



# 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](mailto: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.

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