



**STATE FIRE ACADEMY**  
 DIVISION OF MISSISSIPPI INSURANCE  
 DEPARTMENT  
 #1 FIRE ACADEMY U.S.A.  
 Jackson, Mississippi 39208-9600  
 Phone (601) 932-2444

**Reggie Bell**  
 Executive Director

**Mike Chaney**  
 Insurance Commissioner

All applications must  
 be completed and  
 returned by  
**June 1, 2018**

To: Mississippi Fire Service Personnel  
 From: Steven Ashby, Instructor Chief  
 Subject: 2018 Mississippi National Fire Academy Weekend Program  
 Date: April 9, 2018

The Mississippi/National Fire Academy Weekend Program this year for **Mississippi** is set for **July 21-22, 2018** at the Mississippi State Fire Academy (MSFA). This is another opportunity for you to receive training and certification from the National Fire Academy.

**EFFECTIVE IMMEDIATELY FROM THE NATIONAL FIRE ACADEMY**

**NFA STUDENT IDENTIFICATION NUMBER**

All students applying for NFA training courses are required to obtain an NFA Student Identification Number (SID). This number will be used in place of your social security number on the NFA general admissions application forms.

**How to Register for an SID:**

To get your new SID go to: <https://cdp.dhs.gov/elms/DesktopShell.aspx>

Select "Create Account" on the left side of the page

Follow the page prompts and questions. Please bring the NFA SID number with you for NFA certification.

**ANNOUNCING  
THE 3<sup>rd</sup> ANNUAL  
National Fire Academy Weekend Program  
@ Mississippi State Fire Academy**

**Mississippi State Fire Academy  
July 21-22, 2018**

**About The Program**

This annual program allows fire fighters from all over Mississippi to complete a National Fire Academy course at the MSFA.

**New Prerequisites for Students**

Effective October 1, 2007 all National Fire Academy students must complete ICS 100-level and ICS 200-level training before arriving. Both of these programs can be taken online.

**FREQUENTLY ASKED QUESTIONS:**

**What courses are available?**

The following courses will be available for students:

(F0379) – Fire Investigation: First Responders

(F0761) – New Fire Chief II: Administrative Issues

(F0610) – Wildland Urban Interface Firefighting for the Structural Company Officer

**When can I register for a course above?**

Enrollment is now open! You may register by filling out the attached “New MSFA/NFA Application” and the “NFA Weekend Course Request” form and submitting them along with dorm fee to the MSFA, ATTENTION: Instructor Advanced David Pitts. All registration forms must be returned to the MSFA by June 1, 2018. If you have any questions you may contact us by emailing [dpitts@msfa.state.ms.us](mailto:dpitts@msfa.state.ms.us). *(All necessary forms are included in this packet)*

Course registration is available for all courses on a **first-come-first-served basis**. However, for some courses, students may receive enrollment priority based on rank and job responsibilities.

**Please see note below!!!**

**ATTENTION ALL STUDENTS!!!**

Please choose in order by number 1<sup>st</sup> through 3<sup>rd</sup> which courses you would prefer to enroll in.

If the said course does not have 15 students enrolled, the MSFA/NFA reserves the right to enroll you in the next course of choice. Maximum number of students in each course is limited to 30.

## How much does it cost?

These NFA training program courses are provided by the federal government at no cost to you!

1. There is **no course fee** and all manuals are included. Dorm rooms and meals are NOT included. See below:
  - a. **Meals** – are the responsibility of the student. Cafeteria is closed weekends.
  - b. **Dorm Rooms** – are the responsibility of the student or department, if authorized, and are \$17.00 a night. You must request this on the NEW MSFA/NFA application attached. Dorm rooms are limited and available on a first-come-first-served basis. Dorm rooms must be prepaid prior to arrival. You may check in Friday starting at 5:00p.m.
  - c. **Dorm Room Payment** – Check, money order or PO. # must be received along with application packet on or before June 1<sup>st</sup> in order to secure dorm room(s).  
**Important Note:** Male/female may only stay together if married.  
**Important Note:** There will be a form you must sign acknowledging the dorm rules before obtaining your dorm key. This is mandatory.

## How do I dress for class each day?

Remember, you are representing your department at all times. Dress for class is casual but MUST be appropriate.

## What is the schedule for the event?

**NOTE:** If you choose to drive to the MSFA campus Saturday, please report to the Auditorium Building Saturday morning at 8:00 a.m. for orientation. If arriving Friday, please follow the schedule below for Friday, July 20, 2018.

### Friday, July 20, 2018: If staying on campus.

5:00 p.m. or after .....Arrive at MSFA Campus

- You MUST read and sign the dorm rules form before obtaining room key.
- Check into dorm room.
- Any issues with dorm room, please see dorm security guard on duty.
- Gates will be closed at 12:00 a.m. but will not be locked.
- Dinner on your own.

### Saturday, July 21, 2018:

8:00 a.m...... Attend mandatory student orientation in the Auditorium Building.

- You will be informed of the ‘Do’s” and Don’ts” while at the MSFA.
- Attend your assigned class.

Lunch on your own..... (Time allowed ‘to be announced’ by NFA Instructor)

5:00 p.m. or before.....Dinner own your own.

### Sunday, July 22, 2018:

Before class, turn dorm key in if staying on campus. They will locate you in your class if you do not.

8:30 a.m. .....Attend your assigned class. (NFA Instructor will notify you of any adjustments to course schedule when class starts.)

Lunch on your own..... (NFA Instructor will announce time allowed for lunch.)

