Federal Emergency Management Agency (FEMA)
National Preparedness Directorate (NPD)
National Integration Center (NIC)
Training and Exercise Integration Secretariat / Training Operations (TEI/TO)

COURSE REVIEW AND APPROVAL PROCESS
(STATE AND FEDERAL SPONSORED COURSES)

December 2008

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EXECUTIVE SUMMARY

This document provides the National Preparedness Directorate (NPD), National Integration Center (NIC), Training and Exercise Integration Secretariat (TEI), Training Operations (TO) a comprehensive and consistent process for the review and approval of non-TEI/TO developed training courses. Non-TEI/TO training courses are those courses that are either State sponsored or Federal sponsored, coordinated and approved by the State Administrative Agency (SAA), State/Territory Point of Contact (TPOC), or Federal Department/Agency Point of Contact (POC), and fall within the NPD/Grants Program Directorate (GPD) mission scope to prepare State and local personnel to prevent, protect, respond to, and recover from acts of terrorism or catastrophic events. These training programs include, but are not limited to, Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) terrorism, catastrophic events, cyber/agriculture/food security, and citizen preparedness training courses and materials. Under Homeland Security Grant Program (HSGP) requirements, the TEI/TO Course Review and Approval Process is requisite for all non-TEI/TO training being developed and/or considered for inclusion in either the Approved State Sponsored Course Catalog or the Approved Federal Sponsored Course Catalog

This TEI/TO Course Review and Approval Process supports the National Preparedness Guidelines by providing a mechanism to fill recognized and validated gaps in training emergency responders and citizens. The process is patterned after the more comprehensive TEI/TO Course Review Process used to certify training courses and programs developed by the National Domestic Preparedness Consortium (NDPC), Rural Domestic Preparedness Consortium (RDPC), and other TEI/TO Training Partners and adheres to established standards and best practices. This process will be used to evaluate submitted training courses and materials for their abilities to support and/or complement the *Universal Task List (UTL)* and *Target Capabilities List (TCL)* as they are finalized, ODP *Emergency Responder Guidelines* and *Prevention and Deterrence Guidelines*, and applicable published regulations and standards (e.g., OSHA and NFPA).

The phases in the review and approval process are:

- Phase I, Request Development of New Courses or Review of Existing Non-TEI/TO Courses
- Phase II, Course Review and Approval Request
- Phase III, Initial Review (completeness and course redundancy check)
- Phase IV, Independent Third Party Review
- Phase V, Notification of Results

This process supports the mission of TEI/TO to provide high-quality training courses and materials to the emergency response community (Federal, State, local, and Tribal), and the private sector. Furthermore, this process will aid in preventing duplication of training courses and materials already available through the NDPC, RDPC, and other TEI/TO training partners and providers, Federal partners, and States and Territories.

INTRODUCTION

The Grants Program Directorate (GPD), Grants Development and Administration's (GDA) Homeland Security Grant Program (HSGP) provides funding for States, territories, and urban areas to enhance the capabilities of emergency preparedness through the development of a state homeland security training program. Allowable training-related costs under this grant program include the establishment, support, conduct, and attendance for training programs specifically identified under the State Homeland Security Program (SHSP), Urban Area Security Initiative (UASI), Metropolitan Medical Response System (MMRS), and Citizen Corps (CCP) grant programs within existing training academies, universities or junior colleges.

TEI/TO approval for developing and/or delivering non-TEI-TO training courses is a prerequisite for using funds under the HSGP. This process facilitates congruence with the standards and guidelines of TEI/TO, helps avoid duplication of previously approved courses, provides a means of tracking training gaps for TEI/TO, and supports the development of common course catalogs.

Submission through approval is a "five-phase" process designed to provide for a consistent and timely review of the course materials:

- Phase I, Request the Development of New Courses or Review of Existing Non-TEI/TO Courses
- Phase II, Course Review and Approval Request
- Phase III, Initial Review (completeness and course redundancy check)
- Phase IV, Independent Third Party Review
- Phase V, Notification of Results

The entire approval process is depicted in flow diagrams located in Appendix A.

DEFINITIONS

TEI/TO Provided Training: Those courses or programs developed for and/or delivered by institutions and organizations funded directly by TEI/TO, i.e., the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC), and other TEI/TO Training Partners.

Non-TEI/TO Provided Training: Those courses that are either State Sponsored or Federal Sponsored, coordinated and approved by the State Administrating Agency (SAA) or State/Territory Training Point of Contact (TPOC) or Federal Department/Agency Point of Contact (POC), and fall within the NPD/GPD mission scope to prepare State and local personnel to prevent, protect, respond to, and recover from acts of terrorism or catastrophic events.

State Sponsored Courses: Those courses developed for and/or delivered by institutions or organizations other than Federal entities or TEI/TO and are sponsored by the SAA or TPOC.

Approved State Sponsored Course Catalog: Listing of State/territory sponsored courses that fall within the NPD/GPD mission scope and have been approved through the TEI/TO course review and approval process.

Federal Sponsored Courses: Those courses developed for and/or delivered by institutions funded by Federal entities other than TEI/TO.

Approved Federal Sponsored Course Catalog: Listing of Federal-sponsored courses that fall within the NPD mission scope, and have been approved through the TEI/TO course review and approval process. This catalog was previously known as the *Eligible Federal Terrorism Training Course Catalog*.

REVIEW AND APPROVAL PROCESS

All non-TEI/TO provided training supported using HSGP funds must follow an Instructional Systems Design (ISD) methodology, such as the ADDIE model, and support a blended learning strategy. There are five phases to the ADDIE model: Analysis, Design, Development, Implementation, and Evaluation. While the specific training deliverables and documents produced may change depending on the delivery method (i.e., instructor-led versus web-based), the phases and tasks performed remain the same. Additional information about the ADDIE model and TEI/TO's Blended Learning Strategy can be found at http://www.ojp.usdoj.gov/odp/blendedlearning/. Further support for training developers is provided in the Responder Training Development Center (RTDC), a set of online tools and protocols to assist in the various phases of training design and development.

TEI/TO developed Web-Forms in support of the reporting requirements of the HSGP. Web-Forms is an electronic form/data management system built to assist SAAs/TPOCs with the review, approval and reporting of State sponsored training information and for Federal POCs with the review and approval process of Federal sponsored courses. Web-Forms is located at https://www.firstrespondertraining.gov/odp%5Fwebforms/.

Phase I - Requesting the Development of New Courses or Review of Existing Non-TEI/TO Courses

State Sponsored Course Process

States, territories, and urban areas planning to develop a new course or submit an existing non-TEI/TO course for review must coordinate with their designated SAA/TPOC.

Developing State Sponsored Courses

The SAA/TPOC will notify TEI/TO via Web-Forms of the request to develop if HSGP funds will be used to support the cost of development, but need not forward any pre-existing course materials for advance review. The GPD Program Analyst

(PA) will notify TEI/TO of the decision to use HSGP funds for course development. Prior to any development, the SAA/TPOC should review the TEI/TO Course Catalog, Approved State Sponsored Course Catalog, and the Approved Federal Sponsored Course Catalog to ensure the course being developed is not a duplication of an already certified TEI/TO or approved State and/or Federal course offering. TEI/TO course catalogs can be found at https://www.firstrespondertraining.gov/odp%5Fwebforms/.

SAA/TPOCs will be required to submit, through Web-Forms, the *Developing State Sponsored Courses Reporting Form* (Appendix B).

HSGP funds can be used to support the costs associated with the course development process, provided the State, territory, or urban area coordinates with, and is approved by, the SAA/TPOC. Once the developed course is completed, the SAA/TPOC will submit the *Request Course Addition to the Approved State Sponsored Course Catalog* form (Appendix C).

If the course is disapproved or returned for revision as part of the course review process, HSGP funds can not be dedicated to continued deliveries of the course. Funds may be used to make necessary revisions and for re-submittal through the course review and approval process.

Existing State Sponsored Courses

At any time, the SAA/TPOC may request the addition of an existing course to the Approved State Sponsored Course Catalog by submitting the *Request Course Addition to the Approved State Sponsored Course Catalog Form* (Appendix C).

Federal Sponsored Course Process

Courses identified within the Approved Federal Sponsored Course Catalog may be supported by HSGP funds and attended on an unlimited basis within any State/territory as long as the training deliveries are coordinated through and approved by the SAA/TPOC**.** Federal Departments/Agencies wishing to have their existing courses added to the Approved Federal Sponsored Course Catalog and made available to State and local personnel, must notify TEI/TO by submitting the *Request Course Addition to the Approved Federal Sponsored Course Catalog Form* (Appendix C). The Federal POC need not forward any pre-existing course materials for advance review. The Federal POC should review the TEI/TO Course Catalog, Approved State Sponsored Course Catalog, and the Approved Federal Sponsored Course Catalog to ensure the course(s) being submitted for review are not a duplication of an already certified TEI/TO or approved State or Federal course offering.

State and Federal Sponsored Courses

The requesting SAA/TPOC or Federal POC must ensure all course components, where applicable, are in compliance with 29 Code of Federal Regulation (CFR) 1910.120(q), *Emergency Response Program for Hazardous Substance Releases*, 29 CFR 1910.134, *Respiratory Protection*, and ODP's *Emergency Responder Guidelines* and *The Prevention and Deterrence Guidelines*. Additionally, each course submitted for approval should support and enhance preparedness through stated linkages to the *Universal Task List (UTL)* and *Target Capabilities List (TCL)* as they are finalized.

Phase II - Course Review and Approval Request

After a preliminary review to ensure that the proposed training course is within the NPD/GPD mission scope, the SAA/TPOC or Federal POC will be invited by TEI/TO to complete and print the appropriate *Course Review and Approval Request Form* (Appendix D), and send it with all required training materials to the GPD PA (for State Sponsored submissions) or to TEI/TO (for Federal Department/Agency Sponsored submissions) who will conduct a review to ensure the training course and materials include the following:

1. **Mission Area-** The submitting entity will identify the mission area(s) of the course and materials submitted. The following mission areas will be used as defined in the National Preparedness Guidelines and supported by the TCL: Common, Prevent, Protect, Respond, and/or Recover.

2. **Target Audience-** The submitting entity will identify the target audience(s) of the course and materials submitted. The following list of disciplines should be used: fire service, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security, agriculture security, food security, private security.

3. **Level of Training-** The submitting entity for all *Response* area training will identify the level(s) of training of the course and materials submitted. Each submission must be identified as Awareness, Performance-Defensive (OSHA Operations), Performance-Offensive (OSHA Technician), OSHA Specialist, Planning/Management (OSHA Incident Command) Levels. More detailed information on these levels can be found at http://www.ojp.usdoj.gov/odp/training.htm or http://www.osha.gov.

4. **Program of Instruction (POI)/Course Design Document (CDD)-** The POI or CDD is an outline, or matrix, of the course content. It addresses the scope of the training, course learning objectives, duration of the training (broken down by module, session, or lesson), resource requirements, instructor to student ratio, and an evaluation strategy. These items are not all-inclusive, but are the minimum categories that should be addressed.

