-related crimes will increase.

Selection criteria: Fire and emergency services personnel who respond to fires or might conduct preliminary investigations into the origin and cause of fires.

Prerequisites: Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through [NFA Online](#). Chief's signature attests that the applicant has completed this required training.

Interested students are encouraged to complete "Initial Fire Investigation for First Responders" (Q0379), available through [NFA Online](#) prior to participating in this classroom-based course.

Incident Safety Officer (W0729): This two-day course examines the Safety Officer's role at emergency responses. A specific focus on operations within an Incident Command System (ICS) as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized.

Selection Criteria: Individuals who have a Safety Officer responsibility at emergency operation situations.

Individuals attending this course should have a working knowledge of ICS as taught by the National Fire Academy, building construction principles, hazardous materials management, applicable National Fire Protection Association guidelines, and federal regulations.

Prerequisites: ICS 100 level and ICS 200 level training. Preferred courses are Q462 and Q463 available through [NFA Online](#). Chief's signature attests that the applicant has completed required training.

Leadership in Supervision: Perspectives in Thinking (W0647): This two-day course provides the supervisor with the conceptual foundation and framework for success in leadership roles by exploring creative, analytical, political and critical thinking perspectives. The course addresses skills needed for assessing situations from multiple perspectives, making critical decisions, fostering creativity and innovation, and using persuasion.

Selection criteria: The primary target audience for this course are those individuals who are at the first line level of supervision. For purposes of student selection first line level is considered to be those at the Company Officer or Unit (fire prevention, fire education, communications, EMS, etc.) Supervisor level.

More specifically primary selection criteria are as follows:

First line supervisors in fire and emergency medical services organizations.

Fire and emergency medical services personnel due for promotion/appointment to a first line supervisory position within 18 months.

Fire and emergency medical services personnel who are regularly assigned acting supervisory positions.

Fire and EMS personnel currently enrolled in the National Fire Academy Managing Officer Program will be provided priority selection.

The secondary target audiences are fire and EMS personnel at the first line management level (Chief Officer or above). Students at this level may be given consideration on a space available basis.

Prerequisites: ICS-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through [NFA Online](#). Chief's signature attests that the applicant has completed this required training.

New Fire Chief: Challenging Issues (W0760): This two-day course is designed to develop the managerial, administrative and leadership skills necessary for the first time fire chief and chief officer who desire a leadership position in their department. This course addresses critical knowledge and skills pertaining to the responsibilities of a fire chief.

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Selection Criteria: The primary candidates for this course include new or emerging chief officers in a volunteer or combination fire department or emergency service organization.

The secondary candidates are new career chiefs, department leaders or emerging leaders of a fire department or emergency service organization.

This course is open to all interested emergency services personnel, including volunteer, career and allied professionals.

The class is intended primarily for those who have served or will begin to serve soon in leadership positions and who seek to learn more effective ways of managing and leading their agency.

Prerequisites: ICS 100 level and ICS 200 level training. Preferred courses are Q462 and Q463 available through [NFA Online](#). Chief's signature attests that the applicant has completed required training.

Preparation for Initial Company Operations (W0458): This two-day course is designed to develop a better understanding of the role and responsibilities of Company Officers (COs) in preparing their company for incident operations and to clarify the transition from firefighter to CO and the new roles relating to leadership and safety. This course is designed for COs, acting COs, or senior firefighters responsible for the management of a single fire company at an emergency incident, including those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operation.

Selection criteria: COs, acting officers, or senior firefighters who command a fire company during emergency operations.

Those officers who are responsible for maintaining skills and company readiness.

Prerequisites: Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through [NFA Online](#). Chief's signature attests that the applicant has completed this required training.

Shaping the Future: This is two-day course is designed to assist first- and second-level supervisors and Company Officers (COs) in developing knowledge and skills in contemporary approaches to organizational problem-solving. Topics include use of creative approaches to identifying trends within their organizations; applying problem-solving methodologies; the importance and application of continuous improvement within organizations; how to quantify problems and solutions; factors in organizational and individual resistance to change; and strategies for implementing change. The course incorporates facilitated, student-centered methodologies, including lecture, small and large group activities, and individual assessments.

Selection criteria: First- and second-level supervisors and COs who are upwardly mobile within their organizations and whose department head wishes to prepare them for increased managerial responsibility. Administrative officers who are responsible for significant staff functions within the organization and who report directly to top management. Emergency service workers assigned to positions with decision-making responsibilities.

Prerequisites: Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through [NFA Online](#). Chief's signature attests that the applicant has completed this required training.

