OREGON OFFICE OF EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT COURSE DELIVERY PROCEDURES

CONTENTS

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1. INTRODUCTION

1.A – PURPOSE

This purpose of this document is to provide guidance to state, local, and tribal organizations; and other emergency management stakeholders in the delivery of preparedness training across the state of Oregon, including how to request, course coordinator expectations, and close-out procedures.

1.B – SCOPE

This procedure is for the delivery of G-/L-courses and National Domestic Preparedness Consortium (NDPC) provided courses in the state of Oregon.

IMPORTANT: All NIMS implementation courses must be approved before delivery to be considered state-certified. More information in **Certificates and Close-Out** below.

- **G-courses** are state-managed and delivered courses that are part of the Federal Emergency Managements Agency's (FEMA) Emergency Management Institute's (EMI) curriculum.
    - o NIMS Implementation courses fall under the G-course category. These courses include:
        - ▪ G0300: ICS 300 – Intermediate Incident Command System for Expanding Incidents
        - ▪ G0400: ICS 400 – Advanced Incident Command System for Command and General Staff- Complex Incidents
        - ▪ G0191: Emergency Operations Center/Incident Command System Interface
        - ▪ G0402: ICS 402 – Incident Command System Overview for Executives and Senior Officials
        - ▪ G0775: Emergency Operations Center Management and Operations
        - ▪ G2300: Intermediate EOC Management and Operations *(in development)*
- **L-courses** are local deliveries of the FEMA EMI curriculum with local FEMA EMI approved instructors.
    - o All L-course deliveries must be approved by the EMI course manager via the Oregon Office of Emergency Management (OEM) State Training Officer at least forty-five (45) days in advance. All requests should be submitted to the OEM State Training Officer at least sixty (60) days in advance
- **Consortium provided courses** are deliveries of approved courses by organizations that belong to the National Domestic Preparedness Consortium (NDPC), including but not limited to Texas A&M Engineering Extension Service (TEEX) and Center for Domestic Preparedness (CDP).

**For G-/L-course deliveries, there may be a cost associated, including printing of materials, contractor costs, and/or instructor travel and per diem.

1.C – COURSE DESIGNATION

Courses may be offered in Oregon in the following ways:

- **Oregon OEM Sponsored/Hosted Courses:** Oregon OEM assumes responsibility for all course coordination including funding, registration, instruction, managing course logistics (venue), providing course materials, and issuing certificates. These courses are offered at no cost to students.
- **OEM Supported Courses:** Courses that may be partially assisted by OEM. OEM does not assume responsibility for course coordination but may assist the course provider with registration, course logistics, instruction, course materials, and issuing certificates. These courses are offered at no cost to students.
- **Non-Sponsored/Hosted Courses:** Courses are those in which OEM does not provide support and does not assume responsibility for or provide any assistance with course coordination. These courses are typically offered by private vendors for cost.

2. REQUESTING PROCESS

2.A – CONSORTIUM COURSES

1. Complete *Training Course Request Form* with the Consortium Course Delivery option selected.
    a. Course Code/Title: Identify which course you are requesting approval for.
        i. Preference is to refer to the official code from the *National Preparedness Course Catalog* at https://www.firstrespondertraining.gov.
    b. Course Location: Complete Training address or the Tentative Location, such as the city
    c. Course Dates: Select Preferred Date or Date Range
        i. Enter the Preferred Date or Date Range
    d. Prefer Registrations Handled By: Select the preference for whether the training provider or the Local POC/Requestor will handle registrations
    e. Is Training Identified in TEP?: Select Yes or No
        i. If No, then complete the justification narrative box.
    f. Requestor:
        i. Requestor First and Last Name
        ii. Requestor Agency
        iii. Requestor Phone
        iv. Requestor Email
    g. Local Point of Contact: Complete if different than the Requestor
        i. POC First and Last Name
        ii. POC Agency
        iii. POC Phone
        iv. POC Email
    h. As course host and/or course instructor:

  i. Check each box that you as the course host and/or the course instructor will ensure the course will meet the listed requirements.

  ii. By checking each box, you attest that you will make sure the course meets the standards as which it is written for.

  i. ReCAPTCHA: Check the "I'm not a robot" box

  j. Click "Submit" Button

2.B – G- OR L- COURSE *WITH* IDENTIFIED INSTRUCTORS

Request must be submitted at least sixty (60) days in advance of the training dates to allow for processing.

