POLICY: Training Request

I. PURPOSE

The Wisconsin Emergency Management (WEM) Training program provides opportunities for emergency responders and preparedness partners looking to expand their knowledge and capabilities. The training program assists first responders in obtaining their certification levels in emergency management. It is the goal of WEM to ensure that the highest quality training programs are provided to those taking our courses, and to provide uniformity in training throughout the state.

II. PROCEDURES

A. General Considerations

1. Training may be requested primarily by county emergency management, tribal emergency management, and local agencies (i.e. fire, police, public health, etc.). On a limited basis, based upon grant requirements and funding availability, courses may be provided to state agencies and technical colleges. All training requests, regardless of the agency requesting, should be sent to the County Emergency Management Director (county where training is being conducted) for signature and then forwarded to the WEM training supervisor. The WEM training supervisor will determine the funding source and availability for each request. All requests received by the WEM training supervisor that do not follow this policy will be returned as denied with the reason stated.

2. Agencies wishing to sponsor a course will use the attached Application for Training Funds and/or Course Approval form. Applicants are allowed and encouraged to submit training application requests throughout the year. If funds are unavailable for a specific application, the request will be returned to the requesting agency.

3. All requests must be approved by the WEM training supervisor before the training can be conducted. Written confirmation is the only acceptable form of approval. Failure to comply may result in nonpayment of course expenses.

B. Expenditures and Reimbursement

1. Expenditures
a. It is the intention of WEM to provide the most training possible with the limited funding that is available. In keeping with this intention and the requirements of federal funding, we will adhere to the following:

b. Ineligible Expenses for Sponsoring Agency:
   1) Expenditures funded under other grants or agreements
   2) The purchase of operational equipment
   3) The purchase of training equipment
   4) The purchase of response equipment
   5) Personnel costs, overtime, or per diem for students
   6) Administrative expenses including phone costs, fax, postage, wage and benefits

c. Eligible Expenses:
   1) Instructor fees, travel, lodging and meals
   2) Course materials (i.e. student manuals

d. Lodging reimbursement is provided for the following training programs at the based upon the current state rate and is tax exempt. The lodging reimbursement expenses may not include any meals or incidental charges.
   1) Introduction to Wisconsin Emergency Management – 16 hour course, two (2) night’s maximum
   2) Pre-training for WI Emergency Management Association Conference – 16 hour courses, two (2) nights maximum
   3) Pre-training Annual Governor’s Conference – 8 hour courses, one (1) night maximum
   4) EMPG Required Courses when not provided in local region

e. Staff from the following organizations are eligible for lodging reimbursement;
   1) County, Tribal, and local jurisdictions
   2) Volunteer groups active in Wisconsin disaster response

f. Staff from the following organizations are not eligible for lodging;
   1) State agencies
   2) WI NG
   3) Federal agencies
   4) Contractors/Consultants/Part-time instructors
   5) Interested Citizens

C. Reimbursements

1. Will only be for direct costs and may not include administrative fees. Costs will also be compared against other similar course cost for what is reasonable and customary. Any extra manuals or items purchased for the course for which reimbursement is requested by the sponsoring agency will be returned to WEM. Any other items than what are listed here must receive the approval of the WEM Training Supervisor before they are purchased.

2. In order to efficiently track the actual use of training funds, all invoices for costs must be submitted to the WEM Training Supervisor within 10 days of course completion.
3. The budget section of the form must reflect all costs associated with delivery of the course including instructor fees and instructional materials. Reimbursement/payment will be provided only to the level requested in the application along with providing itemized receipts for all course materials. Any items purchased for a course and not used shall be returned to WEM upon request.

4. Allowable Instructor Costs:
   a. Time: $45 per hour not to exceed $360 per day
   b. Lodging, travel and meals according to the State of Wisconsin travel guidelines

5. Allowable Course Expenses:
   a. Printing
   b. Binders
   c. CDs or Flash drives

6. Course Materials
   a. It is the responsibility of the agency receiving training funds to provide the training materials (i.e. student manuals) for which they will be reimbursed. In certain instances, WEM may provide the course materials. If WEM provides course materials, the course requestor will be notified. Once the materials are printed, an invoice should be sent to the WEM Training Supervisor for payment (PO Box 7865 2400 Wright St. Madison, WI 53707). For an electronic copy of the materials, contact the training section.
   b. All training claims MUST be submitted within 10 days after the class has been completed. Reimbursement will be a lump sum check for the total cost of the course and will reflect the total cost on the itemized invoice.

7. Instructor Responsibilities
   a. Instructors will submit invoices directly to WEM Training Supervisor for reimbursement per the instructor policy. Instructors must include a copy of the sign-in sheet for each day of the course as well as receipts for lodging in order to be reimbursed.
   b. Instructors are also responsible for submitting course evaluations. (Standardized Sign-in-Sheets and Course Evaluations are available for download and printing on the WEM Training website at http://emergencymanagement.wi.gov/training/training.asp.)

