



### Course: *Master Exercise Practitioner Program (MEPP) Series*

**Fiscal Year (FY) 2019 Course Dates:****MEPP Series #47**

E132 October 15-18, 2018

E133 February 11-14, 2019

K0136 TBD in FY 2020

**MEPP Series #48**

E132 November 5-8, 2018

E133 March 4-8, 2019

K0136 TBD in FY20

**Travel Dates:**

Sunday and Friday

**Course Length:**

This course is 4 days in length.

**Location:**

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

**Course Description:**

The Master Exercise Practitioner Program (MEPP) is a series of two resident courses (E0132, E0133) focusing on advanced program management, exercise design and evaluation practices in each phase of the Homeland Security Exercise and Evaluation Program (HSEEP). MEPP candidates work in a collaborative environment to discuss best practices and exercise challenges. Candidates will be required to complete a capstone exercise within one year of completing the E0133 course. This exercise should be on their agency/jurisdictions overall Training and Exercise Plan.

**Course Goal:**

Candidates will discuss best practices and lessons learned from their organizations and

experiences in all areas of exercise program management, design, conduct and evaluation. The Capstone Exercise will demonstrate proficiency.

**Prerequisites:**

- L/K0146 Homeland Security Exercise and Evaluation Program (HSEEP)
- IS-100.b Introduction to Incident Command System
- IS-120.c An Introduction to Exercises
- IS-130.a How to be an Exercise Evaluator
- IS-200.b ICS for Single Resources and Initial Action Incidents
- IS-230.d Principles of Emergency Management
- IS-235.c Emergency Planning
- IS-700.a National Incident Management System (NIMS), an Introduction
- IS-775 Emergency Operations Center (EOC) Management and Operations
- IS-800.c National Response Framework, An Introduction

OR

Graduation from the [Basic Academy](#) during or after FY 2018.

**Continuing Education Units (CEU's):**

EMI awards 2.5 CEUs for completion of each course within the series.

**Target Audience:**

Ideal candidates will have 3-5 years' experience designing and conducting emergency management exercises consistent with the HSEEP Doctrine. Candidates are expected to have overall experience with Exercise Program Management as well as individual experience as

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Exercise Director, Exercise Planning Team Leader, Facilitator, Controller/Simulator, and Evaluator.

### To Apply:

The Application period opens May 1, 2018 and closes July 1, 2018. For a detailed list of requirements, please visit Master Exercise Practitioner Program (accessible at URL: [www.training.fema.gov/mepp](http://www.training.fema.gov/mepp))

1. Complete all 10 pre-requisites.
2. Complete FEMA Form 119-25-1, General Admissions Application.
3. Submit a narrative document that outlines your current job description, role in agency/justifications exercise program, chronological listing of all exercises you have participated in as a player or planner. This experience should reflect 3-5 years.
4. Submit an exercise package (either discussions-based or operations-based) that you have had a lead role in designing.
5. Submit a letter of support from your direct supervisor outlining your role in your agency's exercise program and an acknowledgement of the commitment of the course, specifically the capstone exercise requirement.

Mail, scan, or fax the application to:  
NETC Admissions Office (Room I-216)  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
Phone: (301) 447-1035 Fax: (301) 447-1658  
Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

### Application Review:

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the

link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

### Travel Authorizations:

All Federal travelers must have an approved TA prior to travel. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

### Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

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

1. To register, go to [Student Identification System](https://cdp.dhs.gov/femasid). This link can also be accessed at the following address: <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.

### EMI Point of Contact:

For additional information please contact the Integrated Emergency Management Branch at [FEMA-EMI-IEMB@fema.dhs.gov](mailto:FEMA-EMI-IEMB@fema.dhs.gov)

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