South Carolina Certified Emergency Manager (SCCEM) Program

**General Information:**

The South Carolina Certified Emergency Manager Program (SCCEM) is a certification program for emergency management professionals working within the State.  The program is intended to enhance the State’s preparedness by ensuring a better trained cadre of emergency managers with a well-rounded and standardized base of professional knowledge.

For those who might also be interested in seeking a national or international certification, completing the SCCEM program will more than meet the training requirements of International Association of Emergency Managers (IAEM) certification. However, it will not satisfy IAEM’s requirements for Contributions to the Profession, Management Essay, or Multiple-Choice Exam. Additional information about IAEM’s certification program can be found at <http://IAEM.com/>.

**Certification Committee:**

The program will be administered by a Certification Committee made up of emergency management professionals from the South Carolina Emergency Management Association (SCEMA) and the South Carolina Emergency Management Division (SCEMD). SCEMA will appoint three members, one of which will chair the committee, and SCEMD will appoint two members. Initial committee members must agree to certify within two years of appointment.

**Application procedure for the SCCEM program:**

The applicant must submit a SCCEM application and a three-ringed binder containing the required certification documentation. The applicant must sign the supporting letter indicating his/her intent to submit any additional required documentation within the next six months. An application fee in the amount of $50.00 for SCEMA members in good standing or $ 100.00 for non-SCEMA members will be collected. Payment may be submitted either on-line through the PayPal link on the SCEMA website ([SC CEM Application Fee](https://www.paypal.com/us/cgi-bin/webscr?cmd=_flow&SESSION=AzfvSmdFikI-xLsm3T80eeGN8hS6v8tKx2Q8T44mfHUNPqh0qqX4j2yFwEm&dispatch=50a222a57771920b6a3d7b606239e4d529b525e0b7e69bf0224adecfb0124e9b61f737ba21b081984719ecfa9a8ffe80733a1a700ced90ae)) or submit a check to the Treasurer payable to SCEMA. Non-members will be granted SCEMA membership for one year.

**Documentation:**

The applicant will be responsible for submitting the required documentation to support the application for SCCEM certification. Acceptable forms of documentation for training courses are copies of course certificates, authenticated transcripts from SCEMD’s Training Management System (TMS) or Learning Management System (LMS), or authenticated transcripts from the individual’s agency. Other forms of documentation may be considered by the Certification Committee on a case-by-case basis. Acceptable documentation for the exercise/real event requirement is a copy of the exercise after-action report and a letter from the individual’s supervisor detailing the applicant’s role in the exercise/real event and an assessment of the applicant’s performance.

**Refer to Appendix A for Application**

**SCCEM Certification Requirements:**

The following will be required for the SCCEM credential:

**Required classroom and Independent Study courses:** The following courses must be successfully completed. These courses may be used toward the Emergency Management and General Management requirements below. Instructor led courses must have been completed within 10 years from the date of application. Independent study courses must have been completed within 10 years from the date of application.

* + IS-3 Radiological Emergency Management
* IS-5 An Introduction to Hazardous Materials
* IS-100 Introduction to the Incident Command System (ICS)
* IS-102 [Preparing for Federal Disaster Operations: FEMA Response Partners](https://training.fema.gov/IS/courseOverview.aspx?code=IS-102.c)
	+ IS120 [An Introduction to Exercises](http://training.fema.gov/IS/courseOverview.aspx?code=IS-120.a) **or** IS-139 Exercise Design
* IS-200 ICS for Single Resources and Initial Action Incidents
* IS-230 Principles of Emergency Management
* IS-235 Emergency Planning
	+ IS-240 Leadership and Influence
	+ IS-241 Decision Making and Problem Solving
	+ IS-242 Effective Communication
	+ IS-244 Developing and Managing Volunteers
	+ IS-288 The Role of Voluntary Agencies in Emergency Management
	+ IS-324 Community Hurricane Preparedness
	+ IS-393 Introduction to Mitigation
* IS-700 NIMS, An Introduction
* ~~IS-701 Multi-Agency Coordination System~~
* IS-800 The National Response Plan (NRP), An Introduction
* IS-\*\*\* (or a G level/classroom-based) Terrorism related
* IS-2900 National Disaster Recovery Framework (NDRF) Overview
* G-205 Recovery from Disaster: The Local Government Role
* G/IS 775   Emergency Operations Center Management and Operations

(G-275 may be used if within the last 10 years)

* G-300 Intermediate ICS for Expanding Incidents
* G-400 Advanced ICS, Command and General Staff – Complex Incidents
* DAW Disaster Assistance Workshop
* XXX New Director’s and Staff Course (County Only)
* XXX SEOC Orientation (State Only)

***Completion of the~~s~~e courses will also satisfy the requirements of EMI’s Professional Development Series*.**

**Refer to Appendix B for Required Course completion**

**Recommended courses:** Completion of the following courses is recommended, but not required. These courses are additional courses which IAEM uses to develop their CEM/AEM examinations.

