Continuity Excellence Series

FEMA launched the Continuity Excellence Series professional certification program Level I – Professional Continuity Practitioner and Level II – Master Continuity Practitioner in April, 2008. The professional certification program was designed to help create a highly qualified corps of continuity professionals throughout the Federal government, and among our partners at the State, territorial, tribal, and local governments. To obtain either the Level I or II Certifications, candidates must complete a rigorous program consisting of both coursework and practical application.

Applicant may complete the following courses and activities, in any order, from Level I or Level II unless specified as a prerequisite to another course on the list.

Continuity Excellence Series – Level I, Professional Continuity Practitioner

- IS 546.a: COOP Awareness Course
- IS 547.a: Introduction to COOP
- IS 242 or equivalent E/L/G course: Effective Communication
- E/L/G 548 or IS 548: COOP Manager's T-t-T Course or E/G/L 549: Continuity of Operations (COOP) Program Manager Course or MGT 331 University of Maryland Preparing the States Continuity Courses
- E/L/G 550: COOP Planner's T-t-T Workshop or IS 550 Continuity Planner's Workshop or L 552: Continuity of Operations for Tribal Government Course
- IS 100 or IS 100.b: Intro to Incident Command System (ICS) or ICS 100: Introduction to Incident Command System (ICS) or ICS 200 or IS 200.b: Incident Command System (ICS) for Single Resources and Initial Action Incidents
- IS 230 or equivalent E/L course: Principles of Emergency Management or IS 230.a: Fundamentals of Emergency Management
- IS 700.a: Intro to National Incident Management System (NIMS) or IS 700
- IS 800.b: A National Response Framework (NRF), An Introduction
- E 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP Exercise Design/Development T-t-T Course
- Complete attendance in continuity exercise Pandemic Influenza (PI) Determined Accord Workshop or IS 520: Introduction to Continuity of Operations Planning for Pandemic Influenzas and IS 522: Exercising Continuity Plans for Pandemic Course (both Independent Study courses are required) or Resilient Accord Cyber Security Workshop or Guardian Accord Terrorism Awareness Workshop
- ** NARA/CoSA Vital Records Training (optional, recommended)

** To register and obtain more details please visit www.nara.gov

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Continuity Excellence Series – Level II, Master Professional Continuity Practitioner

- Applicants must attain a Continuity Excellence Series – Level I, Professional Continuity Practitioner
- IS 130: Exercise Evaluation and Improvement Planning or E132 (limited to EMI Resident MEPP candidates) or G130: Exercise Evaluation
- IS 240 or equivalent E/L/G course: Leadership and Influence
- E/L/G or IS 551: Devolution Planning Workshop
- E/L 156 or IS 156: Building Design for Homeland Security T-t-T Course for Continuity of Operations or E/L 155: Building Design for Homeland Security
- E/L 262: Instructional Delivery for Subject Matter Experts or G265: Instructional Delivery Skills (formerly G261: Instructional Presentation Skills) or E 605: Instructional Delivery or E/L 141: Instructional Presentation & Evaluation Skills Course
- *** Instruct E/L/G or IS 548 COOP Manager's T-t-T Course
- *** Facilitate E/L 550 or IS 550 COOP Planner's T-t-T Workshop or E/L/G or IS 551: Devolution Planning Workshop or Determined Accord Pandemic Preparedness Workshop for Continuity Managers or Facilitate Resilient Accord or Guardian Accord or Reconstitution Planning Workshop
- *** Written Comprehensive Exam (150 questions) – Applicants are eligible to take the comprehensive exam once they have met all other Level II requirements

*Course credit is authorized for flexible instructional delivery, i.e. local resident instruction with students completing IS exam.

**Previous versions of above listed courses will be accepted.

***All requirements for Level I and Level II must be completed prior to taking the Written Comprehensive Exam.

All Independent Study (IS) courses can found at http://training.fema.gov/is and by clicking on ISP COURSE LIST.

Continuity Practitioner Certificates

- The FEMA Emergency Management Institute will issue all certificates
- Level I and Level II requests must be accompanied by copies of all required course certificates
- Send certificate requests and copies of certificates to mailbox FEMA-CONTINUITY-PRACTITIONER@DHS.GOV or mail to FEMA HQ, National Continuity Programs (NCP), Attn: Training Manager (Room 515), 500 C Street SW, Washington, DC 20472
- Please include your name, organization, work address or home address, email address and phone number

Benefits

The Continuity Excellence Series combines emergency management, continuity, leadership, and instructional development courses and opportunities to recognize those individuals committed to continuity planning and provide them with a wide variety of tools necessary to continue government operations and further efforts in continuity and emergency management.

Recent Accomplishments

Since the inception of the program on April 16, 2008, 743 individuals have been awarded a Level I, Professional Continuity Practitioner certificate and 97 individuals have been awarded a Level II, Master Professional Continuity Practitioner certificate.

IS 546: Continuity of Operations Awareness Course

This course introduces students to the concept of continuity planning. The course provides a brief overview of continuity, including its definition, the legal basis for continuity planning, the Continuity Program Management Cycle, and essential elements of a viable continuity program.

Although this course directly addresses continuity requirements for Federal Executive Branch organizations, the course is also useful to State, territorial, tribal, and local governments.

