

**PLEASE NOTIFY ACOG AT 234-2264 (TTY 234-2217) BY NOON, JULY 15, 2005 IF YOU DESIRE A
SIGNLANGUAGE INTERPRETER AT THE MEETING**

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE AGENDA

10:00 a.m., July 19, 2005

Association of Central Oklahoma Governments
21 E. Main – Suite 100
Oklahoma City, Oklahoma

- I. CALL TO ORDER
- II. INTRODUCTIONS
- III. CHAIRMAN'S REPORT
- IV. APPROVAL OF MINUTES--REGULAR MEETING MAY 24, 2005 ([Attachment IV](#))

Action Requested: Motion to approve minutes from the May 15, 2005 meeting.

- V. COMMITTEE REPORTS ([Attachment V](#))

INFORMATION: Committee Chairpersons will lead discussions on the following committee activities.

- A. Fund Development Committee----- Glenda Vassar
- B. Program Development Committee----- Jimmy Gibson
- C. Public Education Committee----- Tim Adams
- D. Mental Health Committee ----- Lois Pokorny
[discuss representative to the Oklahoma After School Network]

Action Requested: Discussions.

- VI. OPERATION FIRESAFE PROGRAM STATISTICS

Action Requested: For information and discussion.

- VII. U. S. FIRE ADMINISTRATION TRAINING ([Attachment VII](#))

INFORMATION: Staff emailed the attached notice to the committee in late June regarding FEMA training for firesetter prevention training, including training for mental health professionals. At least two members of the team must apply to be eligible for the student stipend.

Action Requested: Discussion and possible application for training.

- VIII. NEW BUSINESS

- IX. ADJOURNMENT

OPERATION FIRESAFE OPERATIONAL COMMITTEE
& BURN PREVENTION COMMITTEE
MINUTES
May 24, 2005

The third meeting for the calendar year of the Operation FireSAFE Operational Committee convened at 10:05 a.m., May 24, 2005 in the ACOG Conference Room, 21 East Main, Suite 100, Oklahoma City, Oklahoma. The meeting was held as indicated by advance notice posted at the ACOG Offices at least twenty-four (24) hours prior to the meeting.

PRESIDING

Darryl Troupe, Chairman, Norman Fire Department

PRESENT

Jim Hock, Del City Fire Department
Micah Weaver, Edmond Fire Department
Marie-Helene Lareault, Midwest City Fire Department
Jerry Lojka, Midwest City Fire Department
Ken Pontius, Moore Fire Department
Getty Williams, Newalla Fire Department
Dean Green, Norman Fire Department
Tim Adams, Oklahoma City Fire Department
Dustin Parsons, The Village Fire Department
Brad Summers, The Village Fire Department
Lois Pokorny, Oklahoma City-County Health Department
Debbie McCoy-Blood, Oklahoma City-County Health Department
Dan Benton, Mid-Del Youth & Family Services
Pat Damron, Oklahoma State Health Department
Martha Collar, Oklahoma SAFE KIDS Coalition

GUESTS

Sam Schafnit, Enid Fire Department
Kenneth Helms, Enid Fire Department

STAFF

Jane Sutter, Division Director
Jerry Church, Special Programs Officer
Anita Kroth, Administrative Assistant

I. CALL TO ORDER

Vice-Chairman Darryl Troupe called the meeting to order at 10:05 a.m.

II. INTRODUCTIONS

Self-introductions were made around the room.

III. CHAIRMAN'S REPORT

Darryl Troupe informed the committee that David Perez, Oklahoma Air National Guard, has left the Fire Service. He was promoted to Chief Master Sergeant with the Air National Guard and now the Superintendent of the Vehicle Maintenance section. David will no longer serve on the Operation FireSAFE Operational Committee.

IV. APPROVAL OF MINUTES – REGULAR MEETING MARCH 15, 2005

Tim Adams, Oklahoma City, made a motion to accept the minutes of the March 15, 2005 regular meeting. Dustin Parsons, The Village, seconded the motion. The motion passed unanimously.

V. COMMITTEE REPORTS

Fund Development - Jane Sutter reported that SAFE KIDS Coalition committed \$2,500 to Operation FireSAFE, which helped to pay for training expenses to send Marie Helene-Lareault to Wichita for Juvenile Firesetter I certification and public education conference.

