

How to Get a Course Taught At your Department

Step 1: *ESTABLISHING THE NEED*

Determine need for course. Do you have enough candidates to meet the minimum number of students? If there are insufficient numbers within your own department the Academy can help find additional students to fill the class. Contact the Academy for information on the minimum number of students the class you would like to host. In addition the Academy can offer National Fire Academy (NFA) courses in your area at no cost. Information on hosting NFA courses is sent out in January of every year.

Be sure to look online (<http://www.nmprc.state.nm.us/fta.htm>) for the updated calendar as courses are added throughout the year!

Step 2: ‘*WHO DO I TALK TO FIRST?*’

Call the Academy at 575-835-7501, to be put in contact with the proper courses coordinator. Once you have determined who the appropriate coordinator for the class in question is, discuss your needs with them and find possible dates when training could be accomplished. Most courses can be done entirely on your schedule and at your department, but courses that require certification testing must be scheduled and done in compliance with Academy Certification Testing Policy. That means, along with required timelines, we must insure that Adjuncts or Academy Staff are available to perform tests.

Don't see the course you need or want? Don't panic, The New Mexico Firefighters Training Academy has the ability to tailor courses to fit your needs! Give us a call to discuss options for creating the course(s) that can best benefit your department and its needs.

Step 3: *ADMINISTRATION*

Once we have agreed to dates, you will have to begin the paperwork. You will need to complete the following forms: *course request form and student's general applications*. ***These forms must be received at the Academy at least 30 working days prior to the scheduled start date of a course.***