5. **Training Support Package (TSP)-** The TSP is all of the materials associated with the delivery of the training course. Items that should be in the TSP are as follows:

    a. **Instructor Guide/Instructor Outline/Instructor Lesson Plans-** The published instructor material that contains course text and special instructor notes that provides the information to deliver the material.
    b. **Participant Manual/Guide/Workbook-**The published student material that contains the supporting information in booklet, electronic, or handout form that the participant has available for reference.

    c. **Audio/Visual Support Materials-**Any audio/visual components that are part of any learning module, session, lesson or that supports the overall training being delivered.

    d. **Special Support Materials-** Any descriptions of practical exercises, table-top exercises, hands-on exercises or other material that supports the learning objectives.

6. **Module/Session/Lesson Content –** Training courses should be designed based on a building block approach. Each sub-component in the course should be titled as a module, session, or lesson. Regardless of the title, each module, session, or lesson, should have a Lesson Administration Page (LAP) that outlines the following:

    a. **Scope Statement-** A brief description of the content of the module, session, or lesson.

    b. **Terminal Learning Objective(s) (TLO)-** An action verb statement that outlines what the student is expected to learn or be capable of performing at the conclusion of the module, session, or lesson. There should be only one TLO per module, session, or lesson.

    c. **Enabling Learning Objectives (ELO)-** Enabling learning objectives are the incremental learning objectives that support the TLO. There should be at least one ELO per module, session, or lesson. Each ELO must be a measurable performance statement that enables the student to demonstrate achievement of the TLO.

    d. **Resource List-** A listing of the resources needed to successfully accomplish the module, session, or lesson.

    e. **Instructor to Student Ratio-** The instructor to student requirement for successful presentation of the material (e.g., 1:25).

f. Reference List- A listing of all reference materials used to develop the module, session, or lesson. This information may also be included as a bibliography.

g. Practical Exercise Statement- This describes any practical exercises and exercise objectives associated with the module, session, or lesson.

h. Evaluation Strategy- This defines the strategy to used to evaluate the participants' level of success upon completion of the module, session, or lesson (e.g., written and/or performance tests or assessments).

The GPD PA (for State Sponsored submissions) or TEI/TO (for Federal Sponsored submissions) will verify the contents of the submission, and only if completed to the specified requirements, will the request for approval of the course and supporting materials be forwarded for the Initial Review. This will begin Phase III.

Incomplete submissions will not be reviewed. The submitting SAA/TPOC or Federal POC will be contacted about the incompleteness with the potential of all materials being returned. If the course and supporting materials are returned, the process will be suspended. Once the course and supporting materials are re-submitted the process will restart at Phase II.

Phase III - Initial Review (completeness and course redundancy check)

A TEI/TO representative will inventory and log all provided materials into the TEI/TO Training Approval Tracking System, Web-Forms. An in-depth cross-check for potential duplication of training courses will be conducted and if there are no duplications then the initial review will commence.

The TEI/TO representative will perform the Initial Review of the materials submitted and compare them to TEI/TO standards. This will be completed within five (5) working days of receipt and documented on the Initial Review Form (Appendix E).

The Initial Review will also document that the following information is included in the submission:

- Mission Area
- Target Audience
- Level of Training
- Program of Instruction (POI)/Course Design Document (CDD)
- Training Support Package (TSP)
- Module/Session/Lesson Content

If all of the above information is included, the TEI/TO representative will forward the Request for Course Review and Approval form with supporting curriculum and materials to appropriate Independent Third Party Subject Matter Experts (SMEs) (Phase IV). The SMEs will have the subject matter expertise to review the content and materials for appropriateness and accuracy.

Incomplete submissions or courses deemed redundant will not be reviewed. The submitting SAA/TPOC or Federal agency POC will be contacted about the incompleteness or redundancy with the potential of all materials being returned. If the course and supporting materials are returned, the process will be suspended. Once the course and supporting materials are re-submitted the process will restart at Phase II.

Phase IV - Independent Third Party Review

Independent Third Party SMEs will be assigned to provide detailed course content and materials review. The SMEs will normally complete the course review within 30 working days from the receipt of the course materials. For training courses that require on-site review the period may be extended up to 60 days. This determination will be made by the TEI/TO representative.

The SMEs will determine the accuracy and appropriateness of the course content and materials. The SMEs will perform the review of course materials with the aid of an Independent Third Party Review Scorecard (Appendix F) to determine if the course content and materials are consistent with TEI/TO standards and contains the following information:

Training Support Package (TSP*)*

- Instructor Guide/Instructor Outline/Instructor Lesson Plans
- Participant Manual/Guide/Workbook
- Audio/Visual Support Materials
- Special Support Materials

Module/Session/Lesson Content

- Scope Statement
- Terminal Learning Objectives (TLO)
- Enabling Learning Objectives (ELO)
- Resource List
- Instructor to Participant Ratio
- Reference List
- Practical Exercise Statement
- Evaluation Strategy

Incomplete submissions will not be reviewed. The submitting SAA/TPOC or Federal POC will be contacted about the incompleteness and be asked to submit the missing materials. While waiting for the missing materials to be sent to the GPD PA the process will be suspended. Once the supporting materials are re-submitted the process will restart at Phase II.

Upon completion of the review, the SMEs will submit a recommendation to the TEI/TO representative for approval or denial of the course and materials. All supporting information will be documented on the Course Evaluation, Observations, and Findings form. A filled out example is in Appendix G. Upon receipt of this information, the TEI/TO representative will begin Phase V of the process.

Phase V - Notification of Results

This Phase begins upon receipt of the completed Course Evaluation, Observations, and Findings from the SMEs by the TEI/TO representative.

The TEI/TO representative will review the SMEs' findings and will produce a Report of Review. The representative will notify the GPD Program Analyst (PA) and the appropriate SAA/TPOC or Federal agency POC of the outcome and provide either the letter of approval or disapproval. Notification of results will be completed within five (5) working days from receipt of the Course Evaluation Observations and Findings. Approved courses will be added to the appropriate catalog (Approved State Sponsored Course Catalog or Approved Federal Sponsored Course Catalog).

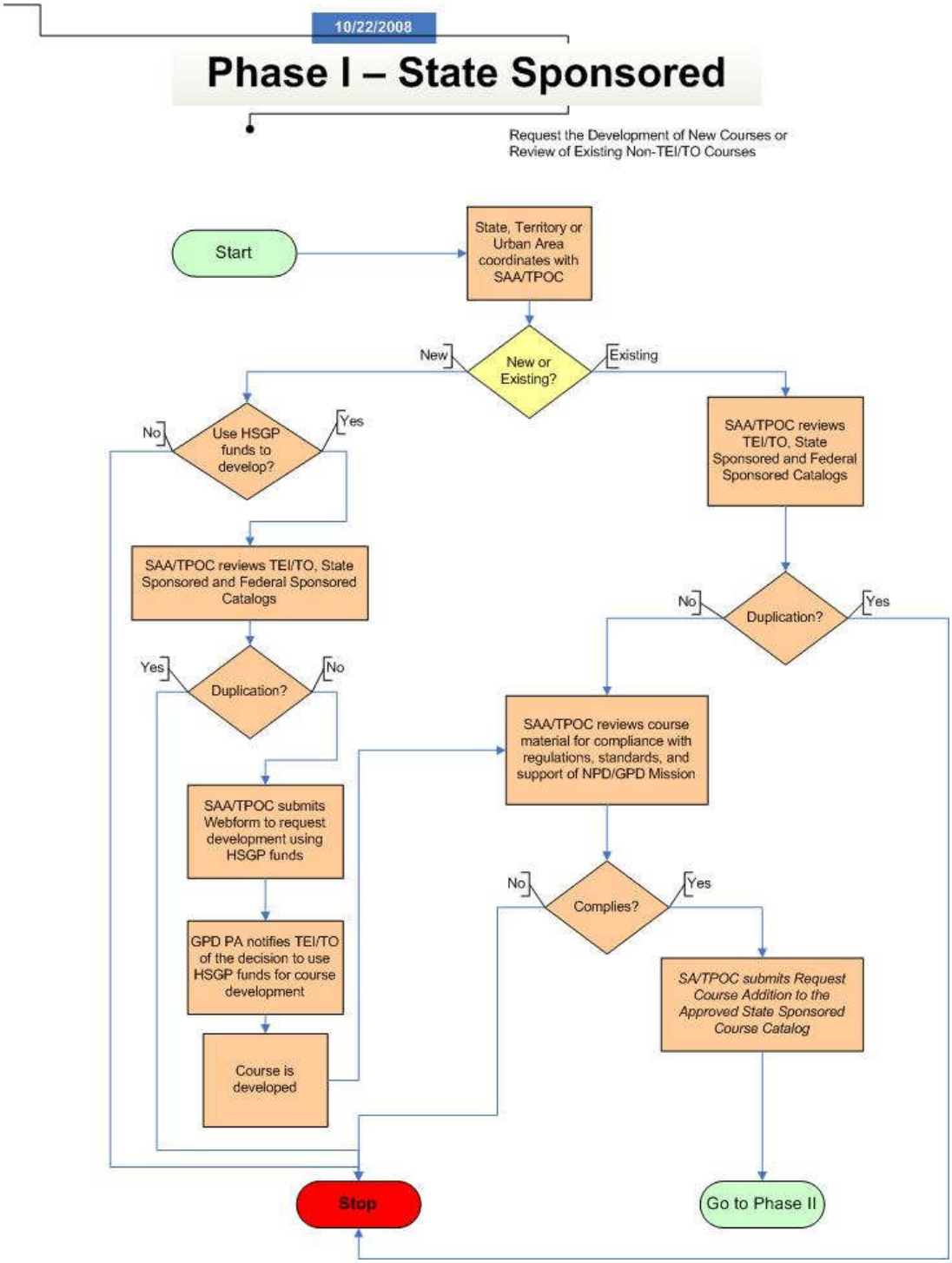
For questions or additional guidance in submitting a course, please email TEI/TO at FirstResponderTraining@dhs.gov .

