Off-Campus 2-day Courses Online Application Process – Virtual Classes:

The USFA online admissions application can be found:

<https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx>

**If a student has an issue or a question regarding the online admissions system or the process, please contact:**

NETC Admissions Department

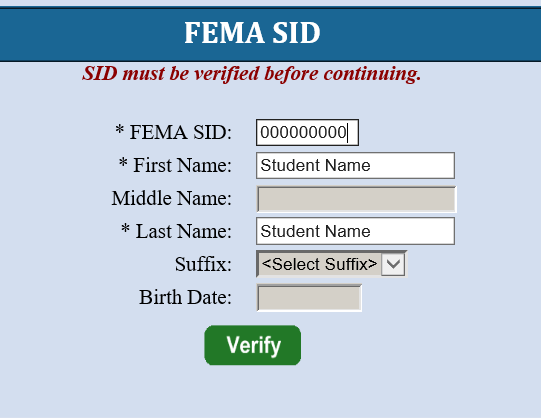
(301) 447-1035

[NETCAdmissions@fema.dhs.gov](mailto:NETCAdmissions@fema.dhs.gov)

April Classes appear now – so you can select them. The classes in May through July will be ready for registrations within the next two (2) weeks.

**Tutorial:**

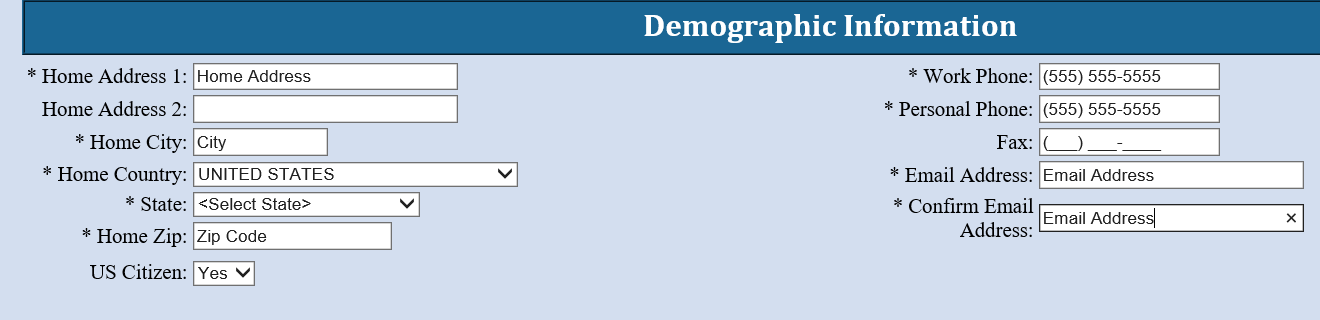
The student must input their FEMA Student ID and first/last name. If you do not already have a FEMA Student ID (SID), go to <https://cdp.dhs.gov/FEMA> SID to register for one. The FEMA SID is ten digits



C**Vy**

You will see “Verified!” if all information is good.

