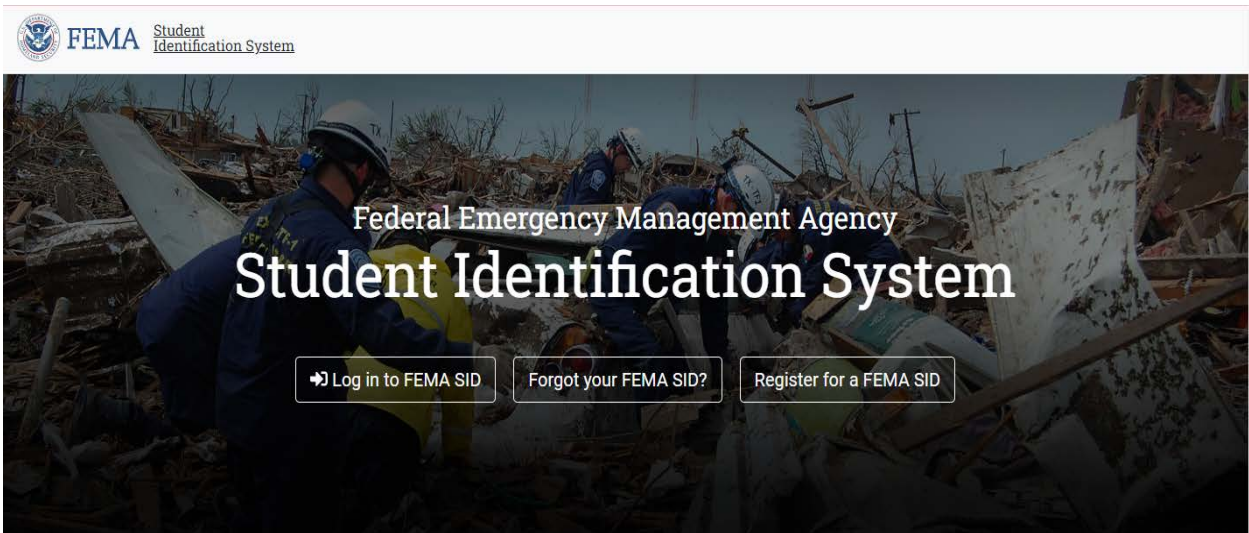


If you have a Student Identification Number (SID) proceed to Step #1

If you do not have an SID number or do not remember the number go to <https://cdp.dhs.gov/femasid>

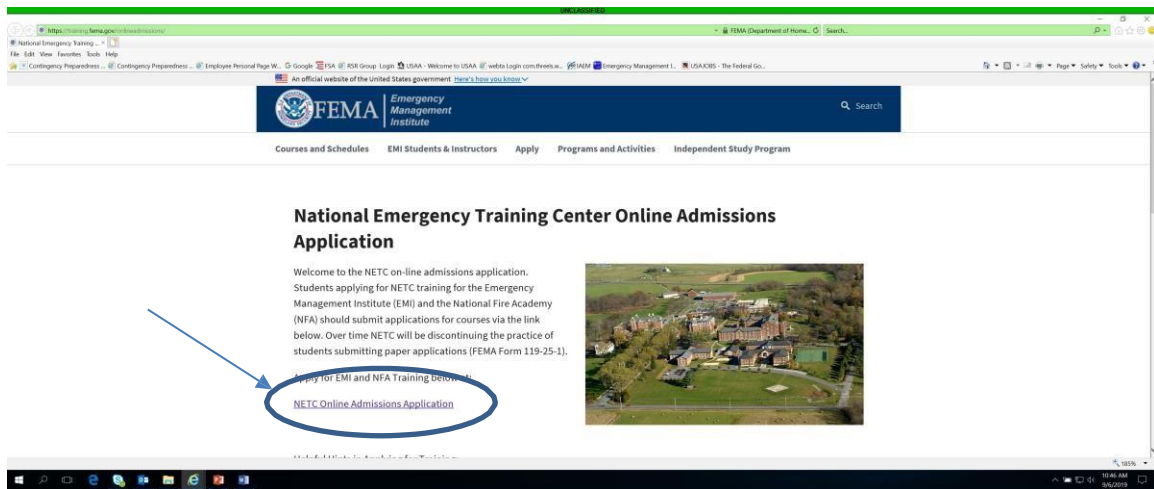
Click on the corresponding block for what you will need and follow the instructions to either retrieve or register for a SID number.

