



## Planning Practitioner Program (PPP) FY 2025 Application Process

### Program Goal:

Due to the ever-evolving risk landscape, the aptitude of operational planning professionals to conceptualize and solve future risks has never been more challenging. The Planning Practitioner Program (PPP) goal is to improve the capabilities of Emergency Management planning. This program of instructor-led courses allows planners to further develop their knowledge, skills, and abilities to perform effectively as Lead Planners and Planning Program Managers. PPP candidates will apply the concepts learned in the classroom to improve planning activities conducted within their jurisdiction and strengthen the vertical integration of Emergency Management planning at all levels of government.

### Program Description:

The PPP is a series of two instructor-led courses and an online capstone course.

The first in-person course is E0237: Planning Process Theory and Application, and the second in-person course is E0238: Planning Integration and Contemporary Issues, with a focus on operational planning, advanced project management and program management, along with each phase of the Six-Step Planning Process. The online course, K0243: Planning Practitioner Capstone, is a virtual course covering an individual project capstone, which is completed within 1 year after the completion of E0238: Planning Integration and Contemporary Issues.

PPP candidates work within a collaborative environment on operational planning challenges and establish a network of peers. Candidates are selected from diverse professional backgrounds where they can demonstrate their expertise at all levels of operational planning through in-class

teach-backs and the individual Planning Practitioner Capstone Project.

Participants refine and practice skills critical to performing the phases of the planning process, such as: mapping the planning landscape; stakeholder selection and engagement; risk analysis; forming solutions; and addressing programmatic issues. Candidates apply the key learning concepts from the PPP curriculum relative to their organizations and their own jurisdictional environments.

If accepted into the program, candidates must complete the courses with their assigned cohort in the following order: E0237: Planning Process Theory and Application, E0238: Planning Integration and Contemporary Issues, and K0243: Planning Practitioner Capstone. The learner must achieve a minimum passing score of 75% on final knowledge assessments and demonstrate learning in performance assessments and research assignments.

### Course Dates:

#### Cohort 25-1:

- E0237: Planning Process Theory and Application – October 21–25, 2024
- E0238: Planning Integration and Contemporary Issues – June 9–13, 2025

#### Travel Dates for Cohort 25-1:

- E0237: Planning Process Theory and Application – October 20 and October 26, 2024
- E0238: Planning Integration and Contemporary Issues – June 8 and June 14, 2025

#### Cohort 25-2:

- E0237: Planning Process Theory and Application – November 4–8, 2024
- E0238: Planning Integration and Contemporary Issues – June 23–27, 2025

#### Travel Dates for Cohort 25-2:

- E0237: Planning Process Theory and Application – November 3 and November 9, 2024
- E0238: Planning Integration and Contemporary Issues – June 22 and June 28, 2025

Please note that potential students will need to apply to both courses in their preferred cohort individually through the online admissions process. Students may be reassigned to a different cohort depending on the selection process. See the “To Apply” Section of this announcement for more details.

Candidates must complete the training requirements in this order without exception. If accepted into the program, candidates must complete the courses within their assigned cohort.

#### Course Length:

Each in-person course is 5 days in length. The virtual capstone presentation is approximately 1 hour.

#### Location:

Emergency Management Institute (EMI), National Emergency Training Center (NETC), Emmitsburg, Maryland, and online.

#### Prerequisites:

Applicants must have completed all nine prerequisites:

1. IS100: Introduction to the Incident Command System (ICS)
2. IS200: Basic Incident Command System for Initial Response
3. IS230: Fundamentals of Emergency Management
4. IS235: Emergency Planning
5. IS700: An Introduction to the National Incident Management System (NIMS)
6. IS800: National Response Framework (NRF), An Introduction
7. IS240: Leadership and Influence
8. IS241: Decision Making and Problem Solving
9. IS242: Effective Communication

OR, graduation for the EMI Basic Academy during or after 2018.

#### Target Audience:

The PPP series is designed for experienced individuals with significant responsibility in operational planning programs. Student should have ongoing planning requirement within their current role. Ideal candidates will have at least 5 years of experience in Emergency Management planning activities, including:

- Appointed Emergency Management staff from local, state, tribal, territorial, and Federal 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.

#### To Apply:

Registration period: April 1, 2024, through June 15, 2024

#### 1. Verify Qualification

- Complete all required prerequisites before applying for selection. Proof of prerequisite completion must be submitted with your application.

#### 2. Prepare Required Documentation

- Prepare the following required documentation that must be attached and submitted, using the online application:
  - Transcript of all qualifying prerequisites. Independent Study courses can be retrieved at the [EMI Student Portal](#).
  - A one-page narrative document outlining your current job description and role in agency/jurisdiction's planning program.
  - A one-page narrative statement requesting consideration for admission to the program and specifying your qualifications, experience, and a summary of your current job duties. Sign this narrative statement to indicate your commitment to the 2-year timeframe to complete the program, including the Capstone presentation.

# BULLETIN

- A one-page letter of recommendation from your supervisor noting they are aware of and support your participation in the program, including the K0243 Planning Practitioner Capstone requirement.
3. Apply online April 1, 2024, through June 15, 2024
- Candidates register through the [NETC Online Admissions Application](#) using their SID or PIV information.
    - Submit all required documentation to the E0237: Planning Process Theory and Application course within your preferred Cohort using the NETC Online Admissions System. Also apply to the corresponding E0238: Planning Integration and Contemporary Issues course for your preferred Cohort using the NETC Online Admissions System.
    - NETC Admissions will review applications for completeness.
    - EMI will work with the FEMA Regions and FEMA Headquarters to review and prioritize applications.
    - Final PPP candidate selections will be approved by the EMI Superintendent.
    - Candidate formally receives a letter of acceptance from NETC and EMI in late August.

#### **Travel and Housing Information:**

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics.

Click the link for a PDF copy of the [NETC Welcome Package](#).

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a shuttle seat. Details for the above are in the Welcome Package. Notice to Applicants for EMI courses:

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

#### **How do I obtain my FEMA SID number?**

1. To register, go to [Student Identification System](#).
2. Click on the “Register for a FEMA SID” button on screen.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

#### **Request for Accommodation:**

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

#### **EMI Point of Contact:**

For additional information, contact the Course Manager, James Greenshields at (301) 447-1342 or by email at [james.greenshields@fema.dhs.gov](mailto:james.greenshields@fema.dhs.gov) or email the Integrated Emergency Management Branch (IEMB) at [FEMA-EMI-IEMB@fema.dhs.gov](mailto:FEMA-EMI-IEMB@fema.dhs.gov).

# BULLETIN