K1301: Continuity Planning Course for GSA Staff

Course Dates:
Monday, August 14–Thursday, August 17, 2023

Course Length:
Four days of 4-hour training, 11 a.m.–3 p.m. Eastern time each day

Location:
Virtual delivery using Adobe Connect (a similar application to Zoom)

Course Description:
The goal of this course is to help continuity practitioners understand continuity roles and responsibilities, and provide the knowledge sets, skills, and tools necessary to help develop and maintain a viable continuity plan for their organization and community.

Course Objectives:
- Describe National Continuity Policy, continuity guidance, directives, and background.
- Identify the roles and responsibilities of key personnel involved in developing and maintaining a continuity plan.
- Describe the essential function identification process.
- Describe how to conduct a Business Process Analysis (BPA) and Business Impact Analysis (BIA).
- Identify mitigation options to reduce an organization's risk and key planning elements to support those options.
- Demonstrate knowledge of key concepts and strategies for developing and maintaining a viable continuity plan.

Prerequisites:
The IS-1300, Introduction to Continuity of Operations course (https://training.fema.gov/is/courseoverview.aspx?code=IS-1300&lang=en)

Continuing Education Units (CEUs):
EMI awards 1.4 CEUs for completion of this course.

Target Audience:
The target audience for this delivery is General Services Administration (GSA) Staff.

How to Apply:
Scan the QR Code:

Or apply for this course at NETC Online Admissions Application (https://training.fema.gov/netc_online_admissions).

Enter the invitation code KPQCG and press "Apply Code". Then select course K1301 and press "Apply". The offer date will be displayed on the left. Choose 08/14/2023 and proceed.

All EMI applications require an electronic approval from the head of your sponsoring organization. You will need the name, title, and email address of this person to submit the application.

Notice to Applicants for EMI Courses:
Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

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How Do I Obtain my FEMA SID Number?

1. To register, go to Student Identification System (https://cdp.dhs.gov/femasid).
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

Please note: NETC Admissions will notify you of your acceptance into this course via email with an Acceptance Letter/Welcome Package. A separate email will be sent prior to the course outlining additional information on how to access the training.

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act No. 1749 (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at netcadmissions@fema.dhs.gov

EMI Point of Contact:

For additional information, contact the Course Manager, Christopher Yambor, at (301) 447-1649 or by email at Christopher.Yambor@fema.dhs.gov.

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