



**May 2-3, 2020**

*New Jersey/Delaware Weekend*  
at the  
**National Fire Academy**

Register at [www.keanfiresafety.com](http://www.keanfiresafety.com)

Presented by: New Jersey Department of Community Affairs,  
New Jersey Division of Fire Safety & Delaware State Fire School



## PROGRAM OVERVIEW & REGISTRATION

The New Jersey Department of Community Affairs, the New Jersey Division of Fire Safety, Delaware State Fire School and the National Fire Academy announce the New Jersey/Delaware State Weekend Program at the National Fire Academy. This year's attendees will have the opportunity to choose between nine (9) two-day courses. The courses are open to the target audience of Fire, EMS, Company and Chief Level Officers.

This program is cost-shared between the participant and the National Fire Academy. The National Fire Academy provides housing, classrooms, faculty and materials at no cost. The fee paid by the applicant covers three (3) meals on Saturday and two (2) on Sunday. **The deadline for receipt of the 2020 New Jersey Weekend application is March 16, 2020.**

If you are interested in attending this program, you must mail a completed application, FEMA Form 119 (short form); and the addendum on page 19.

You can obtain the FEMA Form 119 (General Admissions Short Form), from the National Fire Academy's website: [http://www.usfa.dhs.gov/downloads/pdf/ff\\_119\\_25\\_2\\_75\\_5a.pdf](http://www.usfa.dhs.gov/downloads/pdf/ff_119_25_2_75_5a.pdf) or at the Kean University Fire Safety Training website: [www.keanfiresafety.com](http://www.keanfiresafety.com).

## HOMELAND SECURITY/FEMA SID NUMBER *(REQUIRED FOR PARTICIPATION)*

Administrative procedures implemented by the U.S. Department of Homeland Security/ FEMA require that all students must obtain a FEMA Student Identification (SID) Number to attend any courses on campus, or receive credit through State delivery systems. The purpose is to remove the Social Security Number from their computer systems to safeguard sensitive data from being hacked within the Federal computer systems.

Students will need to obtain this number prior to submitting their 2020 New Jersey/Delaware Weekend application to Kean University. This requirement will be enforced by DFS upon all who attend the New Jersey/Delaware Weekend, and on all outreach program deliveries conducted in New Jersey. Failure to place the FEMA student ID number on the General Admissions Application will result in your application being returned, no exceptions will be made.

Once a student has received their FEMA Student Identification (SID) Number it becomes their permanent identification number for all National Fire Academy programs. Please visit <https://cdp.dhs.gov/femasid/> to request a ID# or to retrieve an existing ID#. After completing the FEMA Form 119 (short form), please print and have your Fire Chief or Agency Head indicate his or her approval by signing on line 19a. We recommend that on line 12a of the application you indicate three courses of interest to you, since we cannot guarantee your first course selection. Example: (1) W0322 (2) W0457 (3) W0522. **The Division of Fire Safety reserves the right to place an applicant into any course delivered regardless of the course preferences.**

Do not enter course numbers for classes that you are not willing to attend. If you previously completed one of the listed courses, you may not attend it again.

## APPLICATION DEADLINE

The last date for receipt of postmarked applications is **March 16, 2020**. No applications will be accepted after this deadline. Telephone reservation requests or faxed applications are not accepted. Applications that are incomplete or do not have the proper form of payment will be returned and must be resubmitted. Applicants will receive notice of application receipt via email. All correspondence will be via email so it is the responsibility of the applicant to provide a correct email address in order to receive such correspondence. If you need to withdraw from this program, you must notify Kean University at 908-737-3069 or [dkierych@kean.edu](mailto:dkierych@kean.edu).

### **THE LAST DAY TO CANCEL REGISTRATION IS APRIL 1, 2020.**

Local substitution of an applicant will not be permitted when someone withdraws.

