



# NATIONAL FIRE ACADEMY

## DIRECT DELIVERY TO THE MAINE FIRE SERVICE SPRING COURSES

### MARCH 9 & 10, 2019

**REGISTRATION DEADLINE - PLEASE RESPOND BY FEBRUARY 8, 2019**

**MFSI at the SMCC MIDCOAST CAMPUS—Classes starts 0800-1700  
BRUNSWICK, ME 04011**

These courses are brought to the **State of Maine Fire Service** in collaboration with **Maine Fire Service Institute**. Funding to support these classes is provided by a State Fire Training Grant from the **National Fire Academy** and is also subsidized by the Maine Fire Investigation and Prevention Tax. Lunch will be provided both days Saturday and Sunday for a **\$25.00** fee non-refundable. Fire Dept. PO or Check required. Lodging & travel are on your own. Please contact us for information on local hotels. **207-844-2071**:

*Please enroll at your earliest convenience to ensure the course will be offered as scheduled. We must meet a minimum enrollment of 15 participants for each class. Pre-registration is required—No Walk ins.*

### **Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change F0521**

**Course Description:** The purpose of this two-day course is to provide skills that individuals in positions of authority can use to exercise leadership when confronted with adaptive challenges. The goal of this course is for participants to develop an understanding of skills associated with exercising leadership to resolve adaptive problems, those problems where the solution is either unknown or requires significant change, or both.

**Selection criteria:** The primary target audience is fire and emergency service personnel in positions of authority (executive level officers) who have an opportunity to exercise leadership. NOTE: Participants must be minimally assigned to a supervisory level position (for example, a Company Officer).

### **Shaping the Future F0602**

**Course description:**

This is two-day course is designed to assist first- and second-level supervisors and Company Officers (COs) in developing knowledge and skills in contemporary approaches to organizational problem-solving. Topics include:

- Use of creative approaches to identifying trends within their organizations.
- Applying problem-solving methodologies.
- The importance and application of continuous improvement within organizations.
- How to quantify problems and solutions.
- Factors in organizational and individual resistance to change.
- Strategies for implementing change.

The course incorporates facilitated, student-centered methodologies, including lecture, small and large group activities, and individual assessments.

**Selection criteria:** First and second level supervisors and COs who are upwardly mobile within their organizations and whose department head wishes to prepare them for increased managerial responsibility. Administrative officers who are responsible for significant staff functions within the organization who report to top management. Emergency service workers assigned to positions with decision making responsibilities.

**Prerequisites:** Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through [NFA Online](#). Chief's signature attests that the applicant has completed this required training. .

# NFA 2019

A strong partnership exists between NFA and state and local fire training systems to advance the professional development of fire service personnel. This partnership has resulted in the ongoing development and delivery of the Academy's distance delivery curriculum.

**DEADLINE TO REGISTER  
FEBRUARY 8, 2019**

**REGISTER NOW!  
REGISTRATION FEE  
\$25.00**

**LUNCH INCLUDED SAT & SUN  
PAYMENT MAY BE MADE BY  
FD PURCHASE ORDER OR BY  
YOUR PERSONAL CHECK:  
MFSI/SMCC.**

## MAINE FIRE SERVICE INSTITUTE



Mail Registration Forms to:

MFSI—NFA 2019

Attn: Anne Heinig

19 SEWALL STREET

BRUNSWICK, ME 04011

Phone: 207-844-2070

Fax: 207-725-9079

E-mail: [MFSIinfo@SmccMe.edu](mailto:MFSIinfo@SmccMe.edu)



*These courses are subsidized by the NFA State Fire Training Grant Fund and the operating funds provided through the Fire Investigation and Prevention Tax. (FIPT)*

## NOTICE TO APPLICANTS FOR FY 2019 NFA ENDORSED COURSES

### Requesting a Student Identification Number

If you are interested in applying for a NFA course, you need to register for a FEMA Student Identification Number (SID). **Applications for NFA courses that do not include a SID will not be processed.**

### To obtain a SID

1. Register at <https://cdp.dhs.gov/femasid>
2. Select "Need a FEMA SID?" on the right side of the screen.
3. Follow the instructions to create your account.
4. You will receive an email with your SID. Save this number in a secure location.

