



K0051 Exercise Program Management Workshop

Fiscal Year 2022 Course Dates:

Course Date	Course Time	Capacity
January 18, 2022	11 EST – 3 p.m. EST	20
March 16, 2022	9 a.m. EST – 1 p.m. EST	20
May 24, 2022	11 a.m. EST – 3 p.m. EST	20
July 12, 2022	9 a.m. EST – 1 p.m. EST	20
September 20, 2022	11 a.m. EST – 3 p.m. EST	20

Course Description:

K0051 Exercise Program Management is a basic-level course that provides a comprehensive overview of exercise program management. Participants will gain a better understanding of Exercise Program Management and create 'Take Home' documents. The course will discuss the facilitation of an Integrated Preparedness Planning Workshop (IPPW) and identify elements of the Integrated Preparedness Plan (IPP) as it relates to exercise program management.

The K0051 Exercise Program Management Workshop is delivered via a webinar format that includes classroom-like lectures, work-group activities, and a final test, to assess participants' knowledge gain. Additionally, work-group activities reinforce the concepts taught during lectures. K0051 courses are conducted online via Adobe Connect, in a one 4-hour block.

Participants must complete all 4 hours of this course and pass the post-test to receive full credit. Anything less will result in the participant's need to re-register for another course.

Topics to be covered include:

- Unit 1: Course Overview
- Unit 2: Key Elements of Exercise Program Management
- Unit 3: Risk Assessment Overview
- Unit 4: Preparing for and Conducting an Integrated Preparedness Workshop
- Unit 5: Developing a Multiyear Integrated Preparedness Plan
- Unit 6: Exercise Program Management and Course Summary

Prerequisites:

- E/L/K0146, Homeland Security Exercise and Evaluation Program (HSEEP)
- IS-120.c, An Introduction to Exercises

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How to Apply:

Applications must be submitted through the [NETC Online Admission Application](https://training.fema.gov/netc_online_admissions/) (https://training.fema.gov/netc_online_admissions/).

Applications must include completion certificates of IS-120, *An Introduction to Exercises*, and K/L0146, HSEEP, as attachments. Applications should be routed to your State Training Office (STO) for approval.

Incomplete application packages will not be considered. Upon acceptance into the course, NETC Admissions will email the student.

How do I obtain my FEMA SID number?

1. To register, go to [Student Identification System](https://cdp.dhs.gov/femasid). This link can also be accessed at the following 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.

You will receive an email with your SID number. You should save this number in a secure location.

Target Audience:

The course is designed for staff responsible for overseeing the training, management, and administration of exercise programs at the local, state, and Federal levels, and private sector.

Point of Contact:

DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) FEMA-EMI-IEMB@fema.dhs.gov, Mark Moure mark.moure@fema.dhs.gov, or Meghan Van Aken Meghan.vanaken@fema.dhs.gov.

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