* + IS-1 Emergency Manager: An Orientation to the Position
	+ IS-10 Animals in Disaster – Module A Awareness and Preparedness
	+ IS-11 Animals in Disaster – Module B Community Planning
	+ IS-120 An Orientation to Community Disaster Exercises
	+ IS-271 Anticipating Hazardous Weather & Community Risk
	+ IS-301 Radiological Emergency Response
	+ G-290 Basic PIO
	+ G-320 Fundamentals Course for Radiological Response, or SC-developed Fundamentals Course for Emergency Workers
	+ G-361 Flood Fight Operations
	+ G-363 Hurricane Readiness for Coastal Communities

**Refer to Appendix C for Recommended Course completion**

**Emergency Management Experience** - An Applicant must demonstrate at least three years of emergency management experience by date of application **and** participate in a full-scale exercise or real event meeting the criteria described below:

**Exercise**

* Potential applicants may submit a copy of the exercise concept and objectives to the Certification Committee during the planning stage for determination whether it will meet requirements. Potential applicants may also request the Certification Committee provide evaluators for the exercise.
* Exercises must have occurred no more than five years from the date of application
* The exercise must have been developed, conducted, evaluated, and documented in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), REP Exercise Program (or comparable) and the full EOC must have been activated in accordance with the Emergency Operations Plan for a minimum of four hours.
* The evaluation must include evaluation of the specific function being performed by the applicant.
* Credit for the exercise will only be approved upon receipt of an after-action report developed in accordance with the requirements of (HSEEP).

**Real Event -** Participation in a real event may be substituted for the exercise experience above if it meets the following criteria:

* The full EOC must have been activated a minimum of 24 hours.
* The applicant must have completed at least one shift of 12 continuous hours in the EOC.
* An AAR using HSEEP format must be compiled by the jurisdiction and a copy must be submitted with the application.
* The Director or applicant’s supervisor must submit a letter attesting to the applicant’s satisfactory performance during the event.

 **Refer to Appendix D-1 and D-2 for Work and Exercise Experience**

**Professional References:**  Three references, including one from the current supervisor must be submitted. The Certification Committee will contact the references provided.

**Refer to Appendix E for Professional References**

**Training Requirements:**

**Emergency Management Training** – 100 contact hours in emergency management which are directly applicable to the 4 phases of emergency management – mitigation, preparedness, response, and recovery. There must be at least one course related to each phase. No more than 25% of hours can be in any one topic (for example, not more than 25 hours of hazmat training could be used). Not more than 25 hours of independent study courses can be used toward this requirement. Courses used to satisfy this requirement may not be used to meet the General Management Training requirement and vice versa. A list of actual hours for commonly used classes is included in Attachment 2 as well as an indication whether the class can be used for Emergency Management or General Management Training. **College courses in emergency management will also be considered on a case by case basis, with the burden of proof falling on the applicant.**

**General Management Training** – 100 contact hours in general management training is required for the SCCEM program. No more than 25% of hours can be in any one topic. Not more than 75 hours of independent study courses can be used. College courses in general management will also be considered on a case by case basis, with the burden of proof falling on the applicant.

**A list of actual hours for commonly offered classes as well as the allocation towards either Emergency Management or General Management Training is included as Attachment 2**

**Refer to Appendix F for Training Requirements**

**Recertification Requirements:**

Certification is effective for a period of **five** years. In order to recertify, candidates must submit documentation of at least 100 hours of continuing education. Seventy-five of the 100 hours must be in emergency management related subjects covering all phases of emergency management. The remaining 25 hours must be in general management courses that contribute to or complement emergency management tasks. No more than 25 hours credit will be granted for any one topic. Application fee for Recertification fee of $25.00 will be submitted via the SCEMA PayPal link above or mail a check to the SCEMA Treasurer made payable to SCEMA. All continuing education submissions must be since the last date of either certification or re-certification.

Appendix A

**Application for Certification**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duty Title: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am applying for certification as a South Carolina Certified Emergency Manager. I plan to submit any required documentation to the Certification Committee on or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Signature: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix B

**Required Classroom and Independent Study courses**

[ ]  IS-3 Radiological Emergency Management

[ ]  IS-5 An Introduction to Hazardous Materials

[ ]  IS-100 Introduction to the Incident Command System (ICS)

[ ]  IS-102 Deployment Basics for Response Partners

[ ]  IS-139 Exercise Design or IS-120 An Introduction to Exercises

[ ]  IS-200 Basic Incident Command System

[ ]  IS-230 Principles of Emergency Management

[ ]  IS-235 Emergency Planning

[ ]  IS-240 Leadership and Influence

[ ]  IS-241 Decision Making and Problem Solving

[ ]  IS-242 Effective Communication

[ ]  IS-244 Developing and Managing Volunteers

[ ]  G-270.4 Recovery from Disaster: The Local Government Role

[ ]  IS-288 The Role of Voluntary Agencies in Emergency Management

[ ]  IS-324 Community Hurricane Preparedness

[ ]  IS-393 Introduction to Mitigation

[ ]  IS-700 NIMS, an Introduction

[ ]  G275/IS/G-775 Emergency Operations Center Management and Operations

[ ]  IS-701 Multi-Agency Coordination System

[ ]  IS-800 The National Response Plan (NRP), An Introduction

[ ]  IS-\*\*\* (or a G level/classroom-based) Terrorism related course

[ ]  G-300 Intermediate ICS

[ ]  G-400 Advanced ICS

[ ]  DAW Disaster Assistance Workshop

[ ]  XXX New Director’s and Staff Course (County Only)

[ ]  XXX SEOC Orientation (State Only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has successfully completed the required independent Study Courses and classroom courses for the SCCEM program:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Manager Date