Once you have your SID number proceed to Step #1

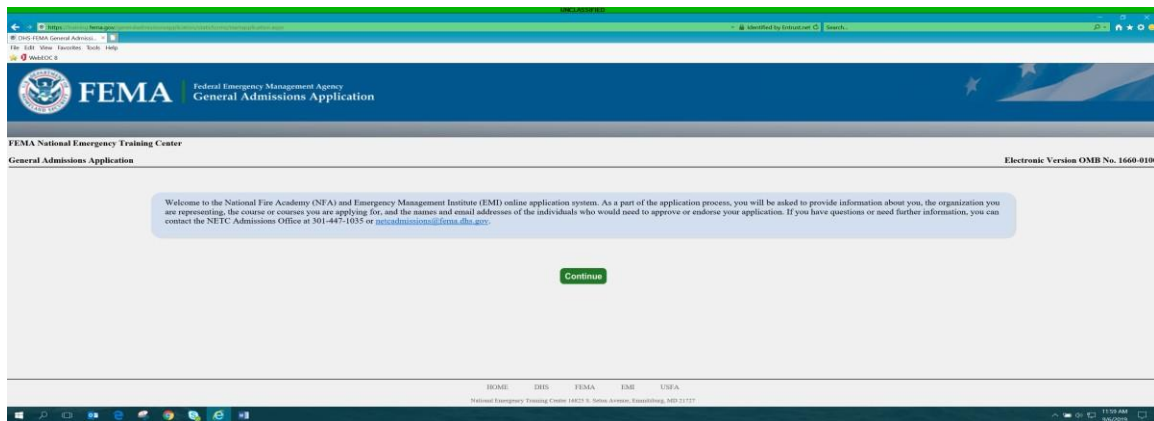


Go to: <https://training.fema.gov/onlineadmissions/>

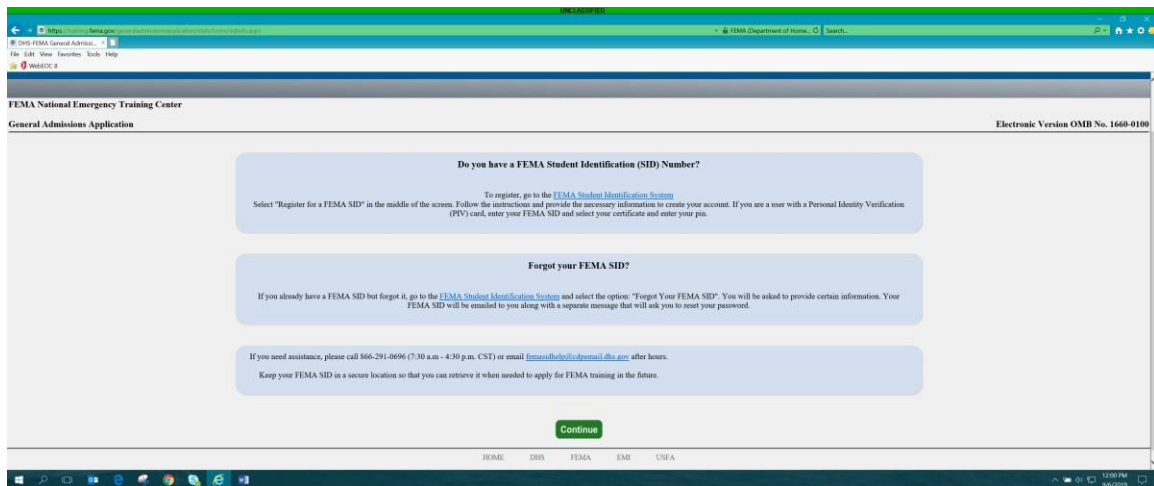
Step 1: Click on 'NETC Online Admissions Application'



Step 2: If you do not see this screen, move to Step 5, Otherwise, click on 'Continue'



Step 3: If you know your FEMA SID click 'Continue'. If you do not remember or do not have a FEMA SID then follow the instructions below.



