



FEMA-certified “Train the Trainer” COOP Training Courses



Through a partnership between FEMA and the Oklahoma FEB, we will be hosting the L-548 course in Oklahoma City to leverage resources and multiply results. Upon successful completion of the course, the attendee receives a FEMA certificate.

- The Continuity of Operations (COOP) Manager’s Training Course is to provide COOP training for Program Managers at the Federal, State, Tribal, and Local levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

Upon completion of this course, participants should be able to do the following: Define COOP; Explain the business benefits of COOP; identify the elements of a viable COOP capability; identify the processes, resources, and tasks necessary to implement and manage a successful COOP Program.

There is no cost for the training; however, the employee’s agency is responsible for all travel costs associated with this training.

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| Course title: | L548 – COOP Program Manager’s Course |
| Location: | FAA Mike Monroney Aeronautical Center Visitor Center, Oklahoma City, OK 73179 |
| Date: | August 24-25, 2015 8:00 a.m. - 4:00 p.m. |
| Time: | 8:00 a.m.–4:00 p.m. |

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| Name: | *Student ID: |
| Agency Address: | |
| Certificate mailing address: | |
| Phone: | Email: |

***Obtain a FEMA Student Identification (SID) number:**

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

Step 5: Utilize your SID in Block 3 of the Form 119-25-1 (a signed copy **MUST** accompany this form)

A signed copy of FEMA Form 119-25-1 must also accompany this form (available on our website at www.oklahoma.feb.gov/Forms/FEMA119-25-1.pdf)

Employee

Date

Please return this registration form to the FEB Office ***no later than July 31, 2015*** in order to ensure sufficient materials.

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| Mail to: Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 153 Oklahoma City, OK 73102 | Fax to: 405-231-4165 | Email: Leann.jenkins@gsa.gov Or Lisa.Smith-Longman@gsa.gov |
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