Marie Helene-Lareault, Midwest City Fire Department, reported that she attended training in Wichita, Kansas, for the Juvenile Firesetter Intervention Specialist I, and attended the conference following. She gave an overview of the sessions and events. She said she learned that FEMA is no longer recommending the use of the long form for interviews, but rather they are recommending the use of a new short form. FEMA recommends that the interviewer start with the short form, and if it is justified to go on to the long form. Marie said that the forms had been tested via side-by-side interviews, and the results were always the same as far as recommended action to help the child.

After discussion with the group on their ideas and any opposition with using the short form, it was decided to form a committee to work with the mental health professionals in the program to review the forms and evaluate the use of both. Darryl Troupe, Tim Adams, Jerry Lojka, Micah Weaver, Marie Helene-Lareault and Ken Pontius volunteered to serve on that committee. Tim said he would serve as Chair of the committee.

Pat Damron, Oklahoma State Health Department, commented on the fact that when there is suspicion of child abuse in any of these interviews, the interviewer is obligated to report it.

A motion was made by Jerry Lojka to form a committee to study the interview forms. The motion was seconded by Tim Adams, and was passed unanimously.

Program Development - Chairman Jimmy Gibson was not present; there was no report.

Public Education - Chairman Tim Adams asked if the program would be able to send Lois Pokorny to attend the mental health conference in Massachusetts in November. They agreed the group would have to investigate that more, depending on funding availability.

Martha Collar, SAFE KIDS Coalition, handed out statistical information regarding the "Save-A-Life" Smoke Alarm Program for FY05 providing information such as number of smoke alarms purchased from SAFE KIDS, number of free alarms distributed, and payment status on those. She reminded the fire departments that whenever they purchase 50 smoke alarms from SAFE KIDS the matching fund program will give them 50 more free.

She said a car seat training certification course is coming up July 7-10. The Village representatives said they are working on enrolling three or four personnel to attend that class. Micah Weaver and Marie Helene-Lareault indicated they are enrolled as well.

Martha announced that the SAFE KIDS annual golf tournament will be held July 11th, as well as the golf ball drop event. She said anyone interested in participating in the tournament could contact her.

Mental Health Committee – Lois Pokorny welcomed Pat Damron back to the group. Pat Damron, Child Guidance, State Health Department, announced that she is chairing an initiative called the Oklahoma After School Network, and said they welcome Operation FireSAFE to be a part of that initiative. Pat said the network is in the process of sending a proposal to the Mott Foundation out of Illinois, which is known for providing funds to programs that will help children avoid situations in which they are vulnerable and support children in other ways. Pat said once the initiative is on it's way, there would be a coordinator hired to help implement it out into the local communities. Pat said anyone interested should contact her at 271-4477. Pat invited someone from the FireSAFE program attend the next meeting. She said she would keep the group advised of the next meeting date.

Lois Pokorny reported that the recently held mental health training went very well. There were seven students in attendance. They covered the usual topics.

Lois Pokorny referred to the effort made to have an article in the *Fire Chief's* magazine and said that it was successful, and that there would be an article published in the fall issue.

Dustin Parsons reported that he was able to use some of the knowledge he gained from attending the interviewer training regarding child abuse in a particular case he had been working.

VI. OPERATION FIRESAFE PROGRAM STATISTICS

A current program statistical report was provided as a handout at the meeting.

VII. POWER POINT PRESENTATION – ORIENTATION ON FIRESAFE TO LINE PERSONNEL

Marie Helene-Lareault, Lois Pokorny, Jane Sutter and Jimmy Gibson have developed a Power Point presentation that can be used to acquaint line personnel with the FireSAFE program and the importance of their referrals. Marie made the presentation to the group. She said the presentation could be used as a Power Point slide presentation, or shown on a DVD. She said once we determine which format each fire department needs, they will be accommodated with that type of presentation. It is a 30-minute presentation.

Jerry Lojka asked who would teach these workshops. Jane said anyone in this group equipped with this presentation would be qualified to give the class. She said that there would need to be a mental health professional present when a presentation is made to the line personnel at the departments. Jane suggested that the departments interchange teachers with other departments. She said it is recommended that the departments receive the training during this summer.

Jane said ACOG could send out a request to the fire departments and ask for preferred training date(s) at the individual departments, and after gathering this information, we can create a training schedule to be implemented this summer. Once we have a schedule, we would need to determine volunteer teachers. Marie said we should also ask them what format they need to have the presentation, i.e., Power Point, or DVD.

Martha suggested that someone from the group present this training at the National SAFE KIDS meeting in Washington in October.