Step 4: click on 'Continue'

The screenshot shows the FEMA General Admissions Application page. At the top, there is a navigation bar with the FEMA logo and the text "Federal Emergency Management Agency General Admissions Application". Below this, the page title "FEMA National Emergency Training Center General Admissions Application" is displayed. The main content area features a blue box with the heading "Do you know the course information of the training for which you are applying?". Below the heading, there is a paragraph of text explaining that links below will direct to course catalogs and schedules for EMI and NFA courses. Two blue buttons, "EMI Courses and Schedules" and "NFA Courses and Schedules", are positioned below the text. A green "Continue" button is centered at the bottom of the blue box. At the very bottom of the page, there is a footer with navigation links for "HOME", "DHS", "FEMA", "EMI", and "USFA", along with the address "National Emergency Training Center 14023 S. Soto Avenue, Gaithersburg, MD 20878".

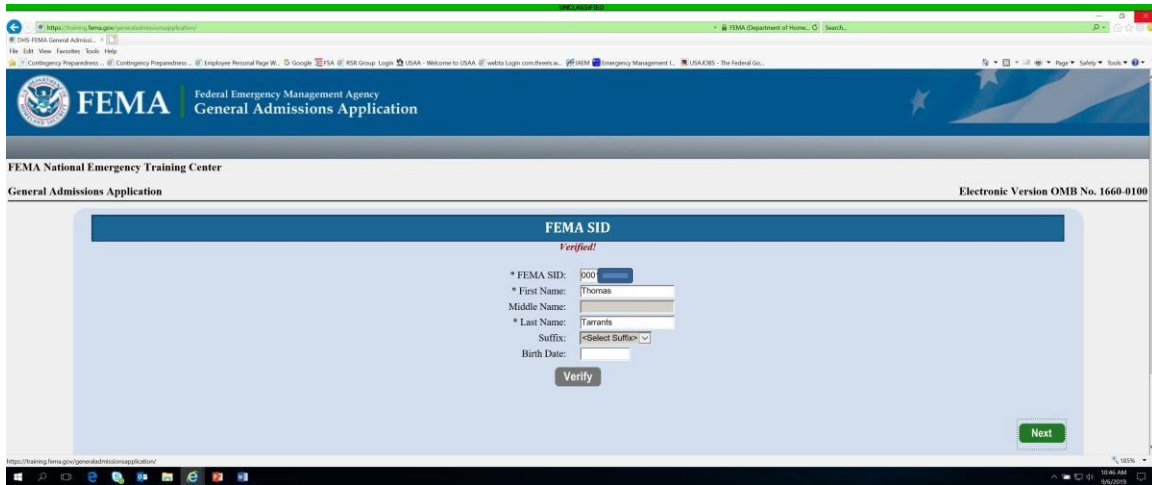
Step 5: Check "✓" the box and click 'Continue'

The screenshot shows the FEMA General Admissions Application page with a blue box containing three statements. The first is the "Equal Opportunity Statement", which states that NFA and EMI are Equal Opportunity institutions and do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability. The second is the "Privacy Act Statement", which provides information 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. The third is the "Paperwork Burden Disclosure Notice", which states that the public reporting burden for this data collection is estimated to average 9 minutes and includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. Below these statements, there is a checkbox labeled "I acknowledge that I have reviewed and agree to the above statements and disclosures." and a green "Continue" button. The footer at the bottom of the page includes navigation links for "HOME", "DHS", "FEMA", "EMI", and "USFA".

Step 6: Fill-in full SID number (include zeros), Name and click 'Verify'

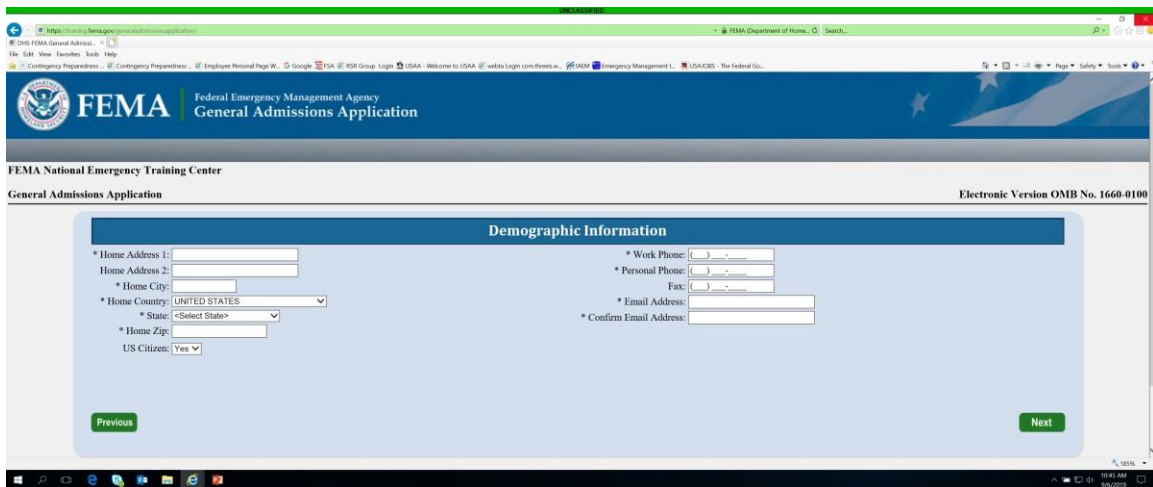
The screenshot shows the FEMA General Admissions Application page with a form titled "FEMA SID". The form includes the instruction "SID must be verified before continuing." and several input fields: "* FEMA SID:" (a text box), "* First Name:" (a text box), "Middle Name:" (a text box), "* Last Name:" (a text box), "Suffix:" (a dropdown menu with "Select Suffix" selected), and "Birth Date:" (a date picker). A green "Verify" button is located below the form. At the bottom left of the page, there is a note "* = required field". The footer at the bottom of the page includes navigation links for "HOME", "DHS", "FEMA", "EMI", and "USFA".

