



Master Exercise Practitioner Program (MEPP) Overview / FY21 Application Process

Purpose:

To provide an overview of the Master Exercise Practitioner Program (MEPP) and the Fiscal Year (FY) 21 application process.

Program Description:

The Master Exercise Practitioner Program (MEPP) is a series of two classroom courses (E0132, E133) and a Capstone exercise presentation (K0136).

MEPP participants work within a collaborative environment on exercise design challenges and establish a network of peers. Candidates demonstrate their level of expertise at all levels of exercise design and conduct through in-class presentations, peer reviews, and the MEPP Capstone Project.

MEPP is designed for advanced exercise practitioners with a minimum of three (3) - five (5) years' experience in Emergency Management (EM) exercise design and evaluation.

MEPP provides participants the opportunity to demonstrate their exercise knowledge and skills through a Capstone presentation one year after completion of E0133. Students apply the key learning concepts from the MEPP curriculum to an exercise from their Integrated Preparedness Plan (IPP) and present a summary of their exercise conduct and evaluation to a panel of reviewers.

For more information, visit the [Master Exercise Practitioner Website](https://training.fema.gov/mepp/) at (<https://training.fema.gov/mepp/>)

Target Audience:

MEPP is designed for experienced exercise professionals with significant responsibility for progressive, all-hazard exercise programs consistent with the principles of the Homeland Security Exercise and Evaluation Program (HSEEP). Ideal candidates will have 3-5 years' experience to include the development of discussion and operations-based exercises, and experience in a Control

Room/Simulation Cell. Candidates are expected to have overall experience with Exercise Program Management as well as individual experience in the following roles:

- Exercise Director
- Exercise Planning Team Lead
- Facilitator
- Controller/Simulator
- Evaluator

Application Process (May 1 - July 1, 2020):

Completed application packets will be reviewed by the applicant's respective FEMA Region and a prioritized list will be provided to EMI. The application window is **May 1 - July 1, 2020**, with selections and announcements in mid-August.

The selected participants will be placed in one of the two cohorts based on first preference and availability.

Series FY21-1:

- E0132 October 5-8, 2020
- E0133 February 22-25, 2021

Series FY21-2:

- E0132 November 16-19, 2020
- E0133 March 15-18, 2021

Application Selection Criteria:

Applicants must complete all 10 pre-requisites.

1. K0146 HSEEP
2. IS-100, Introduction to the Incident Command System (ICS)
3. IS-120, An Introduction to Exercises
4. IS-130, How to be an Exercise Evaluator
5. IS-200, ICS for Single Resources and Initial Action Incidents
6. IS-230, Principles of Emergency Management
7. IS-235, Emergency Planning
8. IS-700, National Incident Management System (NIMS), An Introduction

9. IS-800, National Response Framework (NRF), An Introduction
10. IS-2200, Basic Emergency Operations Center Functions

OR, graduation from the [Basic Academy](#), during or after 2018.

Please attach your transcript to your online application. Do NOT attach individual certificates.

Classroom Requirements:

MEPP consists of **two (2)** resident courses, each **four (4) days** in length at the Emergency Management Institute (EMI). Attendance at each course is required and **must** be attended in sequential order (listed below) during FY21.

The courses are not offered individually.

- E0132: Exercise Foundations, Program, Management, Design & Development
- E0133: Exercise Control, Evaluation and Improvement Planning

K0136 Capstone Requirement:

Within one year of successful completion of the classroom requirements, candidates will be automatically enrolled in K0136 MEPP Capstone. This is a virtual presentation using Adobe Connect, facilitated by a panel of three subject matter experts. MEPP Candidates are expected to provide a 35-minute presentation, with 10 minutes for questions, to the panel. If the MEPP Candidate successfully completes the K0136 MEPP Capstone, they will be awarded the MEPP Certificate. Dates for the K0136 Capstone presentations will be provided AFTER completion of the two classroom courses.

How to Apply On-Line:

Applications must be submitted through the [online registration system](#) (https://training.fema.gov/netc_online_admissions/) Applications must have the two documents listed below as attachments. Incomplete application packages will not be considered.

1. Complete the following two documents. Once complete, these documents should be attached to the on-line application:
 - A **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 two-year time frame to complete the program, including the Capstone presentation.

- A **letter of Recommendation** from a Supervisor, noting they are aware of and support your participation in the program, including the K0136 MEPP Capstone requirement.
2. Once the Application Package is complete with attachments and signatures, save the document as a PDF file with the following file naming convention:
LastnameFirstname.MEPP.FY21.
Example: SmithWilliam.MEPP.FY21
 3. The final step is to apply through the online admissions system. Attach the completed Application Package within the online application.

Reminder:

All forms and information are located at the MEPP Website.

Incomplete packages will not be accepted.

EMI MEPP Point of Contact:

For questions, please email the Integrated Emergency Management Branch (IEMB) at: FEMA-EMI-IEMB@fema.dhs.gov

BULLETIN