

# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

May 22, 2023



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# Agenda

- Introduction to the Emergency Management Institute (EMI)
- The Superintendents' Business Office (SBO)
  - Course Scheduling and Admission Processes/Systems
  - Course Management Analytics
  - Reports and Data available to the RTMs and STOs
- NETC Admissions Office
- Coming to Campus
- Curriculum Management
- Instructor Management



# Agenda, continued

- Reviewing and Approving Student Applications
  - STO Role in application approval
  - Variations in application procedures
- EMI Organizational Overview
- The Role of the National Training Liaison
- EMI Branch Overviews
- Where to get more information
- National Training and Education Division Training Partners
- Questions and Answers



# Introduction to EMI



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# EMI Overview

- Overview
- EMI Anywhere



# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Jennifer Ogle  
Acting Curriculum Standards and  
Instructional Technology Branch Chief



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# Curriculum Standards

- UTNA (Unified Training Needs Analysis)
- Training Business Case
- POI (plan of instruction)
- Course Map
- [EMI Course Development Procedures](#)
- Copyright & Section 508 Compliance
- Test Bank

# Instructional Technology

- LCMS - Domiknow
- LMS – OPM USAlearning
- Adobe Connect
- [Developers Resource Site](#)





# 508 Requirements

- Developers must ensure that they create 508 compliant content during development. All electronic and Information technology (E&IT) deliverables will meet the standard outlined in Section 508 of the Rehabilitation Act (29 U.S.C. 794d) of 1973 (as amended).
- Throughout development, ensure that you follow the 508 guidelines and requirements.
- All deliverables submitted to EMI must be accompanied by the Section 508 compliance letter.
- [Section 508 guidelines, requirements, and compliance letter](#)



# EMI Copyright Compliance Requirements

- For each project, EMI copyright records shall include a signed EMI Copyright Compliance Letter providing:
  1. A signed statement indicating that no third-party content is incorporated into the project; or  
If third-party content is incorporated into the project:
  2. Express written permission from the author/owner for use of the third-party content, e.g, a license, or
  3. An express written approval from FEMA OCC that the third-party content is available for use, e.g., is in the public domain, is a fair use, etc.
- A Copyright Compliance Letter **MUST** accompany the 508 Compliance Letter delivered and addressed to the Course Manager.
- EMI [Copyright Compliance Policy](#) and [Section 508 Compliance](#) Letter Template

# EMI Test Bank and Exam Standards

- The following standards apply to all test banks created for EMI.
- Minimum of four questions per enabling objective.
- Questions must be multiple choice with ONE correct answer and up to five distractors.
- True/False or “all/none of the above” are not allowed. Questions like these have little value in accurately measuring the student’s attainment of training objectives.
- Information on the [EMI Test Bank, Exam Standards, and to upload a copy of the EMI Final Exam Template](#)



# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Superintendents Business Office

Scott Van Dermark  
Superintendents Business Office  
Branch Chief



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# Superintendents Business Office

- Overview
- Scheduling and Admission Processes/Systems
- Course Management Analytics



# Superintendents Business Office Overview



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# Superintendents Business Office

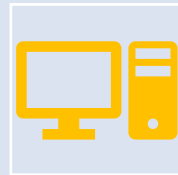
## Overview of Programs/Activities



Schedule  
Management



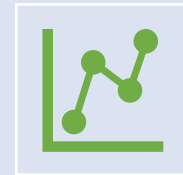
Training Delivery  
Resources



Information  
Technology



Action Office  
Responsibilities



Data Analytics



# Superintendents Business Office

- 10 federal and 12 contract employees
- SBO Responsibilities:
  - Admission processes and systems
  - RFIs, FOIAs, website inquires, Training Opportunities and Bulletins
  - Data analysis, reporting and performance management
  - Schedule management and Online Course Catalog
  - Classroom and Editorial Support Contract
  - Classroom IT/AV support and Property management
  - Information Technology – EMI website, SharePoint sites, Independent Study system, and LCMS/LMS systems
  - IT requirements, policy, planning, and security; strategic/capital planning and investment control, policy and standards development, and resource management





# Scheduling and Admission Processes/Systems



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# EMI Course Codes

**E** code (resident course held at NETC)

**L** code (resident course held at location other than NETC)

**V** code (resident course held via video teleconference)

**K** code (resident course held via Adobe Connect, Zoom, Teams)

**IS** code (Independent Study course)

**G** code (State/Local/Tribal field-delivered course)



# Fiscal Year Schedule Process

## February

Planning And Budget  
Analysis Tool (PBAT)  
finalized and distributed  
to staff

## Mid March

Course managers submit  
FY Schedule Worksheets  
for all courses listed on  
PBAT

## Early April

Draft schedule developed  
and distributed for  
review

## Mid April

Schedule finalized and  
published



# EMI Online Course Catalog

<https://training.fema.gov>

Redirects to

<https://firstrespondertraining.gov/frts/npdcatalog>

The screenshot shows the FEMA Emergency Management Institute website. The browser address bar displays <https://training.fema.gov>. The page features a navigation menu with links for Home, Blog, Photos, Videos, Contact Us, and FAQs. A search bar is located in the top right corner. Below the navigation, there are several menu items: EMI Courses & Schedule, EMI Students & Instructors, Apply, Programs & Activities, Independent Study, and Contact Us. A notice regarding COVID-19 protections is visible. A maintenance window announcement states: "Starting Tuesday, June 7, 2022 at 8:00 PM ET through Thursday, June 9, 2022 8:00 AM ET, all services requiring a SID to authenticate access will be unavailable. This includes Independent Study Exams, NETC Online Application, NETC Transportation, STAR and IMDA. During this time, the CDP Website, Student Portal, FEMA Student Identification (SID) and all other CDP applications will not be available. Please [contact us](#) if you experience any issues outside of this maintenance window." The "Welcome to National Preparedness" section is circled in red and contains the following text: "Online Course Catalog" and "The National Preparedness online Course Catalog provides searchable, integrated information on courses provided or managed by FEMA's Center for Domestic Preparedness (CDP), Emergency Management Institute (EMI), and National Training and Education Division (NTED). If you have any questions or comments please contact EMI at [trainwebmaster@fema.dhs.gov](mailto:trainwebmaster@fema.dhs.gov)". Below this, there is a section for the "Center for Domestic Preparedness (CDP)" with a photo and text: "Train at the nation's premier all-hazards training center! FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama, is the United States Department of Homeland Security (DHS)'s only federally chartered Weapons of Mass Destruction (WMD) training center." To the right of the main content, there are two vertical boxes: "COURSE ANNOUNCEMENTS" with links for "EMI Course Schedule", "EMI Course Catalog", "FEMA Higher Education Program", and "Center For Homeland Defense and Security (CHDS)"; and "ADDITIONAL TRAINING RESOURCES".

# National Training and Education Division

Training Catalogs ▾ Course Info ▾ Tools ▾ About NTED ▾

Search by Course Code

Create PDF or Excel file of entire catalog

Customize PDF or Excel file by selecting which courses to include

## Refine Search By

- Delivery Type
- Community Lifeline
- Discipline
- Primary Core Capability
- Mission Area

### Refine Search

Clear All (1) Filters

#### Course Catalog Clear

Center for Domestic Preparedness (88)

Emergency Management Institute (377)

National Training & Education Division (266)

Show NTED Training Providers [+]

#### Delivery Type

Conference Or Symposium (4)

Indirect (52)

Mobile/Non-Resident (105)

Online/Distance Learning (191)

Residential (116)

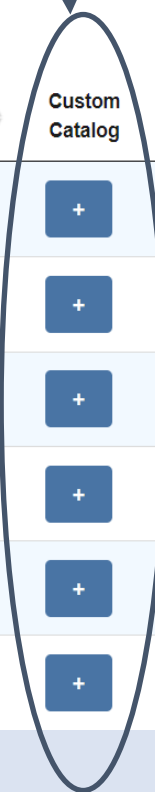
Virtual (67)

## National Preparedness Course Catalog

Search:

Course ID	Course Title	Provider	Delivery Type	Hours	Custom Catalog
E0089	National Disaster Recovery Framework Leadership Workshop	EMI	Mobile/Non-Resident, Residential	22.0	<input type="checkbox"/>
E0101	Foundations of Emergency Management	EMI	Mobile/Non-Resident, Residential, Virtual	40.0	<input type="checkbox"/>
E0102	Science for Disasters	EMI	Mobile/Non-Resident, Residential, Virtual	24.0	<input type="checkbox"/>
E0103	Planning: Emergency Operations	EMI	Mobile/Non-Resident, Residential, Virtual	16.0	<input type="checkbox"/>
E0105	Public Information Basics	EMI	Mobile/Non-Resident, Residential, Virtual	24.0	<input type="checkbox"/>
E0110	Basic Academy Train the Trainer	EMI	Mobile/Non-Resident, Residential, Virtual	40.0	<input type="checkbox"/>

PDF Excel Custom




# View Course Details

## Create PDF file of Course Details

### Course Details

#### IS0010.a: Animals in Disasters: Awareness and Preparedness

##### Course Details

<b>Course Catalog</b>	EMI
<b>Course ID</b>	IS0010.a
<b>Course Title</b>	Animals in Disasters: Awareness and Preparedness
<b>Training Provider</b>	EMI - Emergency Management Institute
<b>Delivery Type</b>	Online/Distance Learning 
<b>Duration in Hours</b>	4.0
<b>Continuing Education Units</b>	General: 0.4

##### Course Description

This course is intended to help animal owners, care providers, and industries to understand Incident Management.

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: Animal owners and care providers

CEC's: 4

##### Course Objectives

- Increase awareness and preparedness among animal owners and care providers.
- Describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

PDF

State or Regional students may require approval from the State Training Officer (STO) in order to be enrolled in this course. If you are unsure of whether you need this approval please contact your STO.

[Find the STO POC for your state](#)

### Course Details

**Animals in Disasters: Awareness and Preparedness** IS0010.a

<b>Training Provider:</b> Emergency Management Institute	<b>Course Level:</b> N/A
<b>Delivery Type(s):</b> Online/Distance Learning	<b>Duration (in Hours):</b> 4.0
<b>Continuing Education Units: General:</b> 0.4	<b>Duration (in Days):</b>

##### Course Description:

This course is intended to help animal owners, care providers, and industries to understand Incident Management.

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: Animal owners and care providers

CEC's: 4

##### Course Objectives:

At the end of this course, participants will be able to:

- Increase awareness and preparedness among animal owners and care providers.
- Describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

##### Primary Core Capability:

Threats and Hazard Identification

##### Mission Area(s):

- Mitigation

##### Discipline(s):

- Emergency Management

##### Course POC:

Independent Study Program Office

POC Work Phone: 301-447-1200

POC Work Email: [Independent.Study@fema.dhs.gov](mailto:Independent.Study@fema.dhs.gov)

##### Course Schedule:


<https://training.fema.gov/is/crslist.aspx>

Course Link: <http://training.fema.gov/is/courseoverview.aspx?code=IS-10.a>

Course Active?: Yes

# EMI Course Schedule

<https://training.fema.gov>

 **FEMA** | Emergency Management Institute

Enter search terms:  Search

EMI Courses & Schedule	EMI Students & Instructors	Apply	Programs & Activities	Independent Study	Contact Us
Take a Course On Campus	Information for Students and Instructors	Learn how to apply to our programs	Resident/Non-Resident, Trainer Program, etc.	Online courses available free of charge	Contact IS, NIMS, Admissions
<b>Course Schedule</b>	Search Course Catalog	Enrollment Period	Application Timeline	Application Procedures and Forms	EMI Course Codes

Refer to the [National Emergency Training Center Welcome Package](#) for guidance on COVID protections at the NETC campus, and the [CDC Coronavirus page](#) for the latest updates on the pandemic response.

**Starting Tuesday, June 7, 2022 at 8:00 PM ET through Thursday, June 9, 2022 8:00 AM ET, all services requiring a SID to authenticate access will be unavailable. This includes Independent Study Exams, NETC Online Application, NETC Transportation, STAR and IMDA. During this time, the CDP Website, Student Portal, FEMA Student Identification (SID) and all other CDP applications will not be available. Please [contact us](#) if you experience any issues outside of this maintenance window.**

### Welcome to National Preparedness

[Online Course Catalog](#)

The National Preparedness online Course Catalog provides searchable, integrated information on courses provided or managed by FEMA's Center for Domestic Preparedness (CDP), Emergency Management Institute (EMI), and National Training and Education Division (NTED). If you have any questions or comments please contact EMI at [trainwebmaster@fema.dhs.gov](mailto:trainwebmaster@fema.dhs.gov).

**Center for Domestic Preparedness (CDP)**  
Train at the nation's premier all-hazards training center! FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama, is the United States Department of Homeland Security (DHS)'s only federally chartered Weapons of Mass Destruction (WMD) training center.

**COURSE ANNOUNCEMENTS**


- [EMI Course Schedule](#)
- [EMI Course Catalog](#)
- [FEMA Higher Education Program Center For Homeland Defense and Security \(CHDS\)](#)

**ADDITIONAL TRAINING RESOURCES**

National Fire Academy

## Download PDF of complete EMI Course Schedule

Export results to PDF, Excel, TSV, Calendar

[Complete - EMI Course Schedule \(PDF\)](#) 

[Advanced Filters](#) 

Export to PDF (Filtered)

Export to Excel

Export to TSV

Export to Calendar

Reset Schedule

### EMI Course Schedule

Search By

- Course Code
- Start/End Date
- City, State
- Curriculum
- POC

Course

Go

Start

End

City

State

Curriculum

POC

Course	Start	End	City	State	Curriculum	POC
E0050: Exercise Control and Simulation	6/15/2022	6/16/2022	Emmitsburg	MD	Integrated Emergency Management	
E0050: Exercise Control and Simulation	10/19/2022	10/20/2022	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a> 301-447-1248
E0050: Exercise Control and Simulation	1/11/2023	1/12/2023	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a> 301-447-1248
E0050: Exercise Control and Simulation	9/13/2023	9/14/2023	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a> 301-447-1248
E0101: Foundations of Emergency Management	7/11/2022	7/15/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a> 301-447-1383
E0101: Foundations of Emergency Management	10/24/2022	10/28/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a> 301-447-1383
E0101: Foundations of Emergency Management	1/23/2023	1/27/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a> 301-447-1383
E0101: Foundations of Emergency Management	6/12/2023	6/16/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a> 301-447-1383
E0102: Science of Disaster	6/12/2022	6/14/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a> 301-447-1383



# EMI Course Schedule

[Notice to Applicants for NFA or EMI Courses](#)

[Complete - EMI Course Schedule \(PDF\)](#)

**Advanced Filters** ▾

[Export to PDF \(Filtered\)](#)
[Export to Excel](#)
[Export to TSV](#)
[Export to Calendar](#)

## EMI Course Schedule

Course	Start	End
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm"/>
E0050: Exercise Control and Simulation	6/15/2022	6/16
E0050: Exercise Control and Simulation	10/19/2022	10/2
E0050: Exercise Control and Simulation	1/11/2023	1/12
E0050: Exercise Control and Simulation	9/13/2023	9/14
E0101: Foundations of Emergency Management	7/11/2022	7/15
E0101: Foundations of Emergency Management	10/24/2022	10/28/2022
E0101: Foundations of Emergency Management	1/23/2023	1/27/2023

**Filters:**

<p><b>Region</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All Regions</li> <li><input checked="" type="checkbox"/> I</li> <li><input checked="" type="checkbox"/> II</li> <li><input checked="" type="checkbox"/> III</li> <li><input checked="" type="checkbox"/> IV</li> <li><input checked="" type="checkbox"/> V</li> <li><input checked="" type="checkbox"/> VI</li> <li><input checked="" type="checkbox"/> VII</li> <li><input checked="" type="checkbox"/> VIII</li> <li><input checked="" type="checkbox"/> IX</li> <li><input checked="" type="checkbox"/> X</li> </ul>	<p><b>Funding Source</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All Sources</li> <li><input checked="" type="checkbox"/> DHS</li> <li><input checked="" type="checkbox"/> DOD</li> <li><input checked="" type="checkbox"/> FA/SLTT (EMI)</li> <li><input checked="" type="checkbox"/> FEMA CORP</li> <li><input checked="" type="checkbox"/> IMAT</li> <li><input checked="" type="checkbox"/> JFO</li> <li><input checked="" type="checkbox"/> NIC</li> <li><input checked="" type="checkbox"/> OFA</li> <li><input checked="" type="checkbox"/> PROGRAM OFFICE</li> <li><input checked="" type="checkbox"/> REGION</li> <li><input checked="" type="checkbox"/> STATE/LOCAL PARTNER</li> <li><input checked="" type="checkbox"/> SURGE CAPACITY</li> <li><input checked="" type="checkbox"/> WDD</li> <li><input checked="" type="checkbox"/> WDD/SLTT</li> <li><input checked="" type="checkbox"/> OTHER</li> </ul>	<p><b>Course Type</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All Course Types</li> <li><input checked="" type="checkbox"/> E</li> <li><input checked="" type="checkbox"/> L</li> <li><input checked="" type="checkbox"/> K</li> <li><input checked="" type="checkbox"/> V</li> </ul>
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[Apply Filters](#)

### Advanced Filters

- Region
- Funding Source
- Course Type

# Sample PDF Schedule File

*Emergency Management Institute*

## Course Schedule

EMI Course Schedule

Course	Start	End	City	State	Curriculum	POC
E0050: Exercise Control and Simulation	6/15/2022	6/16/2022	Emmitsburg	MD	Integrated Emergency Management	
E0050: Exercise Control and Simulation	10/19/2022	10/20/2022	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a> 301-447-1248
E0050: Exercise Control and Simulation	1/11/2023	1/12/2023	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a> 301-447-1248
E0050: Exercise Control and Simulation	9/13/2023	9/14/2023	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a> 301-447-1248
E0101: Foundations of Emergency Management	7/11/2022	7/15/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a> 301-447-1383
E0101: Foundations of Emergency Management	10/24/2022	10/28/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a> 301-447-1383

# Sample Excel Schedule File

Course	Start Date	End Date	City	State	Curriculum	POC	POC Email	POC Phone
E0050: Exercise Control and Simulation	6/15/2022	6/16/2022	Emmitsburg	MD	Integrated Emergency Management			
E0050: Exercise Control and Simulation	10/19/2022	10/20/2022	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a>	mark.moure@fema.dhs.gov	3014471248
E0050: Exercise Control and Simulation	1/11/2023	1/12/2023	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a>	mark.moure@fema.dhs.gov	3014471248
E0050: Exercise Control and Simulation	9/13/2023	9/14/2023	Emmitsburg	MD	Integrated Emergency Management	<a href="#">Moure, Mark</a>	mark.moure@fema.dhs.gov	3014471248
E0101: Foundations of Emergency Management	7/11/2022	7/15/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
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E0101: Foundations of Emergency Management	6/12/2023	6/16/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
E0102: Science of Disaster	6/12/2022	6/14/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
E0102: Science of Disaster	12/7/2022	12/9/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
E0102: Science of Disaster	3/8/2023	1:3/10/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
E0102: Science of Disaster	7/12/2023	7/14/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
E0103: Planning: Emergency Operations	12/12/2022	12/13/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
E0103: Planning: Emergency Operations	3/13/2023	3/14/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
E0103: Planning: Emergency Operations	7/17/2023	7/18/2023	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383
E0105: Public Information Basic	6/15/2022	6/17/2022	Emmitsburg	MD	Emergency Mgmt Professional Program	<a href="#">Januchowski, Jeff</a>	jeffrey.januchowski@fema.dhs.gov	3014471383

# Request to conduct EMI Training Courses

- All agencies desiring to offer FEMA EMI Training Classes in their jurisdiction will route requests through their respective State Training Officer (STO) and/or FEMA Regional Training Manager (RTM) using this form.
- Completed request forms must be transmitted to EMI Training Specialist/Course Manager via proper approval routing, at least 45 days prior to the requested class start date.