**For G-/L-course deliveries, there may be a cost associated, including printing of materials, contractor costs, and/or instructor travel and per diem.

1. Complete *Training Course Request Form* with the G- or L-Course Delivery option selected
   a. Course Code/Title: Identify which course you are requesting approval for.
      i. Preference is to refer to the official code from the *National Preparedness Course Catalog* at https://www.firstrespondertraining.gov.
   b. Course Location: Complete Training address or the Tentative Location, such as the city
   c. Course Dates: Select Scheduled Dates
      i. Enter the Start Date/Time and End Date/Time
   d. Registration URL: Enter either the registration URL or email for registration contact
   e. Need assistance finding instructors: Do not check this box if instructors have been identified
   f. Is Training Identified in TEP?: Select Yes or No
      i. If No, then complete the justification narrative box.
   g. Requestor:
      i. Requestor First and Last Name
      ii. Requestor Agency
      iii. Requestor Phone
      iv. Requestor Email
   h. Local Point of Contact: Complete if different than the Requestor
      i. POC First and Last Name
      ii. POC Agency
      iii. POC Phone
      iv. POC Email
   i. As course host and/or course instructor:
      i. Check each box that you as the course host and/or the course instructor will ensure the course will meet the listed requirements.
      ii. By checking each box, you attest that you will make sure the course meets the standards as which it is written for.

    j. Attachment(s)
       i. Attach a Course Agenda that includes:
          1. Dates and start/end times which should reflect the required contact/instructional hours according to the *National Preparedness Course Catalog*
          2. Location of Instruction
          3. Names of instructors with assigned units and identification of lead instructor
    k. ReCAPTCHA: Check the "I'm not a robot" box
    l. Click "Submit" Button

2.C – G- OR L- COURSE *WITHOUT* IDENTIFIED INSTRUCTORS

Request must be submitted at least sixty (60) days in advance of the training dates.

**For G-/L-course deliveries, there may be a cost associated, including printing of materials, contractor costs, and/or instructor travel and per diem.

1. Complete *Training Course Request Form* with the G- or L-Course Delivery option selected
    a. Course Code/Title: Identify which course you are requesting.
       i. Preference is to refer to the official code from the *National Preparedness Course Catalog* at https://www.firstrespondertraining.gov.
    b. Course Location: Complete Training address or the Tentative Location, such as the city
    c. Course Dates: Select Preferred Date or Date Range
       i. Enter the Preferred Date or Date Range
    d. Registration URL: do not enter anything into this field yet
    e. Need assistance finding instructors: Check the box
       i. This means no agenda needs to be attached for this option
    f. Is Training Identified in TEP?: Select Yes or No
       i. If No, then complete the justification narrative box.
    g. Requestor:
       i. Requestor First and Last Name
       ii. Requestor Agency
       iii. Requestor Phone
       iv. Requestor Email
    h. Local Point of Contact: Complete if different than the Requestor
       i. POC First and Last Name
       ii. POC Agency
       iii. POC Phone
       iv. POC Email
    i. As course host and/or course instructor:

       i.   Check each box that you as the course host and/or the course instructor will ensure the course will meet the listed requirements.

      ii.   By checking each box, you attest that you will make sure the course meets the standards as which it is written for.

   a.   ReCAPTCHA: Check the "I'm not a robot" box

   b.   Click "Submit" Button

3. COURSE MANAGEMENT

3.A – COURSE COORDINATORS

Once a course delivery is approved, course coordinators handle all aspects of the training they are delivering. If receiving a course delivery, course coordinators must be responsive and complete any necessary paperwork to ensure the course is secured. As a recommendation, use a checklist to ensure you are carrying out all tasks required for a successful course delivery. A sample Course Coordinator's checklist is in **Appendix 2: Course Coordinators Checklist**.

If the Course Coordinator is also the Course Host, follow the guidelines listed in **3.B – Course Hosts**. Course Coordinators should follow the guidelines listed below.