Step 7: Once **Verified!**, click **Next**.



The screenshot shows the FEMA SID verification page. At the top, there is a header with the FEMA logo and the text "Federal Emergency Management Agency General Admissions Application". Below the header, it says "FEMA National Emergency Training Center" and "General Admissions Application". The main content area is titled "FEMA SID" and has a "Verified!" status. The form contains the following fields: "FEMA SID" (with the value "000"), "First Name" (with the value "Thomas"), "Middle Name", "Last Name" (with the value "Tarranta"), "Suffix" (with a dropdown menu set to "<Select Suffix>"), and "Birth Date". There is a "Verify" button and a "Next" button at the bottom right.

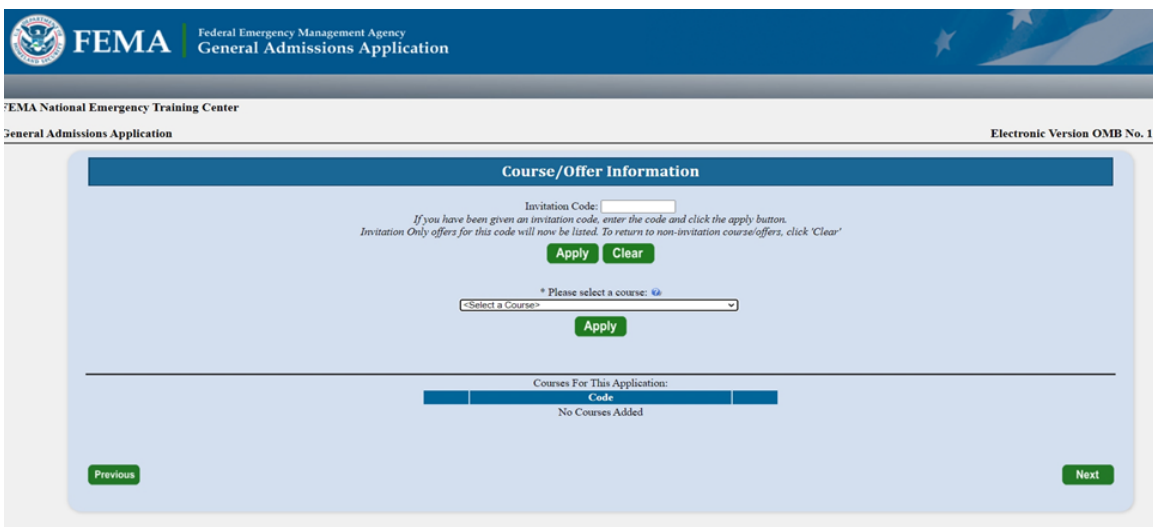
Step 8: Fill-in all required data for demographics and click **Next**.



The screenshot shows the FEMA Demographic Information page. The header is the same as in the previous screenshot. The main content area is titled "Demographic Information". The form contains the following fields: "Home Address 1", "Home Address 2", "Home City", "Home Country" (set to "UNITED STATES"), "State" (with a dropdown menu set to "<Select State>"), "Home Zip", "US Citizen" (set to "Yes"), "Work Phone", "Personal Phone", "Fax", "Email Address", and "Confirm Email Address". There are "Previous" and "Next" buttons at the bottom.