APPENDIX A: Phase Flow Diagrams

Federal Emergency Management Agency
National Preparedness Directorate
National Integration Center
Training and Exercise Integration Secretariat
Training Operations

Course Review and Approval Process
(State and Federal Sponsored Courses)

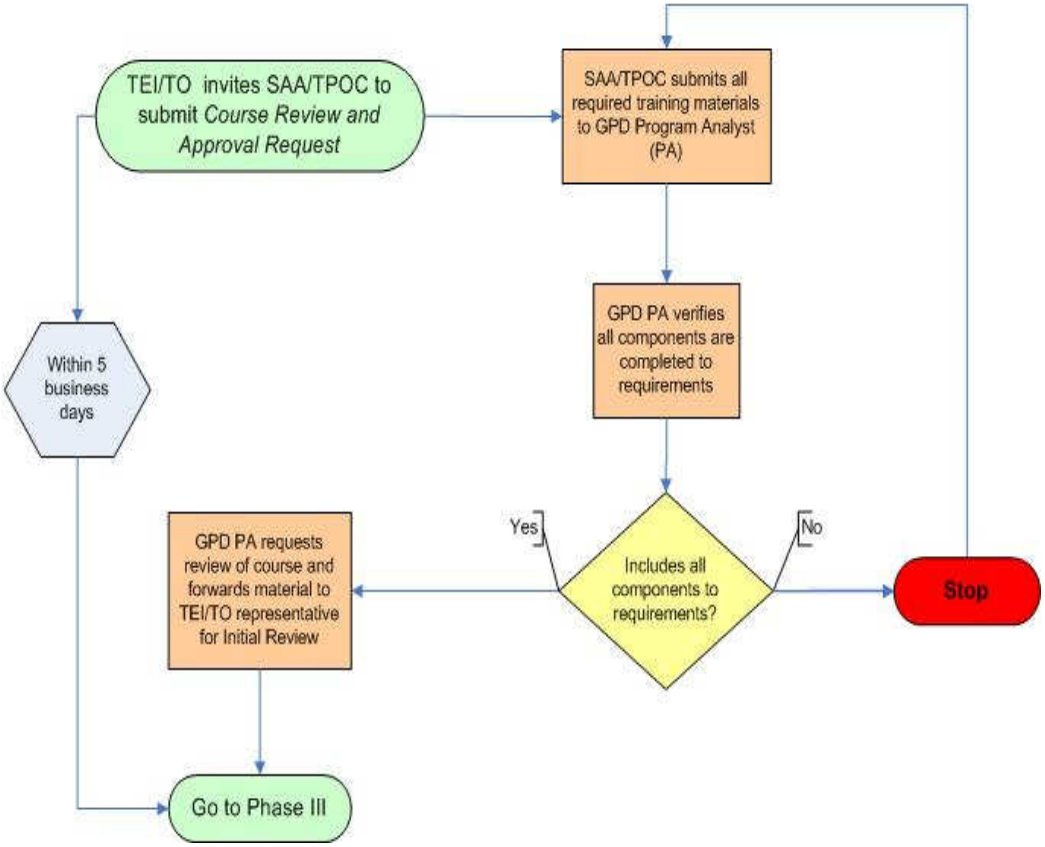
August 2008

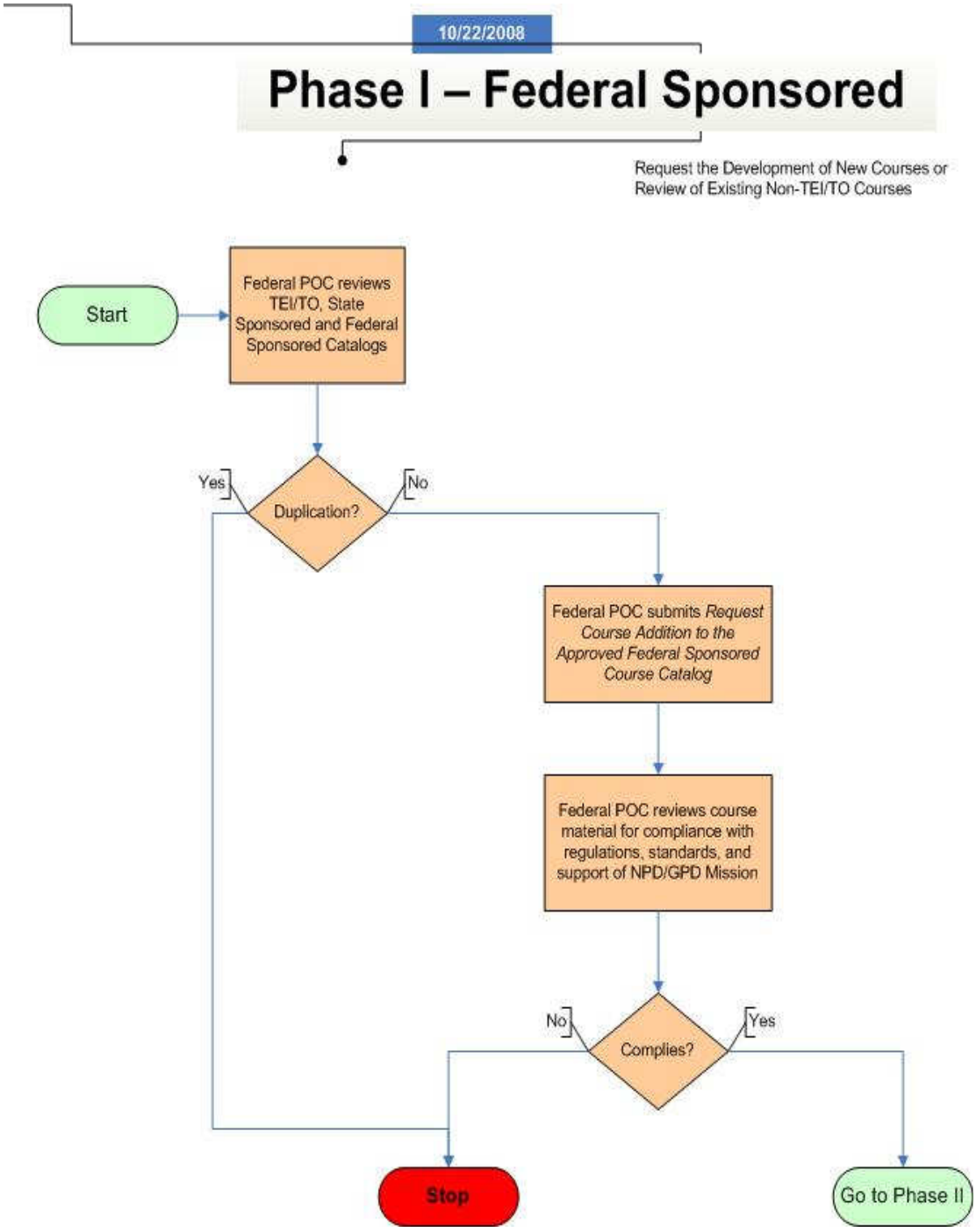

10/22/2008
Phase I – State Sponsored
Request the Development of New Courses or Review of Existing Non-TEI/TO Courses
Start
State, Territory or Urban Area coordinates with SAA/TPOC
New or Existing?
New
Existing
Use HSGP funds to develop?
No
Yes
SAA/TPOC reviews TEI/TO, State Sponsored and Federal Sponsored Catalogs
Duplication?
Yes
No
SAA/TPOC submits Webform to request development using HSGP funds
GPD PA notifies TEI/TO of the decision to use HSGP funds for course development
Course is developed
SAA/TPOC reviews TEI/TO, State Sponsored and Federal Sponsored Catalogs
Duplication?
No
Yes
SAA/TPOC reviews course material for compliance with regulations, standards, and support of NPD/GPD Mission
Complies?
No
Yes
SA/TPOC submits Request Course Addition to the Approved State Sponsored Course Catalog
Stop
Go to Phase II

10/22/2008

Phase II – State Sponsored

Request the Development of New Courses or Review of Existing Non-TEI/TO Courses

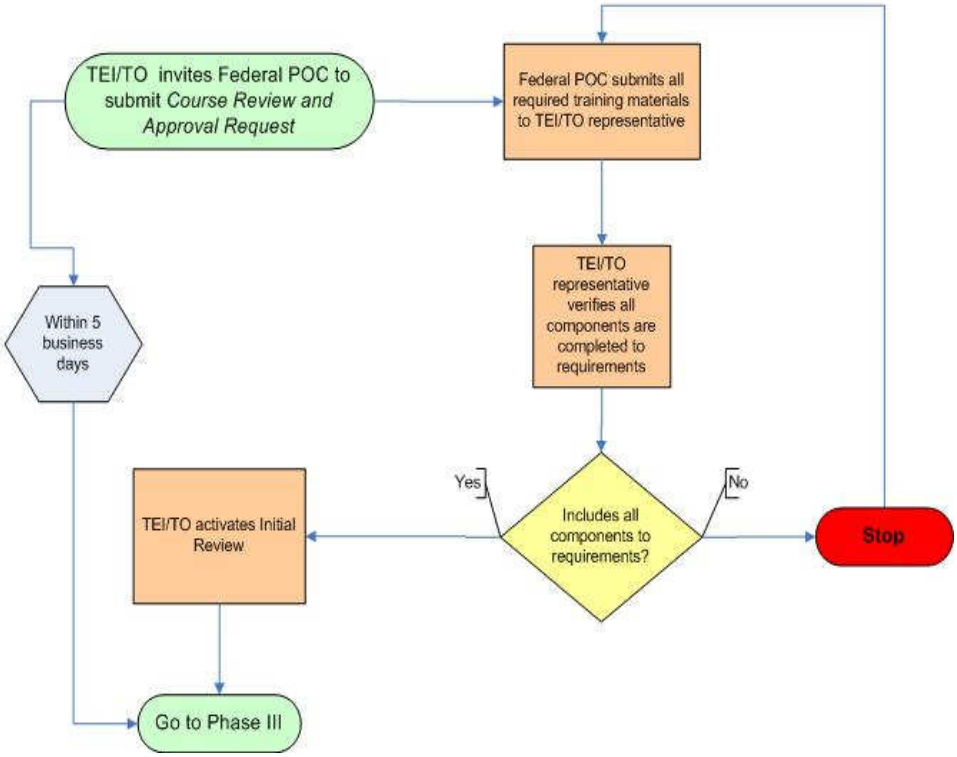



10/22/2008
Phase I – Federal Sponsored
Request the Development of New Courses or Review of Existing Non-TEI/TO Courses
Start
Federal POC reviews TEI/TO, State Sponsored and Federal Sponsored Catalogs
Yes
Duplication?
No
Federal POC submits Request Course Addition to the Approved Federal Sponsored Course Catalog
Federal POC reviews course material for compliance with regulations, standards, and support of NPD/GPD Mission
No
Complies?
Yes
Stop
Go to Phase II

