



Managing Effective Fire Prevention Programs – N0671



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Managing Effective Fire Prevention Programs – N0671

Course Enrollment Information and Instructions

When: Monday, February 22nd to Saturday, February 27th, 2016 – 6 Days

Time: 8am to 5pm each day – 48 hours

Where: NYS Academy of Fire Science, 600 College Ave, Montour Falls, New York

Course Description: The purpose of the course is to empower students with the ability to lead a fire prevention/ risk reduction bureau. The course units will cover the following subjects:

- Defining your new role
- Fostering cultural change
- Building fire prevention and risk reduction bureau strength
- Power, politics, and influence
- Establishing bureau priorities and strategies and
- Organizational finances

Audience: The target audience is fire marshals, fire inspectors, fire and life safety educators, fire investigators, firefighters, and plan reviewers. It is designed for the student who has or will have responsibility for managing fire prevention/risk reduction units. It is also designed for those who aspire to lead and/or manage sections of a fire prevention/risk reduction bureau but have little or no experience and would like to learn more.

The maximum enrollment is 30 students.

Prerequisites: ICS 100 and ICS 200 level training.

Registration: How to apply for the regional offering of the National Fire Academy course - Managing Effective Fire Prevention Programs – N0671.

Follow these steps to apply for admission:

1. Understand course requirements. Be sure to review the Course Description above and the Pre-Course Assignment section below.
2. Complete the NYS Fire Academy Registration Form (attached below).
 - Use your NY Training Identification Number (TIMS Number) on this form, if you have one.
 - If you are a NYS resident, the course registration fee is \$25.00. All others outside NY, the registration fee is \$50.00. Please check 'NYS Resident' or 'Out-of State,' as applicable. The registration fees must accompany the registration packet.
 - There is an accommodations fee. If you plan to stay at the NYS Fire Academy the fee is \$231.00, including a room and all meals (breakfast, lunch and dinner). If you plan to commute or arrange your own hotel accommodations, the fee is \$48.00, which includes breakfast and lunch. If you wish, accommodations fees may be paid on arrival.
 - See the link below for further information on Fire Academy accommodations.
 - <http://www.dhSES.ny.gov/ofpc/training/fire-academy/academy.cfm>
 - Complete ALL fields on the registration form. Your registration will be returned if it is incomplete.
3. If you don't already have one, request a federal FEMA Student Identification Number (SID). You need a SID to apply for all NFA courses. You can register for a FEMA SID at the link below.
 - <http://www.usfa.fema.gov/training/nfa/admissions/apply.html#sid>
4. Complete the FEMA General Admission Application – Short Form (Download: www.dhSES.ny.gov/ofpc/news/events/documents/nfashortform.pdf).
 - Use you Federal FEMA SID obtained in Step 3 on this form.
 - Complete ALL fields on the application. Your application will be returned if it is incomplete.
5. Submit your registration packet during the designated time frame. **THERE IS AN EARLY APPLICATION DEADLINE FOR THIS COURSE.** The application period for this class is **open until January 5th, 2016.** Completed packets must be received at the NYS Fire Academy prior to this date. Fax or mail, both the NYS Fire Academy Registration Form and the FEMA General Admission Application to:

NYS Academy of Fire Science
Attn: Registration
600 College Ave
Montour Falls, NY 14865
6. Download and Complete the Pre-Course Assignment. (See "Pre-Course Assignment" below.)
7. Download the student manual. (See "Student Manual" on the following page.)

Course Materials: You are encouraged to bring a laptop computer or other electronic device, as well as a thumb drive. The course materials for this course are now in a Bring Your Own Device (BYOD) format which will function on any electronic device. **We ask that you download the Student Manual before you travel to the NYS Fire Academy and bring the pre-loaded device with you.** Please note: If you plan to bring/use an iPad, you may experience issues saving/storing/printing course assignments since there is no USB/thumb drive capacity for these devices.

Pre-Course Assignment: There is a pre-course assignment for this class that consists of 2 parts. The first part is to read 4 units of the course before class. The second part is to bring information about your organization to class. This information will be used to process in-class activities that will count toward your final grade. The **pre-course work** can be downloaded to your electronic device at the link below.

http://nfa.usfa.dhs.gov/ax/pcm/pcm_r0671.pdf

Student Manual: The student manual can be downloaded to your electronic device at the link below.

http://nfa.usfa.dhs.gov/ax/sm/sm_r0671.pdf



Fire Prevention and Control

Registration Form

Fire Academy and Regional Technical Rescue

New York State Academy of Fire Science
600 College Ave., Montour Falls, NY 14865-9634

(607) 535-7136; Fax: (607) 535-4841

Personal Information

NAME (Last, First, MI) _____

TRAINING IDENTIFICATION NUMBER _____

HOME ADDRESS (Street, PO Box) _____

CITY _____ STATE _____ ZIP _____

CHECK IF NEW ADDRESS MALE FEMALE

DAYTIME PHONE _____ EVENING PHONE _____

FAX # _____ E-MAIL ADDRESS _____

Sponsoring Organization

FIRE DEPARTMENT ID # _____ COUNTY _____

SPONSORING ORGANIZATION _____

STREET ADDRESS, PO BOX _____

CITY _____ STATE _____ ZIP _____

FD PHONE# _____ FD E-MAIL or FAX _____

NAME/TITLE - HEAD OF THE SPONSORING AGENCY _____

SIGNATURE - HEAD OF THE SPONSORING AGENCY _____

_____ Date _____

FIRE ACADEMY COURSE CODE # _____ COURSE TITLE _____ DATES: _____

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2/22/16 - 2/27/16

Course Registration -

NOTE: Payment MUST Accompany Registration

Registration Fee is MANDATORY AND NONREFUNDABLE

- NYS Resident - \$25 Out-of State - \$50
- Materials Fee (if applicable) payable upon arrival
See course description (may not include required text book)
- Prerequisite Proof (if applicable)
Must accompany registration

Academy Accommodations - payable upon arrival

- Resident – includes Meals & Lodging - \$231.00
- Commuter – includes breakfast & lunch - \$48.00
- Commuter dinner - \$9/day (optional)

Registration, Material and Accommodations Fees:

Registration Fee (include w/registration) \$ _____

Materials Fee (if applicable – payable upon arrival) \$ _____

Accommodations Fee (payable upon arrival) \$ _____

Optional commuter dinner(s) \$ _____

Total enclosed: \$ _____

Balance due upon arrival: \$ _____

Reasonable accommodation request:

Share room with: _____

Payment Method

Make checks, money orders & vouchers payable to:

Academy of Fire Science

- Check Money Order
- Signed Voucher Purchase Order
- Bill Meals & Lodging to Student Bill Meals & Lodging to Sponsoring Organization

VISA MasterCard Discover Total Charge: \$ _____

Card #

Expiration Date / Security Code

Signature _____

Please review the application to make certain it is complete and the required payment and prerequisite proof are enclosed.
This form is on the web at www.dhses.ny.gov/ofpc • MAIL OR FAX APPLICATION TO FIRE ACADEMY ONLY

NOTE: Due to participant demand, the deadline for all Academy course registrations is 20 days before the course start date. If your registration is not received by this deadline, we cannot guarantee placement in the requested course. Call the Academy for further information.