> **REGISTRATION**

The course coordinator or course host is responsible for coordinating the registration. The local jurisdiction or agency will need to collect the following information from each student:
- Name, as they would like it to appear on a certificate
- Agency
- Email address
- Telephone Number
- FEMA Student Identification (SID) Number
- Whether they are EMPG-funded or not

For L-course deliveries:
If this is an L-course delivery, every student must complete and submit a FEMA 119-25-1 form, with physical signatures by the head of their sponsoring organization. As part of course close-out, FEMA 119-25-1 forms will be included with the close-out package for the OEM State Training Officer to sign and submit to FEMA EMI. For course close-out information, go to Course Close-Out of Section 3.A: Course Coordinators.

The course coordinator is also responsible for identifying all course prerequisite(s) as outlined in the *National Preparedness Course Catalog* and verifying that each student has completed the prerequisite(s) prior to registering them for the course. Waivers of a prerequisite requires authorization from the State Training Officer.

Seat allocation is dependent on the type of course. A seminar-type course may allow for several dozen seats however a course that is with small group activities will not exceed 36 students and optimally not more than 24 students. The course coordinator will select those students that best meet the target audience per the seats and instructors available.

Communication with confirmed participants is paramount to reducing no-shows and late arrivals. It is recommended to send a course reminder one week prior and again one day prior to course conduct.

STUDENT SELECTION

The course coordinator will select those students that best meet the target audience as outlined in the *National Preparedness Course Catalog* per the seats and instructors available. For the majority of courses, students should have an affiliation to a public safety agency, health organization, government agency, or non-governmental organization active in disaster.

Student from other states or from federal agencies

Students from other states or from federal agencies will be allowed to take state-sponsored courses on a stand-by basis. The course coordinator will finalize the student roster and make the determination to admit students from the stand-by list. OEM encourages local jurisdictions to admit students from all jurisdictions, but recognizes the necessity of placing students from outside jurisdictions on a stand-by basis. Course coordinators have the final decision concerning admittance of students.

ADVERTISING

Advertising for the course is at the discretion of the course coordinator. Like registration above, a local jurisdiction or agency may choose to conduct advertising on their own or with the aid of OEM. At a minimum, the advertising must include:
- **Dates, times.**

- **Location. _List the city and state only_**. Give the physical address to those students with confirmed seats after they are fully registered.

- **Course Description.** Use the actual Course Title and Course Description from the *National Preparedness Course Catalog* at https://www.firstrespondertraining.gov, use the course description from the course syllabus or program of instruction if the course is in the catalog.

- **Target Audience.** Use the actual Target Audience from the *National Preparedness Course Catalog* at https://www.firstrespondertraining.gov.

- **Prerequisites Required or Recommended.** Use the Prerequisites Required or Recommended from the *National Preparedness Course Catalog* at https://www.firstrespondertraining.gov.

- **Course Coordinator's Contact Information.** Include the course coordinator's name, organization, phone number and email address.

- **Credits/Certificates.** Indicate if the course will generate credit for the student and in what format: Contact hours or Continuing Education Units (CEU).

COURSE MATERIALS

The following are standard course materials:

- **Agenda:** The course coordinator and/or lead instructor develops the course agenda which includes listing each module or unit and the required contact hours per the course syllabus or program of instruction. List the name of the instructor for each unit so that credit may be given to them, if applicable.

- **Presentations and Multi-Media Products:** The course coordinator and/or lead instructor are responsible for ensuring course presentations are professional and clear. Presentations must meet Section 508 Amendment of the Rehabilitation Act of 1973.

  - If conducting a G-/L- course, presentations and multi-media products shall be the most current version of material produced by the National Emergency Training Center.

- **Student Manuals/Handouts:** The course coordinator is responsible for ordering and providing a current copy of the student manual and all handouts.

  - Student manuals may be emailed to the students for them to bring electronically or print on their own. If emailing manuals, request a copy of the files from the State Training Officer at least 30 days in advance of the course.

- **Tests:** The course coordinator or lead instructor is responsible for all examinations. Tests and answer sheets must be safe guarded against disclosure. The lead instructor will facilitate the test and conduct grading. He/she is responsible for collecting all tests and answer sheets and providing to the course coordinator for the close-out package.

- **Course Evaluations:** Course evaluations are required. Contact the State Training Officer for the most recent version of the Oregon Office of Emergency Management Course Evaluation Form or FEMA Course Evaluation Form.

