



Master Exercise Practitioner Program (MEPP) Overview/ FY24 Application Process

Program Description:

The Master Exercise Practitioner Program (MEPP) is a program designed for advanced exercise practitioners in emergency management exercise design, conduct, and evaluation. Participants refine and practice skills critical to performing the phases of the Homeland Security Exercise and Evaluation Program (HSEEP) cycle. The Master Exercise Practitioner Program (MEPP) is the pinnacle program in the National Standard Exercise Curriculum offered by FEMA's Emergency Management Institute (EMI).

MEPP consists of two resident courses (E0132 and E0133) that are each 4 days in length. Additionally, candidates conduct an operations-based exercise for the candidate's jurisdiction which is then presented to a panel (K0136, MEPP Capstone). The courses are not offered individually, and candidates must complete the two classroom courses in sequential order. Participants must apply and be selected by an annual evaluation board, with the first of the two courses being offered the first quarter of the fiscal year. See "How to Apply" section for more information on application procedures.

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

Target Audience:

The Master Exercise Practitioner series is designed for experienced individuals with significant responsibility for progressive, all-hazard exercise programs consistent with the principles in the HSEEP Doctrine.

Ideal candidates will have 3–5 years' experience designing and conducting emergency management exercises consistent with the HSEEP Doctrine. This experience should include the development of discussion-based and operations-based exercises, as well as experience in a Simulation Cell (SIMCELL). 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

Classroom Requirements:

MEPP consists of **two** resident courses, each **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 FY24.

The courses are not offered individually.

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

K0136 Capstone Requirement:

Within 1 year of successful completion of the classroom requirements, candidates will sign up for a presentation time slot in K0136, MEPP Capstone. This is a virtual presentation 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.

Application Process (May 1–July 1, 2023):

Completed application packets will be reviewed by the applicant's respective FEMA Region. A prioritized list will be provided to EMI. The application window is **May 1–July 1** 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.

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Series FY24-1:

- E0132 October 23–26, 2023
- E0133 March 11–14, 2024

Series FY24-2:

- E0132 November 6–9, 2023
- E0133 May 20–23, 2024

How to Apply Online:

Applications must be submitted through the [NETC Online Admissions Website](https://training.fema.gov/netc_online_admissions/) (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 online application:
 - A **narrative statement** requesting consideration for admission to the program that specifies the applicant's qualifications and experience, as well as a summary of their current job duties. Sign this narrative statement to indicate your commitment to the 2-year program completion timeline and K0136 Capstone requirement.
 - A **letter of recommendation** from your supervisor affirming their support of 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.FY24**

Example: SmithWilliam.MEPP.FY24

3. The final step is to apply through the online admissions system. Attach the completed application package within the online application.

Required Prerequisites:

Applicants must complete all 10 prerequisites.

1. E/L/K0146, Homeland Security Exercise and Evaluation Program (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, Basic Incident Command System for Initial Response, ICS-200

6. IS-230, Fundamentals of Emergency Management
7. IS-235, Emergency Planning
8. IS-700, An Introduction to the National Incident Management System (NIMS)
9. IS-800, National Response Framework (NRF), An Introduction
10. IS-2200, Basic Emergency Operations Center Functions

OR, graduation from the [Basic Academy](https://training.fema.gov/empp/basic.aspx) (<https://training.fema.gov/empp/basic.aspx>) during or after 2018.

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

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make that request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act No. 1749 Page 2 Thursday, October 20, 2022 (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at netcadmissions@fema.dhs.gov

Reminder:

All forms and information are located at the [MEPP Website](https://training.fema.gov/programs/nsec/mepp/) (<https://training.fema.gov/programs/nsec/mepp/>).

**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

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