## ADMISSION CRITERIA

Applications will be considered on a first-come, first-served basis, provided the applicant has a minimum of three years' experience as a first responder and meets the National Fire Academy Student Selection Criteria listed for the course selected. The National Fire Academy can only provide accommodations for qualified students. Therefore, in order to diversify the group of attendees at this event, the New Jersey Division of Fire Safety requests that no more than six individuals from any one organization submit an application. Acceptance notices will be emailed. It is the responsibility of the applicant to provide a correct email address in order to receive correspondence.

## PROFESSIONAL CONDUCT

Each individual has the personal responsibility to exhibit professional conduct while on the National Fire Academy campus and in the neighboring community. The New Jersey Division of Fire Safety has the responsibility and authority to monitor, and along with campus security, to take necessary action to correct unprofessional conduct. Any person that has sanctions taken against them will be reported to their agency chief. Serious infractions will cause the attendee to be sent home immediately and will result in the individual being banned from attending programs on the NFA campus.

**If you submitted an application for New Jersey/Delaware Weekend and cannot attend, you must notify Kean University, via e-mail at [dkierych@kean.edu](mailto:dkierych@kean.edu). Failure to do so will result in you being banned from attendance at the National Fire Academy for a period of two years. The only exception to this policy will be cases of emergency.**

## CHECK-IN

Registration takes place on May 1, 2020 beginning at 4:00 p.m., in the lobby of Building C. Upon arrival, you must report to the National Fire Academy's check-in desk to obtain room assignments, key card, your meal ticket, and a name tag, which must be kept with you at all times. Photo identification is required to be admitted through the main gate of the NFA and to be admitted to check-in at the guest service table for registration. If you drove a vehicle, you will be required to submit your vehicle's tag number and park in the assigned parking lot. In order to avoid a delay in the registration process, please have this information readily available. You must also register at the Division of Fire Safety's table in the lobby of Building C.

## ROOM ASSIGNMENTS

All lodging rooms are non-smoking and are randomly assigned by the National Fire Academy Admissions Office. Due to the random assignments of rooms, classmates may not be lodged together. Students may be lodged a distance from the registration building; for this reason we recommend luggage with wheels. The exchanging of rooms is not permitted. The reason for this is to maintain accountability. Dormitory Room Amenities: twin bed, linens, towels, private bathroom, TV and clock radio, refrigerator, telephone with voice mail.

## CAMPUS SECURITY REGULATIONS

The NFA is a federal facility. Due to increased security precautions, students should bring two photo identifications to campus. Please have them with you; not in your luggage. **If you do not have the photo ID's, you will not be permitted on campus.** Due to heightened security requirements, security and law enforcement personnel may search you, your vehicle or your luggage. Alcohol is not allowed in lodging rooms or vehicles and will be confiscated. For your own protection, and to expedite your processing into the National Emergency Training Center, do not bring weapons of any kind to campus. Maryland law is very narrow in its definition of Law Enforcement Officers who may carry firearms.

## PARKING

Participants must register their vehicle with the National Fire Academy upon arrival at 'C' Building, so have your license tag number with you, when you register. The National Fire Academy's staff will direct you on where you may park your vehicle. Please do not park in faculty/staff parking areas or other restricted zones. Refer to the campus map, which is available at the National Fire Academy's registration desk. The payment of parking tickets received is the sole responsibility of the student.

## NFA TELEPHONE NUMBERS

If you need to be contacted while at the NFA, you may use the incoming campus telephone number 301-447-1048 for messages. The number is operational 24 hours a day.

## DRESS CODE

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and that is appropriate for both climate differences and classroom activities. The staff of the Division of Fire Safety, Delaware State Fire School and the National Fire Academy will determine if a student's attire is inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to participate in class. Shorts, sleeveless shirts, ball caps, open-toe sandals, thongs, etc., are not permitted in classrooms, the auditorium, or the dining hall. Shorts, t-shirts and athletic attire may be worn after classes have been completed for the day. Bathing suits/trunks are not permitted outside the pool area.

## **ACCEPTABLE ATTIRE FOR CLASSROOM SETTINGS**

Males: Shirts with collars, (T-shirts, including departmental T-shirts are not acceptable) slacks, nice jeans, departmental uniforms, shoes and socks.

