Name of State
Name of Department/Agency
Workbook Preparer First & Last Name
Workbook Preparer Email

Emergency Response Course Preregistration Workbook

Instructions for the FY22 Emergency Response Course Preregistration Workbook

INTRODUCTION

The Preregistration Wortkbook (PRW) allows state agencies to preregister their employees (student nominees) for Emergency Response (ER) training courses. The respective state agency selects the preferred course date from the list of scheduled courses (drop-down options), based on each student nominee's availability.

Please review the attached materials and complete the PRW after a thorough analysis of your state agency's training needs. When planning a nominee's training, please consider the prerequisite requirements for all courses. Some advanced courses require the completion of one or more other courses before attending.

For guidance on course descriptions and prerequisite information, please access OTED's Pathlore Learning Center.

Preregistration does not guarantee a slot (seat) in a course. OP will email individual reports to states confirming the slot allocations for each course in the weeks following the close of the preregistration window.

The Emergency Response PRW contains the following courses. Many of these courses are held at various dates throughout the training year. Please note that each course offered will be delivered **virtually** through the end of the FY22 training cycle October 1, 2021 - September 30, 2022.

1. ER220 - Traceback Investigations
2. ER300 - Intermediate ICS for Expanding Incidents
3. ER310 - Food Safety Issues in the Event of Disasters
4. ER324 - Epi-Ready for Response Teams ***Note there are only 2 choice columns, as there are only 2 offerings scheduled
5. ER400 - Advanced ICS Command and General Staff ***Note there's only one choice column, as there's only one offering sche
6. FD962 - ICS Position Specific - Planning Section Chief ***Note there are only 2 choice columns, as there are only 2 offerings s

INSTRUCTIONS FOR COMPLETING THE WORKSHEETS
Worksheet 1: Coversheet

Enter the contact information for the state agency's Workbook Preparer. Note the preparer should be the Primary Point of Contact (POC) for training within your agency. The POC works directly with the OP Training Officer, OTED, and other individuals within FDA, on all state training-related items, including receipt of course announcements, course registrations, and ensuring course prerequisites are met.

Any course tab
Column A: Enter full name of student nominee
Column B: Enter student nominee's government-issued work email address
Column C: Enter student's nominee's position title (e.g. Inspector)
Column D: Enter student nominee's 1st course choice
Column E: Enter student nominee's 2nd course choice
Column F: Enter student nominee's 3rd course choice
Column G: OPTIONAL - Enter any prerequisite concerns there may be
*Note there is a red line at Row 51 for each course tab, indicating the cut-off in which you are limited to 50 student nomine

SUBMITTING THE WORKBOOK

Please include the designated file name in the subject line of the email.
For example, the subject line for Franklin Department of Agriculture and Markets would read Franklin-PRW-2022

Nominee First and Last Name	Nominee Email	Position Title

1st Course Choice	2nd Course Choice

3rd Course Choice	Prerequisite Concerns	
		Columns D - F
		ER220, 1/24/2022 - 1/28/2022
		ER220, 5/9/2022 - 5/13/2022
		ER220, 9/13/2022 - 9/17/2022

t functioning, please copy
 for each nominee:

Nominee First and Last Name	Nominee Email	Position Title

1st Course Choice	2nd Course Choice

3rd Course Choice	Prerequisite Concerns	If drop down options fc functioning, please cop following options
		Column
		ER300, 1/25/2022 - 1/28/
		ER300, 4/25/2022 - 4/29/
		ER300, 6/20/2022 - 6/24/

ns D - F

2022
2022
2022

Nominee First and Last Name	Nominee Email	Position Title

1st Course Choice	2nd Course Choice	3rd Course Choice

Prerequisite Concerns	If drop down options for columns D - F are not functioning, please copy and paste one of the following options for each nominee:
	Columns D - F

ER310, 3/8/2022 - 3/10/2022
ER310, 4/5/2022 - 4/7/2022
ER310, 5/3/2022 - 5/5/2022
ER310, 9/20/2022 - 9/22/2022

Nominee First and Last Name	Nominee Email	Position Title

1st Course Choice	2nd Course Choice	Prerequisite Concerns

Columns D - F

ER324, 3/21/2022 - 3/25/2022
ER324, 6/13/2022 - 6/17/2022

Nominee First and Last Name	Nominee Email	Position Title

1st Course Choice	Prerequisite Concerns	
		Columns D - F
		ER400, 8/22/2022 - 8/24/2022

Nominee First and Last Name	Nominee Email	Position Title

1st Course Choice	2nd Course Choice	Prerequisite Concerns	If drop down functioning, followi
			ER962, 12/6/20
			ER962, 2/7/202

Columns D - F

021 - 12/10/2021	
22 - 2/11/2022	