



## K0051: Exercise Program Management

### Fiscal Year 2024 Virtual Course Dates:

Course Date	Location	Course Times
November 29, 2023	Virtual, Instructor-led	9 a.m. ET–1 p.m. ET
February 14, 2024	Virtual, Instructor-led	11 a.m. ET–3 p.m. ET
June 5, 2024	Virtual, Instructor-led	9 a.m. ET–1 p.m. ET
September 26, 2024	Virtual, Instructor-led	11 a.m. ET–3 p.m. ET

### Course Length:

K0051 Exercise Program Management courses are conducted online via Adobe Connect, in a single 4-hour session.

### Course Description:

The K0051 Exercise Program Management course provides a comprehensive overview of managing an exercise program. Participants will gain a better understanding of elements that encompass a successful multi-year exercise program, discuss the facilitation of an Integrated Preparedness Planning Workshop (IPPW), and identify elements of the Integrated Preparedness Plan (IPP) as it relates to Exercise Program Management.

The course is delivered via a webinar format that includes lectures, group activities, and comparing experience through student engagement. Additionally, group activities reinforce the concepts taught during lectures.

Participants must complete all 4 hours of this course to receive credit.

### Course Goal:

Participants will gain a better understanding of Exercise Program Management and differentiate the required skills and knowledge needed to manage a program as opposed to an exercise. The use of HSEEP, in line with the National Preparedness Goal and the National Preparedness System, supports efforts across the whole community that improve our national capacity to build, sustain, and deliver core capabilities.

### Course Objectives:

- Explain Exercise Program Management and create 'Take Home' documents through the activities for your jurisdiction/organization.
- Facilitate an Integrated Preparedness Planning Workshop (IPPW) and identify elements of the Integrated Preparedness Plan (IPP) as it relates to Exercise Program Management.
- Identify and discuss key elements of Exercise Program Management.
- Explain risk assessments that promote strong Exercise Program Management, and summarize how the Risk Assessments, Training and Exercise Needs Assessments, and Improvement Plans lead to the development of a solid Integrated Preparedness Plan (IPP).
- Assess the POETE model in relation to your exercise program.

# TRAINING OPPORTUNITY

**Target Audience:**

The course is designed to meet the needs of staff responsible for overseeing the training, management, and administration of exercise programs at the local, state, tribal, territorial, and Federal levels, as well as the private sector.

**Prerequisites:**

- [E/L/K0146: Homeland Security Exercise and Evaluation Program \(HSEEP\)](https://training.fema.gov/programs/nsec/hseep) (<https://training.fema.gov/programs/nsec/hseep>)
- [IS-120.C: An Introduction to Exercises](https://training.fema.gov/programs/nsec/basic) (<https://training.fema.gov/programs/nsec/basic>)
- [IS-130.A: How to be an Exercise Evaluator](https://training.fema.gov/programs/nsec/basic) (<https://training.fema.gov/programs/nsec/basic>)

**How to Apply:**

Applications must be submitted through the [NETC Online Admissions Application System](https://training.fema.gov/netc_online_admissions) ([https://training.fema.gov/netc\\_online\\_admissions](https://training.fema.gov/netc_online_admissions)).

Applications must include completion certificates of the three prerequisite courses as attachments. Applications should be routed to your State Training Officer (STO) for approval. Incomplete application packages will not be considered. Upon acceptance into the course, the NETC Admissions Office will e-mail an official notice to the student.

**Notice to Applicants for EMI Courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

**How do I obtain my FEMA SID number?**

1. To register, go to [Student Identification System](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>).
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

**Request for Accommodation:**

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill.

Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions by email at [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).

**EMI Training Point of Contact:**

This course is a part of the Integrated Emergency Management Branch (IEMB) catalog of courses at EMI. If you have questions, please contact: [FEMA-EMI-IEMB@fema.dhs.gov](mailto:FEMA-EMI-IEMB@fema.dhs.gov), or the Training Specialist responsible for this course: Mark Mouré, [mark.moure@fema.dhs.gov](mailto:mark.moure@fema.dhs.gov).

# TRAINING OPPORTUNITY