

Federal Emergency Management Agency (FEMA)



FEMA

Online Course Catalog User Guide

Version 1.0
September 30, 2010

Document Management History

Revision History

Version Number	Version Date	Summary of Changes	Team/Author
0.1	2/24/2010	Initial write-up	Donelly Trent
0.2	5/14/2010	Updated based upon PCR 206	Jennifer Lapp
0.3	6/11/2010	Updated to correct content	Matthew Prager
1.0	9/30/2010	Production Version	Matthew Prager

Introduction

The National Preparedness Directorate (NPD) has created the Online Course Catalog that integrates information on courses managed and/or provided by the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and National Training and Education Division (NTED). The Online Course Catalog is intended to support the standardization, streamlining, and integration of training and training administration processes within NPD.

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Getting Started

Online Course Catalog Main page

To access the Online Course Catalog go to: <http://training.fema.gov/>

The screenshot shows the FEMA National Preparedness Directorate website. At the top, there is a blue header with the FEMA logo and a search bar. Below the header is a green navigation bar with links for CDP, EMI, and NTED. The main content area features a 'NAVIGATION' sidebar on the left and a central section titled 'Welcome to the National Preparedness Directorate National Training and Education Portal'. This section includes an 'Online Course Catalog' link and a brief description of the catalog. Below this are three featured sections: 'CDP - Center for Domestic Preparedness', 'EMI - Emergency Management Institute', and 'NTED - National Training and Education Division', each with a small image and a descriptive paragraph. At the bottom, there is a footer with contact information and a 'Last Updated' date of October 13, 2010.

NAVIGATION

- ▶ **CDP**
Center for Domestic Preparedness
- ▶ **EMI**
Emergency Management Institute
- ▶ **NTED**
National Training and Education Division

Welcome to the National Preparedness Directorate National Training and Education Portal

Online Course Catalog -
The National Preparedness Directorate (NPD) online Course Catalog provides searchable, integrated information on courses provided or managed by FEMA's Center for Domestic Preparedness (CDP), Emergency Management Institute (EMI), and National Training and Education Division (NTED). The online course catalog is now available, however it is still under construction. If you have any questions or comments please contact EMI at trainwebmaster@dhs.gov.

CDP - Center for Domestic Preparedness - Train at the nation's premier all-hazards training center: FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama, is the United States Department of Homeland Security (DHS)'s only federally chartered Weapons of Mass Destruction (WMD) training center.

EMI - Emergency Management Institute - Through its courses and integrated programs, EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of State, local, and Tribal government officials; volunteer organizations; FEMA's disaster workforce; other Federal agencies; and the public and private sectors to minimize the impact of disasters and emergencies on the American public. EMI curricula are structured to meet the needs of this diverse audience with an emphasis on separate organizations working together in all-hazards emergencies to save lives and protect property. Particular emphasis is placed on governing doctrine such as the National Response Framework, National Incident Management System, and the National Preparedness Guidelines.

NTED - National Training and Education Division - NTED serves the nation's first responder community, offering more than 150 courses to help build critical skills that responders need to function effectively in mass consequence events. NTED primarily serves state, local, and tribal entities in 10 professional disciplines, but has expanded to serve private sector and citizens in recognition of their significant role in domestic preparedness.

Last Updated: October 13, 2010

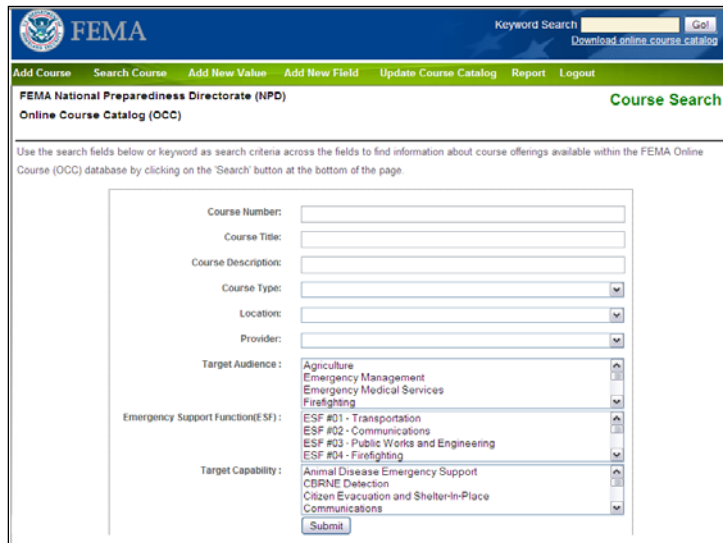
[About EMI](#) [Freedom of Information Act](#) [Important Notices/Privacy Policy](#) [Accessibility Help](#) [Contact Us](#) [USA.gov](#)

