

Vermont Fire Academy  
NFA Three State Weekend  
Emmitsburg, Maryland  
August 17 – 19, 2018

Registration deadline: July 2, 2018

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.

- \_\_\_ Executive Skill Series: Exercising Leadership Within Communities
- \_\_\_ Fire Investigation: First Responders
- \_\_\_ Fire Service Culture: Who Protects Firefighters from Firefighters?
- \_\_\_ Incident Command and Resource Management for the Fire Service
- \_\_\_ Introduction to Unified Command for All Hazard Incidents
- \_\_\_ Shaping the Future
- \_\_\_ Strategies and Tactics for Initial Company Operations
- \_\_\_ Youth Firesetter Intervention Specialist

Method of Payment: (\$75 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 I287 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

**MEALS:** The Mandatory meal plan includes 6 meals

Friday evening: cold buffet-style dinner provided from 4:30PM to 7:00PM

Saturday: breakfast, lunch, and dinner provided

Sunday: breakfast and lunch provided

**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:**

**Youth Firesetter Intervention Specialist:** This two-day course is based on requirements of National Fire Protection Association (NFPA) 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications. This course provides students with a broad understanding of the knowledge, skills and abilities that the Youth Firesetter Intervention Specialist should have as requirements of NFPA Standard 1035 pertaining to youth firesetting. This course is for the practitioner who provides services at the program delivery level. It replaces Youth Firesetting Prevention and Intervention - Level 1.

**Selection criteria:** Fire and rescue personnel who coordinate training in small departments. Volunteer firefighters and officers who instruct in small fire and rescue departments. Fire personnel serving on training committees. Training officers in volunteer fire departments.

**Prerequisites:** Responsible for the identification, intake, screening, educational intervention, follow-up, and evaluation of the program services and results. Students representing the fire service are encouraged to partner with other agencies for this training. Partners can include but are not limited to fire investigators, law enforcement, mental health, social services, juvenile justice, or other stakeholders who can assist in building and maintaining programs in their communities.

**Executive Skill Series: Exercising Leadership Within Communities:** The purpose of this two-day course is to provide fire service authority figures with knowledge and skills, enabling them to exercise leadership when confronting adaptive challenges presented by increasingly diverse internal and external communities. The goal of the course is for participants to use the diversity of ideas, peoples and cultures as resources in exercising leadership to address adaptive challenges in their communities.

**Selection criteria:** The primary target audience is fire and emergency service personnel in positions of authority (executive level officers) who have an opportunity to exercise leadership.

Note: Participants must be minimally assigned to a supervisory level position (for example, a Company Officer).

**Prerequisites:** None

**Strategies and Tactics for Initial Company Operations:** 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:** None

**Fire Service Culture: Who Protects Firefighters from Firefighters?:** This two-day course is designed to assist emergency services personnel in defining and advocating organizational change within the fire service relating to safety. Topics include safety and risk cultures within

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organizations; influences on safety culture and risk categories; concepts, goals, and processes of risk management; The course incorporates a facilitated student-centered methodologies including lecture, small and large group activities, and individual assessments.

**Selection Criteria:** The primary target audience includes anyone in emergency services with an interest in changing culture in his or her organization. The secondary target audience includes all interested individuals and community people who are responsible for risk management.

**Prerequisites:** None

**Fire Investigation: First Responders:** 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. The course includes topics such as fire behavior, critical observations of the first responder, fire causes, scene security and evidence preservation, legal considerations, and documentation of findings. This course is designed for all fire and emergency services personnel who might conduct preliminary investigations into the origin and cause of fires. Interested students are encouraged to complete "Initial Fire Investigation for First Responders" (Q0379) available through NFA Online at <https://www.usfa.fema.gov/training/nfa/courses/online.html>, prior to participating in the classroom-based course.

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

**Prerequisites:** 1. Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through NFA Online at [www.usfa.dhs.gov/nfa/nfaonline](http://www.usfa.dhs.gov/nfa/nfaonline). Chief's signature attests that the applicant has completed this required training.  
2. Interested students are encouraged to complete "Initial Fire Investigation for First Responders" (Q0379), available through NFA Online at <https://www.usfa.fema.gov/training/nfa/courses/online.html>, prior to participating in this classroom-based course.

**Incident Command System and Resource Management for the Fire Service:** This is a significantly revised two-day program providing students with an understanding of the Incident Command System (ICS) and resource management for the fire service and their application in both emergency and nonemergency situations. This course addresses the need for an ICS, an overview of the structure and flexibility of ICS, an understanding of the command skills necessary to function effectively in an ICS structure, and the need to effectively manage your resources. This course meets the requirements of ICS-100 and ICS-200.

**Selection Criteria:** All first responders with responsibilities to use, deploy, implement and/or function within ICS and resource management.

**Prerequisites:** None

**Introduction to Unified Command for All Hazard Incidents:** This two-day course is designed to provide Company Officers (COs) with a better understanding of multiagency needs and a Unified Command structure. The attendees will gain an understanding of the requirements of a Unified Command organization and provide learners with the knowledge and skills necessary to operate effectively in complex incidents.

**Selection criteria:** The primary audience for the course is fire department COs, first responders, chief officers, and others who would function in a Command or General Staff position during a multiagency operation. Further specification for the audience includes officers who have command responsibilities, are upwardly mobile and act in the position of a command officer, would function in a Command or General Staff position during a Unified Command operation, and are initially responsible for setting up the Incident Command organization.

**Prerequisites:** None

**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:** None



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 <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		3. U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PERMANENT RESIDENT		If No, City and Country of Birth:	
4. RACE (Please check all that apply) 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE      2. <input type="checkbox"/> ASIAN      3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 4. <input type="checkbox"/> WHITE      5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER						4a. ETHNICITY <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> 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? <input type="checkbox"/> NO <input type="checkbox"/> 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. <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 (non-DHS)      8. <input type="checkbox"/> DHS/FEMA 3. <input type="checkbox"/> CITY/TOWN/VILLAGE      6. <input type="checkbox"/> INDUSTRY/BUSINESS      9. <input type="checkbox"/> TRIBAL NATION			1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION		1. <input type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER 4. <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 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.***