



Nebraska Task Force One Informational Bulletin

Number: GM-2023-001	Date: 6/27/23	Topic: Instructor CEU
Issued By: Ashley Engler, NE-TF1 Training Manager		
Subject: Maintaining your FEMA Instructor		

You are receiving this General Memo (GM) because you are an existing or new FEMA instructor. FEMA has finally implemented the CEU process for maintaining your FEMA instructor certification. This GM outlines the procedures that need to be followed in order to maintain your instructor status.

You have 36 months to complete CEU's in your FEMA instructor discipline. If you hold multiple instructor disciplines, you will need to obtain CEU's for EACH discipline you hold. For any new instructors, your start date is 6/26/23, any instructors before 2023, your start date is 5/21/23. That means everyone is due in 2026. If you do not complete your CEU's, your FEMA instructor will lapse and you will not be authorized to teach in that discipline.

To see your instructor number and the disciplines visit ESF9 (<https://www.esf9training.org/index.aspx>)

Top right-hand corner says "Instructor Management" (By your name)

When you click on it you will see your FEMA instructor number and existing authorized instructorship disciplines.

To manage your CEUs

You will send me a copy of your CEU's for your files Link to send CEU's ([Instructor CEU Form](#)) (Located on members only as well > <https://www.nebraskataskforce1.com/instructors>)

AND

You will upload into ESF9. Under the instructorship it shows a tab that says "Manage CEU"

When you click on this, your CEU topics, and hours show

Click the green + to add a CEU certification or documentation in that topic

Send any questions about your CEU's to me if you need clarification. Please see below for breakdown of CEU's by discipline

MAN = Mandatory	Operations							Logistics		Planning				Finance
	SCS	HERS	MS	TSS	CSS	HMS	HM EOCE	LS	COM	TFSO	TFL	PTM	SPM	Grants
Type of CEU	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max	Min/Max
Attending a Teaching Techniques Course	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1
Attending a FEMA US&R Conference / Workshop	0/1	0/4	0/1	0/4	0/4	0/4	0/4	0/1	0/1	0/1	2/4	0/1	0/1	0/1
Attending a Subgroup or Ad-Hoc meeting	0/8	0/8	0/2	0/1	0/1	0/1	0/1	0/1	0/4	0/4	0/1	0/1	0/1	0/1
Teaching the FEMA curriculum in this discipline	8/24	2/8	4/8	2/8	2/8	4/8	2/8	8/24	8/24	2/24	2/8	4/12	2/12	0/8
Teaching in this discipline not off the FEMA curriculum	0/8	0/4	2/4	4/4	4/4	4/4	2/4	0/2	0/4	2/4	2/4	0/4	0/4	0/8
Presenting material at a conference in this discipline	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/8
Publishing an article in this discipline	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1	0/1
Train the Trainer Update if given	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN	MAN
Taking the online LMS course related to this course if available – May only count once per cycle	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4
Attending Training Related to topic	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4	0/4
Total Hours of Continuing education Required every 3 calendar years	24	12	8	18	18	12	8	18	24	8	12	12	12	8