

REVC TRAINING REGISTRATION AND RECORDING PROCESSES FOR THE TRAINING & EXERCISE REGISTRATION MANAGEMENT SYSTEM (TERMS) AND THE COUNTER TERRORISM OPERATIONS SUPPORT CENTER (CTOS)

TERMS REGISTRATION AND SIGN IN PROCESS

Go to: <https://terms.ncem.org/TRS/logon.do>

IF THIS IS YOUR FIRST TIME USING TERMS, THEN...

Select, "First Time Registration"

Enter: Last Name

Enter: First Name

Enter: Last 4 digits of your Social Security Number

Select, "Continue" button

Complete the "Personal Profile" ensuring all red asterisk areas are completed

For the Birthdate format: use "00/00/0000"

Under "Discipline", select the drop down menu and choose "Volunteer" at the bottom of the list

Once complete, select the "Save" button at the bottom of the screen

NOTE: You will not see anything change except for your name displaying in the upper right hand corner and a check in the "Active" space located in the upper right hand area of the Personal Profile.

Select, "Return to Previous Page". This will take you to the Online Training Courses.

IF YOU HAVE A LOGIN ID AND PASSWORD FOR TERMS, THEN...

Enter: Login ID in block provided

Enter: Password in block provided (case sensitive)

Select, "Online Training".

Select, desired training course (e.g. "Radiation Orientation (LZ-5231)")

Select, "Take Course"

Select, "Description" tab to understand who this course is recommended for.

Select, "Outline" tab to see the various sections of the course.

Select, "Introduction" tab to understand the Course Goals, Objectives and duration

Select, "Chapters" tab to start the course. Choose the link provided. Adobe Captiva will automatically load. Use the Next and Back buttons located on the lower right corner of each slide to navigate.

Once complete, close the browser window.

Select, "Review" tab, if needed or proceed to the "Exam" tab.

Select, "Back to Terms" found in the upper right corner after you have completed the exam.

Select, "Logoff" when complete.

CTOS REGISTRATION PROCESS

Go to: www.FEMA.gov and **apply** for a FEMA Student ID Number (if not already done)

Go to: <https://ndpc.us/> (National Domestic Preparedness Web Site)

Click on the CTOS (Counter Terrorism Operations Support) site, on the far right.

Look for “Resident Courses”, and read the descriptions to determine which course suits the needs of the applicant. (Note: PER-241 is best to start with)

Fill out the application and give yourself at least 30 days before the course convenes, when planning on a date to go.

Get a supervisors approval (signature) to travel

Send completed application via FAX or email to the State EM REP Training Officer

(Ryan.Kenney@ncdps.gov) or contact Ryan Kenney at:

NC Department of Public Safety, Division of Emergency Management

4236 Mail Service Center

1636 Gold Star Drive Room 631

Raleigh, NC 27607

919-825-2377 (Office)

Once registered, schedulers at CTOS (Nevada Test site) will send registrants a “Training Packet” of information. Registrants should follow the included instructions closely and if there are any questions call the number provided by the CTOS Scheduler or the State EM REP Training Officer.