



### ***K0051: Exercise Program Management***

#### **Fiscal Year 2023 Course Dates:**

Course Date	Course Time	Capacity
November 1, 2022	9 a.m. ET – 1 p.m. ET	20
February 7, 2023	11 a.m. ET – 3 p.m. ET	20
May 4, 2023	9 a.m. ET – 1 p.m. ET	20
September 29, 2023	11 a.m. ET – 3 p.m. ET	20

#### **Course Description:**

K0051 Exercise Program Management is an advanced-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 Course 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 one 4-hour block.

Participants must complete all 4 hours of this course and pass the post-test to receive full credit, or they will 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 Planning Workshop (IPPW)
- Unit 5: Developing a Multi-Year Integrated Preparedness Plan (IPP)
- Unit 6: Exercise Program Management and Course Summary

# TRAINING OPPORTUNITY

**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 the private sector.

**Prerequisites:**

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

**How to Apply:**

Apply for this course at [National Emergency Training Center Online Admissions Application](https://training.fema.gov/netc_online_admissions) ([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 E/K/L0146, HSEEP, as attachments. Applications should be routed to your State Training Officer (STO) for approval. Federal applicants, please route to your FEMA Regional Training Manager. Upon acceptance into the course, NETC Admissions will email the student.

**Notice to Applicants for EMI Courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

**How do I obtain my FEMA SID number?**

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

**Request for Accommodation:**

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make request NLT 15 days prior to the course offering. When making any requests, please provide details on the accommodation; however, **DO NOT** include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please send these requests to the course host, Mark Moure, via email at [mark.moure@fema.dhs.gov](mailto:mark.moure@fema.dhs.gov) or call (301) 447-1248, along with a cc: copy to DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) [FEMA-EMI-IEMB@fema.dhs.gov](mailto:FEMA-EMI-IEMB@fema.dhs.gov)

**Point of Contact:**

DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) [FEMA-EMI-IEMB@fema.dhs.gov](mailto:FEMA-EMI-IEMB@fema.dhs.gov), Mark Moure, [mark.moure@fema.dhs.gov](mailto:mark.moure@fema.dhs.gov).

# TRAINING OPPORTUNITY