Continuity Training Registration Guide

Preface

The courses referenced in this guide are provided by FEMA (Federal Emergency Management Agency). FEMA provides these courses with minimal financial burden on sponsoring agencies. There is no cost for "IS" (Independent Study) or "K" (virtual) courses. Your organization is responsible for any travel/lodging/meal expenses associated with "L" (local) courses. There is a cost-share for the travel/lodging/meal expenses associated with the "E" courses, which are held at a national training center in Maryland (see About the "E" courses for more info). FEMA does not charge registration or tuition fees for any of the courses referenced in this guide.

The 1301: Continuity Planning and 1302: Continuity Program Management courses provide the foundational knowledge necessary for maintaining continuity plans and programs and are strongly recommended for anyone with continuity responsibilities. Course applications will first be reviewed by the Utah State Training Officer for endorsement and then passed on to FEMA for consideration. This guide will walk you through the process of finding scheduled courses and submitting applications.

Contents

Course Details

E/L/K[1] 1301: Continuity Planning.

Description

This course assists continuity practitioners with understanding their continuity roles and responsibilities, and provides them with the knowledge, skills and tools necessary to help develop and maintain a viable continuity plan for their organization. The course materials are based on guidance found in Federal Continuity Directives (FCDs) 1 and 2 and the Continuity Guidance Circular (CGC) for developing continuity plans and programs. By the end of the course students will possess the ability to build a draft continuity plan and understand the key roles necessary for developing critical mitigation strategies and key elements of a continuity capability. The target audience for this course is all levels of government and whole community partners.

Length

16 hours (two full days in-person or four half days if virtual)

Prerequisites

- [IS-13: EMI Conduct and Behavior](#) (may currently only be required for "E" courses, but is recommended for all course offerings)
- [IS-1300.A: Introduction to Continuity](#)

---

[1] E – EMI Course | L – Local Course | K – Virtual Course

E/L/K² 1302: Continuity Program Management.

Description

This course assists continuity program managers with understanding their roles and responsibilities and provides resources to help them develop a wholistic continuity capability for their organizations. This course is intended for continuity practitioners responsible for the oversight and management of an organizational continuity program. The course materials are based on guidance found in FCDs 1 and 2 and the CGC for developing continuity plans and programs. By the end of this course, program managers will be able to demonstrate their knowledge of key concepts and strategies for implementing a continuity program management cycle. The target audience for this course is all levels of government and whole community partners.

Length

16 hours (two full days in-person or four half days if virtual)

Prerequisites

- IS-13: EMI Conduct and Behavior (may currently only be required for "E" courses, but is recommended for all course offerings)
- IS-1300.A: Introduction to Continuity
- E/L/K 1301

---

² E – EMI Course | L – Local Course | K – Virtual Course

Before you begin

1. Ensure you have a FEMA Student Identification (SID) Number. For more information, or to register for a SID, go to the [FEMA Student Identification System](#).
2. Before submitting your application, you must complete all the prerequisites (and have electronic copies of the certificates you can upload).
    a. **[IS-13](#) or [IS-1300](#) certificates**: Once you have passed the final exam online, you can download your certificates anytime at https://training.fema.gov/student/sssp.aspx (you may need to log in and then re-navigate to the URL).
    b. **1301 certificates**: If you want to sign up for a 1302 course, but do not have a copy of your 1301 certificate, email Kristine.hawkinberry@fema.dhs.gov to request the certificate for a previously completed 1301 course (not needed if signing up for E1301 and E1302 concurrently on campus in Emmitsburg, Maryland).

How to find when courses are scheduled

1. Go to this link: https://training.fema.gov/emicourses/schedules.aspx
2. Type "1301" or "1302" in the "Course" box and hit "Go".
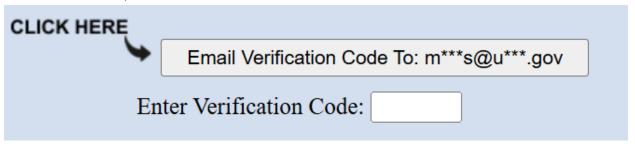
EMI Course Schedule

