



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

Mailing: 33 Hazen Drive, Concord, NH 03305
Phones: (Toll free) 800-371-4503

Physical: 98 Smokey Bear Boulevard, Concord, NH
(Local) 603-223-4200 (Fax) 603-271-1091

General Admission Application

Section 1: PERSONAL INFORMATION

First name	M.I.	Last name	M	F	Social Security#: (last 4 digits)	Date of Birth:
HOME mailing address: (Use the next two lines below.)					US Citizen? Y N	If NO, country of birth:
PO Box/Street:					Home phone:	Work phone:
Town/City:		State:	Zip:		Cell phone:	Cell phone provider **:

Section 1A: DEPARTMENT INFORMATION:

Dept./Agency name:					** Please provide cell provider information if you want to receive text message course confirmations. (Standard text messaging rates may apply.)	
Address:						
Dept./Agency phone:		Dept./Agency fax:			Email address:	
Applicant Rank/Title in Dept./Agency:		Career	Volunteer	Call	N/A	Preferred method of contact: Email/Text : Mail:

Section 2: COURSE INFORMATION

Course requested:	Course date: (mm/dd/yyyy)
Course Reference # (CREF) or Course Number:	Course location:

Section 3: AGENCY / DEPARTMENT PAYMENT

The signature below, provided by a dept./agency representative, verifies that the dept./agency agrees to be billed for this applicant from the division and is also aware of the division's refund policy on the website:
<http://www.nh.gov/safety/divisions/fstems/documents/fstemsrefundpolicy.pdf>

Signature of Agency Representative:

Date:
(mm/dd/yyyy)

⇒ **NOTE: For personal payment, please fill out the "General Payment Form".**

Section 4: STUDENT SIGN-OFF

I certify that the information on this application is correct and understand that falsification of information may result in denial of a course certificate. I understand and agree to abide by the rules, policies, and refund policy of the NH Division of Fire Standards and Training & Emergency Medical Services (NHFSTEMS). 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. Unless I am employed by the State of NH, I understand and accept the fact that I am not covered by any insurance provided by the State of NH, the Fire Standards and Training Commission, or any other instructor nor will insurance from any of these agencies be available in the event of my injury or death.

Signature of Applicant:

Date:
(mm/dd/yyyy)

⇒ **NOTE: Submitting an application without signing in Section 4 or having met prerequisites will prohibit enrollment.**

For further information on the division's refund policy and dormitory reservations , please refer to the NHFSTEMS website: http://www.nh.gov/safety/divisions/fstems/forms.html	STAFF USE ONLY:
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General Payment Information Form

- **This form is to be used if your department / agency is NOT paying for your tuition.**
- **Please be sure to fill in all requested information.**
- **Submit this form along with the “General Admission Application”.**

Section 1: APPLICANT INFORMATION

NAME:	First	Middle Init.	Last
Last 4 digits of S.S. #:		Date of birth: (mm/dd/yyyy)	

Section 2: COURSE INFORMATION

Course name:

Course reference (CREF) number:

Section 3: PERSONAL PAYMENT INFORMATION

- **Check off one method of payment listed below.**
- **Please make checks or money orders payable to NHFSTEMS and submit along with this form and the “General Admission Application”.**

<input type="checkbox"/> Personal Check	Full name listed on credit card:	
<input type="checkbox"/> Money Order / Bank Check	Card number:	
<input type="checkbox"/> VISA	Expiration date:	3-digit code #: (on back of card)
<input type="checkbox"/> Master Card	Amount: \$	
<input type="checkbox"/> American Express	Signature (as it appears on card):	

For further information on the division's **refund** policy, please refer to the NHFSTEMS website:
<http://www.nh.gov/safety/divisions/fstems/documents/fstemsrefundpolicy.pdf>

FOR OFFICE USE ONLY:

A Guide to Filling out the NHFSTEMS General Admission Application

(Printing or typing legibly = accurate records for you!)

Section 1: (Applicant Information)

- All applicants must fill out applicable information in this section. Please list your name the way you would like to see it on a course certificate. Nicknames are not recommended.
- Please supply a **complete home mailing address**. Course certificates will be sent to this address unless otherwise requested by an agency and/or department head. Please use your **home** address in this section. (There is a place for your agency address in Section 1A.)
- **US Citizenship:** This information is required for federally funded training programs. If you are not a US citizen, you must list your country of birth.
- **Cell phone service provider name:** If you want to receive text message course enrollment confirmations, this information must be provided in addition to your cell phone number. (You will also automatically receive an email confirmation along with your text confirmation.)
- **Email address:** Please provide an accurate email address if you have one so that you can receive automated emailed course enrollment confirmations.
- **Preferred method of contact:** Checking off one or both boxes tells us how to best communicate with you.

Section 1A: (Department Information)

- Affiliated applicants, being sponsored to take a course by their agency/department, must fill out their agency/department information.
- Please provide the official name of your department/agency as well as the address, phone, fax number, and your rank in the department, if applicable. In addition, check off the appropriate box regarding your status in the department.

Section 2: (Course Information)

- Applicants must fill out all of the requested information in this section.
- Explanation of CREF numbers / course numbers:
 - ⇒ The term "CREF" numbers, meaning course reference numbers, is used for courses related to the fire service and homeland security. (Example: 12-1-NFA-30)
 - ⇒ The term "course numbers" is used for EMS-related courses. (Example: 30-728)
- Most 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 at:
http://www.nh.gov/safety/divisions/fstems/ems/training/documents/course_and_exam.pdf and
<http://www.nh.gov/safety/divisions/fstems/training/schedtrdates.html>
- Supplying accurate course information helps ensure successful registration.

Section 3: (Agency/Dept. PAYMENT) SIGNATURE REQUIRED BY AGENCY REP.!

- **LEAVE THIS SECTION BLANK IF THERE IS NO CHARGE FOR THE COURSE!**
- This section applies only to applicants who are affiliated with an agency, department, or business.
- The applicant **DOES NOT** sign in this section! It should only be signed by an agency representative.
- 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.
- **NOTE: If your agency will not be paying for your tuition, please fill out the "General Payment Information Form" located on page 2 of the General Admission Application Form. It is for applicants who will be paying on their own.**

Section 4: (Student sign-off) APPLICANT SIGNATURE REQUIRED!

- **NOTE: This section must be signed by the applicant. Unsigned applications will be considered incomplete and returned to the applicants.**
- **NOTE: Submitting an application without having met prerequisites will prohibit enrollment.**