

	WISCONSIN EMERGENCY MANAGEMENT	
	Directive Number:	5005.2
	Reference Section:	Operations Support
	Subject/Description:	Training Request
	Effective Date:	2014-10-13
	Revision Date:	N/A
	Approved By:	Brian M. Satula, Administrator

POLICY: Training Request

I. PURPOSE

The Wisconsin Emergency Management (WEM) Training program provides opportunities for emergency responders and preparedness partners looking to expand their knowledge and capabilities. The training program assists first responders in obtaining their certification levels in emergency management. It is the goal of WEM to ensure that the highest quality training programs are provided to those taking our courses, and to provide uniformity in training throughout the state.

II. PROCEDURES

A. General Considerations

1. Training may be requested primarily by county emergency management, tribal emergency management, and local agencies (i.e. fire, police, public health, etc.). On a limited basis, based upon grant requirements and funding availability, courses may be provided to state agencies and technical colleges. All training requests, regardless of the agency requesting, should be sent to the County Emergency Management Director (county where training is being conducted) for signature and then forwarded to the WEM training supervisor. The WEM training supervisor will determine the funding source and availability for each request. All requests received by the WEM training supervisor that do not follow this policy will be returned as denied with the reason stated.
2. Agencies wishing to sponsor a course will use the attached Application for Training Funds and/or Course Approval form. Applicants are allowed and encouraged to submit training application requests throughout the year. If funds are unavailable for a specific application, the request will be returned to the requesting agency.
3. All requests must be approved by the WEM training supervisor before the training can be conducted. Written confirmation is the only acceptable form of approval. Failure to comply may result in nonpayment of course expenses.

B. Expenditures and Reimbursement

1. Expenditures

- a. It is the intention of WEM to provide the most training possible with the limited funding that is available. In keeping with this intention and the requirements of federal funding, we will adhere to the following:
- b. Ineligible Expenses for Sponsoring Agency:
 - 1) Expenditures funded under other grants or agreements
 - 2) The purchase of operational equipment
 - 3) The purchase of training equipment
 - 4) The purchase of response equipment
 - 5) Personnel costs, overtime, or per diem for students
 - 6) Administrative expenses including phone costs, fax, postage, wage and benefits
- c. Eligible Expenses:
 - 1) Instructor fees, travel, lodging and meals
 - 2) Course materials (i.e. student manuals)
- d. Lodging reimbursement is provided for the following training programs at the based upon the current state rate and is tax exempt. The lodging reimbursement expenses may not include any meals or incidental charges.
 - 1) Introduction to Wisconsin Emergency Management – 16 hour course, two (2) night's maximum
 - 2) Pre-training for WI Emergency Management Association Conference – 16 hour courses, two (2) nights maximum
 - 3) Pre-training Annual Governor's Conference – 8 hour courses, one (1) night maximum
 - 4) EMPG Required Courses when not provided in local region
- e. Staff from the following organizations are eligible for lodging reimbursement;
 - 1) County, Tribal, and local jurisdictions
 - 2) Volunteer groups active in Wisconsin disaster response
- f. Staff from the following organizations are not eligible for lodging;
 - 1) State agencies
 - 2) WI NG
 - 3) Federal agencies
 - 4) Contractors/Consultants/Part-time instructors
 - 5) Interested Citizens

C. Reimbursements

- 1. Will only be for direct costs and may not include administrative fees. Costs will also be compared against other similar course cost for what is reasonable and customary. Any extra manuals or items purchased for the course for which reimbursement is requested by the sponsoring agency will be returned to WEM. Any other items than what are listed here must receive the approval of the WEM Training Supervisor before they are purchased.
- 2. In order to efficiently track the actual use of training funds, all invoices for costs must be submitted to the WEM Training Supervisor within 10 days of course completion.