INSTRUCTORS

Assigning and Vetting: Course coordinators are responsible for gathering instructors and assigning them units that meet their experience and qualification level. Instructor choice must be deliberate and carefully conducted to ensure quality of delivery. See the "Emergency Management Instructor Guidance" document for types of instructors.

- NOTE: Instructors must be from the Oregon Certified Instructor List. Instructors for L or E series FEMA Courses must be from the FEMA EMI Certified Course Instructor List. Contact the Oregon State Training Officer for more information on these lists.

COURSE CONDUCT/CONTACT HOURS

The state objective for course instruction is to deliver performance-based training. FEMA EMI requires that all G- and L-courses meet the minimum instructional hours listed for the course. Course coordinators are responsible in ensuring that each course meets the minimum course contact hours per the *National Preparedness Course Catalog* (https://www.firstrespondertraining.gov) or the course syllabus or program of instruction. The total course contact hours must be shown on the course agenda.

ATTENDANCE

Course coordinators will track attendance on a sign-in sheet. The sign-in sheet should have students sign-in each day at a minimum. A morning and afternoon sign-in is preferred. For all courses, students must attend all required course hours, participate in activities and exercises, and pass the final exam to have successfully completed the course. Students may not miss more than 10% of a course to be granted credit for course completion.

CERTIFICATES AND COURSE CLOSE-OUT

OEM will issue OEM-branded course certificates for the delivery of certain FEMA courses, to include:
- Courses in which OEM is the host agency
- An official FEMA G-course designed as Train-the-Trainer instruction
    - Example: G0428 Community Emergency Response Team Train-the-Trainer
- National Incident Management System (NIMS) implementation courses, which include:
    - G0300: ICS 300 – Intermediate Incident Command System for Expanding Incidents
    - G0400: ICS 400 – Advanced Incident Command System for Command and General Staff-Complex Incidents
    - G0191: Emergency Operations Center/Incident Command System Interface
    - G0402: ICS 402 – Incident Command System Overview for Executives and Senior Officials
    - G0775: Emergency Operations Center Management and Operations
    - G2300: Intermediate EOC Management and Operations *(in development)*

The Emergency Management Institute (EMI) only recognizes NIMS implementation courses (ICS-300/400, G0191, etc) completion certificates issued by states/territories/tribes/federal agencies. Acceptance of training certificates between states or other entities is at the discretion of the receiving state and/or jurisdiction.

Close-Out Package
Course coordinators will submit a close-out package to OEM State Training Officer, oem.training@state.or.us, no later than seven (7) calendar days following completion of a course for courses that need OEM-branded certificates. This close out package will include:

- Agenda (complete with course title, location, dates, times of each module/unit, and instructor assigned to each module/unit)
- Sign-In Roster with initials for each day of the course
- [Course Completion Form (in excel format)](https://www.oregon.gov/oem/emresources/Pages/Training.aspx)
  - Available electronically at
    https://www.oregon.gov/oem/emresources/Pages/Training.aspx
- Examinations
- Evaluations

Electronic course certificates will be issued by OEM and sent to the course coordinator within 45 days of receiving the close-out package.

Oregon OEM will not issue course completion certificates for courses delivered by private vendors at cost to the student.

For L-Course Deliveries:

Close-out packages for L-Course deliveries must include the following items:

- Sign-in Rosters with each day initialed by students
- Completed FEMA 119-25-1 applications for each student
- EMI's Level 2 Test Score document (submitted electronically through the OEM State Training Officer)
  - For current document, contact OEM State Training Officer
- EMI's Level 3 course evaluations (Salmon-colored evaluation sheets)
  - These sheets are sent to the course coordinator in advance of the course, as long as course request to conduct forms were submitted at least sixty (60) days in advance.

Without these documents for L-Course deliveries, certificates will not be issued to the students. In addition, these documents must match the Course Code, Course Date, and Course Location that was submitted on the initial request to conduct forms to EMI.

COURSE ROSTERS

Any jurisdiction, organization, or agency that delivers or hosts a preparedness course that appears in the National Preparedness catalog will submit a student roster to the OEM State Training Officer by email at oem.training@state.or.us. This will allow us to properly track numbers of courses delivered and student completions per grant requirements.

It is preferred to use the *Course Completion Form* for this submission along with the sign-in rosters. *Course Completion Form* can be found at
https://www.oregon.gov/oem/emresources/Pages/Training.aspx.

