



Hazus Training Courses Come to You!

In addition to the classroom courses offered at the Emergency Management Institute (EMI) campus (www.training.fema.gov/EMI) and the online courses offered through the Esri website (training.esri.com/gateway/index.cfm), Regions or states have the option to request local, in-person training. If there is an EMI course that your community is interested in, you can work with your State Training Officer to request approval of a “field course.” Once green-lit, an EMI-approved instructor may travel to your area and conduct the training. The training can be tailored to meet your needs, but must contain 90% of the approved course material.

Field course lifecycle:

1. The local community, or requestor, discusses the course details with the State Training Officer, including dates, location, purpose, cost, and attending organization(s). To find out who your State Training Officer is, visit: www.training.fema.gov/EMI
2. The State Training Officer then requests approval and assistance, including funding, from the FEMA Regional Training Officer, or can approve funding at the State or local level
3. The FEMA Regional Training Officer submits a formal request for training to EMI, which has final approval
4. EMI sends an instructor to conduct the requested training
5. Once the training is completed, EMI will record the training and issue a certificate of completion

EMI will supply the printed course materials if at least 6 weeks notice is provided. Course funding will be determined during the approval process, and will come from a Federal, State, or local entity. Students are not charged.

To receive a certificate, the instructor or the arranger of the course collects certificate applications (FEMA form 119-25-1) at the beginning of the course and mails them to EMI. EMI tracks all incoming applications and approves the certificates. FEMA HQ Mitigation then completes the process and mails the certificates directly to the student.

Please email hazus@arcaspicio.com or Phillip.Moore2@fema.dhs.gov with any questions you have about this process.