VIII. NEW BUSINESS

Martha Collar reported that SAFE KIDS recently received a \$25,000 grant from National SAFE KIDS.

The focus of the grant will be distribution of the long-life smoke alarms to Head Start programs, primarily Native American Head Start programs, but not exclusively. She asked if anyone from the committee would like to work with her on that effort. She said Jimmy Gibson has volunteered already. She said there would be training provided sometime this summer to those Head Starts programs.

Martha said the Burglar Bar bill has been signed by the Governor. The bill does not require property owners to remove the bars if they already have them installed, but new homes and remodeling are not allowed to use them. This applies to single family residency, not businesses.

Jane Sutter reported that HB 1751 that allows county-wide elections for a 50-cent fee on wireless telephone bills to improve the way wireless phones work when used to make 9-1-1 calls, is being considered by the House today and hopefully it will go to the Senate. She asked member entities to encourage their representatives to vote in favor.

Before the meeting ended a message came that HB 1751 passed 97-2 in the House. Jane asked that members call their Senators, as it will go to the Senate next.

IX. ADJOURNMENT

The meeting was adjourned at 11:30 a.m.

**OPERATION FireSAFE
Operational Committee**

*Ken Pontius, Chairman, Moore
Darryl Troupe, Vice Chairman, Norman
Resource Person: Jane Sutter, ACOG*

**2004-2005
Subcommittees**

Fund Development Committee

Glenda Vassar, Chair

Jim Hock, Del City
Jane Sutter, ACOG

Mental Health Committee

Lois Pokorny, Chair, Okla. City-County Health Department

Kyle Trumbly, Yukon
Liz Petrin, Pottawatomie County Health Department
Debbie Blood, Okla. City-County Health Department

Program Development

Jimmy Gibson, Chair

None

Public Education

Tim Adams, Chair

Shaum Jennings, Bethany
Darryl Troupe, Norman
Martha Collar, SAFE KIDS Coalition
Resource Person: Jerry Chuch

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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

U.S. Fire Administration
Working for a Fire-Safe America

Juvenile Firesetter Intervention Specialist I & II Leadership Resident Class

The National Fire Academy is pleased to announce a new resident course: Juvenile Firesetter Intervention Specialist (JFIS) I & II Leadership (R628).

Class Schedule

There are five offerings of the Juvenile Firesetter Intervention Specialist I & II Leadership Class (R628) scheduled. The dates are October 2 - October 7, 2005 (2 concurrent classes), March 12 - 17, 2006, June 25 - 30, 2006, and August 20 - 25, 2006.

How to Apply

[Download Application »](#)

The first semester of Fiscal Year 2006 runs from October 1, 2005 - March 31, 2006. Applications for the JFIS I & II Leadership Class (R628) must be postmarked between June 25 and July 30, 2005.

In order to be accepted to the class, two members of a jurisdiction must apply together. One member is from the fire service. This individual presently has responsibilities related to juvenile firesetting intervention, interviewing and prevention. The other student from the same jurisdiction or community (State, county or local entity) would be represented on a local or regional juvenile firesetter intervention coalition. These include members of law enforcement, arson investigators (police or fire service), mental health professionals, schools, children's hospitals and social services.

Students must follow [NFA application procedures](#), including filling out the General Admission Application, FEMA Form 75-5 and sending it to the NFA Office of Admissions. In Block 9a enter JFIS I & II Leadership R628. In Block 16, include the name of the other applicant from your jurisdiction. The class is under the [student stipend program](#).

All qualified applicants will be randomly selected and notified 6-8 weeks prior to the class offering. **Please do not make any travel arrangements prior to receiving acceptance into the class.**

Course Topics

The Juvenile Firesetter Specialist Intervention Specialist I & II Leadership Class was developed as the result of an emerging standard. The standard is the NFPA 1035 - Juvenile Firesetting Intervention Professional Standard, which is part of the Public Fire and Life Safety Educator 1035 Standard. The class will address the skills essential for the Juvenile Firesetting Intervention Specialist I which include: identification; intake; interview; determine intervention strategy; fire and life safety education; referral to mental health or juvenile justice and evaluation. The course also addresses the skills needed to be a Juvenile Firesetting Intervention Specialist II including: program, policies, procedures and forms; budget and funding; creation of a coalition / interagency network; community awareness; develop / deliver training; managing JFIS I staff; data collection; records and case files, and program evaluation.