[Get Plug-Ins](#)

FEMA Emergency Management Institute, 16825 S. Seton Ave., Emmitsburg, MD 21727
(301) 447-1000 Admissions Fax: (301) 447-1658

Step 1 Select the link for the Online Course Catalog

Once selected, the course catalog main page (*Course Search* page) is displayed (*See below*):



The screenshot shows the FEMA National Preparedness Directorate (NPD) Online Course Catalog (OCC) Course Search page. The page has a blue header with the FEMA logo and a search bar. Below the header is a green navigation menu with links: Add Course, Search Course, Add New Value, Add New Field, Update Course Catalog, Report, and Logout. The main content area is titled 'Course Search' and contains a search form with the following fields: Course Number, Course Title, Course Description, Course Type (dropdown), Location (dropdown), Provider (dropdown), Target Audience (dropdown with options: Agriculture, Emergency Management, Emergency Medical Services, Firefighting), Emergency Support Function (ESF) (dropdown with options: ESF #01 - Transportation, ESF #02 - Communications, ESF #03 - Public Works and Engineering, ESF #04 - Firefighting), and Target Capability (dropdown with options: Animal Disease Emergency Support, CBRNE Detection, Citizen Evacuation and Shelter-in-Place, Communications). A 'Submit' button is located at the bottom of the form.

Course Search

Step 1 Choose to search course records by specifying values for the various information items for a course. You must either enter a keyword or select a dropdown item in at least **one** search criteria on the screen, which includes:

1. Course Number
2. Course Title
3. Course Description
4. Target Audience
5. Course Type
6. Location
7. Provider
8. Target Capability
9. ESF
10. Keyword

Step 2 Select the “**Submit**” button to activate search.

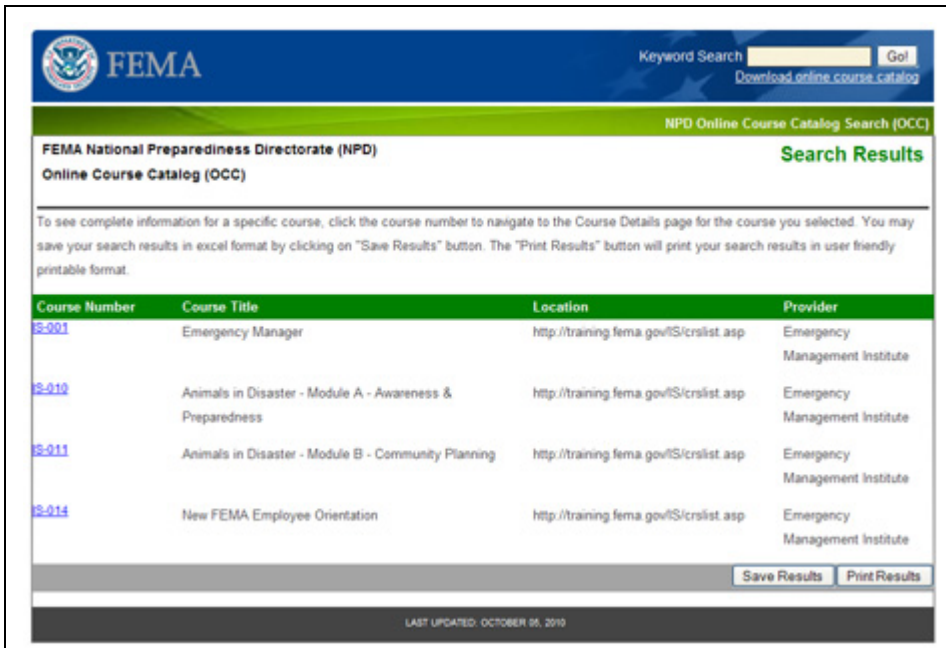
Step 3 You will then be presented with course information that best fits your search query.

