



Course: E0131 – Exercise Evaluation and Improvement Planning Course

Course Dates:

Monday, December 10, 2018 – Thursday,
December 13, 2018
Monday, May 13, 2019 – Thursday, May 16, 2019

Course Length:

This course is 4 full days in length (32 CEUs).

Travel Dates:

Sunday, December 9, 2018 and Friday, December
14, 2018
Sunday, May 12, 2019 and Friday, May 17, 2019

Location:

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

Course Description:

The Exercise Evaluation and Improvement Planning course is designed to improve skills, knowledge, and capabilities of individuals and organizations involved in the evaluation of emergency management exercises.

Course Goal:

The goal of the Exercise Evaluation and Improvement Planning course is to improve national preparedness by preparing exercise professionals to effectively and systematically apply the exercise evaluation and improvement planning process consistent with HSEEP.

Course Design:

The Exercise Evaluation and Improvement Planning course consists of classroom-based lecture, small-group activities, and a series of exercise-based activities. Small-group activities and exercise-based activities will reinforce the concepts taught during lectures.

Prerequisite:

The following course completions are recommended prior to this course:

- IS 0120, An Introduction to Exercises
- IS 0130, How to be an Exercise Evaluator
- K/L0146: Homeland Security Exercise and Evaluation Program

Target Audience:

This course is recommended for individuals with responsibilities in emergency management exercise evaluation programs, including emergency program managers, exercise training officers in the public, private, and non-profit sectors.

Student Stipends:

Student stipend funding will be provided to reimburse students for the cost of transportation. Lodging will be provided by NETC. The NETC provides bus shuttles to and from major airports in the Washington–Baltimore area for students at no cost, and a schedule of transportation times is provided. Incidentals, rental cars, and local transportation costs are not reimbursable.

Application Deadline:

Participants can apply to EMI courses any time up to 5 weeks before the start of the course. For participants who apply early, acceptance letters will be sent 8 weeks prior to the start of the course.

To Apply:

Complete FEMA Form 119-25-1, General Admissions Application, with a 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:

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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

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 student selection criteria listed below 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/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, 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.

Selection Criteria:

The audience includes individuals with responsibilities in emergency management exercise evaluation programs, including emergency program managers, exercise training officers in the public, private, and non-profit sectors.

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?

1. To register, go to [Student Identification System](#). This link can also be accessed at the following address:
<https://cdp.dhs.gov/femasid>
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.
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 please contact the [Integrated Emergency Management Branch](#) at FEMA-EMI-IEMB@fema.dhs.gov.

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