



Guide to Registering for NYS DHSES and FEMA EMI Course Offerings

Background

Many Emergency Preparedness courses require registration through the New York State (NYS) Division of Homeland Security and Emergency Services (DHSES) or the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI). The following document is intended as a reference tool for Health Emergency Preparedness Coalition (HEPC) members and does not supersede guidance released by the NYS DHSES or the FEMA EMI.

NYS DHSES LMS

Any course facilitated by the NYS DHSES requires registration through the NYS DHSES Learning Management System (LMS), <https://lmsportal-dhSES.ny.gov/acadisviewer/login.aspx>

Prior to registration, participants need to have a NYS DHSES LMS account. New users should request account access using the following link

<https://lmsportal-dhSES.ny.gov/acadisviewer/WebForms/Public/UserDataCollector.aspx?ID=1791af8a-0f7b-457d-addc-487f42916a22>

Please allow 3-5 days following request for account set-up.

FEMA EMI

FEMA EMI occasionally hosts courses virtually or in-person at the EMI Campus in Emmitsburg, MD. Many FEMA courses are by invitation only. HEPC members interested in attending a FEMA EMI course should consult their regional Health Emergency Preparedness Training Center (HTC)

All FEMA courses require a FEMA Student ID (SID) which can be acquired at the following link

<https://cdp.dhs.gov/femasid>

Applications for FEMA courses (other than Independent Study) are made using the NETC Online Admissions Application: https://training.fema.gov/netc_online_admissions/

Users should know the EMI or NFA course code prior to beginning the application process for the training you would like to attend (refer to Training Announcement or Course Catalog for course codes)

Non-Federal applicants for EMI courses MUST use the State Training Officer (STO) as “Head of Organization.” STO approval is required for most FEMA non-IS courses. For NYS, the STO is:

Rebecca Wilburn
State Training Officer
rebecca.wilburn@dhSES.ny.gov

Failure to correctly enter the STO will result in denial of any FEMA EMI course application.