Student Application Process

Online Application Steps

- 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
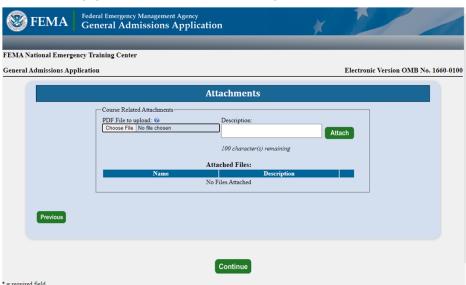
Invitation Code

- 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'.
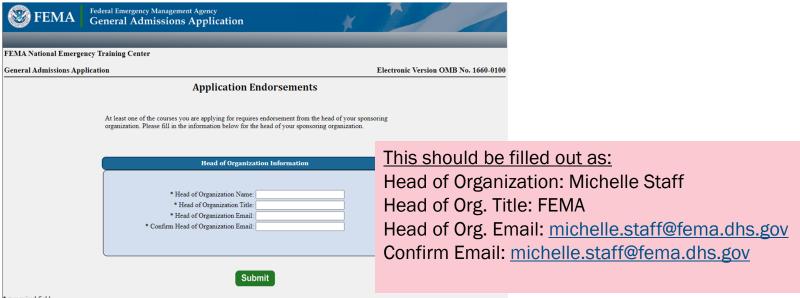
Attachments

- 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.

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:

Submit

* = 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
Confirm Email: michelle.staff@fema.dhs.gov

Endorsement, continued

- A system-generated email is sent to the Sponsoring Organization email address provided.
  - From 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.

FEMA

Endorsement, continued

- A system-generated email is also sent to the Applicant email address.

  - From 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 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.