



## Fact Sheet

### HSEM's Emergency Management Training Program, effective July 1, 2013

Beginning July 1, HSEM is pleased to launch its revised Emergency Management Training Program.

#### What's New?

- HSEM's Emergency Management Training Program will offer three levels of training, which are designed to fit the multi-faceted roles and responsibilities of our diverse emergency management community.
- These three training tracks are aimed at specific audiences; and HSEM is implementing a Sponsorship Process, which is required prior to taking classroom courses for anyone who is not a county, city of the first class, tribal emergency management director, deputy director, assistant director or coordinator or state agency emergency management representative appointed by their jurisdiction.

*How to determine what training track is best suited for an individual's position?*

- HSEM put together a **Training Decision Matrix** to help interested persons and officials determine the training best suited to an individual's role in Emergency Management.
- Depending on an individual's position and role in emergency management two of the program training tracks, the **Emergency Management Certification** and the **Response and Support Certificate** track, may require sponsorship into the program prior to taking classroom courses. **The Elected/Appointed Officials Certificate** track does not.

#### The Three Training Tracks:

- **The Emergency Management Certification** is the highest level of training and is aimed at all county, cities of the first class and tribal emergency management directors, deputy directors, assistant directors or coordinators and does not require sponsorship for individuals in this group. Completion of this track is expected with appointment to their position.

- For all others interested in earning an Emergency Management Certification, Sponsorship into the program is needed. HSEM requires city emergency management director/deputy directors to consult with their county emergency management director, who will sign and submit the Sponsorship Form. This requirement does NOT apply to cities of the first class.
- **The Response and Support Certificate** level is for those individuals who play a supporting role in emergency management within their city, county or tribe, or are the identified state agency emergency management representative.
  - As appropriate, HSEM requires city emergency management director/deputy directors to consult with their county emergency management director, who will sign and submit a Sponsorship Form for those individuals who are not city, county, or tribal emergency managers. This requirement does not apply to cities of the first class.
- Finally, there is the **Elected/Appointed Officials Certificate**. Level is for the executive leaders and provides an overview of the emergency management enterprise within the state.

### **Sponsorship:**

- The Sponsorship process is designed to ensure HSEM's Training Program reaches its target audience.
- This process helps ensure the program chosen is best suited for the interested individual, and students completing these program tracks, will be ready for their roles in Minnesota's emergency management community.
- Upon receipt of a signed Sponsorship Form, HSEM will notify the applicant of their formal acceptance into the state's Emergency Management Training Program.

### **Timing:**

- The new training tracks and revised curriculum begins July 1, 2013.
- Current program attendees must achieve HSEM certification under the existing program requirements on or before December 31, 2013, or they will fall under the new program, including Sponsorship Guidelines.