

Monthly Newsletter



EMI Pilot - EMI Overview for State Training Officers (STO) and Regional Training Managers (RTM)

EMI will host the second offering of the virtual STO/RTM EMI Orientation Webinar on October 24-25, 2022, from 1:00 – 4:00 p.m. EST, both days. The revised webinar is two days long and will cover EMI-specific information on EMI Training and Education, procedures, systems, and points of contact to new STOs and RTMs. Due to the amount of information that is included in the webinar, EMI increased the total time to six hours. This will be delivered as two 3-hour webinars over consecutive days. The extended webinar will provide sufficient time to cover all the material, as well as offering an opportunity to go into select topics in greater detail. If you have any questions regarding the agenda for the next webinar, please email me at daniel.lubman@fema.dhs.gov.

International Association of Emergency Managers (IAEM) Research to Practice Fact Sheets

With the ever-expanding economic, psychological, and human loss resulting from disasters, there is a mounting need to prevent and mitigate damages and drive rapid recovery. The result is growing pressure on emergency management practitioners to solve problems in time-compressed, demanding environments. Whether it's a pandemic, flooding, wildfires, or temperature extremes, our world is experiencing significant change, leading to the necessity for shared knowledge; a knowledge push not only limited to emergency management.

Professionals in other fields, such as sociology, psychology, information technology, and engineering, sharing disaster-related research in their respective industry publications, with no connections to emergency management. This research-to-practice concept caught the attention of several IAEM Training & Education Committee members.

The outcome of this discovery was the creation of the Research to Practice Fact Sheet workgroup. The focus of this workgroup is to encourage individuals to share information by summarizing studies and lessons learned into shortened, understandable versions for emergency managers to use. This is an important step in transforming emergency management research and best practices into day-to-day operations. As a result, the workgroup created IAEM's Research to Practice Fact Sheets.

A Research to Practice Fact Sheet is a one-page, fact-based document highlighting an emergency management-related topic. Fact Sheet content originates from various sources to include, but is not limited to, collegiate papers, peer-reviewed publication, professional/trade sources, books, conference proceedings, and government documents.

In addition to giving back to the emergency management profession through their generous offering of time and energy, contributors can also receive credit towards their Certified Emergency Manager (CEM®) or Associate Emergency Manager (AEM®) certification.

For more information, refer to the [IAEM Website Research to Practice Fact Sheets website](https://www.iaem.org/research-to-practice-fact-sheets) (<https://www.iaem.org/research-to-practice-fact-sheets>).

News from the EMI Branches

Preparedness:

IS-0394.a: Protecting Your Home or Small Business from Disasters is being recommended for retirement. Prior to submitting this, we are seeking feedback about this course and the proposal, for the next 30 days. If you have any questions, concerns, or comments about this please reach out to Sabra Arnold at sabrarenee.arnold@fema.dhs.gov, with a subject of IS-0394.a Retirement.

National Incident Management System (NIMS) Incident Command System (ICS) Correspondence - Group Mailbox: EMI's Preparedness Branch implemented the use of a group email box (emi-nims-icstraining@fema.dhs.gov).

This is being done as an effort to be more efficient and better communicate with our State, Local, Tribal and Territorial (SLTT) and Federal governments, as well as Non-Profit and Private organization training partners.

We ask that all official correspondence related to NIMS ICS courses (scheduling request, modifications, cancellation, end of course data, etc.) be sent to this address.

Course managers and other staff email addresses are still regularly used for interaction and general course related questions. However, course delivery documents specific to a course request/delivery will be forwarded to the group email address for consistency and management.

When sending emails to the group inbox, it is helpful utilize the course code, location, month, and year in the subject line. It is also helpful to send separate emails for multiple courses as each course request is managed separately.

NIMS ICS Position Specific Instructor Updating the National Instructor List: Lead instructors delivering the NIMS ICS Position Specific courses throughout the nation are listed on EMI's National Instructor List. Instructors need to ensure they update their information regularly.

The NIMS Training Program, May 2020 provides the qualification requirements of Lead, Support, and Adjunct instructors who deliver the NIMS ICS Position Specific curriculum.

Many agencies of the SLTT and Federal governments, as well as Non-Profit and Private organizations contract with instructors listed on the National Instructor List. FEMA EMI issues the certificates for these deliveries by partnering with the governmental and non-governmental agencies.

