



## Course: *E0122 Emergency Management Accreditation Program*

**Course Dates:**

September 24 – 26, 2018

**Travel Dates:**

September 23 and 27, 2018

**Course Length:**

This course is 3 days in length.

**Location:**

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

**Course Description:**

The purpose of this training is to provide emergency management, preparedness, and homeland security personnel with information that will assist them in assessing their jurisdiction's or agency's Emergency Management Program using the *Emergency Management Standard* by EMAP. The training also provides participants with the appropriate qualification to learn how to assess other Applicant Emergency Management Programs using the *Emergency Management Standard* by EMAP. The key objectives of the course are to: (1) obtain a basic understanding of EMAP; (2) explore the need, intent, and application of the *Emergency Management Standard*; (3) examine the components of the Emergency Management Standard; (4) gain an understanding of the EMAP Accreditation process; and (5) explore the roles and responsibilities of an Accreditation Manager, Assessor, and Assessment Team Leader. This training is required for all Emergency

Management Programs interested in seeking the EMAP Accreditation.

**Course Goal:**

The primary goal is to prepare personnel to perform duties as an Accreditation Manager and/or Assessor.

**Prerequisites:**

EMAP Overview Webinar and Quiz after registration is accepted.

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

EMI awards 1.8 CEUs for completion of this course.

**Target Audience:**

Federal, state, local, tribal, and territorial, and Higher Education Emergency Management Practitioners.

**Selection Criteria:**

Participants must currently serve in a designated emergency management role within their jurisdiction or agency.

**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. 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

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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](mailto:netcadmissions@fema.dhs.gov)

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



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

Note to RTMs and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – no later than August 12, 2018.

#### **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 and Selection Criteria 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](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](mailto: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 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.

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- 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](mailto:Jason.Cawthon@fema.dhs.gov) in a password-protected document at least 3 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](mailto:Jane.Sentz@fema.dhs.gov) or 301-447-7207.

**EMI Point of Contact:**

For additional information contact the course manager, Russ Flick at (301) 447-1633 or by email at [russell.flick@fema.dhs.gov](mailto:russell.flick@fema.dhs.gov).

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