Course

[   ] Go

3. If the course says "Invitation Only", you will need an invitation code to apply. If you are interested in attending an "Invitation Only" course (and have not already been provided a code), reach out to the Utah State Training Officer, Ronda Warner (rwarner1@utah.gov), for guidance.
4. Please note the dates/times listed for any courses you intend to apply for (as this information may not be sent to applicants until close to the course delivery).
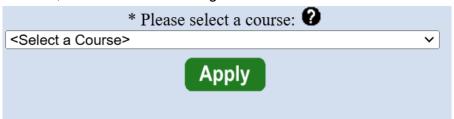
How to apply

1. Go to this link: https://training.fema.gov/generaladmissionsapplication/staticforms/sidinfo.aspx
2. Hit "Continue"
3. Acknowledge and continue
4. You will need to enter your FEMA SID, First, and Last Name

5. Click the "email verification code…" button and then enter the verification code from your email inbox (check your junk/spam folder if you do not see a verification code in your email inbox).

CLICK HERE ➜ Email Verification Code To: m***s@u***.gov

Enter Verification Code: [   ]

6. Confirm your demographic information and hit "Next".
7. Select the course you want to apply for from the drop-down menu. If you have an invitation code, enter it before selecting the course.

* Please select a course: ❓

<Select a Course> ⌄

Apply

8. Select the fiscal year (it may be pre-filled with the current year) and course date(s) you wish to apply for. Consider selecting multiple dates you can attend as these courses fill up quickly and the system will not indicate how many (if any) open seats remain in a given course offering.

Offer Choice 1: <Select Offer Date> ⌄ ❓   Offer Choice 2: <Select Offer Date> ⌄ ❓   Offer Choice 3: <Select Offer Date> ⌄ ❓

9. When it asks for your activities/responsibilities, you need to describe them as they relate to the course for which you are applying and identify how you will use the information obtained from the course.
10. Hit the "Save" button.
11. If you wish to add additional courses to your application, you can do so. Once you have added all the courses you want to apply for, hit "Next".
12. Complete/verify the Organizational Information page.
13. Complete/verify the Other Information - Gender/Race/Ethnicity page.
14. **You will need to upload any prerequisites on the Attachments page**. The system will not tell you what prerequisites are required for the course(s) you are applying for. If you are unsure of what prerequisites are needed for a course, reach out to the Utah State Training Officer, Ronda Warner (rwarner1@utah.gov), for guidance.
15. Acknowledge and continue.
16. Head of Organization Information: **Non-Federal applicants must use the appropriate State Training Officer (STO) as "Head of Organization":**
    a. Name: Ronda Warner
    b. Title: Utah STO
    c. Email: rwarner1@utah.gov

Head of Organization Information

* Head of Organization Name: Ronda Warner
* Head of Organization Title: STO
* Head of Organization Email: rwarner1@utah.gov
* Confirm Head of Organization Email: rwarner1@utah.gov

17. Hit "Submit" and you are all done!
18. You will receive a series of generic emails on the status of your application. However, you may not receive any reminders that contain the specific dates/times of the course until close to the course delivery date. You may want to block out the dates/times (from FEMAs online schedule) on your calendar.

Troubleshooting: If you have issues with this application portal, try using a different web browser.

About the "E" courses

Courses that start with an "E" are held at the National Emergency Training Center (NETC) campus in Emmitsburg, Maryland. Students may be required to take both E1301 and E1302 at the same time (for a total of 4 days on campus). Once you have been approved to attend a course at the National Emergency Training Center (NETC) in Emmitsburg, Maryland you will receive a welcome packet. Please be sure to review this document. It contains important information regarding course requirements, meal tickets, and any eligible stipend requirements.

ALL OF THE DETAILS BELOW ARE SUBJECT TO CHANGE AND MAY NOT BE CURRENT. BE SURE TO READ THE MATERIALS PROVIDED DURING THE APPLICATION PROCESS FOR UP-TO-DATE INFORMATION.

Typically, you or your organization pays for:
- Luggage fees.
- Meals/NETC meal ticket.
- Parking.
- Rental car.
- Salary and benefits of the student, and replacement personnel during the student's absence.
- Tolls.
- Transportation from your home/organization to a local airport and back.

Typically, FEMA pays for:
- All tuition, instruction, and course materials.
- On-campus lodging (for U.S. students).
- Shuttle service between NETC and designated airports.

Typically, FEMA will reimburse you for (eligible students only and specific requirements/limitations apply):
- Airfare (or other ticketed means of transportation)