



## Course: *L0110 National Emergency Management Basic Academy Train-the-Trainer*

**Course Dates:**

December 2 – 5, 2019

**Travel Dates** (if not within the local commuting area):

December 1, 2019 and December 6, 2019

**Course Length:**

This course is four (4) days in length.

**Location:**

New Jersey State Police  
Hamilton Headquarters Training Room  
1400 Negron Drive,  
Hamilton Township, NJ 08691

**Course Description:**

The Federal Emergency Management Agency (FEMA) recognizes the need to tie training programs to an established set of emergency management competencies and to a career development program through a progressive training and education system that includes the Basic Academy. The Emergency Management Institute (EMI) is offering the opportunity to students who are experienced in emergency management and adult training to take a step toward becoming qualified as an instructor for the Basic Academy courses.

The first day of the Train-the-Trainer is devoted to course delivery strategy, logistics, demonstration, and adult learning methods. The last three (3) days will consist of student teach-backs that summarize a portion of the Basic Academy course subject matter, and describe activities and exercises plus time for critique and questions. The assignments are made in advance of the first day of class. All topics covered in the course are covered from an instructor's perspective in the

Train-the-Trainer including at a minimum: history, legal issues, intergovernmental and interagency context, influencing, organizing, social vulnerability issues, managing stress, collaboration, planning, exercises, public information and warning, preparedness, team building, protection and prevention, mitigation, response, ethical decision-making, recovery, technology, administration, and the future of emergency management.

It is mandatory that the participant complete all 32 hours of this course to receive full credit. Anything less will result in the participant's need to re-register for another course and start from the beginning.

**Course Goal:**

Upon completion of this course, students will possess the skills necessary to set up and facilitate an offering of the Basic Academy courses.

**Prerequisites:**

The prerequisite is **at least five years background in emergency management and three years' experience training adults.**

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

EMI awards 3.0 CEUs for completion of this course.

**Target Audience:**

This course is intended for individuals experienced in emergency management and instructing emergency management to adults.

**To Apply:**

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

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signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training Office.

Scan the QR Code, or click the link to download the application:



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

Note to RTMs and RPMs and STOs: The FEMA Application Form 119-25-1 must be received by the **Training Point of Contact** no later than **November 22, 2019**.

**Out of State Students** must obtain the approval and signature of their Sponsoring Organization and their State Training Officer.

#### **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.

#### **Lodging Information:**

Many hotels are in close proximity to the training venue. Please research the area for one suitable to your preference.

#### **Cost/Reimbursement Information:**

EMI does not provide stipend reimbursement for off-campus course deliveries.

#### **Notice to Applicants for EMI courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

#### **How do I obtain my FEMA SID number?**

Step 1: [Register](https://cdp.dhs.gov/femasid) (<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.

#### **Training Point of Contact:**

Joseph Walsh, at 609-508-6007 or by email [lp7266@gw.njsp.org](mailto:lp7266@gw.njsp.org).

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

For additional information contact the course manager, Jeff Januchowski at (301) 447-1356 or by email at [jeffrey.januchowski@fema.dhs.gov](mailto:jeffrey.januchowski@fema.dhs.gov) or Richard Bashioum at (301) 447-1629 or by email at [Richard.bashioum@fema.dhs.gov](mailto:Richard.bashioum@fema.dhs.gov).

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