

HOW TO APPLY FOR AN EMERGENCY MANAGEMENT INSTITUTE COURSE

State Floodplain Program Training Guide



FEMA | Emergency
Management
Institute

www.training.fema.gov/emi

FEMA's Emergency Management Institute (EMI) is located in Emmitsburg, MD and provides training to Federal, State, local, tribal, volunteer, public, and private sector officials to strengthen emergency management core competencies, including floodplain management. EMI offers a variety of courses both on campus and online.

How to apply for an INDEPENDENT STUDY COURSE (ONLINE COURSE)

1. **Register for a Student Identification Number (SID), if you have not done so already.**
See section on next page about how to obtain your SID.
2. **Select a course from the [Course List](#).**
3. **Review course materials by choosing any one of the options.**
4. **Select the "Take Final Exam Online" link (found on each Course Overview page).**
5. **Enter your SID and your additional Student Information.**
6. **Answer the exam questions and submit your answer choices.**

How to apply for an ON-CAMPUS COURSE

To take a course at EMI, applicants must meet the selection criteria and prerequisites specified for each course. Seats fill up fast, so it's important to apply early. Please click here for [EMI on-campus courses application timelines](#).

1. **Download the Application.**
Download and fill out the [General Admission Application, FEMA Form](#).
2. **Complete and sign the application form.**
Fill out all blanks on the form completely or it may be returned. Additional tips for filling out the application form are available in [this FEMA guide](#).



3. Obtain approval from your Organization and from the State Office of Disaster and Emergency Services.

Step 1: Have the head of the Sponsoring Organization approve the application.

Step 2: Send completed application(s) to the National Emergency Training Center (NETC).

Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998
Fax: (301) 447-1658
Phone: (301) 447-1035 Email: netcadmissions@fema.dhs.gov

Step 3: NETC will send notice to Montana DES that an application has been submitted
Point of Contact for Montana DES will endorse and send back to all parties.

Michael Bourquin
Montana Disaster and Emergency Services Montana
Department of Military Affairs
P.O. Box 4789
Ft. Harrison, MT 59636
Phone: (406) 202-5335 Email: Michael.Bourquin@mt.gov

Step 4: Send a copy of completed application(s) to the Montana DNRC Floodplain Program.

Traci Sears
DNRC Floodplain Program
Attn: EMI application
PO Box 201601
Helena, MT 59620-1601
Phone: (406) 444-6654 Email: tsears@mt.gov

After each application period National Emergency Training Center staff will review the applications and notify

How to obtain a FEMA

STUDENT IDENTIFICATION NUMBER (SID)

To register for any EMI Course, including Independent Study and On-Campus Courses, you must have a FEMA Student Identification (SID) number from the Center for Domestic Preparedness.

Obtain your FEMA Student Identification (SID) number:

1. Register at <https://cdp.dhs.gov/femasid>
2. Click on the "Register for a FEMA SID" box.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

Use your FEMA Student Identification (SID) number:

Online Courses: When you begin the exam process, you will be asked to enter your SID.

On-Campus Courses: The SID number must be entered in Box 3 of the [General Admissions Application](#).

Please contact DNRC directly for assistance.

Traci Sears
tsears@mt.gov
406.444.6654

**FLOODPLAIN
PROGRAM**

www.floodplain.mt.gov