Appendix C

**Recommended courses**

[ ]  IS-1 Emergency Manager: An Orientation to the Position

[ ]  IS-10 Animals in Disaster – Module A Awareness and Preparedness

[ ]  IS-11 Animals in Disaster – Module B Community Planning

[ ]  IS-120 An Orientation to Community Disaster Exercises

[ ]  IS-271 Anticipating Hazardous Weather & Community Risk

[ ]  IS-301 Radiological Emergency Response

[ ]  G-290 Basic PIO

[ ]  G-320 Fundamentals Course for Radiological Response, or

 SC-developed Fundamentals Course for Emergency Workers

[ ]  G-361 Flood Fight Operations

[ ]  G-363 Hurricane Readiness for Coastal Communities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has successfully completed the indicated recommended Independent Study Courses and classroom courses for the SCCEM program:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Manager Date

Appendix D-1

**Emergency Management Experience**

**Three years** of emergency management experience is required by date of application including participation in a full-scale exercise **OR** real event.

|  |  |  |
| --- | --- | --- |
| Period Covered(mm/yy-mm/yy) | Jurisdiction/CompanyOrganization | Title/Position |
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Appendix D -2

**Exercise/Real event documentation**

|  |  |  |
| --- | --- | --- |
| Period Covered | Description | Position**\*** |
|  |  |  |
|  |  |  |
|  |  |  |

**\***Include copies of the Exercise Roster, Exercise/Event AAR, and Letter from Director/Supervisor assessing applicant’s performance in Exercise/Real event

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has completed the experience requirements for the SCCEM program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Training Manager Date

Appendix E

**Professional References**

Provide three referencesbelow**.**  Acceptable sources include local, State or Federal officials or department heads, Emergency Service organization officials, Local, Regional or National disaster/emergency management association officials. Include your current supervisor.

|  |
| --- |
| Name/Title: |
| Organization: |
| Address: |
| City/State/Zip |
| Phone:  |

|  |
| --- |
| Name/Title: |
| Organization: |
| Address: |
| City/State/Zip: |
| Phone: |

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| --- |
| Name/Title: |
| Organization: |
| Address: |
| City/State/Zip: |
| Phone: |

Appendix F

**Training requirements**

**Emergency Management Training** – A total of 100 contact hours is required to successfully meet the Emergency Management training requirement for SCCEM.

Not more than 25 hours of independent study courses can be used toward this requirement. Complete a Training Submissions Form (Attachment 1) for each training session in Emergency Management including the number of classroom hours.

 **General Management Training** – At least 100 contact hours in general management training are required with no more than 25% of hours in any one topic and no more than 75 hours of independent study courses.

 **Complete Attachment 1 and include a copy of the course completion certificates or transcript.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has completed the training requirements for SCCEM Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Manager Date

Attachment 1

Training Submissions Form

(Attach Certificate or Transcript)

**Emergency Management Training**

|  |  |
| --- | --- |
| Course title | Course Hours |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
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| 18. |  |
| 19. |  |
| 20. |  |
| **TOTAL HOURS** (minimum 100 hrs) |  |

No more than 25% of hours can be in any one topic (for example, not more than 25 hours of hazmat training could be used). Not more than 25 hours of independent study courses can be used toward this requirement. Courses used to satisfy this requirement may not be used to meet the General Management Training requirement and vice versa.

**General Management Training**

|  |  |
| --- | --- |
| Course title | Course Hours |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
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| 8. |  |
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| 19. |  |
| 20. |  |
| **TOTAL HOURS** (minimum 100 hrs) |  |

No more than 25% of hours can be in any one topic. Not more than 75 hours of independent study courses can be used

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|  | ATTACHMENT 2NOTE: This is not a list of APPROVED training courses for the SCCEM. The topics listed in this document are SAMPLE subject matter divided into the areas of emergency management and general management. The training courses listed are SAMPLE courses only. Neither list is all inclusive. There are many other courses that are acceptable for the emergency management and general management training hours requirement. Subject matter and training courses not shown on this list may be acceptable as long as the appropriate training form and course completion certificate is provided in the SCCEM documentation.This list was developed because many of the older FEMA course certificates and the certificates issued by various state emergency management agency did not list course contact hours. This document then assisted the SCCEM Credentialing Committee during their SCCEM application packet reviews. The SCCEM Credentialing Committee provides this document as a guide for SCCEM candidates as they prepare their application packet. Follow the instructions specified in the SCCEM application packet. Address questions to SCEMD.Though a course may list more than 25 contact hours, a candidate may only receive 25 contact hours maximum credit per topic area. A total of 100 contact hours is required in both emergency management and general management to successfully meet the training requirement.1 college semester hour = 15 contact hours1 continuing education unit (CEU) = 10 contact hours |  |
|  |  |  |
|  | Workshop, Seminar, College and Other Course SAMPLE Matter Acceptable for Submission:* Disaster/Emergency Management
* CBRNE
* CERT
* Civil Defense Systems, Programs and Policies
* COOP/COG
* Criminal Justice/Law Enforcement
* Disaster Preparedness
* Emergency Management Foundations (Four Phases of EM)
* Emergency Medical Training
* Emergency Operations Centers
* Emergency Planning and Crisis Management
* Engineering Design and Retrofitting for Mitigation from Hazards
* Exercise Courses
* Fire Technology
* Hazard Analysis, Vulnerability Assessments, & Capability Assessments
* Hazardous Materials Management and Hazards Assessments
* Health, Safety, and Environmental Management
* Incident Command
* Medical Technology
* Physical Sciences
* Public Information
* Radiological Monitoring, Detection, etc.
* Risk Analysis
* Safety Technology
* Shelter Management
* Technology, Equipment, and Information Systems
* Terrorism
* Training and Instruction
* Urban Search and Rescue
* Volunteer Management
* WMD