8. Course Sponsors Responsibilities
   a. Course Sponsors must submit invoices within 10 days after the course completion directly to WEM for reimbursement. Course sponsors must include a cover letter requesting reimbursement. Invoices must include itemized receipts for all course materials as well as a copy of the sign in sheet for each day of the class.
   b. Reimbursement checks for county course sponsors will be made out to the County Treasurer, and mailed to the county emergency management director. If the course is being conducted by a tribe, technical college or other agencies please indicate on the invoice to whom checks should be payable, and to where payment should be sent. Reimbursement will be a lump sum check for the total cost of the course (i.e. materials) and will reflect the total cost on the itemized invoice. Reimbursement checks for instructors will be mailed directly to the instructor(s).
D. Certification Statement/Affirmations (FOR COUNTY EMERGENCY MANAGEMENT)

1. The grant assurances submitted by the county as part of the EMPG/EPCRA grant program will be applied to all training awards. These assurances state that none of the expenditures identified are being funded in part, or in whole, by any other state or federal grant or agreement, nor do they constitute the required match for any such grant or agreement. Expenditures related to approve training(s) will be maintained separately for audit purposes.

2. The recipient of all training funds will also be in conformance with the provisions of the Civil Rights Compliance document submitted as a part of the County EMPG/EPCRA grant process. Other specific assurances may be required.

E. Registration

1. All courses will be placed on the Wisconsin Training Website located at: https://www.trainingwisconsin.org. Once a course is approved, the WEM training section will upload it to the Wisconsin Training Website on behalf of the requesting agency.

2. Those persons who wish to register for a class must create an account and register through the training website. Registration for training will generally close about a week prior to the training. At that time, the roster will be provided to the course requestor and the instructor.

3. Once a course is completed, a certificate will be generated on the training website in the student's transcript. The certificates will be available for download by the student approximately two weeks after the receipt of the class roster and evaluation from the instructor.

F. Recruitment

1. The course requestor may select a certified instructor for their course. A complete list of instructors is available on the WEM website at http://emergencymanagement.wi.gov/training/training.asp. To obtain instructor contact information, please contact the Training Supervisor. The WEM training section will work with course requestors to obtain a certified instructor. The Training Supervisor reserves the right to approve all instructors selected for a course.

2. Requesting agencies will be responsible for course recruitment. Recruiting for these courses should include all members of your local emergency management and disaster services team including: elected officials, school officials, and representatives from law enforcement, fire, emergency medical services, hospitals, school systems, public works, and highway departments, volunteer agencies, public health departments, public information agencies, and business and industry.

3. Wisconsin Emergency Management requires a minimum of fifteen 15 students in order to be eligible for reimbursement and 20 students for course requiring more than one instructor. The Training Supervisor may waive this requirement in unique
circumstances. The course sponsor must request and receive this approval in writing from the Training Supervisor prior to the course.

G. Student Withdrawal

1. If a student is unable to attend a course for which he or she is registered, it is the responsibility of the student to withdraw from the course on the training website least seven (7) day prior to the start of the course. Failure to timely withdraw from the course may result in the following fee charged to the student;
   a. 1 day course, $25.00 fee
   b. 2 or more day course, $50.00 fee
2. The fee shall be payable by the student. These fees are based upon the average material costs for the course including instructor costs. Failure to pay the fee after a 2nd notice will prevent the individual from registering for future WEM courses.
3. Withdrawals less than 7 days prior to the start of a course will be permitted for a documented emergency that is approved by the training supervisor.

H. Eligible Courses

1. Eligible courses can be found on the WEM Training website and on the attached course funding list. Other courses not listed will be reviewed and approved by the Wisconsin Emergency Management Training Section as necessary.
2. All FEMA and Homeland Security courses must be instructed by a Wisconsin Emergency Management Certified Instructor. A list of certified instructors can be found on the WEM Training Website.

IV. CONCLUSION

This policy assists in providing the necessary emergency management and other related training programs throughout the state, assisting in providing trained first responders that can assist in various emergency incidents. It provides a consistent program following the requirements of the various funding sources.

V. ATTACHMENTS

A. Course Approval Form (5005.2.1)
B. Funded Course (5005.2.2)
C. Sign-in Form (5005.2.3)
D. Course Evaluation Form (5005.2.4)
Course Title: ___________________________________________ Course Number: __________________

Requesting Agency/County Name(s): ________________________________________________________________

Date of Request: ______________________

Estimate # of students: Fire: ______ Law Enforcement: ______ EMS: ______ Other: ______

*Note: Must have a minimum of 15 students to conduct the course.