## Request to conduct FEMA EMI "L" Training Classes

All agencies desiring to offer FEMA EMI "L" Training Classes in their jurisdiction will route requests through their respective State Training Officer (STO) and/or FEMA Regional Training Manager (RTM) using this form. Completed request forms must be transmitted to EMI Training Specialist/Course Manager via proper approval routing, at least 45 days prior to the requested class start date.

No classes will be recognized for the purpose of receiving credit or receiving EMI Certificates of Completion unless this form is completed, routed for approval and then transmitted to the Training Specialist/Course Manager for processing.

**Requested course to be delivered (only one course request per form):**

Enter Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

Note: Please refer to the on-line course catalog at [National Preparedness Course Catalog](#) for correct course numbers/titles, and course length.

Non-Standard Course Requests: If you are requesting a pilot/focus group or other non-standard course, please provide comments below.

Point of Contact (POC) or name of requester (if different from STO):

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Projected Number of Students: \_\_\_\_\_

Instructor Information:

Is instructor sourcing help needed? Yes  No

Recommended Lead Instructor: \_\_\_\_\_

Recommended Co/Support Instructor: \_\_\_\_\_

Additional Co or Support (list up to five): \_\_\_\_\_

Requested Class Scheduled Dates:

Class Start Date: \_\_\_\_\_

Class End Date: \_\_\_\_\_

Course Length (Hours/Days): \_\_\_\_\_

Class Location:

City: \_\_\_\_\_

State: \_\_\_\_\_

Mailing address for course materials (evals, delivery products, etc.):

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Funding Source: **State Funded**

Note: When saving this request and attaching to an email, use the file using the following naming convention:  
CourseCodeCitySTMonYr.pdf (Example: L0950DenverCOJul19.PDF)

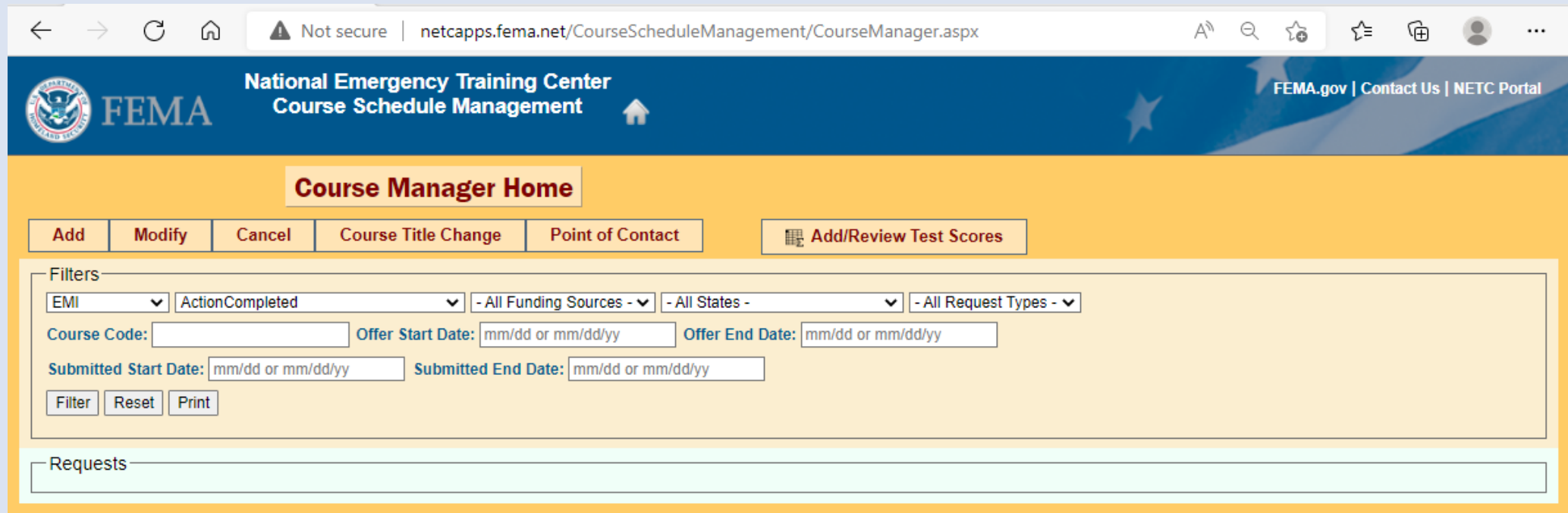
Transmit this request to the Training Specialist/Course Manager for processing.



FEMA

# Course Schedule Management System

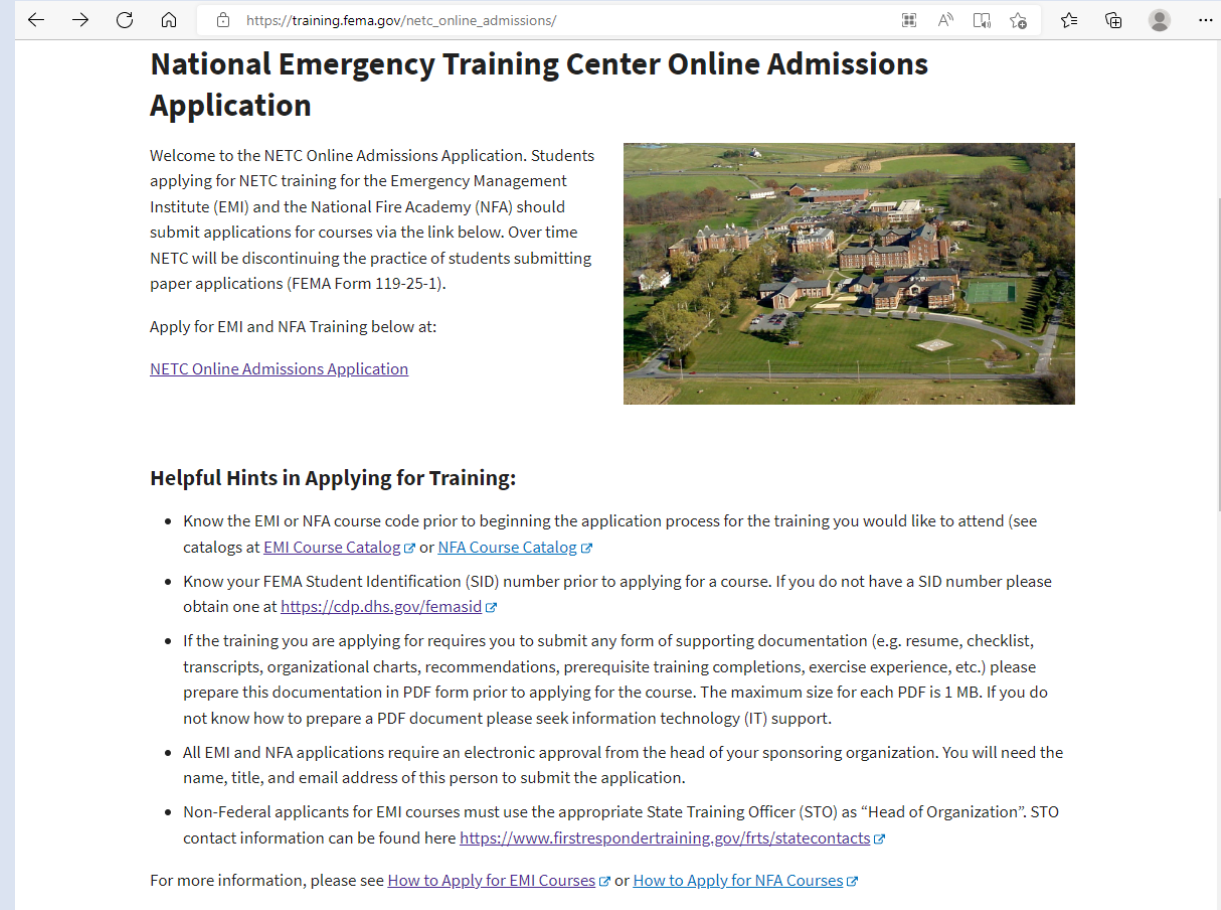
- Tool used by EMI course managers to load and manage course offers
- Feeds online admission system



The screenshot shows a web browser window with the URL `netcapps.fema.net/CourseScheduleManagement/CourseManager.aspx`. The page header includes the FEMA logo and the text "National Emergency Training Center Course Schedule Management". The main content area is titled "Course Manager Home" and features several buttons: "Add", "Modify", "Cancel", "Course Title Change", "Point of Contact", and "Add/Review Test Scores". Below these buttons is a "Filters" section with dropdown menus for "EMI", "ActionCompleted", "- All Funding Sources -", "- All States -", and "- All Request Types -". There are also input fields for "Course Code:", "Offer Start Date:", "Offer End Date:", "Submitted Start Date:", and "Submitted End Date:". At the bottom of the filters section are "Filter", "Reset", and "Print" buttons. A "Requests" section is visible at the bottom of the page.

# NETC Online Admission System

- Location:  
[https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/)
- Discontinuing paper applications FEMA Form FF-USFA-FY 21-101 (formerly 119-25-1) (FEMA Form 119-25-1)
- All EMI courses will be in in the system by year end



The screenshot shows a web browser window with the URL [https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/). The page title is "National Emergency Training Center Online Admissions Application". The main content includes a welcome message, a list of instructions for applying, and a list of helpful hints. A photograph of the National Emergency Training Center campus is visible on the right side of the page.

**National Emergency Training Center Online Admissions Application**

Welcome to the NETC Online Admissions Application. Students applying for NETC training for the Emergency Management Institute (EMI) and the National Fire Academy (NFA) should submit applications for courses via the link below. Over time NETC will be discontinuing the practice of students submitting paper applications (FEMA Form 119-25-1).

Apply for EMI and NFA Training below at:

[NETC Online Admissions Application](#)

**Helpful Hints in Applying for Training:**

- Know the EMI or NFA course code prior to beginning the application process for the training you would like to attend (see catalogs at [EMI Course Catalog](#) or [NFA Course Catalog](#))
- Know your FEMA Student Identification (SID) number prior to applying for a course. If you do not have a SID number please obtain one at <https://cdp.dhs.gov/femasid>
- If the training you are applying for requires you to submit any form of supporting documentation (e.g. resume, checklist, transcripts, organizational charts, recommendations, prerequisite training completions, exercise experience, etc.) please prepare this documentation in PDF form prior to applying for the course. The maximum size for each PDF is 1 MB. If you do not know how to prepare a PDF document please seek information technology (IT) support.
- All EMI and NFA 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.
- Non-Federal applicants for EMI courses must use the appropriate State Training Officer (STO) as "Head of Organization". STO contact information can be found here <https://www.firstrespondertraining.gov/frts/statecontacts>

For more information, please see [How to Apply for EMI Courses](#) or [How to Apply for NFA Courses](#)



# Online General Admissions Application

- Click on the following link for access to the online admissions website:  
[https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/)
- Click on the [NETC Online Admissions Application link](#), located to the left of the campus picture, and below the National Emergency Training Center Online Admissions Application heading.
- A pop-up window will come up notifying you that you will be accessing a Department of Homeland Security computer system. Once you read the information, click the “OK” button on the lower right of the pop-up window.

**National Emergency Training Center Online Admissions Application**

Welcome to the NETC Online Admissions Application. Students applying for NETC training for the Emergency Management Institute (EMI) and the National Fire Academy (NFA) should submit applications for courses via the link below. Over time NETC will be discontinuing the practice of students submitting paper applications (FEMA Form 119-25-1).

Apply for EMI and NFA Training below at:  
[NETC Online Admissions Application](#)



- You will be directed to the General Admissions Application page. This page, seen on the right, welcomes you to the National Fire Academy (NFA) and Emergency Management Institute (EMI) online application system. Besides giving a brief overview of the application process, it provides the phone number and email address to NETC Admissions.
- Once you have read the welcome information and the Legal Notice, click on the “Continue” button in the middle of the screen below the text.

**FEMA** Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

Welcome to the National Fire Academy (NFA) and Emergency Management Institute (EMI) online application system. As a part of the application process, you will be asked to provide information about you, the organization you are representing, the course or courses you are applying for, and the names and email addresses of the individuals who would need to approve or endorse your application. If you have questions or need further information, you can contact the NETC Admissions Office at 301-447-1035 or [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).

**LEGAL NOTICE**

You are accessing a U.S. Government information system, which includes (1) this computer or device used to enable access to the government network, (2) this government network, (3) all computers or devices, virtual or otherwise, connected to this government network, and (4) all devices and storage media attached to this government network or to a computer or device on this government network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy when you use this information system. This includes any communications or data transiting, stored on, originated from, or directed to this information system.
- At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from, or directed to or from this information system.
- The government may disclose or use any communications or data transiting, stored on, originated from, or directed to or from this information system for any lawful government purpose.
- You are NOT authorized to process classified information on this information system.

**Continue**

HOME   DHS   FEMA   EMI   USFA

National Emergency Training Center 16825 S. Seton Avenue, Emmitsburg, MD 21727

- This next screen will pertain to FEMA Student Identification (SID) Number. You will need to have your FEMA SID in order to apply online for a course, which is also required to obtain a certificate of course completion.
  - If you do not have a FEMA SID, click the hyperlink that says, [“FEMA Student Identification System”](#), then follow the directions for registering for a FEMA SID.
  - If you, “Forgot your FEMA SID?” click the hyperlink under “Forgot your FEMA SID?” heading and follow the steps to get your FEMA SID.
- Once you have your SID click on the **“Continue”** button located in the middle of the screen, below the three text boxes.

**FEMA** Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

**Do you have a FEMA Student Identification (SID) Number?**

To register, go to the [FEMA Student Identification System](#)  
Select "Register for a FEMA SID" in the middle of the screen. Follow the instructions and provide the necessary information to create your account. If you are a user with a Personal Identity Verification (PIV) card, enter your FEMA SID and select your certificate and enter your pin.

**Forgot your FEMA SID?**

If you already have a FEMA SID but forgot it, go to the [FEMA Student Identification System](#) and select the option: "Forgot Your FEMA SID". You will be asked to provide certain information. Your FEMA SID will be emailed to you along with a separate message that will ask you to reset your password.

If you need assistance, please call 866-291-0696 (7:30 a.m - 4:30 p.m. CST) or email [femasidhelp@cdpemail.dhs.gov](mailto:femasidhelp@cdpemail.dhs.gov) after hours.

Keep your FEMA SID in a secure location so that you can retrieve it when needed to apply for FEMA training in the future.

**Continue**



# Equal Opportunity Statement, Privacy Act Statement, and Paperwork Burden Disclosure Notice

- Equal Opportunity Statement, Privacy Act Statement, and Paperwork Burden Disclosure Notice are all located on the next slide.
  - Review all the information in the text box
  - Select the  “I acknowledged that I have reviewed and agree to the above statements and disclosures” box.
  - Select the “Continue” box located in the middle of the screen under the acknowledgement statement.

**FEMA** Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

**Equal Opportunity Statement**

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

**Privacy Act Statement**

GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

AUTHORITY

Federal Emergency Management Agency, 16625 S. Seton Avenue, Hagerstown, MD 21740

**Paperwork Burden Disclosure Notice**

Public reporting burden for this data collection is estimated to average 9 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100).

I acknowledge that I have reviewed and agree to the above statements and disclosures.

**Continue**

HOME DHS FEMA EMI USFA  
National Emergency Training Center, 16625 S. Seton Avenue, Hagerstown, MD 21740

- On the FEMA SID page, enter:
  - FEMA SID
  - First Name
  - Last Name
  - Select the **Verify** button located in the center of the screen, under the Birth Date.
  - FEMA users will be prompted to enter their PIV numerical password. This does not apply to SLTT partners.
  
- The screen will refresh, and a **“Next”** button will appear on the bottom right of the text box, if your information matches what is on your FEMA SID Profile.
  - If it does not verify, correct your information and try again.
  - Select **“Next”** as soon as you verify your FEMA SID



FEMA
Federal Emergency Management Agency  
General Admissions Application

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FEMA National Emergency Training Center
Electronic Version OMB No. 1660-0100

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FEMA SID

SID must be verified before continuing.

\* FEMA SID:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Birth Date:

Verify

\* = required field

HOME
DHS
FEMA
EMI
USFA

**FEMA** Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

### Demographic Information

\* Home Address 1:   
 Home Address 2:   
 \* Home City:   
 \* Home Country: UNITED STATES   
 \* State:   
 \* Home Zip:   
 US Citizen: Yes

\* Work Phone:   
 \* Personal Phone:   
 Fax: ( ) - -  
 \* Email Address:   
 \* Confirm Email Address:

\* = required field

HOME DHS FEMA EMI USFA

- On the Demographic Information Page, enter:
  - Home Address
  - Home City
  - Select Home Country
  - State
  - Home Zip
  - Work Phone
  - Personal Phone
  - Email address
  - Confirm Email address

■ All information mentioned above is required before moving on to the next step.

Tip: If you only have one phone number, list is for both work and personal.

■ Select "Next"

# Course/Offer Information

FEMA Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

### Course/Offer Information

Invitation Code:  [?](#)  
**Apply** **Clear** **New option to add invitation code**

\* Please select a course: [?](#)  
<Select a Course> [?](#)  
**Apply**

---

Courses For This Application:

Code
No Courses Added

**Previous** **Next**

- Select a course from the drop-down menu
  - Courses held in Emmitsburg, MD, have an E before the course number.
  - Any courses held locally will have an L prior to the course number.
  - Virtual courses will have a K prior to the course number.
  - Failure to select the correct one could cause delay in processing applications, or errors in class assignment.
- Select “**Apply**” located in the middle under the course drop down menu.
- After selecting the desired course, click “**Next**”.

# Online Admissions System Enhancements

### Course/Offer Information

Invitation Code:

*If you have been given an invitation code, enter the code and click the apply button.  
Invitation Only offers for this code will now be listed. To return to non-invitation course/offers, click 'Clear'*

- When a student inputs the correct invitation only code and selects apply:
  - Only the offer(s) associated with the code will be visible
  - Non-invitation only offer dates will not be displayed
- Selecting clear will remove the invitation only code and allow the customer to see all non-invitation only courses

# Course/Offer Information (Screen 2)

**FEMA** Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

### Course/Offer Information

\* Please select a course:

*Your course will not be added until you select the save button below.*

Offer Information  
\* Fiscal Year:  \* Semester (10/1 - 3/31):  *Semester 1 = October through March. Semester 2 = April through September.*

Offer Choice 1:  Offer Choice 2:  Offer Choice 3:

\* Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Please refer to the course catalog for more information:

2500 character(s) remaining

\* Do you have any disabilities (*special allergies, medical, learning disabilities to include dyscalculia, dysgraphia, dyslexia, etc.*) which would require special assistance during your attendance in training?

- Select the Fiscal Year that the course is being held in.
- Choose the Semester (Information located to the right of the drop-down box).
- In Offer Choice 1 through 3, select different dates from the drop-down boxes with your first choice in the drop-down to the far left, and your last choice in the far-right box.
- Fill in the box with the appropriate information on qualifications for attending the course.
- Answer the disabilities question using dropdown with “Yes” or “No”.
  - If you need special accommodations, admissions will need to know in advance to ensure that they are available on the first day of the course. Answering “No” may delay any special accommodations that you may need.
- Select either “Save” or “Cancel”, located in the bottom middle of the screen.

