

# Student Application Process

## Online Application Steps

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- Student applications must be completed in the NETC Online Admissions System
  - [DHS-FEMA General Admissions Application](#)
  - Follow the prompts
  - Current version is not compatible with mobile devices
  - FEMA SID is needed
  - Invitation Code prompt is after Demographic Information



**FEMA**

## Invitation Code

- Only offerings for the Invitation Code entered will be shown on next screen.
- For all non-invitation course offerings, skip to 'Please select a course:'.
- To return to non-invitation course offerings, click 'Clear'.

The screenshot displays the FEMA General Admissions Application interface. At the top, the FEMA logo and 'Federal Emergency Management Agency General Admissions Application' are visible. Below this, the text 'FEMA National Emergency Training Center' and 'General Admissions Application' is shown on the left, and 'Electronic Version OMB No. 1660-0100' is on the right. The main content area is titled 'Course/Offer Information'. It features an 'Invitation Code:' input field with a search icon, followed by 'Apply' and 'Clear' buttons. Below this is a dropdown menu labeled '\* Please select a course:' with a search icon and the text '<Select a Course>'. An 'Apply' button is positioned below the dropdown. At the bottom of the form, there is a section titled 'Courses For This Application:' with a table header 'Code' and the text 'No Courses Added'. 'Previous' and 'Next' buttons are located at the bottom left and right of the form area, respectively.



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# Attachments

- Prerequisite completion certificates **MUST** be attached to the application.
- Failure to attach certificates at time of application will result in the application being rejected and a new application to be required.

The screenshot shows the FEMA National Emergency Training Center General Admissions Application interface. The page title is "Attachments". Under the heading "Course Related Attachments", there is a "PDF File to upload:" section with a "Choose File" button and a "No file chosen" status. To the right is a "Description:" text input field with a character count of "100 character(s) remaining" and an "Attach" button. Below this is an "Attached Files:" table with columns for "Name" and "Description", currently showing "No Files Attached". Navigation buttons for "Previous" and "Continue" are visible at the bottom of the form area.

FEMA National Emergency Training Center  
General Admissions Application

Electronic Version OMB No. 1660-0100

**Attachments**

Course Related Attachments

PDF File to upload: [Choose File](#) | No file chosen

Description:

100 character(s) remaining

Attached Files:

Name	Description
No Files Attached	

Previous

Continue

\* = required field



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# Endorsement

- Endorsement from a Sponsoring Organization is required.
- The Sponsoring Organization information should be provided by the POC.

FEMA Federal Emergency Management Agency  
General Admissions Application

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

### Application Endorsements

At least one of the courses you are applying for requires endorsement from the head of your sponsoring organization. Please fill in the information below for the head of your sponsoring organization.

**Head of Organization Information**

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

\* = required field

This should be filled out as:  
Head of Organization: Michelle Staff  
Head of Org. Title: FEMA  
Head of Org. Email: [michelle.staff@fema.dhs.gov](mailto:michelle.staff@fema.dhs.gov)  
Confirm Email: [michelle.staff@fema.dhs.gov](mailto:michelle.staff@fema.dhs.gov)



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## Endorsement, continued

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- A system-generated email is sent to the Sponsoring Organization email address provided.
  - From [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov) with the subject line “FEMA Application Submitted -- Endorsement Requested.”
  - Includes a link within the email that must be used to go the NETC Online Admissions System to click on either ‘Endorse’ or ‘Reject’.
- NETC Admissions has no visibility of the application until it is endorsed/approved by Sponsoring Organization.
- Applications are automatically rejected from the system after 14 business days if no action is taken by the Sponsoring Organization resulting in the need to reapply.



## Endorsement, continued

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- A system-generated email is also sent to the Applicant email address.
  - From [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov) with the subject line “FEMA Application Submitted.”
  - This is only acknowledging that the application was submitted and sent to the Sponsoring Organization for endorsement.
- Finally, a system-generated email is sent to the Applicant email address when the Sponsoring Organization acts on the endorsement request.
  - From [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov) with the subject line “FEMA Application - Status.”
  - If the application was endorsed/approved, the Applicant will receive additional information from NETC Admission Office regarding enrollment in the class.



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