



Emergency Management
NC DEPARTMENT OF PUBLIC SAFETY

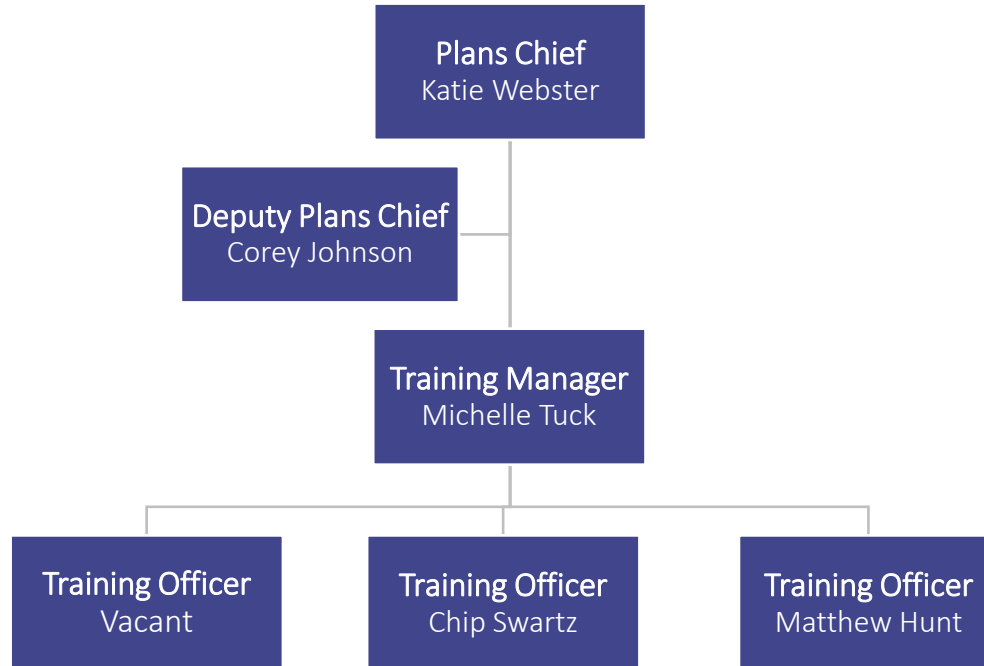
North Carolina Emergency Management Training

Michelle Tuck, State Training Branch Manager





NCEM Training Branch





NCEM Training Branch

Training Mission

- Manage State EM Training Program
- Manage local training grant funds
- Sponsor state courses for EM & First Responders
- Lead annual statewide training needs assessment - IPPW
- Assist locals w/ course management
- Coordinate AHIMT Position Specific Training
- Plan/conduct Branch Training Weeks annually (2-3/year)
- Assist with coordinating AHIMT Academy (1/year)
- Assist with REP training





NCEM Training Branch

Training Management – TERMS

- Training – Exercise – Response Management System
- NCEM, County EM Coordinators & Community Colleges schedule courses & exercises on TERMS
- Students view course schedules & register in TERMS
- TERMS issues certificates, transcripts & course/instructor evaluations
- Provides a platform for online training
- Provides management reports





NCEM Training Branch

TERMS Welcome Screen

- Quick links to Training Calendar and Online Courses
- Important News and Announcements
- Links to Training Partner Websites

The screenshot shows the user interface of the North Carolina TERMS system. At the top, there is a dark blue header with the system name and logos for the state and SERT. Below the header is a navigation menu with links like 'Welcome', 'My Account', 'Calendar', 'Course Management', etc. The user's name, 'Tiffany Diane Jackson', is displayed with a 'Logout' button. The main content area is divided into three columns: 'Trainings & Exercises' with links to 'Calendar' and 'Online Training'; 'Announcements' featuring a 'New Email Subscription Feature Added' notice; and 'Training Partner Links' with buttons for 'Federal Training Partners' and 'State Training Partners'. A footer at the bottom contains contact information for various departments.