# Course/Offer Information Refresh

FEMA Federal Emergency Management Agency  
General Admissions Application

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**Course/Offer Information**

\* Please select a course:

<Select a Course>

Apply

Courses For This Application:

	Code	-
<a href="#">Edit</a>	E0580	<a href="#">Delete</a>

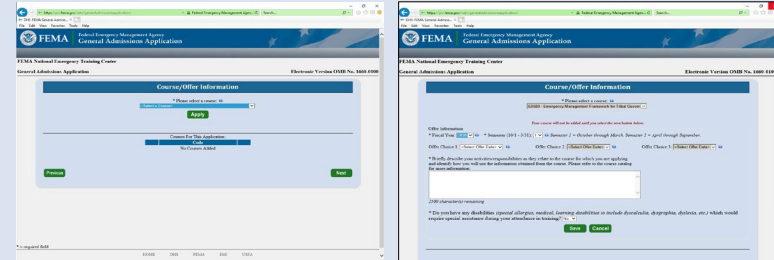
Previous  Next

\* = required field

HOME DHS FEMA EMI USFA

- If the course listed in the “Courses For This Application” is correct select “Next” on the bottom right.

- If you need to add another course, repeat the above two steps.



- Once all courses have been added, and are correct, select the “Next” on the bottom right.

- Organizational Information:
  - In the top section, complete:
    - Organization Country
    - Organization State
    - Organization Zip
    - Organization Name
    - Current Position
    - Years in Position
    - Years of Experience
    - Department Size (number of people in your department)
  - In the columns below, select:
    - Jurisdiction
    - Organization Type
    - Current Status
    - Primary Responsibility
    - Experience Type
    - Business Type

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Organizational Information

\* Organization Country:

\* Organization State:

\* Organization Zip:

\* Organization Name:

\* Current Position:

\* Years in Position:

\* Years of Experience:

\* Department Size:

*Please select one option from each of the following sections as it relates to the course for which you are applying:*

* Jurisdiction	* Organization Type	* Current Status	* Primary Responsibility	* Experience Type	* Business Type
<input type="radio"/> City/Town/Village <input type="radio"/> County Government <input checked="" type="radio"/> DHS/FEMA <input type="radio"/> Federal/Military (non-DHS) <input type="radio"/> Foreign <input type="radio"/> Industry/Business <input type="radio"/> Special District/Township <input type="radio"/> Statewide <input type="radio"/> Tribal Nation	<input checked="" type="radio"/> All Career <input type="radio"/> All Volunteer <input type="radio"/> Combination	<input type="radio"/> Disaster Reservist <input checked="" type="radio"/> Paid Full Time <input type="radio"/> Paid Part Time <input type="radio"/> Volunteer	<input type="radio"/> Dis. Response/Recovery <input type="radio"/> Emergency Medical Service <input type="radio"/> Emergency Preparedness <input type="radio"/> Fire Prevention <input type="radio"/> Fire Suppression <input type="radio"/> Hazard Mitigation <input type="radio"/> Health <input type="radio"/> Investigation <input type="radio"/> Management <input type="radio"/> Other <input type="radio"/> Program/Activity <input type="radio"/> Public Works <input type="radio"/> Scientific/Engineering <input checked="" type="radio"/> Training/Education	<input type="radio"/> Administration/Staff Support <input type="radio"/> Arson <input type="radio"/> Budgeting/Planning <input type="radio"/> Code Development <input type="radio"/> Code Enforcement/Inspection <input type="radio"/> Coordination/Liaison <input type="radio"/> Design and Planning <input checked="" type="radio"/> Incident Command <input type="radio"/> Law Enforcement <input type="radio"/> Other <input type="radio"/> Program Development/Delivery <input type="radio"/> Public Education <input type="radio"/> Research and Development <input type="radio"/> Supervision <input type="radio"/> Support Services	<input type="radio"/> Education <input type="radio"/> Emergency Management <input type="radio"/> Fire Service <input type="radio"/> Government <input checked="" type="radio"/> Health Care <input type="radio"/> Law Enforcement <input type="radio"/> Public Works <input type="radio"/> Volunteer Agency

After completing all the information, select the “NEXT” button, located on the bottom right.





# Other Information

- Select Gender, Race, Ethnicity and click “Next”.
- *This information is only used for statistical purposes, and it will not be used to determine seat selection into a class.*

FEMA Federal Emergency Management Agency  
General Admissions Application

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### Other Information

*The following fields are used for statistical purposes only.*

Gender: No Response Race: No Response Ethnicity: No Response

Next

\* = required field

HOME DHS FEMA EMI USFA

# Attachments Screen

The screenshot displays the FEMA Attachments screen. At the top, the FEMA logo and 'Federal Emergency Management Agency General Admissions Application' are visible. Below this, the page title 'FEMA National Emergency Training Center General Admissions Application' and the OMB number 'Electronic Version OMB No. 1660-0100' are shown. The main content area is titled 'Attachments' and contains a 'Course Related Attachments' section. This section includes a 'PDF File to upload:' field with a 'Browse...' button, a 'Description:' text input field, and an 'Attach' button. Below the description field, it indicates '100 character(s) remaining'. Underneath, there is an 'Attached Files:' table with columns for 'Name' and 'Description', currently showing 'No Files Attached'. A 'Previous' button is located at the bottom left of the form area. A 'Continue' button is positioned below the form, with a white arrow pointing to it. At the bottom left, a note states '\* = required field'. The footer contains navigation links for HOME, DHS, FEMA, EMI, and USFA.


- If you need to attach documents, select the “Browse” button to find documents to upload.
- Potential documents to upload include certificates of course completion for trainings with identified pre-requisites and/or supplemental application requirements.
- Provide a brief description of the document in the “Description” block.
- After each document is found, select the “Attach” button to the Right of the description.
- Once all documents and their descriptions have been added, select “Continue”.

# Application Submittal Pop-up screen

The screenshot displays the FEMA General Admissions Application web interface. At the top, the FEMA logo and 'Federal Emergency Management Agency General Admissions Application' are visible. Below this, the 'EMA National Emergency Training Center' and 'General Admissions Application' are noted, along with the 'Electronic Version OMB No. 1660-0100'. The main content area is titled 'Attachments' and includes a 'Course Related Attachments' section with a 'PDF File to upload' field and a 'Description' field. A table lists attachments, including 'TIAS Transcript.pdf'. A 'Previous' button is on the left, and a 'Continue' button is at the bottom. A pop-up dialog box titled 'Application Submittal' is centered on the screen, asking 'Are you sure you want to submit this application? No changes can be made after your application has been submitted.' with 'Yes' and 'No' buttons. A white arrow points to the 'Yes' button. A legend at the bottom left indicates '= required field'. The footer contains navigation links for HOME, DHS, FEMA, EMI, and USFA.

- Select “Yes” if you are ready to submit the application.
- Select “No” if you need to make any changes to the application.

# Student Acknowledgement

 **FEMA** | Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

### Student Acknowledgement

a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 USC 1001).


b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.

c. Further, I understand that the National Emergency Training Center (NETC) and the Center for Domestic Preparedness (CDP) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

d. I agree to abide by the rules, policies, and regulations of NETC and CDP. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

I have read and agree to the student acknowledgement statement above.

[Continue](#)



[HOME](#)   [DHS](#)   [FEMA](#)   [EMI](#)   [USFA](#)

National Emergency Training Center 16825 S. Seton Avenue, Emmitsburg, MD 21727

Check the box next to the statement

- “I have read and agree to the student acknowledgement statement above”, once you have read the statement.

Select “Continue”.



**FEMA**

# Application Endorsements

- State, Tribal, Territorial, and local applicants should list their State Training Officer in this field.
- State Training Officer in this field may result in your application not being processed
- For additional help with identifying the person that endorses this, please contact the Course Manager listed for the course:  
<https://www.firstrespondertraining.gov/frts/npcatalog?catalog=EMI>

The screenshot shows the FEMA National Emergency Training Center's General Admissions Application form. The header includes the FEMA logo and the text 'Federal Emergency Management Agency General Admissions Application'. Below the header, it says 'FEMA National Emergency Training Center' and 'General Admissions Application' on the left, and 'Electronic Version OMB No. 1660-0100' on the right. The main section is titled 'Application Endorsements' and contains the instruction: 'At least one of the courses you are applying for requires endorsement from the head of your sponsoring organization. Please fill in the information below for the head of your sponsoring organization.' Below this is a blue-bordered box titled 'Head of Organization Information' containing four required fields: '\* Head of Organization Name:', '\* Head of Organization Title:', '\* Head of Organization Email:', and '\* Confirm Head of Organization Email:'. Each field has a corresponding input box. Below the box is a green 'Submit' button with a white arrow pointing to it. At the bottom left, there is a note '\* = required field'. At the bottom right, there are navigation links: 'HOME', 'DHS', 'FEMA', 'EMI', and 'USFA'.

FEMA Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

### Application Endorsements

At least one of the courses you are applying for requires endorsement from the head of your sponsoring organization. Please fill in the information below for the head of your sponsoring organization.

**Head of Organization Information**

\* Head of Organization Name:

\* Head of Organization Title:

\* Head of Organization Email:

\* Confirm Head of Organization Email:

**Submit**

\* = required field

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# Congratulations Screen

The screenshot shows the FEMA National Emergency Training Center General Admissions Application Congratulations Screen. The header includes the FEMA logo and the text "Federal Emergency Management Agency General Admissions Application". Below the header, it says "FEMA National Emergency Training Center" and "General Admissions Application" on the left, and "Electronic Version OMB No. 1660-0100" on the right. The main content area features a blue box with the text: "Congratulations! You have successfully submitted your application(s) for the following courses:". Below this is a table with three columns: "Code", "Title", and "Endorsement Needed?". The table contains one row: "E0580 Emergency Management Framework for Tribal Governments" with "Yes" in the "Endorsement Needed?" column. Below the table, there is a paragraph: "The courses noted above require endorsement from the head of your sponsoring organization. These applications will be forwarded to the appropriate parties for endorsement. If endorsed your application will then be forwarded to the National Emergency Training Center for further review and you will receive notice. You will receive email confirmation of your submissions shortly." Below the paragraph are two green buttons: "Restart Application Process" and "Close". At the bottom right, there is a dark grey box with a user profile icon, the email "netcadmissions@fema.dhs.gov", and the text "FEMA Application Submitted [redacted] You have successfully provided all of the information required on your applicat Outlook". At the bottom left, there are navigation links: "HOME", "DHS", "FEMA", "EMI", "USFA", and the address "National Emergency Training Center 16825 S. Seton Avenue, Emmitsburg, MD 21727".

FEMA Federal Emergency Management Agency  
General Admissions Application

FEMA National Emergency Training Center  
General Admissions Application Electronic Version OMB No. 1660-0100

Congratulations! You have successfully submitted your application(s) for the following courses:

Code	Title	Endorsement Needed?
E0580	Emergency Management Framework for Tribal Governments	Yes

The courses noted above require endorsement from the head of your sponsoring organization. These applications will be forwarded to the appropriate parties for endorsement. If endorsed your application will then be forwarded to the National Emergency Training Center for further review and you will receive notice. You will receive email confirmation of your submissions shortly.

Restart Application Process

Close

netcadmissions@fema.dhs.gov  
FEMA Application Submitted [redacted] You have successfully provided all of the information required on your applicat Outlook

HOME DHS FEMA EMI USFA  
National Emergency Training Center 16825 S. Seton Avenue, Emmitsburg, MD 21727

- This screen will verify the application was successfully submitted and routed to the endorsing official included on the previous screen for review and further processing.
- Applicant will receive an email as additional confirmation that the application was completed and submitted for processing.
- Restart the application process for additional courses or close the screen.

# Course Management Analytics



FEMA

# Monitoring and Measuring Training Effectiveness - The Kirkpatrick Model

**Level 4: Results** (degree to which targeted outcomes occur as a result of the training )

**Level 3: Behavior** (degree to which participants apply what they learned during training when they are back on the job)

**Level 2: Learning** (degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training)

**Level 1: Reaction** (degree to which participants find the training favorable, engaging, and relevant to their jobs)

*Note: We currently only collect, measure and assess Kirkpatrick levels 1-3*





# Level 1: Reaction (degree to which participants find the training favorable, engaging, and relevant to their jobs)

Survey Instrument: FEMA Form Number FF-008-FY-22-121 (formerly 092-0-3)

- Commonly known as the “Scantron Form”
- Collection governed by the Paperwork Reduction Act (PRA) Office of Management and Budget (case: 1660-0130)
- Recently renewed through: 1/31/2025
- Collected for all courses from student immediately following training
- Paper copies or pdf versions accepted

*Note: this process will go fully electronic with the implementation of the Moodle LMS system*

OMB No. 1660-0130 Expiration Date: May 31, 2018

COURSE TITLE: \_\_\_\_\_  
 LOCATION (CITY/STATE): \_\_\_\_\_ DATES: \_\_\_\_\_ TO \_\_\_\_\_  
 COURSE MANAGER: \_\_\_\_\_

1. SEX: \_\_\_\_\_  
 2. AGE: Under 21  21-30  31-40  41-50  51-60  over 60

3. LOCATION OF YOUR WORK ORGANIZATION: FIRST DIGIT ( ) ( ) ( ) ( ) ( )  
 SECOND DIGIT ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )

4. INDICATE THE TYPE OF ORGANIZATION IN WHICH YOU HAVE AN EMERGENCY MANAGEMENT ROLE:

GOVERNMENT	PRIVATE SECTOR	VOLUNTARY SERVICE
Federal <input type="checkbox"/>	Business <input type="checkbox"/>	Non-Governmental Organization <input type="checkbox"/>
State <input type="checkbox"/>	Industry <input type="checkbox"/>	Private Volunteer Organization <input type="checkbox"/>
County <input type="checkbox"/>	Education <input type="checkbox"/>	Faith-Based Organization <input type="checkbox"/>
City/Town <input type="checkbox"/>	Other <input type="checkbox"/>	Community-Based Organization <input type="checkbox"/>
Tribal <input type="checkbox"/>		Other <input type="checkbox"/>
Territory <input type="checkbox"/>		
Other <input type="checkbox"/>		

5. IF YOU WORK IN A LOCAL GOVERNMENT, INDICATE THE SIZE OF THE POPULATION:

Less than 40,000 <input type="checkbox"/>	200,001 - 500,000 <input type="checkbox"/>
40,001 - 200,000 <input type="checkbox"/>	More than 500,000 <input type="checkbox"/>

6. INDICATE THE SERVICE IN WHICH YOU WORK:

Council, Board or Commission Member <input type="checkbox"/>	Rescue <input type="checkbox"/>
Chief Executive/Administrator <input type="checkbox"/>	Shelter/Evacuation <input type="checkbox"/>
Emergency Management <input type="checkbox"/>	Radiological <input type="checkbox"/>
Fire Service <input type="checkbox"/>	Health Care <input type="checkbox"/>
Law Enforcement <input type="checkbox"/>	Voluntary Organization <input type="checkbox"/>
Public Works/Utilities <input type="checkbox"/>	Other <input type="checkbox"/>

7. INDICATE YOUR PRIMARY EMERGENCY MANAGEMENT ROLE:

Electing Official <input type="checkbox"/>	Technical Specialist <input type="checkbox"/>
Appointed Executive <input type="checkbox"/>	Support Staff <input type="checkbox"/>
Department Head <input type="checkbox"/>	Advisor/Consultant <input type="checkbox"/>
Supervisor <input type="checkbox"/>	Public Information Specialist <input type="checkbox"/>
Training Specialist <input type="checkbox"/>	Other <input type="checkbox"/>

8. YEARS OF EXPERIENCE IN EMERGENCY MANAGEMENT: Less than 1  1-5  6-10  11-15  16-20  Over 20

9. YEARS OF FORMAL EDUCATION: 12  13-16  More than 16

**SHADE IN THE RESPONSE CLOSEST TO YOUR OPINION (SPACE PROVIDED ON NEXT PAGE FOR DISAGREEMENT)**

		STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	NOT APPLICABLE
10. PRINTED MATERIAL WERE:	a. well organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. readable (printed well)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. AUDIO-VISUAL MATERIALS WERE:	a. related to the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. good quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. in appropriate number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. INSTRUCTION:	a. materials were related to class needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. subject was thoroughly covered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. participation was encouraged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. course expectations, requirements and objectives were made clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. CLASSROOM:	a. differences of opinion were tolerated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. was comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. included a manageable number of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. COURSE:	a. was appropriate for this course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. used a variety of instructional methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. was a reasonable length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. is worth recommending to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. MY KNOWLEDGE OF THE SUBJECT:	a. contributed to my knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. prepared me to perform my job better	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. is extensive after completing this course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. was already extensive before I took this course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NATIONAL EMERGENCY TRAINING CENTER  
EMERGENCY MANAGEMENT INSTITUTE**

**FEMA**

COURSE EVALUATION FORM

FF-008-FY-22-121 (FORMERLY 092-0-3)

USE NO. 2 PENCIL OR BLUE/BLACK PEN  
 MAKE HEAVY, DARK MARKS  
 ERASE COMPLETELY TO CHANGE  
 SAMPLE:

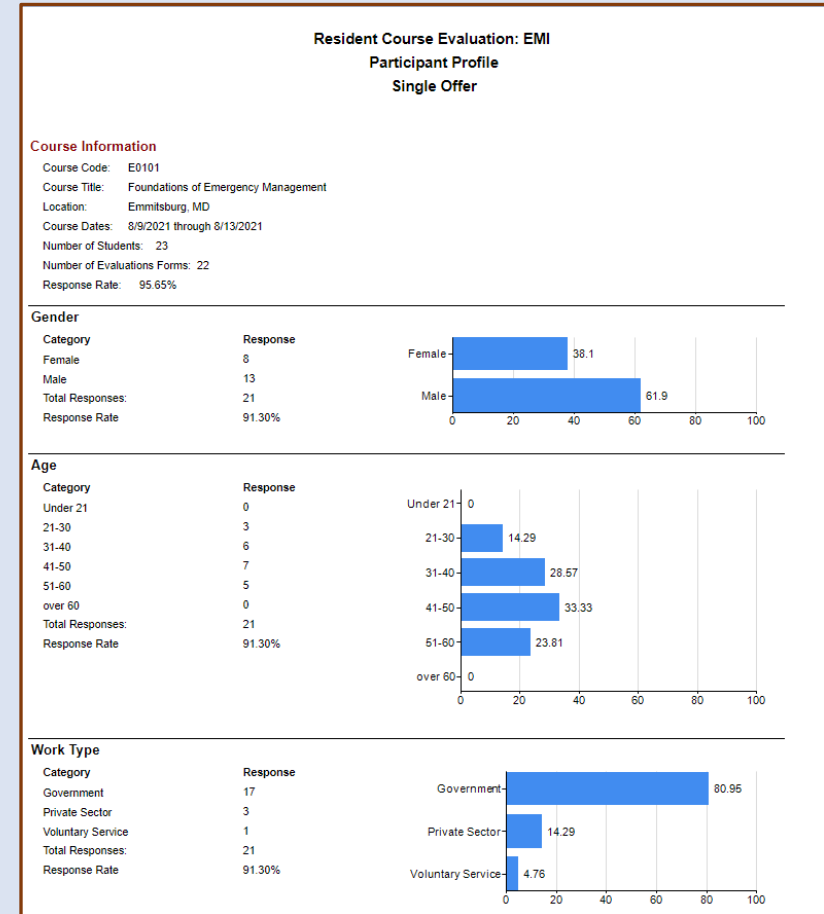
You are not required to respond to this collection of information unless it is indicated otherwise in the instructions for this form.