### Application/ Registrations:

A copy of the completed NFA application and course registration are to be completed by the Student. Incomplete registrations will not be processed. Both of the forms included must be provided to MFSI no later than **February 8, 2019**. Spots will be reserved as applications are received. **REGISTRATION FEE FOR DIRECT DELIVERY COURSES IS \$25.00** (non-refundable).

Space is limited to 24 each class with a minimum of 15 students. **PLEASE REGISTER EARLY – We must submit a minimum roster to NFA 45 days before the start of these classes.**

*These courses are subsidized by the NFA State Fire Training Grant Fund and the operating funds provided through the Fire Investigation and Prevention Tax. (FIPT)*

### ○ GET YOUR SID - Go to:

<http://www.usfa.fema.gov/training/nfa/admissions/apply.html#sid>

### ○ National Fire Academy Short Form Application 119.25.2 (Complete with SID, email address, and signature)

### ○ Mail forms to: MFSI Attn: Anne Heinig 19 Sewall St. Brunswick ME 04011.

**DO IT TODAY! NFA DEADLINE IS FEBRUARY 8, 2019. REGISTER NOW!!**

### ○ Check your email for confirmation/receipt of your registration materials.





# Registration Form

## MAINE FIRE SERVICE INSTITUTE

SMCC ID # \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

BIRTH/OTHER NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

GENDER\*  FEMALE  MALE BIRTH DATE\* \_\_\_\_\_

ETHNIC GROUP\* (CHOOSE ONE)  HISPANIC/LATINO  NOT HISPANIC/LATINO

RACE\*  AMERICAN INDIAN OR ALASKA NATIVE  ASIAN  
 (CHOOSE ALL THAT APPLY)  BLACK OR AFRICAN AMERICAN  WHITE  
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

\*OPTIONAL – THIS INFORMATION IS USED FOR REPORTING PURPOSES ONLY

YOUR REASON FOR ENROLLING  DEGREE OR CERTIFICATE  PERSONAL ENRICHMENT  
 TRANSFER TO ANOTHER COLLEGE  SKILLS FOR EMPLOYMENT  OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE \_\_\_\_\_ / \_\_\_\_\_ (FOR NON-EDUCATIONAL PURPOSES)  
 MONTH/YEAR

ARE YOU A U. S. CITIZEN?  YES  NO (PROOF OF MAINE/US RESIDENCY REQUIRED FOR IN-STATE TUITION)

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED?  YES  NO

REGISTRATION YEAR \_\_\_\_\_ TERM:  FALL  SPRING  SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE {FILL IN LOCATION OF CLASS}	CREDITS	A AUDIT R REPEAT	OFFICIAL USE
F0521	1		Executive Skills Series: Exercising Leadership to Facilitate Adaptive Change			
F0602	2		Shaping the Future			
			(select one)			

YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTAND THE CONDITIONS STATED ON THE BACK OF THIS FORM.

STUDENT SIGNATURE: \_\_\_\_\_



## Terms & Conditions

Any change in your \*credit load may affect your academic standing (program/graduation requirements) as well as your eligibility for financial aid and/or veterans' educational benefits. Some MFSI courses provide academic credit towards the Fire Science Associate Degree Program. For more information, please contact MFSI at 844-2070.

If you have a disabling condition and wish to request accommodations in order to have reasonable access to our programs and services, you must register with the ADA Services Coordinator, Sandra Lyman, at 207-741-5923; Maine Relay Service 1-800-457-1220.

You are responsible for the financial obligation related to your registered courses. *There is a \$150.00 book fee for this course.* SMCC students who have NOT paid their tuition and fees in full (or enrolled in the College payment plan) by the due date for the current term risk having their registration canceled.