



**FEMA**

R0158

Dear National Fire Academy Student:

By now you should have received an email notification from the National Emergency Training Center (NETC) Admissions Office. This notification indicates your acceptance into the U.S. Fire Administration (USFA), National Fire Academy (NFA) “Emergency Medical Services: Quality Management” (EMS: QM) course.

Congratulations on your acceptance into the USFA’s/NFA’s EMS: QM course.

The course materials are now available in Blackboard. This web-based system will provide not only the Student Manual (SM), but forum discussions, activities and electronic submission of pre-course and homework assignments. You will receive, or have already, instructions specific to accessing your Blackboard account for this specific course. You are expected to bring your laptop or other device capable of completing online education requirements, including completing homework assignments.

This class includes pre-course assignments that must be completed within Blackboard before arriving to the in-person class. NFA training specialists monitor Blackboard and can see if participants are completing the pre-course work. If you do not complete the pre-course work, you will not be allowed to participate in the class and will not be reimbursed for your travel.

This is a six-day class that starts on Sunday at 8 a.m. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with evening classes possible. The class graduation ceremony is an important part of the course. You are expected to attend this event. All departing travel arrangements should be made so that you do not leave campus prior to the class graduation.

The NFA classroom environment is computer based. Increased numbers of students and instructors are bringing laptop computers or other electronic devices to campus; you are responsible for the security and maintenance of your equipment. The NFA cannot provide computer software, hardware (which includes disks, printers, scanners, monitors, etc.), or technical support for your device. For your convenience, we do provide surge protector power strips at each classroom table.

If you need additional information related to your course’s content or requirements, please contact Mr. Robert Stakem, Emergency Medical Services Curriculum training specialist, at 301-673-8684, or by email at [robert.stakemjr@fema.dhs.gov](mailto:robert.stakemjr@fema.dhs.gov). Good luck, and I hope to see you on campus.

Sincerely,

Eriks J. Gabliks, Superintendent  
National Fire Academy  
U.S. Fire Administration

May 2025

## **National Fire Academy Bring Your Own Device (BYOD) Course Materials/Download Instructions**

If you own an electronic device (laptop computer, tablet, etc.) and are familiar with its document reader functions, we are asking you to download the Student Manual (SM) before you travel to class and bring the preloaded device with you.

The **first step** is to download Adobe Acrobat Reader to your device. This will enable you to read and manipulate the course materials. Adobe Acrobat Reader can be used to comment and highlight text in PDF documents. It is an excellent tool for note-taking purposes.

### **For laptops and computers**

Adobe Acrobat Reader can be downloaded from [www.adobe.com/downloads/](http://www.adobe.com/downloads/). It is a free download. Please note that depending on your settings, you may have to temporarily disable your antivirus software.

### **For tablets and other similar hand-held devices**

Adobe Acrobat Reader can be downloaded onto devices such as iPads, Android tablets and other hand-held devices. The application can be found in the device's application store using the search function and typing in "Adobe Acrobat Reader." Follow the instructions given. **It is a free application.**

After you have successfully downloaded the Adobe Acrobat Reader, please use the following web link to download your SM. You may copy/paste this link into your web browser.

[https://apps.usfa.fema.gov/ax/sm/sm\\_0158.pdf](https://apps.usfa.fema.gov/ax/sm/sm_0158.pdf)

Note: In order to have the editing capabilities/toolbar, the SM needs to be opened with Adobe Acrobat Reader. There should be a function on your device to do this.

If you need assistance, please contact [nfaonlinetier2@fema.dhs.gov](mailto:nfaonlinetier2@fema.dhs.gov).