

Vermont Fire Academy
NFA Three State Weekend
Emmitsburg, Maryland
August 18 – 20, 2017

Registration deadline: July 21, 2017

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 **What is a FEMA SID?**

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.

- ____ Decision Making for Initial Company Operations (DMICO)
- ____ Executive Skill Series: Exercising Leadership Ethically
- ____ Incident Command System and Resource Management for the Fire Service
- ____ New Fire Chief: Challenging Issues
- ____ Politics and the White Helmet
- ____ Training Operations in Small Departments

Method of Payment: (\$75 required at the time of registration) ____ Check ____ Purchase Order

Purchase Order Number: _____ Department to be invoiced: _____

Invoice 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:

Decision Making for Initial Company Operations: This two-day course is designed to develop the decision-making skills needed by Company Officers (COs) to accomplish assigned tactics at structure fires. All activities and scenarios used in this course are based on structure fires. With the real possibility of being the first to arrive at an incident, the CO's initial decisions will have an impact throughout the entire incident. It is vital that COs be able to make good management decisions that have a favorable impact on the eventual outcome. In addition to a possible role as the initial Incident Commander, the CO may well be assigned a subordinate position within the Incident Command System organization. COs need to have a clear understanding of the system, the position that they are assigned to, and their role in the organization if they are to function effectively and help make the system work.

Selection criteria: This course is specifically designed for newly appointed COs and for firefighters who may have acting CO responsibilities or who want to become a CO. This course is an excellent review for experienced COs.

Prerequisites: None

Executive Skill Series: Exercising Leadership Ethically: This new two-day course provides students with the ability to recognize ethical dilemmas in the context of their environments, apply a decision model to resolve these dilemmas, render ethical decisions, and defend under scrutiny the resulting decisions that were made in an effort to resolve these dilemmas. This course will become the fourth offering within the Executive Skill Series.

Selection criteria: The target audience for all the Executive Skill Series courses, including this course, are fire and emergency services personnel in positions of authority who have an opportunity to exercise leadership. An eligible student must be minimally assigned to a supervisory level position (for example, a Company Officer). Line firefighters or firefighter-paramedics are not within the target audience and will not be considered.

Prerequisites: None

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

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New Fire Chief: Challenging Issues:

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, including such topics as local politics and the role of the chief officer, liability and risk management, and resources and items of knowledge needed to become a first-time leader in a new position in his or her agency.

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: None

Politics and the White Helmet: This two-day course is aimed at providing the chief officers in both fire service and Emergency Medical Services (EMS) agencies with an overview of the ways to succeed and work within the political system at local, county and state levels to achieve positive results for their department. It will give the officer an improved insight into better ways to relate and speak to citizens and others to gain support and understanding of their needs for bond issues, tax votes and general elections. Participants learn about successful approaches that are appropriate for government employees and volunteers. The course identifies successful tools needed to address the challenge that is necessary to bring about change and how a department's culture of power, influence, negotiation and coalition building is important to success.

Selection criteria: Key fire service personnel in positions of leadership and Company Officers (COs) or other ranks above CO and those who seek to learn of new approaches to better deal with their community's fire and EMS challenges, including departmental officers and leaders, operational and administrative, in the nation's departments. The course is directed at people who hold officer or leadership positions in both fire and EMS agencies. Open to all interested emergency services officers, including volunteer, career and allied professions.

Prerequisites: None

Training Operations in Small Departments: This two-day course is designed to provide students with some basic tools and skills to coordinate training in a small fire/EMS organization. A training function in a smaller department typically may include conducting training drills and coordinating training with a nearby larger city or state training function.

Course content includes:

- Leadership issues in fire service training, such as why and how the local training officer must be a catalyst for change and personal motivators within the department.
- Identifying the legal issues affecting the training function, including an understanding of a standard of care and the impact of Occupational Safety and Health Administration and National Fire Protection Association standards.
- Safety considerations in training.
- Marketing training internally.
- Identifying ways to justify training needs.
- Resolving training conflicts using appropriate conflict resolution techniques.
- Selecting and evaluating training curricula and materials from outside sources.
- Effective delivery and evaluation of training.

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: None

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SID Frequently Asked Questions

What is the website to obtain a FEMA SID?

<https://cdp.dhs.gov/femasid/#faq>

What is a FEMA SID?

FEMA Student Identification (SID) number is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA organization. Your FEMA SID uniquely identifies you throughout the FEMA organization and all of its agencies. The goal is for your FEMA SID to serve as your personal identification number instead of your Social Security Number (SSN) in support of FEMA's effort to decrease/cease the use of SSN for identifying and tracking individuals.

Why do I need a FEMA SID?

A FEMA SID is required to register for and participate in any training provided by FEMA. All FEMA training providers' registration systems and enrollment procedures require a valid FEMA SID. The FEMA SID will serve as your unique identifier and be used to maintain the record of FEMA training you attended.

Who needs a FEMA SID?

A FEMA SID is required to register for and participate in any training provided by FEMA. Anyone that is to attend training provided by FEMA will be required to obtain a FEMA SID prior to registering for the training.

How do I know if I already have a FEMA SID?

You can check to see if you have a FEMA SID by inputting your information on the [Retrieve SID](#) page. If you already have a FEMA SID, your FEMA SID will be emailed to you. If you attempt to register, you will receive a message that you are already registered.

How will my information be used?

The information collected at registration will only be used to verify your identity should you forget your SID or password. The SID will be used to maintain a record of your FEMA training participation.

Where do I use my FEMA SID?

You will use your FEMA SID when filling out your information to register for any training provided by FEMA.

How can I change my password?

If you are logged in to your profile, click the Edit Profile option under your username. You can change your password by clicking on the [Change Password](#) option. If you have lost or forgotten your password, click the [Reset your Password](#) link on the FEMA SID Login page. A temporary link will be sent to the work and alternate email addresses you provided in your profile. Use the temporary link within 24 hours to reset your password.

I have my FEMA SID, but I can't remember my password. What can I do?

Click the [Reset your Password](#) link on the FEMA SID Login page. A temporary link will be sent to the work and alternate email addresses you provided in your profile. Use the temporary link within 24 hours to reset your password.

How can I contact the FEMA SID Help Desk?

You can contact the help desk by using the form on the [Contact](#) page.

How can I update my contact information?

Log in to your account using your FEMA SID and password. Once you have logged in you will see a screen that will allow you to modify your information.

How do I register for online courses?

You cannot register for online courses on the FEMA SID site. Online courses are offered through one of the training providers found on the [Training Providers](#) page.

How do I get a copy of my transcripts, certificates, or training records?

If you need certificates or registration support or transcript information please visit the training provider's site. You can find various training provider's contact information on the [Training Providers](#) page.

What is the minimum age requirement to obtain a FEMA SID?

Due to the level of curriculum and content, the Emergency Management Institute (EMI) allows students ages 10 and older to complete Independent Study (IS) courses. Students younger than 10 years old are able to view and learn from the IS course materials provided by EMI, but they will not be able to complete the final examination and receive credit for the course completion unless they are at least 10 years old.

In order to meet Search and Rescue Merit Badge requirements, Scouts may complete the IS-100 Introduction to Incident Command System (ICS) available [here](#). They may discuss the meaning of IAP and ICS with their counselor to meet the requirements.

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.***