Job Aid

Student -- Coupon Code and Online Application Process

Purpose

This job aid will guide prescreened students through the FEMA Emergency Management Institute (EMI) "L" (indirect/local) course application process. After screening, students are directed to the NETC Online Admissions Application system. They then enter the courses coupon code and complete the student application process.

General Information

The National Fire Academy and the Emergency Management Institute have transitioned to an online admissions system. The online admissions application can be found here:

NETC Online Admissions Application
(https://training.fema.gov/generaladmissionsapplication)

If a student has any issues or questions regarding the online admissions system or the process, please contact:

NETC Admissions Department
(301) 447-1035
NETCAdmissions@fema.dhs.gov

If a student has any issues with the FEMA Student Identification System (SID) system, please contact:

FEMA SID Help Desk
(866) 291-0696
femasidhelp@cdpemail.dhs.gov

Hours of Operation: 7:30 A.M. to 4:30 P.M. CST

Website: FEMA Student Identification (SID) System
(https://cdp.dhs.gov/femasid/#intro)

Course Information and Coupon Code

Directions to State, Tribal, or Territorial Training Officers (hereafter known as STOs) or Federal Training Managers. Fill in and provide the following information to the prescreened students to enable them to enroll in the course:

Course Number: _____ Title: _____ Dates: _____ to _____

Course Location (City and State): _____

Course Coupon Code: _____

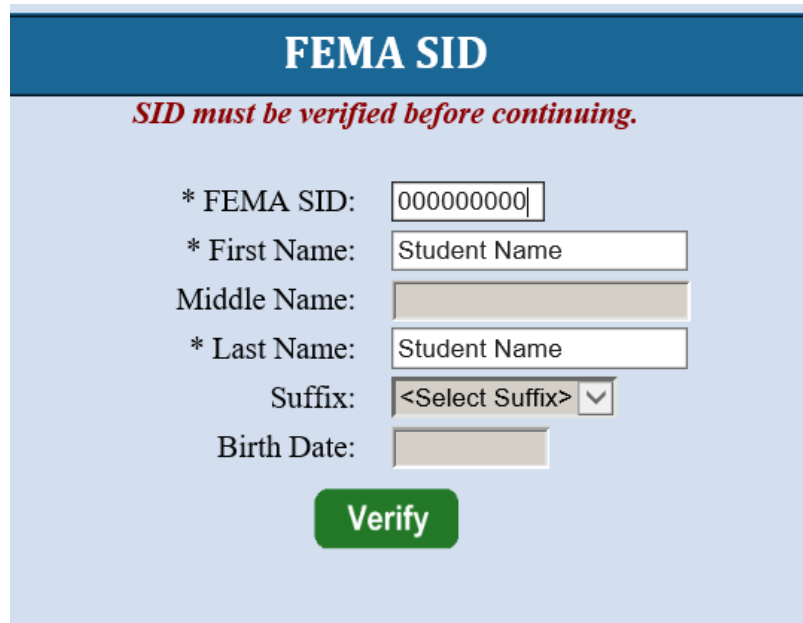**Head of Organization/Endorsing Official**

Name, Title: _____

Email Address: _____

Note: Courses will be open once the course is listed in the NETC Application System. The class will remain open 14 days after the class is complete. A failure to turn in an application will result in not receiving credit for the course.

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Student Application -- Step-By-Step Process

Step 1: The student must input their **FEMA Student ID** and first/last name. If you do not already have a FEMA Student ID (SID), go to https://cdp.dhs.gov/FEMA SID to register for one. The FEMA SID is 10 digits. The student must click "Verify" after entering their FEMA SID and first and last names. The system will return the middle name, suffix, and date of birth from the SID system.

Step 2: To continue, the student must see "Verified!" after clicking Verify. Select Next to continue.

Step 3: Complete the fields on the **Demographic Information** screen (starred fields are required). Select Next to continue.

Demographic Information

* Home Address 1:	Home Address	* Work Phone:	(555) 555-5555
Home Address 2:		* Personal Phone:	(555) 555-5555
* Home City:	City	Fax:	(__) __-___
* Home Country:	UNITED STATES ▾	* Email Address:	Email Address
* State:	\<Select State\> ▾	* Confirm Email Address:	Email Address X
* Home Zip:	Zip Code		
US Citizen:	Yes ▾		

Step 4: Enter the "Coupon Code" into the invitation code and click "Apply."

Course/Offer Information

Invitation Code: [   ]

If you have been given an invitation code, enter the code and click the apply button.
Invitation Only offers for this code will now be listed. To return to non-invitation course/offers, click 'Clear'

Apply   **Clear**

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Step 5: The **Course/Offer Information** screen requires the student to select a course.

NOTE: Only the course associated with the coupon code will be visible. Select Apply and then select Next.

Step 6: The **Course/Offer Information** (continued) The start date will be filled in by the system along with the course location. Select an Offer Title. For "L" courses, disregard the "Briefly describe…". Complete disabilities drop-down, if applicable. Once completed, select Save and then Next.

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Step 7: On the **Organizational Information** section, the student must fill in all information requested.

Organizational Information

* Organization Country:	UNITED STATES
* Organization State:	<Select State>
* Organization Zip:	Zip
* Organization Name:	Organization Name

* Current Position:	Current Position
* Years in Position:	X
* Years of Experience:	X
* Department Size:	X

Step 8: On this screen, the student must check a box in each category. Once completed, the student should select Next.

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

Step 9: The next screen is labeled **Other Information.** This section is optional. These fields are used for statistical purposes only. Once completed, select Next.

Other Information

The following fields are used for statistical purposes only.

Gender: No Response   Race: No Response   Ethnicity: No Response

Step 10: If there are no **attachments,** select Next.

Step 11: At this point, the student will be asked if they have completed all the information. They should select Yes. If there is any required information that is missing, they will need to go back and correct that before the application is forwarded. Student Acknowledgement attestation statement is presented. Check the box and press Continue.

Step 12: The **Head of Organization Information** is where the student enters the name and email address of the State Training Officer primary or alternate.

The system will automatically populate based upon the agency and state selection associated with your FEMA SID.

If the field remains blank, enter the information provided by your State Training Officer or Federal Training Manager on page 1 of this Job Aid.

Once the student clicks Submit, the Head of the Sponsoring Organization has 14 days to respond to the request or it will be automatically rejected.

Head of Organization Information

* Head of Organization Name:
* Head of Organization Title:
* Head of Organization Email:
* Confirm Head of Organization Email:

Submit

This is the final screen showing the student that they successfully applied for their selected course.

Congratulations! You have successfully submitted your application(s) for the following courses:

Code	Title	Endorsement Needed?

The courses noted above require endorsement from the head of your sponsoring organization. These applications will be forwarded to the appropriate parties for endorsement. If endorsed your application will then be forwarded to the National Emergency Training Center for further review and you will receive notice. You will receive email confirmation of your submissions shortly.

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