

State of Michigan Process for Scheduling/Hosting Federal Courses

Effective 1/22/2014 (Updated 1/20/2022)

READ CAREFULLY to fully understand the requirements, process, and responsibilities. The purpose of the below listed procedure enables the Michigan State Police Emergency Management and Homeland Security Training Center (EMHSTC) to process and track recipients of Federal Training Courses taught in Michigan by utilizing MI-TRAIN for registration.

For questions regarding National Training and Education Division ([NTED](#)) courses please contact our office by email at EMHSTC@michigan.gov.

BEFORE REQUESTING:

1. Each Federal Training Course has certain specific criteria set by the Federal Training Provider that must be met. After contacting the Federal Training Provider Point of Contact, the Local Course Host is required to complete the COURSE REQUEST FORM located at the bottom of this page at least **60 days prior to class commencement**.

BEFORE HOSTING:

2. The State of Michigan Administrative Agency-Training Point of Contact will approve or deny the requested training after reviewing the submitted information.
3. If approved, the EMHSTC will register the session on MI-TRAIN.

BEGIN REGISTRATION:

4. The EMHSTC will notify the Local Course Host and Lead Instructor when the course is activated on MI-TRAIN and the students are able to register for the class along with all pertinent deadlines. Student registration instructions will be included in the email. All students are required to have a MI-TRAIN account and register for the course in MI-TRAIN.
5. It is the responsibility of the Local Course Host to promote the course and validate that all students are registered. Prior to the registration deadline, the Local Course Host shall send an email request to EMHSTC@michigan.gov for a course roster.
6. Thirty days prior to the course start date, if the maximum capacity is not met, the EMHSTC may advertise, at the request of the Local Course Host, the course throughout the state to meet the required minimum enrollment for the course and/or encourage a full course.

BEFORE THE START OF THE CLASS:

7. The EMHSTC will email a class sign-in roster to the Local Course Host approximately two business days prior to the scheduled class start date. This roster will be used for daily attendance and tracking scoring (pass/fail) on the final exam.

AT THE CONCLUSION OF CLASS:

8. The Local Course Host must indicate on the class sign-in roster which students did or did not pass the class. The class roster and completed student evaluations must be mailed to, MSP-EMHSTC, 7426 Osborn, Lansing, Michigan 48913, or by email to EMHSTC@michigan.gov with the subject line of, *Federal Course Roster*, within 14 days following the completion of the class.
9. The students will then be marked as completed in MI-TRAIN after the course roster is received.

If your request and course date is at least 60 days from commencement and you agree to all process details and responsibilities identified above, please click to register your class now:

COURSE REQUEST FORM
<https://www.research.net/r/MTSQ5XN>