10/22/2008

Phase II – Federal Sponsored

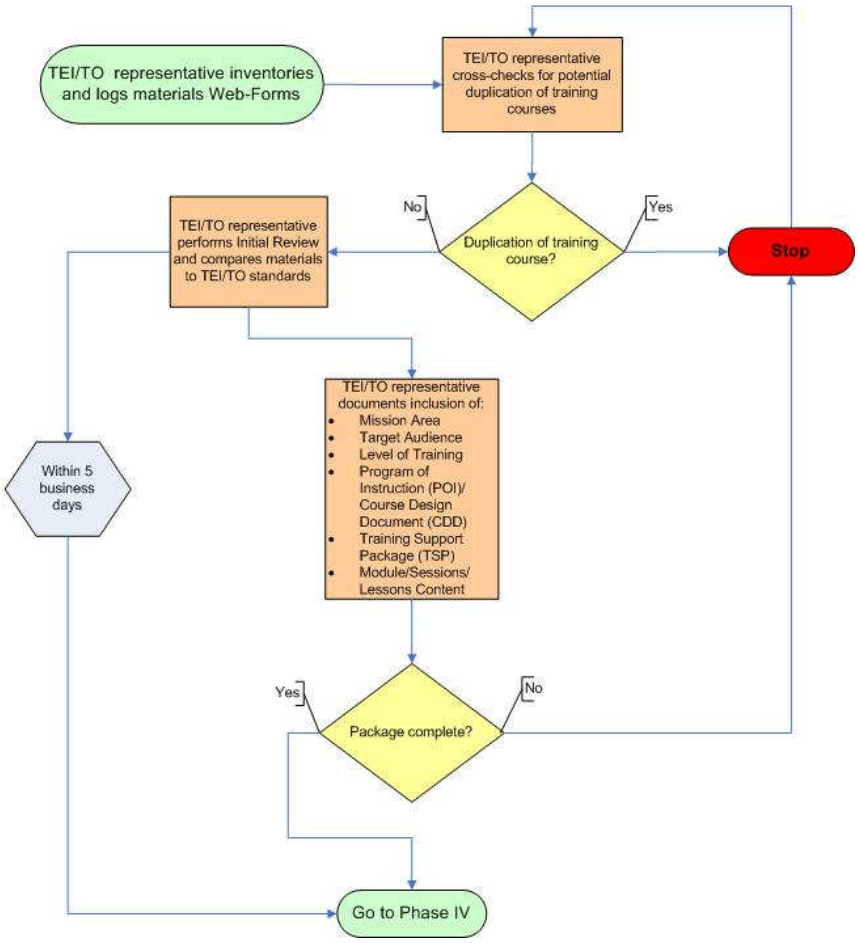
Request the Development of New Courses or Review of Existing Non-TEI/TO Courses



8/27/2008

Phase III – State or Federal Sponsored

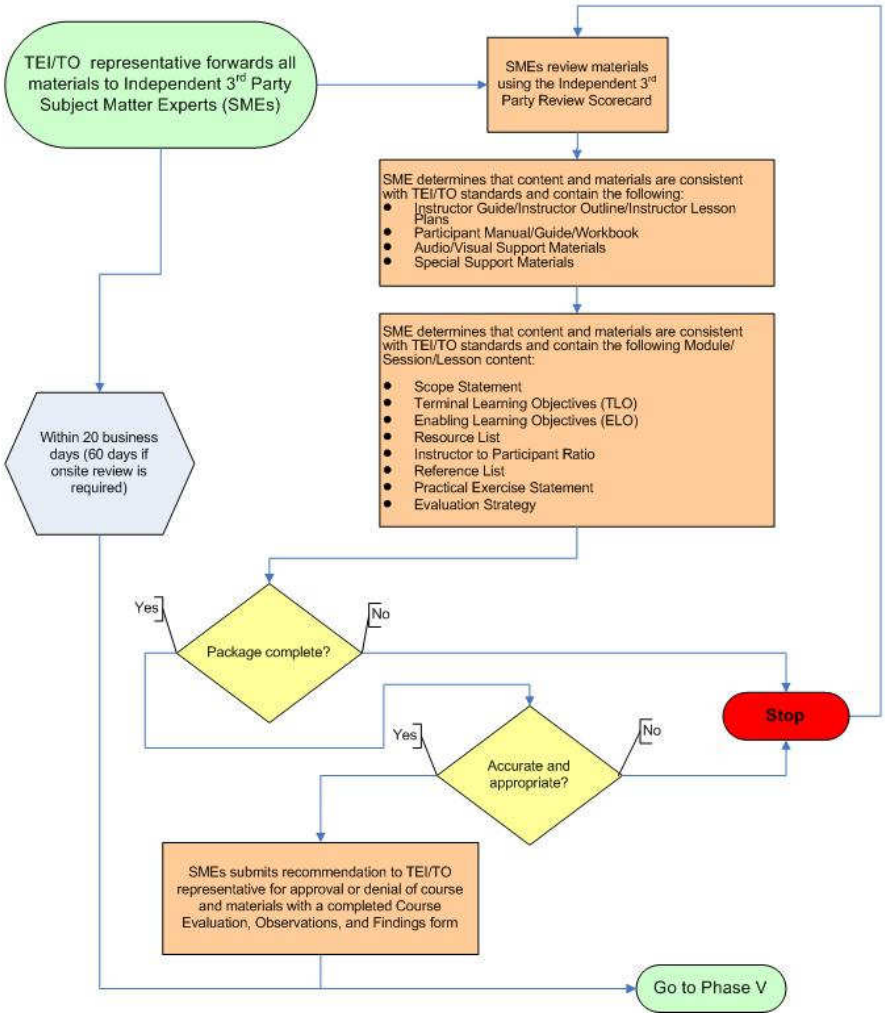
Request the Development of New Courses or Review of Existing Non-TEI/TO Courses



8/27/2008

Phase IV – State or Federal Sponsored

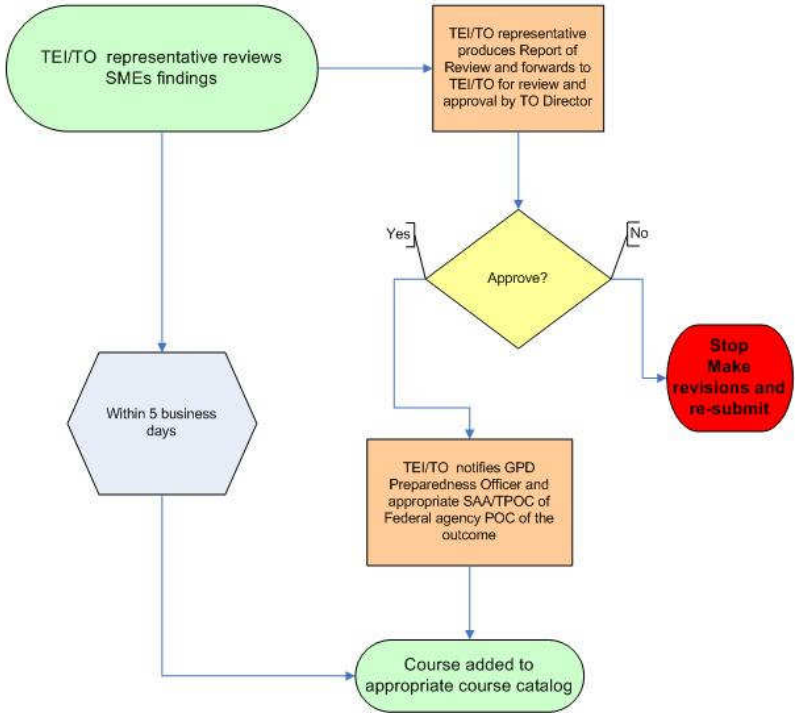
Request the Development of New Courses or Review of Existing Non-TEI/TO Courses



8/27/2008

Phase V – State or Federal Sponsored

Request the Development of New Courses or Review of Existing Non-TEI/TO Courses



APPENDIX B: Developing State Sponsored Courses Reporting Form

Federal Emergency Management Agency
National Preparedness Directorate
National Integration Center
Training and Exercise Integration Secretariat
Training Operations

Course Review and Approval Process
(State and Federal Sponsored Courses)

April 7, 2008

Main
Contact
Logout
Development of State-Sponsored Training - Reporting Form
Forms
Attendance Forms
Development Forms
Course Addition Forms
Reports
Attendance Report
Development Report
Course Additions Report
Resources
State User Guide
Course Review and Approval Process
SAA POC Name:
State Admin
SAA POC Email:
John.Doe@state.gov
SAA Agency POC Phone:
(xxx) xxx-xxxx
Sponsoring Agency:
Example: State of
Sponsoring Sub Agency (1):
Example:
Sponsoring Sub Agency (2):
Example:
Proposed Course Title:
Mission Area:
--Select One--
Level of Training:
--Select One--
Intended Audience:
--Select All That Apply--
Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Material
Public Works
Governmental Administrative
Public Safety Communications
Health Care
Public Health
Other
Developing Organization/Agency:
Total Development Cost:
Grant Programs:
--Select One--
Grant Year:
--Select One--
Description of Course:

States, territories, and urban areas intending to use GPD funds to develop non-TEI provided training must insure these courses support NPD/GPD mission scope of preparing state and local personnel to prevent, respond to, and recover from acts of terrorism or catastrophic events and where applicable meet the following guidelines, policies, regulations, and standards:

1. ODP Emergency Responder Guidelines
2. ODP Homeland Security Guidelines for Prevention and Deterrence
3. TEI Strategy for Blended Learning
4. 29 Code of Federal Regulation (CFR)1910.120.q, Emergency Response Program to Hazardous Substance Releases
5. 29 CFR 1910.134, Respiratory Protection
6. National Fire Protection Association (NFPA) 471, Recommended Practice for Responding to Hazardous Materials Incidents
7. NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents
8. NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents
9. NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs 2004, specifically Chapter 5, section 5.12
10. Comport with applicable federal, state, and/or local certification, regulatory, and policy requirements deemed appropriate for this type and level of training.
11. Build additional capabilities that 1) meet a specific need identified through the homeland security assessment process, and 2) comport with the State or Urban Area Homeland Security Strategy
12. The funds for this course are used to supplement, not supplant, existing funds that have been appropriated for the same purpose

In addition, this course will follow accepted principles of instructional systems design such as the Planning, Analysis, Design, Development, Implementation, and Evaluation (PADDIE) model or equivalent methodologies.

By submitting this form, I certify, to the best of my knowledge, that this course will meet the above applicable guidelines, standards, and regulations and adhere to the NPD/GPD's mission of preparing for, responding to, and recovering from acts of terrorism and catastrophic events. GPD grant funds can be used to support costs associated with the course development and review process, provided that the state, territory, or urban area abides by TEI/TO procedures. However, if the course is disapproved as part of the course review process, no additional GPD grant funds can be dedicated to the delivery of the course.

