

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E610 Introduction to Instructional Design Methodologies*

Course Dates: March 4-7, 2013

Travel Dates:

Travel days are March 3 and March 8, 2013.

Course Length:

This course is 4 days in length.

Course Description:

This course, *Introduction to Instructional System Design (ISD) Methodologies* specifically focuses on the ADDIE Instructional Design Model. Systematic and thorough analysis is essential for identifying performance gaps, selecting appropriate interventions, designing, developing and delivering course materials, and evaluating training effectiveness are all elements of successful training programs. This course may require after class work.

Course Goals:

To enable the participants to analyze and identify training needs and to evaluate and assess course design, development, implementation and evaluation of training effectively.

Continuing Education Units (CEU's):

The Emergency Management Institute (EMI) awards 3.2 CEUs for completion of this course.

Target Audience:

This course is designed for personnel in the Disaster Field Training Office (DFTO) who hold or are slated to hold the job title of Unit Lead or Instructor in the Automated Deployment Database (ADD).

Location:

Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, MD 21727

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

Admissions (Rm. I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netc-admissions@dhs.gov

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FEMA Regional employees should submit their application to their Regional Training Manager (RTM).

The FEMA Form 119-25-1 must be submitted to NETC Admissions by February 1, 2013.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics. 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. Participants must use NETC shuttle service from the airport unless their Travel Authorization (TA) authorizes a rental car. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048/1113, or email to netc-housing@fema.dhs.gov.

Selection Criteria:

Must be a trainee in the position of Training Unit Lead or Instructor and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System (FQS).

Travel Authorizations:

Funding for the training activity is provided by EMI.

Permanent Full-Time (PFT) employees must ensure their TA is completed through FedTraveler. Disaster

Assistance Employee (DAE) or Cadre of On-Call Response Employee (CORE) employees must ensure TA is completed by their Region or Headquarters Program Office and faxed into EMI to the attention of Eileen Harrison at (301) 447-1497 (fax) no later than 5:00 pm EST, February 20, 2013.

All Travelers must have an approved travel authorization prior to travel. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

Notice to Applicants for FY 2013 courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN number is no longer required.**

How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

EMI Point of Contact:

For course information, contact the course manager, Madeline Benyeda at (301) 447-7296, or email Madeline.Benyeda@fema.dhs.gov.

TRAINING OPPORTUNITY

