



FEMA-certified “Train the Trainer” COOP Training Courses



FEMA

Through a partnership between FEMA and the Oklahoma FEB, we will be hosting the L-550 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) Planner’s Training Course is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

This course provides instructions for developing or updating a Continuity Plan according to Department of Homeland Security (DHS) Continuity Guidance.

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

Course title:	L550 – COOP Planner’s Training Course
Location:	FAA Mike Monroney Aeronautical Center Visitor Center, Oklahoma City, OK 73179
Date:	August 26-28, 2015 8:00 a.m. - 4:00 p.m.
Time:	8:00 a.m.–4:00 p.m.

Prerequisites for taking this class: Successful completion of COOP Managers Train-the-Trainer Course (E/L/G or IS548); and a COOP Plan (a final or draft plan will be required for activities during the course). Each student should bring a copy of their current plan or draft plan.

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.

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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