



**New Hampshire Department of Safety
Division of Fire Standards and Training & Emergency Medical Services**

33 Hazen Drive, Concord, NH 1-800-371-4503 or 603-223-4200 FAX: 603-271-1091

General Admission Application

Section 1: PERSONAL INFORMATION

Name: _____ Sex: M F Last 4 digits of SSN: _____ DOB: _____
(mm/dd/yyyy)
Home address: _____ City: _____ State: _____ Zip: _____
Home phone: _____ Work Phone: _____ Cell Phone: _____
Email address: _____ Rank in Dept.: _____
Department/Agency: _____ Not Applicable: Career: Volunteer: Call:
Agency Phone: _____ Agency Fax: _____

Section 2: COURSE INFORMATION (Please, only one course per application.)

Course requested: _____ Course reference # (CREF) / Course number: _____
Course start date: _____ Course location: _____

****NOTE: Submitting an application without having met prerequisites will prohibit enrollment.**

I certify that the information on this application is correct. I agree to abide by the rules, policies, and regulations of the New Hampshire Division of Fire Standards and Training & Emergency Medical Services if I am admitted as a student. Falsification of information may result in denial of a course certificate. I hereby authorize release of any and all information concerning my enrollment in this course to the chief officer in charge or designee of my organization. I am also aware of the Refund Policy on the Division's website.

Signature of Applicant: _____

Date (mm/dd/yyyy): _____

Section 3A: WORKER'S COMPENSATION / HEALTH INSURANCE COVERAGE (Required for ALL applicants!)

Non-affiliated applicants MUST submit copy of health insurance coverage along with this application.

Dept. / Agency Representatives: Check one of the following two choices:

- Yes, I hereby authorize the above applicant to participate in the program above and therefore understand that the above-named individual will be **covered by my organization's Worker's Compensation Insurance** while participating in such training, and that the Fire Standards and Training Commission and the Division of Fire Standards and Training & Emergency Medical Services shall not be liable for any injuries sustained during such training.
- No, the above applicant is **NOT covered by my organization's Worker's Compensation Insurance.**

Section 3B: AGENCY / DEPARTMENT PAYMENT

Dept. / Agency Representatives: Check one of the following two choices:

- Yes, my agency/dept. **agrees to pay tuition** upon billing from the Division and is aware of the refund policy which is located on the Division's website:
<http://www.nh.gov/safety/divisions/fstems/documents/fstemsrefundpolicy.pdf>
- No, my agency/dept. **does not agree to pay tuition** for this applicant.

STAFF USE ONLY:

Section 3C: AGENCY / DEPARTMENT SIGNATURE

Signature of Agency Representative: _____

Date (mm/dd/yyyy): _____

Section 4: PERSONAL PAYMENT INFORMATION (Check one method of payment.)

****Note: Check or Money Order must be submitted with application.**

- Personal Check Money Order / Bank Check
 VISA Master Card American Express

Full name listed on card: _____

Card number: _____ Exp: _____

Amount: _____ Signature (as it appears on card): _____

For further information on the Division's **refund policy and dormitory reservations**, please refer to the Division's website:
<http://www.nh.gov/safety/divisions/fstems/forms.html>

A Guide to Filling out the General Admission Application

Section 1:

- All applicants must fill out applicable information in this section.
- Affiliated applicants, being sponsored to take a course by their agency/department, must fill out their agency/department information.
- Non-affiliated applicants, taking a course on their own and/or not covered by Worker's Compensation insurance, do not have to supply agency/department information.
- A **home address** is requested as a helpful way of distinguishing between applicants in the database. Any course certificates will be sent to the home address unless otherwise requested by an agency and/or department head.

Section 2:

- Applicants must fill out all of the requested information in this section.
- Course reference (CREF) numbers are familiar to those who take fire and/or homeland security types of courses (Example: 10-1-NFA-30).
- Those who are applying for EMS-related courses are more familiar with the term "course number" (Example: 30-768).
- CREF/course numbers can be found in the division's Course and Exam Schedule or the list of Scheduled Training and Events, both found on the web.
- Supplying accurate course information helps ensure successful registration.
- **NOTE: This section must be signed by the applicant.**
- **NOTE: Please, only once course per application!**

Section 3A:

- All non-applicants taking courses on their own, without sponsorship by an agency or department, **must** submit a copy of health insurance coverage, usually in the form of a legible photocopy of a health insurance card.
- This applies to **all** types of classes, regardless of physical activity level.
- Affiliated applicants being sponsored by an agency, department, or business must have an appropriate agency representative indicate Worker's Compensation coverage by checking the appropriate box in this section.

Section 3B:

- This section applies **only** to applicants who are **affiliated** with an agency, department, or business.
- Only agency representatives can indicate whether or not an applicant's tuition will be paid for by the agency/department by checking off the appropriate box.
- A link to the Division's refund policy is also in this section.
- It is the agency representative's responsibility to be aware of this policy.

Section 3C:

- This section also only applies to applicants who are affiliated with an agency, department, or business.
- **This section must be signed by an appropriate agency/dept. representative.**

Section 4:

- This section is to be filled out by applicants who are paying for the class on their own, even if they will eventually be reimbursed by their departments.
- Personal checks and/or money orders are expected to be submitted along with the application.
- Credit cards, except for Discover, are also accepted.
- At the very bottom of this section is a link to the Division's document library on the web where information regarding refunds as well as dormitory reservations can be found.