## Training Submissions Form

***Please check one:*** ***Please check one:***

* Disaster/Emergency Management 🞎 Recommended Course
* General Management 🞎 Other Course
1. Training title and number (number where applicable):
2. Training source:
3. Training date:
4. Training length (in hours):
5. Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Recommended or Pre-Approved Training Substitutions in the North Carolina Emergency Management Certification Program.

Remember:

* Attach this form to a college or FEMA transcript or certificate of completion OR final class roster with your name OR other acceptable documentation from the institution that conducted the training.
* Documentation must show the number of classroom hours, CEUs, or college credits for a college course.
* One full day of training receives 6-hours credit per day, unless otherwise documented.
* Candidate should duplicate this form as often as necessary to fulfill the 100 hours training required in Disaster/Emergency Management, and the 40 (AEM) / 60 (EEM) hours required for General Management.
* Supporting documentation should be available if the Certification Committee requests more information.

**» Resubmit this form as often as necessary «**