Step 9: Place the Invitation Code in the block, i.e. NAC23, then click 'Apply'.

Step 10: Select the appropriate course, i.e. E8526 National Advisory Council Orientation, then click 'Apply'.



The screenshot shows the FEMA Course/Offer Information page. The header is the same as in the previous screenshots. The main content area is titled "Course/Offer Information". It contains an "Invitation Code" field with the value "NAC23" and an "Apply" button. Below this, there is a dropdown menu for "Please select a course:" with the value "<Select a Course>" and an "Apply" button. At the bottom, there is a table titled "Courses For This Application:" with a header row containing "Code" and a body row containing "No Courses Added". There are "Previous" and "Next" buttons at the bottom.

Step 11: Select the appropriate date and location of the offering, add your description. Click 'Save'

FEMA National Emergency Training Center
General Admissions Application Electronic Version OMB No. 1660-0100

Course/Offer Information

* Please select a course: [?](#)
L0105 - Public Information and Warning

Your course will not be added until you select the save button below.

Offer Information

* Offer Start Date: 1/29/2020 [?](#)

* Offer Location: Suffolk, VA [?](#)

Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Please refer to the course catalog for more information:

2500 character(s) remaining

* Do you have any disabilities (*special allergies, medical, learning disabilities to include dyscalculia, dysgraphia, dyslexia, etc.*) which would require special assistance during your attendance in training? No

Step 11 (continued): Click 'Next'

FEMA National Emergency Training Center
General Admissions Application Electronic Version OMB No. 1660-0100

Course/Offer Information

* Please select a course: [?](#)
<Select a Course>

Courses for this application:

Code	Description
L0101	Public Information and Warning

[Edit](#) [Delete](#)

Step 12: Enter information from Block 17 of your FEMA Form 119-25-1 below, fill-in required blocks and click **'Next'**

*** Organization Country:** [Redacted]
*** Organization State:** [Redacted]
*** Organization Zip:** [Redacted]
*** Organization Name:** [Redacted]

*** Current Position:** [Redacted]
*** Years in Position:** [Redacted]
*** Years of Experience:** [Redacted]
*** Department Size:** [Redacted]

Please select one option from each of the following sections as it relates to the course for which you are applying:

* Jurisdiction	* Organization Type	* Current Status	* Primary Responsibility	* Experience Type	* Business Type
<input type="radio"/> City/Town/Village <input type="radio"/> County Government <input checked="" type="radio"/> DHS/FEMA <input type="radio"/> Federal/Military (non-DHS) <input type="radio"/> Foreign <input type="radio"/> Industry/Business <input type="radio"/> Special District/Township <input type="radio"/> Statewide <input type="radio"/> Tribal Nation	<input type="radio"/> All Career <input type="radio"/> All Volunteer <input checked="" type="radio"/> Combination	<input type="radio"/> Disaster Reservist <input checked="" type="radio"/> Paid Full Time <input type="radio"/> Paid Part Time <input type="radio"/> Volunteer	<input type="radio"/> Dis. Response/Recovery <input type="radio"/> Emergency Medical Service <input checked="" type="radio"/> Emergency Preparedness <input type="radio"/> Fire Prevention <input type="radio"/> Fire Suppression <input type="radio"/> Hazard Mitigation <input type="radio"/> Health <input type="radio"/> Investigation <input type="radio"/> Management <input type="radio"/> Other <input type="radio"/> Program/Activity <input type="radio"/> Public Works <input type="radio"/> Scientific/Engineering <input type="radio"/> Training/Education	<input type="radio"/> Administration Staff Support <input type="radio"/> Arson <input type="radio"/> Budgeting/Planning <input type="radio"/> Code Development <input type="radio"/> Code Enforcement/Inspection <input checked="" type="radio"/> Coordination/Liaison <input type="radio"/> Design and Planning <input type="radio"/> Incident Command <input type="radio"/> Law Enforcement <input type="radio"/> Other <input type="radio"/> Program Development/Delivery <input type="radio"/> Public Education <input type="radio"/> Research and Development <input type="radio"/> Supervision <input type="radio"/> Support Services	<input type="radio"/> Education <input type="radio"/> Emergency Management <input checked="" type="radio"/> Fire Service <input type="radio"/> Government <input type="radio"/> Health Care <input type="radio"/> Law Enforcement <input type="radio"/> Public Works <input type="radio"/> Volunteer Agency