Do you already have certified instructor(s) confirmed? ___ YES ___ NO
- If you answered YES please list their name(s): ___________________________________________________
- If you answered NO, the WEM training office will work to find certified instructors for you.

Course Provider Point of Contact:
Name: _____________________________________________________________________________________
Phone: __________________________ Fax: __________________________
Agency: ___________________________________________________________________________________
Address: ______________________________________ City__________________ Zip____________
E-mail: ____________________________________________________________________________________

Would you like to be admin on training portal? ___ YES ___ NO
(by checking yes this would allow you to approve registrants, mark attendance and generate certificates)

Course Location Information: (Must confirm location prior to application submittal and complete all blanks)
WEM Region: __________________________
Course Date(s): __________________________ Course Hours: __________________________
Course Time Each Day(s): ___________ until ___________
Course Location Name: __________________________
Course Address: ______________________________________ City__________________ Zip____________

Comments/Course Description:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Course Expenses Estimated:
Instructor(s) Fees: $______________ Lodging: Nights _____ Cost:__________ (Per State rate)
Mileage: $______________
Materials Fees: Printing/Copying ____________ Other Items & Costs: ________________________________
Item & Costs: __________________________________
Item & Costs: __________________________________

Total Estimated Course Costs: $__________
Note: Itemized receipts will be required for lodging, printing/copying, and any other items prior to payment.

THE COURSE SPONSOR/REQUESTOR AGREES TO THE FOLLOWING:

A close-out report will be submitted to the Training Division of Wisconsin Emergency Management, no later than 30-days after completion of your training. The close-out report will include a cover letter, a sign in sheet for each day of the course, course evaluations, and an invoice for costs with itemized receipts.

In the event that a pre-approved training course is cancelled locally, the requesting agency is required to notify the Wisconsin Emergency Management Training Section, in writing, as soon as possible, making these funds available for other training opportunities. Training funds cannot be transferred and used for classes other than the class they were originally approved for.

This training is funded by a either an EMPG or Homeland Security Grant. Under this grant, the requesting agency and attendees understand that the State of Wisconsin will incur costs on behalf of the local government for the costs associated with the training in the estimated amount listed above.

Signature:

Course Requestor:

Name (printed): ___________________________ Date: ____________

Name (signed): ___________________________

County EM Director: (when required)

Name (printed): ___________________________ Date: ____________

Name (signed): ___________________________

State Use Only:

Date Request received: _________________ Approved: _____ Not Approved: ______

Funding Source: _________________________ Entered on Website: ________________

State Training Supervisor Signature: ____________________________

Comments: ____________________________________________________________________

(A copy of the two page application will be retained in the WEM Training Section Files and forwarded to the regional director.)
Below are the courses that WEM may offer. All scheduled courses can be found on the Training Portal at [https://www.trainingwisconsin.org/Schedule.aspx](https://www.trainingwisconsin.org/Schedule.aspx).

G-108 Community Mass Care Management
G-110 Emergency Management Operations Course
G-130 Exercise Evaluation Course
G-135 Exercise Control Simulation Course
G-137 Exercise Program Manager and Management Course
G-138 Exercise Practicum
G-191 Incident Command System (ICS) Emergency Operations Center (EOC) Interface
G-194.1 Local Floodplain Manager Roles and Responsibilities
G-194.2 NFIP Rules and Regulations in Depth
G-194.3 Letters of Map Change
G-194.4 Preparing for Post-Disaster Responsibilities
G-197 Emergency Planning and Special Needs
G-202 Debris Management Planning for State Tribal and Local Officials
G-203 Public Assistance Program Applicant Workshop
G-235 Emergency Planning Course
G-241 Decision Making & Problem Solving
G-249 Managing People in Disasters – A Local Perspective
G-250.6 Workshop in Emergency Management – Amateur Radio Resources
G-250.7 Rapid Needs Assessment
G-265 Instructional Delivery Skills
G-270.3 Expedient Flood Training
G-270.4 Recovery from Disaster – The Local Government Role
G-271 Hazardous Weather and Flooding Preparedness
G-272 Warning Coordination
G-277 Residential Coastal Construction
G-278 Benefit-Cost Analysis
G-279 Retrofitting Flood-Prone Residential Structures
G-282.1 Higher Standards in Floodplain Management
G-282.2 Manufactured Homes and the NFIP
G-282.3 NFIP Flood Insurance Principles
G-282.4 Hydrology and Hydraulics Concepts
G-284.1 Floodway Standards
G-284.2 Disconnects Between NFIP Regulations and Insurance
G-284.3 Common Noncompliance Issues
G-284.4 Digital Flood Insurance Rate Maps (DFIRMs)
G-284.5 Substantial Improvement – Substantial Damage
G-288 Donations Management Workshop
G-289 Public Information Officer (PIO) Awareness Course
G-290 Basic Public Information Officer Training
G-291 Joint Information System – Joint Information Center Planning for Tribal State and Local Public Information Officers
G-293 Mitigation Plan Review Reference Manual
G-300 (ICS-300) Intermediate ICS for Expanding Incidents
G-310 Weapons of Mass Destruction
G-318 Mitigation Planning Workshop for Local Governments
G-351 Who’s in Charge Here- Exercising Leadership in Emergency or Disaster
G-357 Emergency Response to a Criminal and Terrorist Incident
G-358 Evacuation and Re-Entry Planning Course
G-361 Flood Fight Operations
G-363 Hurricane Readiness for Coastal Communities
G-364 Multi-Hazard Emergency Planning for Schools
G-365.3 WEM- Partnerships for Creating and Maintaining Spotter Groups
G-366 Planning for the Needs of Children in Disasters
G-367 Emergency Planning for Campus Executives
G-386 Mass Fatalities Incident Course
G-393 Mitigation for Emergency Managers
G-400 (ICS-400) Advanced ICS Command and General Staff – Complex Incidents
G-402 (ICS-402) Incident Command System (ICS) Overview for Executives and Senior Officials
G-408 Homeland Security Planning for Local Governments
G-434A Earthquake Safety for Schools
G-489 Management of Spontaneous Volunteers in Disasters
G-548 (IS-548) Continuity Program Manager
G-575 Communications Interoperability
G-775 EOC Management Operations

