

## NOTICE TO APPLICANTS FOR FY 2013 NFA OR EMI COURSES

FEMA is moving toward eliminating the use of the Social Security Number (SSN), where possible, when applying for any FEMA training. Beginning on April, 15, 2012, individuals, including FEMA employees, applying for certain National Fire Academy (NFA) or Emergency Management Institute (EMI) classes will be required to register using the Center for Domestic Preparedness (CDP) Training Administration System (CTAS) and obtain a CDP Student Identification (SID) number if they do not already have one. This number will be used in place of the SSN on your application. You will be asked to provide your SSN to register in CTAS but this will be phased out later this year.

### **Which courses does this process impact?**

1. NFA or EMI courses at NETC (including the NFA 2-day on-campus state weekend courses) – Course letters E, I, P, R, T, W
2. EMI courses at the Noble Training Facility – Course letter B
3. Courses delivered through the NFA (NFA Sponsored 10-day and 6-day) or EMI off-campus programs – Course letters L, N, S
4. For any of the above courses delivered after October 1, 2012.
5. All other courses (Course letters C, D, F, H, K, O, Q, Y, IS) are not impacted by the process.

### **How do I obtain my FEMA Training Identification Number (FTIN)/CDP Student Identification (SID) number?**

Step 1: To register, go to <https://cdp.dhs.gov/elms>

Step 2: Click on the “Create Account” button on the left side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

### **What do I do with this new FTIN/CDP SID number I’ve been assigned?**

The CDP SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1) and the General Admissions Application Short Form (FEMA Form 119-25-2).

### **Why is it important to register in the CTAS?**

Any applications for FY 2013 NFA or EMI courses that do not include the training registration number will not be processed until CDP SID is provided.