Or

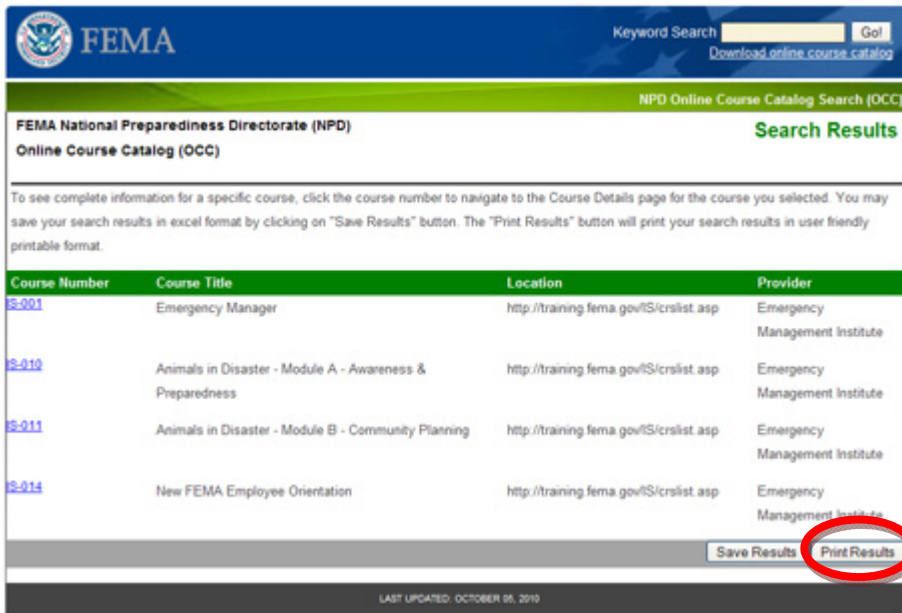
Step 3 Online Course Catalog displays the following message:

“No Record Found. Please change your search criteria and try again.”

Step 4 Once clicked, the Course Search Results page displays (*see below*).

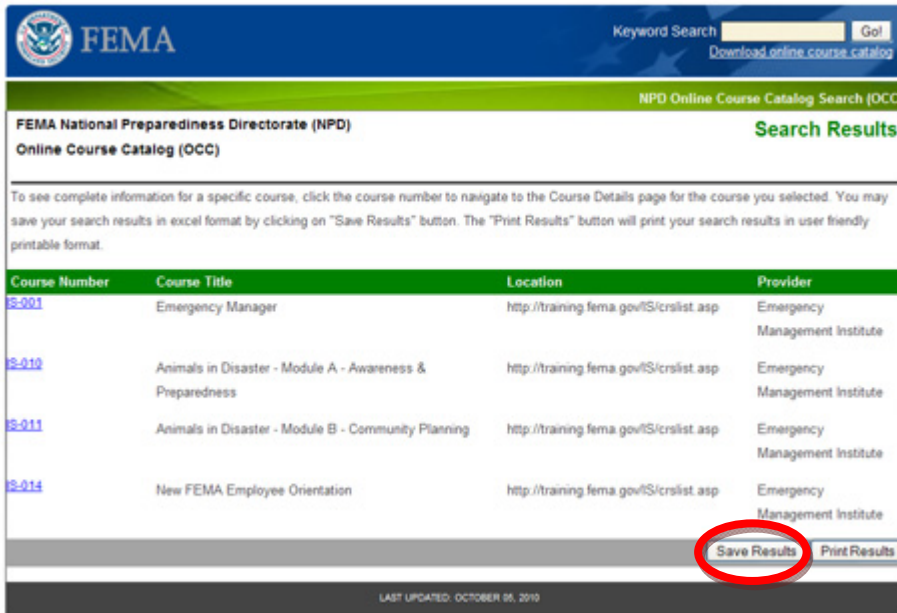


Print Search Results Summary



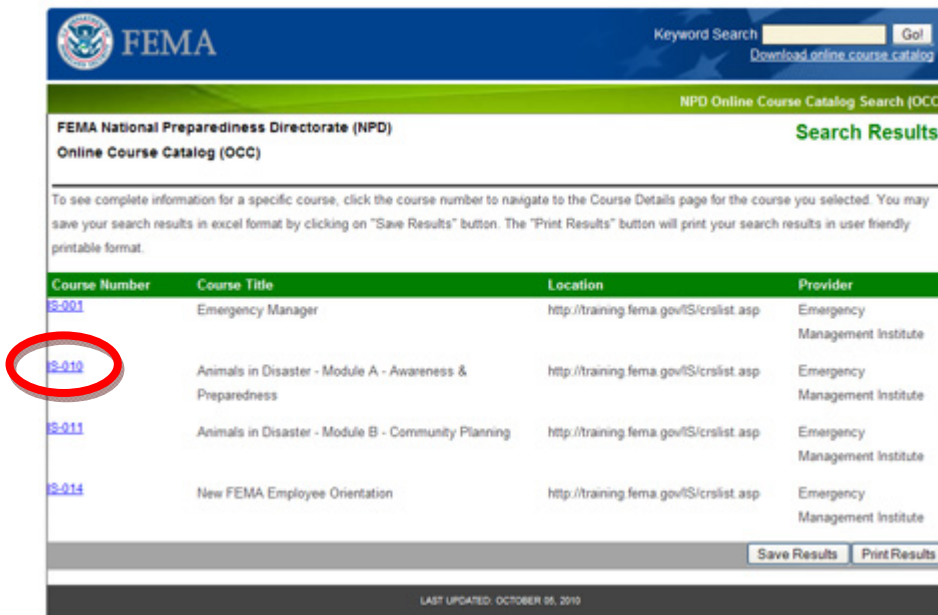
- Step 1** Select the “Print” button to activate local print option.
- Step 2** Online Course Catalog activates option to print search results details.
- Step 3** Selects printer location (based on client machine) to print document.