Click **NEXT**



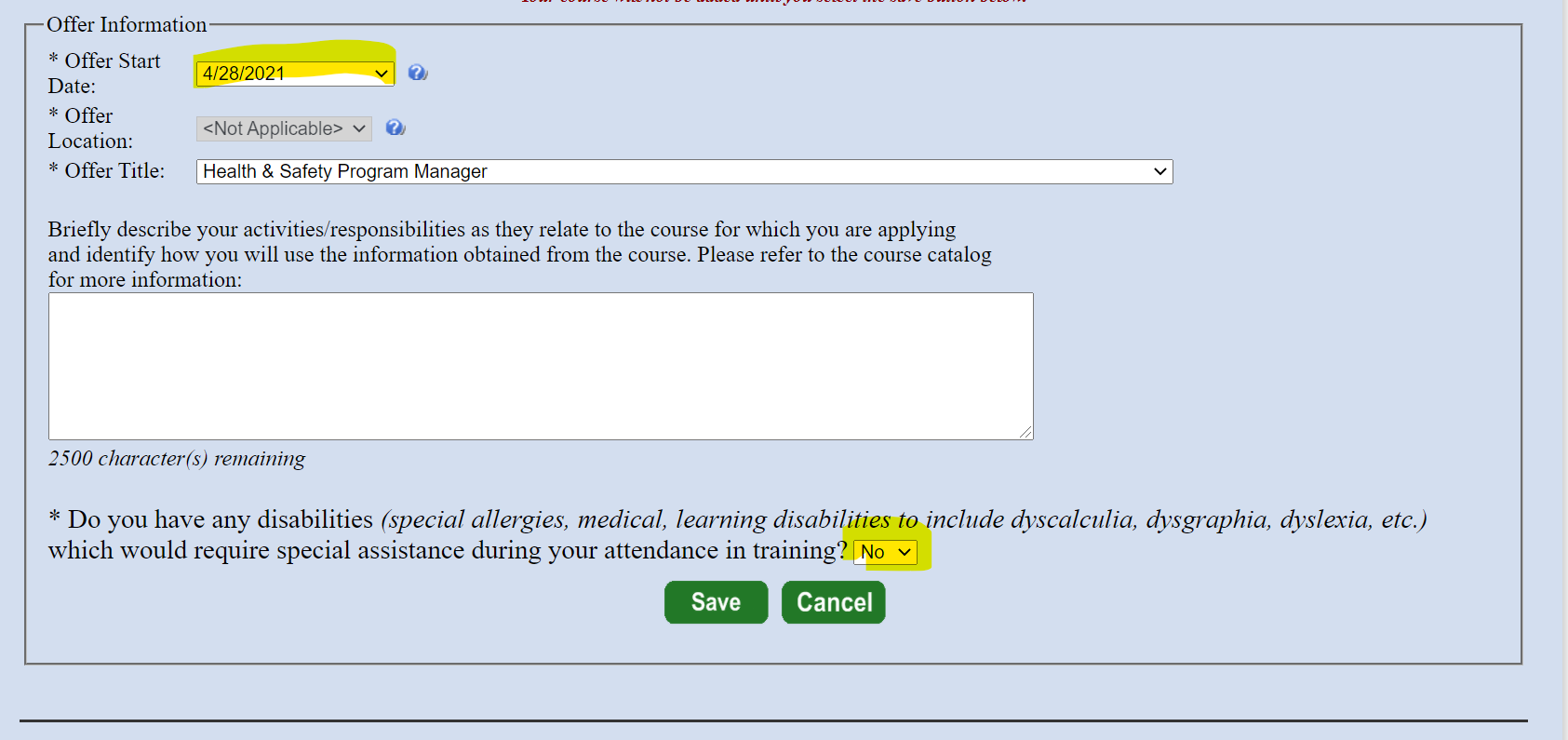
Click **NEXT**



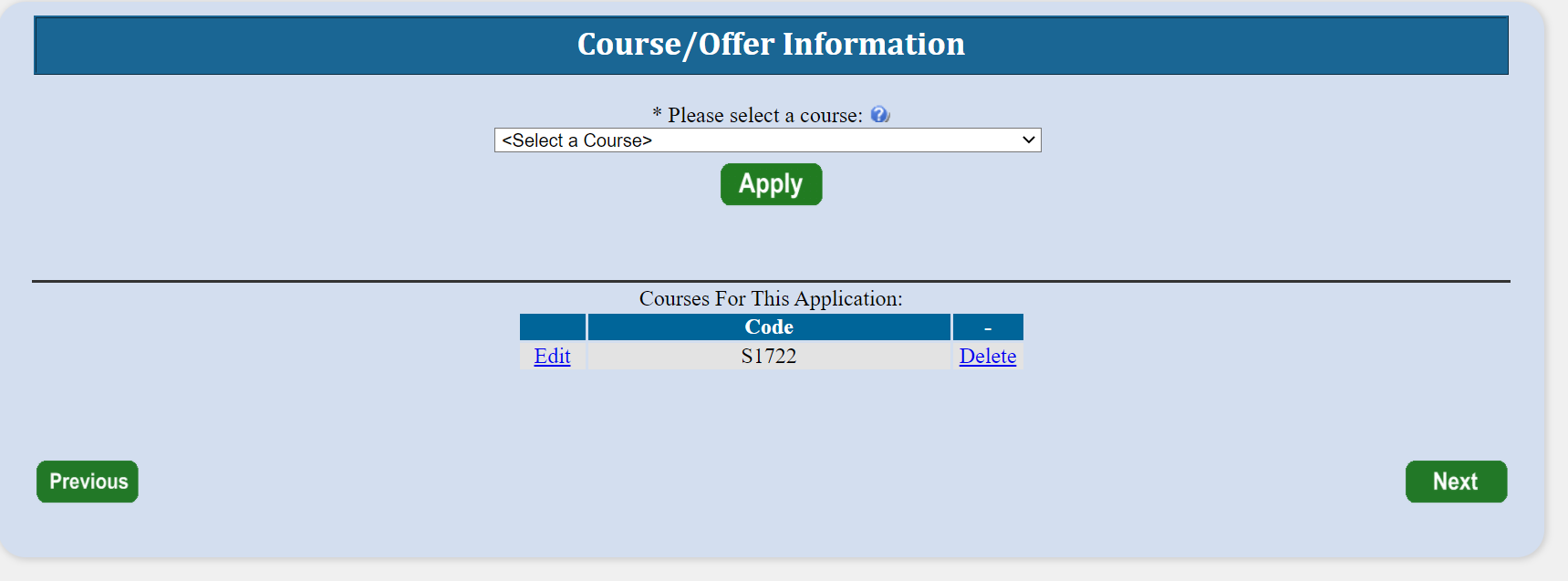
The Course/Offer Information screen requires the student to select a class.

