

**INSTRUCTIONS FOR COMPLETION OF
APPLICATION FOR EMERGENCY SERVICES COURSES**

PLEASE NOTE: Seats will be assigned by need and the completeness of the Application, not first come-first serve

Block 1-11 are self-explanatory

Block 12 Enter Region-Wing-Unit (xxx-xx-xxx)

Block 13 Enter name of the unit you are assigned to, either Squadron, Group, Wing, or Region

Block 14 Enter an email address the course registrar can send you paperwork.

Block 15 Enter a number that the registrar and instructors can reach you

Block 16 Enter the month and year of Level 1 completion. (Example: Jan 2020)

Block 17 Enter the month and year of General ES test completion. (Example: Jan 2020)

Block 18 Enter the emergency service specialty track you have completed or are a trainee for according to Operations Qualification in CAP Eservices. (Example: Air Operations Branch Director, Mission Safety Officer, Ground Branch Director, etc.)

Block 19-26 Enter the dates when you completed these courses or classes. Note that not all ES courses require all of the prerequisites. Check the course announcement for the minimum prerequisites required by FEMA.

Block 27 Enter a brief narrative explaining your reasons and or needs to take this course. Also describe how this course will benefit CAP.

Block 28-29 Sign and Date your application

Block 30-31 Have your unit commander sign and date the application if he/she approves. Have your completed application forwarded to the Wing Commander only if the course is a Region sponsored course (check course announcement for details).

Block 30-31 Have the Wing Commander, or his/her designee, sign and date the application if required.

Forward you completed application to the Lead Instructor or Registrar as directed in the Course Announcement.