NCEM Training Branch

Document Library

NORTH CAROLINA TERMS
TRAINING - EXERCISE - RESPONSE MANAGEMENT SYSTEM

Home My Account Calendar Courses Management Exercise Requests Team Management Utilities Reports Imports/Exports About Document Library Logout

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Document and Reference Library

All Hazards IRT Documents

- [NCEM in-Service All Hazards IRT Course Policy](#)
- [Local Training Request for All Hazards Position Specific Training Class](#)
- [All Hazards Position Specific Training Policy](#)

IRT Certification Documents

- [NCEM Associate Level Certification Application Packet](#)
- [NCEM Executive Level Certification Application Packet](#)
- [NCEM Certification Event Training Submission Form](#)
- [Emergency Management Certification Program](#)
- [IEM/NCEM Certification Reciprocity Packet](#)
- [Certification Program Transition Update](#)
- [Recertification Application](#)

Forms

- [Exercise - TERMS Additional Information Worksheet](#)
- [Training Request Form](#)
- [Federal Training Application Info](#)
- [Training Update Form](#)
- [NCEM Training Process and Procedures](#)
- [FEMA I-EM Admission Form \(Form 97-212\)](#)
- [Travel Management Form](#)

General

- [Community College Tuition Waiver for Emergency Management Students](#)

Instructors

- [Training Coordinator Administrative User Guide](#)

Instructor Resources

- [Instructions for Students Who Did Not Register in TERMS](#)
- [General Instructor Applicant Info Letter](#)
- [Application to become a General Instructor](#)
- [ICS Instructor Applicant Letter](#)
- [Application to become an ICS Instructor](#)

Tutorials

- [TERMS Tutorial Series: How to Find and Register For a Class](#)
- [TERMS Tutorial Series: How to Withdraw from a Class](#)
- [TERMS Tutorial Series: How to Print a Certificate](#)
- [TERMS Tutorial Series: How to Access Your Transcript](#)

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NC.gov | ReadyNC.org | Emergency Management Program's HelpDesk: 919-238-2574 | NCEM Email | Healthcare Program's HelpDesk: 919-255-2272 | OCMR Email

- Training Request
- TERMS Posting Request
- Transcript Update
- Travel Reimbursement
- FEMA/EMI Admission Application
- NCEM Certification and Recertification Information
- NCEM Instructor Applications





NCEM Training Branch

How to Request Training

- To request the delivery of, or assistance with, a training class from the NCEM Training Branch, complete the NCEM training & exercise request form at least 75 days in advance.
- Deliver the form to your Area Coordinator or Branch Office.
- If the requestor and requesting agency is not the County EM Director, forward a copy of the request to their County EM office when submitting to the NCEM Area Coordinator or Branch Office.
- After review, the request will be forwarded to the NCEM Training Branch for follow-up.



NCEM Training Branch



North Carolina Department of Public Safety
Emergency Management

Roy Cooper, Governor
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

NCEM Training Request for Training Courses

Instructions:

To request the delivery of, or assistance with a training course from the NCEM Training Branch, please provide the following information at least 75 days in advance, and deliver this form to your Area Coordinator. If the requestor and requesting agency is not the County EM Director, forward a copy of the request to their office when submitting to the NCEM Area Coordinator. After review, the request will be forwarded to the NCEM Training Branch for follow up.

Type of Course Request	State <input type="checkbox"/>	Local <input type="checkbox"/>	Posting Only <input type="checkbox"/>
Requestor Name & Title:			
Requesting Agency:			
Phone Number:			
E-mail:			
Course Point of Contact			
POC Phone Number:			
POC E-mail:			
Name of Course or Event:			
Waitlist Posting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Class Dates (provide 2 or 3 possible dates in order of preference):			
Location of Class (Bldg, Physical Address, Classroom Number):			
Number of students committed to attend by requesting agency:			
Class Maximum Capacity:			

Preferred Instructor(s) (if one has already been identified)	
Does this meet any type of Certification requirements; i.e. OSEM Firefighter Certification, etc.? If yes, explain.	
Was this course identified during the annual conduct of the agency TEPW? If no, please provide an explanation of the current need.	
Check the Mission Area(s) and the Core Capability(ies) this course addresses on page 3	

Important Reminders:

- Please include any documentation you would like attached to the posting.
- If you choose to waitlist all students for approval, you MUST contact training@ncem.org at least WEEKLY leading up to your class date to obtain the wait list and indicate which students are to be approved.