3.B – COURSE HOSTS

Jurisdictions or agencies interested in hosting a course need to ensure the following are available:

- **Parking:** Parking for course participants needs to be available. This includes parking for those with access and/or functional needs.

- **Safety Plan:** A safety plan for the location needs to be present and reviewed prior to the conduct of a course and shared with the students at the beginning of the course.

- **Seating:** Seating needs to be comfortable and allow for a good learning environment. The seating needs to match the type of course (seminar, small group activities, etc.)

- **Audio/Visual:** Sound and Projection needs to be available and checked prior to delivery of the course curriculum. Conduct sound checks with microphones and speakers prior to course delivery. Presentations (audio and visual) must meet Section 508 Amendment of the Rehabilitation Act of 1973.

- **Reasonable Accommodations:** Course hosts must do everything they can to meet reasonable accommodation requests received from students. This may include special sensory or allergy requests (nuts, perfume etc.), special seating closer to the instructor, additional time for testing, etc.

- **Light Refreshments:** It is not required for a host to provide refreshments. However, it is recommended that course hosts work with the course coordinator to provide coffee, water, and tea at a minimum.

- **Meal Venues:** Course hosts should have knowledge of the local area around the training site to give students options to choose from for meal periods. Distances from the training location to the meal venue is beneficial so that students can maximize the time they have available for the meal period.

- **Directions:** Directions to the training site should be communicated with the course coordinator prior to course conduct and this information will be included in the registration email and in the follow-up reminder emails. Consider offering a map from a reputable internet site and alternate routes. Consideration must be given to allot for other modes of traffic (e.g. ferries) and peak traffic times.

- **Entry/Egress Procedures:** Some training sites have restricted access to the location and require certain forms of identification. Course coordinators will deliver this information to the students in the registration and follow-up emails from the course coordinator. The course host is responsible for alerting Entry Control Point (Security Guards) of the course conduct and provide them a final copy of the sign-in roster prior to course start date.

- **Course Rosters:** Any jurisdiction, organization, or agency that delivers or hosts a preparedness course that appears in the National Preparedness catalog will submit a student roster to the OEM State Training Officer by email at oem.training@state.or.us. This will allow us to properly track numbers of courses delivered and student completions per grant requirements.

APPENDIX 1: RESOURCES AND REFERENCES

Emergency Management Institute (EMI)

https://training.fema.gov

FEMA National Training and Education Division (NTED)

https://www.firstrespondertraining.gov/frt/

FEMA Region X – Alaska, Idaho, Oregon, and Washington

https://www.fema.gov/region-x-ak-id-or-wa

Incident Command System (ICS), FEMA

https://www.fema.gov/incident-command-system-resources

- **ICS Resource Center** https://training.fema.gov/EMIWeb/IS/ICSResource/index.htm

National Incident Management System (NIMS)

https://www.fema.gov/national-incident-management-system

- **NIMS Doctrine, Dept. of Homeland Security, October 2017**
  https://www.fema.gov/media-library/assets/documents/148019

- **NIMS ICS All-Hazards Position Specific Training Program**
  https://training.fema.gov/allhazards/

- **NIMS Training Program, Dept. of Homeland Security, September 2011**
  https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf

National Preparedness Goal (NPG)

https://www.fema.gov/national-preparedness-goal

- **NPG Core Capabilities** https://www.fema.gov/core-capabilities

- **NPG Doctrine, Dept. of Homeland Security, September 2015, 2ⁿᵈ Edition**
  https://www.fema.gov/media-library-data/1443799615171-2aae90be55041740f97e8532fc680d40/National_Preparedness_Goal_2nd_Edition.pdf

Oregon Revised Statute (ORS) Chapter 401 Emergency Management Chapter 401

https://www.oregonlegislature.gov/bills_laws/ors/ors401.html

Oregon Office of Emergency Management, State Training Program

https://www.oregon.gov/oem/emresources/Pages/Training.aspx

APPENDIX 2: COURSE COORDINATOR CHECKLIST

The Course Coordinator Checklist is available electronically at
https://www.oregon.gov/oem/emresources/Pages/Training.aspx.

Page 1

	COURSE CODE & NAME:	Click here to enter text.		