Save Search Results Summary



- Step 1** Select the “**Save Results**” button to activate local save option.
- Step 2** Online Course Catalog activates option to save search results details.
- Step 3** Select location to save Online Course Catalog generated results.
- Step 4** Results are saved.

View Course Details



- Step 1** Select a specific course to review by clicking the **Course Number**.
- Step 2** System displays the specific course results for the chosen course number. (see below)

FEMA Keyword Search
[Download online course catalog](#)

NPD Online Course Catalog Search (OCC)

FEMA National Preparedness Directorate (NPD) **Course Details**
Online Course Catalog (OCC)

IS-001

Emergency Manager

Location: <http://training.fema.gov/IS/crslist.asp>
Provider: Emergency Management Institute
Course Type: Web-based
Course Length(Hours): 10
Course Risk factor: Low-risk

Course Description: This independent study course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated emergency Management System (IEMS). Included is an in-depth look at the four phases of comprehensive emergency management; mitigation, preparedness, response, and recovery. The text is accompanied by illustrations, diagrams, and figures. In most units, there are worksheets, exercises, and tasks to complete.

Course Objectives: N/A (Not Applicable)
Course Prerequisites: None
Course Special Requirements: N/A (Not Applicable)
Point of Contact: <http://training.fema.gov/contactus/>
Schedule: <http://training.fema.gov/IS/crslist.asp>
Target Audience: Emergency Management
Emergency Support Function(ESF):
Target Capability: Community Preparedness and Participation

LAST UPDATED: OCTOBER 06, 2010

Print Course Details

- Step 1** Selects the “Print” button to activate local print option.
- Step 2** Online Course Catalog activates option to print course details.
- Step 3** Course detail printed.



Save Course Details

- Step 1** Selects the “**Save Results**” button to activate local save option.
- Step 2** System activates option to save course details.
- Step 3** Selects local location (based on client machine) to save document.
- Step 4** Document is saved.

The screenshot displays the FEMA National Preparedness Directorate (NPD) Online Course Catalog (OCC) interface. At the top, there is a blue header with the FEMA logo and a search bar. Below the header, the page title is "FEMA National Preparedness Directorate (NPD) Online Course Catalog (OCC)" and "Course Details". The main content area shows the course details for "Emergency Manager" (IS-001). The details include:

