THE BUREAU OF FIRE STANDARDS AND TRAINING
AT
The Florida State Fire College

NFA COURSE REQUEST / APPROVAL PROCESS

Sponsoring Department or Agency submits a Course Request email to host an NFA Course **(approx. 30 days prior to the desired training date)** to the NFA State Training Program Manager at the Florida State Fire Training Office for approval at:

nfa.training@MyFloridaCFO.com

Course Request email should include:

1. As Sponsor, are you requesting a grant funded or non-grant funded course?
2. Name of desired NFA Course
3. Preferred dates for the NFA Course to be presented (actual dates will depend on instructor availability)
4. Sponsor's contact information (address/phone/email)
5. Sponsor's acknowledgment to provide an appropriate training facility with audiovisual capability
6. Sponsor's commitment to enrolling **Minimum of 20 / Max 35 students in the class** (Grant funded course only)
7. Sponsor's acknowledgment to accept students into the course from outside of their organization. (Grant funded course only)

Course Approved?

NO → *Reason Communicated to Requestor*

YES

For a Grant Funded Course

The NFA State Program Manager (Florida) will select an eligible instructor.

NOTE: Instructors for grant-funded courses must possess a Florida Vendor Number which can be obtained at:

www.MyFloridaMarketPlace.com

For a Non-Grant Funded Course

The sponsoring agency will provide an instructor for the class. This instructor must be approved by the NFA State training Program Manager.

OR

Be an approved NFA Instructor for the solicited course.

NOTE: if necessary, the NFA State Program Manager (FL) will assist the sponsor with identifying an instructor.

At this point, the NFA Course has been approved by the NFA State Training Program Manager (FL) and the instructor has been selected.

The next steps in the process identify the responsibilities of the sponsor, instructor and NFA State Training Program Manager (FL).

Course Sponsor

Responsibilities include:

1. Submit Course Request e-mail to NFA State Training Program Manager (FL).

Upon receipt of NFA COURSE APPROVED E-MAIL – proceed to Step 2

2. Make appropriate FCDICE Entries:
   a. NFA Class Offering Request into FCDICE System at least 5 days prior to class start date.
   b. Submit attendance roster w/ numerical grades upon completion of class.
3. Design and distribute the course announcement.
4. Provide appropriate classroom and A/V equipment.

Instructor

Responsibilities include:

1. Ensure that **each student** –
   a. Has obtained an NFA Student ID Number.
   b. Completes NFA Student Application Form.
   c. Signs/initials the roster EACH day of class
   d. Completes the NFA Course Evaluation.
2. Assign a numerical grade (0 – 100) for each student completing the class.
3. Complete the invoice supplied by the NFA State Program Manager (FL) (Grant-funded courses).
4. Within 48 hours of course completion, mail the items from Steps #1 & #2 to:
   NFA State Training Program Manager
   Bureau of Fire Standards and Training
   11655 N.W. Gainesville Rd.
   Ocala, FL 34482

NFA State Training Program Manager (Florida)

Responsibilities include:

1. Initiate Purchase Requisition to encumber funds (if training is grant funded)
2. Distribute required forms to Sponsoring Agency
3. Ensure instructor has latest instructor material.

4a. Order Student Manuals (Grant Funded)
4b. Provide Student Manual files to sponsor (non-Grant Funded)

5. Ship class material to sponsor.(grant-funded)
6. Send completed Student Applications, Course Roster and Evaluations to NFA Admissions Office.
7. Process instructor invoice (if training is grant funded)

NOTE: NFA Certificates will be e-mailed directly to the students by the NFA Admissions Office.

All Students MUST have an NFA Student ID #.
Scan for instructions on obtaining NFA Student ID Number.