WebEOC Training Course
REQUEST FORM

Date submitted to the State Emergency Management Agency (SEMA): _____
☐ Operator Training (5.5 Hours) ☐ Train the Trainer (7.5 Hours)

Requesting Jurisdiction & Agency: _____

Requesting Region: _____

Requesting Jurisdiction/Agency POC: _____

POC Phone #: _____ POC Email Address: _____

Date of class: _____ Class must be 45 days out from date submitted

Class time: _____ Course begin and end time required
(Course curriculum time is listed above. The block of hours should include time that can be allotted for lunch/breaks and questions.)

Location: _____

Full Address: _____

Training Site POC: _____

POC Phone #: _____ POC Email Address: _____

Does the Training Site have Internet access? _____

Does the Training Site have Computers? Students should be notified to provide their own computers if none are available.
Note: Local Internet speed and strength should be considered when choosing a training location

Projected number of students: _____

Course Manager: _____ (Manager must be on the SEMA approved instructor list)

List all Instructors for the course: ______________________
(Instructor(s) must be on the SEMA approved instructor list)
(Class requires 1:8, instructor: student ratio)

Will this course be a local offering course, Invitation Only, or Open Invitation?
☐ Local Offering ☐ Invitation Only ☐ Open Invitation

Address and POC for shipping materials: _____

Additional Comments: _____
How to request WebEOC Training:
* Please review before submitting a request *

Fully completed request forms will allow the class to be posted on the SEMA training website (http://semtraining.com) within 2 business days of receipt. Students must register on the SEMA training website to receive a WebEOC account.

Materials will be shipped 5 business days prior to the course date based on the number of registered participants. SEMA may not be able to provide materials and/or accounts to students registering after that time. Manuals are available in the File Library of WebEOC for local printing as needed.

Instructors should work with local Emergency Managers to provide a list of positions for each student at least two weeks prior to class. This will ensure all accounts are created with correct permissions for students in the course. The position guides and account creation forms are available at http://www.sema.dps.mo.gov/programs/webeoc/ to streamline this process.

Note: If the class is NOT an open invitation, a list of students to approve must be provided to SEMA. If the list of participants is not received, the class will become an open invitation and/or withdrawn from the training schedule.

Please remember to save a copy of the request for your records and e-mail the completed form to Cheryl Garner at cheryl.garner@sema.dps.mo.gov. If you have any questions, please call Cheryl Garner at 573.694.5352.

The checklist below is provided for your use.

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>☐ Request Form submitted to SEMA</td>
<td>Minimum 45 business days prior to the course</td>
</tr>
<tr>
<td>☐ List of approved students submitted to SEMA by Course Managers (if not an open invite class)</td>
<td>When the Request Form is submitted to SEMA</td>
</tr>
<tr>
<td>☐ Students registered on SEMA Training Website</td>
<td>Three weeks prior to the course</td>
</tr>
<tr>
<td>☐ Positions submitted by EMD or authorized Agent to SEMA</td>
<td>Two weeks prior to the course</td>
</tr>
<tr>
<td>☐ Materials received from SEMA i.e. evaluation forms, books, rosters</td>
<td>Shipped 5 business days prior to the course</td>
</tr>
<tr>
<td>☐ Password and Incident information received from SEMA</td>
<td>Two business days prior to the course</td>
</tr>
<tr>
<td>☐ Return completed paperwork to SEMA i.e. roster, evaluations, course manager forms</td>
<td>Upon completion of the course, please submit all paperwork back to SEMA within 1 week</td>
</tr>
</tbody>
</table>