



Center for Domestic Preparedness Online Training Application Process
2017 National State Administrative Agency Training Symposium
May 8-12, 2017

State, Local, and Territorial Attendees:
Promo Code: 2017NSAATS

1. A FEMA SID is required in order to register for the symposium. In order to obtain a FEMA SID number, go to: <https://cdp.dhs.gov/FEMASID> and click "Register for FEMA SID" or click "Forgot FEMA SID?" if you have forgotten your FEMA SID.
2. Click this link to register for the symposium: [Click Here to Apply](#).
 - If you have trouble with the link, go to <https://cdp.dhs.gov/students>, and enter 2017NSAATS in the "Have a Promo Code?" box. You must enter the promo code exactly as it appears here to successfully apply.
3. Enter your FEMA SID and password. An application for the symposium will open.
4. Complete the required fields.
5. Your jurisdiction should be listed as: Statewide/Territorial
6. 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 information must be correct in order to process your application. 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.
7. Contact your respective State Training Point of Contact or CDP Regional Coordinator if you have questions. <https://cdp.dhs.gov/contact>
8. Click the "Review and Submit Application Now" button.
9. Click the affirmation checkbox and digitally sign the application by entering your name and password for your FEMA SID account.
10. You will be redirected to the CDP Student Portal to provide any additional information required to attend the symposium.
 - Your gender is required if you are lodging at the CDP.
 - Your citizenship is required if you are attending any resident training course at the CDP.
 - Your Social Security Number is required so that the Center for Domestic Preparedness (CDP) can issue Invitational Travel Orders. Note: The Privacy Act, 5 U.S.C. 522a, requires that federal agencies inform individuals whether the disclosure is mandatory or voluntary. Although disclosure of your SSN is not mandatory, your failure to do so may impede selection for training at the CDP.