Females: Dresses, blouses, (T-shirts, including departmental T-shirts are not acceptable) slacks, capris, nice jeans, skirts, skorts; departmental uniforms, and shoes. Dresses, skirts/skorts should be no higher than one inch above the knee (no miniskirts).

## **NEW JERSEY/DELAWARE'S TWO-DAY PROGRAM**

The New Jersey/Delaware State Weekend is provided by the National Fire Academy to allow attendance at the Emmitsburg, Maryland campus for students who cannot attend the one or two week residential programs. While on campus for this program, students should take advantage of the facilities and the various resources that are available to them.

## **LEARNING RESOURCE CENTER, BUILDING N**

The Learning Resource Center (LRC) provides current information and resources on fire and emergency management subjects. It has a collection of more than 100,000 books, reports, periodicals, and audiovisual materials, which you may find useful to you or your agency. We recommend that you visit the Learning Resource Center to see how it can assist you back at home. The center's hours are: Friday: 8:30 a.m. - 5:00 p.m., Saturday: 4:00 p.m. - 8:00 p.m., and Sunday: 12:00 p.m. - 4:00 p.m. If you would like further information on this center, you may visit their website at [www.lrc.fema.gov](http://www.lrc.fema.gov) or contact them at 800-638-1821 or 301-447-1030.

## **DINING HALL AND LOG CABIN**

Use your meal ticket on Saturday and Sunday to have breakfast and lunch in the on-campus dining hall. Meals are provided buffet style during the following times: Breakfast: 6:45 a.m. - 9:30 a.m., Lunch: 11:30 a.m. - 1:00 p.m. and Saturday evening's meal: 6:00 p.m. at the log cabin or student center. The log cabin overlooks peaceful Tom's Creek.



## The National Firefighters Memorial

Conceived as a tribute to America's fire service, the National Fallen Firefighters Memorial is one of this country's most beautiful monuments to courage and unselfish service. Constructed in 1981 on the campus of the National Fire Academy in Emmitsburg, Maryland, the Memorial was officially designated by Congress as the National Memorial to career and volunteer fallen firefighters in 1990. It is a symbol of honor for those who carry on the tradition of service to their communities.

## New Jersey Memorial Service

On Saturday, May 2, 2020 after courses have concluded for the day, the Division of Fire Safety invites the students attending the NJ/DE Weekend to gather in front of the "The National Firefighters Memorial" (weather permitting) to honor those New Jersey firefighters who have died in the line of duty in 2019. There will be a brief service which includes the identification of the firefighters and ringing of the ceremonial bell. The service is expected to last approximately 20 minutes.

\* Students are not required to wear their class A uniforms. Normal classroom dress attire is acceptable.



## ATHLETIC FACILITIES BUILDING H

After classes, a fully equipped gymnasium, weight room, and an indoor swimming pool are available for your use at the Athletic Facility Building. The exercise room and swimming pool hours are: Friday evening: 4:00 p.m. - 8:30 p.m., Saturday and Sunday: 7:00 a.m. until 1:00 p.m., and Saturday evening: 3:30 p.m. - 8:00 p.m. Athletic equipment is available for check-out at this location. This includes softball, golf, basketball and volleyball equipment as well as bicycles and helmets. Bathing suits/trunks are not permitted outside the pool area.

## STUDENT CENTER AND COMMAND POST PUB

The Student Center provides a large screen television and billiards. Soda, beer, and wine are served at the Command Post Pub, which is located in the Student Center. The Pub is open on Friday and Saturday from 4:30 p.m. - 12:00 a.m.

