

Course Request Form

This form is completed by individuals who would like to request a course from the Iowa Homeland Security and Emergency Management Department (HSEMD). Course requests are limited to G-level courses delivered in the State of Iowa and to instructor availability. G-level courses are state-delivered courses that are part of the Federal Emergency Management Agency's (FEMA) Emergency Management Institute's (EMI) curriculum. G-level courses are listed in the FEMA Course Catalog, which can be found at <https://training.fema.gov/emcourses/emicalog.aspx>. Users of this form include the local host point of contact (POC), the sponsoring entity and the instructor/s. In addition to the information about the course being requested, this form includes guidance pertaining to the responsibilities of each partner as well as the instructor fee schedule. Please submit completed form to Cristie Duric or Beth Lewis.

Iowa Homeland Security and Emergency Management Department
Joint Forces Headquarters | 6100 NW 78th Ave | Johnston, IA 50131

Point of Contact:

Cristie Duric
Office: 515-725-3243 | cristie.duric@iowa.gov

Beth Lewis
Office: 515-725-3204 | beth.lewis@iowa.gov

Iowa Homeland Security and Emergency Management Statewide Training Website: hsemdtraining.iowa.gov

SECTION 1: COURSE REQUEST POINT OF CONTACT

Please provide information about the person requesting the course for the purpose of correspondence.

1. **Today's Date**

2. **Name**

3. **Organization**

4. **Phone**

5. **Email**

SECTION 2: LOCAL HOST POINT OF CONTACT

The Local Host Point of Contact (POC) is the person who will be contacted to coordinate course logistics.

6. Will you be serving as the local host POC for the course you are requesting?

Select one

Yes

No

If you answered Yes to question 6, please go to Section 3, otherwise complete the information requested below.

7. **Local Host POC Name**

8. **Local Host POC Organization**

9. **Local Host POC Phone**

10. **Local Host POC Email**

SECTION 3: COURSE REQUEST

Please provide information about the course you would like to request.

11. Course Number (if applicable) **12. Course Title**

13. Course offered for (must be open to emergency responders)

Select one

Agency/Organization

County

Region/Coalition

14. Course Location (building and physical address)

15. Identify three potential dates for delivery (HSEMD will recruit instructors using these dates)

16. Maximum course capacity (minimum capacity is 16 students)

17. Registration Service

I need registration service

I will use my own registration service

LOCAL HOST POINT OF CONTACT RESPONSIBILITIES

Items listed are the responsibility of the local host point of contact (POC).

To-do List

- Provide local emergency management agency notice of training
- Check statewide training calendar for like deliveries before scheduling
- Schedule like deliveries three months apart if within 100 miles or 2 hours travel from one another
- Submit training on the statewide training calendar at hsemdtraining.iowa.gov
- Coordinate with sponsoring entity and instructor/s on all course logistics, marketing and delivery
- Register for, and attend, training
- Work with instructor/s to determine and/or provide equipment for the training
- Determine if food will be provided for the training (if not, identify area restaurants)
- Provide specific details of parking locations, main entry door and/or room assignment for training
- Provide details about area hotels and airports as a courtesy for students

SPONSORING ENTITY RESPONSIBILITIES

Items listed are the responsibility of the entity who is sponsoring the course.

To-do List

- Procure instructor, venue and printing service for student materials
- Execute contract for facility and/or instructor service
- Assist local POC with course scheduling
- Assist local POC with securing a venue
- Support marketing of the course and developing a flyer
- Provide updated course roster to local POC and/or instructor(s) upon request (if hosting registration)
- Liaison with partners as needed to support the course

Specific Responsibilities of HSEMD

- Recruit and recommend suitable instructor/s upon receipt of a course request
- Provide training notifications and updates to students as needed (if HSEMD is hosting registration service)
- Provide the instructor/s and local POC with an updated roster to use as a sign-in sheet (if HSEMD is hosting registration service)
- Provide certificates to students upon successful completion of the course
- Provide access to student materials for FEMA G-level courses

INSTRUCTOR REIMBURSEMENT POLICY

An individual is not considered eligible for reimbursement if course instruction takes place during regular, vacation or overtime hours and is receiving federal funds for salary/wages. For individuals whose salary is in-part or wholly federally funded, a Personal Activity Record (PAR) must be submitted with the invoice as proof of time-off without pay during hours of instruction. The instructor fee schedule indicated below is applicable to individuals who are members of the HSEMD instructor cadre. Non-instructor cadre members may be chosen and are indicated as "Other" below. The sponsoring agency must adhere to applicable procurement policies.

Instructor Fee Schedule

- *\$500/day/instructor (instructor traveling within 50 miles of domicile)
- \$600/day/instructor (instructor traveling beyond 50 miles of domicile)
- \$850/day/instructor (instructor traveling from out of state)
- 20% above standard fee for mentor (for courses with more than one instructor and primary serves as a mentor)
- Other:

**An Emergency Management Coordinator does not qualify for reimbursement if instruction takes place within his/her respective county*

INSTRUCTOR RESPONSIBILITIES

Items listed are the responsibility of the course instructor(s).

To-do List

Adhere to the standards of instruction set forth by FEMA and HSEMD

Contact and coordinate training and logistical matters with the sponsoring entity, local POC and co-instructor as needed (venue access, equipment needs, etc.)

Print blank student evaluations based on number of registrants on current roster provided by HSEMD

Submit student evaluations and sign-in sheet to HSEMD within ten days of course completion

For paid instructors, submit invoice to sponsoring entity within ten days of course completion (if salary is funded by a federal grant, instructor must submit

PARS documenting time off without pay during hours of instruction)

Return unused course materials to sponsoring entity