

TRAINING ANNOUNCEMENT



FEMA



COURSE:	L548 – Continuity of Operations (COOP) Planning Program Manager Train-the-Trainer Course
DESCRIPTION:	This course is based on the guidance to federal, state, local, and tribal government organizations for developing continuity of operations (COOP) plans and programs. This course provides the skills and knowledge to implement and manage a successful continuity program. The course will also refresh experienced instructors on instructional methodology and techniques.
OBJECTIVES:	<p>Upon completion of this course, participants should be able to do the following:</p> <ul style="list-style-type: none"> • Define continuity of operations. • Explain the benefits of developing a viable continuity program. • Identify the elements of a viable continuity program. • Identify the processes, resources, and tasks necessary to implement and manage a successful continuity program.
DATES/TIMES (2 DAY COURSE):	<p>Day 1: June 13, 2016 08:30 a.m. - 4:30 p.m. Day 2: June 14, 2016 08:30 a.m. - 4:30 p.m.</p>
LOCATION:	<p>San Juan College 4601 College Blvd Room 9012 Farmington, NM 87402</p>
ELIGIBILITY (PRIORITY):	<ol style="list-style-type: none"> 1. Government personnel within the 4-Corners region (NM, CO, UT, AZ) responsible for or assisting with managing a COOP program 2. Government personnel from any location responsible for or assisting with managing a COOP program 3. Any non- government personnel if space permits
COSTS:	There is no cost for the training; however, the participant’s agency is responsible for all travel costs associated with this training.
APPLICATIONS:	<p>Emergency Management Institute (EMI) requires individuals applying for EMI classes hosted by the New Mexico Department of Homeland Security and Emergency Management to register with FEMA Form 119-25-1 using a FEMA SID instead of SSN on the application.</p> <p>How do I obtain my FEMA Training Identification Number (FTIN)/CDP Student Identification (SID) number?</p> <p>Step 1: To register, go to https://cdp.dhs.gov/femasid/register Step 2: Complete the registration form, and click the Register button at the bottom. Step 3: Follow the instructions and provide the necessary information to create your account.</p>

	What do I do with this new FTIN/CDP SID number I've been assigned? The CDP SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).			
REGISTRATION PROCESS:	Please submit a completed and signed FEMA Form 119-25-1 to the FEMA Region 6 Training Manager at FEMA-Region6-Training@fema.dhs.gov . The course code number is L548 COOP Program Manager's Course. For specific questions on the application process, please contact Bettina Rodriguez at 940-383-7212.			
CONFIRMATION:	Approved participants will receive a confirmation e-mail from the FEMA Region 6 Training Department. Email addresses must be included on registration. Only confirmed applicants will be allowed entrance to training site.			
APPLICATION DEADLINE:	Signed/Approved Registration Forms must be submitted to the FEMA Region 6 Training department no later than June 1, 2016.			
FUNCTIONAL NEEDS:	Applicants with functional needs should contact the course Local POC to arrange for accommodations.			
Local POC:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Edward Smylie, CPPO Chief Procurement Officer & Emergency Preparedness Manager City of Farmington 505-599-1369 www.fmtn.org </td> <td style="width: 10%; text-align: center; vertical-align: middle;">or</td> <td style="width: 40%; vertical-align: top;"> Darren Wayman Assistant Director Public Safety San Juan College 505-566-3775 waymand@sanjuancollege.edu </td> </tr> </table>	Edward Smylie, CPPO Chief Procurement Officer & Emergency Preparedness Manager City of Farmington 505-599-1369 www.fmtn.org	or	Darren Wayman Assistant Director Public Safety San Juan College 505-566-3775 waymand@sanjuancollege.edu
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Course POC:	Brad McDannald FEMA Region 6 Regional Continuity Manager 940-898-5131 Bradr.mcdannald@fema.dhs.gov			