The student must select the drop-down arrow and scroll to the “S Course Codes” for 2-day off-campus classes.

Click APPLY

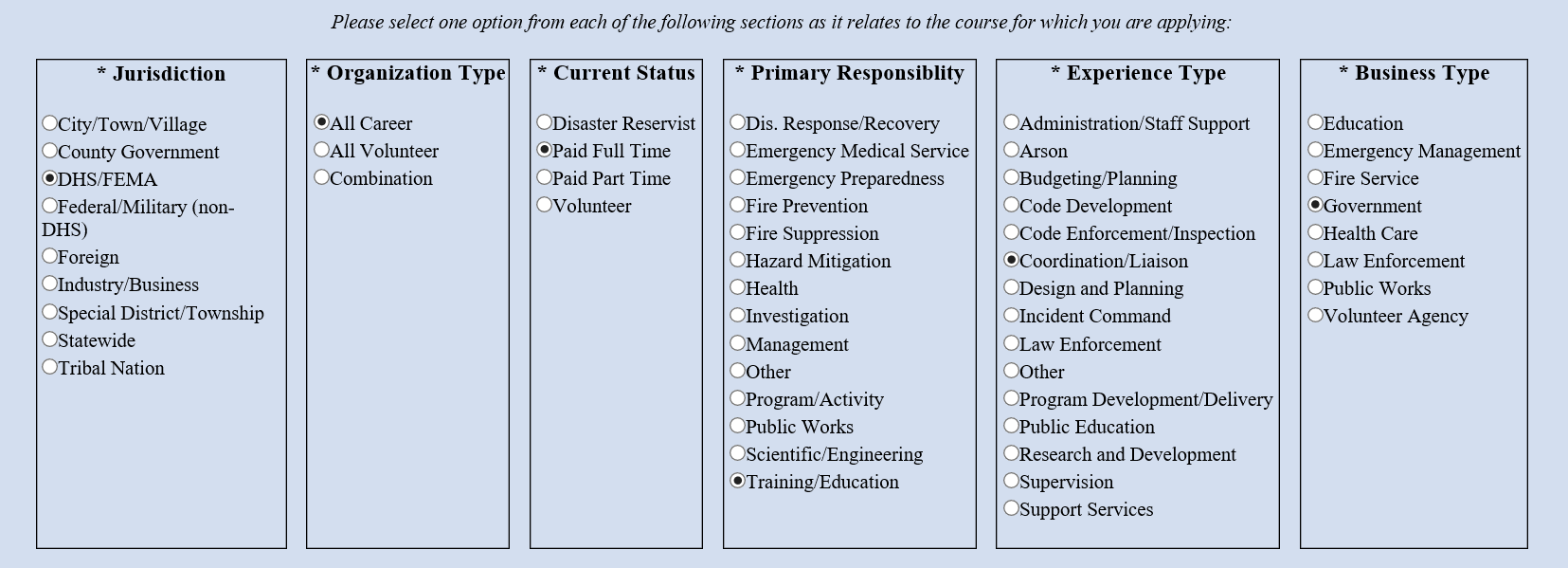


* Select date – it will automatically fill in the Offer Title.
* For a 2-day off-campus class the student **does not** have to input their activities/responsibilities related to their course.
* Answer NO for disabilities
* Click SAVE

