

## How to Register

CTOS trainings are federally-funded through U.S. DHS/FEMA at no cost to all State, Local, Territorial, and Tribal responders. Resident courses are four days in duration and conducted Monday-Thursday. Travel days are Sunday prior and Friday following the course. This FREE training means CTOS pays for all travel and course costs for every non-federal First Responder. Costs are either paid up front or reimbursed to you, including:

- Mileage – we reimburse you for the per mile rate to and from your home and the airport if flying or to and from your home to Nevada if you are driving.
- Parking – we reimburse you for airport parking from your date of departure to date of return. Parking for dates outside of travel required for course participation is not reimbursed.
- Flights – we book for you at our expense
- Hotel – we book for you at our expense
- Per Diem - we reimburse you for Meals, Incidentals and Expenses incurred during days of your training where meals are not provided by CTOS
- Tuition is FREE

To view our current course schedule, please visit: [http://www.ctosnnsa.org/pages/resident\\_calendar.htm](http://www.ctosnnsa.org/pages/resident_calendar.htm). Seats are filled on a first come, first served basis. Ensure the following steps are completed to start the enrollment process:

1. Complete and submit the registration form found at:  
[http://www.ctosnnsa.org/docs/forms/Resident\\_Courses\\_Registration\\_Form.pdf](http://www.ctosnnsa.org/docs/forms/Resident_Courses_Registration_Form.pdf)
  - a. Ensure you indicate your 1st and 2nd choices of course dates on the registration form.
  - b. Sign the form. The form may be digitally signed – instructions can be found on the form
  - c. Have your supervisor sign the form. Form may also be digitally signed by them.
  - d. Forward to your State Administrative Agency (SAA) Training POC for their approval and signature.
    - i. SAA contact information may be found at <http://www.ctosnnsa.org/docs/SAA-SPOC.pdf>.
  - e. The SAA will forward the approved form to CTOS or may return to you, depending on the state's process.
2. When the approved registration form is received from the SAA, you will receive an email notification from our support desk ([support@k2share.com](mailto:support@k2share.com)) in reference to your enrollment confirmation
3. A valid FEMA Student Identification (SID) number is required to register for and participate in training provided by CTOS. Log in to the FEMA SID website at <https://cdp.dhs.gov/femasid> to get a number. More information about the FEMA SID is posted on the website. **(If you receive an error, copy and paste the web address to your browser address line. Contact FEMA's help desk at (866)291-0696 if you require further assistance with your SID).**
4. After obtaining your FEMA SID#, you must also create your user account on our CTOS Web Campus at [http://www.ctosnnsa.org/pages/courses\\_web\\_campus.htm](http://www.ctosnnsa.org/pages/courses_web_campus.htm). Use the **"New User"** link to establish an account. Be advised the email address you provide in your Web Campus account is how CTOS will contact you with information regarding your attendance. If you have an existing user account, please do not create a new one. If you forgot your log in information, contact us at [ctosreg@nv.doe.gov](mailto:ctosreg@nv.doe.gov) for assistance.  
**NOTE:** Web Campus accounts have been established for all CTOS graduates. To ensure your transcript information is recorded accurately, please use the existing account.

5. Current CTOS and DHS/FEMA policy requires that the Medical Screening Assessment form be completed prior to participation in courses where the student is required to don and doff Personal Protective Equipment (PPE). Please complete the questionnaire found on our website at: <http://www.ctosnnsa.org/pdf/Medical%20Screening%20Assessment%20Form.pdf>. This form must be returned to CTOS not less than 60 days prior to the first day of class.
6. The WMD Radiological/Nuclear Awareness (AWR-140) is a required prerequisite training for this course. If you have not completed an AWR-140 in the last three years, please sign in to your CTOS Web Campus account to complete the online (AWR-140-W) course.
7. Access the course by selecting the "Course Catalog", locate the WMD Radiological/Nuclear Awareness Course (AWR-140-W), and select the [show] link to enroll. All modules, the post-test, and the final course evaluation are required for the course to be considered completed.