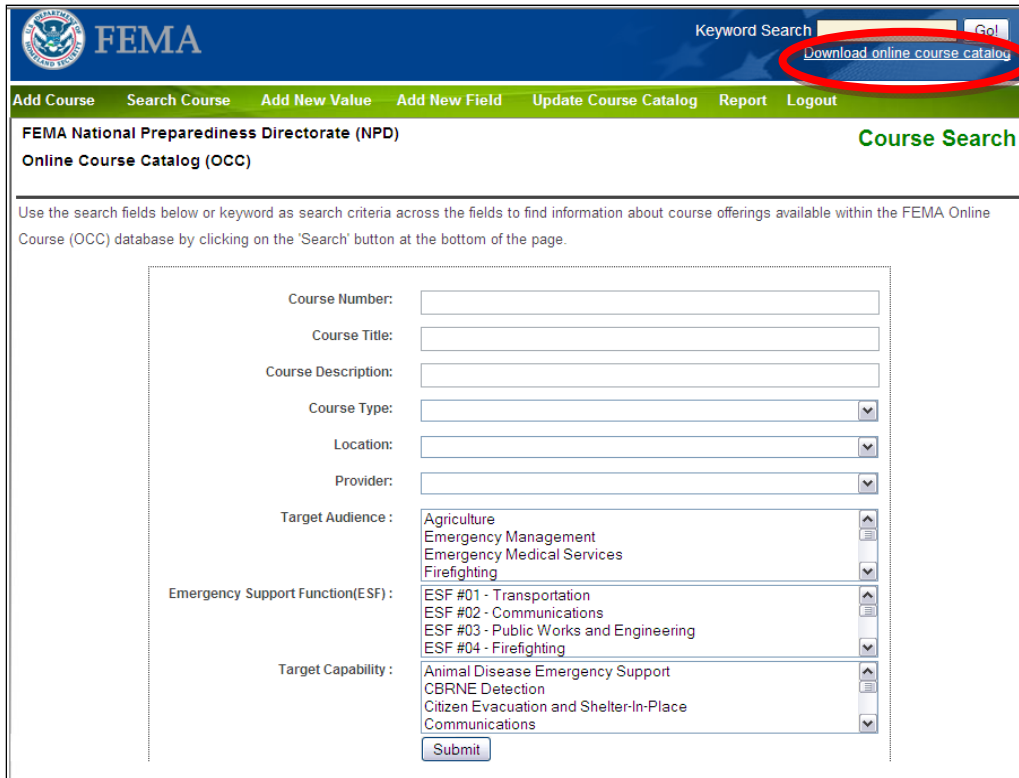
- Location: <http://training.fema.gov/IS/crslist.asp>
- Provider: Emergency Management Institute
- Course Type: Web-based
- Course Length(Hours): 10
- Course Risk factor: Low-risk
- Course Description: This independent study course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated emergency Management System (IEMS). Included is an in-depth look at the four phases of comprehensive emergency management; mitigation, preparedness, response, and recovery. The text is accompanied by illustrations, diagrams, and figures. In most units, there are worksheets, exercises, and tasks to complete.
- Course Objectives: N/A (Not Applicable)
- Course Prerequisites: None
- Course Special Requirements: N/A (Not Applicable)
- Point of Contact: <http://training.fema.gov/contactus/>
- Schedule: <http://training.fema.gov/IS/crslist.asp>
- Target Audience: Emergency Management
- Emergency Support Function(ESF):
- Target Capability: Community Preparedness and Participation

At the bottom of the course details section, there are two buttons: "Save Results" and "Print Results". The "Save Results" button is circled in red.

LAST UPDATED: OCTOBER 06, 2010

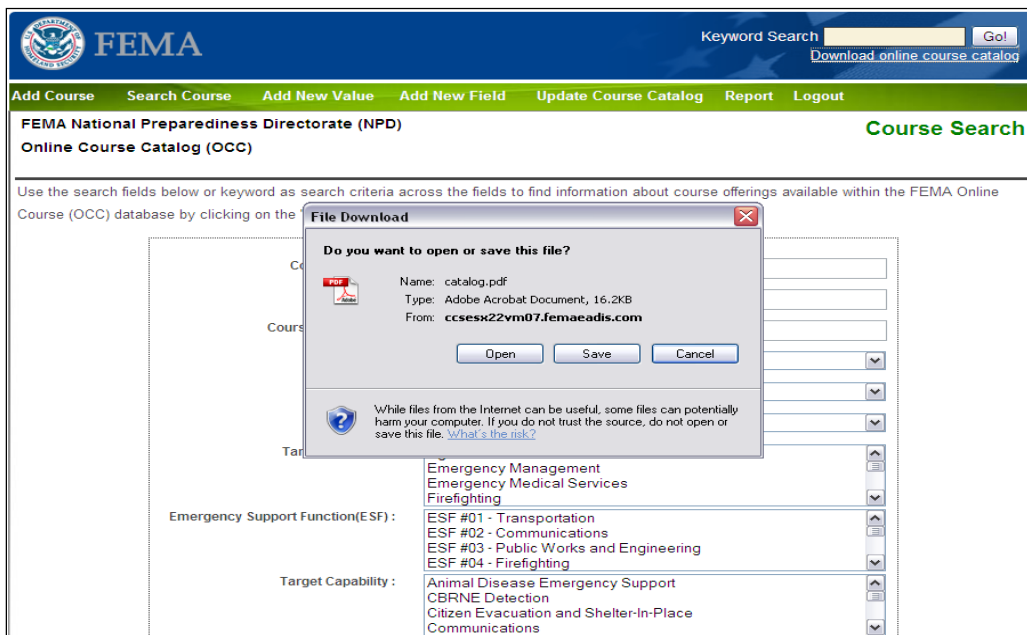
Downloading the FEMA Online Catalogue

To download a course catalog, follow the steps below:



Step 1 Click on “Download online course catalog” on the Tool Bar.

Step 2 Once clicked, the Adobe Acrobat pop-up window displays (see below).



Step 3 Click on “Open” to open the Course Catalog in Adobe,

Step 4 The Course Catalog is presented in an Adobe compatible format
or

Step 3 Click on “**Save**” to save the course catalog document locally.

Step 4 System activates option to save course catalog.

Step 5 Selects local location (based on client machine) to save document.

Step 6 Document is saved.