



Michigan State Police Emergency Management and Homeland Security Division

Emergency Management Course Administrative Information

General Course Information

- Approximately three weeks prior to class, an e-mail of acceptance, notification of being placed on a wait list, or denial will be sent. Please read the information carefully as the course location, date(s) and times, and course prerequisites will be confirmed (and may necessitate change from original registration information).
- Class size is limited to the reserved space (usually 24 – 35 students).
- Classes need a minimum of 12 applicants to be held.
- If you need to withdraw your attendance please follow the steps available on our [Web site](#).
- If a situation arises in which EMHSD must cancel or postpone a class, contact will be made with all enrolled participants.
- Due to the volume of material covered, it is critical to be on time when class starts and when returning from breaks and lunch.
- You must be present for the entire duration of the class to receive credit.
- Class materials will be provided by EMHSD. Students are expected to bring their own writing utensils. Some courses may require students to bring additional materials to class (e.g., local plans). Please see course descriptions for additional requirements.
- Lodging, meals, and refreshments are not provided.
- The dress code is business casual unless otherwise noted.
- If you have a need for special accommodations, please contact the course manager prior to class.

Some training sites have wireless Internet access; please check with the course manager prior to class.

Training Code of Conduct

The EMHSD strives to create an environment that enhances the knowledge and skills of all emergency management professionals. All participants are expected to:

- Complete prerequisites and post-course activities.
- Be present for the entire course.
- Communicate ideas in a respectful way.
- Do not interfere with the learning of others (this includes limiting the use of technological devices that display images and/or transmit sound).



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Priority System

Due to high demand for training, the EMHSD has instituted the following acceptance policy (at the discretion of the course manager) in accordance with Michigan Public Act 390, as being required to provide for the professionalization of emergency managers in Michigan by means of training:

- **First priority:** Local, state, and tribal personnel in the emergency management field,
- **Second priority:** Federal personnel and others

If you have any questions regarding these policies, please contact the [training and exercise unit](#).