



VDEM Training, Education and Exercise Division



Course Announcement

Course: ICS 300 Intermediate ICS for Expanding Incidents

When: October 2-3, 2018
8:30 a.m. to 5:00 p.m.
October 4, 2018
8:30 a.m. until finished

Where: The Franklin Center
50 Claiborne Ave
Rocky Mount, VA 24151

Description: This 18-hour classroom course is designed for front-line personnel with supervisory responsibilities to serve in a command or general staff position. The three-day curriculum includes instruction in general principles associated with incident command, along with various tabletop exercises that allow students to put this knowledge to practical use.

Prerequisites: Applicants must document completion of all of the following prerequisites to be considered for enrollment. Successful completion of accredited versions of: (Required) IS 100 and IS 200 – (recommended) IS 700 and IS 800.

Please email or fax certificates to:

Tamara Del Rosario
Academic Support Technician
Tamara.delrosario@vdem.virginia.gov
Phone: 804-897-9676
Fax: 804-897-6556

Registration: Registration is OPEN and will remain open until September 28, 2018. To register, log-in to the Commonwealth of Virginia Learn Center: <https://covlc.virginia.gov/>. When searching for this course in the VLC, use this keyword: ICS 300. Be sure to select the ICS 300 (11) option from the list. If you need assistance, please contact the Help Desk at 804-897-9995.

VLC Functions: **Registering for an Account/ Enrolling in a Course**

Things to consider:

- Login information is the same as the previous system
 - If you think you have an account but forgot login information call our Help Desk at 804 897 9995.
 - If you know your login but forgot password you can try the “forgot password” tab.
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Registering for a VLC Account

Virginia Learning Center Link: <https://covlc.virginia.gov>

1. On the login page click the Need Account tab
2. Choose VDEM-external for your account and click ok
3. Fill in text boxes and drop downs making sure to cover those with *Astericks.
4. You must choose a job title. If you cannot locate your search “students” and save.
5. Please also include State, City, and Zip code. We have found when these are empty issues arise later down the line.
6. Your account will be approved by our Help Desk Tech and the approval process can take a couple of days.

Note: You create your own login and password. Include middle initial or name it helps when people have the same name. You will have to choose Organization twice. For the drop down search for Department of Emergency Management non state. For the second type emergency external in the search text box and choose the same choice.

Enrolling in a Course

1. Once logged in your home page is your training home. On the page you will find things such as upcoming learning, Completed training, Announcements, etc.
2. On the right side you will see a **Search** text box
3. Type in the course title or number (i.e. ics 300, g290, hseep)
4. I like to keep it on All Words and click search
5. A list of related courses should populate
6. Click the desired course title/link
7. The next page you will find a course synopsis below that you will see sections by date and locations. There should be an enroll tab directly next to each section.