**Section 110.40 Enrollment Procedures for Training Courses**

a) For enrollment in the self-directed home study courses, contact the ESDA coordinator or the RC.

b) An application for enrollment in instructed classroom courses may be obtained from the ESDA coordinator or the RC. The completed application and a letter of recommendation must be signed by the applicant's ESDA coordinator and forwarded to the RC. A copy of the application will be returned to the applicant.

c) An application for enrollment in EMI courses may be obtained from the ESDA coordinator or the RC. The completed application must be submitted to the RC at least 90 days prior to the date of the course. A letter of recommendation from the applicant's ESDA coordinator must accompany the application. IESDA will approve and forward to FEMA or disapprove the application within 30 days of receipt. In determining whether to approve the application, the Agency shall consider but is not limited to the ESDA responsibilities of the applicant, FEMA prerequisites, and application deadlines.

d) Persons taking certain advanced courses, or persons wishing to instruct a course must, respectively, take one or more of the earlier courses in the sequence or have taken the course they will be instructing.