## O'LEARY'S EMPORIUM GIFT SHOP, BUILDING D

O'Leary's Emporium is a convenience store and gift shop that is located in the basement of Building D. It provides quality merchandise and souvenirs for visiting firefighters and emergency management specialists. Hours: Friday 8:30 a.m. - 8:00 p.m., Saturday 10:00 a.m. - 8:00 p.m., Sunday 11:30 a.m. - 9:00 p.m. **Please note: Hours subject to change.**

## ELIGIBILITY TO ATTEND COURSES

To take a National Fire Academy course, applicants must meet the selection criteria and prerequisites specified for each course. Disregard of the specified course requirements, results in an audience mix that is difficult for the instructor, and leads to frustration on the part of those students who meet the target audience criteria. Participants may not take the same course at the National Fire Academy more than once.

## CLASS ATTENDANCE AND CONDUCT

You are to report to the class that is listed on the Confirmation Notice that was emailed to you by Kean University. Your assigned course is one of the three course selections that you identified on your application or has been assigned to you by the Division of Fire Safety. The National Fire Academy's Program Manager prohibits you from switching classes because the rosters and course certificates are prepared in advance. If you have a valid reason for needing to switch classes, you must receive approval from the New Jersey/Delaware Program coordinators before the start of class on Saturday. In order to receive a Certificate from the National Fire Academy and Continuing Education Credits from the Division of Fire Safety, you must attend and participate in the two-day class sessions from start of class until conclusion. The class schedules are: Saturday 8:00 a.m. - 5:00 p.m. and Sunday 8:00 a.m. - 3:00 p.m. Students, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus.

# Program Course Offerings

**Award of CEU's:** Each course delivered through the National Fire Academy (NFA) State Weekend is a two-day program of instruction and will receive from the NJ Division of Fire Safety 1.0 CEU's (Technical) towards renewal of a NJ State Fire Instructor certification. In addition, the following course codes will receive additional CEU's towards renewal of a Code Enforcement certification: W0522, W0602 and W0646.

**Attendance Criteria:** Student's must attend the full two-days of course instruction, and successfully complete assigned Prerequisite and Post-Course Requirements in order to receive credit. Where an exam is administered in a course, the student must obtain a grade of 70 or higher to pass the course.

## INCIDENT COMMAND SYSTEM FOR STRUCTURAL COLLAPSE INCIDENTS    **W0322**

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_w0322.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_w0322.pdf)

### **Course Description and Selection Criteria**

This two-day course is designed to provide fire officers with an understanding of command operations at structural collapse incidents. Individuals who have statutory authority/responsibility and may serve in a Unified Command structure at a structural collapse; fire command officers.

### **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.

### **Post-course requirements**

None



## **DECISION-MAKING FOR INITIAL COMPANY OPERATIONS** **W0457**

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/pcm/BYOD\\_Instructions\\_0457.pdf](https://nfa.usfa.fema.gov/ax/pcm/BYOD_Instructions_0457.pdf)

[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_0457.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_0457.pdf)

### **Course Description and Selection Criteria**

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. This course is an excellent review for experienced CO's, or for newly appointed COs and for firefighters who may have acting CO responsibilities or who want to become a CO.

### **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.

### **Post-course requirements**

None

## **EXECUTIVE SKILLS SERIES: EXERCISING LEADERSHIP THROUGH DIFFICULT CONVERSATIONS** **W0522**

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_w0522.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_w0522.pdf)

### **Course Description and 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. The purpose of this two-day course is to provide knowledge and skills for having difficult conversations to exercise leadership in addressing adaptive challenges. The goal of this course is for the participant to identify and apply skills for having difficult conversations as they relate to exercising leadership when addressing adaptive challenges.

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

### **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.

### **Post-course requirements**

None

## **SHAPING THE FUTURE** W0602

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/pcm/BYOD\\_Instructions\\_0602.pdf](https://nfa.usfa.fema.gov/ax/pcm/BYOD_Instructions_0602.pdf)  
[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_w0602.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_w0602.pdf)

### **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.

### **Post-course requirements**

None

## **INTRODUCTION TO UNIFIED COMMAND FOR ALL-HAZARD INCIDENTS** W0609

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_w0609.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_w0609.pdf)

### **Course Description and Selection Criteria**

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. 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.

