



Notice of Course Vacancies NIMS ICS AHPS Train the Trainer (TtT) Classes

We are pleased to announce that we were able to add high-demand classes back to the FY18 calendar that were postponed due to disaster responses last fall.

Please give this notice of vacancy the widest possible distribution. Pass to all incident management team (IMT) responsible personnel.

Course Catalog:

Please refer to the [course catalog](#) here for the specific selection criteria and prerequisites for each course of instruction: <https://www.firstrespondertraining.gov/frt/npccatalog/EMI>

The classes are:

Course Number	Course Title	Date of Delivery
E0963	Planning Section Chief TTT	July 9 thru 12, 2018
E0951	Incident Commander TTT	July 16 thru 20, 2018
E0957	Liaison Officer TTT	September 25 and 26, 2018

Selection Criteria:

National Incident Management System (NIMS) Incident Command System (ICS) All-Hazards Position-Specific (AHPS) training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Applicants for admission into AHPS TtT program must:

- Have completed the course they desire to teach prior to applying for acceptance into the TtT program.
- Be fully qualified in the position they are applying to teach; completed Position Task Book (PTB).
- Have documented experience serving in the position on Type 3, Type 2, or Type 1 AHIMT(S).
- Possess the necessary instructor fundamentals training and desire needed to teach the course.

Training Prerequisites:

Most current versions of IS-100, 200, 700 & 800, and ICS 300. For Section Chief and TtT course applications, you must have completed ICS 400 and the basic course for the TtT which you are applying.

Experience Prerequisites:

The applicant must have a solid background in ICS, experience and related credentials as an instructor. In addition, all applicants for any AHPS TtT must be qualified as a Type III credential holder **and** have active participation in the position on an IMT over the past 5 years.

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. Ensure all applicable certificates of training, copies of credentials as a Type III IMT member, or documentation of a minimum of active participation in the position on an IMT over the past 5 years.

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

Tribal representatives can submit their application directly to NETC Admission Office.

Tribal government representatives, private industry, and Federal government employees DO NOT need to submit applications through the State Emergency Management Training office or FEMA Regional Office. Mail, scan, and e-mail, or fax the signed application 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: netcadmissions@fema.dhs.gov

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to RTMs and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – as soon as possible for these offerings.

Application Review:

In order to be evaluated for admission into this course, **block #16 on the application form must be completed**. Refer to the Target Audience statement **and indicate how you meet the requirements based upon your position and experience**. Ensure all applicable certificates of training, copies of credentials as a Type III IMT member, or documentation of a minimum of active participation in the position on an IMT over the past 5 years, are attached.

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. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

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. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

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Travel Authorizations:

PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings. All Federal travelers must have an approved TA prior to travel.

Notice to Applicants for EMI 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 is no longer required.

How do I obtain my FEMA SID number?

1. [To register](https://cdp.dhs.gov/femasid), go to <https://cdp.dhs.gov/femasid>
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.

NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS:

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets REAL ID Act Standards. The purpose of the REAL ID Act is to stop terrorists from evading detection by using false identification. Check to see if your [state is compliant](https://www.dhs.gov/current-status-states-territories) at <https://www.dhs.gov/current-status-states-territories>

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day timeframe a student is expected to obtain a compliant form of identification).

Submit the following information to Jason.Cawthon@fema.dhs.gov in a password-protected document at least 3 weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to Jane.Sentz@fema.dhs.gov or 301-447-7207.

EMI Point of Contact:

For additional information contact the Training Specialist/Course Manager, [Robert C. Patrick](mailto:Robert.C.Patrick@fema.dhs.gov), at (301) 447-1297 or by email at robert.patrick@fema.dhs.gov.

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