COURSE COORDINATOR'S CHECKLIST

COURSE CODE & NAME:	Click here to enter text.			
DATE(S): Enter Date(s)	**LOCATION:** Click here to enter text.			
COURSE COORDINATOR: Click here to enter text.		**# of Students:** #.		

L-COURSES, NIMS IMPLEMENTATION G-COURSES (i.e. ICS-300, ICS-400, etc), & TRAIN-THE-TRAINER COURSES

☐	TASK	DATE	NOTES
☐	Request course delivery approval through OEM State Training Officer, at least 60 days in advance	Enter Date	Click here to enter text.

COURSE VENUE

☐	TASK	DATE	NOTES
☐	Set up contract with venue owner (if applicable)	Enter Date	Click here to enter text.
☐	Ensure venue is ADA compliant	Enter Date	Click here to enter text.
☐	Ensure appropriate parking is available	Enter Date	Click here to enter text.
☐	Check for public transportation routes	Enter Date	Click here to enter text.
☐	Identify options for meal periods (break room, restaurants)	Enter Date	Click here to enter text.
☐	Secure additional rooms for break-out activities (if applicable)	Enter Date	Click here to enter text.
☐	Identify any security restrictions (access to location/building)	Enter Date	Click here to enter text.
☐	Confirm safety measures at venue, including fire exits and evacuation plan	Enter Date	Click here to enter text.
☐	Confirm room size is acceptable for maximum allowed students	Enter Date	Click here to enter text.
☐	Confirm location has audio/visual capabilities (speakers, podium, TV, computer)	Enter Date	Click here to enter text.
☐	Does venue require coordination and presence of IT personnel to use A/V equipment?	Enter Date	Click here to enter text.
☐	Confirm presence of required number of tables/chairs	Enter Date	Click here to enter text.
☐	Confirm presence of electrical outlets	Enter Date	Click here to enter text.
☐	Is there WiFi present? Username and password?	Enter Date	Click here to enter text.

COURSE INSTRUCTORS

☐	TASK	DATE	NOTES
☐	Ensure instructor(s) are on the OR State Certified Instructor List or the EMI L-Course Instructor List	Enter Date	Click here to enter text.
☐	Notify instructor(s) of the date, time, and location of the course	Enter Date	Click here to enter text.

Page 2

☐	Provide instructor(s) a map to the location	Enter Date	Click here to enter text.
☐	Provide name of instructor(s) to security (if applicable)	Enter Date	Click here to enter text.
☐	Coordinate with instructor(s) for who will have the slides and any printing of handouts	Enter Date	Click here to enter text.
☐	Conduct instructor call to review course logistics, roster status, agenda, and travel arrangements (if applicable)	Enter Date	Click here to enter text.

COURSE MATERIALS			
☐	**TASK**	**DATE**	**NOTES**
☐	Identify most current course materials through the State Training Officer and/or Instructors	Enter Date	Click here to enter text.
☐	Send digital file of student manual to students 1 week before course start date for them to print or bring electronically	Enter Date	Click here to enter text.
☐	Make student handouts (activity worksheets) for students to conduct course activities	Enter Date	Click here to enter text.
☐	Print pre-course and post-course exams	Enter Date	Click here to enter text.
☐	Print course evaluation forms	Enter Date	Click here to enter text.
☐	Create Course Agenda to include titles of units, time allotted, and instructor assigned	Enter Date	Click here to enter text.

COURSE REGISTRATION			
☐	**TASK**	**DATE**	**NOTES**
☐	Enrollment Open: Closed:	Enter Date	Click here to enter text.
☐	Build Registration Page (if applicable)	Enter Date	Click here to enter text.
☐	Identify Course Prerequisites, as listed in the National Preparedness Course Catalog	Enter Date	Click here to enter text.
☐	Verify student has completed required prerequisites	Enter Date	Click here to enter text.
☐	*For L-Courses:* Verify all parts of the student's application (FEMA 119-25-1) is complete and signatures are present	Enter Date	Click here to enter text.
☐	Develop course flier AND/OR provide link to registration page	Enter Date	Click here to enter text.
☐	Send flier and registration instructions to State Training Officer for inclusion on State Training Calendar	Enter Date	Click here to enter text.
☐	Select students for confirmed seats from application pool, ideally no later than 4 weeks, prior to course start date and send out course confirmation letters with any added information	Enter Date	Click here to enter text.
☐	Send map of course location	Enter Date	Click here to enter text.