### **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.

### **Post-course requirements**

None

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/pcm/pcm\\_f0634.pdf](https://nfa.usfa.fema.gov/ax/pcm/pcm_f0634.pdf)

[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_w0634.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_w0634.pdf)

### **Course Description and Selection Criteria**

This two-day course is based on the 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, pertaining to the Youth Firesetting Prevention and Intervention — Level 2. The course is designed for the person who is responsible or will be responsible for leading a youth firesetting prevention and intervention program.

### **This course covers the following:**

- Review of NFPA 1035 for Youth Firesetting Intervention Specialist — Level 2.
- Leading a youth firesetting prevention and intervention program.
- Program development.
- Program evaluation.

### **At the completion of this course, students will be able to:**

- Explain the differences in NFPA Standard 1035 between Youth Firesetting Prevention and Intervention — Levels 1 and 2.
- Summarize the overall job performance requirements of a youth firesetting prevention and intervention program.
- Develop a youth firesetting prevention and intervention program in their community.
- Demonstrate how to evaluate a youth firesetting prevention and intervention program.

Students either have or will have responsibilities related to developing, implementing, coordinating and/or managing a youth firesetting prevention and intervention program in their community. 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.

### **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.

### **Post-course requirements**

None

## LEADERSHIP IN SUPERVISION: CREATING ENVIRONMENTS FOR PROFESSIONAL GROWTH **W0646**

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/pcm/BYOD\\_Instructions\\_0646.pdf](https://nfa.usfa.fema.gov/ax/pcm/BYOD_Instructions_0646.pdf)

[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_w0646.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_w0646.pdf)

### **Course Description and Selection Criteria**

This two-day course presents the supervisor with the basic leadership skills and tools needed to perform effectively in the fire and EMS environment. The course includes concepts related to a successful transition to supervisory and leadership roles, including concepts of adaptive leadership; change management; active followership; effective communication, including difficult conversations and advocacy-inquiry based dialogue; ethics; authority; power; decision-making; and active engagement through development of a personal plan. 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.

### **Post-course requirements**

None

## **HEALTH AND SAFETY PROGRAM MANAGER W0722**

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/pcm/BYOD\\_Instructions\\_0722.pdf](https://nfa.usfa.fema.gov/ax/pcm/BYOD_Instructions_0722.pdf)

[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_w0722.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_w0722.pdf)

### **Course Description and Selection Criteria**

This two-day course will provide fire, Emergency Medical Services department personnel and other related emergency responders with the aptitudes and abilities necessary to manage the duties and responsibilities of the Health and Safety Program Manager (HSPM) within their respective organizations.

### **Successful completion of this course will enable participants to:**

- Adapt the HSPM roles and responsibilities while applying risk management health and safety concepts within their organization to determine system-wide needs and to develop support to institutionalize opportunities to meet the needs assessment.
- Evaluate and prioritize health and safety related strengths and weaknesses within their organizations.
- Evaluate the environmental barriers affecting the implementation and impact of the organization's safety and health programs.
- Evaluate and integrate the organization's and individual's responsibility to impact health and wellness positively.

Individuals who have department-level health and safety responsibilities and responsibility for setting policy for the department on such issues. Individuals attending this course should have working knowledge of the Incident Command System as taught by the National Fire Academy, working knowledge of applicable National Fire Protection Association and Occupational Safety and Health Administration requirements and recommendations.

### **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.

### **Post-course requirements**

None

## **NEW FIRE CHIEF: ADMINISTRATIVE ISSUES W0761**

### **Student pre-course materials and/or course syllabus:**

[https://nfa.usfa.fema.gov/ax/syll/syllabus\\_w0761.pdf](https://nfa.usfa.fema.gov/ax/syll/syllabus_w0761.pdf)

### **Course Description and Selection Criteria**

This two-day course is to provide students with the managerial, administrative and leadership skills and awareness necessary for new or recently appointed or elected chiefs to effectively meet their obligations of the position. The primary audience is newly appointed fire chiefs in volunteer, combination or career departments, as well as Emergency Medical Services (EMS) chiefs. The secondary audience is department leaders and current officers who may become fire chiefs, as well as local government administrators and elected officials who are involved in the administration of a fire department or EMS.

