



Course: *E/K/L0146 – Homeland Security Exercise Evaluation Program (HSEEP) - Fiscal Year 2020*

E/K/L0146 HSEEP is a basic level course that provides a comprehensive overview of exercise program management, design, development, conduct, evaluation, and improvement planning along with practical skill development using HSEEP doctrine. The course is composed of structured activities that allow participants to interact with templates provided by the National Exercise Division. Upon completion, participants will gain a better understanding of how to utilize an HSEEP exercise.

The E0146 is delivered by the Emergency Management Institute (EMI) and is a component of the Emergency Management Professional Program, Basic Academy.

The K0146 is delivered via a webinar format that includes: classroom-like lecture, work group activities (which reinforce the concepts taught during lecture), a pretest knowledge check, and a posttest to assess participants' knowledge gain. K0146 courses are conducted online via Adobe Connect, in 4-hour blocks over four consecutive days, Monday through Thursday. Of note, all courses will be scheduled from 1:00-5:00 PM (EST).

The L0146 is delivered in a traditional classroom environment, at a local jurisdiction, and incorporates all the same elements as the webinar version. L0146 courses are 16 hours in duration and can be delivered over two or three days.

Participant must complete all 16 hours of this course and pass the posttest to receive full credit; anything less will result in the need to reregister for another course.

Topics to be covered include:

- Unit 1: Introduction and HSEEP Fundamentals
- Unit 2: HSEEP Program Management
- Unit 3: Exercise Design and Development
- Unit 4: Exercise Conduct
- Unit 5: Exercise Evaluation
- Unit 6: Exercise Improvement Planning

Participants are required to have completed IS-0120 – *An Introduction to Exercises*. It is also recommended that participants take IS-0130 - *Exercise Evaluation and Improvement Planning*.

Target Audience and Personnel:

The target audience for this training are those involved in budgeting, management, design, development, conduct, evaluation, and improvement planning of exercises. This includes the following roles at all levels of Federal, State, local, or tribal government:

- Senior and Elected Officials
- Exercise Program Managers
- Exercise Director
- Exercise Planning Team Members
- Exercise Controllers and Facilitators

- Exercise Evaluators

Fiscal Year 2020 Course Dates:

Search for E/K/L0146 course offerings by visiting the [EMI Course Schedule](#) (link can also be accessed at the following URL address: <https://training.fema.gov/emicourses/schedules.aspx>). You will find the E/K/L0146 HSEEP available dates by searching the schedule, type “E/L/K0146” into the course field and hit “Go”.

To Apply:

K0146 HSEEP course: Complete a FEMA Form 119-25-1, “General Admissions Application Form” with student signature and signature of supervisor or sponsoring agency official, then submit the application through your State Training Office. Email application and the IS-120 (a or c) “An Introduction to Exercises” certificate six weeks prior to course date, to email: netcadmissions@fema.dhs.gov. K0146 HSEEP course will be added to the online registration system in the future. Upon acceptance into the course, NETC admissions will email the student.

E/L0146 HSEEP course: The National Emergency Training Center is implementing an [Online Admissions Application](#) process for the E/L0146 HSEEP course (link can also be accessed at the following URL address: <https://training.fema.gov/onlineadmissions>).

All EMI and NFA applications require an electronic approval from the head of your sponsoring organization. You will need the name, title, and email address of this person to properly complete the application before submission.

Non-Federal applicants for EMI courses must use the appropriate [State Training Officer \(STO\)](#) as “Head of Organization” (STO contact information link can be accessed at URL address: <https://www.firstrespondertraining.gov/frts/statecontacts>).

How do I obtain my FEMA SID number?

1. To register, go to [Student Identification System](#) (link can also be accessed at the following URL address: <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 record this number in a secure location.

EMI HSEEP Program Information:

For program information visit our homepage at [Homeland Security Exercise and Evaluation Program](#) (link can also be accessed at the following URL address: <https://training.fema.gov/programs/hseep>).

EMI Point of Contact:

For additional information, contact the Integrated Emergency Management Branch at 301-447-1381 or email: fema-emi-iemb@fema.dhs.gov, or the course manager Steven Cardinal, at 301-447-1309 or email: steven.cardinal@fema.dhs.gov.

BULLETIN