



Continuity of Operations (COOP) Excellent Series I Practitioners Certification



In an effort to further support Continuity of Operations efforts of the federal agencies in Oklahoma, the Federal Executive Board is providing information on a FEMA developed certification program available to employees completing specific COOP training.

There are two levels of COOP certification available and some of the required training is available through independent study, online.

Individuals completing the pre-requisites can apply for certification:

1. The FEMA Emergency Management Institute will issue all certificates
2. Send certificate requests and supporting information to LeAnn Jenkins, LeAnn.Jenkins@gsa.gov or fax to 405-231-4165
3. Please include your name, organization (spelled out), work address, email address and phone number
4. Expect to wait up to six weeks to receive your certificate

Submission for Certification Consideration

Name:	Agency:
Agency Address:	
Mailing Address:	
Phone:	Email:

Submit copies of training completion for each of the following courses, along with this registration form to the Federal Executive Board (info below). *No certificates have been issued for the Determined Accord exercise; provide date and location of attendance for verification.*

	COURSE TITLE	Completed
[]	IS 546 or IS 546a: COOP Awareness Course,	
[]	IS 547 or IS 547a: Introduction to COOP,	
[]	IS-242 or equivalent E/L/G course: Effective Communication	
[]	E/L/G 548 or IS 548: COOP Manager's T-t-T Course <u>or</u> E/G/L 549: Continuity of Operations (COOP) Program Manager Course <u>or</u> MGT 331 University of Maryland Preparing the States Continuity Course	
[]	E/L 550: COOP Planner's T-t-T Workshop or IS 550: Continuity Planner's Workshop or L 552: Continuity of Operations for Tribal Government Course	
[]	IS 100 or IS 100.b: Intro to Incident Command System (ICS) or ICS 100: Intro to Incident Command System or ICS 200 or IS 200.b: Incident Command System for Single Resources and Initial Action Incidents	
[]	IS 230 or equivalent E/L course: Principles of Emergency Management or IS 230a: Fundamentals of Emergency Management	
[]	IS 700a: Intro to National Incident Management System (NIMS) or IS 700	
[]	IS 800-B: A National Response Framework (NRF), An Introduction	
[]	E 136 or IS 139: Exercise Development Course/Exercise Design Course/ <u>or</u> COOP Exercise Design/ Development T-t-T Course,	
[]	Complete attendance in continuity exercise Determined Accord (Pandemic Preparedness) or IS 520: Intro to Continuity of Operations Planning for Pandemic Influenzas and IS 522: Exercising Continuity Plans for Pandemic Course (both independent study courses are required) or Resilient Accord Cyber Security Workshop or Guardian Accord Terrorism Awareness Workshop	
[]	NARA/CoSA Vital Records Training (optional, recommended)	

Successful completion of the above criteria will make you eligible to become a certified Professional Continuity Practitioner

Submit registration and copies of training certificates by fax to: 405-231-4165 (Attn: LeAnn Jenkins)