



Course: *E0390 Integrating Emergency Management Education into Your Institution*

Course Dates:

February 27-28, 2017

March 27-28, 2017

April 19-20, 2017

Travel Dates:

February 26 and March 1, 2017

March 26 and March 29, 2017

April 18, and April 21, 2017

Course Length:

This course is 2 days in length.

Location:

Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Course Description:

This course is an interactive workshop designed to assist **minority and minority-serving institutions of higher education (IHEs)** in establishing or enhancing Emergency Management (EM) courses or programs in their institutions. It addresses issues unique to them, and begins the process of identifying and overcoming institutional roadblocks to increasing their schools' EM-related offerings.

Course Goal:

The primary goal of this workshop is to assist Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and Historically Black Colleges and Universities (HBCUs) by providing information about EM and the benefits and resources available for integrating EM course offerings. The desired outcome and single focus of the course is to achieve a more diverse population of EM professionals who reflect the communities in which they live and work.

Prerequisites:

None

Continuing Education Units (CEU's):

EMI awards 1.4 CEUs for completion of this course.

Target Audience:

The audience for this course includes Department Chairs of EM-related disciplines such as sociology, geography, public administration, or psychology from minority and minority-serving IHEs. The course dates are intended for the following audiences:

- February – HSIs
- March – TCUs
- April - HBCUs

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Enrollment is limited to 20 participants for the first 2 offerings and 25 for the third one, enrolled on a first-come, first-served basis. Transportation expenses for attendees will be reimbursed through EMI's student stipend program. Airport shuttles are available and lodging is provided for course participants on the NETC campus.

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application by mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

FEMA Regional employees should submit their application to their Regional Training Manager (RTM).

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than 6 weeks prior to class start dates – January 16, 2017; February 13, 2017; and March 8, 2017, respectively.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

How do I obtain my FEMA SID number?

Step 1: To register, go to

<https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to

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stop terrorists from evading detection by using false identification. Check to see if your state is compliant at <https://www.dhs.gov/current-status-states-territories>.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to Michael.Wells@fema.dhs.gov in a password-protected document at least three weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to Jane.Sentz@fema.dhs.gov or 301-447-7207.

For additional information contact the course manager, Lillian Virgil at (301) 447-1490 or by email at: Lillian.virgil@fema.dhs.gov.

EMI Point of Contact:

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