### **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.

### **Post-course requirements**

None

# Directions to the National Fire Academy at the National Emergency Training Center

**16825 South Seton Avenue  
Emmitsburg, Maryland 21727-8998**

## **From Northern New Jersey:**

Take Garden State Parkway South and Exit onto I-78 West. Follow I-78 West across NJ and PA to junction of I-81. Follow I-81 South (toward Harrisburg) and exit at I-83 South. Follow I-83 South to I-283 South. Take I-283 South to the PA Turnpike West (toward Pittsburgh). Follow the PA Turnpike to Exit 236, US 15 South (toward Gettysburg). Follow US 15 South to Emmitsburg. Turn right off Route 15 to South Seton Avenue. (2nd right onto campus - tree-lined drive)

**Alternate Route:** Take NJ Turnpike to PA Turnpike I-276 West toward Harrisburg. Continue on I-76 to Exit 236, US 15 South (toward Gettysburg). Take US 15 South to Emmitsburg. Turn right off Route 15 to South Seton Avenue.

## **From Southern New Jersey:**

Take I-295 South to Delaware Memorial Bridge. After the bridge take I-95 South toward Baltimore to I-695 West (Baltimore Beltway) Take I-695 toward Towson to I-795 Northwest Expressway. Take Northwest Expressway to end and pick up MD 140 West toward Westminster; Stay on 140 West through Westminster and Taneytown to US 15 at Emmitsburg. Take US 15 South and turn left at 2nd traffic light in Emmitsburg to South Seton Avenue. (2nd right onto campus - tree-lined drive)

**Alternate Route:** Cross Ben Franklin or Walt Whitman Bridges to Philadelphia and take I-76 Schuylkill Expressway to Pa Turnpike at Valley Forge. Take Pa Turnpike West to Exit 236 (toward Gettysburg), Take US 15 South to Emmitsburg. Turn right off Route 15 to South Seton Avenue.

## **From Baltimore:**

I-695 (Baltimore Beltway) to I-70 West (toward Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue.

# Directions to the National Fire Academy at the National Emergency Training Center

**16825 South Seton Avenue  
Emmitsburg, Maryland 21727-8998**

## **From Washington:**

I-495 (Washington Beltway) to I-270 North (toward Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue.

## **From Philadelphia and East:**

Pennsylvania Turnpike West to Gettysburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue.

## **From Pittsburgh and West:**

Pennsylvania Turnpike East to Gettysburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue.

## **From Herndon, Virginia (Dulles Airport):**

Turn left onto Route 28 (turns into Route 7). Take Route 7 West to Route 15. At Leesburg, Virginia, take Route 15 North to Frederick, Maryland. Continue on Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.



# Personal Information Form

## REQUIRED FOR DELAWARE STUDENTS



**Instructions:** Please complete this form to obtain a Division of Fire Safety Identification number (DFSID). Once your personal information has been entered into the DFS computer system you will receive a DFSID number in the mail within 10 business days. Persons with changes to their personal information need only provide their DFSID number and the changed information. Complete instructions are on the back of this form.

Please check one choice:

New Applicant

Update ID Number

### For Official Use Only

1.

SSN Number: \_\_\_\_\_

DFSID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_

Telephones: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Career FD Name: \_\_\_\_\_

Career FDID Number: \_\_\_\_\_

Volunteer FD Name: \_\_\_\_\_

Volunteer FDID Number: \_\_\_\_\_

Received: \_\_\_\_\_

Entered: \_\_\_\_\_

By: \_\_\_\_\_

2.