Step 13: Enter your responses for Other Information and click **'Next'**

Other Information

The following fields are used for statistical purposes only:

Gender: Race: Ethnicity:

* = required field

Step 14: Upload the required pre-requisite certificates; if none Click **'Submit'**

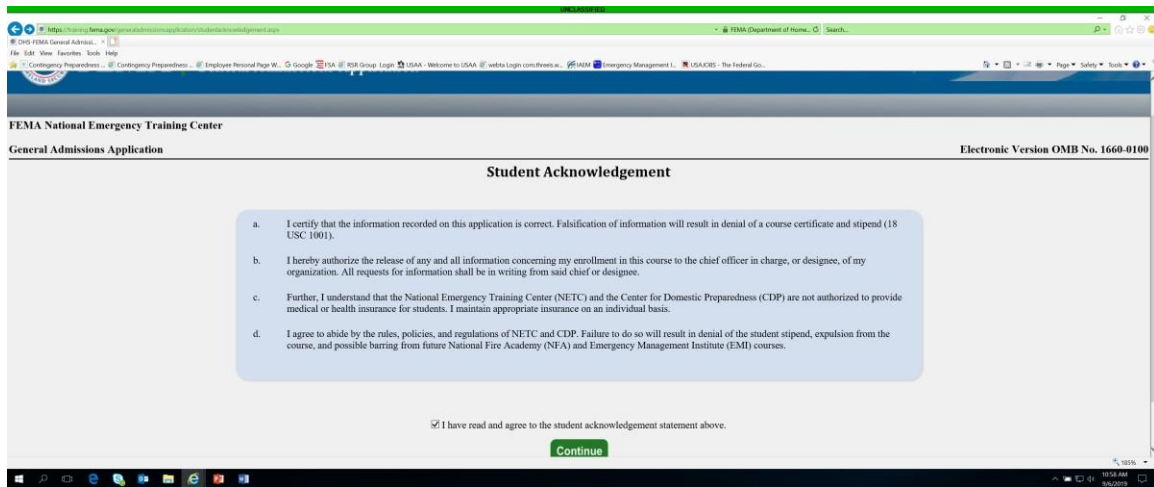
Attachments

Course Related Attachments

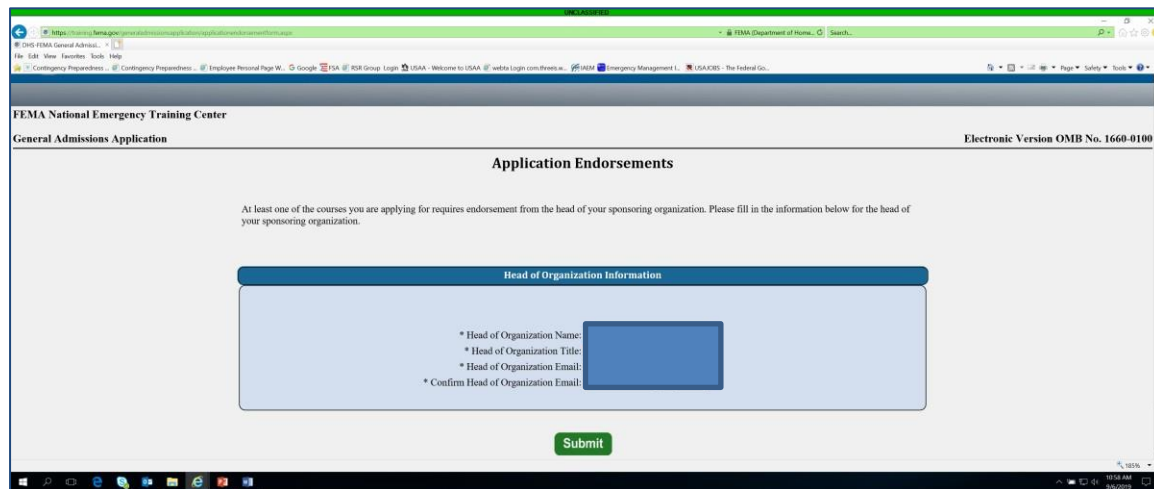
PDF File to upload: Description:

Name	Description
No Files Attached	

Step 15: Check “✓” the box and click ‘Continue’



Step 16: Enter the name of the State Training Officer or representative that is sponsoring the course and click ‘Submit’.



Step 16: You are done, click ‘Close’, you will then receive an email from NETC Admissions stating that your application has been successfully submitted.

