

FEDERAL EMERGENCY MANAGEMENT AGENCY		See Reverse for Privacy Act Statement	OMB No. 3067-0024 <i>Expires July 31, 2007</i>
GENERAL ADMISSIONS APPLICATION SHORT FORM			
USE THIS FORM <u>ONLY</u> IF APPLYING FOR EMI OR NFA OFF CAMPUS COURSES (<i>EXCLUDING REGIONAL DELIVERIES</i>)			
SECTION I – GENERAL INFORMATION			
1. DATE OF BIRTH (Mo, Day, Yr.)	2. SEX <input type="checkbox"/> Female <input type="checkbox"/> Male	3. U.S. CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Place of Birth:	
4a. PLEASE CHECK THE RACE(S) WHICH BEST APPLIES TO YOU (Providing this information is voluntary) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE 2. <input type="checkbox"/> ASIAN 3. <input type="checkbox"/> WHITE 4. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 5. <input type="checkbox"/> NATIVE HAWAIIAN OR PACIFIC ISLANDER		4b. PLEASE CHECK THE ETHNICITY WHICH BEST APPLIES TO YOU (Providing this information is voluntary) 1. <input type="checkbox"/> HISPANIC or LATINO 2. <input type="checkbox"/> NOT HISPANIC or LATINO	
5. PLEASE PRINT YOUR NAME (Last, First, Middle, Suffix)		6. SOCIAL SECURITY NO.	
7. HOME ADDRESS (Street, avenue, road no/city or town/state and zip code)		8. WORK PHONE NO. ()	
		9. HOME PHONE NO. ()	
		10. FAX NO. ()	
		11. EMAIL ADDRESS	
12. SELECT DESIRED COURSE and PICK-UP LOCATION, IN ORDER OF PREFERENCE (1 st , 2 nd , 3 rd)			
<u>COURSE</u>		<u>PICK-UP LOCATION</u>	
<input type="checkbox"/> CPTFR <input type="checkbox"/> LS II		<input type="checkbox"/> Akron <input type="checkbox"/> Bowling Green <input type="checkbox"/> Cambridge	
<input type="checkbox"/> DMICO <input type="checkbox"/> STICO		<input type="checkbox"/> Centerville <input type="checkbox"/> Cincinnati <input type="checkbox"/> Cleveland	
<input type="checkbox"/> ESS:MLC <input type="checkbox"/> TOSD		<input type="checkbox"/> Columbus <input type="checkbox"/> Springfield <input type="checkbox"/> Own Transportation	
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 _____ NO. YEARS
16. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBES YOUR ORGANIZATION			
16a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP 7. <input type="checkbox"/> FOREIGN 2. <input type="checkbox"/> COUNTY GOVERNMENT 5. <input type="checkbox"/> FEDERAL/MILITARY 8. <input type="checkbox"/> FEMA 3. <input type="checkbox"/> CITY/TOWN/VILLAGE 6. <input type="checkbox"/> INDUSTRY/BUSINESS 9. <input type="checkbox"/> NDER/IMA		16b. ORGANIZATION <input type="checkbox"/> ALL CAREER <input type="checkbox"/> ALL VOLUNTEER <input type="checkbox"/> COMBINATION	16c. CURRENT STATUS <input type="checkbox"/> PAID FULL TIME <input type="checkbox"/> PAID PART TIME <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> 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 NETC and MWEAC 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. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future NETC courses.			
18a. SIGNATURE OF APPLICANT			18b. DATE
19. APPROVAL BY HEAD OF THE SPONSORING ORGANIZATION			
By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing education opportunities for employees.			
19a. SIGNATURE	19b. PRINTED NAME AND TITLE		19c. DATE
20. ADDITIONAL ENDORSEMENTS FOR THE OHIO WEEKEND			
20a. SIGNATURE AND DATE (State Office)			20b. DATE
21. SUBMIT APPLICATION TO:			
NFA – OHIO WEEKEND OSFSI PO Box 518 Grove City, OH 43123		NOTE: Applications must be completed. Fees must accompany registration form Submit no later than May 31, 2011	
Make checks payable to: OSFSI		DO NOT FAX	
22a. DISPOSITION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	22b. SIGNATURE OF REVIEWER		22c. DATE

EQUAL OPPORTUNITY STATEMENT

The National Fire Academy (NFA) and the Emergency Management Institute (EMI) are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, 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), December 31, 1974, for individuals applying for admission to NFA or EMI.

AUTHORITY - 5 U.S.C. 301; 15 U.S.C. 2206; 44 U.S.C. 3101; 50 U.S.C. App. 2253 and 2281; E.O. 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, sex, 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 Boards 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 volunteer 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.

