

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: *E237 – 2013 National Training and Exercise Symposium*

**Dates:** April 16 – 18, 2013

**Travel Dates:**

Travel days are April 15 and April 19, 2013.

**Course Length:**

This course is 3 full days in length. There will also be pre-symposium and post-symposium activities on April 15 and 19, 2013.

**Course Description:**

This symposium is designed to provide a review of current and proposed training and exercise programs within the Federal Emergency Management Agency (FEMA) that are applicable to our State, Tribal, Territorial, and Local (STTL) partners. We will also provide a forum for sharing smart practices and case studies in training and exercises from the Federal, State, Tribal, Territorial, and Local (FSTTL) level.

**Course Objectives:**

- Develop and deploy a training and exercise program incorporating the latest Federal doctrine, policy, and guidance;
- Build a training and exercise program that incorporates the whole community;
- Develop and deploy smart practices for the design and implementation of training and exercise programs; and
- Create efficiencies in building and sustaining training and exercise program.

**Continuing Education Units (CEU's):**

The Emergency Management Institute (EMI) awards 2.8 CEUs for completion of this course.

**Target Audience:**

State and Territorial Emergency Management Training and Exercise Training Officers, Tribal Emergency Managers, FEMA Regional Training Managers and Regional Exercise Officers, Federal Preparedness Coordinators, FEMA Regional National Incident Management System contacts, other Federal Emergency Management Training and Exercise staff, and State Administrative Agency Training and Exercise contacts

**Location:**

Emergency Management Institute  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

**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 21737-8998  
Phone: (301) 447-1035 Fax: (301) 447-1658  
Email: [netc-admissions@fema.dhs.gov](mailto:netc-admissions@fema.dhs.gov)

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

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than March 13, 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 the 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. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat on the NETC shuttle. Call (301) 447-1048/1113, or email to [netc-housing@fema.dhs.gov](mailto:netc-housing@fema.dhs.gov).

**Notice to Applicants for FY 2013 Courses:**

Individuals applying for EMI classes will be required to register using the Training Administration System (CTAS) and obtain a Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. The SSN 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” box 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 should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1) for any courses that begin on or after October 1, 2012.

**EMI Point of Contact:**

For additional information contact the course manager, Dan Lubman, at (301) 447-1364, or by email at [Daniel.lubman@fema.dhs.gov](mailto:Daniel.lubman@fema.dhs.gov)



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