



## Course: *E0974 All-Hazards Position-Specific Finance/ Administration Section Chief Train-the-Trainer*

**Course Dates:**

August 22-24, 2016

**Travel Dates:**

Sunday, August 21, and Thursday August 25, 2016

**Course Length:**

This course is 3 days in length.

**Location:**

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

**Course Description:**

This course is designed to prepare Federal, state, local, tribal, and territorial-sponsored students to teach the All-Hazards Position-Specific Finance/Administration Section Chief course through the use of lecture, interactive discussion, guided exercises, and practice student teaching.

**Course Goal:**

The goal of this course is to prepare the student to function effectively as an instructor for the National Incident Management System (NIMS) Incident Command System (ICS) All-Hazards Position-Specific Finance/Administration Section Chief course.

**Prerequisites:**

At a minimum, applicants for admission into All-Hazards Position-Specific train-the-trainer classes should have completed IS-ICS 100, 200, 700, and 800, and ICS 300 & 400. In addition, applicants must have either completed the course they

desire to teach or have significant demonstrated experience in the position prior to acceptance in the class. This experience should be verified by the respective State Training Officer or the appropriate Federal representative.

**Continuing Education Units (CEU's):**

EMI awards 2.1 CEUs for completion of this course.

**Target Audience:**

The target audience for this course are personnel who have served as Finance/Admin Section Chiefs or Unit Leaders on Type 3 or higher Incident Management Teams (IMTs) and are qualified and interested in teaching the course to diverse groups of students looking to acquire the knowledge, skills, and abilities associated with the position.

**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 no later than 4 weeks prior to the start of the course. Tribal government representatives DO NOT need to submit applications through the State Emergency Management Training Office or FEMA Regional Office. Mail, scan, or fax the 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](mailto:netcadmissions@fema.dhs.gov)

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



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

FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admission Office.

Note to RTMs and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – no later than **July 15, 2016**.

#### **Application Review:**

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

#### **Selection Criteria:**

All applicants for All-Hazards Position-Specific train-the-trainer classes are expected to have significant knowledge and experience with NIMS, ICS, and IMTs. In addition, all applicants for train-the-trainer classes must provide documentation indicating successful completion of formal adult education and/or instructor trainer certification.

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](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.

#### **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. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

#### **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?**

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

#### **EMI Point of Contact:**

For additional information contact Robert Ridgeway, Course Manager, at (301) 447-1142, or by email at: [robert.ridgeway@fema.dhs.gov](mailto:robert.ridgeway@fema.dhs.gov)

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