Course: E0237 – 2016 National Preparedness Symposium

Dates: May 24–26, 2016

Travel Dates:
Travel days are May 23 and May 27, 2016.

Travel and Per Diem for Federal staff is the responsibility of the participant’s office, directorate, or region.

Course Length:
This symposium is 3 days in length. Travel days are Monday and Friday.

Course Description:
This Symposium provides a review of training and exercise programs within the Federal Emergency Management Agency (FEMA) that are applicable to our state, local, tribal, and territorial (SLTT) partners. The symposium also provides a forum for sharing best practices and case studies in training and exercises from the SLTT level.

Course Objectives:
1. Based on the information acquired during the National Preparedness Symposium, participants will identify at least one element to implement, modify, or validate in their training and exercise program.
2. Identify tools, resources, processes, and methods for determining capability gaps in a participant’s jurisdiction that can be filled through training and validated by exercises.
   a. Identify methods to determine if training is the appropriate element to close a capability gap.
3. Identify the tools for planning, executing, and evaluating training and exercise programs to close identified gaps.

Continuing Education Units (CEU’s):
The Emergency Management Institute (EMI) awards 2.8 CEUs for completion of this course.

Target Audience/Selection Criteria:
Participation is limited to:
• National Preparedness Directorate Staff
• State and Territorial Emergency Management Training and Exercise Training Officers (STO/ETO)
• State Administrative Agency Training and Exercise Points-of-Contact (SAA-TPOC)
• Tribal Emergency Managers and Training and Exercise Staff
• FEMA Regional Training Managers and Regional Exercise Officers (RTMs/REOs)
• Federal Preparedness Coordinators (FPCs) and Deputy FPCs
• FEMA Regional Training and Exercise Staff
• National Training and Education Division (NTED) Training Partners

Location:
Emergency Management Institute
National Emergency Training Center (NETC)
Emmitsburg, Maryland
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 through the State Emergency Management Training office which will mail, scan, or fax it 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

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

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

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

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 the course manager, Dan Lubman by email at: daniel.lubman@fema.dhs.gov.

Application Deadline:
All applications must be received by April 12, 2016.