Workshop, Seminar, College and Other Course SAMPLE Matter Acceptable for Submission:General Management* Behavioral and Social Sciences
* Communication: Written and Oral
* COOP/COG
* Decision-making and Problem Solving
* Ethics
* Executive and Management Development Courses
* Financial Management and Budgeting
* Grantsmanship (Development, Evaluation, and Reporting)
* Human Resource/Personnel Management
* Leadership and Influence
* Marketing and Public Relations and Media Management
* Race and Ethnic Relations; Intercultural Communications
* Risk Analysis
* Strategic and Tactical Planning
* Technology, Equipment, and Information Systems
* Volunteer Resources
 |  |
| **Course** | **COURSE TITLE** | **HOURS** | **ALLOC.** |
| B301 | Radiological Emergency Response Operations (REO) | 31 | E |
| B302 | Advanced Radiological Incident Operations (ARIO) | 31 | E |
| L/B304 | Radiological Emergency preparedness (REP) Exercise Evaluation | 18 | E |
| B425 | Radiological Series Train-the-Trainer | 31 | E |
| L/B461 | Hospital Emergency Response Training (HERT) for Mass Casualty Incidents (MCI) Train-the-Trainer | 31 | E |
| L/B462 | Hospital Emergency Response Training (HERT) for Mass Casualty Incidents (MCI) 24-hour Course | 21 | E |
| E/L/B548 | Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT) Course | 18 | E/G |
| E/L/B550 | Continuity of Operations (COOP) Planning | 18 | E/G |
| B960 | Healthcare Leadership and Administrative Decision Making in Response to WMD Incidents Course | 32 | E/G |
| B965 | Fundamentals of Healthcare Emergency Management | 31 | E |
| B966 | Advanced PIO Course: Health and Hospital Emergencies | 31 | E |
| B/L970 | IEMC/Metropolitan Medical Response System (MMRS) | 25 | E |
| E/B132 | Exercise Design and Evaluation | 25 | E |
| E/B133 | Exercise Program Management and Control Simulation | 25 | E |
| E/B136 | Exercise Development | 25 | E |
| E155 | Building Design for Homeland Security | 21 | E |
| E170 | Advanced HAZUS Multi-Hazard for Hurricane | 25 | E |
| E172 | Advanced HAZUS Multi-Hazard for Flood | 25 | E |
| E174 | Advanced HAZUS Multi-Hazard for Earthquake | 25 | E |
| E179 | Application of HAZUS Multi-Hazard for Disaster Operations | 25 | E |
| E190 | Introduction to ArcGIS for HAZUS-MH Users | 20 | G |
| E194 | Advanced Floodplain Management Concepts | 28 | E |
| E202 | Debris Management | 24 | E |
| E208 | State Disaster Management (State Coordinating Officer) | 29 | E |
| E210 | Recovery from Disaster: The Local Government Role | 25 | E |
| E234 | Digital Hazard Data (formerly DFIRM) | 28 | E/G |
| E237 | Annual Training and Exercises Conference | 36 | E |
| E241 | Advanced Cooperating Technical Partners Course | 28 | G |
| E258 | Individual and Family Grant (IFG) Program Administration | 35 | G |
| E270 | Managing Floodplain Development Through the National Flood Insurance Program TTT | 29 | E |
| E273 | Managing Floodplain Development Through the National Flood Insurance Program | 31 | E |
| E276 | Benefit Cost Analysis: Entry Level Training | 13 | G |
| E278 | National Flood Insurance Program/Community Rating System | 29 | E |
| E279 | Retrofitting Flood prone Residential Buildings | 29 | E |
| E282 | State Community Relations | 31 | G |
| E288 | State Donations Management | 31 | E |
| E290 | Current Issues and Techniques in EM for State PIOs | 36 | E |
| E296 | HAZUS Multi-Hazard/DMA 2000 Risk Assessment | 18 | E |
| E307 | Basic Hazards U.S.(HAZUS) Training | 28 | E |
| E308 | Using HAZUS in Mitigation Planning | 12 | E |
| E313 | Basic HAZUS Multi-Hazard | 28 | E |
| E317 | Comprehensive Data Management for HAZUS Multi-Hazard | 25 | E |
| E329 | MBDSI/Flood Protective Design | 31 | E |
| E330 | MBDSI/Earthquake Protective Design | 31 | E |
| E331 | MBDSI/Wind Protective Design | 31 | E |
| E333 | MBDSI/Fire Safety Design | 31 | E |
| E340 | Radiological Emergency Preparedness Planning | 31 | E |
| E341 | Radiological Accident Assessment Concepts (RAAC) | 31 | E |
| E342 | Radiological Accident Assessment Methods (RAAM) | 31 | E |
| E344 | Mitigation for Tribal Officials | 28 | E |
| E354 | Crisis Counseling Assistance and Training Workshop(Basic Level) | 24 | E/G |
| E355 | Crisis Counseling Assistance and Training Workshop(Advanced Level) | 25 | E/G |
| E362 | Multi-Hazard Program for Schools Train-the-Trainer | 28 | E |
| E376 | New State Public Assistance Program Managers Workshop | 24 | E |
| E380 | Project Impact: Building Consensus in Disaster Resistant Communities | 34 | E/G |
| E386 | Residential Coastal Construction | 29 | E |
| E388 | Advanced Public Information Officers | 31 | E/G |
