

About FEMA NCP

NCP's vision is to be the Nation's center of excellence for government continuity planning, guidance, and operations. Our mission is to serve the public by protecting our Nation's constitutional form of government. To accomplish this, the COOP Division provides guidance, technical assistance, planning, training and workshop support to other DHS and FEMA Components, Federal departments and agencies, States, territories, Tribes, and local government jurisdictions.

Website

Continuity news, tools, guidance, and other useful resources can be found on our website at: <http://www.fema.gov/continuity-operations>

Continuity Updates

To receive free continuity e-bulletins, register at: <http://www.fema.gov/subscribe-receive-free-email-updates>

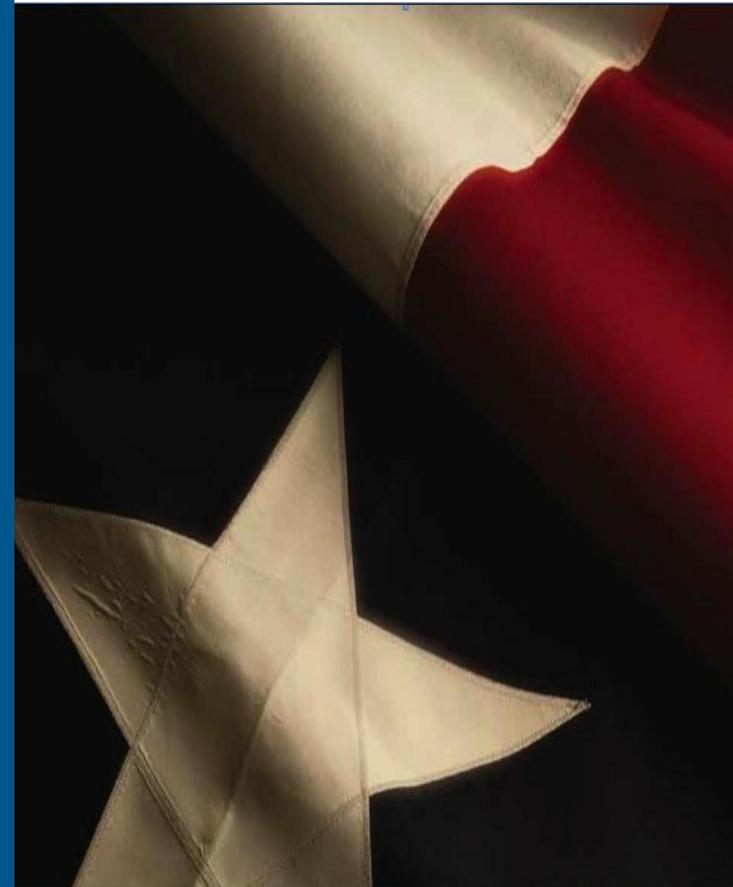
Contact Information

Please contact HQ FEMA National Continuity Programs, Continuity of Operations Division for more information. For regional specific information, contact the appropriate Regional Continuity Coordinator from the list below.

FEMA Region	Location	Phone Number
FEMA HQ	National Capital Region	202.646.4145
Region I	CT, MA, ME, NH, RI, VT	617.832.4745
Region II	NJ, NY, PR, VI	212.680.8504
Region III	DC, DE, MD, PA, VA, WV	215.931.5223
Region IV	NC, SC, KY, TN, GA, AL, MS, FL	770.220.5614
Region V	MN, WI, IL, IN, MI, OH	312.408.5590
Region VI	LA, AK, OK, TX, NM	940.898.5131
Region VII	IA, KS, MO, NE	816.283.7082
Region VIII	CO, MT, ND, SD, UT, WY	303.235.4800
Region IX	AZ, CA, NV, HI, Guam, Pac. Is.	510.627.7009
Region X	AK, ID, OR, WA	425.482.4500

Regional offices can also be contacted via: www.fema.gov/regional-operations

1 (800) 621-FEMA (3362)
TTY: 1 (800) 462-7585



Continuity Excellence Series

(Professional & Master Continuity Practitioner Programs, Levels I & II)

Continuity of Operations



FEMA

About the Continuity Excellence Series

The FEMA Administrator established the Continuity Excellence Series on April 16, 2008. It is dedicated to recognizing and enhancing excellence in the development and implementation of Continuity programs. The Series provides a curriculum for certification as either a Professional Continuity Practitioner (Level I) or Master Continuity Practitioner (Level II).

