R0776

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) "Fire Investigation: Electrical Systems" (FI: ES) course.

Congratulations on your acceptance into the USFA's/NFA's FI: ES course. This six-day course is a fast-paced, highly technical program which poses serious challenges to the student. You are asked to arrive prepared to engage in the course with maximum commitment. There will be many opportunities to explore new concepts related to various aspects of fire investigations processes, in particular those related to electrical components and systems.

This course represents a state-of-the-art approach to training, which utilizes computer-based reference materials, scenario-type exercises and multiple opportunities for the student to apply the information. This type of approach to learning is performance based and designed to equip you with tools and experiences that will assist you in conducting successful fire investigations.

You will be provided access to National Fire Protection Association (NFPA) 921, *Guide for Fire and Explosion Investigations* and NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, along with other leading fire investigation materials to use as references. Feel free to bring any written materials, i.e., procedures and protocols, to share with other students. We ask that these items be in an electronic format (either Microsoft Office or Adobe PDF formats).

Prior to your arrival, you should review the FI: ES website at https://apps.usfa.fema.gov/nfacourses/ catalog/details/10760 for any pre-course assignments or requirements. Approximately three to four weeks before the class starts, you will receive other correspondence from the class training specialist and/or NFAOnline personnel regarding additional assignments or registration requirements.

The course materials for this course are now available in a Bring Your Own Device (BYOD) format that will function on any electronic device. 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 Emmitsburg** and bring the preloaded device with you. Please see the page following this letter for complete instructions on successfully downloading your course materials. Please note: If you plan to bring/use an iPad, you may experience issues saving/storing/printing course assignments since there is no USB/thumb drive capacity for these devices.

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.

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If you need additional information related to your course's content or requirements, please contact Mr. Kevin Oliver, Fire Investigation training specialist, at 301-447-1613, or by email at kevin.oliver@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

Enclosure

**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/. 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_0776.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.