| E407 | Homeland Security Planning for Local Governments Train-the-Trainer | 32 | E |
| E417 | Community Emergency Response Team(CERT) Train-the-Trainer(TTT) | 18 | E |
| E430 | Emergency Management Assistance Compact (EMAC) TTT | 24 | E |
| E434 | Earthquake program for Schools Train-the-Trainer | 34 | E |
| E436 | Earthquakes: A Teacher's Package for K-6 Train-the-Trainer | 31 | E |
| E439 | Seismic Sleuths: Earthquakes for Grades 7-12 Train-the-Trainer | 31 | E |
| E449 | Incident Command System (ICS) Curricula Train-the-Trainer(TTT) | 31 | E |
| E464 | Disaster-Resistant Jobs' Strategies for Community Emergency and Economic Risk (CEER) Management | 18 | E |
| E478 | Public Assistance Grant Administration for States | 24 | G |
| E488 | Donations Management Workshop Train-the-Trainer (TTT) | 34 | E |
| E580 | Emergency Management Framework for Tribal Governments | 31 | E |
| E581 | Emergency Management Operations Course for Tribal Governments | 30 | E |
| E601 | Master Trainer Program/ Management and Supervision Training | 36 | G |
| E602 | Master Trainer Program/ Performance and Needs Assessment | 31 | G |
| **Course** | **COURSE TITLE** | **HOURS** | **ALLOC.** |
| E603 | Master Trainer Program/ Instructional Design | 31 | G |
| E604 | Master Trainer Program/ Course Development | 31 | G |
| E605 | Master Trainer Program/ Instructional Delivery | 31 | G |
| E606 | Master Trainer Program/ Course Evaluation | 31 | G |
| E607 | Master Trainer Program/ Master Trainer Practicum (Not a course) | 0 | G |
| E608 | Master Trainer Program/ Alternate Delivery Methods | 42 | G |
| E609 | Master Trainer Program/ Master Trainer Practicum (Not a course) | 0 | G |
| E900 | IEMC/All Hazards: Preparedness and Response | 25 | E |
| E901 | IEMC/All Hazards: Recovery and Mitigation | 25 | E |
| E905 | IEMC/Hurricane: Preparedness and Responses | 25 | E |
| E906 | IEMC/Hurricane: Recovery and Mitigation | 25 | E |
| E910 | IEMC/Earthquake: Preparedness and Response | 25 | E |
| E911 | IEMC/Earthquake: Recovery and Mitigation | 25 | E |
| E915 | IEMC/Homeland Security | 25 | E |
| E916 | IEMC/Food and Agriculture Terrorism | 25 | E |
| E920 | IEMC/Hazardous Materials: Preparedness and Respones | 25 | E |
| E/L925 | IEMC/State: Response and Recovery | 25 | E |
| E930 | IEMC/Community Specific/All Hazards: Response and Recovery | 25 | E |
| E931 | IEMC/Community Specific/Hurricane: Response and Recovery | 25 | E |
| E932 | IEMC/Community Specific/Earthquake: Response and Recovery | 25 | E |
| G108 | Community Mass Care Management | 16 | E |
| G110 | Emergency Management Operations Course for Local Governments | 20 - 24 | E |
| G120 | Enhanced Exercise Design | 32 | E |
| G130 | Exercise Evaluation | 16 | E |
| G135 | Exercise Control/ Simulation | 16 | E |
| G137 | Exercise Program Manager/Management | 20 | E |
| G138 | Exercise Practicum for the Master Exercise Practitioner | - | E |
| G190 | Incident Command System: Law Enforcement | 16 | E |
| G191 | Incident Command System: Emergency Operations Center Interface | 12 | E |
| G192 | Incident Command System: Public Works | 16 | E |
| G194 | Incident Command System: for Public Officials Conference | 12 | E |
| G195 | Intermediate Incident Command System (ICS) | 24 | E |
| G196 | Advanced Incident Command System | 24 | E |
| G197 | Emergency Planning and Special Needs Populations | 20 | E |
| G200 | Public Officials Conference | 8 | E |
| G202 | Debris Management | 36 | E |
| G203 | Public Assistance Applicants Workshop | 8 | E |
| G225 | Seismic Retrofit Training for Building Contractors and Inspectors | 8 | E |
| G230 | Principles of Emergency Management | 12 | E |
| G230 | Principles of Emergency Management with G606 SEMS Introductory Course | 26 | E |
| G235 | Emergency Planning | 24 | E |
| G240 | Basic Skills Leadership and Influence | 24 | G |
| G241 | Basic Skills Decision making and Problem Solving | 8 | G |
| G242 | Basic Skills Effective Communication | 24 | G |
| G244 | Developing Volunteer Resources | 16 | E/G |
| G246 | Disaster-Resistant Jobs Training | 16 | E |
| G247 | Decision Making in a Crisis | 8 | G |
| G249 | Managing People in Disasters: A Local Perspective | 24 | E/G |
| G250.1 | Workshop: State and Local Continuity of Government (COG) | 8 | E/G |
| G250.11 | Workshop: Continuity of Operations (COOP) | 8 | E/G |
| **Course** | **COURSE TITLE** | **HOURS** | **ALLOC.** |
| G250.12 | The Senior Officials Workshop: Prep. and Response for Terrorist Incidents | 4 | E/G |
| G250.3 | Workshop: Disaster-Related Needs of Seniors and Persons with Disabilities | 4 | E |
