



Course: *E0390 Integrating Emergency Management Education into Your Institution*

Course Dates:

February 26-27, 2018

Travel Dates:

February 25 and February 28, 2018

Course Length:

This course is 2 days in length.

Location:

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

Course Description:

This course is an interactive workshop designed to assist **minority and minority-serving institutions of higher education (IHEs)** in establishing or enhancing Emergency Management (EM) courses or programs in their institutions. It addresses issues unique to them, and begins the process of identifying and overcoming institutional roadblocks to increasing their schools' EM-related offerings.

Course Goal:

The primary goal of this workshop is to assist Hispanic Serving Institutions, Asian American and Pacific Islanders, Tribal Colleges and Universities, and Historically Black Colleges and Universities by providing information about EM and the benefits and resources available for integrating EM course offerings. The desired outcome and single focus of the course is to achieve a more

diverse population of EM professionals who reflect the communities in which they live and work.

Prerequisites:

None

Continuing Education Units (CEU's):

EMI awards 1.4 CEUs for completion of this course.

Target Audience:

Hispanic-Serving Institutions (HSIs) and Asian American and Pacific Islander Institutions (AAPIs). This is the first of three offerings in FY 2018. The audience for the February class includes Department Chairs of EM-related disciplines such as sociology, geography, public administration, or psychology from HSIs and AAPIs.

Enrollment is limited to 15 participants for this offering, enrolled on a first-come, first-served basis. Transportation expenses for attendees will be reimbursed through EMI's student stipend program. Airport shuttles are available and lodging is provided for course participants on the NETC campus.

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency

TRAINING OPPORTUNITY

official. Submit the application through the State Emergency Management Training Office. FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admission Office. Tribal government representatives or Federal government employees DO NOT need to submit applications through the State Emergency Management Training office or FEMA Regional Office. Mail, scan and e-mail, or fax the signed 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

Applications for this course must be received by NETC Admissions no later than **January 15, 2018**.

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



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

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 Target Audience above and indicate how you meet the requirements based upon your position and experience.

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

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.

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 "Register for a FEMA SID" button on 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.

NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to stop terrorists from evading detection by using

TRAINING OPPORTUNITY

false identification. Check to see if your state is compliant at <https://www.dhs.gov/current-status-states-territories>.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to Jason.Cawthon@fema.dhs.gov in a password-protected document at least three weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to Jane.Sentz@fema.dhs.gov or 301-447-7207.

EMI Point of Contact:

For additional information contact the course manager, Lillian Virgil, at (301) 447-1490 or by email at Lillian.Virgil@fema.dhs.gov.

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