As part of the course scheduling process, FEMA EMI validates course data to include Lead and Support instructor qualification. Course applications are frequently returned to the requestors because of inaccurate information. Issues such as mismatch between the National Instructor List listed name and the applications lead instructor, or other data can cause rejection and delay processing course applications.

We are planning our next update to the list in the month of August 2022, so now is the time to make sure your information is accurate.

Lead instructors – You must contact your STO, or other designated training officer (Tribal, Territorial, or Federal) to ensure your data on the National Instructor List is accurate.

During this update, STOs, or other designated training officers (Tribal, Territorial, or Federal) should require verification of position credentials and academic qualification. NIMS ICS Position Specific instructors can obtain a current transcript by going to the following link: [Emergency Management Institute \(EMI\) | Student Portal \(https://training.fema.gov/student/sssp.aspx\)](https://training.fema.gov/student/sssp.aspx).

Contact FEMA EMI Preparedness Branch at emi-nims-icstraining@fema.dhs.gov if you have any questions.

NIMS ICS Position Specific Course Approval Process: The NIMS ICS Position Specific course approval process can be complex. We in the Preparedness Branch at the EMI want to provide a course application process that quickly leads to the issuance of course certificates to students. To improve efficiency in the current system, we want to highlight some critical steps to better navigate through the course approval process with minimum effort.

First, we consider the STO and Federal Training managers partners integral to this process and as such, they are the only entities we collaborate with to schedule course.

You may not be aware, but the NIMS ICS Position Specific curricula makes up the largest resident course curriculum in FEMA. With as many as 400 deliveries per year and potentially more than 6.5K certificates issued, this massive effort requires all parties to follow some processes.

The fillable Request to Conduct NIMS ICS Training Class form is the key to this process. All fields must be completed. The request must arrive in our group email box (emi-nims-icstraining@fema.dhs.gov) by not later than 45 days prior to the planned delivery.

Starting with selecting the course to be delivered, then on to the Point of Contact (POC) information. Ensure that the POC data is accurate as we will contact the POC and the STO or Federal Training manager if there are questions.

Next, please follow the NIMS Training Program, May 2020, which provides the qualification requirements of Lead, Support, and Adjunct instructors who deliver the NIMS ICS Position Specific curriculum. Lead instructors must be either listed on the National Instructor List or have met the criteria and are pending listing. Support instructors must be fully qualified, credentialed and only short the Train-the-Trainer course of instruction.

Class schedule dates. Dates must be accurate based upon the EMI Course Catalog number of days for the course. The catalog hours reflect the academic hours. The day total includes the academic hours and required breaks and expectation management.

Class location is the specific jurisdictional location where the course will be held. Use recognized locations (City/Township/Village) name and state.

The mailing address is important if correspondence will be shipped to the POC or course site. Please ensure your mail handlers in your organization sign for course packages and transfer them to the course POC.

Finally, when attaching the completed form to be sent to our group inbox, please save the form using the following naming convention: CourseCodeCitySTMonYr.PDF (Example: L0950DenverCOSep22.PDF)

Once the course request is processed in our system, we will notify the STO or Federal Training manager that the course is approved. In the email, we will provide all additional forms and tools for the delivery and instructions on the return

of the end of course packages. The fillable electronic Level 1 Student Eval forms will be emailed to the POC listed on the course application no sooner than 30 days prior to the delivery.

If all steps are completed without error, it takes approximately 20 business days to complete the steps and the course to be listed on the EMI On-Line Schedule.

Any course approval requests with less than 45 days' notice may not be fully supported prior to the course start date.

We are anticipating a new, on-line course application system that will be easier and less prone to error. More to come on that in future editions of the EMI Newsletter.

Please use emi-nims-icstraining@dhs.fema.gov for all correspondence related to course delivery.

Curriculum Standards and Instructional Technologies:

Accreditation of courses for continuing education units (CEUs) connects professional training with an individual's requirements to maintain professional memberships, certification, or licensing. EMI has been a member of the International Accreditors for Continuing Education and Training (IACET) since 1991. Under IACET, course curriculum, policies, and processes are reviewed and benchmarked against the ANSI/IACET Standard for Continuing Education and Training. As an Accredited Provider, EMI can provide accredited CEUs to individuals who have completed our training courses. Refer to the [National Training and Education \(NTED\) Online Catalog](https://www.firstrespondertraining.gov/frts/nppcatalog) (<https://www.firstrespondertraining.gov/frts/nppcatalog>) for the current list of courses offering CEUs.