MAILING ADDRESS:
4236 Mail Service Center
Raleigh NC 27699-4236
www.ncem.org



An Equal Opportunity Employer

OFFICE LOCATION:
1636 Gold Star Drive
Raleigh, NC 27607-3371
Telephone: (919) 825-2500
Fax: (919) 825-2685





NCEM Training Branch

Core Capabilities by Mission Area				
Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Forensics and Attribution	Access Control and Identity Verification	Community Resilience	Critical Transportation	Economic Recovery
Intelligence and Information Sharing	Cybersecurity	Long-term Vulnerability Reduction	Environmental Response/Health and Safety	Health and Social Services
Interdiction and Disruption	Intelligence and Information Sharing	Risk and Disaster Resilience Assessment	Fatality Management Services	Housing
Screening, Search, and Detection	Interdiction and Disruption	Threats and Hazard Identification	Infrastructure Systems	Infrastructure Systems
	Physical Protective Measures		Mass Care Services	Natural and Cultural Resources
	Risk Management for Protection Programs and Activities		Mass Search and Rescue Operations	
	Screening, Search, and Detection		On-scene Security and Protection	
	Supply Chain Integrity and Security		Operational Communications	
			Public and Private Services and Resources	
			Public Health and Medical Services	
			Situational Assessment	

¹Planning, Public Information and Warning, and Operational Coordination are core capabilities common to all mission areas.

Training requests received by the NCEM Training Branch within 75 days of the listed start date may not be considered.





NCEM Training Branch Policy and Procedures

Eligible for Reimbursements

An eligible student is limited to three stipend reimbursements per calendar year unless:

- The student is a paid employee of a local or tribal office of emergency management; or a waiver is requested by the eligible student's agency administrator in writing. The waiver must include the student's name, class name, date of class, and a description of how the agency will benefit by the student attending.
- The waiver request must be received by the NCEM Training Branch Manager no later than 10 business days prior to the start of the course. If the waiver is denied, the agency administrator may appeal to the NCEM Planning Section Chief in writing no later than 5 business days prior to the start of the course.





NCEM Training Branch Policy and Procedures

Reimbursements

- Travel reimbursement forms must be submitted within 10 calendar days of the last day of class for processing to the NCEM Training Branch (ncemtraining@ncdps.gov). Reimbursements will no longer be accepted via mail. If the forms or receipts for travel are submitted outside of the 10 calendar days, students must submit an appeal via email within 20 calendar days of class completion explaining the reason for delay. Those reimbursements will be reviewed for approval although payment is not guaranteed.



NCEM Training Branch

Disciplines Using Terms

- Agriculture
- Amateur Radio
- Civil Air Patrol
- Education
- Emergency Management
- Emergency Medical Services
- Environment / Natural Resources
- Fire Service
- Government/Administrative
- Hazardous Materials
- Health Care
- Law Enforcement
- Military
- National Weather Service
- Public Health
- Public Safety Communications/911
- Public Works
- Search and Rescue
- Special Operations & Intelligence Unit
- State Highway Patrol
- Student
- Transportation
- Volunteers





NCEM Training Branch

Community College Partnerships

- 45 Community Colleges now using TERMS for calendaring classes/registration
- Encourage your local CC to work with NCEM!
- NCEM staff will help train Community Colleges to use TERMS





NCEM Training Branch

Federal Partnerships

- Provide additional specialized training opportunities
- Partner information and websites can be found on TERMS Welcome Page





Elected Officials Training





NCEM Training Branch

QUESTIONS?

Contact: NCEMTraining@ncdps.gov
Michelle.Tuck@ncdps.gov