3. The budget section of the form must reflect all costs associated with delivery of the course including instructor fees and instructional materials.
Reimbursement/payment will be provided only to the level requested in the application along with providing itemized receipts for all course materials. Any items purchased for a course and not used shall be returned to WEM upon request.
4. Allowable Instructor Costs:
 - a. Time: \$45 per hour not to exceed \$360 per day
 - b. Lodging, travel and meals according to the State of Wisconsin travel guidelines
5. Allowable Course Expenses:
 - a. Printing
 - b. Binders
 - c. CDs or Flash drives
6. Course Materials
 - a. It is the responsibility of the agency receiving training funds to provide the training materials (i.e. student manuals) for which they will be reimbursed. In certain instances, WEM may provide the course materials. If WEM provides course materials, the course requestor will be notified. Once the materials are printed, an invoice should be sent to the WEM Training Supervisor for payment (PO Box 7865 2400 Wright St. Madison, WI 53707). For an electronic copy of the materials, contact the training section.
 - b. All training claims MUST be submitted within 10 days after the class has been completed. Reimbursement will be a lump sum check for the total cost of the course and will reflect the total cost on the itemized invoice.
7. Instructor Responsibilities
 - a. Instructors will submit invoices directly to WEM Training Supervisor for reimbursement per the instructor policy. Instructors must include a copy of the sign-in sheet for each day of the course as well as receipts for lodging in order to be reimbursed.
 - b. Instructors are also responsible for submitting course evaluations. (Standardized Sign-in-Sheets and Course Evaluations are available for download and printing on the WEM Training website at <http://emergencymanagement.wi.gov/training/training.asp>.)
8. Course Sponsors Responsibilities
 - a. Course Sponsors must submit invoices within 10 days after the course completion directly to WEM for reimbursement. Course sponsors must include a cover letter requesting reimbursement. Invoices must include itemized receipts for all course materials as well as a copy of the sign in sheet for each day of the class.
 - b. Reimbursement checks for county course sponsors will be made out to the County Treasurer, and mailed to the county emergency management director. If the course is being conducted by a tribe, technical college or other agencies please indicate on the invoice to whom checks should be payable, and to where payment should be sent. Reimbursement will be a lump sum check for the total cost of the course (i.e. materials) and will reflect the total cost on the itemized invoice. Reimbursement checks for instructors will be mailed directly to the instructor(s).

D. Certification Statement/Assurances (FOR COUNTY EMERGENCY MANAGEMENT)

1. The grant assurances submitted by the county as part of the EMPG/EPCRA grant program will be applied to all training awards. These assurances state that none of the expenditures identified are being funded in part, or in whole, by any other state or federal grant or agreement, nor do they constitute the required match for any such grant or agreement. Expenditures related to approve training(s) will be maintained separately for audit purposes.
2. The recipient of all training funds will also be in conformance with the provisions of the Civil Rights Compliance document submitted as a part of the County EMPG/EPCRA grant process. Other specific assurances may be required.

E. Registration

1. All courses will be placed on the Wisconsin Training Website located at: <https://www.trainingwisconsin.org>. Once a course is approved, the WEM training section will upload it to the Wisconsin Training Website on behalf of the requesting agency.
2. Those persons who wish to register for a class must create an account and register through the training website. Registration for training will generally close about a week prior to the training. At that time, the roster will be provided to the course requestor and the instructor.
3. Once a course is completed, a certificate will be generated on the training website in the student's transcript. The certificates will be available for download by the student approximately two weeks after the receipt of the class roster and evaluation from the instructor.

F. Recruitment

1. The course requestor may select a certified instructor for their course. A complete list of instructors is available on the WEM website at <http://emergencymanagement.wi.gov/training/training.asp>. To obtain instructor contact information, please contact the Training Supervisor. The WEM training section will work with course requestors to obtain a certified instructor. The Training Supervisor reserves the right to approve all instructors selected for a course.
2. Requesting agencies will be responsible for course recruitment. Recruiting for these courses should include all members of your local emergency management and disaster services team including: elected officials, school officials, and representatives from law enforcement, fire, emergency medical services, hospitals, school systems, public works, and highway departments, volunteer agencies, public health departments, public information agencies, and business and industry.
3. Wisconsin Emergency Management requires a minimum of fifteen 15 students in order to be eligible for reimbursement and 20 students for course requiring more than one instructor. The Training Supervisor may waive this requirement in unique

circumstances. The course sponsor must request and receive this approval in writing from the Training Supervisor prior to the course.

G. Student Withdrawal

1. If a student is unable to attend a course for which he or she is registered, it is the responsibility of the student to withdraw from the course on the training website least seven (7) day prior to the start of the course. Failure to timely withdraw from the course may result in the following fee charged to the student;
 - a. 1 day course, \$25.00 fee
 - b. 2 or more day course, \$50.00 fee
2. The fee shall be payable by the student. These fees are based upon the average material costs for the course including instructor costs. Failure to pay the fee after a 2nd notice will prevent the individual from registering for future WEM courses.
3. Withdrawals less than 7 days prior to the start of a course will be permitted for a documented emergency that is approved by the training supervisor.

H. Eligible Courses

1. Eligible courses can be found on the WEM Training website and on the attached course funding list. Other courses not listed will be reviewed and approved by the Wisconsin Emergency Management Training Section as necessary.
2. All FEMA and Homeland Security courses must be instructed by a Wisconsin Emergency Management Certified Instructor. A list of certified instructors can be found on the WEM Training Website.

IV. CONCLUSION

This policy assists in providing the necessary emergency management and other related training programs throughout the state, assisting in providing trained first responders that can assist in various emergency incidents. It provides a consistent program following the requirements of the various funding sources.

V. ATTACHMENTS

- A. Course Approval Form (5005.2.1)
- B. Funded Course (5005.2.2)
- C. Sign-in Form (5005.2.3)
- D. Course Evaluation Form (5005.2.4)