Accreditation of courses for college credit connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside traditional degree programs. A rigorous academic review process is used to evaluate curriculum for compliance with accreditation standards, assess curriculum content, and make recommendations for credit hour equivalencies in various subject areas and levels of formal education.

EMI utilizes three separate accrediting bodies to provide college credit for our courses.

- [Frederick Community College \(FCC\)](https://www.frederick.edu/programs/public-safety/emergency-management-online.aspx) is subcontracted under the [EMI Independent Study \(IS\)](#) (<https://www.frederick.edu/programs/public-safety/emergency-management-online.aspx>) Program Support contract. Under this contract, FCC utilizes its accreditation review processes to determine the level of college credit for an EMI online course or combination of courses. FCC has provided this service for the last 15 years.
- EMI has executed an Articulation Agreement with the University of Maryland Global Campus (UMGC). Through this agreement, [UMGC degree programs](https://www.umgc.edu/business-partners/corporate-learning-solutions/emi) (<https://www.umgc.edu/business-partners/corporate-learning-solutions/emi>) will accept EMI courses as transfer credit based upon the credit hour recommendations provided through EMI's accreditation with the American Council on Education (ACE)
- EMI has been a member of the [American Council on Education \(ACE\)](https://www.acenet.edu/national-guide/Pages/default.aspx?k=Emergency%20Management%20Institute%20AND%20) (<https://www.acenet.edu/national-guide/Pages/default.aspx?k=Emergency%20Management%20Institute%20AND%20>) since 1984. Through membership with ACE, EMI has multiple virtual reviews of 15-20 classroom-based courses each year by ACE accreditation teams and recommendations have been awarded for college credit at various levels.

The EMI point of contact (POC) is Thonya N. Cook thonya.cook@fema.dhs.gov, EMI Accreditation Program Manager.

Response and Recovery:

The Response and Recovery Branch delivered the 4-day K0418 Mass Care/Emergency Assistance Planning and Operations course 1-4 August. This was the first post-pilot delivery of the course.

Response and Recovery will deliver the 2-day virtual K0419 Shelter Field Guide for State and Local Communities on 23-24 August. This will be the 14th delivery of the K0419 for FY 2022 and EMI has trained more than 250 students in the use of the Shelter Field Guide in this Fiscal Year.

The E8555 FEMA/State Public Assistance Seminar (PAWS) August 9-11 provides FEMA, State, Tribal and Territorial staffs the latest FEMA regulatory and policy changes, as well as a forum for identifying program issues and developing an action plan for resolving such issues. The target audience for this seminar includes FEMA Regional Public Assistance Program staff, and State, Tribal and Territorial government personnel responsible for administering Public Assistance grants. Three representatives from each FEMA Region are admitted into the seminar. One representative from each state and territory is invited along with several tribal and local government reps.

The Response and Recovery Branch will be piloting the virtual version of the K0289 State Volunteer and Donations Management Course in September 2022. The virtual format of the class will be hosted on the Adobe platform and will be 5 hours/day for 5 days. This format will provide additional flexibility to SLTT students who need to receive essential Volunteer and Donations training. An Adobe Room and exam link has been created and proctored, student download materials have been uploaded to the Adobe Room, a Delivery Plan is under development, supporting documents to include IACET credit are being submitted for approval and a Training Opportunity has been submitted for the approval for the Pilot Delivery.

Coordination is ongoing between the Region 5 Regional Training Manager (RTM) and EMI regarding a request from the state of Michigan for a February 23 delivery of the L0288 Local Volunteer and Donations Management. At this time, this effort is on hold until funding is identified and secured for instructors. Both the state of Michigan, the RTM and EMI are actively pursuing funding options.

The Response and Recovery Branch is working with the Mass Care/Emergency Assistance (MC/EA) Program Office on the development of an Independent Study Course titled Shelter Operations Management that will be approximately 7 hours in length. The course will be designed to provide basic sheltering guidance to include the roles and best practices in sheltering. The Procurement Office indicated that they are still working on this effort and anticipate providing technical proposals from bidders soon.

The Response and Recovery Branch is working with the Public Assistance (PA) Program Office on the development of an in-person, instructor-led Preliminary Damage Assessment course that will be 2-3 days in length for State, Local, Tribal, and Territorial (SLTT) partners. Completion of the course is expected to take approximately 9-12 months once funding is committed, and a contract is awarded. The Procurement Office indicated that they are still working on this effort and anticipate providing technical proposals from bidders soon.

