Top 8 Tips for Completing a Successful NFA Application

#1: The most important thing to remember is that your application MUST BE COMPLETE before it can be processed.

#2: SIGN YOUR APPLICATION! Missed signatures are common, and while that error is correctable, it still takes time and the applications fall into a pending category until such time as a signature is forwarded.

#3: Don’t forget to attach a Department organizational chart showing your position in the organization. Be sure to circle or highlight your position on the chart so it stands out.

#4: A Job Description does not tell us what experience you have. Tell us what you do in your job that matches the selection criteria.

#5: Take the student selection criteria from the course catalog and repeat it back in Block #16 as it applies to your position. For example, if the selection criteria calls for a minimum of 36 months experience, the reviewer is looking for a statement indicating that you have xx months of experience.

#6: Address the student selection criteria completely. This should be done in Block #16. Keep in mind that this is where we:

- DO want to know what you do that qualifies you for the class you are applying for.
- DO NOT want to know how you think you will benefit from this class.

#7: If a prerequisite includes an education requirement, we expect to see that information in Block #10.

#8: If a prerequisite includes a specific certification, we expect to see a copy of that certification attached to the 119-25-1. If it’s not attached, the application package is NOT complete.