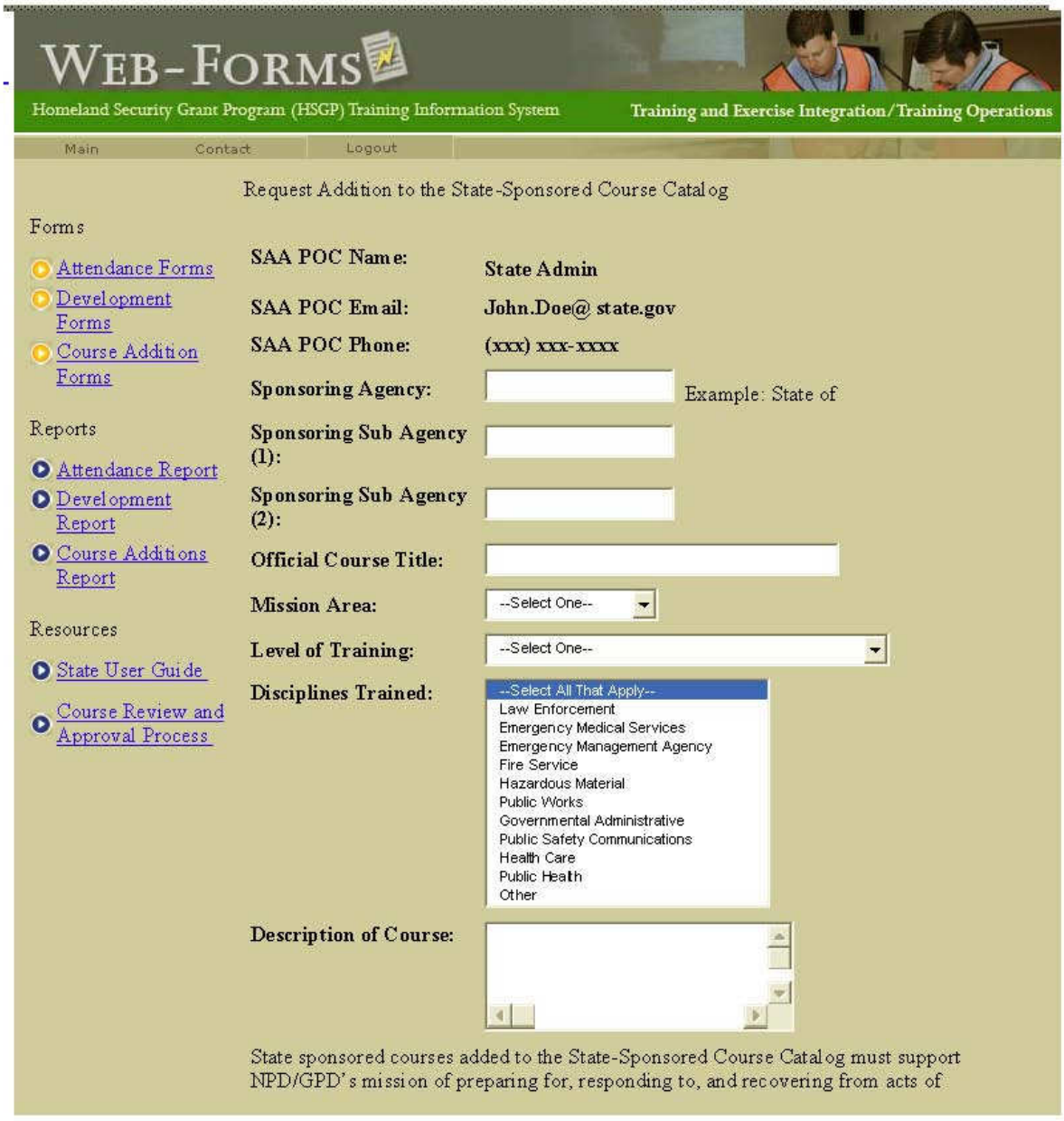
Submit Form

APPENDIX C: Request Course Addition Forms

Federal Emergency Management Agency
National Preparedness Directorate
National Integration Center
Training and Exercise Integration Secretariat
Training Operations

Course Review and Approval Process
(State and Federal Sponsored Courses)

April 7, 2008


WEB-FORMS
Homeland Security Grant Program (HSGP) Training Information System
Training and Exercise Integration/Training Operations
Main
Contact
Logout
Request Addition to the State-Sponsored Course Catalog
Forms
Attendance Forms
Development Forms
Course Addition Forms
Reports
Attendance Report
Development Report
Course Additions Report
Resources
State User Guide
Course Review and Approval Process
SAA POC Name:
State Admin
SAA POC Email:
John.Doe@ state.gov
SAA POC Phone:
(xxx) xxx-xxxx
Sponsoring Agency:
Example: State of
Sponsoring Sub Agency (1):
Sponsoring Sub Agency (2):
Official Course Title:
Mission Area:
--Select One--
Level of Training:
--Select One--
Disciplines Trained:
--Select All That Apply--
Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Material
Public Works
Governmental Administrative
Public Safety Communications
Health Care
Public Health
Other
Description of Course:
State sponsored courses added to the State-Sponsored Course Catalog must support NPD/GPD's mission of preparing for, responding to, and recovering from acts of

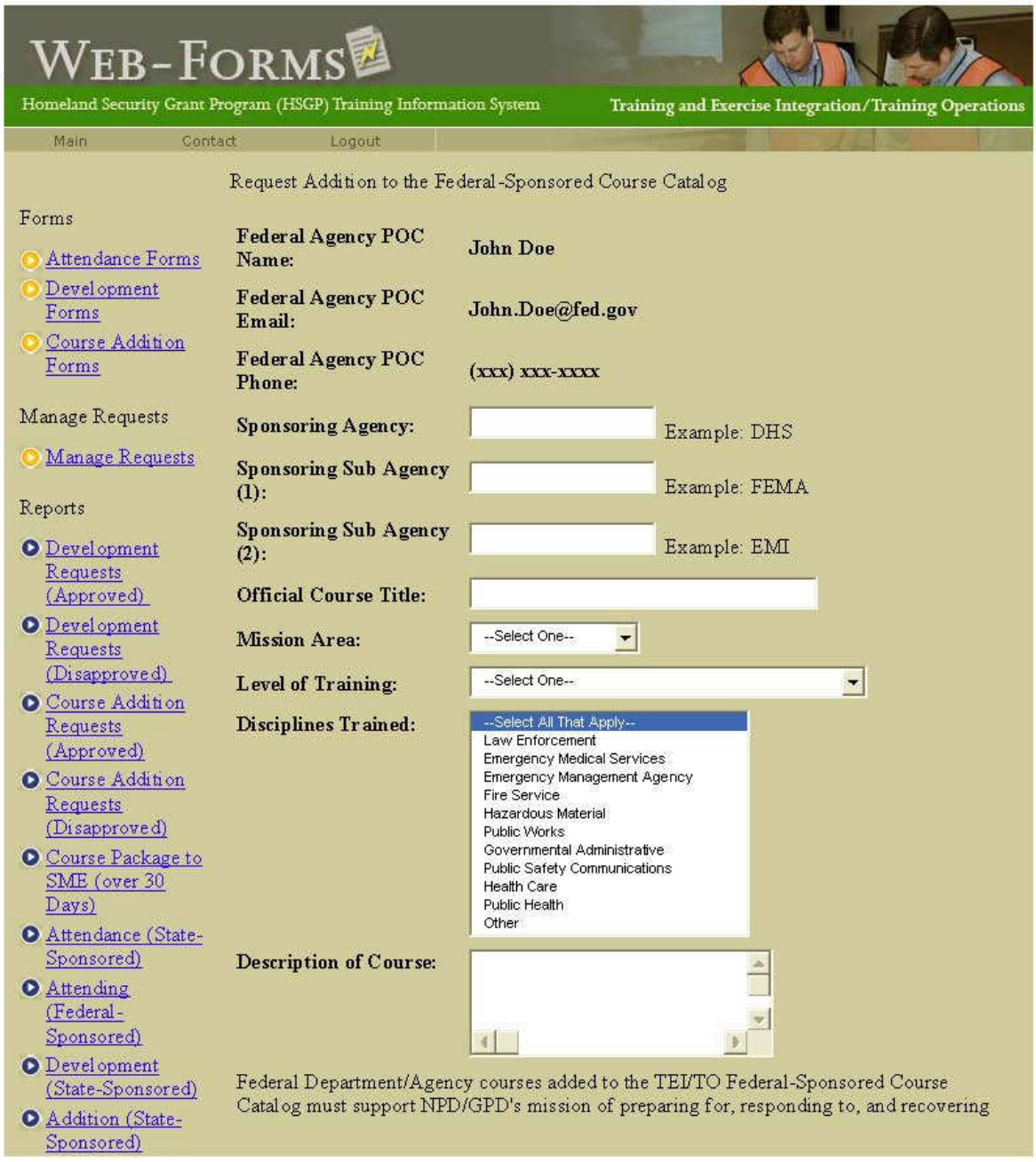
terrorism and catastrophic events and where applicable meet the following guidelines, regulations, and standards:

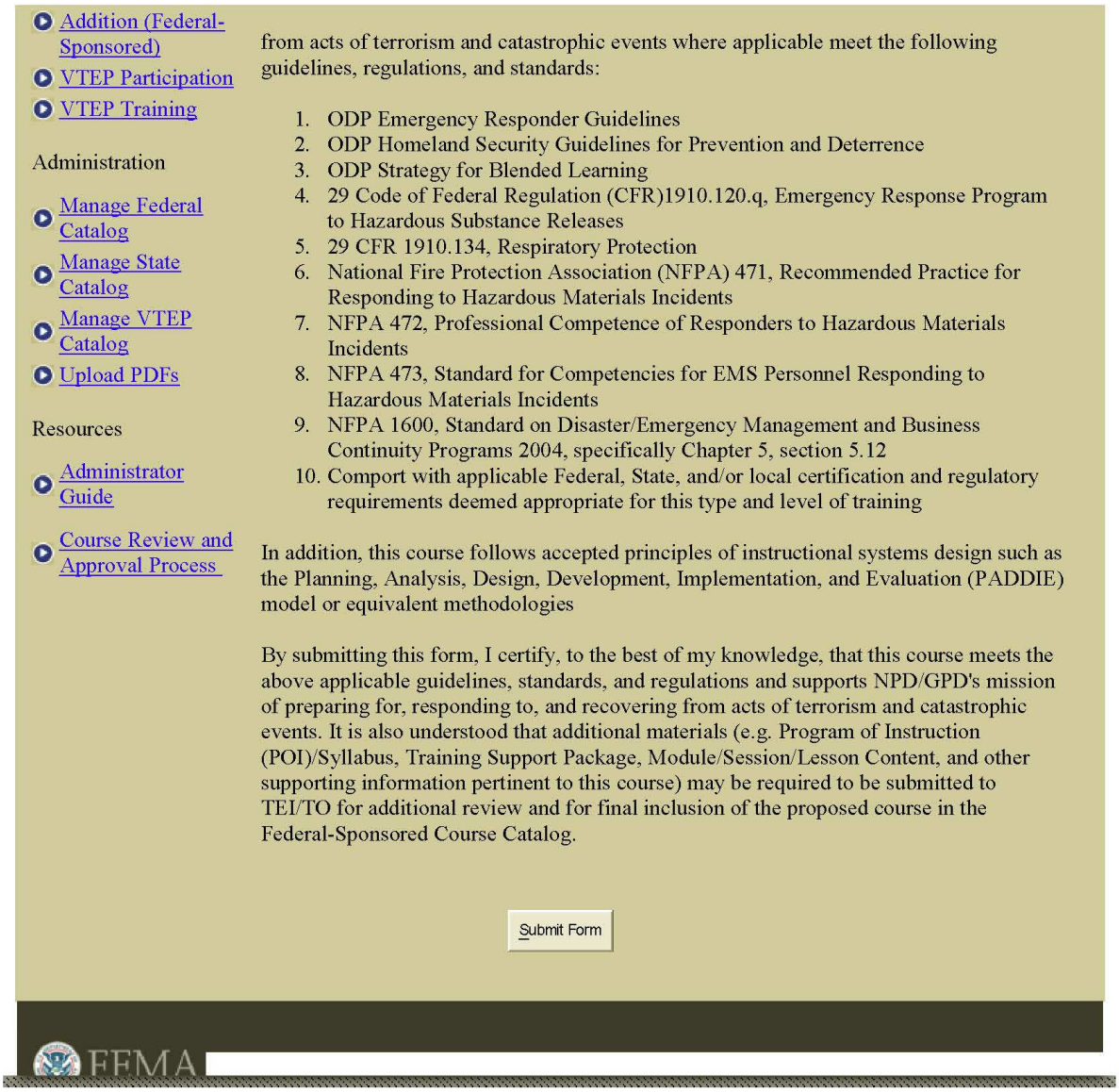
1. ODP Emergency Responder Guidelines
2. ODP Homeland Security Guidelines for Prevention and Deterrence
3. TEI Strategy for Blended Learning
4. 29 Code of Federal Regulation (CFR)1910.120.q, Emergency Response Program to Hazardous Substance Releases
5. 29 CFR 1910.134, Respiratory Protection
6. National Fire Protection Association (NFPA) 471, Recommended Practice for Responding to Hazardous Materials Incidents
7. NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents
8. NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents
9. NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs 2004, specifically Chapter 5, section 5.12
10. Comport with applicable federal, state, and/or local certification and regulatory requirements deemed appropriate for this type and level of training

