

How to Register for Resident Courses

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
- Hotel
- Per Diem

To view our current course schedule, please visit: 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. 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.
2. 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. 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 for assistance.
3. Complete and submit the following registration forms found at:
For PER 354 /PRNDOS
<http://www.ctosnnsa.org/docs/forms/Resident%20Courses%20Registration%20Form.pdf>
For PER 241
<http://www.ctosnnsa.org/docs/forms/Registration%20Form%20-%20PER-241.pdf>
 - a. Ensure you indicate your 1st and 2nd choices of course dates on the registration form.
 - b. Registration form must be signed by participant and supervisor.
 - c. Forward to your State Administrative Agency (SAA) Training POC for their approval and signature. SAA contact information may be found at <http://www.ctosnnsa.org/docs/SAA-SPOC.pdf>.
 - d. The SAA will forward the approved form to CTOS.
4. You will receive an email notification from our support desk (support@k2share.com) in reference to your enrollment confirmation. Please allow up to 2 weeks for processing after approved form is received from your SAA.