Information Regarding Disclosure of Your Social Security Number Under PL-579, Section 7(b) - E.O. 9397 authorizes the collection of the SSN. The SSN is necessary because of the large number of individuals who have identical names and birthdates and whose identities can only be distinguished by the SSN. The SSN is used for record-keeping purposes, i.e., to ensure that your academic record is maintained accurately. Disclosure of the SSN is voluntary. However, if you do not provide your SSN, another number will be substituted, which will delay processing of your application or course certificate.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 6 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. NOTE: Do not send your completed form to this address.

COURSE CODES

(CPTFR) Courtroom Preparation & Testimony for First Responders

(DMICO) Decision Making for Initial Company Operation

(ESS:MLC) Executive Skills Series: Managing and Leading Change

(LS II) Leadership II: Strategies for Personal Success

(STICO) Strategy & Tactics for Initial Company Operations

(TOSD) Training Operations in Small Departments



**OHIO WEEKEND
at the
NATIONAL FIRE ACADEMY
EMMITSBURG, MD**

INVITATION

The Ohio Fire Academy and the Ohio Society of Fire Service Instructors cordially invite you to join us for a weekend of enrichment at the National Fire Academy (NFA). The courses selected for this learning opportunity are of the highest quality and are presented by NFA adjunct faculty.

WHEN

July 29, 2011	Departure (A.M.)
July 30-31, 2011	Classes at NFA
July 31, 2011	Return (late P.M.)

APPLICATION PROCEDURE

- 1) Use the attached NFA form (make additional copies if necessary).
- 2) Fill out the application form COMPLETELY.
- 3) You must meet the NFA student selection criteria.
- 4) Identify, in order of preference, up to three desired courses.
- 5) List preferred pick-up point and alternate where indicated. If you are providing your own transportation, please indicate.
- 6) Registration fee or billing authorization **MUST** accompany the application form.
- 7) Return completed application form with FEE (**DO NOT FAX**) by May 31, 2011 to:
NFA - Ohio Weekend
OSFSI
PO Box 518
Grove City, OH 43123

COST

The cost for the OHIO WEEKEND is \$200.00, payable in advance. There will be no refunds after June 30, 2011. Checks should be made **payable to: OSFSI**

The cost includes the following: (1) bus transportation to/from the NFA; (2) all meals at the NFA (meals in route are at student expense); (3) lodging at the NFA campus; (4) all course materials; and, (5) evening social activities.

TRANSPORTATION

Transportation by chartered buses, leaving from various points around the state, is provided as part of the fee. There is no fee reduction for those providing their own transportation.

BUS PICK-UP POINTS (TENTATIVE)

Akron	Centerville	Columbus
Bowling Green	Cincinnati	Springfield
Cambridge	Cleveland	

ALL STUDENTS WILL BE NOTIFIED OF THE EXACT TIME AND LOCATION FOR THE PICK-UP POINTS.

SELECTION CRITERIA

We will be using the NFA's selection criteria for each course. First priority will be given to chief officers, senior line officers, company officers, and fire department safety officers. Second priority will be given to senior firefighters who initially serve as incident commanders for initial response personnel. Preference will also be given to those who have not previously attended the National Fire Academy. Fire department participation and pick-up location will also be considered.

AVAILABLE COURSES

**COURTROOM PREPARATION & TESTIMONY FOR FIRST RESPONDERS
(CPTFR)**

Course will provide the necessary tools for all emergency responders who may be called upon for deposition and/or courtroom testimony relevant to facts witnessed on arrival at a scene as a first responder. It will also address the need to improve report-writing skills if asked to describe the event in a court of law.

**DECISION MAKING FOR INITIAL COMPANY OPERATIONS
(DMICO)**

The course is designed to develop the decision making skills needed by Company Officers to accomplish assigned tactics at structure fires. All activities and scenarios used in this course are based on structure fires.

**EXECUTIVE SKILLS SERIES: MANAGING AND LEADING CHANGE
(ESS:MLC)**

Students will be introduced to a four step model for managing change effectively. Activities include analysis, planning, implementation and evaluation. The same model will be used to examine the executive role of leading change.

**LEADERSHIP II: STRATEGIES FOR PERSONAL SUCCESS
(LSII)**

This leadership course addresses ethics, use and abuse of power at the company officer level, creativity in the fire service environment and managing the multiple roles of the company officer.

**STRATEGY & TACTICS FOR INITIAL COMPANY OPERATIONS
(STICO)**

Students will be able to explain the purpose and use of the Communications Model and the Quick Access Prefire Plan in tactical operations at fire incidents; define the relationship between incident priorities, strategy, tactics, and implementation of the Incident Command System.

**TRAINING OPERATIONS IN SMALL DEPARTMENTS
(TOSD)**

To provide a foundation and general understanding of how training operations can be managed successfully within small fire and rescue departments. Students will be provided with some basic tools and skills to coordinate training including conducting drills.

OHIO WEEKEND

AT THE

NATIONAL

FIRE

ACADEMY



July 29-31, 2011

Emmitsburg, Maryland

NFA - Ohio Weekend
OSFSI
PO Box 518
Grove City, OH 43123