In addition, this course follows accepted principles of instructional systems design such as the Planning, Analysis, Design, Development, Implementation, and Evaluation (PADDIE) model or equivalent methodologies.

By submitting this form, I certify, to the best of my knowledge, that this course meets the above applicable guidelines, standards, and regulations and supports NPD/GPD's mission of preparing for, responding to, and recovering from acts of terrorism and catastrophic events. It is also understood that additional materials (e.g. Program of Instruction (POI)/Syllabus, Training Support Package, Module/Session/Lesson Content, and other supporting information pertinent to this course) may be required to be submitted to TEI/TO for additional review and for final inclusion of the proposed course in the State-Sponsored Course Catalog.

Submit Form


WEB-FORMS
Homeland Security Grant Program (HSGP) Training Information System
Training and Exercise Integration/Training Operations
Main
Contact
Logout
Request Addition to the Federal-Sponsored Course Catalog
Forms
Attendance Forms
Development Forms
Course Addition Forms
Manage Requests
Manage Requests
Reports
Development Requests (Approved)
Development Requests (Disapproved)
Course Addition Requests (Approved)
Course Addition Requests (Disapproved)
Course Package to SME (over 30 Days)
Attendance (State-Sponsored)
Attending (Federal-Sponsored)
Development (State-Sponsored)
Addition (State-Sponsored)
Federal Agency POC Name:
John Doe
Federal Agency POC Email:
John.Doe@fed.gov
Federal Agency POC Phone:
(xxx) xxx-xxxx
Sponsoring Agency:
Example: DHS
Sponsoring Sub Agency (1):
Example: FEMA
Sponsoring Sub Agency (2):
Example: EMI
Official Course Title:
Mission Area:
--Select One--
Level of Training:
--Select One--
Disciplines Trained:
--Select All That Apply--
Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Material
Public Works
Governmental Administrative
Public Safety Communications
Health Care
Public Health
Other
Description of Course:
Federal Department/Agency courses added to the TEI/TO Federal-Sponsored Course Catalog must support NPD/GPD's mission of preparing for, responding to, and recovering

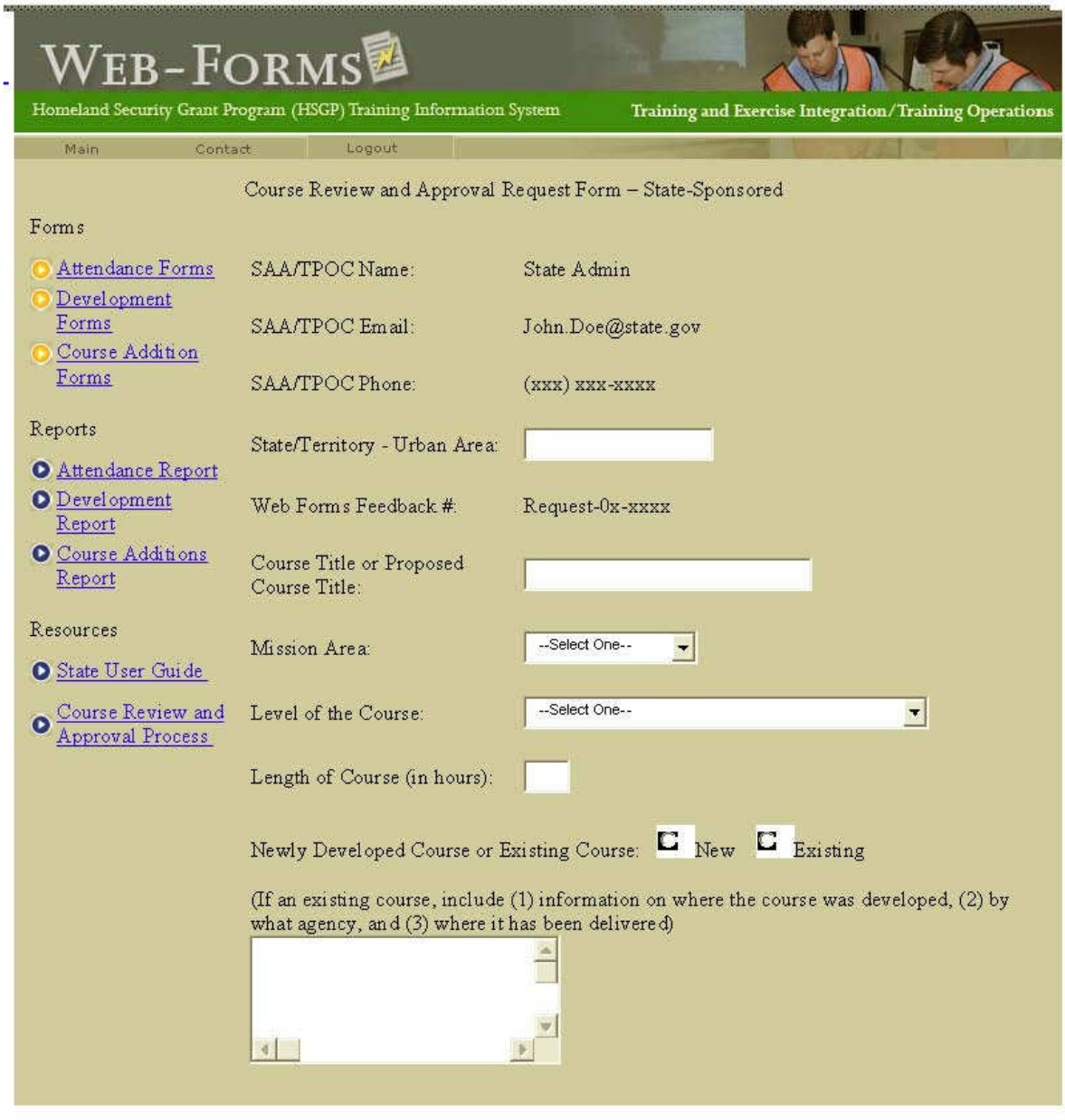

Addition (Federal-Sponsored)
VTEP Participation
VTEP Training
Administration
Manage Federal Catalog
Manage State Catalog
Manage VTEP Catalog
Upload PDFs
Resources
Administrator Guide
Course Review and Approval Process
from acts of terrorism and catastrophic events where applicable meet the following guidelines, regulations, and standards:
1. ODP Emergency Responder Guidelines
2. ODP Homeland Security Guidelines for Prevention and Deterrence
3. ODP Strategy for Blended Learning
4. 29 Code of Federal Regulation (CFR)1910.120.q, Emergency Response Program to Hazardous Substance Releases
5. 29 CFR 1910.134, Respiratory Protection
6. National Fire Protection Association (NFPA) 471, Recommended Practice for Responding to Hazardous Materials Incidents
7. NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents
8. NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents
9. NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity Programs 2004, specifically Chapter 5, section 5.12
10. Comport with applicable Federal, State, and/or local certification and regulatory requirements deemed appropriate for this type and level of training
In addition, this course follows accepted principles of instructional systems design such as the Planning, Analysis, Design, Development, Implementation, and Evaluation (PADDIE) model or equivalent methodologies
By submitting this form, I certify, to the best of my knowledge, that this course meets the above applicable guidelines, standards, and regulations and supports NPD/GPD's mission of preparing for, responding to, and recovering from acts of terrorism and catastrophic events. It is also understood that additional materials (e.g. Program of Instruction (POI)/Syllabus, Training Support Package, Module/Session/Lesson Content, and other supporting information pertinent to this course) may be required to be submitted to TEI/TO for additional review and for final inclusion of the proposed course in the Federal-Sponsored Course Catalog.
Submit Form
FEMA

APPENDIX D: Course Review and Approval Request Forms

Federal Emergency Management Agency
National Preparedness Directorate
National Integration Center
Training and Exercise Integration Secretariat
Training Operations

Course Review and Approval Process
(State and Federal Sponsored Courses)

April 7, 2008


WEB-FORMS
Homeland Security Grant Program (HSGP) Training Information System
Training and Exercise Integration/Training Operations
Main
Contact
Logout
Course Review and Approval Request Form – State-Sponsored
Forms
Attendance Forms
Development Forms
Course Addition Forms
Reports
Attendance Report
Development Report
Course Additions Report
Resources
State User Guide
Course Review and Approval Process
SAA/TPOC Name:
State Admin
SAA/TPOC Email:
John.Doe@state.gov
SAA/TPOC Phone:
(xxx) xxx-xxxx
State/Territory - Urban Area:
Web Forms Feedback #:
Request-0x-xxxx
Course Title or Proposed Course Title:
Mission Area:
--Select One--
Level of the Course:
--Select One--
Length of Course (in hours):
Newly Developed Course or Existing Course:
New
Existing
(If an existing course, include (1) information on where the course was developed, (2) by what agency, and (3) where it has been delivered)

Is this course substantially different from those offered in the TEI/TO Provided Course Catalog, State-Sponsored Course Catalog, or Federal-Sponsored Course Catalog? ☐ Y ☐ N

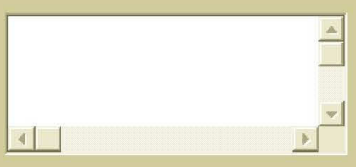
How does this course work toward achievement of the State and Urban Area Homeland Security Strategy?