Gender:  Male

Female

Race:

*(Use Codes on 2nd Page)*

3. I do hereby certify that the foregoing statements made by me are true, and give the Division of Fire Safety permission to change my personal information to reflect the changes indicated on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Personal Information Form Instructions

### Section

1. Enter your Social Security Number (SSN) and six digit DFSID number if previously issued to you. The collection of the SSN is **mandatory**, and is collected under authority of N.J.S.A. 54:50-24 et seq. and Administrative Rule N.J.A.C. 5:3-1.2. The mandatory provision requires the collection of your SSN which enables both the Division of Fire Safety within the Department of Community Affairs and the Division of Taxation within the Department of Treasury to conduct more efficiently, the necessary background check before issuance, denial, renewal, suspension or revocation of a certification.

Please type or print clearly on the form. Provide your name, home address, county where you reside, contact telephone numbers, email, date of birth, and the career and/or volunteer fire department where you are a member. Leave the FDID number blank if you do not know the number. Please do not use your fire department address as your home address.

2. Please indicate your gender, race (using the codes provided below):

Use the following code numbers to indicate your race/national origin which best applies to your ancestral heritage. (**Providing this information is voluntary.**)

<u>Code</u>	<u>Description</u>
01	American Indian or Alaskan Native
02	Asian or Pacific Islander
03	Black, not of Hispanic origin
04	White, not of Hispanic origin
05	Hispanic

The form must be signed and dated. Forward the "Personal Information Form" to:

**Office of Training and Certification  
Division of Fire Safety  
P.O. Box 809  
Trenton, NJ 08625-0809**

**To Download Certification Application Forms, go to:**

**<http://www.nj.gov/dca/divisions/dfs/forms/>**

### CONTACT INFORMATION

Questions concerning fire service certifications, training requirements and application procedures should be directed to the staff of the **Office of Training and Certification** from 8:30 a.m. to 4:30 p.m., Monday through Friday.

#### Training Program Contact Numbers:

**Main Number:** (609) 777-3552

**Training Fax Number:** (609) 341-3469

**Office Email:** **[kent.neiswender@dca.nj.gov](mailto:kent.neiswender@dca.nj.gov)**

**State of New Jersey Department of Community Affairs**  
**Division of Fire Safety**  
**Bureau of Fire Department Services**

**New Jersey/Delaware Weekend at the National Fire Academy**  
**Application Addendum**

The information provided on this form will assist the New Jersey/Delaware Weekend coordinator in processing your application. If you fail to complete the addendum, your application will be returned to you.

Name: \_\_\_\_\_

NJ Division of Fire Safety ID Number *(SEE ATTACHED PERSONAL INFORMATION FORM)*:

FEMA Student Identification Number (SID) *(REQUIRED)*: \_\_\_\_\_

Email *(REQUIRED)*: \_\_\_\_\_

Fire Department/Government Agency: \_\_\_\_\_

Current Rank/Position: \_\_\_\_\_

Years in Current Rank/Position: \_\_\_\_\_

Please check all boxes that apply to your position:

- Fire Officer    Fire Chief    Deputy Fire Chief    Assistant Fire Chief    Battalion Fire Chief  
 FD Captain    FD Lieutenant    Firefighter    EMS    Training Officer

Have you attended NJ Weekend before?    YES    NO

The Division of Fire Safety will not process any applications, which are not completely filled out. If any part of the application is left blank, your application and check will be returned to you. Therefore, before mailing in your application check the list below to ensure your application is complete.

- Box 12a - Entered up to four course code numbers and indicated your course preferences by placing a 1, 2, or 3 before each course code. If you are not concerned with which course you are assigned, do not place a number before the course codes. We will make an effort to register you in your first course selection but we cannot guarantee it.
- Box 15 - Entered your current ranks/positions in the fire service and the number of years in the position.
- Box 18a and 18b - Signed and dated your NFA application.
- Box 19a, 19b, & 19c Chief/Director approved by signing his/her name and printed his/her name, title and date.
- Completed the information requested on this addendum.