| G250.6 | Workshop: Amateur Radio Resources | 4 | E/G |
| G250.7 | Workshop: Local Situation (RAPID) Assessment | 4 | E |
| G250.8 | Workshop: Exercise Controller/Simulator | 6 | E |
| G250.9 | Workshop: Exercise Evaluator | 6 | E |
| G250.12 | Senior Officials' Workshop: Preparedness and Response for Terrorist Incidents | 4 | E |
| G253 | FEMA Pgm Responsibilities: Coord. Environmental & Historical Compliance | 24 | E |
| G253.2 | Disaster-Related Needs of Seniors and Persons with Disabilities Workshop |   | E |
| G260 | HMGP and FEMA Grant Management | - | G |
| G261 | Instructional Presentation Skills | 28 | G |
| G265 | Instructional Delivery Skills | 28 | G |
| G270 | Workshop in Emergency Management (WEM): Response and Recovery | - | E/G |
| G270.1 | WEM: Asking for Help | 4 | E/G |
| G270.2 | WEM: The Federal Flood Response Program | - | E/G |
| G270.3 | WEM: Expedient Flood Training | 1 | E/G |
| G270.4 | WEM: Recovery From Disaster: The Local Government Role | 4 | E/G |
| G270.5 | WEM: Managing Through a Disaster for Supervisors | 12 | E/G |
| G270.6 | WEM: Working Through a Disaster for Front Line Employees | 8 | E/G |
| G271 | Hazardous Weather and Flood Preparedness | 20 | E |
| G272 | Warning Coordination | 12 | E |
| G275 | Emergency Operations Center Management and Operations | 24 | E |
| G276 | Resource Management | 16 | G |
| G277 | Residential Coastal Construction | 16 | E |
| G278 | Benefit Cost Analysis: Entry Level Training | 16 | G |
| G279 | Retrofitting Flood-Prone Residential Buildings | 16 | E |
| G280 | Public Policy in Emergency Management | 8 | E |
| G285 | Benefit Cost Analysis: Intermediate Training | 20 | G |
| G288 | Donations Management Workshop  | 8 - 12 | E |
| G290 | Basic Public Information Officers | 20 | E/G |
| G300 | Hazardous Materials: An Introduction for Public Officials | 4 | E |
| G301 | Introduction to Hazardous Materials Preparedness | 6 | E |
| G305.1 | Hazardous Materials Risk Communication | 1-3.5 | E |
| G305.10 | Facility Coordinator's Role and the LEPC | 1-3.5 | E |
| G305.11 | Liability Issues in Emergency Management | 1-3.5 | E/G |
| G305.14 | Hazardous Materials Response Team: Should You Have One? | 1-3.5 | E |
| G305.16 | Hazardous Materials Workshop for Hospital Staff | 1-3.5 | E |
| G305.2 | Hazardous Materials Information Management | 1-3.5 | E |
| G305.3 | Risk Analysis | 1-3.5 | E/G |
| G305.4 | Exercising Emergency Plans Under Title III | 1-3.5 | E |
| G305.5 | Alert and Notification | 1-3.5 | E |
| G305.6 | Community Awareness and Right-to Know | 1-3.5 | E/G |
| G305.7 | Overview of Incident Command System | 1-3.5 | E |
| G305.8 | Hazardous Materials Workshop for EMS Providers | 1-3.5 | E |
| G305.9 | Hazardous Materials Workshop for Law Enforcement | 1-3.5 | E |
| G310.1 | Weapons of Mass Destruction: Nuclear Scenario | 24 | E |
| G310.2 | Weapons of Mass Destruction: Radiological Scenario | 24 | E |
| G310.3 | Weapons of Mass Destruction: Chemical-Sarin Scenario | 24 | E |
| G310.4 | Weapons of Mass Destruction: Chemical-Vx Scenario | 24 | E |
| G310.5 | Weapons of Mass Destruction: Biological- Anthrax Scenario | 24 | E |
| **Course** | **COURSE TITLE** | **HOURS** | **ALLOC.** |
| G310.6 | Weapons of Mass Destruction: Chemical-Suicide Bomber Scenario | 24 | E |
| G311 | Hazardous Materials Contingency Planning | 36 | E |
| G317 | Community Emergency Response Team (CERT) | 17 | E |
| G318 | Mitigation Planning Workshop for Local Government | 16 | E |
| G320 | Fundamentals Course for Radiological Response | 24 | E |
| G320.1 | Fundamentals Course for Radiological Monitors (FCRM) | 8 | E |
| G320.2 | Fundamentals Course for Radiological Response Teams (FCRRT) | 28 | E |
| G346 | Hospital Emergency Department Management of HAZMAT Accidents | 8 | E |
| G351 | Who's in Charge Here?: Exercising Leadership in an Emergency or Disaster | 6 | E/G |
| G357 | Emergency Response to Criminal and Terrorist Incidents | 6 - 8 | E |
| G358 | Evacuation and Re-entry Planning Course | 12 | E |
| G360 | Hurricane Planning | 12 | E |
| G361 | Field Delivered Cooperative Courses | 20 | E |
| G362 | Multi-Hazard Program For Schools | 16 | E |
| G363 | Hurricane Readiness for Coastal Communities | 16 | E |
| G365.3 | Workshop: Partnerships for Creating and Maintaining Spotter Groups | 5 | E |
| G376 | State Hazard Mitigation Planning | 8 | E |
| G377 | Regional Hazard Mitigation Planning | 16 - 24 | E |
| G379 | Interagency Hazard Mitigation Team Training |  12 - 24 | E |
| G385 | Disaster Response and Recovery Operations | 12 - 48 | E |
