



Request to conduct courses for the National Emergency Management Basic Academy

Note: all agencies desiring to offer the Basic Academy courses in their jurisdiction will route requests to their respective EM State Training Officer (STO) via this completed form. No classes will be recognized for the purpose of receiving EMI Certificates of Completion unless this form is completed, approved by the STO, forwarded to the Regional Training Manager (RTM) and then forwarded to EMI for administrative registration.

Completed request forms should be transmitted to the STO at least 90 days prior to the start of the requested class.

Course Code and title of course being requested:

Proposed Class Date(s):

Mailing address for delivery of Course Evaluation forms:

Name/ Organization:

Street Address:

City, State, Zip:

Class Location (Street Address, City and State):

Classroom accessibility verified:

Local Point of Contact person for class:

Name:

Phone number:

Email:

Projected Number of Students:

List of Instructors:

STO Printed Name:

Signature:

Phone number:

Email:

RTM Printed Name:

Signature:

Phone number:

Email:

Questions: Contact Jeff Januchowski, Basic Academy Program Manager, FEMA/EMI/National Emergency Management Academy at: FEMA-EMPP-Basic-Academy@fema.dhs.gov or (301) 447-1383