How does this course comply with the components of the National Incident Management System (NIMS)?

How will your state/territory institutionalize this course after GPD funding?

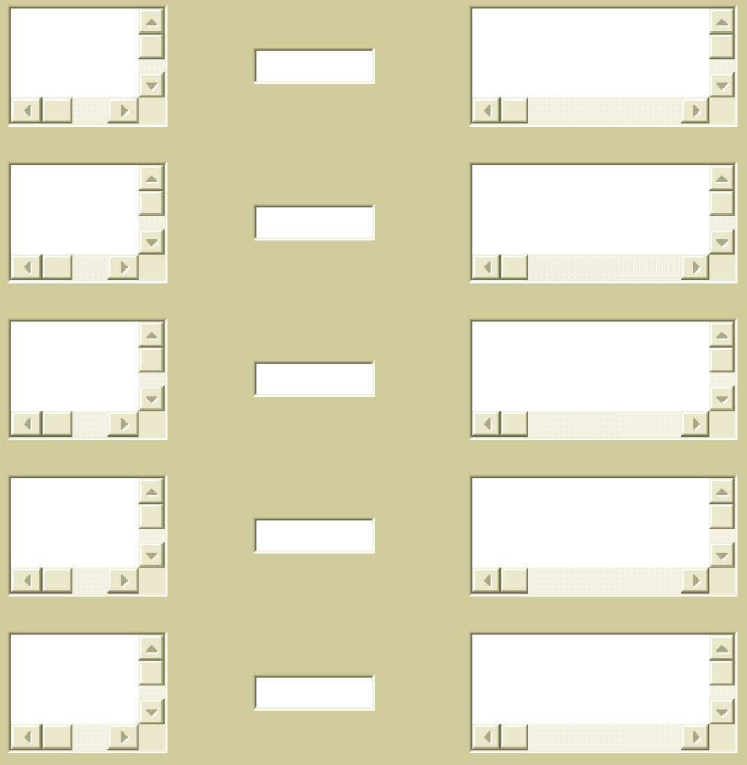
Through what entity will the course be offered (academy, training center, community college, etc)? Specify exact location:

Point of Contact (Person in the requesting agency to contact for clarification, further information, additional questions) and contact information including name, address, email, and phone number(s):



List Terminal and Enabling Objectives addressed:

Module/Lesson	Objective Type (terminal or enabling)	Objective



The following basic elements are required before submission will be accepted.

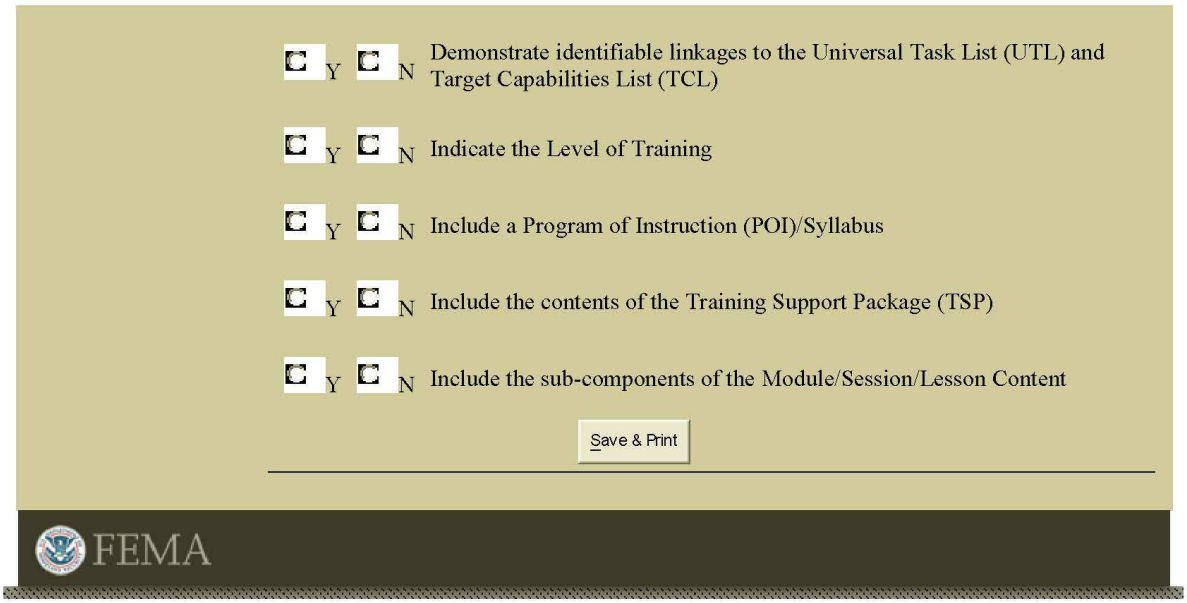
SAA/TPOC Review: Does the submitted course and related materials:

☐ Y ☐ N Specifically deal with terrorism incidents or catastrophic events

☐ Y ☐ N Comply with 29 CFR 1910.120.q, Emergency Response Program to Hazardous Substance Releases (as applicable).

☐ Y ☐ N Comply with the ODP Emergency Responder Guidelines (as applicable).

☐ Y ☐ N Comply with the ODP Prevention and Deterrence Guidelines (as applicable).


Y N Demonstrate identifiable linkages to the Universal Task List (UTL) and Target Capabilities List (TCL)
Y N Indicate the Level of Training
Y N Include a Program of Instruction (POI)/Syllabus
Y N Include the contents of the Training Support Package (TSP)
Y N Include the sub-components of the Module/Session/Lesson Content
Save & Print
FEMA

WEB-FORMS
Homeland Security Grant Program (HSGP) Training Information System
Training and Exercise Integration/Training Operations
Main
Contact
Logout
Course Review and Approval Request Form – Federal-Sponsored
Forms
Attendance Forms
Development Forms
Course Addition Forms
Manage Requests
Manage Requests
Reports
Development Requests (Approved)
Development Requests (Disapproved)
Course Addition Requests (Approved)
Course Addition Requests (Disapproved)
Course Package to SME (over 30 Days)
Attendance (State-Sponsored)
Attending (Federal-Sponsored)
Development (State-Sponsored)
SAA/TPOC Name: John Doe
SAA/TPOC Email: John.Doe@fed.gov
SAA/TPOC Phone: (xxx) xxx-xxxx
State/Territory - Urban Area:
Web Forms Feedback #: Request-0x-xxxx
Course Title or Proposed Course Title:
Mission Area: --Select One--
Level of the Course: --Select One--
Length of Course (in hours):
Newly Developed Course or Existing Course: New Existing
(If an existing course, include (1) information on where the course was developed, (2) by what agency, and (3) where it has been delivered)

- Addition (State-Sponsored)
- Addition (Federal-Sponsored)
- VTEP Participation
- VTEP Training

Administration

- Manage Federal Catalog
- Manage State Catalog
- Manage VTEP Catalog
- Upload PDFs

Resources

- Administrator Guide
- Course Review and Approval Process

Is this course substantially different from those offered in the TEI/TO Provided Course Catalog, State-Sponsored Course Catalog, or Federal-Sponsored Course Catalog?

☐ Y ☐ N

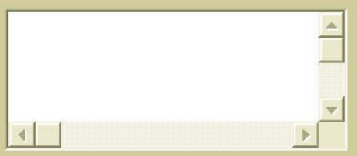
How does this course work toward achievement of the State and Urban Area Homeland Security Strategy?

How does this course comply with the components of the National Incident Management System (NIMS)?

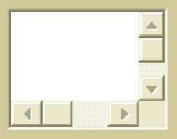
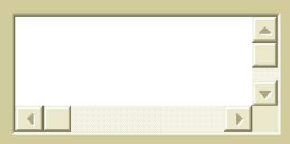
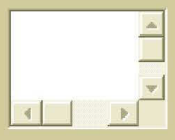
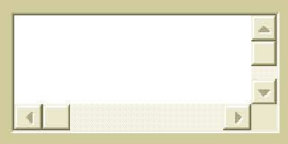
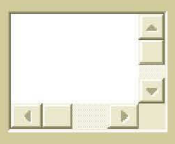
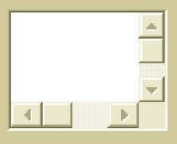
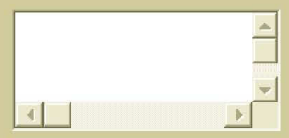
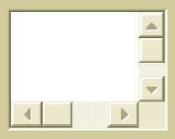
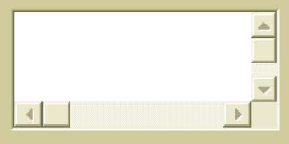
How will your state/territory institutionalize this course after GPD funding?

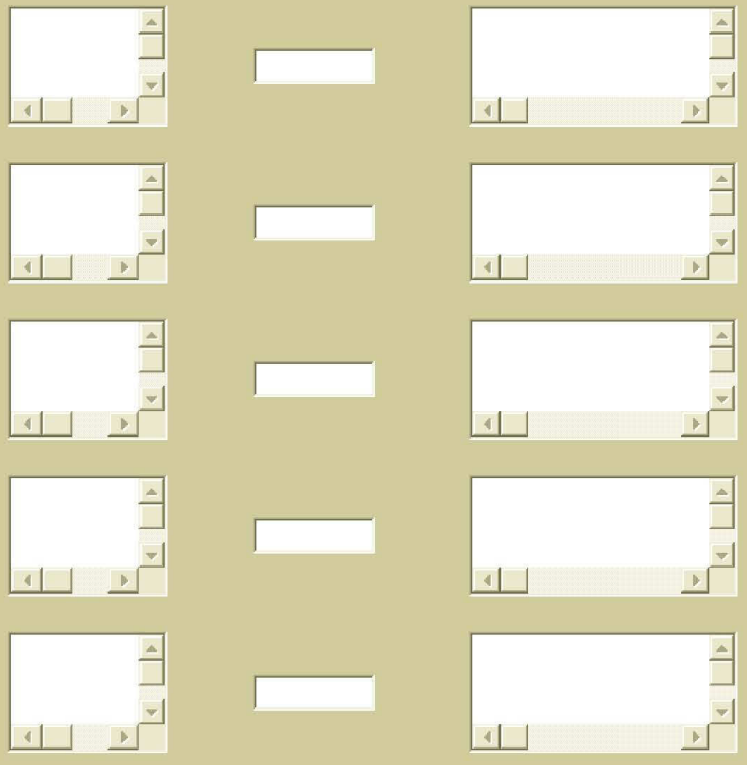
Through what entity will the course be offered (academy, training center, community college, etc)? Specify exact location:

Point of Contact (Person in the requesting agency to contact for clarification, further information, additional questions) and contact information including name, address, email, and phone number(s):



List Terminal and Enabling Objectives addressed:

Module/Lesson	Objective Type (terminal or enabling)	Objective
		
		
		
		
		



The following basic elements are required before submission will be accepted.