| G386 | Mass Fatalities Incident Response | 32 | E |
| G393 | Mitigation for Emergency Managers | 24 | E |
| G398.1 | Mitigation Recovery Exercises: Earthquake | 8 | E |
| G398.2 | Mitigation Recovery Exercises: Flood | 8 | E |
| G398.3 | Mitigation Recovery Exercises: Hurricane | 8 | E |
| G/I400 | Incident Command System (ICS), Advanced | 8 | E |
| G408 | Homeland Security Planning for Local Governments | 32 | E |
| G434 | Earthquake Program for Schools | 16 | E |
| G436 | Earthquake: A Teacher's Package for K-6 | 16 | E |
| G439 | Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12 | 16 | E |
| G549 | Continuity of Operations (COOP) Program Manager Course | 12 | E/G |
| G601 | Management and Supervision of Training | 24 | G |
| G602 | Performance and Needs Assessment | 30 | G |
| G603 | Instructional Design | 30 | G |
| G604 | Course Development | 30 | G |
| G605 | Instructional Delivery | 31 | G |
| G606 | Evaluation of Training | 31 | G |
| G607 | Master Training Practicum | - | G |
| G608 | Alternate Delivery Methods | 30 | G |
| G620 | Introductory Exercise Design | 8 | E |
| G630 | Advanced Exercise Design | 32 | E |
| G635 | Advanced Instructor Presentation Skills | 12 | G |
| G659 | Search & Rescue Planning | 32 | E |
| G712 | EMC Training | - | E |
| G901 | Personal Protective Equipment | 4 - 6 | E |
| G902 | Certified Emergency Manager Program/CSEPP JIC Advisor | - | E |
| G903 | Certified Emergency Manager Program/CSEPP Spokesperson Training | 8 - 16 | E |
| G904 | Certified Emergency Manager Program/CSEPP Chemical Awareness | 8 | E |
| G905 | ACT FAST  | 8 | E |
| G906 | Response Phase Decontamination | 4 - 8 | E |
| **Course** | **COURSE TITLE** | **HOURS** | **ALLOC.** |
| G907 | Use of Auto-Injectors by Civilian Emergency Med. Personnel to Treat Civilians | 3 | E |
| G908 | Joint Information Center/ Joint Information System | 24 | E |
| G909 | Technical Planning and Evaluation | 10 | E |
| G910 | Techniques for CSEPP Program Instructors | 8 | E |
|  |  |  |  |
| I300 | ICS 300 for Expanding Incidents for Operational First Responders | 16 | E |
| I400 | ICS 400 for Command and General Staff | 16 | E |
| K606 | Evaluation of Training | 31 | E/G |
| L324 | Introduction to Hurricane Preparedness at the National Hurricane Center | 24 | E |
| L925 | IEMC/State: Response and Recovery | 25 | E |
| L970 | IEMC/Metropolitan Medical Response System (MMRS) | 25 | E |
| S301 | Radiological Emergency Response Operations (RERO) | 42 | E |
| S302 | Advanced Radiation Incident Operations | 42 | E |
| S425 | Radiological Series Train-the-Trainer (TTT) for Radiological Instructors | 34 | E |
| S915 | IEMC/Consequences of Terrorism | 25 | E |
| IS-1 | (HS-1) Emerg. Prog Mgr an Orientation | 10 | E/G |
| IS-2 | (HS-2) Emerg Prep USA | 10 | E |
| IS-3 | (HR-3) Radiological Emerg Mgmt | 10 | E |
| HR-4 | HR-4 Prep Planning for a Nuclear Crisis: A Cit's Guide to Civil Defense | 10 | E |
| IS-5/IS-5A | (HR-5) Hazmat: Citizen's Orientation | 10 | E |
| HR-6 | (HR-6) Portable Emerg Data System | 4 | E |
| IS-7/IS-7A | A Citizen's Guide to Disaster Assistance | 10 | E/G |
| IS-8/IS-8A | Building for Earthquakes of Tomorrow: Comp. w/Exec. Ord. 12699 | 10 | E |
| IS-9 | Managing Floodplain Development Through the NFIP | 40 | E |
| IS-10 | Animals in Disaster-Module A Awareness and Preparedness | 10 | E |
| IS-11 | Animals in Disaster-Module B Community Planning | 10 | E |
| IS-12 | Property Acquisition for Local Communities | 10 | E |
| IS-15 | Property Acquisition (Buyout) for Local Communities | 10 | E |
| IS-15A | Special Events Contingency Planning for Public Safety Agencies | 4 | E |
| IS-22 | Are You Ready? An In-Depth Guide to Citizen Preparedness | 10 | E/G |
| IS-55 | Household Hazardous Materials | 3 | E/G |
| IS-100 | Introduction to the Incident Command System (All versions except IS-100.SC) | 3 | E |
| IS-100.SC | Introduction to the Incident Command System, IC-100, for Schools | 2 | E |
| IS-111 | Livestock in Disasters | 10 | E/G |
| IS-120 | An Orientation to Community Disaster Exercises | 10 | E |
| IS-139 | Exercise Design | 15 | E |
| IS-195 | Basic Incident Command System | 10 | E |
| IS-197.SP | Special Needs Planning Considerations for service and Support Providers | 4 | E |
| IS-200 | Incident Command System for Single Resources and Initial Action Incidents (10 contact hours when combined with IS-100) | 3 | E |
| IS-200.FW | Basic Incident Command System (ICS 200) for Federal Disaster Workers | 3 | E |
| IS-208 | State Disaster Management | 10 | E |
| IS-228 | Information and Planning Overview | 10 | E/G |