FORM 092-0-3 (REV. 01-19)

**Level 1: Reaction** (degree to which participants find the training favorable, engaging, and relevant to their jobs)

## Level 1 Reports

- Provides result from specific offer or aggregated results from multiple offers
- Six-page report
- Lists results of all element listed on the survey instrument
- Provides Quantitative (Likert scale) and Qualitative (freeform text) data



# Level 1: Reaction (degree to which participants find the training favorable, engaging, and relevant to their jobs)

## Items we pay particular attention to:

Page #4:

### 14. Course ratings

- c. Is worth recommending to others
- d. Contributed to my knowledge and skills
- e. Prepared me to do my job better

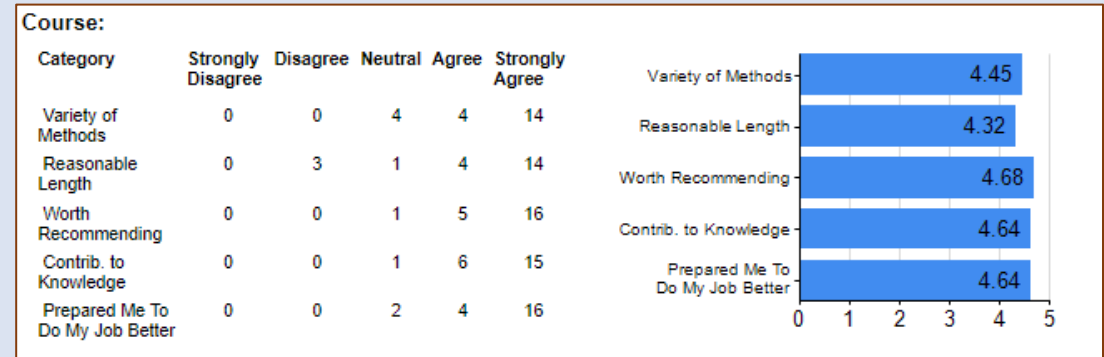
Page #5:

### 18. Course content and individual instructor rating

- Broken out by individual module
- Summary: Average of all modules

### 19. Overall Course Rating

- Overall student selected rating



Course Module	Content	Instruction
Unit 1: Foundations of EM Welcome	4.73	4.64
Unit 2: Introduction to EM	4.68	4.64
Unit 3: Stress Management	4.55	4.55
Unit 4: Preparedness	4.64	4.64
Unit 5: Intro to Statutory Authority/Legal Considerations	4.64	4.55
Unit 6: Serving the Whole Community	4.64	4.64
Unit 7: Intergovernmental/Interagency Context of EM	4.59	4.55
Unit 8: Prevention/Protection	4.50	4.68
Unit 9: Mitigation	4.59	4.68
Unit 10: Response	4.59	4.68
Unit 11: Recovery	4.59	4.55
Unit 12: Emergency Management Collaboration	4.64	4.68
Unit 13: Capstone: Flood Scenario Exercise	4.68	4.68
Unit 14: Course Summary	4.61	4.56
<b>Summary</b>	<b>4.62</b>	<b>4.62</b>
<b>Overall Course Rating</b>	<b>4.63</b>	<b>4.50</b>

**Level 2: Learning** (degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training)

### Survey Instrument: Pre-/Post-Test Scoring

- Required only for course >16 hours or >= 2 days
- Data collected by instructors and provided as part of the post course package
- Data is stored and retrieved from the Course Schedule Management System (CSMS)



# Level 3: Behavior (degree to which participants apply what they learned during training when they are back on the job)

## Survey Instrument: FEMA Form Number 519-0-1

- Collection governed by the Paperwork Reduction Act (PRA) Office of Management and Budget (case: 1660-0132)
- Collected for all courses from student 45 days following training
- Recently renewed through: 3/31/2025
- Fillable PDF document sent to via email

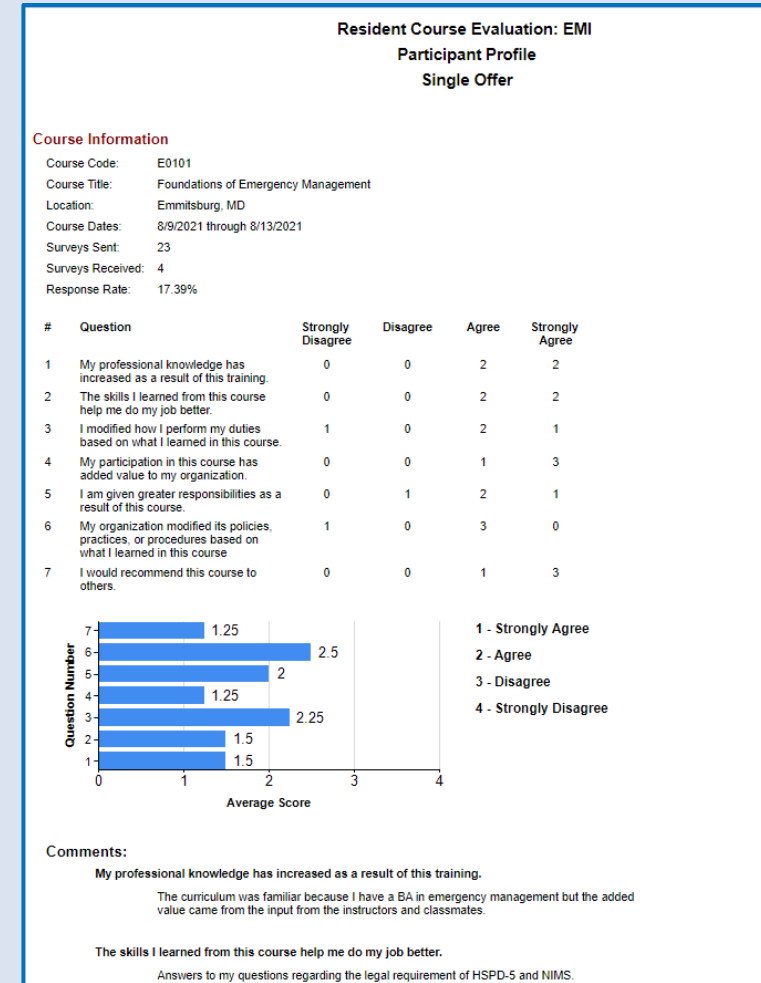
*Note: this process will go fully electronic with the implementation of the Moodle LMS system*

EMERGENCY MANAGEMENT INSTITUTE		DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency		OMB Control Number: 1660-0132 Expires May 31, 2018	
FOLLOW-UP EVALUATION SURVEY					
PAPERWORK BURDEN DISCLOSURE NOTICE					
<small>Public reporting burden for this form is estimated to average 15 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any other aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472, and Paperwork Reduction Project (1660-0132). You are not required to respond to this collection of information unless it displays a valid OMB control number. NOTE: Do not send your completed form to the above address.</small>					
Course Title and Number		Course Date		State	
Please circle the number that most closely represents your views.					
		Strongly Agree	Agree	Disagree	Strongly Disagree
1. My professional knowledge has increased as a result of this training.		<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Comments:					
2. The skills I learned from this course help me do my job better.		<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Comments:					
3. I modified how I perform my duties based on what I learned in this course.		<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Comments:					
4. My participation in this course has added value to my organization.		<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Comments:					
5. I am given greater responsibilities as a result of this course.		<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Comments:					
<input type="checkbox"/> No Opportunity					
6. My organization modified its policies, practices, or procedures based on what I learned in this course.		<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Comments:					
7. I would recommend this course to others.		<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Comments:					
What one change would you suggest for improvement?					
If changes are made, what one thing would you most want to stay the same? _____					
Please use the enclosed envelope to return this survey by _____ Thank You.					
FEMA Form 519-0-1 (05/20)		REPLACES PREVIOUS EDITION		Page 1 of 1	

## Level 3: Behavior (degree to which participants apply what they learned during training when they are back on the job)

### Level 3 reports

- Provides result from specific offer or aggregated results from multiple offers
- Single-page report
- Lists results of all elements listed on the survey instrument
- Provides Quantitative (Likert scale) and Qualitative (freeform text) data



**Level 3: Behavior** (degree to which participants apply what they learned during training when they are back on the job)

Things we pay particularly close attention to:

- Direct correlation between Level 1 and level 3 questions
- Question 1, 2 & 3 speak to perceived student impact

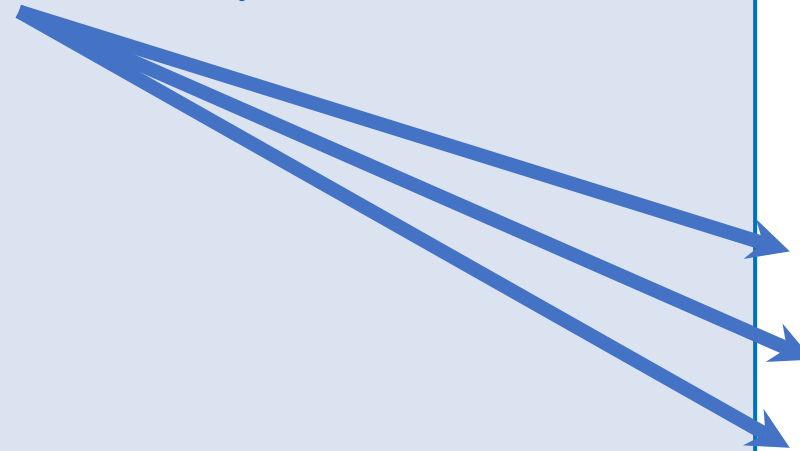
<b>14. COURSE</b>	a. used a variety of instructional methods
	b. was a reasonable length
	c. is worth recommending to others
	d. contributed to my knowledge and skills
	e. prepared me to perform my job better

#	Question
1	My professional knowledge has increased as a result of this training.
2	The skills I learned from this course help me do my job better.
3	I modified how I perform my duties based on what I learned in this course.
4	My participation in this course has added value to my organization.
5	I am given greater responsibilities as a result of this course.
6	My organization modified its policies, practices, or procedures based on what I learned in this course
7	I would recommend this course to others.

**Level 3: Behavior** (degree to which participants apply what they learned during training when they are back on the job)

Things to Consider:

- Level 3 question 4, 5 & 6 speak to perceived organizational impact



#	Question
1	My professional knowledge has increased as a result of this training.
2	The skills I learned from this course help me do my job better.
3	I modified how I perform my duties based on what I learned in this course.
4	My participation in this course has added value to my organization.
5	I am given greater responsibilities as a result of this course.
6	My organization modified its policies, practices, or procedures based on what I learned in this course
7	I would recommend this course to others.





# Contact Information

Scott Van Dermark [Scott.VanDermark@fema.dhs.gov](mailto:Scott.VanDermark@fema.dhs.gov)



# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Russ Flick  
Preparedness Branch



FEMA

# Reviewing and Approving Applications

- STO Role in student application approval
- Variations in application procedures
  - Academy applications
  - ICS Train-the-Trainer applications
  - AHPS Courses
  - EMI-sponsored courses
  - State K/L Delivery



# Instructor Management

## Instructor Management:

- EMI instructor lists
- State managed instructors
- Tools for evaluation of instructors
  - QA/QC checklist
  - Level I data
  - Level II data



# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

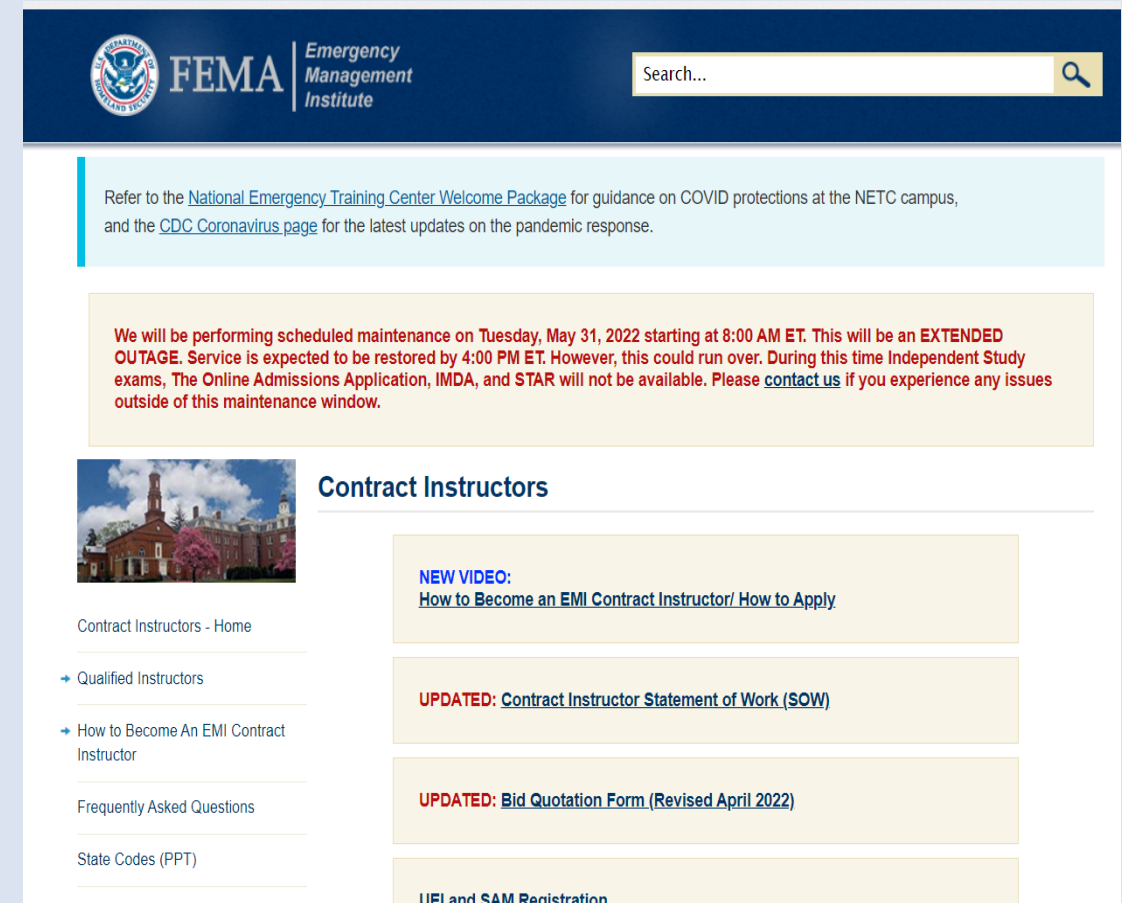
Karen Andrew  
HR Finance Branch



FEMA

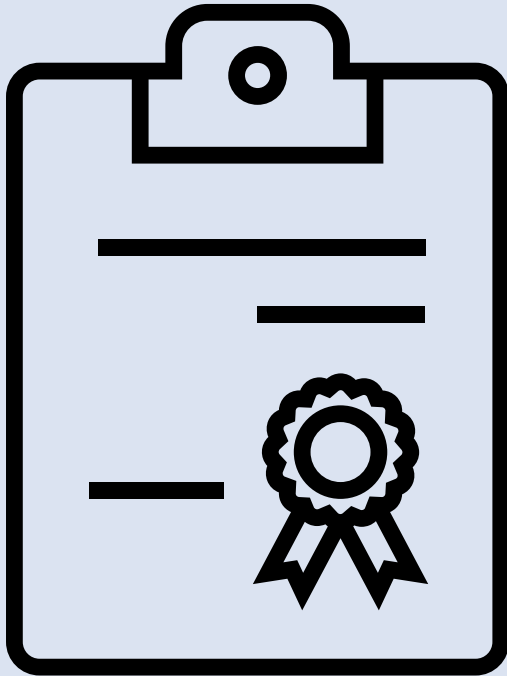
# EMI Contract Instructor Selection Process

- Contract Instructor Website: [Emergency Management Institute | Instructor Information \(https://training.fema.gov/instructors/\)](https://training.fema.gov/instructors/)
  - How to Become a Contract Instructor Video
  - Standard Statement of Work
  - Course Instructor Criteria
  - Bid sheet
  - List of biddable courses
- Qualified Bidders
  - Open Bid Cycles are May 1-31 for the first 6 months of the following FY and Nov. 1-30 for the last 6 months of the FY.
- NCIC Checks for instructors
  - Conducted/renewed every 6 months



The screenshot displays the FEMA Emergency Management Institute website. At the top, there is a dark blue header with the FEMA logo and the text "Emergency Management Institute". A search bar is located on the right side of the header. Below the header, a light blue banner contains a message: "Refer to the [National Emergency Training Center Welcome Package](#) for guidance on COVID protections at the NETC campus, and the [CDC Coronavirus page](#) for the latest updates on the pandemic response." Below this banner, a yellow box contains a maintenance notice: "We will be performing scheduled maintenance on Tuesday, May 31, 2022 starting at 8:00 AM ET. This will be an EXTENDED OUTAGE. Service is expected to be restored by 4:00 PM ET. However, this could run over. During this time Independent Study exams, The Online Admissions Application, IMDA, and STAR will not be available. Please [contact us](#) if you experience any issues outside of this maintenance window." Below the maintenance notice, there is a section titled "Contract Instructors" with a small image of a building. To the left of this section is a navigation menu with links: "Contract Instructors - Home", "Qualified Instructors", "How to Become An EMI Contract Instructor", "Frequently Asked Questions", and "State Codes (PPT)". To the right of the "Contract Instructors" section, there are three yellow boxes containing updates: "NEW VIDEO: [How to Become an EMI Contract Instructor/ How to Apply](#)", "UPDATED: [Contract Instructor Statement of Work \(SOW\)](#)", and "UPDATED: [Bid Quotation Form \(Revised April 2022\)](#)". At the bottom of the page, there is a link for "UEI and SAM Registration".

# EMI Contract Instructor Selection Process

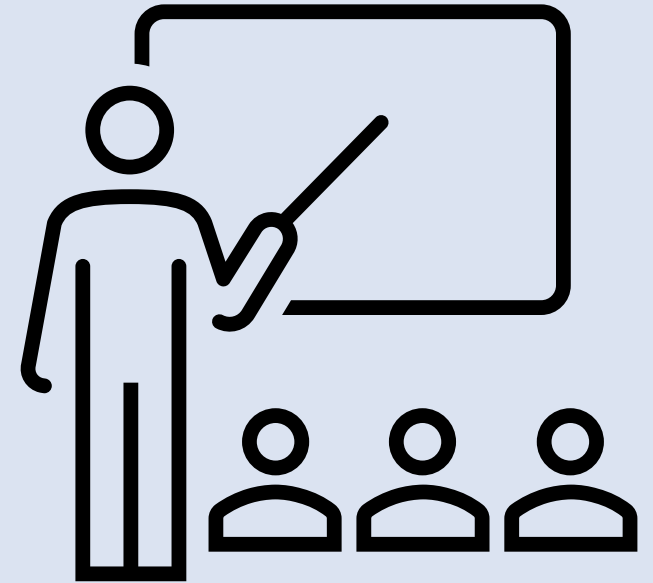


- Contract Instructor Micropurchase Awards
  - Course Managers select from bids received based on low bid, best value and rotation
  - Bid award emails go out prior to contract.
  - The contract is sent out to selected instructors prior to the Period of Performance.
  - Contract instructors should never travel without receiving a contract which is a violation of procurement policy.