☐	Send reminder email 1 week prior to course start date	Enter Date	Click here to enter text.
☐	Print out roster/sign in sheet (day before course)	Enter Date	Click here to enter text.

PRE-COURSE SET-UP AND CONDUCT			
☐	**TASK**	**DATE**	**NOTES**
☐	Make hotel and/or vehicle reservations (if applicable)	Enter Date	Click here to enter text.
☐	Complete Travel Authorization (if applicable)	Enter Date	Click here to enter text.
☐	Prepare and process light refreshments or working lunch request (if applicable)	Enter Date	Click here to enter text.
☐	Print name badges and/or tent cards	Enter Date	Click here to enter text.
☐	Notify Security (send final course roster, including instructors' names) (if applicable)	Enter Date	Click here to enter text.
☐	Prepared light refreshments (stock coffee box or conduct a grocery run) (if applicable)	Enter Date	Click here to enter text.
☐	Arrange tables/chairs at venue; lay out curriculum and/or handouts	Enter Date	Click here to enter text.
☐	Check presentation on A/V; check acoustics	Enter Date	Click here to enter text.
☐	Arrange name tents according to course specifics (keep table groups diverse)	Enter Date	Click here to enter text.
☐	Set up easels and chart packs. Ensure there are markers present (if applicable)	Enter Date	Click here to enter text.
☐	Check supplies box for proper supplies (markers, pens, notebook paper, tape, stapler, post-it notes, highlighters)	Enter Date	Click here to enter text.

COURSE COMPLETION			
☐	**TASK**	**DATE**	**NOTES**
☐	Submit roster/sign-in sheet(s), agenda, exams, and course evaluations to State Training Officer	Enter Date	Click here to enter text.
☐	Create student certificates (if applicable)	Enter Date	Click here to enter text.
☐	Email student certificates once created or received from Oregon Office of Emergency Management	Enter Date	Click here to enter text.
☐	Summarize and review course evaluations. Send to instructors.	Enter Date	Click here to enter text.
☐	Provide follow-up resources to students and instructors	Enter Date	Click here to enter text.
☐	Replenish office supplies in training box	Enter Date	Click here to enter text.
☐	Complete travel reimbursement (if applicable)	Enter Date	Click here to enter text.

APPENDIX 3: COURSE COMPLETION FORM

Use the Course Completion Form to submit final course rosters for all courses and to request certificates for courses that have been pre-approved for delivery by the State Training Officer and meet the following guidelines:

- Courses in which OEM is the host agency
- An official FEMA G-course designed as Train-the-Trainer instruction
    - Example: G0428 Community Emergency Response Team Train-the-Trainer
- National Incident Management System (NIMS) implementation courses, which include:
    - G0300: ICS 300 – Intermediate Incident Command System for Expanding Incidents
    - G0400: ICS 400 – Advanced Incident Command System for Command and General Staff-Complex Incidents
    - G0191: Emergency Operations Center/Incident Command System Interface
    - G0402: ICS 402 – Incident Command System Overview for Executives and Senior Officials
    - G0775: Emergency Operations Center Management and Operations
    - G2300: Intermediate EOC Management and Operations *(in development)*

COURSE COMPLETION INFORMATION

NOTE: This forms prints on 8.5x14 Legal size paper

Course Title:	
Course Date(s):	
Training Location (City):	
Host Agency Delivering Training:	
Host Agency POC:	
Host Agency POC Phone and E-mail:	
Lead Instructor:	
Adjunct/Unit Instructors, if applicable:	

NOTICE
The submitter of this form ensures the following for the conducted course:
☑ Students met all prerequisites
☑ Met the minimum required contact hours
☑ Students attended all course hours
☑ Students passed the final exam

Requesting Certificates?
For information about OEM certificate eligible courses, please see *Course Delivery Procedures* document.

Required Fields   SUBMIT THIS FORM ELECTRONICALLY (in Excel format) TO: oem.training@state.or.us

STUDENT INFORMATION

	FEMA SID	Last Name	First Name	Agency	Phone	Email	EMPG-Funded?	Pre-test Score	Post-test Score
1									
2									
3									
4									
5									
6									
7									

Available electronically at https://www.oregon.gov/oem/emresources/Pages/Training.aspx