



Maryland Emergency Management Agency

Requesting Training Courses (ICS-300/400, NDPC, and “G” Courses)

June 2014



General Information

The MEMA Multi-Year Training and Exercise Plan (TEP) is the roadmap for Maryland to accomplish its training and exercise priorities. Training and exercises play a crucial role in attaining, practicing, validating, and improving the State’s capabilities.

The State’s training and exercise programs are administered by the Maryland Emergency Management Agency (MEMA) in coordination with local, State, federal, and private partners.

To continue delivery of excellent training that corresponds to the National Standards accepted by FEMA, it is imperative that expectations be clearly communicated and understood by all MEMA partners across the State of Maryland. The requirements and timeframes for requesting training are outlined in the following sections.

Effective June 1, 2014, MEMA course certificates will only be issued for those training courses for which individuals pre-registered via the statewide Learning Management System (LMS) and were taught by established MEMA instructors. This includes all deliveries of ICS 300, ICS 400, G-courses, and other trainings recognized by FEMA.

Information Common to All Courses

As the Maryland State Administrative Agency (SAA), all requests for training through the Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) National Preparedness Directorate (NPD), National Training and Education Division (NTED), and National Domestic Preparedness Consortium (NDPC) must be approved by the Maryland Emergency Management Agency (MEMA).

Federally developed, State-delivered Field Courses, also known as G-Courses, are courses conducted by State emergency management agencies. Within the State of Maryland, all G-Courses and G-Course

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instructors must be approved by MEMA prior to course delivery; this applies for ICS 300 and ICS 400 courses as well.

All local requests for NDPC mobile training and/or G-Courses must be vetted through the County/City Office of Emergency Management prior to MEMA approval. This process affords the County/City Office of Emergency Management visibility into the courses being requested and the opportunity for County/City Emergency Managers to ensure the appropriate training courses are being offered and the appropriate individuals are being trained.

What does the timeframe look like to request courses through MEMA?

All local training requests that filter through MEMA must first be approved by the County/City Office of Emergency Management.

Requests must be submitted to MEMA at least (a minimum of) **90 days** prior to the course delivery.

The organization requesting the training must complete and submit the MEMA training request form with **each** local training request. The organization requesting the training must complete the following sections:

- Requester Information
- Course
- Training Request Questions
- Host/Venue Point-of-Contact

Once the organization requesting the training completes these sections, the County/City Office of Emergency Management will approve and complete the following sections:

- County/City Office of Emergency Management Approver Information
- County/City Office of Emergency Management Approver Agrees To

The form is then submitted to MEMA for approval. The course cannot be offered in the State without MEMA approval.

This allows time to:

1. Receive the hosting form (additional information can be requested if necessary);
2. Receive and review the instructor request form for new instructors;

3. Authenticate the instructor credentials (request additional information if necessary); and,
4. Populate the class in LMS (normally prefer advertising a class **45** days ahead of the class date, to allow ample time for scheduling, staffing, and backfill from the agencies allowing personnel to attend). This gives greater assurance of increased attendance.

Where are the forms located?

The organization requesting the training must complete and submit the MEMA training request form with each local training request. Forms are located at

<http://mema.maryland.gov/Pages/learning.aspx>

How can I receive a certificate for completion of an approved course?

For a MEMA-approved course taught by an approved instructor, course certificates are generated through the LMS. The system will allow an individual to download a certificate only after the post-course survey has been completed.

Certificates will be available within **10** business days after the post-course survey has been completed. There should be **no** expectation of same day (date of class) or next day (day after class) receipt of certificates.

Information for ICS 300/400 Requests and Instructors

1. Requests for ICS 300/400 training must be approved by MEMA. Training requests are made by filling out the Course Request form and sending to training.mema@maryland.gov. ***Requests must be made a minimum of 90 days prior to course start date.***
2. Instructor approval for the ICS 300/400 training must be on file at MEMA. Instructors wanting to be approved must fill out the Instructor Application and send it to training.mema@maryland.gov.
3. All training must be entered into MEMA's Learning Management System.

Information for “G” Courses

Federally developed, State-delivered Field Courses, also known as G-Courses, are courses conducted by State emergency management agencies. Within the State of Maryland, all G-Courses and G-Course instructors must be approved by MEMA prior to course delivery. Not all of the G coded courses listed in FEMA’s catalog are offered in each State every year. Requests for G-courses are to be done exactly as those for ICS-300 and ICS-400.

Click here to view the catalog outlining the FEMA G-courses that can be taught by States:

<https://training.fema.gov/EMICourses/docs/FY14%20Catalog.pdf>.

Information for NDPC Courses

As the Maryland State Administrative Agency (SAA), all requests for training through the National Domestic Preparedness Consortium (NDPC) must be approved by the Maryland Emergency Management Agency (MEMA).

DHS/FEMA National Preparedness Directorate (NPD) National Training and Education Division (NTED) serves the Nation's first responder community, offering more than 200 courses to help build skills that responders need to function effectively in mass consequence events. NTED primarily serves State, local, and tribal entities in 10 professional disciplines, and has expanded to serve private sector and citizens in recognition of their critical role in domestic preparedness.

MEMA Learning Management System (LMS)

The Maryland Emergency Management Agency (MEMA) has implemented a Learning Management System (LMS) to manage and track all MEMA -coordinated, -sponsored and/or -led training and exercises throughout the State.

Registration for courses sponsored by or provided through MEMA will only be done through the MEMA LMS. All persons wanting to attend any such course must register through the MEMA LMS. Once registered, you are responsible to withdraw from those courses you are not able to attend; failure to do so, resulting in a “no-show” at the course, may cause your access to the MEMA LMS to be suspended, revoked, or withdrawn.

- All training must be entered into MEMA's Learning Management System (LMS).
- To attend courses listed via LMS, prospective students must have user accounts:
 - To obtain the *LMS user account,* students must have a FEMA SID (Student ID number), which can be obtained by accessing <https://cdp.dhs.gov/>
 - Click on CTAS (located at the top right corner of the CDP web page) and follow the prompts; forgotten passwords can also be obtained via this site.
 - Once the SID number has been obtained, the process for registering for a MEMA LMS user account starts by accessing the MEMA LMS at <https://memamaryland.csod.com>
 - Click on the "register here" prompt on the screen, which is located below the log in button/prompt



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- Fill in the blanks; the user number called for in the blanks that follow is the same as the SID. This number is critical as it serves as your unique identifier in the LMS, and is independent of any future email changes, address changes, etc.

*** The creation of the MEMA LMS user account is a "one time" process, which will not have to be repeated. After creating a user account, to register for any class from that point on, all the student has to do is pick a class from the calendar and register for it.***

The MEMA LMS is a Maryland State Government system. To protect this system from unauthorized use, activities on this system are monitored and recorded and subject to audit. By registering for and using the LMS, the user expressly consents to such monitoring and recording, and expressly accepts the Terms of Use.

For more information on the MEMA Learning Management System, including a tutorial on how to access and use the LMS, visit the MEMA website: <http://mema.maryland.gov/Pages/learning.aspx>