



## INSTRUCTIONS FOR APPLYING TO ATTEND FLORIDA WEEK 2024

- ✓ You **must** have a FEMA SID number **before** you can apply for the class.

(To obtain a FEMA SID number, go to: <https://cdp.dhs.gov/femasid/> and click "Register for FEMA SID" or click "Forgot FEMA SID?" to retrieve your FEMA SID.)

1. Visit the CDP home page at <https://cdp.dhs.gov/>, log in, and click on the "Apply for Training" tab.
2. Enter the course **PROMO CODE** for the class you are applying for:

**Barrier Precautions and Controls for Highly Infectious Disease**  
**PROMO CODE 124FLHID**

**Environmental Health Training in Emergency Response (EHTER) Operations**  
**PROMO CODE 118FLEHTEROPS**

**Healthcare Leadership for Mass Casualty Incidents**  
**PROMO CODE 119FLHCL**

**Hospital Emergency Response Training (HERT) for Mass Casualty Incidents**  
**PROMO CODE 121FLHERT**

- ✓ You must enter the promo code **exactly** as it appears here to successfully apply.
3. Complete all the required fields on the application page. **NOTE:** Some required fields for this promo code may be prefilled by the training provider and cannot be changed by the applicant.

**IMPORTANT:** Under "JURISDICTION" on the application, select "**Statewide/Territorial**" only. This applies to all applicants for Florida Week.

4. A supervisor's email address is required for this application. Your supervisor will receive an email concerning your training request and must approve the request via link provided in the email.

Your supervisor will have **10 business days to approve** your application, or it will be returned to you.

- ✓ Make sure the email address you provide is the best address to ensure a prompt response.
- ✓ Let your supervisor know he/she will be receiving an email requiring approval for training.
- 5. Click the “Review and Submit Application Now” button. Click the affirmation checkbox and digitally sign the application by entering your name and password for your FEMA SID account.
- 6. Click the “Submit Application Now” button.
- 7. You will be redirected to the CDP Student Portal to provide any additional information required to attend training at the CDP.

You can also confirm your application by checking the “Your Student Portal” tab at the top of the home page once you’ve logged in. Any additional information for your travel, training, etc. will be posted here.

Please contact us (Ann, Sheridan, or Mitchell) if you have any questions or difficulty applying for the offered courses; we are happy to assist you.

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