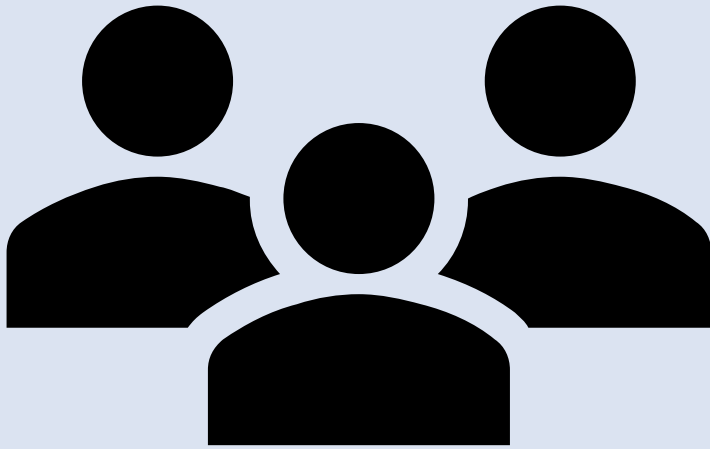
# New Contract Instructors

- Application process is outlined in the video on the web.
- Potential instructors submit the following to [FEMA-EMI-InstructorApplication@fema.dhs.gov](mailto:FEMA-EMI-InstructorApplication@fema.dhs.gov):
  - A cover letter that lists the course they would like to instruct, no more than five (5) courses per application.
  - A resume outlining their experience.
  - The documentation necessary to demonstrate that they meet the course-specific requirement for each course.
  - A link to a 30-minute teaching demonstration.
  - At least two references.





# New Contract Instructors



- Course Managers review documentation to ensure the candidates meet the qualification criteria, check references, and interview the candidates using a pre-designed rubric.
- Course Managers provide the completed interview package back to [FEMA-EMI-InstructorApplication@fema.dhs.gov](mailto:FEMA-EMI-InstructorApplication@fema.dhs.gov) once approved or noted as disqualified.
- Typically takes approximately 60 days.

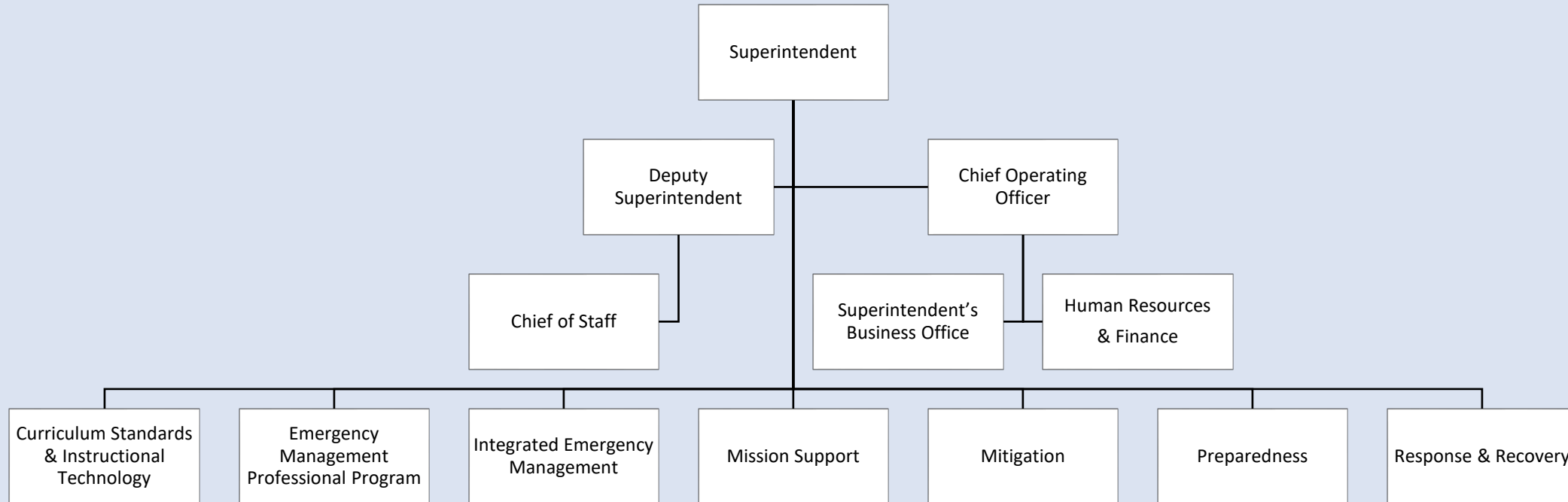
Current

# EMI Organizational Structure



FEMA

# EMI Org. Chart



# Curriculum by Branch

- **Curriculum Standards & Instructional Technology**

- Learning Management Systems
- EMI Independent Study Program
- Curriculum Management

- **Emergency Management Professional Program**

- Executive, Advanced, and Basic Academies
- Public Information Officer Program

- **Integrated Emergency Management**

- Community-specific & Exercise-based Training Courses
- Master Exercise Practitioner
- Master Planning Practitioner
- Virtual Tabletop Exercise Series

- **Mission Support**

- Cybersecurity Symposium
- Community Emergency Response Team Training
- Continuity of Operations
- Emergency Management Accreditation Program
- Emergency Operations Center Training
- Grants Management Training
- Instructor Development
- State-delivered “G” Courses

- **Mitigation**

- K-12 Schools Programs
- Dam Technical Safety Seminar
- Hazard Mitigation Stakeholders Seminar
- Multi-hazards Emergency Management for Higher Ed.



# Curriculum by Branch, continued

- **Mitigation, continued**

- FEMA Flood Plain Management Division
- FEMA Flood Insurance Directorate
- Hazard Mitigation Assistance
- Arc Geographic Information Systems
- Hazard Mitigation Planning
- Cooperating Technical Partners Seminar

- **Preparedness**

- National Incident Management System (NIMS) Training Program
- Core Incident Command Systems (ICS) Curriculum
- NIMS All Hazards Position-Specific ICS Curriculum
- Tribal Training Curriculum

- **Response and Recovery**

- Emergency Management Assistance Compact
- Debris Management
- Volunteer and Donations Management
- Crisis Counseling
- Hurricane Preparedness and Response
- Individual Assistance Preparations and Grants
- Public Assistance Operations and Grants
- Recovery Operations
- State Coordinator Training



# National Training Liaison



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# Role of the National Training Liaison

- EMI Monthly Newsletter
- National Preparedness Symposium
  - Roundtable
  - EMI-hosted
  - Center for Domestic Preparedness-hosted
- Monthly Regional Training Manager Calls
- Federal Preparedness Coordinators Monthly Calls
- Outreach/Liaison
  - FEMA Training Stakeholders/Partners
  - Other Federal Agencies
  - National/International Associations
- Ad Hoc Projects



# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Jeff Hice  
Branch Chief  
Preparedness



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# Preparedness Branch

- National Incident Management System (NIMS)
- Incident Command System (ICS)
- ICS Position Training for the National Qualification System (NQS)
- Tribal Emergency Management
- ICS/ ICS Position/ Tribal Train the Trainer



# NIMS/ICS Training

- Independent Study
  - NIMS Training (IS-700)
  - National Response Plan (IS-800)
  - Incident Command System Training: ICS 100 (IS-100) AND ICS 200 (IS-200)
  - over 1 million completions per year <https://training.fema.gov>
- Instructor Led Training
  - ICS 300 and 400 (E/L/G 300 and 400)
  - ICS-EOC Interface (E/L/G 191)
  - ICS 402, NIMS Over for Senior Officials (G402)
  - Primarily delivered by the States using State managed instructors for a State-generated certificate of completion
- NIMS/ICS training tied to Preparedness Grants
  - NIMS Implementation Objectives
  - <https://www.fema.gov/emergency-managers/nims/implementation-training>



# ICS Position Training 1 of 2 (All Hazards Position Specific)

- 18 Instructor Led Courses for ICS Leadership Positions
- Support National Qualification System ICS Position Qualification
- Primarily delivered by the States using approved instructors (L Course)
- EMI maintains an approved instructor list
- Requested through EMI Preparedness and produces an EMI certificate
- Over 5,000 completions per year <https://training.fema.gov/allhazards/>
- Tied to Preparedness Grants
  - NQS Implementation Objectives <https://www.fema.gov/emergency-managers/nims/components/nqs-supplemental-documents>
- Future revision will add online-pre-work and increase performance-based training



# ICS Position Training 2 of 2 (All Hazards Position Specific)

- Incident Commander
- Safety Officer
- Public Information Officer
- Liaison Officer
- Operations Section Chief
- Air Support Group Supervisor
- Division/Group Supervisor
- Task Force/ Strike Team (Resource) Leader
- Planning Section Chief
- Situation Unit Leader
- Resources/Demobilization Unit Leader
- Logistics Section Chief
- Communications Unit Leader
- Supply Unit Leader
- Facilities Unit Leader
- Finance/Administration Section Chief
- Finance/Administration Unit Leaders:  
Compensation/Claims, Cost, Procurement,  
Time

Pending Revisions will Increase to 22 position specific courses for 26 NQS PTBs



# Tribal Training Curriculum

- Courses designed by and for Tribal audiences
  - E/L 0580: Emergency Management Framework for Tribal Government
  - E/L 0581: Emergency Management Operations for Tribal Government
  - E/L 0582: Mitigation for Tribal Government
  - E/L 0583: Emergency Management Overview for Tribal Leaders
  - E/L/K 8585 Tribal Train the Trainer Seminar
- Designed to complement NIMS/ICS Training
- 2022 Train the Trainer to decentralize delivery



# Train-the-Trainer Programs (TTT)

- Incident Command System TTT (E/L/K 449)
  - Rigorous 5-day course developing instructors for the TTT Program
  - Not a requirement to instruct ICS in a State
  - Designed as a Capstone Course, not a first step
- ICS Position Training TTT
  - 11 separate 2-5 day classroom TTT courses for ICS Positions
- Tribal Train the Trainer TTT (E/L/K 8585) Courses
- General Requirements for TTT Courses
  - Complete the courses they will teach
  - Training and experience in adult education
  - Recent and relevant operational experience related to courses
  - Demonstrated proficiency on the course exams and in class presentations



# Preparedness Branch Members

- Preparedness Branch Chief – Jeff Hice
- National Training Liaison - Dan Lubman
- ICS and Training Instructional Design
  - Russ Flick (Team Lead)
  - Sabra Arnold
  - Samantha Yesalonia
- ICS Position Training
  - Bob Patrick (Team Lead)
  - Kenny Cline
  - Tina Kelly
- Tribal Training - Mary Reevis



# In conclusion... Key Take-Aways

- Independent Study (IS) Courses are available online at no cost
- Instructor Led versions of NIMS/ICS Independent Study Courses are available for download and use by Jurisdictions
- Instructor led G Courses are State Delivered for a State Certificate of Completion
- ICS Position Training is delivered by the States as an L delivery using EMI approved Instructors for an EMI Certificate of Completion
- State funded L deliveries require prior coordination, a formal request, and EMI approved instructors
- EMI does not normally deliver ICS or ICS Position Courses directly
- Train the Trainers are delivered through EMI





# Contact Information

- Jeff Hice [Jeffrey.hice@fema.dhs.gov](mailto:Jeffrey.hice@fema.dhs.gov)
- ICS and ICS Position [EMI-NIMS-ICSTraining@fema.dhs.gov](mailto:EMI-NIMS-ICSTraining@fema.dhs.gov)
- Tribal [Mary.reevis@fema.dhs.gov](mailto:Mary.reevis@fema.dhs.gov)



# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Chris Yambor  
Mission Support Branch



FEMA

# Mission Support Areas of Responsibility

- Cybersecurity Symposium
- Community Emergency Response Team Training
- Continuity of Operations
- Emergency Operations Center Training
- Grants Management Training
- Instructor Development
- State-delivered “G” Courses



# G Courses Details

- States can choose any instructor they deem qualified
- States are expected to follow the Course Objectives, and Plan of Instruction
- Courses can not currently be modified, plans to unlock the visuals for alteration are in the works.
- Test Bank Control and Academic Integrity
- Provide Feedback to FEMA about course needs/usage

# Future Changes

- Future G-Course website to contain information on courses currently down for revision.
- Future G-Course website to contain advanced warning of course retirements.
- Future G-Course website to contain course replacement information
- SID/Login style lockdown for STO/trusted partner access only. Including opportunity for change in content.

# Impacts to G Courses

- “EMI-Anywhere” model will make additional E/L/K deliveries a reality
- Course funds are not guaranteed (revision, new content, new courses)
- How often are G-Courses being used? Data is lacking.



# Customer Service

- What do you need from the G-Course Curriculum?
- Communications with EMI via email/RTMs and seminars.
- Communications back to states from EMI Newsletter, email directly with Lauren, RTM communications, and seminars/conferences.



# Mission Support / EOC Course Update

- Each course focuses on the associated skillsets and the categories, tasks, and EOC products associated with them.
- We focus on “What right looks like” and use an “I do, we do, you do” approach.
- All Courses are available as E/L/K/G





# E/L/K/G 2302 EOC Leaders Skillsets

- Skillset focus: Center Management, Policy and Direction, Leadership



# E/L/K/G 2304 EOC Planning Skillsets

- Skillset focus: Planning, Recovery Coordination, Performance Improvement



# E/L/K/G 2306 EOC Resource Skillsets

- Skillset focus: Resource Ordering and Acquiring, Resource Sourcing, Resource Tracking, Understanding the Resource Requirement, Facility Management, Finance



# E/L/K/G 2308 EOC Operations and Situational Awareness Skillsets

- Skillset focus: Action Tracking, Situational Awareness, Documents, Organizational Representation



# COOP – Continuity of Operations

- E/L/K 1301 and 1302 Courses
- Level 1 Practitioners Completion and 141 Instructor Course
- Level 2 Practitioners = Solo Instructorship and review by Coop Officer Personnel

Christopher Yambor

[Christopher.Yambor@fema.dhs.gov](mailto:Christopher.Yambor@fema.dhs.gov)

# CERT – Community Emergency Response Team Training

- Management Level Courses only
- Train the Trainer Course
- Currently only E/L but becoming G course - Agreement to be signed in interim
- Contact [Jamie.Mauk@fema.dhs.gov](mailto:Jamie.Mauk@fema.dhs.gov)



# Grants and 141

- All grants courses
- E/L 141
  
- Sheila McCartney
- [Sheila.mccartney@fema.dhs.gov](mailto:Sheila.mccartney@fema.dhs.gov)



# G-Courses

- New Technology Solution coming soon.
- Contact [Lauren.bond@fema.dhs.gov](mailto:Lauren.bond@fema.dhs.gov) with questions or needs





# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Barry Breslin  
Branch Chief

Integrated Emergency Management Branch



FEMA

# Integrated Emergency Management Branch

## E/L0930 Integrated Emergency Management Course (IEMC)

- Course Length: 4 Days
- Target Audience: State, Local, Tribal, or Territorial Emergency Management Organizations
- Format:
  - Classroom and Exercises are tailored to community
  - Course delivered locally or at the NETC campus (typically 12 per year)
- Timeline:
  - Communities apply through the State to the FEMA Region by February 1 (Tribes can apply directly to the FEMA Region or through the State)
  - FEMA Regions Prioritize Applications and send to EMI by February 15
  - EMI Superintendent makes selections in March/April
  - Communities notified in April/May
- Point of Contact: Patrick Flynn [patrick.flynn@FEMA.dhs.gov](mailto:patrick.flynn@FEMA.dhs.gov) or [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov)
- Webpage: <https://training.fema.gov/iemc/>



# Integrated Emergency Management Branch

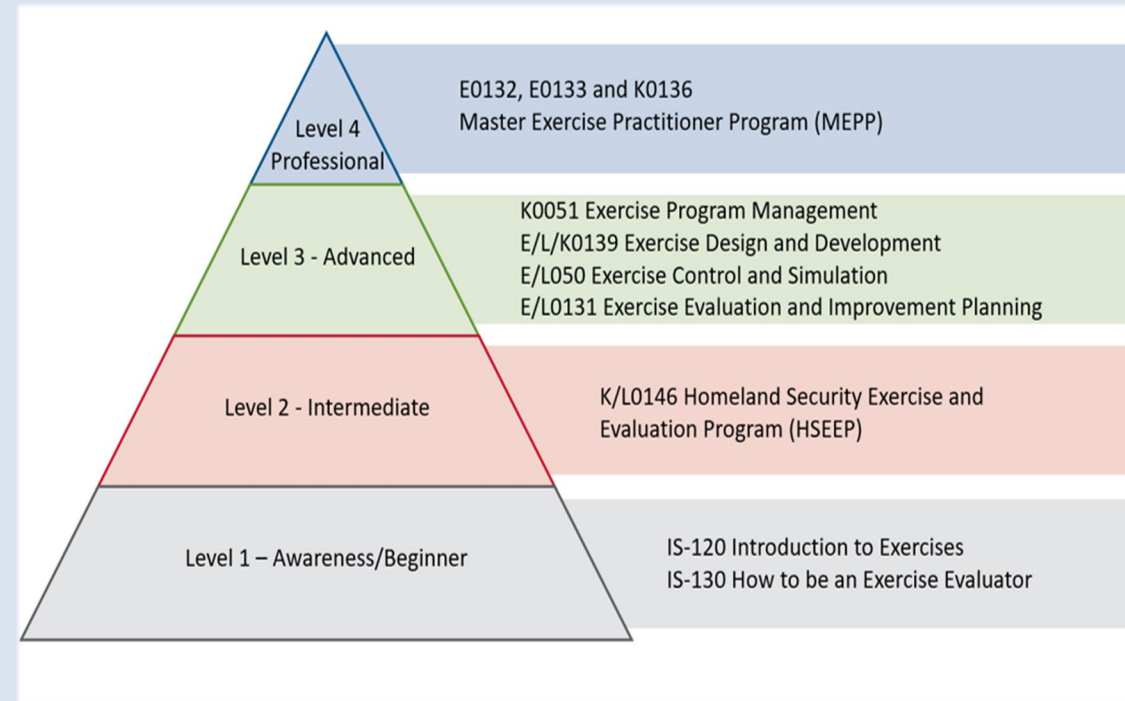
- **V0001 Virtual Tabletop Exercise (VTTX)**
  - Course Length: 4 hours
  - Target Audience: Federal, State, Local, Tribal, or Territorial Emergency Management Organizations, Private Sector, Non-Profit, Healthcare, Education, etc.
  - Format:
    - VTTXs are conducted via Zoom
    - Approximately 22 scenarios per year; each scenario offering is offered Tuesday, Wednesday, Thursday from 12pm-4pm Eastern Time (organizations only need to attend 1 day)
    - EMI hosts the plenary; local point of contact facilitates the discussion locally and reports out for the organization in plenary
  - Application: communities apply directly to EMI to participate
  - Point of Contact: Reg Godfrey [reginald.godfrey@fema.dhs.gov](mailto:reginald.godfrey@fema.dhs.gov) or [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov)
  - Webpage: <https://training.fema.gov/programs/emivttx.aspx>



