

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 Goal:

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

Prerequisite:

None

Continuing Education Units (CEU's):

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

Target Audience:

The target audience for this course is new course managers, training managers and instructors who are involved in analyzing training needs and designing, developing, implementing and evaluating training at Federal, State, Tribal and local levels.

Location:

Emergency Management Institute
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:

NETC Admissions Office (Room 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@fema.dhs.gov

FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admissions Office.

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

Application Review:

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:

The primary audience for this course is composed of individuals assigned to curriculum design and development duties or positions.

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.

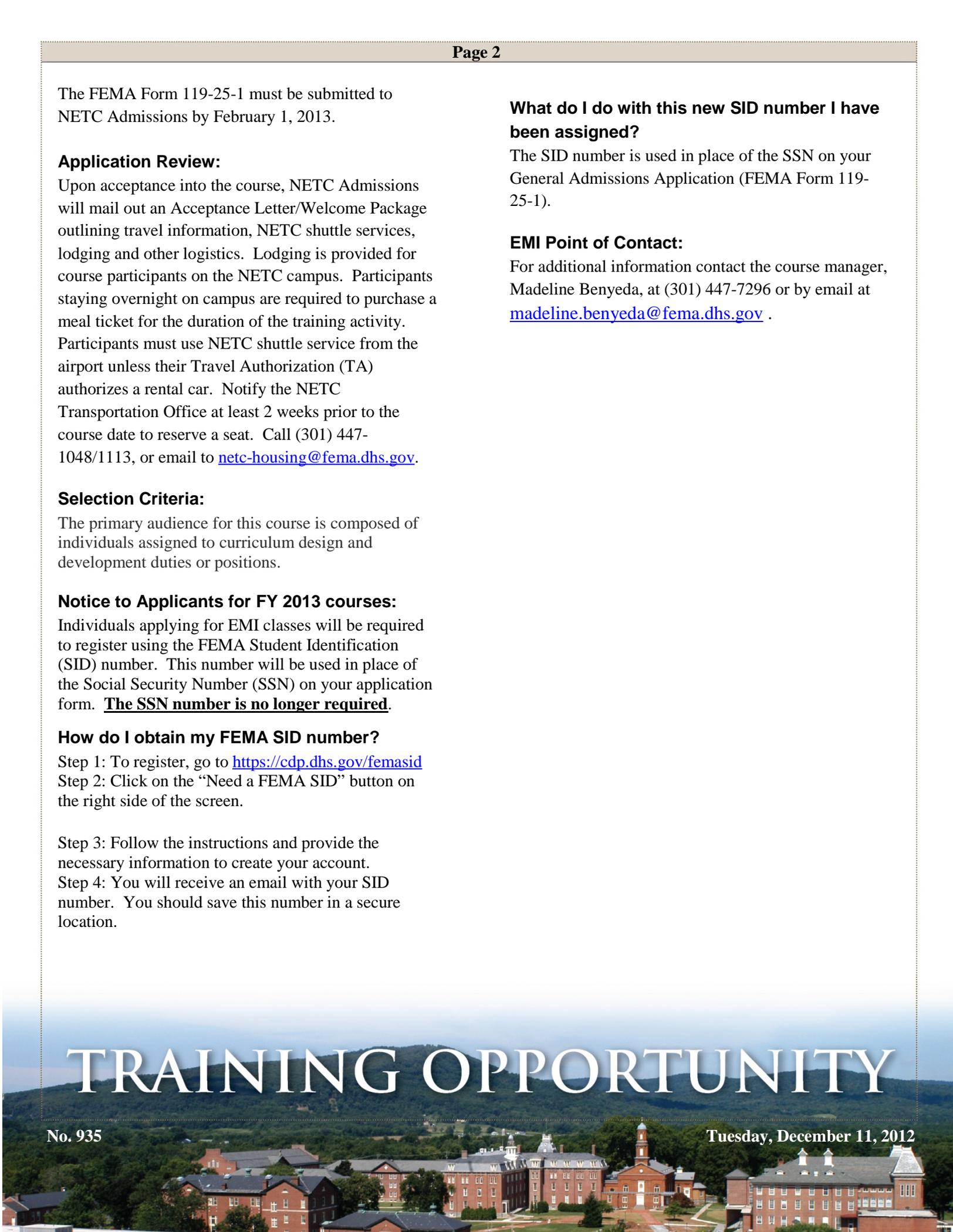
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

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



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