Professional Continuity Practitioner Continuity Excellence Series - Level I:

IS 546.a: COOP Awareness Course

IS 547.a: Introduction to COOP

IS 242 or equivalent E/L/G course: Effective Communication

IS 248: Integrated Public Alert and Warning System (IPAWS) for the American Public

IS 545: Reconstitution Planning Workshop

E/L/G 548 or IS 548: Continuity of Operations Manager's Course (T-t-T); or **E/G/L 549:** Continuity of Operations (COOP) Program Manager Course; or **MGT 331:** University of Maryland Preparing the States Continuity Courses

E/L/G 550: Continuity of Operations Planner's Workshop (T-t-T); or **IS 550:** Continuity Planner's Workshop; or **L 552:** Continuity of Operations for Tribal Government Course

ICS 100 or IS 100.b: Introduction to Incident Command System (ICS) or **ICS 200** or **IS 200.b:** Incident Command System (ICS) for Single Resources and Initial Action Incidents

IS 230 or 230.a or equivalent E/L course: Fundamentals of Emergency Management

IS 700.a: Introduction to National Incident Management Systems (NIMS) or **IS 700**

IS 800b: A National Response Framework (NRF), An Introduction **E 136** or **IS 139:** Exercise Development Course/ Exercise Design Course/or

COOP Exercise Design/ Development T-t-T Course

Complete attendance in continuity exercise **E/L 554** Pandemic Influenza (PI) Determined Accord Workshop or **IS 520:** Introduction to Continuity of Operations Planning for Pandemic Influenzas and **IS 522:** Exercising Continuity Plans for Pandemic Course (both Independent Study courses are required) or **E/L 553** Resilient Accord Cyber Security Workshop or **E/L 556** Guardian Accord Terrorism Awareness Workshop

NARA/CoSA Vital Records Training (optional, recommended)

Master Professional Continuity Practitioner Continuity Excellence Series - Level II:

Applicants must attain Level I, and complete the following:

IS 130: Exercise Evaluation and Improvement Planning or **E132** (limited to EMI Resident MEPP candidates) or **G130:** Exercise Evaluation

IS 240 or equivalent E/L/G course: Leadership and Influence

E/L/G 551 or IS 551: Devolution Training

E/L 156 or IS 156: Building Design for Homeland Security for Continuity of Operations (T-t-T) or **E/L 155:** Building Design for Homeland Security

E/L 262: Instructional Delivery for Subject Matter Experts or **G265:** Instructional Delivery Skills (formerly G261: Instructional Presentation Skills) or **E 605:** Instructional Delivery or **E/L 141:** Instructional Presentation and Evaluation Skills Course

Instruct/Facilitate one of the following:

E/L/G 548: Continuity of Operations Manager's T-t-T Course

E/L 550: Continuity of Operations Planner's T-t-T Workshop

E/L/G 551: Devolution Planning Workshop

E/L 554: Determined Accord Pandemic Preparedness Workshop

E/L 553: Resilient Accord Workshop

E/L 556: Guardian Accord Workshop

E/L 549: Reconstitution Planning Workshop

E/L 557: MEF Workshop

E/L 141: Instructional Presentation & Evaluation Skills Course

(*See note below)

Written Comprehensive Exam (150 questions)

Applicants are eligible to take the comprehensive exam once they have met all other Level II requirements. A score of 70% is required for passing. To request a date to take the Written Comprehensive Exam, once all other requirements for Level I and Level II have been met, send an email to FEMA-Continuity-Practitioner@dhs.gov.

**Course credit is authorized for flexible instructional delivery, i.e. local resident instruction with students completing the IS exam.*

Continuity Practitioner Certificates

The FEMA Emergency Management Institute will issue all certificates. Fax certificate requests and supporting documentation (not originals) to the FEMA National Continuity Training Manager at 202.646.4020 or send an e-mail to FEMA-Continuity-Practitioner@dhs.gov

Please include your name, organization, work address, email address and phone number. Please allow up to 8 weeks to receive your certificate.

Where can I take the required courses?

For all Independent Study (IS) courses, please visit the Emergency Management Institute, for FEMA Independent Study, Homepage at: <http://training.fema.gov/is>. For information on all other continuity training courses, to schedule a course or a copy of the latest training schedule, please contact the Regional Continuity Manager for your state. A full list of FEMA Regions and their phone numbers can be found on the back of this brochure.