

# Course Request



DEPARTMENT OF HOMELAND SECURITY  
EMERGENCY MANAGEMENT  
ATTN: TRAINING COORDINATOR  
13 Bataan Blvd.; P.O. Box 27111  
Santa Fe, New Mexico 87502  
(505)476-9690 Fax # (505) 476-9695

**REQUEST FOR COURSE MUST BE RECEIVED BY OEM AT LEAST 30 DAYS PRIOR TO CLASS DATE**

COURSE NUMBER /Course Title:

COURSE DATE (s):

**Please Print or Type**

Name of Requester:

Date of Request:

Agency:

Mailing Address:

Phone:

Fax:

E-mail:

Agency Head Name:

Signature: \_\_\_\_\_

Address of Training Site:

Intended Audience:

Estimated # of Participants:

## Requestor Agreement

I have received, understand and will comply with the DHSEM's training policy and procedures and am requesting the above training

Name:

Signature: \_\_\_\_\_

**Please Print or Type**

## Local Emergency Management Director or LEPC Chairperson Endorsement

Local Emergency Management Director / Coordinator:  LEPC Chairperson:  Date:

Name:

Signature: \_\_\_\_\_

**Please Print or Type**

## DHSEM APPROVAL

Date:

Funding Source:

Name:

, STO

Signature: \_\_\_\_\_

## Course Request Procedure

The Department of Homeland Security Emergency Management (DHSEM), Exercise and Training Section, offers a wide variety of courses in three major areas. These areas include Emergency Management and Domestic Preparedness. Within each of these areas are a wide range of courses that cover such topics as school emergency planning, mitigation, awareness, operations, advanced levels, command and control. In the emergency management arena we offer the Advanced Professional Series(APS). Additionally, there are a wide variety of courses on a number of important topics.

Courses are normally scheduled on a yearly basis with input from the individual local Emergency Management Coordinator/Directors. Courses will be considered outside of this calendar, if a specific need exists and is approved by this office. If you feel that a course is needed, please contact your local Coordinator / Director. An DHSEM training calendar can be viewed and/or downloaded from the web site at <http://www.nmdhsem.org>

The budget is planned a year in advance, therefore when a request for a course occurs outside of those budgeted for it is necessary to determine if our staffing, schedules and budget will support it. We encourage those seeking to schedule courses to fill out our request form so that we will have a file to refer to when planning the next year's events. We keep a log of all requests that come in, whether we fund them or not, so that we can provide statistics to support the agency's funding sources which helps determine our future funding and budget.

If you have any questions on this process or the course itself, please contact Xavier Anderson, Homeland Security Training Specialist at 505-476-0632 [xavier.anderson@state.nm.us](mailto:xavier.anderson@state.nm.us) or Felecia Schreier Training Specialist at 505-476-9633 [felecia.schreier@state.nm.us](mailto:felecia.schreier@state.nm.us)