



Continuity of Operations (COOP) Excellent Series Level II Practitioners Certification



In an effort to further support Continuity of Operations efforts of the federal agencies in Oklahoma, the Federal Executive Board is providing information on a FEMA developed certification program available to employees completing specific COOP training.

There are two levels of COOP certification available and some of the required training is available through independent study, online.

Individuals completing the pre-requisites can apply for certification:

1. The FEMA Emergency Management Institute will issue all certificates
2. Send certificate requests and supporting information to LeAnn Jenkins, LeAnn.Jenkins@gsa.gov or fax to 405-231-4165
3. Please include your name, organization (spelled out), work address, email address and phone number
Expect to wait up to six weeks to receive your certificate

Submission for Certification Consideration

Name:	Agency:
Mailing Address:	
Phone:	Email:

Submit copies of training completion for each of the following courses, along with this registration form to the Federal Executive Board (info below).

	<i>COURSE TITLE</i>	<i>Completed</i>
[]	Receipt of the COOP Practitioner Level I certificate	
[]	IS 130: Exercise Evaluation and Improvement Planning <u>or</u> E132 (limited to EMI Resident MEPP candidates) <u>or</u> G130: Exercise Evaluation	
[]	IS 240 or equivalent E/L/G course: Leadership and Influence	
[]	E/L/G 551 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 <u>or</u> E/L 155: Building Design for Homeland Security	
[]	E/L 262: Instructional Delivery for Subject Matter Experts <u>or</u> G265: Instructional Delivery Skills (formerly G261: Instructional Presentation Skills) <u>or</u> E605: 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 or IS 550 COOP Planner's T-t-T Workshop <u>or</u> E/L/G or IS 551 Devolution Planning Workshop <u>or</u> 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 the above Level II requirements	

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

*Successful completion of the above criteria will make you eligible to become a certified
Master Continuity Practitioner*

Submit registration and copies of training certificates by fax to: 405-231-4165 (Attn: LeAnn Jenkins)