The students will have an opportunity to see firesetters through the entire process from identification, intake, interview, determination, and implementation of the intervention strategy, which includes

education, mental health, juvenile justice and most importantly the evaluation after four years.

Students will receive an extensive presentation of essential information derived from the courtroom testimony and case preparation course for juvenile arsonists being developed by the International Association of Arson Investigators (IAAI).

Students will be required to submit a class project. In order to receive credit and an NFA certificate of completion, students must develop a juvenile firesetter program handbook for their organization and form a juvenile firesetter coalition in their jurisdiction. Departments and communities that already have some form of a handbook must submit a revised version that includes the critical information presented on these topics in the class.

Questions

If you have any technical questions regarding the class, contact [Timothy Patrick O'Dowd](#)

Last Updated: June 23, 2005

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An official web site of the [Department of Homeland Security](#) and the [Federal Emergency Management Agency](#)
U.S. Fire Administration, 16825 S. Seton Ave., Emmitsburg, MD 21727
Voice: (301) 447-1000 Fax: (301) 447-1346 Admissions Fax: (301) 447-1441

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

U.S. Fire Administration
Working for a Fire-Safe America

Course Detail

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Course Detail

NFA - Fire Prevention: Public Education

Course Name	Juvenile Firesetter Intervention Specialist I & II Leadership
School	NFA
Course Code	R628
Delivery Type	Resident
Course Length	6.0 day(s)
Course Description	<p>The Juvenile Firesetter Intervention Specialist I & II Leadership course was developed as a result of an emerging standard. The standard is the NFPA 1035 Juvenile Firesetting Intervention Professional Standard, which is part of the Public Fire & Life Safety Educator 1035 Standard. The class will address the skills essential for the Juvenile Firesetting Intervention Specialist I which include: Identification; Intake; Interview; Determine Intervention Strategy; Fire & Life Safety Education; Referral to Mental Health or Juvenile Justice and Evaluation. The course also addresses the skills needed to be a Juvenile Firesetting Intervention Specialist II including: Program, Policies, Procedures & Forms; Budget & Funding; Creation of a Coalition/Interagency Network; Community Awareness; Develop-Deliver Training; Managing JFIS I Staff; Data Collection; Records & Case Files and Program Evaluation. The students will have an opportunity to see firesetters through the entire process from Identification, Intake, Interview, Determination and Implementation of the Intervention Strategy which includes Education, Mental Health, Juvenile Justice and most importantly the Evaluation after four years. Students will receive an extensive presentation of essential information derived from the courtroom testimony and case preparation course for juvenile arsonists being developed by the International Association of Arson Investigators. Students will be required to submit a class project. In order to receive credit and an NFA Certificate, students must develop a Juvenile Firesetter Program handbook for their organization and form a JF Coalition in their jurisdiction. Departments and communities that already have some form of a handbook must submit a revised version which includes the critical information presented on these topics in the class.</p>
Selection Criteria	In order to be accepted to the class, two members of a jurisdiction must apply together. One member is from the fire service. This individual presently has responsibilities related to Juvenile Firesetting Intervention, interviewing and prevention.

	The other student from the same jurisdiction or community (State, county or local entity) would be represented on a local or regional Juvenile Firesetter Intervention Coalition. These include members of Law Enforcement, Arson Investigators (police or fire service), Mental Health Professionals, Schools, Children's Hospitals and Social Services.
ACE Recommendation	ACE has not yet reviewed this new course.
CEU's	0.0
Prerequisites	None
Post-Course Requirement	Students will be required to submit a class project. In order to receive credit and an NFA certificate of completion, students must develop a Juvenile Firesetter Program handbook for their organization and form a JF Coalition in their jurisdiction. Departments and communities that already have some form of a handbook and/or must submit a revised version which includes the critical information presented on these topics in the class.
Pre-Course Materials	
	http://www.usfa.fema.gov/training/nfa/pre-course/
NFPA Standard:	1035
Student Comments	Not available
Training Specialist E-mail Address	tim.odowd@dhs.gov

Last Updated: July 11, 2005

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U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
GENERAL ADMISSIONS APPLICATION

See Reverse for
Privacy Act Statement

*O.M.B. No. 1660-0007
Expires February 28, 2007*

SECTION I - GENERAL INFORMATION

1. U.S. Citizen YES NO If No, City and Country of Birth: _____

2. NAME (Last, First, Middle Initial, Suffix) _____ 3. SOCIAL SECURITY NO. _____

4. MAILING ADDRESS (Street, avenue, road no., city or town, state, and zip code) _____

5. WORK PHONE NO. _____

6. HOME PHONE NO. _____

7. FAX NO. _____

8. E-MAIL ADDRESS: _____

9a. ENTER COURSE CODE AND TITLE: (If you wish to apply for more than one course, please attach a sheet of paper to this application) _____