Integrated Emergency Management:

Master Exercise Practitioner Program (MEPP): FY23 MEPP candidates have been prioritized by the region and the final list of candidates is with NETC Admissions. Notifications from NETC Admissions will go out to applicants by August 15.

Planning Practitioner Program (PPP): FY23 PPP candidate selections will be made in mid-August. Candidates will be notified of their selection from NETC Admissions.

Virtual Tabletop Exercises (VTTX): The FY23 VTTX schedule will be release via EMI training bulletin in early August.

Emergency Management Professional Program (EMPP):

EMPP courses scheduled in the field (L), on campus (E), or online (K) in the month of August 2022:

Basic Academy Course Number	Location	Dates
L0102	AL	August 1-3
K0105	Online	August 1-5
L0101	MA	August 3-10
L0146	TN	August 8-9
L0101	NY	August 8-12
L0101	VA	August 8-12
L0105	NE	August 10-12
L0105	TN	August 10-12
L0101	IL	August 15-19
E0110	EMI	August 15-19
K0102	Online	August 15-19
L0105	FL	August 17-19
L0146	NC	August 22-23
L0105	OK	August 22-24
K0103	Online	August 22-25
L0110	AL	August 22-26
L0146	UT	August 23-24
L0105	MS	August 24-26
L0105	NC	August 24-26
L0102	VA	August 29-31
L0105	OH	August 30-Sep 1

PIO Program Course Number	Location	Dates
K0388	Online	August 22-26
L0388	WA	August 29-Sep 2

Advanced Academy Course Number	Location	Dates
E0454*	Emmitsburg, MD	August 1-5
E0454*	Emmitsburg, MD	August 8-12

Executive Academy Course Number	Location	Dates
E0686*	Emmitsburg, MD	August 15-18

* Only open to accepted Advanced Academy students

** Only Open to accepted Executive Academy students

The Basic Academy is seeking regional partners to host the L0110 Basic Academy Train-the-Trainer course in Fiscal Year 2023. Any interested training partners please contact Jeff Januchowski jeffrey.januchowski@fema.dhs.gov or Rich Bashoum richard.bashoum@fema.dhs.gov.

Ask a Course Manager?

How do I manage requests for reasonable accommodation in the training environment?

For all future training opportunities and bulletins, please ensure the following language is included:

*If you need a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make your request by [DATE]. Please provide details on the accommodation you are requesting, **DO NOT** include medical information or any information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last minute requests will be accepted but may not be possible to fulfill. Send an e-mail to [insert email from program office hosting the event/meeting] or call XXX-XXX-XXXX.*

The request deadline will be 15 days prior to the class start date and the POC (email and phone number) will be the course manager for all Resident “E” courses and the course host for all Non-Resident “L” courses.

Current Training Opportunities:

Please refer to the [EMI Course Schedule](https://training.fema.gov/emicourses/schedules.aspx) (<https://training.fema.gov/emicourses/schedules.aspx>) for a complete list of upcoming course offerings.

For More Information:

- [EMI Course Catalog](https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf?_=1603823874749)
(https://www.firstrespondertraining.gov/frtserver/catalogs/EMI_course_catalog.pdf?_=1603823874749)
- [EMI Course Schedule](https://training.fema.gov/emicourses/schedules.aspx)
(<https://training.fema.gov/emicourses/schedules.aspx>)
- [EMI Programs and Activites](https://training.fema.gov/programs)
(<https://training.fema.gov/programs>)
- [State Training Officers Contact List](https://training.fema.gov/programs/aps/stolist.aspx)
(<https://training.fema.gov/programs/aps/stolist.aspx>)
- [Independent Study Program FAQs](https://training.fema.gov/is/isfaq.aspx) (<https://training.fema.gov/is/isfaq.aspx>)

EMI Program Points-of-Contact:

EMI Branch	Email
EMPP	empp@fema.dhs.gov
IEM	fema-emi-iemb@fema.dhs.gov
Mission Support	fema-ms-branch@fema.dhs.gov
Mitigation	fema-emi-mit@fema.dhs.gov
Preparedness	fema-emi-prepbranch@fema.dhs.gov
Response & Recovery	fema-emi-RandR@fema.dhs.gov
G-course Program	fema-G-course@fema.dhs.gov
General EMI Inquiries	emiactionoffice@fema.dhs.gov
Independent Study	independent.study@fema.dhs.gov
NETC Admissions	netcadmissions@fema.dhs.gov

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