Registration and Evaluation (RES) Frequently Asked Questions (FAQs)

ID	QUESTION	ANSWER
DATA COLLECTION		
1	**How many days do I have to submit the Registration, Level 1 and Level 2 Evaluation data to FEMA?**	If you are using the scanning contractor, the forms must be sent 20 days after the course ends. If you are generating your own XML files, you have 30 days to submit your data to the RES.
2	**What are the definitions of the options (Resident, Indirect, Mobile) for Training Method?**	**Resident:** The course is delivered by the Training Provider (TP) on the TP's facility. These are Direct Deliveries. **Mobile:** The course is delivered by the TP outside of the TP's facility. These are Direct Deliveries also. **Indirect:** A course that is delivered by a State or Local instructor who was trained by the TP. For example: an instructor took a Train the Trainer course and then delivered the course to a group of students.
FORMS		
3	**What should I do if the Course Name does not fit in the allowable space on the forms?**	As long as the Course Catalog number is valid, you can abbreviate the Course Name on the forms. Once the data is loaded into the RES, the complete course name will be associated with the course catalog number.
4	**Is there a location on the forms where I can add a field for my internal unique class identifier?**	You can write your internal notes under the header or to the right of TP Abbreviation. This will not hinder any data capture, just as long as you do not write in any of the boxes.
5	**Should I submit data for students that failed or did not complete the course?**	Please submit registration, level 1 evaluation, and level 2 pre and post test data for students that failed a course. Do not submit data for students that received an incomplete.
XML		
6	**How should I classify Web-based courses in the XML file?**	If the web-based courses are hosted domestically, then the courses should be classified as Web-based Domestic (WD). If the web-based courses are hosted internationally, then the courses should be classified as Web-based International (WI).
7	**How should I group the Web-based training participants in to a class?**	The web-based participants can be grouped into "classes" based on a time period. For example, you could create a class for each web-based course for each month; all participants who completed the web-based training during that time period will be considered a member of that class.
8	**What should we use for the class city, state, and zip code for web-based courses.**	You can use the address of the location where the web-based training servers are hosted