Strategy and Tactics for Initial Company Operations (W0455): This two-day course is designed to meet the needs of Company Officers (COs) responsible for managing the operations of one or more companies during structural firefighting operations. This course is designed to develop the management skills needed by COs to accomplish assigned tactics at structure fires.

Selection criteria: Senior firefighters who may at times assume the responsibilities of the CO (National Fire Protection Association 1001, Standard for Fire Fighter Professional Qualifications, Level II).

Prerequisites: Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through [NFA Online](#). Chief's signature attests that the applicant has completed this required training.

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
GENERAL ADMISSIONS APPLICATION SHORT FORM

See Reverse for
Privacy Act Statement

O.M.B. No. 1660-0100
Expires November 30, 2016

SECTION I - GENERAL INFORMATION

1. DATE OF BIRTH (Mo, Day, Yr.)	2. GENDER ☐ FEMALE ☐ MALE	3. U.S. CITIZEN ☐ YES ☐ NO ☐ PERMANENT RESIDENT	If No, City and Country of Birth:
4. RACE (Please check all that apply) 1. ☐ AMERICAN INDIAN or ALASKAN NATIVE 4. ☐ WHITE 2. ☐ ASIAN 5. ☐ NATIVE HAWAIIAN or PACIFIC ISLANDER 3. ☐ BLACK or AFRICAN AMERICAN			4a. ETHNICITY ☐ HISPANIC or LATINO ☐ NOT HISPANIC or LATINO
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)			6. STUDENT IDENTIFICATION (SID) NUMBER
7. HOME MAILING ADDRESS (Street, avenue, road no., P.O. box/city or town, and zip code)		8. Work Phone Number: _____ 9. Home Phone Number: _____ 10. FAX Number: _____ 11. E-MAIL ADDRESS: _____	
12a. ENTER COURSE CODE AND TITLE		12b. COURSE LOCATION	12c. DATE
13. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL CONSIDERATION DURING YOUR ATTENDANCE IN TRAINING? ☐ NO ☐ YES (If yes, indicate & describe any special considerations required on a separate sheet)			

SECTION II - EMPLOYMENT INFORMATION

14a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED	14b. NFIRS # (NFA ONLY)	15. CURRENT POSITION AND NUMBER OF YEARS IN POSITION
16. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION	16b. ORGANIZATION	16c. CURRENT STATUS
16a. JURISDICTION 1. ☐ STATEWIDE 2. ☐ COUNTY GOVERNMENT 3. ☐ CITY/TOWN/VILLAGE 4. ☐ SPECIAL DISTRICT/TOWNSHIP 5. ☐ FEDERAL/MILITARY (non-DHS) 6. ☐ INDUSTRY/BUSINESS 7. ☐ FOREIGN 8. ☐ DHS/FEMA 9. ☐ TRIBAL NATION	1. ☐ ALL CAREER 2. ☐ ALL VOLUNTEER 3. ☐ COMBINATION	1. ☐ PAID FULL TIME 2. ☐ PAID PART TIME 3. ☐ VOLUNTEER 4. ☐ DISASTER RESERVIST

SECTION III - ENDORSEMENT AND CERTIFICATION

17a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (U.S.C. 1001).
17b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief officer or designee.
17c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.
17d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

18a. SIGNATURE OF APPLICANT	18b. DATE
19. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION (NOT REQUIRED FOR SELF STUDY PROGRAMS)	
By signing this application, I certify that my organization does not discriminate on the basis of age, gender, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees.	
19a. SIGNATURE	19b. PRINTED NAME AND TITLE
19c. DATE	

20. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE (NOT REQUIRED FOR SELF STUDY PROGRAMS)

20a. SIGNATURE AND DATE (State Office)	20b. SIGNATURE AND DATE (FEMA Regional Office)
21. SUBMIT APPLICATION TO APPROPRIATE SPONSOR	

22a. DISPOSITION

☐ ACCEPTED ☐ REJECTED

22b. SIGNATURE OF REVIEWER

22c. DATE

EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.), Section 552a, for individuals applying for admission to NFA Or EMI.

AUTHORITY - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 et. seq.; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121, et. seq.; Title 44 U.S.C. Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

PURPOSES: To determine eligibility for participation in NFA and EMI courses. Information such as age, gender, and ancestral heritage are used for statistical purposes only.

USES: Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring states, local officials, or state agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

EFFECTS OF NONDISCLOSURE - Personal information is provided on a voluntary basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

PAPERWORK BURDEN DISCLOSURE NOTICE

*Public reporting burden for this data collection is estimated to average 6 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100) **NOTE: Do not send your completed form to this address.***