

TRAINING

ANNOUNCEMENT



COURSE:	L141 – Instructional Presentation and Evaluation Skills						
DESCRIPTION:	<p>This three-day course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area.</p> <p>Participants will have several opportunities to practice presentation and instructional skills, first as spokes-persons for small groups, and then during short duo presentations, three-minute individual presentations, and finally 20-minute individual presentations using material related to their own programs or functions.</p> <p>After the successful completion of this course coupled with IS-242: Effective Communication http://training.fema.gov/IS/crslist.asp, participants will be eligible for a Basic Instructor Certificate through FEMA’s Master Trainer Program. For more information: http://training.fema.gov/emiweb/MTP/index.asp</p> <p>This course, or its equivalent, is required to become a Master Continuity Practitioner Level II. For more information: http://training.fema.gov/EMIWeb/COOP/</p>						
DATES/TIMES: (THREE-DAY COURSE)	<table border="0"> <tr> <td>August 26, 2014</td> <td>08:30 a.m. - 4:30 p.m.</td> </tr> <tr> <td>August 27, 2014</td> <td>08:30 a.m. - 4:30 p.m.</td> </tr> <tr> <td>August 28, 2014</td> <td>08:30 a.m. - 4:30 p.m.</td> </tr> </table>	August 26, 2014	08:30 a.m. - 4:30 p.m.	August 27, 2014	08:30 a.m. - 4:30 p.m.	August 28, 2014	08:30 a.m. - 4:30 p.m.
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LOCATION:	<p style="text-align: center;">Veterans Health Administration Wildwood Center 2402 Wildwood Center Sherwood, AR 72120</p> <p style="text-align: center;">POC: Donald Minster 501-683-6700 or donald.minster@adem.arkansas.gov</p>						
ELIGIBILITY (PRIORITY):	<p>1. COOP Level 1 Practitioners NOTE: Space is limited to 25 Seats.</p>						
COSTS:	<p><u>There is no cost for the training; however, the participant’s agency is responsible for all travel costs associated with this training.</u></p>						
APPLICATIONS:	<p>For classes beginning October 1, 2012 or later, individuals applying for Emergency Management Institute (EMI) classes will be required to register using the Center for Domestic Preparedness (CDP) Training Administration System (CTAS) and obtain a CDP Student Identification (SID) number if they do not already have one. This number will be used in place of the SSN on your application. You will be asked to provide your SSN to register in CTAS but this will be phased out later this year.</p>						

	<p>How do I obtain my FEMA Training Identification Number (FTIN)/CDP Student Identification (SID) number? Step 1: To register, go to https://cdp.dhs.gov/elms Step 2: Click on the “Create Account” button on the left side of the screen. Step 3: Follow the instructions and provide the necessary information to create your account.</p> <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).</p> <p>Why is it important to register in the CTAS? Any applications for EMI courses that do not include the training registration number will not be processed until CDP SID is provided.</p>
<p>REGISTRATION PROCESS:</p>	<p>Submit a FEMA 119-25-1 (General Admission Application) to angela.stapleton@fema.dhs.gov or fax to 501-683-7890</p>
<p>CONFIRMATION</p>	<p>Approved participants will receive a confirmation from FEMA. Email addresses must be included on registration. Only confirmed applicants will be allowed entrance to training site.</p>
<p>APPLICATION DEADLINE:</p>	<p>Registration Forms must be submitted to FEMA no later than August 15, 2014. Direct questions regarding registration to 501-683-6700 ask for the Training Section.</p>
<p>FUNCTIONAL NEEDS:</p>	<p>Applicants with functional needs should contact the course manager to arrange for accommodations.</p>
<p>COURSE MANAGER:</p>	<p>Brad McDannald Regional Continuity Manager FEMA Region VI 940-898-5131 or brad.mcdannald@dhs.gov</p>