



## Fact Sheet

### HSEM's Emergency Management Training Program, effective January 1, 2014

HSEM is pleased to launch its revised Emergency Management Training Program.

#### What's New?

- HSEM's Emergency Management Training Program offers training designed to fit the multi-faceted roles and responsibilities of our diverse emergency management community.
- Training tracks are aimed at specific audiences. HSEM implemented a Sponsorship Process, which is required prior to taking classroom courses for anyone who is not a city, county, 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, they may be required to have sponsorship into the program prior to taking classroom courses. **The Elected/Appointed Officials Certificate** track does not require sponsorship.

#### The Training Tracks:

- **The Emergency Management Certification** level is for those individuals who play a role in emergency management response and support 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.

- **The Emergency Management Director's Qualification Curriculum** is the level of training designed for all county, city 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. Note: State agency emergency management representatives may complete this track upon consultation with HSEM.
- Finally, there is the **Elected/Appointed Officials Certificate**.

### **Sponsorship:**

- The Sponsorship process is designed to ensure HSEM's Training Program reaches its target audience.
- This process helps ensure county emergency managers are aware of and can assist those individuals in their county going through emergency management training.
- 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 curriculum began July 1, 2013, and the program went into effect on January 1, 2014.
- Students who did not complete HSEM certification under the 2013 program requirements now fall under the new program, including the Sponsorship Guidelines.