



L0110: National Emergency Management Basic Academy Train-the-Trainer

Course Dates:

December 9–13, 2024

Travel Dates:

December 8 and December 14, 2024
(For those not in the local commuting area.)

Course Length:

This course is 5 days in length.

Location:

GOHSEP - Governor's Office of Homeland Security & Emergency Preparedness,
7667 Independence Blvd, Baton Rouge, LA
70806.

Course Description:

The E/L0110: National Emergency Management Basic Academy (Basic Academy) Train-the-Trainer course consists of a 5-day learning experience intended to provide training instructors with a standardized curriculum for all training programs, and to establish a career development training program for the emergency management profession.

The course consists of 2 days of discussion about course objectives, how to set up and facilitate the class, time management, and other general topics. The last 3 days consist of student teach-backs that describe activities and exercises to demonstrate the students' understanding of the course subject matter.

All curriculum content of the Basic Academy is covered in the Train-the-Trainer course to support a training experience that combines knowledge of all fundamental systems, concepts, and practices of contemporary emergency management. The Basic Academy provides shared experiences of adult learners and skillful instructors, resulting in a solid foundation upon which to become a qualified Basic Academy instructor.

Course Goal:

The goal of the Basic Academy Train-the-Trainer course is to provide a sound and consistent basis for new instructors to learn to teach foundational concepts of emergency management and develop skills in planning, exercises, and public information and warning.

Prerequisites:

Starting October 1st, 2024, completion of the [IS-13: EMI Conduct and Behavior](#) course will be compulsory before participating in any [NDEMU training](#) at the NETC Campus. It's important to note that this course and exam are not required annually; they only need to be completed once. This course will be treated as a mandatory prerequisite for all courses.

The course can be found at:

[IS-13: EMI Conduct and Behavior](https://training.fema.gov/is/courseoverview.aspx?code=IS-13&lang=en)
(<https://training.fema.gov/is/courseoverview.aspx?code=IS-13&lang=en>)

Participants of the course have met the following selection requirements:

- Minimum of 5 years of experience in Emergency Management.
- Three years of classroom training experience in adult learning.

Also, it is recommended to complete the following courses in the Basic Academy curriculum before taking this course as most of the host training managers require before instructing:

- E/L/K0101: Foundations of Emergency Management, to include the Prerequisites which are:
 - IS-29: Public Information Officer Awareness
 - IS-100: Introduction to the

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- Incident Command System, ICS-100
- IS-120: An Introduction to Exercises
- IS-200: Basic Incident Command System for Initial Response, ICS-200
- IS-230: Fundamentals of Emergency Management
- IS-235: Emergency Planning
- IS-240: Leadership and Influence
- IS-241: Decision Making and Problem Solving
- IS-242: Effective Communication
- IS-244: Developing and Managing Volunteers
- IS-700: An Introduction to the National Incident Management System
- IS-800: National Response Framework, An Introduction
- E/L/K0102: Science of Disaster
- E/L/K0103: Planning: Emergency Operations
- E/L/K0146: Homeland Security Exercise and Evaluation Program (HSEEP)
- E/L/K0105: Public Information Basic

Continuing Education Units (CEUs):

EMI awards 4.0 CEUs for completion of this course.

Target Audience:

This course is intended for those emergency managers and trainers from federal, state, local, tribal, and territorial emergency management agencies who have extensive background in emergency management and experience in training adults.

- Minimum 5 years’ experience in emergency management (recommended to be current practitioners)
- Proven and proficient capability to deliver and facilitate training (Professional resume/recommendation review)
- Demonstrated knowledge of the fundamental systems, concepts, and current practices in emergency management
- Resume detailing responsibilities, authority, and length of time in profession

- Effectiveness teaching emergency management to adults
- Documentation of at least 3 years’ experience teaching emergency management to adults

To Apply:

State registration required

- Access the following link to view our catalog of upcoming courses: [STEMS \(https://stems.gohsep.la.gov/\)](https://stems.gohsep.la.gov/).
- After you find the course that interests you, click on “Register” button.
- Login to STEMS.
- If you do not have a STEMS account, access the following link to “Create a New User” account: [STEMS \(register new user\) \(https://stems.gohsep.la.gov/login\)](https://stems.gohsep.la.gov/login/).
- After you log into STEMS, Click on “Training” on the Tab on the top.
- Find the course that you are interested in and click on course, then select the “Register” button.
- Log out and wait for your request to be processed by Louisiana staff.

Notice to Applicants for NDEMU, formerly EMI, Courses: Individuals applying for NDEMU classes will be required to register using the FEMA Student Identification (SID) number.

How do I obtain my FEMA SID number?

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

Step 2: Click on the “Register for a FEMA SID” button on screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Application Review:

To be evaluated for admission into this course, block #16 on the application form **must be completed and attach the recommended prerequisites, resume, and commitment statement to the NETC online application.**

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Download the [Basic Academy TtT commitment statement](https://training.fema.gov/programs/empp/basic/train-the-trainer/#classroom-requirements)
(<https://training.fema.gov/programs/empp/basic/train-the-trainer/#classroom-requirements>).

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the 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, but it may not be possible to fulfill the request.

Please send these requests to the course host, Kelly Feet, via email at: kelly.feet2@la.gov, along with a cc: copy to DHS/FEMA/NDEMU/National/Emergency Management Professional Program/National Emergency Management Basic Academy at: FEMA-EMPP-Basic-Academy@fema.dhs.gov.

Lodging Information:

The course is in Baton Rouge, Louisiana and there are options for lodging within proximity of the classroom. Feel free to search a “Maps” site for lodging information.

NDEMU Point of Contact:

For additional information, contact the Course Manager, Jeff Januchowski, at: (240) 586-0970 or by email at: jeffrey.januchowski@fema.dhs.gov or Richard Bashioum at: (202) 704-8142 or by e-mail at: richard.bashioum@fema.dhs.gov.

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