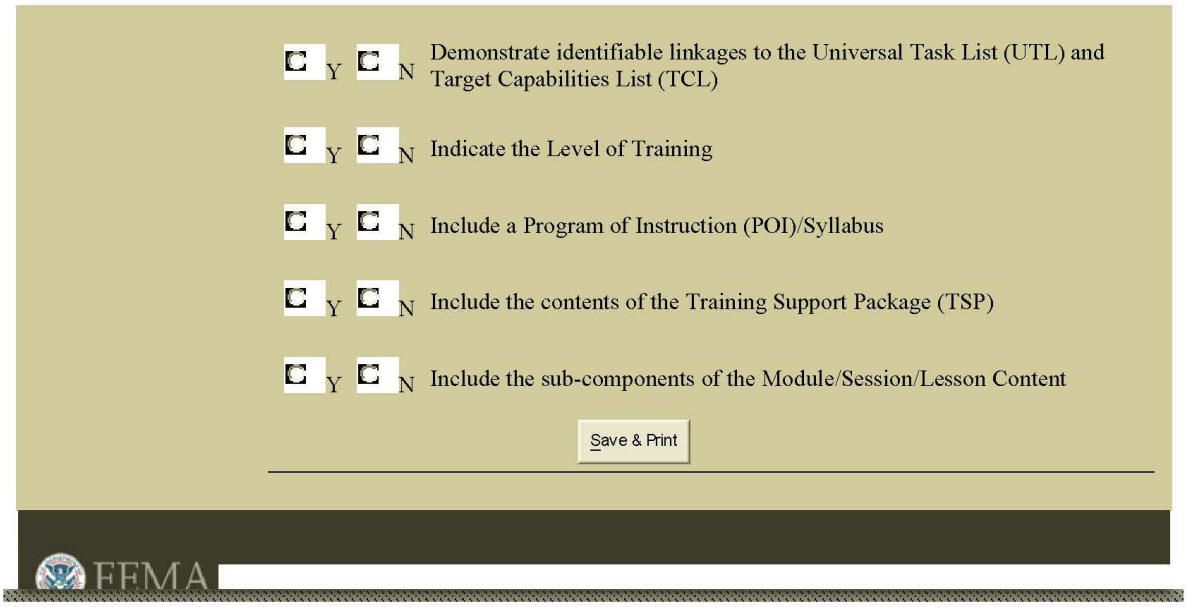
Federal POC Review: Does the submitted course and related materials:

☐ Y ☐ N Specifically deal with terrorism incidents or catastrophic events

☐ Y ☐ N Comply with 29 CFR 1910.120.q, Emergency Response Program to Hazardous Substance Releases (as applicable).

☐ Y ☐ N Comply with the ODP Emergency Responder Guidelines (as applicable).

☐ Y ☐ N Comply with the ODP Prevention and Deterrence Guidelines (as applicable).


Y N Demonstrate identifiable linkages to the Universal Task List (UTL) and Target Capabilities List (TCL)
Y N Indicate the Level of Training
Y N Include a Program of Instruction (POI)/Syllabus
Y N Include the contents of the Training Support Package (TSP)
Y N Include the sub-components of the Module/Session/Lesson Content
Save & Print
FEMA

APPENDIX E: Initial Review Form

Federal Emergency Management Agency
National Preparedness Directorate
National Integration Center
Training and Exercise Integration Secretariat
Training Operations

Course Review and Approval Process
(State and Federal Sponsored Courses)

April 7, 2008

TEI/TO Initial Review Form

Course: _____

Requesting Agency: _____

Review Performed by: _____

Date: _____

REQUEST ENTERED IN WEB-FORMS Yes_____ No _____

Action	YES	NO	COMMENTS
All information filled out on Course Approval Request Form?			
Does the course support NPD/GPD's mission scope?			
Is Course duplicative of current TEI/TO offerings or other already approved courses?			
Compliance with: 29 CFR 1910.120(q) 29 CFR 1910.134 NFPA Standards G&T Guidelines and linkages to UTL and TCL?			
Contain the following: Level of Training POI/Syllabus TSP Module/Session/Lesson Content?			

RETURNED TO REQUESTING AGENCY FOR ADDITIONAL MATERIALS
Yes No

Date of Correspondence: _____

FORWARD TO INDEPENDENT THIRD PARTY SME
Yes No

SME IDENTIFICATION:

Date Sent:

APPENDIX F: Independent Third Party Review Scorecard

Federal Emergency Management Agency
National Preparedness Directorate
National Integration Center
Training and Exercise Integration Secretariat
Training Operations

Course Review and Approval Process
(State and Federal Sponsored Courses)

April 7, 2006

Independent Third Party Review Scorecard

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
TSP Instructor Guide/ Instructor Outline/Instructor Lesson Plans	Contains all the information needed to conduct the course, exercises and evaluations.	Contains the majority of the information needed to conduct the course, exercises and evaluations.	The information is insufficient to teach the course.		
TSP Participant Manual/Participant Guide/Participant Workbook	The information contained is described in detail, appropriate, and well articulated.	Some of the supporting information is incomplete or needs additional clarification.	The majority of the supporting information is out dated or irrelevant.		
TSP Audio/Visual Support Materials	A/V materials are of good quality, comprehensively described, and consistent with learning objectives.	A/V materials are of good quality, consistent with learning objectives but incomplete.	A/V materials are of poor quality, non existent or are not consistent with learning objectives.		
TSP Special Support Materials	Exercise(s) materials are professionally done, comprehensive, and focused on achievement of the learning objective.	Exercise(s) materials are incomplete but address the learning objective.	Exercise(s) materials do not support the achievement of the learning objective.		

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
Module/Session/Lesson Content Scope Statement	Description of the module is comprehensive, defines expectations and accomplishments, and is consistent with the stated training level.	Description of the module is consistent with the stated training level but does not define expectations and accomplishments.	Course provides no description of module scope.		
Module/Session/Lesson Content Terminal Learning Objective (TLO)	TLO is clear, uses action verbs and directly supports the course goal. It is referenced and complies and/or supports applicable standards, and the UTL and TCL.	TLO is clear as to what the participant is expected to learn or be capable of performing but does not support the stated course goal.	TLO missing action verbs and what the student is expected to learn. It does not support and/or comply with the UTL, TCL , Guidelines, or applicable standards.		
Module/Session/Lesson Content Enabling Learning Objectives (ELO)	ELO are clear, measurable, support the TLO and support and/or comply with the UTL, TCL, Guidelines and applicable standards.	ELO are clear, measurable, support the TLO but do not support and/or comply with the UTL, TCL, Guidelines and applicable standards.	ELO are present but missing major elements and features that support the TLO and do not conform to Guidelines and applicable standards		

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
Module/Session/Lesson Content Resource List(s)	Resource List(s) are comprehensive and consistent with materials needed to accomplish all objectives.	Resource List(s) is complete enough to accomplish most objectives.	Resource List(s) are either not present or lack the understanding of the resources needed to accomplish the objectives.		
Module/Session/Lesson Content Instructor to Participant Ratio	The ratio of instructors to participants is appropriate for this level of training and objectives.	The ratio of instructors to participants indicates that the instructors will be challenged in their effectiveness of delivery.	There is no instructor to participant ratio listed or the ratio is inappropriate for the level of training and objectives.		
Module/Session/Lesson Content Reference List(s)	Reference List(s) are comprehensive and consistent with the materials needed to accomplish all objectives.	Reference List(s) are incomplete with gaps in resources needed to accomplish some objectives.	Reference List(s) are not present or suggest lack of understanding of resources needed to accomplish the objectives.		

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
Module/Session/Lesson Content Practical Exercise(s) Statement	Practical exercise(s) descriptions are appropriate, complete, sufficient, and professionally developed.	Practical exercise(s) descriptions are incomplete but address most objectives.	Practical exercise(s) description is missing major elements and features and lacks an understanding of assessments needed to evaluate training.		
Module/Session/Lesson Content Evaluation Strategy	Test(s) of performance or competence are appropriate, complete, sufficient, and professionally developed.	Test(s) of performance or competence are incomplete or inconsistent with some objectives.	Test(s) descriptions are missing major elements and features or lack an understanding of assessments needed to evaluate training.		

APPENDIX G: Course Evaluation, Observations, and Findings Example

Federal Emergency Management Agency
National Preparedness Directorate
National Integration Center
Training and Exercise Integration Secretariat
Training Operations

Course Review and Approval Process
(State and Federal Sponsored Courses)

April 7, 2008

Course Evaluation, Observations, and Findings Form
(Example)

COURSE: Name

LENGTH: Number of Hours **REVIEWED BY: __Joe SME_____**

COURSE LEVEL: Awareness, Performance-Defensive (OSHA Operations), Performance-Offensive (OSHA Technician), OSHA Specialist, or Planning/Management (OSHA Incident Command)

AGENCY: Name of Requestor

TEI/TO COURSE APPROVAL RECOMMENDATION: Approve or *Disapprove*

OVERALL COMMENTS ON THE COURSE

- Material does not specifically address PPE and decontamination procedures in accordance with CFR 1910.120(q) and NFPA 472.
- Module one is the introduction and has no terminal objective but does identify many course objectives.
- POI is not included
- There are no references listed anywhere in the course. References should be listed in a Lesson Administrative Page (LAP) for each module.
- There are no Evaluation Strategies listed for each module. These should be included in the LAP page of each module.
- Resources should be listed in the LAP page of each module.
- Not all objectives are measurable… (i.e., "understand")
- Reference List is absent

SCORECARD RESULTS and COMMENTS

Training Support Package (TSP)

- *Instructor Guide/Instructor Outline/Instructor Lesson Plans* — (2) Acceptable

- *Participant Manual/Participant Guide/Participant Workbook* — (0) Unacceptable, no definable reference material

- *Audio Visual Support Materials* — (2) Acceptable, A/V materials are consistent with course goal and course objectives.

- *Special Support Materials* — (2) Acceptable, Practical exercises, written materials, tabletop exercises, and evaluation materials are consistent with course goal and course objective.

Module/Session/Lesson Content

- *Scope Statement* — (0) Unacceptable, not definable in the module.
- *Terminal Learning Objective* — (0) Unacceptable, no definable Terminal Learning Objective based upon listed objectives in the module.
- *Enabling Learning Objectives* — (1) Marginal, module has Course objectives that need to be measurable (i.e., "Understand…") but are consistent with what a course terminal objective would be if it was present.
- *Resource Lists* — (0) Unacceptable, there are no resource requirements listed for each module individually.
- *Instructor to Participant Ratio* — (0) Unacceptable, there are no instructor-to-student ratios identified for each module or the course.
- *Reference Lists* — (0) Unacceptable, unable to find a definable Reference List.
- *Practical Exercise(s Statement)* — (0) Unacceptable, there is none
- *Evaluation Strategy* — (0) Unacceptable, there is not one listed