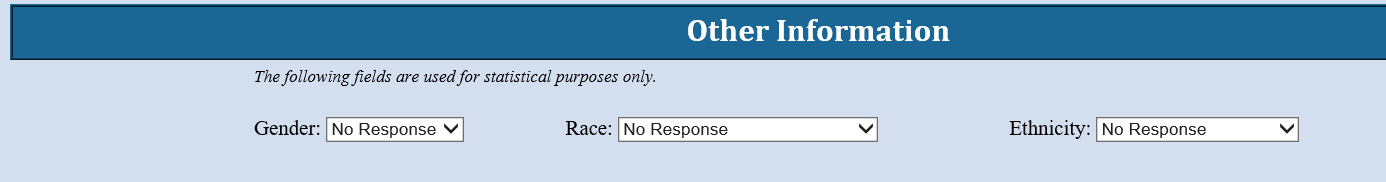


Click **NEXT**

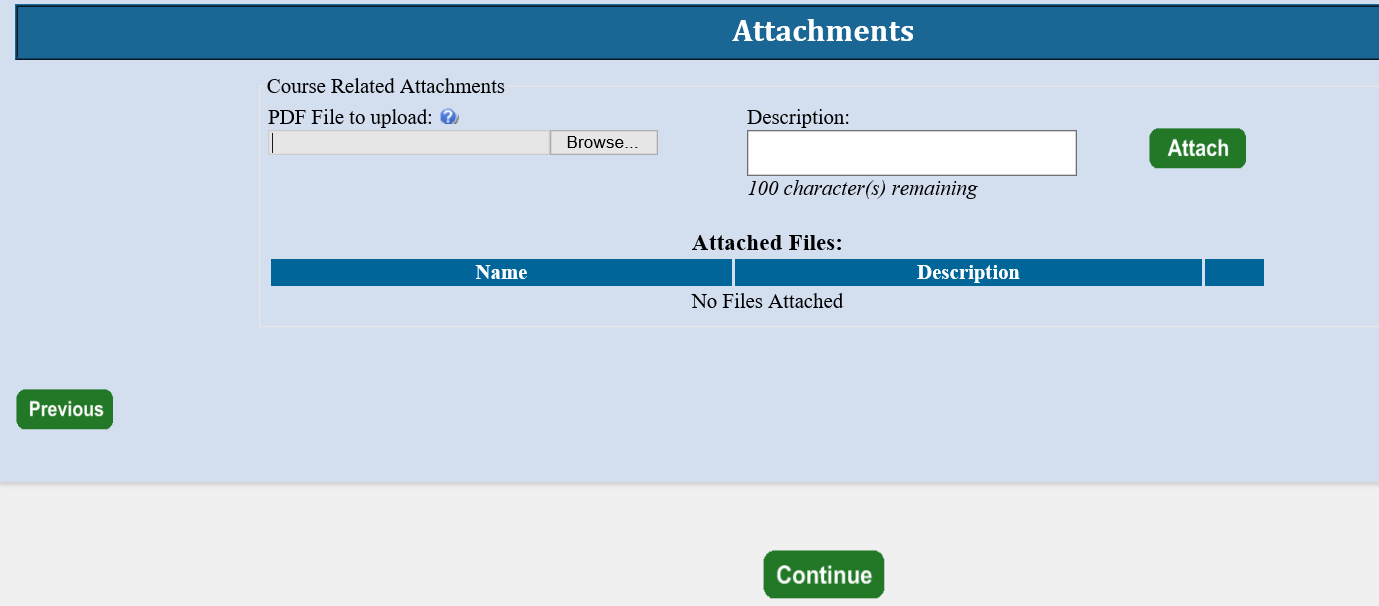




Click **NEXT**



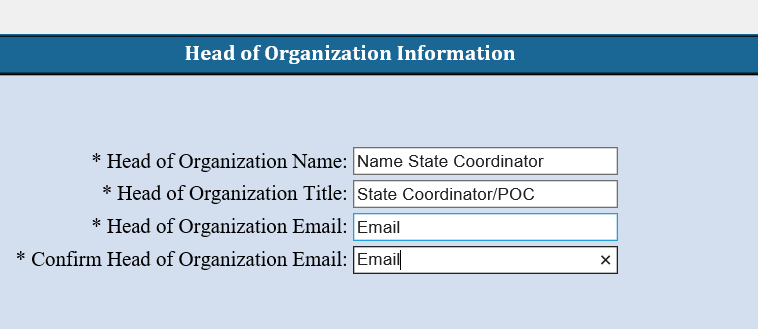
Click **NEXT**



For a 2-day off-campus class the student **does not** have to input an attachment related to their course.

Click **NEXT**

The Head of Organizational Information is when the student inputs the State Coordinator’s/POC’s information. The State Coordinator’s/POC’s information **must be** input to be placed into class.



**Please copy and paste the following into the**

Head of Organization – Monna Gillespie

Head of Organization Title – Administrative Specialist I

Head of Organization Email – [monna.gillespie@ncdoi.gov](mailto:monna.gillespie@ncdoi.gov)

Confirm Head of Organization Email – [monna.gillespie@ncdoi.gov](mailto:monna.gillespie@ncdoi.gov)

Click **Continue**



Congratulations – you have completed the registration process.