9b. COURSE LOCATION _____

9c. DATES REQUESTED (Please give three choices) _____

10. COMPLETE THE ITEM BELOW REGARDING THE PRE-REQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING

INSTITUTION	DEGREE/CERTIFICATE	DATE EARNED	COURSE/FIELD OF STUDY

11. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE AT NETC or MWEOC? NO YES (If yes, describe & indicate any special assistance required on a separate sheet)

SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION

12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED	12b. NFIRS # (NFA STUDENTS ONLY)	13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION

14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION

14a. JURISDICTION	14b. ORGANIZATION	15. CURRENT STATUS
Click the gray bar to select one ...	Click the gray bar to sel	Click the gray bar to select

16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented, indicate your position. If you need more space, please attach a sheet to this application.

17. SELECT ONE ITEM IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE.

17a. Primary Responsibility (select one)

17b. Type of Experience (select one)

17c. NUMBER OF YEARS OF EXPERIENCE _____ 17d. SIZE OF DEPARTMENT _____

18. DATE OF BIRTH (Mo. Day, Yr.) _____

19. SEX Male Female

20a. ETHNICITY	20b. RACE (Please check all that apply)
1. <input type="checkbox"/> HISPANIC or LATINO	1. <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE 2. <input type="checkbox"/> ASIAN 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN
2. <input type="checkbox"/> NOT HISPANIC or LATINO	4. <input type="checkbox"/> WHITE 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER

Reset All Fields

SECTION III - ENDORSEMENT AND CERTIFICATION

- 21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).
- 21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief officer or designee.
- 21c. Further, I understand that, National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Center (NTC) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.
- 21d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC and NTC. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

SIGNATURE OF APPLICANT	DATE
------------------------	------

22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION:

"By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees."

22a. SIGNATURE	22b. PRINTED NAME AND TITLE
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23. Additional endorsements for application to the Emergency Management Institute:

23a. SIGNATURE AND DATE (State Office)	23b. SIGNATURE AND DATE (FEMA Regional Office)
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- | | |
|---|---|
| <p>24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO:</p> <p align="center"> NATIONAL EMERGENCY TRAINING CENTER
 OFFICE OF ADMISSIONS, BLDG. I-216
 16825 SOUTH SETON AVENUE
 EMMITSBURG, MD. 21727 </p> | <p>24b. FOR EMI COURSES DELIVERED AT NETC, MWEOC, OR NTC SUBMIT APPLICATION THROUGH THE APPROPRIATE STATE EMERGENCY MANAGEMENT COORDINATOR OR FEMA REGIONAL TRAINING MANAGER TO NETC.</p> <p>24c. FOR FIELD PROGRAM COURSES, SUBMIT APPLICATION TO APPROPRIATE SPONSOR.</p> |
|---|---|

25. DISPOSITION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	SIGNATURE OF REVIEWER	DATE
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EQUAL OPPORTUNITY STATEMENT

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

PRIVACY ACT STATEMENT

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

AUTHORITY - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 *et. seq.*; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121 *et. seq.*; Title 44 U.S.C., Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1976; and Section 504 of the Rehabilitation Act of 1973.

PURPOSES: To determine eligibility for participation in NFA and EMI courses. Information such as age, sex, and ancestral heritage are used for statistical purposes only.

USES: Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Boards of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring states, local officials, or state agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

EFFECTS OF NONDISCLOSURE - Personal information is provided on a volunteer basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

Information Regarding Disclosure of Your Social Security Number Under PL 93-579, Section 7(b) - E.O. 9397 authorizes the collection of the SSN. The SSN is necessary because of the large number of individuals who have identical names and birthdates and whose identities can only be distinguished by the SSN. The SSN is used for record-keeping purposes, i.e., to ensure that your academic record is maintained accurately. Disclosure of the SSN is voluntary. However, if you do not provide your SSN, another number will be substituted, which will delay processing of your application or course certificate.

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 9 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U. S. Department of Homeland Security, Federal Emergency Management Agency 500 C Street, SW, Washington, DC 20472. **NOTE: Do not send your completed form to this address.** Please return it to the appropriate address shown in block 24.