| IS-230 | Principles of Emergency Management | 10 | E/G |
| IS-235 | Emergency Planning | 10 | E |
| IS-240 | Leadership and Influence | 9 | G |
| IS-241 | Decision Making and Problem Solving | 8 | G |
| IS-242 | Effective Communication | 8 | G |
| IS-244 | Developing and Managing Volunteers | 10 | E/G |
| IS-253 | Coordinating Environmental and Historic Preservation Compliance | 10 | E/G |
| IS-271 | Anticipating Hazardous Weather and Community Risk | 10 | E |
| **Course** | **COURSE TITLE** | **HOURS** | **ALLOC.** |
| IS-275 | The EOC's Role in Com. Prep., Response and Recovery Act. | 10 | E |
| IS-279 | Retrofitting Flood-Prone Residential Buildings | 10 | E |
| IS-288 | The Role of Voluntary Agencies in Emergency Management | 10 | E/G |
| IS-292 | Disaster Basics | 10 | E |
| IS-301 | Radiological Emergency Response | 10 | E |
| IS-302 | Modular Emergency Radiological Response Transportation Training (MERRTT) | 10 | E |
| IS-317 | Introduction to Community Emergency Response Teams | 8 | E |
| IS-324 | Community Hurricane Preparedness | 10 | E |
| IS-330 | Refresher Course for Radiological Response | 10 | E |
| IS-331 | Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation | 10 | E |
| IS-340 | Hazardous Materials Prevention and Planning | 10 | E |
| IS-346 | An Orientation to Hazardous Materials for Medical Personnel | 10 | E |
| IS-362 | Multi-Hazard Emergency Planning for Schools | 8 | E |
| IS-386 | Introduction to Residential Coastal Construction | 14 | E |
| S-393/IS393A | Introduction to Mitigation | 10 | E |
| IS394/IS394A | Mitigation for Homeowners | 10 | E/G |
| IS-513 | The Professional in Emergency Management | 10 | E |
| IS-546 | Continuity of Operations (COOP) Awareness | 1 | E/G |
| IS-547 | Introduction to Continuity of Operations (COOP) | 5 | E/G |
| IS-549 | Continuity of Operations (COOP) Program Manager Course | 12 | E/G |
| IS-600 | Special Considerations for FEMA Public Assistance Projects | 10 | E/G |
| IS-630 | Introduction to the Public Assistance Process | 2 | E/G |
| IS-631 | Public Assistance Operations I | 7 | E/G |
| IS-632 | Introduction to Debris Operations in FEMA's Public Assistance Program | 5 | E/G |
| IS-650 | Building Partnerships with Tribal Governments | 10 | E |
| IS-700 | NIMS, An Introduction (10 contact hours when combined with IS-702 and IS-703) | 3 | E |
| IS-701 | Multiagency Coordination System (MACS) | 5 | E |
| IS-702 | NIMS Public Information Systems (10 contact hours when combined with IS-700 and IS-703) | 3 | E |
| IS-703 | NIMS Resource Management (10 contact hours when combined with IS-700 and IS-702) | 3 | E |
| IS-800/IS-800A | The National Response Plan (NRP), An Introduction (10 contact hours when combined with IS-1900) | 3 | E |
| IS-860 | The National Infrastructure Protection Plan (NIPP) | 2 | E |
| IS-1900 | NDMS Federal Coordinating Center Operations Course (10 contact hours when combined with IS-800A) | 3 | E |
|  |  |  |  |
| PDS | Professional Development Series - IS-139, IS-230, IS-235, IS-240, IS-241, IS-242, & IS-244 | 25 - 45 E 25 - 45 G 70 Total | E/G |
|  |  |  |  |
|   | National Fire Academy Courses |   |   |
|   | Emergency Response to Terrorism (Self-Study) | 16 | E |
|   |   |   |   |
|   | US Coast Guard Courses |   |   |
|   | Chief Petty Officer Academy |   |   |
|   |  Business Communications | 25 | G |
|   |  Organizational Development | 25 | G |
|   |   |   |   |
|   | US Navy Courses |   |   |
|   | Senior Enlisted Academy |   |   |
|   |  Business Communications | 25 | G |
|   |  Human Relations | 25 | G |
|   |  Organizational Theory | 25 | G |
|   |  Leadership (Decision-Making & Problem Solving) | 25 | G |
|   |  International Relations | 25 | G |
|   |  Organizational Development | 25 | G |
|  |  |  |  |
|   | National Interagency Civil-Military Institute Courses |   |   |
| 01-39-M | Military Support to Civil authorities - Earthquake |   |   |
|   |  Military Support to Civil Authorities | 25 | E |
|   |  Earthquakes | 10 | E |
| 01-16-ME | Executive Symposium - Severe Storms |   |   |
|   |  Introduction to Emergency Managment | 25 | E |
|   |   |   |   |
|   | Emergency Management Accreditation Program Training |   |   |
|   | EMAP Assessor Training | 15 | E/G |
|   | EMAP Assessor Management Training | 4 | E/G |
|  |  |  |  |
|  | Office of Domestic Preparedness Courses |  |  |
|   | WMD |   | E |
|  |  |  |  |
|  | Department of Defense Courses |  |  |
|   | Homeland Security Planners Course, Joint Forces Staff College | 40 | E |
|   | DoD Emergency Preparedness Course  | 24 | E |
|   | Air Force On-Scene Commander's Course  | 24 | E |