

Minnesota Department of Public Safety State Fire Marshal Division

Frequently Asked Questions

Instructors

How do I become an instructor?

Complete and submit the "In-State National Fire Academy Course requirements and Application Form."

How will I know if I have been accepted?

Applicants will receive an approval letter or letter stating missing requisites within 60 days of submission.

Who do we contact for help with the application process?

Please contact the State NFA administrator via email at fm.nfa.admin@state.mn.us.

Do Instructors need to be MBFTE Qualified?

Yes.

What if I am not approved and teach an NFA course?

Non-approved instructors can teach NFA courses but the state will not endorse the course and the students will not receive certificates.

I have taught for many years, do I need to reapply?

As of Sept. 1, 2019, all instructors will need to reapply to instruct NFA courses. This is part of a larger NFA plan to properly assess instructors across the country.

Students

How can I get NFA course offerings?

NFA courses are offered at the academy, online and statewide at select times.

Where can I find Courses?

The [NFA catalog and schedule website](#).

What is the difference in NFA off-campus course deliveries?

Two-day off-campus selected by state via Course Call Dashboard

- The NFA covers the costs of the instructor and the course materials.
- The NFA designates these courses with an "F" code (previously direct delivery), and each state may select up to nine course deliveries through the semi-annual course call process.
- In order for students to receive credit and an NFA certificate, the state must submit the General Admissions Application form using the Course Call cover sheet.
- The NFA will email certificates to the students after the course is delivered.



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Six-day off-campus courses selected by state/TRADE representative via Course Call Dashboard

- The NFA covers the costs of the instructors and the course materials.
- The NFA designates these courses with an “N” code (previously regional delivery), and each region may select up to three course deliveries through the semiannual course call process.
- Prior to the course delivery, the General Admissions Application form must be submitted to the TRADE representative/state training director, who will review/approve and forward applications to the National Emergency Training Center Admissions Office a minimum of 40 days in advance using the Course Call cover sheet.
- The NFA will email certificates to the students after the course is delivered.

State/local partner-sponsored and NFA enfranchised off-campus course deliveries

- State/local partner-sponsored NFA courses must be approved by State Fire Training Agency in the state in which the course is delivered.
- The state/local host is responsible for all expenses including instructors and course materials.
- The NFA designates state/local partner-sponsored courses with an “O” code and each state/local partner has unlimited delivery options.
- In order for students to receive NFA state/local partner-sponsored certificates, the state/local partner must submit the students' completed General Admissions Application form using the Course Call cover sheet after the course is delivered.
- The NFA will email certificates to the student after the course is delivered.

Where do I register?

Through the SFMD training system or directly with the organization putting on the course.

Do I need to fill out the application before class?

Sometimes it is helpful and saves time. However, it is more common for the instructor to distribute applications at the beginning of class. Contact the instructor directly if you have questions.

Do I need an SID prior to class?

Yes. Students without an SID will not receive a certificate from the NFA.

Do I need an email address?

Yes. Email is the primary source of contact between the NFA and students. Students who do not have an email or do not put it on their application may risk not getting a certificate.

What if I registered for a two-day course and need to cancel with short notice?

If a student has an emergency and needs to cancel with short notice, they should contact the instructor, host or state NFA admin at fm.nfa.admin@state.mn.us as soon as possible.



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Do classes count as a pre-requisite for the Executive Fire Officer or Managing Officer program?

Yes. Some select courses count as pre-requisites for the EFO and MO program. Requirements for each course can be found at https://www.usfa.fema.gov/training/nfa/programs/efop_criteria.html or https://www.usfa.fema.gov/training/nfa/programs/mo_program.html.

Have a class idea?

Send an email to fm.nfa.admin@state.mn.us.



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