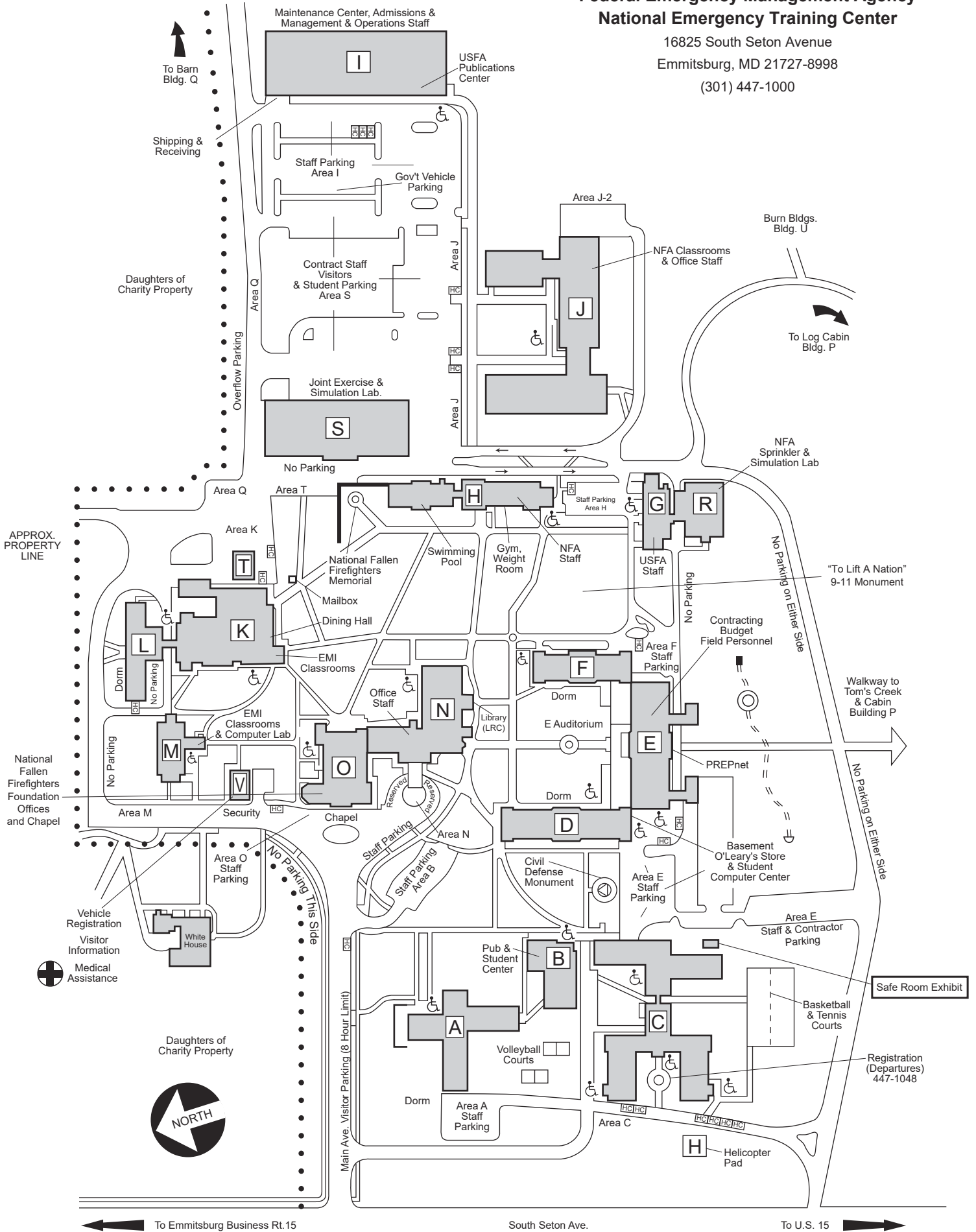
MAIL COMPLETED APPLICATION TO:

KEAN UNIVERSITY  
FIRE TRAINING SAFETY PROGRAM - L145  
1000 MORRIS AVENUE  
UNION, NJ 07083  
ATTENTION: NJ Weekend - D. Kierych

*PLEASE NOTE: Delaware student payments will be covered by Delaware State Fire School.*

# Federal Emergency Management Agency National Emergency Training Center

16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
(301) 447-1000



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.***