



Course Announcement

CEM Planner Full System Training (School Specific)

PLEASE CAREFULLY READ EVERYTHING BELOW !!!

CEM Planner

DATE: Wednesday, March 30, 2016 from 8:00 AM to 3:00 PM

LOCATION: Riverview IU#6
270 Mayfield Road
Clarion, PA 16214

REGISTRATION: Registration requests will begin immediately; however, registration approval may not occur until 14 days prior to the start of the course.

APPROVAL PRIORITY:

1. School/School District Administrators from the host IU
2. School/School District Multi-hazard Planning team members from the host IU
3. County/Local Emergency Management personnel from the host IU
4. First responders; law enforcement, fire, EMS and others from the host IU
5. Other Community response team members from the host IU
6. School/School District Administrators
7. School/School District Multi-hazard Planning team members from the
8. Other emergency management and allied emergency services personnel with related responsibilities on a case-by-case basis

ATTENDANCE: will be approved on an individual basis. Please see instructions on PA Prepared CenterLearn Learning Management System (LMS) Registration Instructions at the end of this course announcement.

You are not considered admitted to the class until you receive a confirmation notice.

As stated in the priority list, school personnel and other response personnel located within the Intermediate Unit will be considered first for enrollment. As space permits, other response personnel from other locations will be considered.

MATERIALS REQUIRED: Participants are requested to bring a copy of their School and/or School District Emergency Operations Plan (EOP) and a personnel computer. Our intention is to divide the class up into groups by school or school district so at a minimum one copy of the EOP and one computer for the Group is necessary. We will have computers available for use if necessary.

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COST REQUIREMENT: The student is responsible for all travel, phone, and meal costs.

ADMINISTRATIVE INFORMATION: Break periods will be provided for all participants on course days; however. **Classes start at 8:00 am and end by 5:00 pm.**

AGE REQUIREMENT: *All attendees must be at least eighteen years of age* and register through the LMS at https://www.centrelearn.com/login_pa.asp

POC: The point of contact for the course is Bill Dunlap at either widunlap@pa.gov or 717-346-4429 or Tina Gibbs at either tgibbs@riu6.org or 814-297-5114

WITHDRAWAL: If you cannot attend the class, please withdraw via LMS and notify the course POC as soon as possible.

PA Prepared CentreLearn Learning Management System (LMS) Registration Instructions

1. Go to this web site. https://www.centrelearn.com/login_pa.asp
2. If you are registered with LMS login and complete the class registration by continuing at step 8. If you are a new user continue at Step 3;
3. Select CREATE AN ACCOUNT on the right hand side.
4. Select "No" to the question "Are you a Pennsylvania EMS Provider?"
5. Select "PA School Personnel" or other appropriate affiliation from the list.
6. Complete all the required fields
 - **Note: if you do not have a PDE Professional Personnel Identification Number, enter N/A in this field.**
7. Click the Register button.
8. Once your registration is activated, you will do a search in the course catalog on the course you want to take by entering some part of the course name in the search field.
 - a. Example: CEM
9. Locate the class offering you want to take and click the Enroll button in the top left corner of that block.
10. Scroll to the bottom of the page.
11. In the Comments block
 - a. Request or decline lodging.
 - b. Explain your need to take that particular course by describing your current position and responsibilities.
12. Click the Request Permission button to send your request for registration to the G course POC.
13. Registration approvals will be granted based on Approval Priority list primarily if the course is full or close to full. For that reason, some courses may not have registrations approved until 14 days prior to the course.