# Integrated Emergency Management Branch

## National Standard Exercise Curriculum

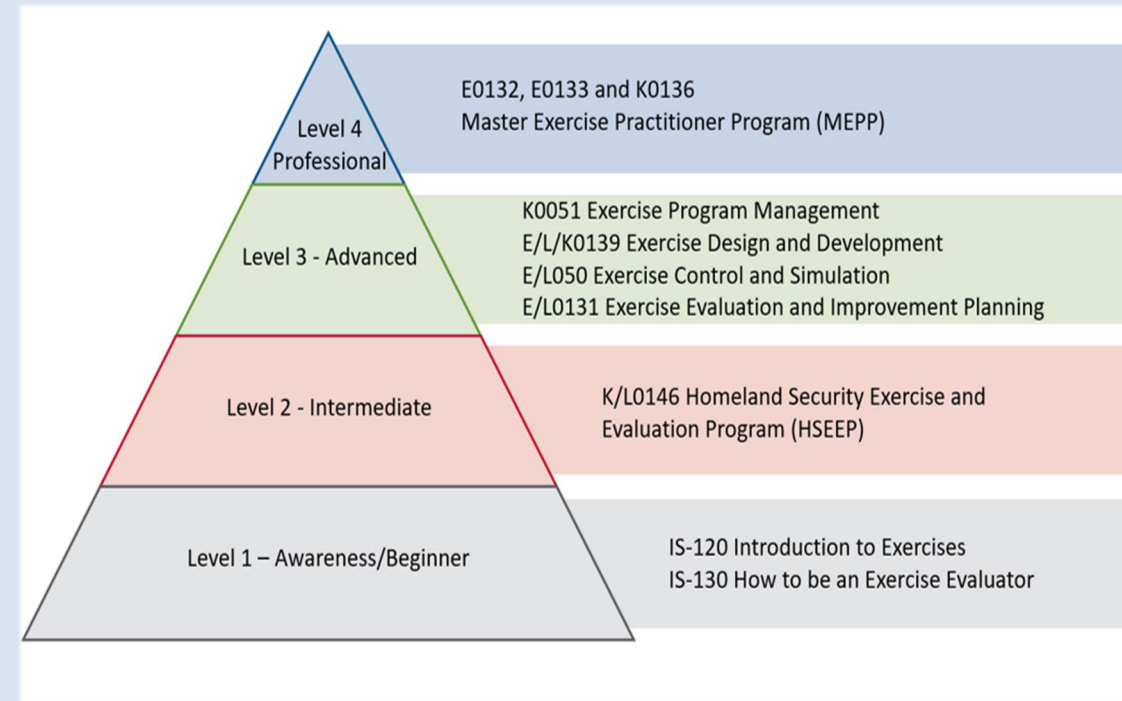
- Consists of four levels
  - Level 1 (Awareness/Beginner): IS120 and IS130
  - Level 2 (Intermediate): E/L/K0146 HSEEP
  - Level 3 (Advanced): K0051, E/L/K0139, E/L0050, E/L/K0131
  - Level 4 (Professional): MEPP E0132, E0133, K0136



# Integrated Emergency Management Branch

## National Standard Exercise Curriculum

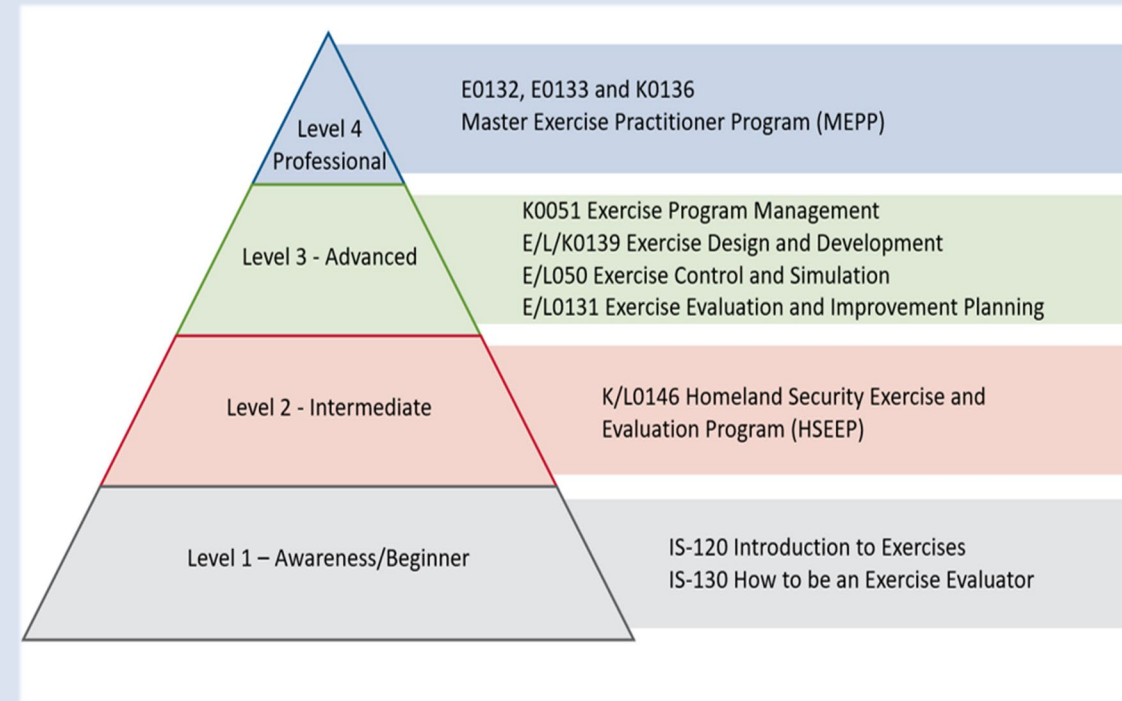
- Level 2 (Intermediate): E/L/K0146 HSEEP
  - Course Length: 16 hours
  - Scheduling:
    - Schedule directly with EMI via email [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov)
    - EMI will send checklist instructions for hosting course either locally or virtually
    - EMI does not provide instructors for HSEEP courses; State Training Officers will verify that instructors meet criteria for the course
- Points of Contact: email: [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) and Steven Cardinal, [steven.cardinal@fema.dhs.gov](mailto:steven.cardinal@fema.dhs.gov)



# Integrated Emergency Management Branch

## National Standard Exercise Curriculum

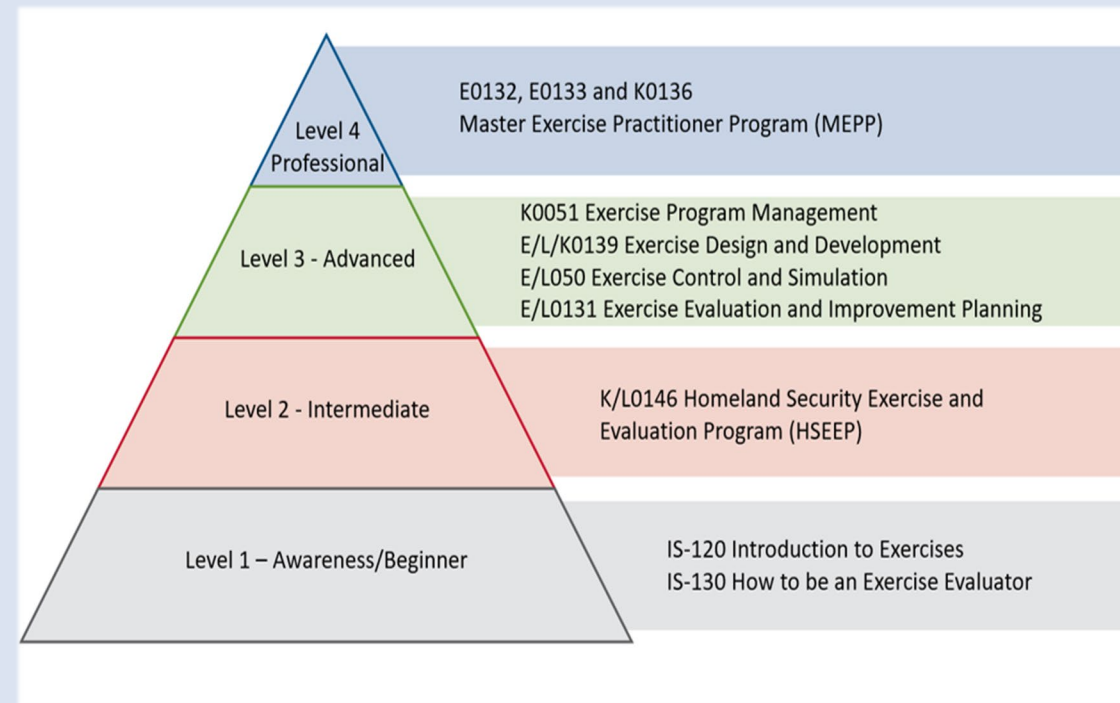
- Level 3 (Advanced): K0051, E/L/K0139, E/L0050, E/L/K0131
  - Course Length: K0051=4 hours; E/L/K0139 and E/L0050=16 hours; E/L/K0131=32 hours
  - Format:
    - Courses are held at EMI, locally or virtually
  - Prerequisite: E/L/K0146 HSEEP is prerequisite for all Advanced-level courses
  - Scheduling:
    - Individual students apply via NETC Online Admission
    - For local offerings, coordinate directly with EMI via email [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) and
  - Points of Contact: email: [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) and Mark Moure [mark.moure@fema.dhs.gov](mailto:mark.moure@fema.dhs.gov)



# Integrated Emergency Management Branch

## National Standard Exercise Curriculum

- Level 4 (Professional): MEPP E0132, E0133, K0136
  - Course Length: E0132 and E0133 are 32 hours each; K0136 is a virtual Capstone presentation (approximately 1 hour)
  - Offering: there are 2 MEPP cohorts per year (40 students in each cohort)
  - Application:
    - Application period is May 1 to July 1 each year
    - Application requirements and selection process found a: <https://training.fema.gov/programs/nsec/mepp/>
  - Points of Contact: email: [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) and Meghan Van Aken [meghan.vanaken@fema.dhs.gov](mailto:meghan.vanaken@fema.dhs.gov)



# Integrated Emergency Management Branch

## Planning Practitioner Program (PPP)

- Courses:
  - E0237 Foundations, Program Management, Design and Development (5 days)
  - E0238: Planning Integration and Contemporary Issues (5 days)
  - K0243 PPP Capstone Presentation
- Target Audience:
  - Appointed emergency management staff from FSLTT emergency management offices with current operational planning responsibilities.
  - Public safety or political appointees who currently conduct operational planning within the emergency management field
  - Personnel serving in various emergency management disciplines (e.g., private sector, law enforcement, fire, public works, and public health) who have a substantial current operational planning responsibility
- Format:
  - Classes are conducted at the NETC Campus (Capstone is virtual)
  - There are 2 cohorts of 28 students each year
- Timeline:
  - Students apply from May 1 through July 1 each year
  - FEMA Regions assist in the student selection
- Point of Contact: James Greenshields [james.greenshields@fema.dhs.gov](mailto:james.greenshields@fema.dhs.gov) or [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov)
- Webpage: <https://training.fema.gov/programs/planning-practitioner/>





# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Vic Kurz

Response and Recovery Branch



FEMA

# Response and Recovery Branch

- Our Branch's mission is to educate and train the States, Territories, Tribal Nations and local communities (SLTT) in order to save lives, minimize suffering, and protect property in a timely and effective manner.
- We seek to engage all partners and stakeholders to develop solutions for catastrophic disasters when acts of terrorism, natural disasters, or other emergencies exceed their capabilities to respond to and recover from such events.
- We design and deliver a variety of event types, such as: Symposiums, Seminars, Workshops, Courses, Just-In-Time Training, Briefings, Focus Groups, and other Training Opportunities



# Response and Recovery Branch

- Response Components:
  - Logistics
  - Public Assistance
  - Individual Assistance
  - Hurricane Program
  - Voluntary Agencies
  - Emergency Management Assistance Compact (EMAC)
- Recovery Components:
  - Logistics
  - Public Assistance
  - Individual Assistance
  - Voluntary Agencies
  - National Disaster Recovery Framework (NDRF)
  - Interagency Recovery Coordination group (IRC)



# State Training Officer (STO)/Regional Training Manager (RTM) EMI Orientation Seminar

Janelle Massiatte  
Mitigation Branch Chief



FEMA

# Mitigation Branch

The Emergency Management Institute's (EMI) Mitigation Branch implements a variety of programs authorized by Congress that cover the full range of hazards.

Hazard Mitigation efforts:

- (1) Create resilient communities by reducing loss of life and property damage
- (2) Enable individuals to recover more rapidly from floods and other disasters
- (3) Lessen the financial impact of disasters across the Nation

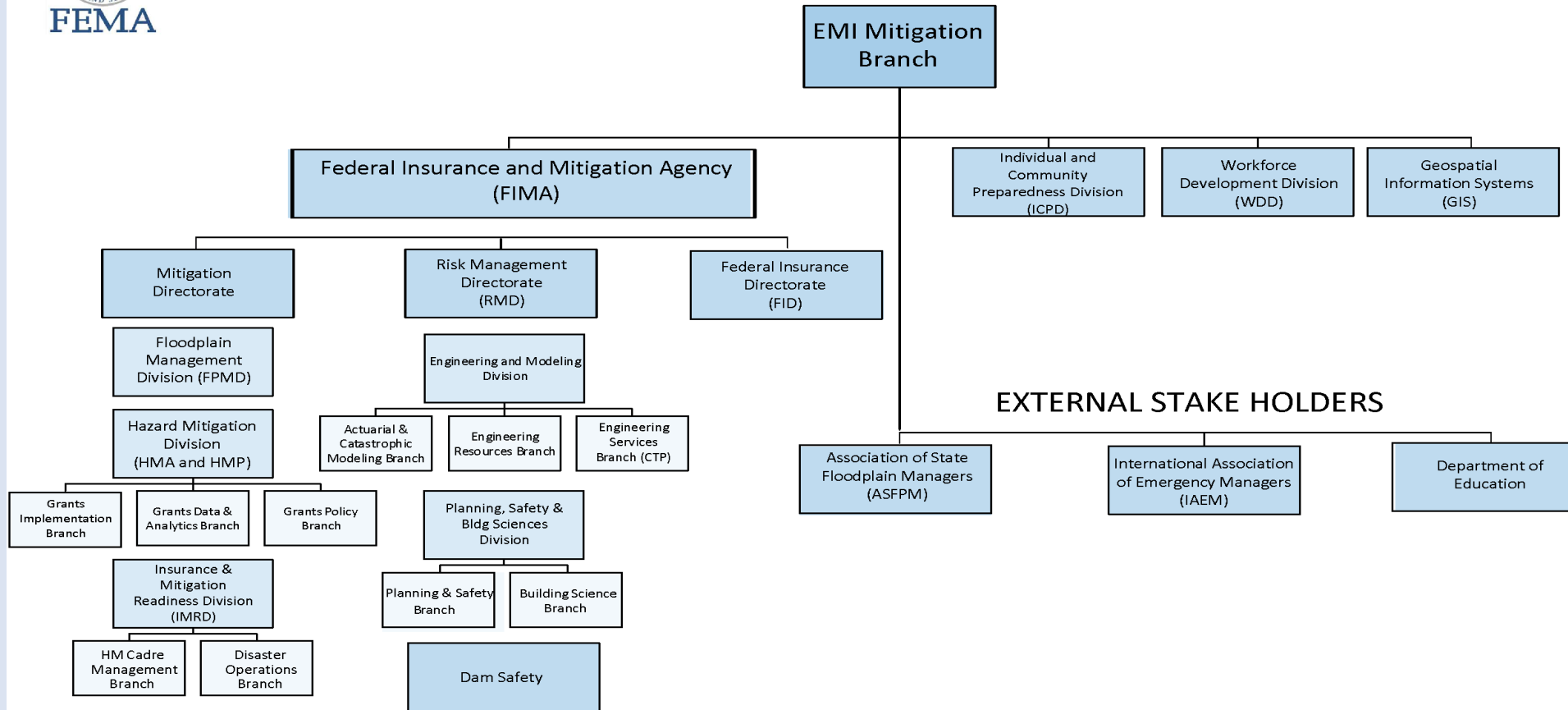
*We coordinate with over 15 FEMA program offices and external stakeholders for the development, revision and retirement of all formal, accredited Mitigation training.*



# Mitigation Branch Internal & External Stakeholder Dependencies



Stakeholders provide support for course development, revision, retirement and instructor support



# Dependency Impacts

## Course Request Process

- Minimum of 45 days needed for each L/K course request
- Requestor expected to notify you of request
- If requestor needs instructor support – additional coordination time is needed
- K courses do NOT have the agenda/timeline as in-person offerings; requires double the amount of resources
- Upon approval of course request; RTM and STO are Cc'd on email
- Multiple requests from same state or region will result in collaborative discussion

## Instructor Support/Coordination

- Each Program Office owns the instructor relationship
  - Qualifying/vetting
  - Scheduling
  - Funding
  - Communication
- Some courses require 4 or more instructors to convene (SME specific topics and/or group activities)
- EMI can only fund approved EMI contract instructors (application process required approx. 3-6 months)
- Non-EMI course manager training may be needed for L/K offerings = more time needed

***Note: G course updates do not always occur immediately after update and are subject to removal by Program Office***

# Mitigation Course Portfolio:

## RTM/STO Notification-Based Courses

**Mitigation has 132 courses; 82 of these courses are resident offerings (E), community-delivered (L) or virtual-instructor led (K)**

	Cs Code	Course Title	Annual Course Expected Delivery Type			G	FEMA PTB Needs*
			E (FY23)	L	K		
FPM/D	273	Managing Floodplain Development through the NFIP	5	35	In development	No	63
	278	NFIP/Community Rating System	3	4	TBD	No	N/A
	194	Advanced Floodplain Management Concepts	0	TBD	Under Revision	Yes	22
	282	Advanced Floodplain Management Concepts II	0	TBD	Under Revision	Yes	34
	284	Advanced Floodplain Management Concepts III	0	TBD	Under Revision	Yes	17
GIS	190	ArcGIS for Emergency Managers	2	4	N/A	No	69
HMA	212	HMA: Developing Quality Application	1	12	10 (2)	No	107
	213	HMA: Application Review and Evaluation	1	10	TBD	No	16
	214	HMA: Project Implementation & Programmatic Closeout	1	10	TBD	No	21
HMP	318	Local Hazard Mitigation Planning	N/A	12 to 15	4 (P.O. Sponsored)	Yes	N/A (SLTT Need)
	329	Planning for States	N/A	10	TBD in FY 23	No	N/A (SLTT Need)
Dam Safety	260	Dam Security and Protection Technical Seminar	N/A	2	N/A	No	N/A
	2455	2-Day Community Dam Safety Preparedness and Mitigation Course	N/A	2 to 4 (under revision)	N/A	No	N/A
Building Science	279	Retrofitting Floodprone Residential Bldgs	2	0	TBD (under revision)	No	210
	312	Fundamentals of Building Science	2	4	4	No	189
	386	Residential Coastal Construction	2	6	2 to 4	No	30
	219	Mitigation Assessment Team (MAT) Workshop	N/A*	4	1 if needed	No	N/A

\* FEMA Non PTB training related needs are increasing as FEMA programs and staffing evolve



# Mitigation Communication Summary with RTM and STO

## Course Request Communication

- L (community delivered courses) or K (virtual) course requests require use of EMI course request form\*
- Coordination box MUST be checked yes (not approval)
- RTM and STO Cc'd on all course approvals

## Course Update Communication (Inactive Actions / Retirements)

- Regional Training Manager (RTM) Newsletter
- EMI Direct communication with RTMs via monthly RTM call
- Direct Program Office Coordination/Communication with respective stakeholders\*

*\*EMI may not be included or aware of communication*

# Mitigation Contacts

- Janelle Massiatte, Mitigation Branch Chief, [Janelle.massiatte@fema.dhs.gov](mailto:Janelle.massiatte@fema.dhs.gov)
- Tina Hovermale, Mitigation Team Lead, [Tina.Hovermale@dhs.gov](mailto:Tina.Hovermale@dhs.gov)
- General Inquiries/Course Requests: [FEMA-EMI-MIT@fema.dhs.gov](mailto:FEMA-EMI-MIT@fema.dhs.gov)

Questions?