IS 547: Introduction to Continuity of Operations (COOP)

This course describes the Continuity Management Cycle and how it should be used to develop sound continuity of operations plans.

Although this course directly addresses continuity requirements for Federal Executive Branch organizations, the course is also useful to State, territorial, tribal, and local governments.

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3 of 7

IS 242: Effective Communication

Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve the continuity practitioner's communication skills. It addresses basic communication skills, how to communicate in an emergency, how to identify community-specific communication issues, using technology as a communication tool, effective oral communication, and how to prepare an oral presentation.

E/L 548: COOP Manager's T-t-T Course

This course is designed to provide continuity of operations training for Program Managers. The course identifies the processes, resources and tasks necessary to implement and manage a successful COOP program.

E/L/G 550: COOP Planner's T-t-T Workshop

The goal of this workshop is to provide continuity practitioners the tools and practical experience they need to improve their Federal department's or agency's COOP plans.

IS 100: Introduction to Incident Command System

This course is National Incident Management Systems (NIMS) compliant and uses the objectives developed collaboratively by the National Wildfire Coordinating Group, the United States Fire Administration, the United States Department of Agriculture and the Emergency Management Institute.

IS 230: Principles of Emergency Management

This course introduces the fundamentals of emergency management as an integrated system, surveying how the resources and capabilities of all functions at all levels can be networked together in all phases for all hazards. It is one in the Federal Emergency Management Agency Professional Development Series.

IS 700.a: National Incident Management Systems

This course introduces and overviews the NIMS. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents.

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IS 800.b: National Response Framework

This course introduces the concepts and principles of the National Response Framework (NRF). It also describes the roles and responsibilities of entities as specified in the NRF.

E 136 or IS 139: Exercise Design

This course provides fundamentals of exercise design. It is designed to prepare continuity practitioners to design and conduct a small functional exercise for their organization.

Determined Accord Workshop

The goal of the Determined Accord workshop is to assist in increasing a department's or agency's continuity readiness for a pandemic event. It also focuses on mitigating vulnerabilities during a continuity influenza pandemic outbreak and identifying gaps or weaknesses in pandemic planning in organization continuity plans, policies, and procedures.

NARA/CoSA Vital Records Training

This course provides the knowledge and skills required to identify, protect, and make readily available the vital records in the event of a disaster. It also teaches students how to incorporate records emergency planning into agency continuity plans.

IS 130: Exercise Evaluation and Improvement Planning

This course introduces the basics of emergency management exercise evaluation and improvement planning. It also builds a foundation for exercise evaluation concepts as identified in the Homeland Security Exercise and Evaluation Program (HSEEP).

IS 240: Leadership and Influence

This course is designed to improve the student's leadership and influence skills. It addresses topics such as how to lead from within, how to facilitate change, how to build and rebuild trust, and using personal influence and political savvy.

E/L/G 551: Devolution Planning Workshop

This workshop is designed to provide the tools and practical knowledge necessary to develop your organization's devolution plans and procedures.

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E/L 156: Building Design for Homeland Security

This course outlines a methodology to determine the risk of a building's infrastructure and related critical functions against various terrorist threats and highlights potential protective measures.

E/L 262: Instructional Delivery for Subject Matter Experts

This course is designed for subject matter experts. Participants will learn how to account for room design, material, organization, and the impact of the instructor/presenter on the environment.

Guardian Accord

This course increases Federal Department and Agencies, State, territorial, tribal and local jurisdictions awareness about the importance of incorporating the specific risks of terrorism into continuity planning.

Resilient Accord

This course increases Federal Department and Agency, State, territorial, tribal and local jurisdictional continuity of operations awareness and discuss how to execute continuity operations resulting from a cyber security event.

Reconstitution Planning Workshop

This course assists Federal Department and Agency, State, territorial, tribal and local jurisdictional with the importance of developing effective and comprehensive reconstitution planning.

Emergency Planning and Response for Vital Records and Essential Information

This course provides the knowledge and skills required to identify, protect and make readily available the vital records in the event of a disaster, as well as incorporate records emergency planning into agency continuity plans. The course is based on the vital record requirements contained in FEMA's Federal Continuity Directive (FCD) 1 and 2 and CFR 36.

Introduction to Records and Information Management

This course is a 90-minute narrated presentation which is available online, free of charge. It focuses on the practices fundamental to the efficient and economical operations of any government agency. When disasters strike, state and local governments, with effective records and information management programs, are more likely to be able to access essential records and resume critical business operations quickly.

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Essential Records

This 6-hour course will prepare participants to: identify an agency's essential records; analyze and prioritize records, assessing specific risks and identifying protection strategies; specify time frames for essential records availability in emergencies; develop procedures to ensure access to and security of essential records; outline an essential records plan for inclusion in COOP; become familiar with federal, state, and local COOP regulations and procedures.

Records Emergency Preparedness and Response

This 6-hour course will prepare participants to: understand the benefits of records emergency planning; relate records emergency planning to COOP plans and procedures; plan, develop, analyze, test a records emergency action plan; assess the damage to records after an emergency and implement a response; and identify federal, state, and local resources and the availability of intergovernmental personnel and support to assist when a disaster occurs.

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