



Planning Practitioner Program (PPP) FY 2023

Course Dates:

Cohort 23-1:

- E0237 – October 17–22, 2022
- E0238 – May 15–19, 2023

Cohort 23-2:

- E0237 – January 9–13, 2023
- E0238 – July 10–14, 2023

Please note that potential students will need to apply to both courses in their preferred cohort individually through the online admissions process. Students may be reassigned to a different cohort depending on the selection process. See the “To Apply” Section of this announcement for more details.

Candidates must complete the training requirements in this order without exception. If accepted into the program, candidates must complete the courses within their assigned cohort.

Travel Dates:

Cohort 1:

- E0237 – October 16 and October 23, 2022
- E0238 – May 14 and May 20, 2023

Cohort 2:

- E0237 – January 8 and January 14, 2023
- E0238 – July 9 and July 15, 2023

Course Length:

Each course is 5 days in length.

Location:

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

Program Description:

The Planning Practitioner Program (PPP) is a series of two instructor-led courses, and an online capstone course. E0237: Planning Process Theory and Application, and E0238: Planning Integration and Contemporary Issues, focus on operational planning, advanced project management and program management, along with each phase of the six-step planning process. K0243: Planning Practitioner Capstone, is a virtual course covering an individual project capstone, which is completed within 1 year after the E0238.

PPP candidates work within a collaborative environment on operational planning challenges and establish a network of peers. Candidates are selected from diverse professional backgrounds where they can demonstrate their expertise at all levels of operational planning through in-class teach-backs and the individual Planning Practitioner Capstone Project.

Participants refine and practice skills critical to performing the phases of the planning process, such as mapping the planning landscape, stakeholder selection and engagement, risk analysis, forming solutions, and addressing programmatic issues. Candidates apply the key learning concepts from the PPP curriculum relative to their organizations and their own jurisdictional environments.

Course Goal:

Operational planning enables a jurisdiction to mitigate loss and improve outcomes from hazards, threats, and risks. The PPP mission is to improve the capabilities of emergency management planning personnel in planning

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program management and in every phase of the overall planning process across all mission areas.

These instructor-led courses allow planners to further develop their knowledge, skills, and abilities to perform effectively as lead planners and planning program managers.

PPP candidates will apply the concepts learned in the classroom to improve planning activities conducted within their jurisdiction and strengthen the vertical integration of emergency management planning at all levels of government.

Prerequisites:

Applicants must complete all nine pre-requisites OR have graduated from the EMI Basic Academy.

1. IS-100: Introduction to the Incident Command System, ICS-100
2. IS-200: Basic Incident Command System for Initial Response
3. IS-230: Fundamentals of Emergency Management
4. IS-235: Emergency Planning
5. IS-700: An Introduction to the National Incident Management System
6. IS-800: National Response Framework (NRF), An Introduction
7. IS-240: Leadership and Influence
8. IS-241: Decision Making and Problem Solving
9. IS-242: Effective Communication

OR, graduation for the EMI Basic Academy, during or after 2018.

Target Audience:

The PPP series is designed for experienced individuals with significant responsibility in operational planning programs. Students should have an ongoing planning requirement within their current role. Ideal candidates will have at least 5 years of experience in emergency management planning activities, including:

- Appointed emergency management staff from local, state, tribal, territorial, and Federal emergency management offices with operational planning responsibilities.
- Public safety or political appointees who conduct operational planning within the emergency management field.

- Personnel serving in various emergency management disciplines (e.g., private sector, law enforcement, fire, public works, and public health) who have a substantial operational planning responsibility.

To Apply:

Registration Deadline: July 1, 2022

1. Verify Qualification
 - The application period is open annually from May 1st to July 1st.
 - Complete all required prerequisites before applying for selection. Proof of prerequisite completion must be submitted with your application.
2. Prepare Required Documentation
 - Prepare the following required documentation that must be attached and submitted to the E0237 course of your preferred cohort, using the online application.
 - Transcript of all qualifying prerequisites.
 - A one-page narrative document outlining your current job description, role in agency/jurisdictions planning program.
 - A one-page narrative statement requesting consideration for admission to the program and specifying the applicant's qualifications, experience, and a summary of their current job duties. Sign this narrative statement to indicate your commitment to the 2-year timeframe to complete the program, including the Capstone presentation.
 - A one-page letter of recommendation from a supervisor, noting they are aware of and support your participation in the program, including the K0243 PPP Capstone requirement.
3. Apply Online
 - Candidates register through the [NETC Online Admissions Application](https://training.fema.gov/netc_online_admissions) (https://training.fema.gov/netc_online_admissions) using their SID or PIV information.
 - Submit all required documentation to the E0237 course within your preferred cohort using the NETC Online

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Admissions System. Also apply to the corresponding E0238 course for your preferred cohort using the NETC Online Admissions System.

- NETC Admissions will review applications for completeness.
- An EMI-reviewed and prioritized list will be developed and provided to the EMI Superintendent.
- Final PPP candidate selections made.
- Candidate formally receives a letter of acceptance from NETC and EMI in late-August.

4. Complete the Application

- Once the selection review process has completed, you will be notified of the selection status via the email address provided during application.
- Please note that you might be selected to the other cohort, depending on the selection process.

Travel and Housing Information:

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.

Click the link for a PDF copy of the [NETC Welcome Package](https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf):
(https://www.usfa.fema.gov/downloads/pdf/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 shuttle seat. Details for the above are in the Welcome Package. 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?

1. To register, go to [Student Identification System](https://cdp.dhs.gov/femasid) (<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, contact the course manager, James Greenshields at (301) 447-1437 or by email at james.greenshields@fema.dhs.gov or email the Integrated Emergency Management Branch (IEMB) at: FEMA-EMI-IEMB@fema.dhs.gov.

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