Concerns?

# Emergency Management Professional Program (EMPP)

Dr. Kelly Garrett

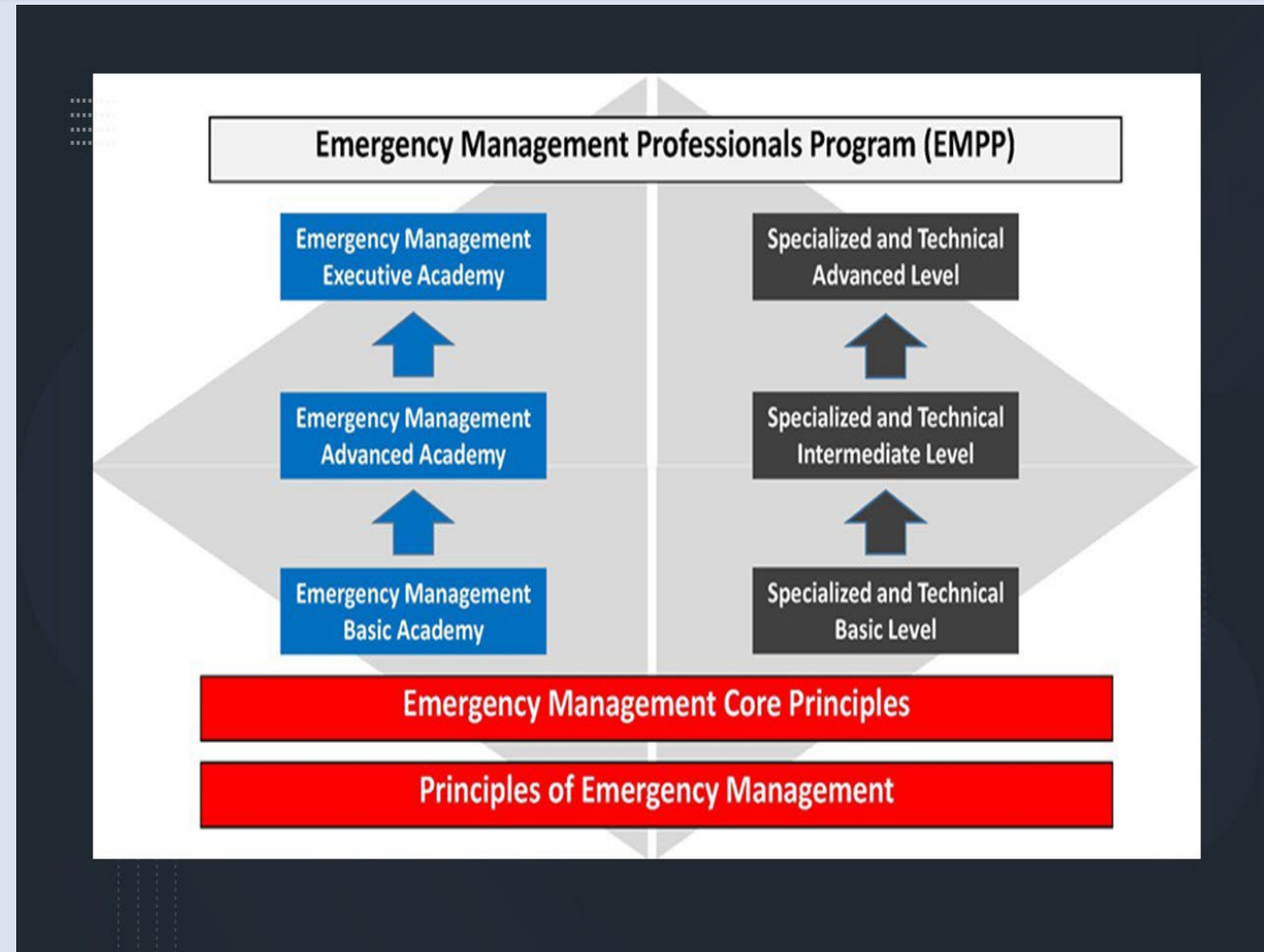
Director, Emergency Management Professional Program



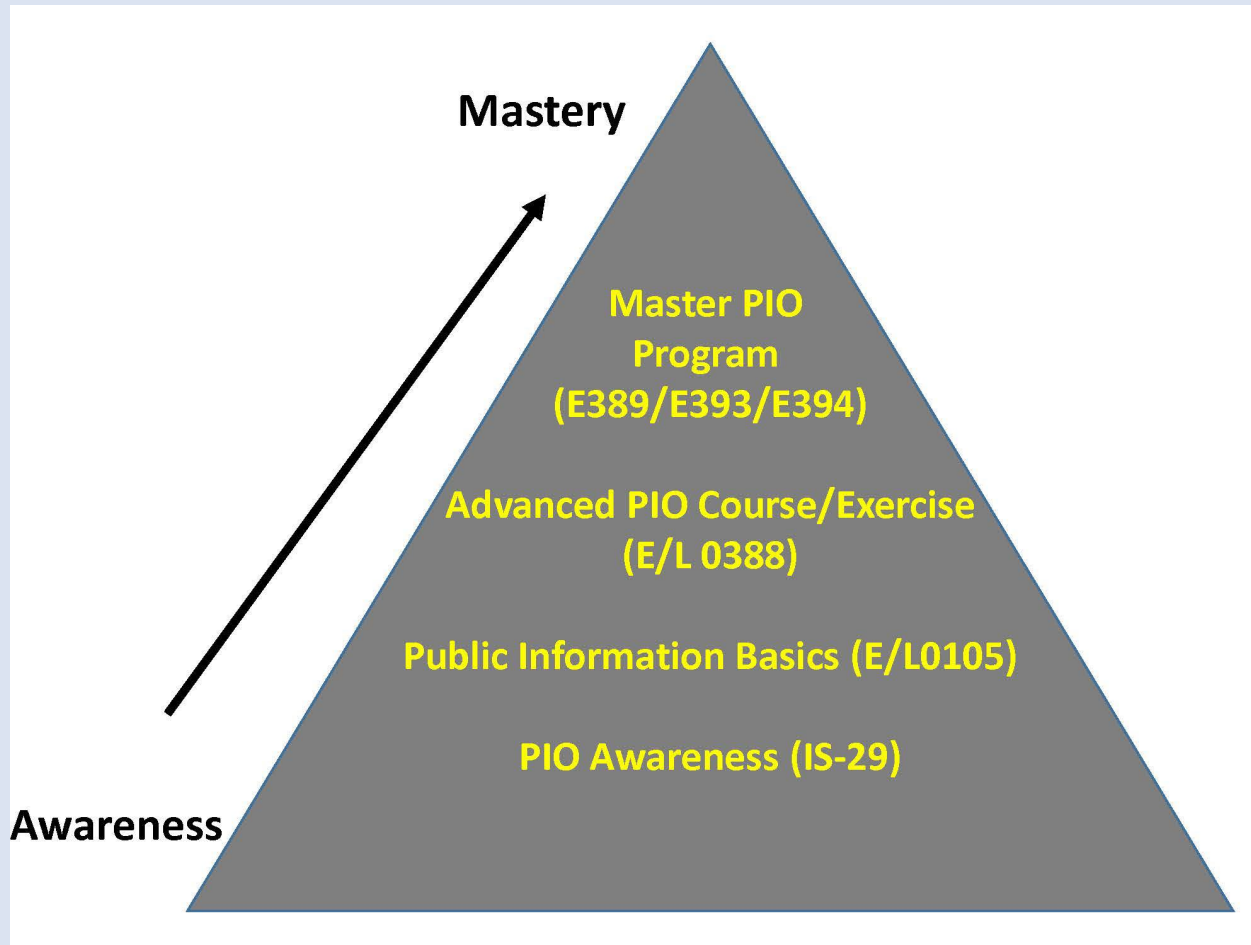
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# Emergency Management Professional Program (EMPP)

- The EMPP serves as the school of continuing and professional studies for acquiring the knowledge, skills, and abilities to meet the challenges of a dynamic and complex environment in homeland security.
- The Basic, Advanced, and Executive Academies have evolved into a whole community forum for the professional development of the emergency management profession.



# Public Information Officer Program



# Emergency Management Professional Program (EMPP)

- Started in 2011, the Basic Academy provides the opportunity to acquire an understanding of the key concepts of emergency management.
- Launched in 2013, the Advanced Academy creates an academically rigorous learning environment by using critical thinking and complex problem-solving processes in examining key topics in the contemporary emergency management environment.
- Initiated in 2013, the Executive Academy enhances the knowledge of our Nation's executive emergency managers through a well-rounded understanding of, and ability to apply, emergency management executive leadership core competencies in a collaborative learning environment.
- Initiated in 1990 (becoming part of EMPP in 2019), the Public Information Officer Program provides our Nation's public information officers the essential knowledge, skills, and abilities to support proper decision-making by delivering the right information, to the right people, at the right time.



# EMPP Core Competencies

<b>What Should Emergency Managers:</b>	<b>What Are Emergency Management Capabilities?</b>
<b>Know</b> <b>(Knowledge, Skills, Abilities)</b>	<b>Technical Acumen</b>
<b>Do</b> <b>(Management &amp; Administrative)</b>	<b>Organizational Acumen</b>
<b>Be</b> <b>(Leadership Development)</b>	<b>Leadership Acumen</b>

# EMPP Course Content Matrix

COMPETENCIES	BASIC ACADEMY	ADVANCED ACADEMY	EXECUTIVE ACADEMY
<b>Broad Knowledge Base</b>	75%	40%	25%
<b>Organizational Acumen</b>	17%	35%	25%
<b>Leadership Development</b>	8%	25%	50%
	Lead Self; Team Member	Lead Programs, Projects, Teams, People	Lead Organizations and the Profession





# Basic Academy

- Provides the opportunity to acquire an understanding of the key concepts of emergency management.
- Enhances the careers of emergency managers by combining the knowledge of fundamental systems, training, concepts and practices of contemporary emergency management.
- Enables students to gain a common understanding of the roles, responsibilities, legal and ethical implications of emergency management; build an emergency management community of practice in the initial phase of their careers; and establish a network of professional contacts.
- The Basic Academy is delivered both on campus and in the field as locally-hosted courses.
- Completion of the Independent Study (IS) course pre-requisites must be accomplished prior to attending the E/L0101 Foundations Course. Previously 23 hours of IS, now 45 hours of IS.



# Basic Academy Curriculum



**BASIC ACADEMY**

EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

## **Course 1: E/L/K0101 Foundations of Emergency Management (45 hours IS, 40 hours classroom)**

Introduces the knowledge and skills needed to perform at the entry-level of emergency management. Topics: individual leadership, building teams, decision making, prevention and protection, mitigation, response and recovery.

## **Course 2: E/L/K0146 Homeland Security Exercise and Evaluation Program (16 hours)**

Introduction to the fundamentals of exercise simulation and design as integrated systems.

## **Course 3: E/L/K0102 Science for Disasters (24 hours)**

An overview of the scientific principles and concepts that shape our increasingly dangerous world.



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# Basic Academy Curriculum



**BASIC ACADEMY**

EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

## **Course 4: E/L/K0103 Planning Emergency Operations (16 hours)**

Basic planning concepts and processes unique to the field of emergency management.

## **Course 5: E/L/K0105 Public Information Basics (24 hours)**

Introduces the role of the Public Information Officer in emergency management and provides information about the Integrated Public Alert and Warning System.



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# E/L 0388 Advanced Public Information Officer

- Course was revised to update curriculum and improve learning content
- Major areas revised:
  - Unit 2 – Original Crisis Communications unit was moved to the new L0105 Public Information Basics Course. Developed a new Crisis Communications, Management and Leadership Principles unit for APIO.
  - Unit 3 – Current Media, Fear and the Changing American Family unit was mostly devised of outdated statistical information. Completely reworked Unit 3 to include topics of Alternative Perspectives, Beliefs and Fear.
  - Unit 7 – Developed a unit to identify and understand the PIO's role in the short- and long-term recovery phases
- Next Steps:
  - Review and revise exercise injects
  - Review and revise exercise evaluation forms
  - Develop a plan/schedule for virtual delivery

# Master Public Information Officer Course (104 hours)

- The Master Public Information Officer Program is a three-course series that prepares public information officers for an expanded role in delivering public information and warning using a strategic whole community approach.
- The program reinforces the qualities needed to lead whole community public information/external affairs programs, provides relevant management theories and concepts, and uses case studies to enhance public information/external affairs skill sets. MPIOP participants work within a collaborative environment on projects and establish a network of peers.
- E0389 Master Public Information Officer Course – Implementing Communications Strategies for Whole Community Leadership (32 hours)
- E0393 Master Public Information Officer Course – Applying Advanced Concepts in Public Information and Communications (40 hours)
- E0394 Master Public Information Officer Course – Mastering Public Advocacy Plans to Create an Effective Community of Stakeholders (32 hours)



# Advanced Academy

- Reinforces the qualities needed to lead emergency management programs
- Provides relevant management theories and concepts
- Analyzes and creates case studies
- Supports a collaborative environment on projects
- Establishes a network of peers



# Advanced Academy Curriculum (160 hours)



## **Course 1: E/L0451 Application of Advanced Individual Concepts in Emergency Management (40 hours)**

A survey of major advanced concepts in emergency management for the individual: personal leadership and management skills, critical thinking and problem solving, mission and vision statements and the value of each, understanding personal power and influence, paper guidance/preparation and topic identification, and analysis of a case study.

## **Course 2: E/L0452 Assessment of Teams in Professional Emergency Management (40 hours)**

A team-focused leadership and management approach of advanced issues in emergency management, legal issues for emergency managers in the community, building teams as emergency managers, ethical leadership, and a team approach to reviewing, assessing and briefing on an EM case study. Students also provide an executive review of a book of their choice.

# Advanced Academy Curriculum



**ADVANCED ACADEMY**  
EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

## **Course 3: E/L0453 Contemporary Issues in the Emergency Management Organizations (40 hours)**

An organizational leadership and management approach of contemporary issues in the community of practice, change management and the effects on the organization, along with strategic planning, innovation and conflict resolution strategies.

## **Course 4: E/L0454 Advanced Concepts and Policy in the EM Profession (40 hours)**

A community of practice and holistic approach at advanced issues in emergency management, building resilient communities, development within the profession of Emergency Management, and contemporary issues. Student academic papers are shared with the cohort.



# Executive Academy

- Advances strategic and policy level executive leadership
- Stimulates analysis, critical thinking and problem solving
- Enhances core competencies from a leadership lens
- Facilitate a collaborative contribution to enhance emergency management policy and practice
- Builds a network of strategic leaders to ensure continual improvement of the field

# Executive Academy Curriculum (128 hours)



**EXECUTIVE ACADEMY**  
EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

## **Course 1: E0680 Examining Emergency Management Policy and Doctrine (32 hours)**

This course develops high level emergency management thought leaders by providing a competency-based compendium of emergency management policy and doctrine at the strategic level, advancing a professional acumen with a foundation in emergency management framework and principles, to become critical thinkers and empowered, ethical decision-makers, and to hone executive communication skills.

## **Course 2: E0682 Leading Complex Systems (32 hours)**

Participants are immersed in a collaborative environment for senior-level emergency management professionals to foster discussions on complex systems, to become systems thinkers and innovative change leaders, and to hone personal influence, political savvy, and conflict resolution skills.



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# Executive Academy Curriculum



EXECUTIVE ACADEMY

EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

## **Course 3: E0684 Interpreting the Contemporary Emergency Management Environment (32 hours)**

This course will further develop the strategic and policy lens by providing insight, information, and process tools in addressing the realities and complexities of current and future emergency management challenges. The goal is to reshape and reconsider essential questions relevant to emergency management policy and practice; better understand the power and implications of scientific, geographic, and sociocultural data; utilize technology applications to advance emergency management initiatives; and formulate effective evidence-based strategies and policies to risk management and risk ownership.

## **Course 4: E0686 Creating the Emergency Management Stakeholder Community (32 hours)**

This final course will facilitate the ability to conceptualize the stakeholder community, explore the nuances of successfully engaging stakeholders and partners to create effective networks, and hone the presentation of important ideas and strategies as a collaborative effort to produce a legacy, leveraging a path toward improving the practice and profession of emergency management.



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# Application Process Advanced / Executive / Master PIO

Application Period: April 1 – June 1, 2022

Documents can be found under the appropriate program and consists of:

- **Candidate Information**
- **Cover letter**
- **Resume**
- **Program Commitment Statement**
- **Program Questionnaire**
- **Recommendation letter from your Supervisor**
- **Signatures**

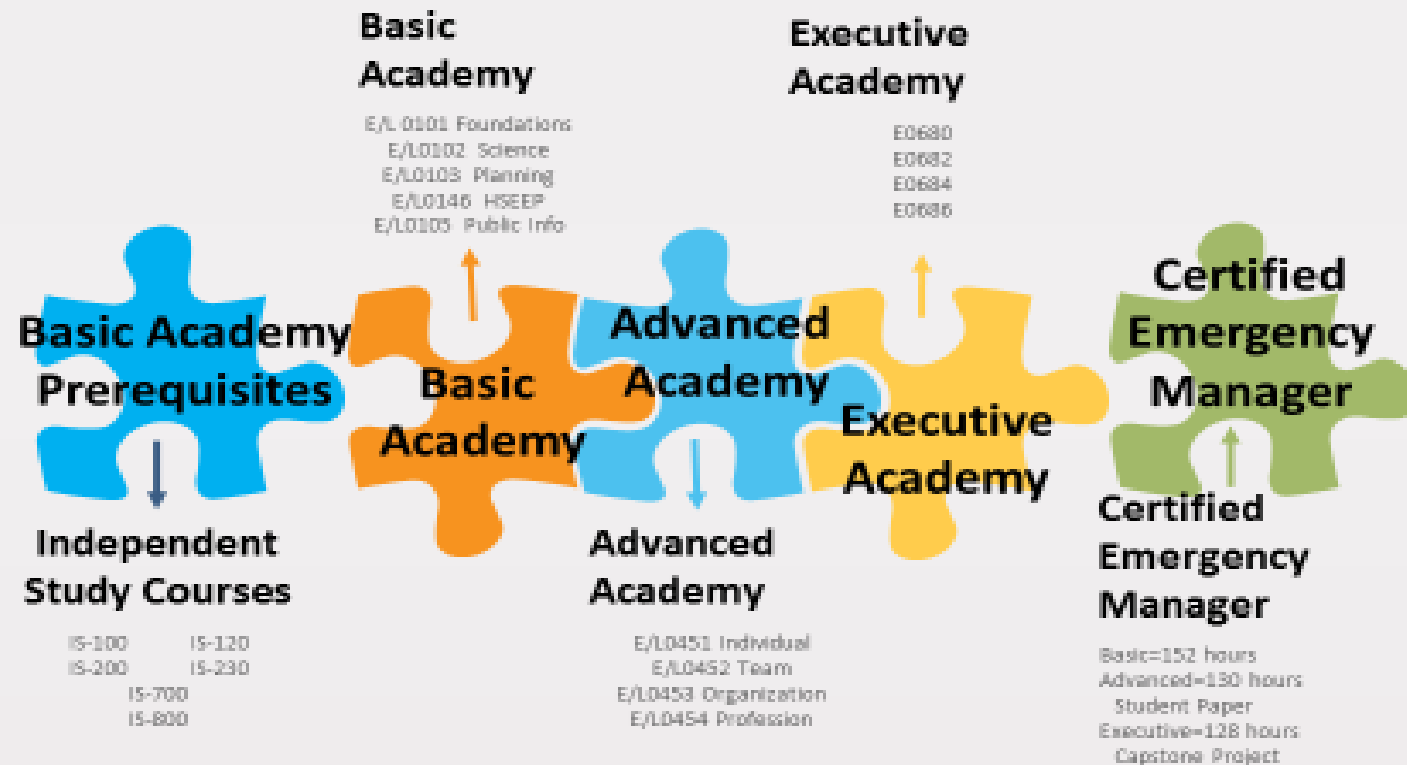
Formal selection board panel held in June / notifications will be sent in August

