



OREGON OFFICE OF EMERGENCY MANAGEMENT

Training Opportunity

L0110 National Emergency Management Basic Academy Train-the-Trainer

Date:

December 10-14, 2018

Location:

Salem, OR

This is a Train-the-Trainer course for the Basic Academy courses. Note that the online registration does not confirm that you will be accepted into this course. You must submit the necessary documentation that is listed below as well.

Course Description

The Basic Academy Train-the-Trainer consists of two days of discussions about course objectives, how to set up and facilitate the class, time management, and other general topics. The last three days consist of student teach backs that summarize portions of the Basic Academy course subject matter and describe activities and exercises with time for critique and questions.

All topics areas in the Basic Academy courses are covered in the Train-the-Trainer to support a training experience that combines knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management. The Academy provides shared classrooms of adult learners and skillful instructors resulting in a solid foundation upon which to build further studies and sound decisions.

Selection Criteria: This course is intended for those emergency managers and trainers from Federal, state, local, tribal, and territorial emergency management agencies who have extensive background in emergency management and experience in training adults.

- Minimum 5 years experience in emergency management (recommended to be current practitioners)
- Proven and proficient capability to deliver and facilitate training (EMI resume/ recommendation review)
- Demonstrated knowledge of the fundamental systems, concepts, and current practices in emergency management
- Resume detailing responsibilities, authority and length of time in profession
- Effectiveness teaching emergency management to adults
- Documentation of at least three years experience teaching emergency management to adults

Course Objectives

- Apply learning theory to address the needs of adult learners.
- Use effective instructional practices to engage the learner.
- Present course content as a subject matter expert.
- Demonstrate skills and techniques to facilitate the Basic Academy class discussions and activities to manage its delivery more strategically.
- Integrate peer and instructor feedback to improve training skills.

Prerequisites

Six online Independent Study courses are required as prerequisites to the classroom courses. All six must be completed before submitting an application for E/L0110

- [IS-100](#) (any version) – Introduction to the Incident Command System (ICS)
- [IS-120.a](#) An Introduction to Exercise
- [IS-200](#) (any version) – ICS for Single Resources and Initial Action Incidents
- [IS-700](#) (any version) – National Incident Management System (NIMS), An Introduction
- [IS-800.c](#) – National Response Framework, An Introduction
- [IS-230.d](#) – Fundamentals of Emergency Management

Recommended Prerequisites: E/L0101 Foundations of Emergency Management

Application Process

1. Register online to place your name on the applicant list: <https://L0110-salem2018.eventbrite.com>
 - a. NOTE: The online registration does not confirm that you will be accepted into this course. For evaluation of application, you must complete Step 2.
2. Submit the following documentation to the State Training Officer, Karen Layng, at oem.training@state.or.us, by Thursday, November 8, 2018:
 - a. Completed FEMA 119-25-1 application
 - b. Copies of your prerequisite certificates (See above for required and recommended courses)
 - c. Resume/Documentation detailing emergency management responsibilities, length of time in profession (at least 5 years), and adult education teaching experience (at least 3 years)
 - d. Letter of support by applicant's supervisor. Letter must include:
 - i. Recommendation to take the course;
 - ii. Commitment to allow applicant to teach the Basic Academy in the future; and
 - iii. Agency's support of applicant's time and travel costs for 1 Basic Academy series a calendar year.

Confirmations of course acceptance will be sent a few weeks in advance of the course.

If you have questions, please contact:

Karen Layng

State Training Officer

Oregon Office of Emergency Management

oem.training@state.or.us

503-378-3231