

Northern Virginia Fire & Rescue

Leadership Development Institute



<https://www.nvers.org/fireems/LDI>

Dear Applicant,

Thank you for your interest in attending the 2025 Northern Virginia Fire and Rescue Leadership Development Institute (LDI). The program will be held from October 20 – 25, 2025, at the National Conference Center (NCC) in Leesburg, Virginia.

LDI is an intensive one-week residential course designed to provide a foundation for newly promoted leaders and enhance the skills of experienced officers. Built upon core values and high expectations, this dynamic program sets a standard for high-performing officers throughout the fire service. Participants will learn about the art and science of direct and organizational leadership from world class instructors and will engage in the practical application of various management and leadership techniques.

This is a residential program, and students are required to stay overnight for the entire week. Daily physical training (PT) and adherence to a business casual dress code are mandatory. Expectations for all students will be outlined in a code of conduct, which requires strict adherence. Attendance at all classroom sessions, including evening programs, is mandatory. Students must complete pre-course reading and writing assignments by October 3, 2025. Further information about the pre-course assignments will be emailed to those accepted into the program.

When completing the application, please ensure all sections are filled out correctly. Incomplete applications will not be considered. Attach a properly formatted copy of your resume along with your completed application. The resume should be 1-2 pages long and formatted as follows:

1. Name and personal information (full name, address, email, phone)
2. Education
3. Work experience (positions held, volunteer/civic experience)
4. Organizational involvement/membership

Please complete the application using the link provided at the bottom of this page. The online application, including the student and sponsoring Fire Chief's signatures, must be submitted no later than August 1, 2025.

A tuition fee, not to exceed \$3,125.00 per student, includes lodging and all meals for the entire week. Tuition will be invoiced to the student's sponsoring department upon acceptance.

Please submit all applications, including resume, endorsement, and approval authority online at:

<https://www.novaldi.us/registration/>

Thank you for your interest in the 2025 Leadership Development Institute.

Sincerely,

Northern Virginia Fire and Rescue Leadership Development Institute Staff

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Endorsement and Certification

Initial each section and sign below to certify, that the information recorded on this application is factual and correct. Falsification of information will result in denial of a course certificate and possible removal from the program.

_____ I hereby authorize the release of all information concerning my enrollment in this course to the chief officer (ex. Fire Chief, Department Head, County Administrator) in charge, or designee, of my sponsoring organization. All requests for information shall be made in writing from said chief officer or designee to the Northern Virginia Fire and Rescue Leadership Development Institute.

_____ I understand that Northern Virginia Fire and Rescue Leadership Development Institute and the National Conference Center are not authorized to provide medical care or health insurance for students. I maintain appropriate medical insurance on an individual basis.

_____ I agree to abide by the rules, policies, and regulations of the Northern Virginia Fire and Rescue Leadership Development Institute and the National Conference Center. Failure to do so will result in denial of the student application, expulsion from the program, and/or possible barring from future Northern Virginia Fire and Rescue Leadership Development Institute programs and the National Conference Center.

_____ I agree to regularly check the email account that I have provided on my application. Additional information, including program expectations, policies, and required pre-course assignments will be sent to that email address. Students that do not complete and electronically submit the required pre-course assignments by October 3, 2025, will be dismissed from the program.

_____ Enrolled Northern Virginia Leadership Development Institute students may cancel up to 30 days prior to the start of the program. Students wishing to cancel shall contact staff in writing at the following email address info@novaldi.us. The student shall also notify their Department through their chain of command of the request to cancel.

_____ During the 30 days prior to the start of the program, students wishing to withdrawal shall notify the staff in writing at info@novaldi.us. The student shall also notify their Department through their chain of command of the request to withdrawal. During this 30-day period the student's department can find a replacement or be charged the tuition fee. Extenuating circumstances will be considered on a case-by-case basis.

Signature of Applicant _____ Date _____

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Approval by the Head of the Sponsoring Organization

Students who are applying to attend the Northern Virginia Fire and Rescue Leadership Development Institute must have prior approval by their Fire Chief or Department Head, affirming their job responsibilities reflect the appropriate priority category listed below. The Chief must initial the appropriate priority box reflecting the status of the applicant and then must sign the form.

“By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees.”

_____ **Company Officer Leadership Program (COLP)** - Applicant currently serves or is currently eligible to serve our department at the company officer level and has the responsibilities associated with this position and/or those taught in the program.

_____ **Command Officer Leadership and Management Program (COLMP)** - Applicant currently serves or is currently eligible to serve our department at the command officer level and has the responsibilities associated with this position and/or those taught in the program (i.e. supervision, safety, and personnel management). This program is intended for those that are currently Battalion Chief's or higher, including those authorize to fill in as a Battalion Chief.

This department or organization is willing to provide the necessary support to this candidate to ensure the candidate can successfully complete the Northern Virginia Fire and Rescue Leadership Development Institute program. This signature is required for acceptance into the NVFRLDI.

Department Name

Fire Chief (or designee) Name and Title – printed

Signature

Equal Opportunity Statement

Northern Virginia Fire and Rescue Leadership Development Institute and the National Conference Center are Equal Opportunity institutions. They do not discriminate based on age, sex, race, color, religious beliefs, national origin, or disability in their admissions and student-related procedures. The Northern Virginia Fire and Rescue Leadership Development Institute makes every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minorities and female candidates are highly encouraged to apply for enrollment in the Northern Virginia Fire and Rescue Leadership Development Institute.