5:00 p.m. or before.....Dismissal

# Steps to Participate in the Program for 2018

1. Complete the NEW MSFA/NFA student application (attached).
  - a. Complete all sections applicable.
  - b. Leave section 3 –B blank (cafeteria closed on weekends).
  - c. Be sure section 4 is signed by approving official.
  - d. Be sure you sign the bottom of this application.



2. Next complete the Course Request Form. (attached)
  - a. Select 3 choices of courses to attend (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice).



3. Send New MSFA/NFA application and NFA Weekend Course Request Form no later than **June 1, 2018, along with dorm fee if applicable.**

Mississippi State Fire Academy  
Attn: Instructor Advanced David Pitts  
#1 Fire Academy U.S.A.  
Jackson, MS 39208

**You will receive confirmation of your registration.**

**2018 MISSISSIPPI - NFA ANNUAL WEEKEND PROGRAM****NFA Weekend Course Request Form  
[Please print clearly]**

Name: \_\_\_\_\_

Telephone Numbers: (cell) \_\_\_\_\_ (home) \_\_\_\_\_

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

Department: \_\_\_\_\_ County \_\_\_\_\_

MSFA Student Identification Number (See below) \_\_\_\_\_

Student Identification Number is-

First three letters of your last name

First two letters of your first name

Last four digits of your social security number

Example for John Doe- (DOE-JO-1234)

**Directions:**Indicate your preference of courses you would like to take by placing a **1** for first choice, **2** for second choice, a **3** for your third choice, etc.

\_\_\_\_\_ (F0379) – Fire Investigation: First Responders

\_\_\_\_\_ (F0761) – New Fire Chief II: Administrative Issues

\_\_\_\_\_ (F0610) – Wildland Urban Interface Firefighting for the Structural Company Officer

Below, is a **sample** of how to select your choices:  1   (F0379) – Fire Investigation: First Responders  3   (F0761) – New Fire Chief II: Administrative Issues  2   (F0610) – Wildland Urban Interface Firefighting for the Structural Company Officer



Submit application to:  
 STATE FIRE ACADEMY  
 # 1 Fire Academy USA  
 Jackson, MS 39208-9600

Phone: 601-932-2444; Fax: 601-932-2819

### National Fire Academy Course Attendance Request

Internal Office Use Only:
_____
Course Date Assigned _____
Meals _____
Dorm _____

Student and other authorized approving official should sign application. **Duplicate form as needed.**

SECTION 1: APPLICANT INFORMATION			
Last Name:	First Name:	M.I.:	MSFA ID # <small>(3 letters last name-2 letters first name-last 4 digits of SS#)</small>
Are you over the age of 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Current Position:	Yrs in Position:		
SECTION 2: SPONSORING DEPARTMENT/ORGANIZATION INFORMATION			
Name of Sponsoring Department or Organization:			
Address:	Contact:		
City, State:	Zip:	County:	
Phone Number:	Fax:	Email:	
SECTION 3: COURSE REGISTRATION			
Course Name:	Course Code:	Course Date:	
➡ <b>3. A. DORM ROOM REQUESTED:</b> _____ YES (\$17 Per Night) _____ NO			
➡ <b>3. B. CHOOSE ONE IF EATING ON CAMPUS: Breakfast \$6.00; Lunch \$6.00</b> MEALS REQUESTED (TO BE PAID BY DEPT): ___ YES <b>OR</b> MEALS REQUESTED (TO BE PAID BY CASH): ___ YES			
➡ <b>3. C. FINANCIAL INFORMATION:</b> If requested above for dorm and/or meals, the sponsoring dept will be invoiced after the course for the associated fees, unless marked paying in cash daily. Note there is no fee for the Course.			
SECTION 4: SPONSORING DEPARTMENT ACKNOWLEDGEMENT OF APPLICANT PROCESSING and/or FEES.			
Signature of authorized approving official for course attendance: _____			
SECTION 5: APPLICANT ENDORSEMENT AND CERTIFICATION			
Do you have any medical conditions, which would require special consideration during your attendance? (See American Disabilities Act Federal Regulations in catalog on Rules and Guidelines Governing Students.) <input type="checkbox"/> NO <input type="checkbox"/> YES-Explain:			
A. I certify that the information recorded on this application is correct. I agree to abide by the rules, policies, and regulations of the State Fire Academy of Mississippi if I am admitted as a student. Falsification of information may result in denial of admission or a course certification.			
B. 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.			
C. I understand that the State Fire Academy of Mississippi is not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.			
<b>WAIVER</b> ...While attending for the purpose of instruction in the State Fire Academy's program, <u>National Fire Academy Courses</u> and desiring to obtain practical experience by acting in various capacities on the fire apparatus, trucks, and other equipment in connection with my instruction, I do hereby relieve the State Fire Academy and all agencies or individuals furnishing equipment or services in connection with said school as well as any fellow student or instructor from any and all liability or any sort or nature whatsoever that might arise or occur as a result of any accident, injury, or damage to me during my participation in the course conducted by the State Fire Academy and do, by my presence, assume whatever risk, apparent and unapparent, that training of this entails. I understand that the nature of the tasks a fire fighter will be called upon to perform requires a high degree of physical fitness, agility, and dexterity. I waive any and all claims for myself or my heirs against the Academy, its officials or employees, which may result from my participation in the Fire Academy program. This waiver does not affect any rights I may have pursuant to the Workers Compensation Act or the Tort Claims Act. I hereby agree to follow all Academy Rules and Guidelines Governing Students.			
<b>Applicant Signature/Date:</b>	_____		