



E0388 Advanced Public Information Officer

Course Dates:

January 13–17, 2025
April 14–18, 2025
July 28–August 1, 2025

Travel Dates:

Travel days are Sunday before the course begins and Saturday after the course ends.

Course Length:

This course is 5 days in length*

**Some pre-course work is required prior to the training course.*

Location:

Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Course Description:

The Advanced Public Information Officer (APIO) Course teaches participants additional skills for use during escalating incidents, including strategic communications and incident action planning as they relate to Joint Information Center (JIC) operations.

Course Goal:

1. Provide participants with the knowledge and skills to establish, manage, and work within a JIC.
2. Provide participants the opportunity to apply advanced public information skills during a multi-day full functional exercise.
3. Provide participants the opportunity to apply advanced public information skills in the short- and long-term recovery phases of an incident.

4. Encourage participants to improve their processes and ensure every action has a measurable relevance for each identified audience, including senior leadership.

Prerequisites:

Participants must have a minimum of 2 years of public information experience.

- IS29: A Public Information Officer Awareness
- IS42: Social Media in Emergency Management
- IS100.c: Introduction to Incident Command System (ICS) (or ICS course for specific specialty: healthcare, public works, etc.)
- IS200.c: Basic Incident Command System for Initial Response
- IS201: Forms Used for the Development of the Incident Action Plan (waived if ICS-300 is completed).
- IS247.b: Integrated Public Alert and Warning System (IPAWS) for Alert Originators or IS251.a: Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
- IS700.b: National Incident Management System, An Introduction
- IS800.d: National Response Framework, An Introduction
- E/L/K0105: Public Information Basic (***no substitutions or waivers***)

Additional Course Requirements:

Full commitment and dedicated time required for the duration of the course.

Participants must bring a laptop or tablet with internet capabilities for daily course activities (cell phones can be used as a secondary device, not a primary device).

TRAINING OPPORTUNITY

Withdrawals or last-minute cancellations within 15 days of the course start date will incur a 1-year probation period for future APIO course applications.

Continuing Education Units (CEUs):

EMI awards 3.6 CEUs for completion of this course.

Target Audience:

Public information personnel who have 2 years of public information experience and who have completed the prerequisites listed above.

To Apply:

Scan the QR Code, or click the link to fill out the [NETC Online Admissions Application](#):



Upload copies of ALL prerequisites to prevent rejection of your application.

All EMI applications require an electronic approval from the head of your sponsoring organization (supervisor). You will need the name, title, and email address of this person to submit the application.

Application Review:

To be evaluated for admission into this course, **application form must be completed and reflect experience**. Refer to the Target Audience statement and **indicate how you meet the requirements based upon your position and experience**. Attach a separate document if needed. Include copies of prerequisite course completion certificates or transcripts.

Applications without prerequisite documentation will be rejected.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics. Click or copy and paste the link below for a PDF copy of the NETC Welcome Package online: [Welcome Package](#).

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity.

Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

If you need a reasonable accommodation (sign language interpreters, Braille, CART, etc.) please make your request NLT 15 days prior to the class start date. Last-minute requests will be accepted but may not be possible to fulfill. Send an email to nicole.shutts@fema.dhs.gov or call 301-928-3845.

Training Point of Contact:

Nicole Shutts, PIO Program Manager
email: nicole.shutts@fema.dhs.gov

Visit the [Emergency Management Institute \(EMI\) Public Information Officer \(PIO\) training program website](#).

TRAINING OPPORTUNITY