

# 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)  
(<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](mailto: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](mailto: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)  
(<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: \_\_\_\_\_

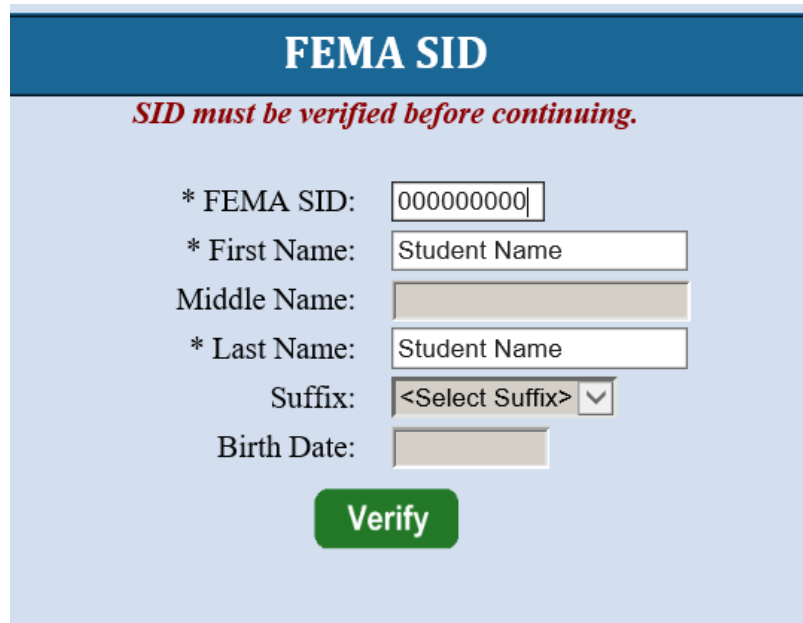
Email Address: \_\_\_\_\_

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.



## 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.



The screenshot shows a web form titled "FEMA SID" with a blue header. Below the header, a red message reads "SID must be verified before continuing." The form contains several input fields: a 10-digit FEMA SID field (containing "000000000"), a First Name field (containing "Student Name"), a Middle Name field (empty), a Last Name field (containing "Student Name"), a Suffix dropdown menu (showing "<Select Suffix>"), and a Birth Date field (empty). A green "Verify" button is positioned below the fields.

**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

<p>* Home Address 1: <input type="text" value="Home Address"/></p> <p>Home Address 2: <input type="text"/></p> <p>* Home City: <input type="text" value="City"/></p> <p>* Home Country: <input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: small; font-weight: normal; text-decoration: none; color: #005596; cursor: pointer; width: 100%;" type="text" value="UNITED STATES"/></p> <p>* State: <input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: small; font-weight: normal; text-decoration: none; color: #005596; cursor: pointer; width: 100%;" type="text" value="&lt;Select State&gt;"/></p> <p>* Home Zip: <input type="text" value="Zip Code"/></p> <p>US Citizen: <input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: small; font-weight: normal; text-decoration: none; color: #005596; cursor: pointer; width: 100%;" type="text" value="Yes"/></p>	<p>* Work Phone: <input type="text" value="(555) 555-5555"/></p> <p>* Personal Phone: <input type="text" value="(555) 555-5555"/></p> <p>Fax: <input type="text" value="( ) - -"/></p> <p>* Email Address: <input type="text" value="Email Address"/></p> <p>* Confirm Email Address: <input style="border: 1px solid #ccc; width: 100%;" type="text" value="Email Address"/></p>
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**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'*



**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.

**Course/Offer Information**

\* Please select a course: ?

<Select a Course>

**Apply**

Courses For This Application:

Code	-
L0950	Delete

**Previous** **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.

**Course/Offer Information**

L0950 - NIMS ICS All-Hazards Incident Commander

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

Offer Information

\* Offer Start Date: 11/14/2022 ?

\* Offer Location: Monroe, NC ?

\* Offer Title: <Select Title>

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 accommodations (allergies, medical, learning disabilities to include dyscalculia, dysgraphia, dyslexia, etc.) which would require assistance during your attendance in training? No

**Save** **Cancel**



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

Organizational Information

\* Organization Country:

\* Organization State:

\* Organization Zip:

\* Organization Name:

\* Current Position:

\* Years in Position:

\* Years of Experience:

\* Department Size:

**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 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 checked="" type="radio"/> All Career <input type="radio"/> All Volunteer <input 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 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 checked="" 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 type="radio"/> Fire Service <input checked="" type="radio"/> Government <input type="radio"/> Health Care <input type="radio"/> Law Enforcement <input type="radio"/> Public Works <input type="radio"/> Volunteer Agency

**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:

Race:

Ethnicity:



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

### Attachments

Course Related Attachments

PDF File to upload: [?](#)

Description:

*100 character(s) remaining*

**Attached Files:**

Name	Description
No Files Attached	

**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:

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.