Additional information and documents can be found *Emergency Management Institute (EMI) | Emergency Management Professional Program (EMPP) (fema.gov)*



# EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM

## Professional Development With EMPP



# EMPP Academies: Alignment with CEM

	Course	Acceptable Hours	Allocation
Pre-requisites for E/L101	IS-100 (any version) – Introduction to the Incident Command System (ICS)	3	E
	IS-700 (any version) – National Incident Management System (NIMS), An Introduction	3	E
	IS-800.b – National Response Framework, An Introduction	3	E
	IS-230.d – Fundamentals of Emergency Management	10	E/G
Basic Academy	E/L0101, Foundations of Emergency Management (80 hours) 10 days (may be broken down – see below to use all hours)	80	60.5 E 19.5 G
	Basic EM	14	E
	Legal EM	4	E
	Leadership	18.5	G
	Social Issues in EM	4	E
	Communication	1	G
	Public Information in EM	2.5	E
	Preparedness	11	E
	Mitigation	3.5	E
	Response	8	E
	Recovery	4	E
	EM Technology	3.5	E
	EM Exercise	6	E
	E/L0102, Science of Disaster	24	E
	E/L0103, Planning: Emergency Operations	16	E
E/L0104, Exercise Design	16	E	
E/L0105, Public Information and Warning	16	E	



# EMPP Academies: Alignment with CEM

	Course	Acceptable Hours	Allocation
Advanced Academy	E0451 Advanced I – A Survey of Advanced Concepts in Emergency Management	25	G
	E0452 Advanced II – Assessment and Application of Professional Style in Emergency Management	35 (25)	E/G
	E0453 Advanced III – Advanced Concepts and Issues in the Emergency Management Organization	35 (25)	E/G
	E0454 Advanced IV - Advanced Concepts and Issues in the Emergency Management Community and Profession	35 (25)	E/G
Executive Academy	E0680, Systems Thinking and Research Methods for Executives	32 (25)	G
	E0682, Executive EM Leader Core Competencies I	32 (25)	E
	E0684, Executive EM Leader Core Competencies II	32 (25)	E
	E0686, Executive EM Leaders Core Competencies III	32 (25)	G

# Professional Development

# EM Career Path

✓ Executive Academy

✓ Advanced Academy

E/L 0110 Train the Trainer  
Basic Academy

✓ Basic Academy

- IS-29
- IS-100
- IS-120
- IS-200
- IS-230
- IS-235
- IS-240
- IS-241
- IS-242
- IS-244
- IS 700
- IS 800

MEPP

HSEEP

Master Public Information Officer

Advanced Public Information Officer

Basic Public Information Officer

10+ years

7-10 years

5-7 years

2-5 years

0-2 years

**DIRECTOR OF EMERGENCY  
MANAGEMENT**

- Directors
- State / Federal Coordinating Officers

**MANAGERS OF EMERGENCY  
MANAGEMENT**

- Deputy Directors
- Regional Managers
- EM Supervisors

**EMERGENCY PROGRAM  
MANAGER**

- Disaster Recovery
- Mitigation
- Grants Management
- Preparedness & Response
- State Training / Exercise Officers

**EMERGENCY COORDINATOR  
/ SPECIALIST**

- Training Coordinators
- Exercise Design Coordinators
- Business Continuity Specialist

**EMERGENCY PROGRAM  
ASSISTANT**

- Emergency Management Assistant
- Emergency Management Program / Admin Support
- Emergency Management Planners



# EMPP Contacts

- Dr. Kelly Garrett, Director, Emergency Management Professional Program / [kelly.garrett@fema.dhs.gov](mailto:kelly.garrett@fema.dhs.gov)
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- Roxanne Falconer, Program Support, Emergency Management Professional Program / [roxanne.falconer@fema.dhs.gov](mailto:roxanne.falconer@fema.dhs.gov)



# QUESTIONS?



# EMI Information Sources



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# Where to find more information

- EMI website <https://training.fema.gov/emi.aspx>
- National Training and Education Division  
Online Course Catalog  
<https://www.firstrespondertraining.gov/frts/npsc>
- Training Opportunity Notifications
- The EMI Monthly Newsletter
- Online Course Schedule  
<https://training.fema.gov/emicourses/schedules.aspx>
- Online Training (Independent Study Courses)  
<https://training.fema.gov/is/>
- State-delivered “G” Courses (*password required*)  
<https://training.fema.gov/gstate/login.aspx>
- NETC Online Admissions System  
[https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/)
- EMI Social Media
  - [Twitter](http://www.twitter.com/FEMA_EMI) ([http://www.twitter.com/FEMA\\_EMI](http://www.twitter.com/FEMA_EMI))
  - [Facebook](http://www.facebook.com/FEMAEMI) (<http://www.facebook.com/FEMAEMI>)
  - [LinkedIn](https://www.linkedin.com/company/5397113?trk=tyah&trklnfo=clickedVertical:showcase,clickedEntityId:5397113,idx:2-1-2,tarId:1474288217436,tas:fema%20training)  
(<https://www.linkedin.com/company/5397113?trk=tyah&trklnfo=clickedVertical:showcase,clickedEntityId:5397113,idx:2-1-2,tarId:1474288217436,tas:fema%20training>)



# Program Points-of-Contact

<b>EMI Branch</b>	<b>Email</b>
<b>National Training Liaison</b>	<a href="mailto:daniel.lubman@fema.dhs.gov">daniel.lubman@fema.dhs.gov</a>
<b>EMPP</b>	<a href="mailto:empp@fema.dhs.gov">empp@fema.dhs.gov</a>
<b>IEM</b>	<a href="mailto:fema-emi-iemb@fema.dhs.gov">fema-emi-iemb@fema.dhs.gov</a>
<b>Mission Support</b>	<a href="mailto:fema-ms-branch@fema.dhs.gov">fema-ms-branch@fema.dhs.gov</a>
<b>Mitigation</b>	<a href="mailto:fema-emi-mit@fema.dhs.gov">fema-emi-mit@fema.dhs.gov</a>
<b>Preparedness</b>	<a href="mailto:fema-emi-prepbranch@fema.dhs.gov">fema-emi-prepbranch@fema.dhs.gov</a>
<b>Response &amp; Recovery</b>	<a href="mailto:fema-emi-RandR@fema.dhs.gov">fema-emi-RandR@fema.dhs.gov</a>
<b>G-course Program</b>	<a href="mailto:fema-G-course@fema.dhs.gov">fema-G-course@fema.dhs.gov</a>
<b>General EMI Inquiries</b>	<a href="mailto:emiactionoffice@fema.dhs.gov">emiactionoffice@fema.dhs.gov</a>
<b>Independent Study</b>	<a href="mailto:independent.study@fema.dhs.gov">independent.study@fema.dhs.gov</a>
<b>NETC Admissions</b>	<a href="mailto:netcadmissions@fema.dhs.gov">netcadmissions@fema.dhs.gov</a>



# Questions



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# The National Training and Education Division (NTED)



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# NTED Mission

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The mission of NTED is to make high-quality training available to first responders that enhances their skills for preventing, protecting, responding to, and recovering from manmade and natural catastrophic events



# Who Do We Serve?

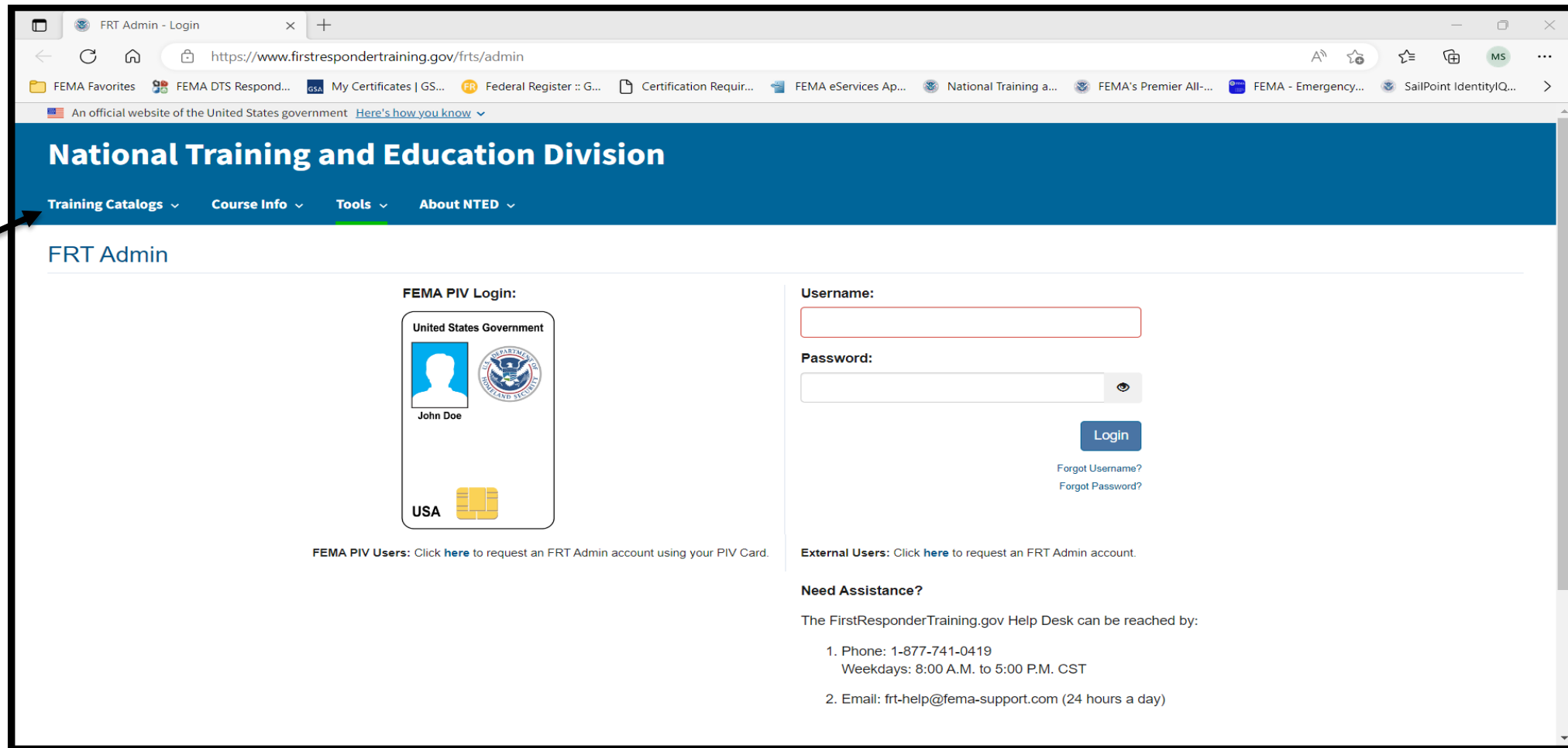
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NTED serves the Nation's first responder community, offering more than 200 courses to help build skills that responders need to function effectively in mass consequences events to include State, local, tribal, and territorial entities in 10 professional disciplines.



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# Accessing Course Catalog



The screenshot shows a web browser window with the URL <https://www.firstrespondertraining.gov/frts/admin>. The page features a blue header for the National Training and Education Division with a navigation menu containing 'Training Catalogs', 'Course Info', 'Tools', and 'About NTED'. Below the header, the 'FRT Admin' section is visible, which includes a 'FEMA PIV Login' area with a user profile for 'John Doe' and a 'USA' logo. To the right is a login form with fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgot Username?' and 'Forgot Password?'. At the bottom, there is a 'Need Assistance?' section with contact information for the FEMA Help Desk.

**National Training and Education Division**

Training Catalogs ▾ Course Info ▾ Tools ▾ About NTED ▾

FRT Admin

**FEMA PIV Login:**

United States Government

John Doe

USA

**Username:**

**Password:**

Login

[Forgot Username?](#)

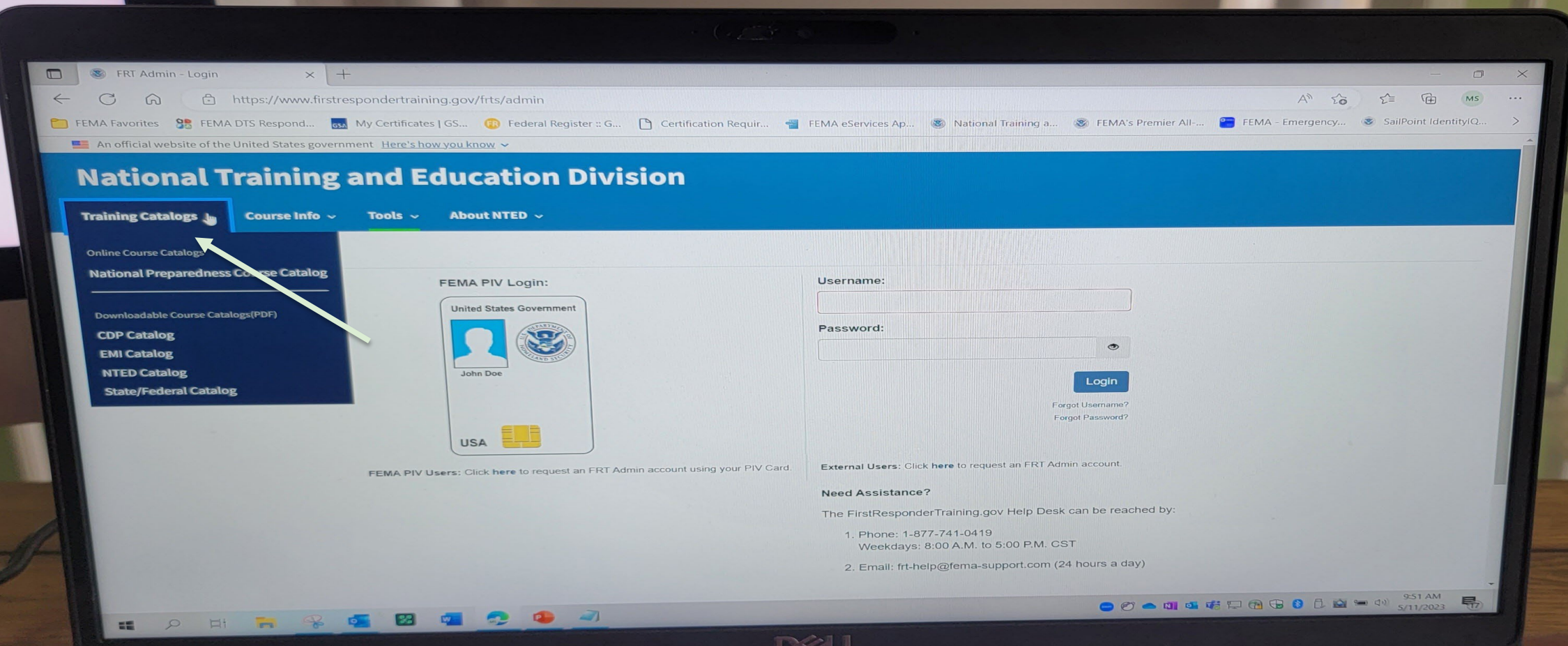
[Forgot Password?](#)

**Need Assistance?**

The FirstResponderTraining.gov Help Desk can be reached by:

1. Phone: 1-877-741-0419  
Weekdays: 8:00 A.M. to 5:00 P.M. CST
2. Email: [frt-help@fema-support.com](mailto:frt-help@fema-support.com) (24 hours a day)

# Accessing Course Catalog Cont.



# Accessing Course Catalog Cont.

Go to National Preparedness Course Catalog



Center for Domestic Preparedness (CDP)

FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama, is the United States Department of Homeland Security's only federally chartered Weapons of Mass Destruction training center. The CDP provides advanced, hands-on training to state, local, tribal and territorial emergency response professionals at the awareness-, performance- and management-levels. The CDP offers the only federally chartered training facility where emergency responders train in a toxic environment (chemical and biological) and the only hospital in the nation dedicated solely to training.

Center for Domestic Preparedness training is fully funded for state, local, tribal and territorial responders-including travel, lodging and meals. CDP training is also open to federal, private-sector and international emergency response professionals on a fee-for-service basis. Learn more about CDP's advanced, hands-on training opportunities at <https://cdp.dhs.gov>.

- [View CDP courses in the NPCC](#)
- [CDP Scheduling Information](#)



Emergency Management Institute (EMI)

Through its courses and integrated programs, EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of State, local, and Tribal government officials; volunteer organizations; FEMA's disaster workforce; other Federal agencies; and the public and private sectors to minimize the impact of disasters and emergencies on the American public. EMI curricula are structured to meet the needs of this diverse audience with an emphasis on separate organizations working together in all-hazards emergencies to save lives and protect property. Particular emphasis is placed on governing doctrine such as the National Response Framework, National Incident Management System, and the National Preparedness Guidelines.

- [View EMI courses in the NPCC](#)
- [EMI Scheduling Information](#)



National Training and Education Division (NTED)

NTED serves the nation's first responder community, offering more than 150 courses to help build critical skills that responders need to function effectively in mass consequence events. NTED primarily serves state, local, territorial, and tribal entities in 18 professional disciplines. Instruction is offered at the awareness, performance, and management and planning levels. Students attend NTED courses to learn how to apply the basic skills of their profession in the context of preparing, preventing, deterring, responding to and recovering from acts of terrorism and catastrophic events. Course subjects range from weapons of mass destruction terrorism, cybersecurity, and agro-terrorism to citizen preparedness and public works. NTED training includes multiple delivery methods: instructor-led (direct deliveries), train-the-trainers (indirect deliveries), customized (conferences and seminars) and web-based. Instructor-led courses are offered in residence (i.e., at a training facility) or through mobile programs, in which courses are brought to state and local jurisdictions that request the training.

- [View NTED courses in the NPCC](#)
- [NTED Scheduling Information](#)



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# How to Apply for/Schedule a Course Delivery

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- Find a course – search the catalog to find the course of interest ([www.firstrespondertraining.gov](http://www.firstrespondertraining.gov))
- Get approval through your internal chain of command
- Find your State Administrative Agency (SAA) Training Point of Contact (TPOC)

# How to Apply for/Schedule a Course Delivery Continued

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- Provide your SAA TPOC with the following information
  - Course ID
  - Course Title
  - Training Provider

**All applicants must have a FEMA SID\***

(If you do not have a SID or can't remember your SID, you may obtain or look up at <https://cdp.dhs.gov/femasid>)

# NTED Training Partners

## National Domestic Preparedness Consortium

## Center for Homeland Defense and Security



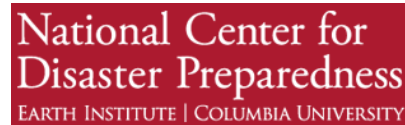
CENTER FOR HOMELAND  
DEFENSE AND SECURITY  
NAVAL POSTGRADUATE SCHOOL

## Rural Domestic Preparedness Consortium



## Other Continuing Training Grant Recipients

National Cybersecurity  
Preparedness Consortium



Mid-Atlantic Center for  
Emergency Management  
& Public Safety



# Questions



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FEMIA