

# State of Michigan Process for Scheduling/Hosting Federal Courses

Effective 1/22/2014 (Updated 12/12/2023)

**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.

For questions regarding National Training and Education Division ([NTED](#)) courses please contact our office by email at [EMHSTC@michigan.gov](mailto: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 45 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.

**BEGIN REGISTRATION:**

3. It is the responsibility of the Local Course Host to promote the course and validate that all students are registered through the Federal Training Provider.
4. Thirty days prior to the course date, if the maximum capacity is not met, the local host or Federal Training provider may request the state's assistance in promoting the course statewide to meet the required enrollment minimum.

**BEFORE THE START OF THE CLASS:**

5. The Federal Training Provider will provide a class sign-in roster to the Local Course Host prior to the scheduled class start date. This roster will be used for daily attendance and tracking scoring (pass/fail) on the final exam.

If your course request and course dates are at least 45 days from commencement and you agree to all process details and responsibilities identified above, please click below to register your class now:

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