



# NATIONAL FIRE ACADEMY

## DIRECT TO MAINE FIRE SERVICE

### FALL COURSES

## SEPTEMBER 19 & 20, 2015

**REGISTRATION DEADLINE - PLEASE RESPOND BY **AUGUST 4, 2015****

### SHAPING THE FUTURE - F0602

**Course description:** This 2-day course is the first of two courses on midlevel management covering the skills and techniques midlevel managers will need to provide leadership and direction for their departments. The first module focuses on identifying opportunities and/or problems. Topics include environmental scanning, paradigm shifts, and methods for reframing problems accurately. The second module deals with group problem-solving techniques. The third module explains the need to quantify, justify, and communicate decisions so they will be implemented effectively. Managing change will be discussed in the final module. Topics include people who resist change, overcoming that resistance, and monitoring and evaluating the change before, during, and after implementation.

**Selection criteria:** Individuals presently assigned to management positions who supervise first-line officers; and administrative officers responsible for significant staff functions within the organization and who report directly to top management. Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work; and personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.

### Commissioning New Occupancies - F0215

**Course description:** This 2-day course will enable the student to develop strategic approaches to solve the management challenge of getting a building or occupancy commissioned so the code official is confident all the life safety and fire protection systems and features are working together properly and the structure is ready for human use. Course content will include the code official's and owner's legal obligations and liabilities during commissioning, the challenge of commissioning buildings of different sizes and complexity with limited staff, an overview of what systems/features constitute "fire and life safety features," commissioning and testing alternatives, and documentation and recordkeeping.

**Selection criteria:** Individuals who are, or expect to be, responsible for verifying a building or occupancy ready to receive a certificate of occupancy.

**NOTE:** Local jurisdictions are encouraged to submit applications of both their fire and building officials to attend a course together if both meet the selection criteria. Priority selection will be given to at least five pairs of such officials per course offering. Applications must be submitted together, be approved and signed by the head of the sponsoring organization, with a cover letter indicating that they are applying as a team.

# NFA

# 2015

A strong partnership exists between NFA and state and local fire training systems to advance the professional development of fire service personnel. This partnership has resulted in the ongoing development and delivery of the Academy's distance delivery curriculum.

**DEADLINE TO REGISTER  
AUGUST 4, 2015**

**REGISTER NOW!**  
**FILL OUT REGISTRATION  
MATERIALS INCLUDED.**  
**NO FEE - LUNCH INCLUDED**

### MAINE FIRE SERVICE INSTITUTE



**NFA COURSE LOCATION AT MFSI  
ON THE SMCC MIDCOAST CAMPUS  
19 SEWALL STREET  
BRUNSWICK, ME 04011**

Phone: 207-844-2070

Fax: 207-725-9079

E-mail: [MFSInfo@SmccMe.edu](mailto:MFSInfo@SmccMe.edu)



*These courses are subsidized by the NFA State Fire Training Grant Fund and the operating funds provided through the Fire Investigation and Prevention Tax. (FIPT)*

# HOW DO I GET MY FEMA/NFA STUDENT IDENTIFICATION NUMBER ?

## 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.

[Learn more about the FEMA Student Identification \(FEMA SID\) number](#)

## Requesting a Student Identification Number

If you are interested in applying for a NFA course, you need to register for a FEMA Student Identification Number (SID). **Applications for NFA courses that do not include a SID will not be processed.**

### To obtain a SID

1. Register at <https://cdp.dhs.gov/femasid>
2. Select "Need a FEMA SID?" on the right side of the screen.
3. Follow the instructions to create your account.
4. You will receive an email with your SID. Save this number in a secure location.

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 MAINE FIRE SERVICE INSTITUTE - BRUNSWICK ME	12c. DATE SEPT 19 & 20, 2015
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.***



# Registration Form

## MAINE FIRE SERVICE INSTITUTE

SMCC ID # \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

BIRTH/OTHER NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

GENDER\* ☐ FEMALE ☐ MALE BIRTH DATE\* \_\_\_\_\_

ETHNIC GROUP\* (CHOOSE ONE) ☐ HISPANIC/LATINO ☐ NOT HISPANIC/LATINO

RACE\* ☐ AMERICAN INDIAN OR ALASKA NATIVE ☐ ASIAN

(CHOOSE ALL ☐ BLACK OR AFRICAN AMERICAN ☐ WHITE

THAT APPLY) ☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

\*OPTIONAL – THIS INFORMATION IS USED FOR REPORTING PURPOSES ONLY

YOUR REASON FOR ENROLLING ☐ DEGREE OR CERTIFICATE ☐ PERSONAL ENRICHMENT  
☐ TRANSFER TO ANOTHER COLLEGE ☐ SKILLS FOR EMPLOYMENT ☐ OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE \_\_\_\_\_ / \_\_\_\_\_ (FOR NON-EDUCATIONAL PURPOSES)  
MONTH/YEAR

ARE YOU A U. S. CITIZEN? ☐ YES ☐ NO (PROOF OF MAINE/US RESIDENCY REQUIRED FOR IN-STATE TUITION)

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? ☐ YES ☐ NO

REGISTRATION YEAR \_\_\_\_\_ TERM: ☐ FALL ☐ SPRING ☐ SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE {FILL IN LOCATION OF CLASS}	CREDITS	A AUDIT R REPEAT	OFFICIAL USE
MFSI	NFA	01	Shaping the Future F0602			
MFSI	NFA	02	Commissioning New Occupancies F0215			
			(select just one 2-day course)			

YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTAND THE CONDITIONS STATED ON THE BACK OF THIS FORM.

STUDENT SIGNATURE \_\_\_\_\_