

How to Register for Resident Courses

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. Complete and submit the following registration form located at:
For PER 354 /PRNDOS
<http://ctosnnsa.org/docs/forms/FEMA%20Registration%20Form.pdf>
 - a. Registration form must be signed by participant and supervisor.
 - b. 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>.
 - c. The SAA will forward the approved form to CTOS.
3. 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.
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.

DHS/FEMA TRAINING REGISTRATION FORM INSTRUCTIONS

1. Select citizenship status (select one box only).
 - a. City of birth only required if “No” is selected for citizenship.
 - b. Country of birth only required if “No” is selected for citizenship
2. Fill in full name only.
 - a. First name (as it appears on your driver’s license).
 - b. Last name (as it appears on your driver’s license).
 - c. Middle initial
 - d. Suffix – JR, SR, III
3. FEMA SID number – mandatory.
4. Date of birth – **DO NOT COMPLETE!** Date of birth constitutes Personally Identifiable Information and is not required for registration.
5. Work phone – Office phone, work cell phone, or agency phone are acceptable. Please complete with all 10 digits.

6. Training Component
 - a. 6a – will always be NTS for CTOS
 - b. 6b – Course Catalog Number – Should always be course number such as AW-140 or PER-355, for example. No course name or title should be entered.
 - c. 6c – Training Delivery Type – Distance Learning/Conference or Symposium does not currently apply to CTOS training.
 - d. 6d – Training Dates
 - i. Start Date/End Date– First day and last day of the course as listed in 6b. If the course is a split day – started on Wednesday and finished on Thursday, please select those dates
 - ii. Start Time/End Time – the start and end times for course as listed in 6b will be provided on page 3 of this Registration Form (CTOS Supplemental Form)
 - e. 6e – Training location, provide City and State. For OCONUS, submit San Juan, PR or Agana Heights, GU
7. Email Address – Complete entire address to include domain such as @aol.com, @gmail.com.
8. Employment/Position
 - a. Spell out entire agency name, do not abbreviate.
 - b. Spell out entire street name. ST, AVE, RD abbreviations are acceptable for streettype.
 - c. Spell out full city name. Abbreviations such as St. Louis are acceptable.
 - d. State abbreviations only.
 - e. Only the five digit zip code is required
9. Years in Current Position
 - a. Use 01 for 1 year, etc. for years less than 10.
 - b. Spell out position
10. Jurisdiction – Fill in only one circle.
11. Discipline – Fill in only one circle. Other discipline box to be filled in only if “Other” circle is filled in.
12. Applicant Certification – Student/Applicant signature and date required.

CTOS SUPPLEMENTAL TRAINING REGISTRATION FORM INSTRUCTIONS

1. Provide same FEMA SID number and name for CTOS Supplemental Form as found on the FEMA form to ensure applicant/student information is comprehensive.
2. Course Information
 - a. Course Catalog Number - Refer to section 6 of page 1. Use same catalog number
 - b. Course Times – Refer to section 6 of page 1. This time should correspond to course dates from page 1.
3. Additional Catalog Numbers/Dates
 - a. Complete 2nd and 3rd course numbers, dates, and times if participant is taking multiple courses
4. Supervisor Signature – Required only for Resident Training; not required for Mobile Course Training
5. SAA Signature – Required only for Resident Training; not required for Mobile Course Training.