The Center for Domestic Preparedness (CDP) is accepting application for the following cohort training event in February. These training classes are designated specifically to personnel from Alabama; because these programs are specifically designated for Alabama personnel they will require a Promo Code. The Promos codes are assigned as follows:

Promo Code: Class Numbers:

AL15-51EMO 15-51 EMO /15-51 ICE <https://cdp.dhs.gov/training/program/g/?i=1>

AL15-51HERT 15-51 HERT / 15-51 HERT TT / 51 ICE <https://cdp.dhs.gov/training/program/pp/?i=1>

AL15-51HCL 15-51 HCL /15-51 ICE <https://cdp.dhs.gov/training/program/rr/?i=1>

The CDP recently changed our registration processes to an online Training Registration System and the above Promo codes will designate the program your personnel are registering for. Each individual will need to complete the registration processes as outlined below:

**Step 1 (Obtain FEMA SID Number)**

* You will need a FEMA Student Identification (SID) number to apply for CDP training.
* Visit the FEMA Student Identification website <https://cdp.dhs.gov/femasid/> to register for or retrieve your FEMA SID number. Once you have your FEMA SID continue on to step 2.

**Step 2 (Complete Application)**

* Log in to the CDP Training Registration System (TRS) <https://cdp.dhs.gov/trs> with your FEMA SID number and password.
* Once you login, you will need to specify the Promo Code for the desired training. **Type in the Promo Code here**.
* Once you have submitted an application in TRS the system will save and pre-populate your application with the information on your previously submitted application.
* Click the “Review and Submit Application Now” button.

**Step 3 (Review, Finalize and Submit Application)**

* Review summary of application and attach any required documents.
* Click the “Submit Application” button. You and your supervisor will receive an email confirming your application was successfully submitted. You and your supervisor will receive auto-generated emails with application status updates throughout the remainder of the application process.
* Your application will be processed by the respective State/Territory/Tribal Training Coordinator and CDP Regional Coordinator. Monitor your email and TRS for updates and application status.

**Step 4 (Create a CTAS Account)**

* If this is your first time attending CDP resident training, log in to CDP’s Training Administration System (CTAS) <https://cdp.dhs.gov/ctas/> using your FEMA SID account login credentials and fill in all required fields to create your CTAS account.

Each individual will need to complete a registration form for each training program.

Please provide a list of attendees to me via email soonest. This will preclude personnel identified to attend from sharing the Promo Code with their buddies, thus allowing them to sign up.