E-Sponder –Basic Training
E-Sponder User Manager Training
E-Sponder Alerts Messaging Training

E-958 NIMS ICS All Hazards Operations Section Chief
E-962 NIMS ICS All Hazards Planning Section Chief
E-965 NIMS ICS All Hazards Resource Unit Leader
E-967 NIMS ICS All Hazards Logistics Section Chief

MGT-321 Tactical Planning of Weapons of Mass Destruction Incidents
MGT-322 Preparedness & Response to Food & Agriculture Incidents
MGT-347 ICS Forms Review
MGT- 364 Use of Standardized Credentialing Program for Management of an Animal Emergency Response and Recovery

HSEEP – Homeland Security Exercise and Evaluation Program
SPOT- Screening Persons by Observational Technique
IRTB- Incident Response to Terrorist Bombing
PRSBI- Prevention of and Response to Suicide Bombing Incidents
ILERSBA- Initial Law Enforcement Response to Suicide Bombing
TLO- Threat Liaison Officer

AWR-122 Law Enforcement Prevention & Deterrence Terrorist Acts
AWR-118 Awareness and Response to Biological Events (TTT)

(This is not an all-inclusive list of courses but those commonly provided. Other courses are found in the FEMA/EMI annual training catalog.)
This training is funded by a Homeland Security Grant. Under this grant, the attendees signing below understand that the State of Wisconsin will incur costs on behalf of the local government for the costs associated with the training in the estimated amount of $________

COURSE: ___________________________ DATE: ___________________________

LOCATION: ___________________________________________________________

INSTRUCTOR(S): _______________________________________________________

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<th>CITY</th>
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WISCONSIN EMERGENCY MANAGEMENT

Course Evaluation Form

Course Date(s): ____________________________ Location: ____________________________

Course Title & Number: _____________________________________________________________

Course Instructor(s): ____________________________________________________________

Please take a few moments to answer the following questions, which will be used to assist us in meeting your needs.

**Course Offering**

Please circle the appropriate box:

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<th>Course Offering</th>
<th>Below Expectation</th>
<th>Average</th>
<th>Exceeded Expectation</th>
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<td>1) Course content met your needs:</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>2) Matched description in course guide:</td>
<td>1</td>
<td>2</td>
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<td>3) Pace of the class:</td>
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<td>4) Textbook/materials/handouts:</td>
<td>1</td>
<td>2</td>
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<td>5) Time allotted for course and activities was appropriate:</td>
<td>1</td>
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Comments for these ratings: _________________________________________________________

**The Instructor**

Please circle the appropriate box:

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<th>The Instructor</th>
<th>Poor</th>
<th>Average</th>
<th>Excellent</th>
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<td>1) Knowledge of the subject matter:</td>
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<td>3) Communicated material effectively:</td>
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<td>4) Responded well to questions:</td>
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<td>5) The instructor was effective:</td>
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Comments: _______________________________________________________________________

**Additional Questions**

What did you find was the most valuable part of this course? ___________________________

Do you have any suggestions on how we could improve this program? ___________________

Other comments? __________________________________________________________________

This form must be returned to the WEM training section upon course completion. On behalf of Wisconsin Emergency Management we appreciate your participation and input.