

**THIS IS TO ANNOUNCE**  
**OPEN ENROLLMENT FOR THE**  
**ChESS Basic Virtual Training Course (VTC) 2025**

**\*\*\*NOTICE: DATES HAVE BEEN CHANGED\*\*\***

**Oct 6, 2025 – Oct 30, 2025**

**TO ALL CAP CHAPLAINS AND CDI's:**

Open enrollment for the 2025 ChESS Basic Virtual Training Course (VTC) is now in effect. There are still spots available for applicants who meet all the prerequisites (listed below) and have submitted to us a completed registration form.

Here are the **PREREQUISITES** and **ONLINE FEMA courses that MUST BE** met and completed to **Qualify** to enroll in the **ChESS Basic Virtual Training Course (VTC)** for the **Mission Chaplain or Chaplain Support Specialist – CAP Support Rating (MC-CS or CSS-CS)**

**Prerequisites:**

- Be a fully appointed CAP Chaplain or CDI
- Completion of Level 1 of the CAP Professional Development requirements.
- Complete GES 116 – General Emergency Services Training
- ICUT – Introductory Communications User Training
- Completion of the CAP Specialty Track Technician Rating in CAPP 40-80, Chapter 19 (**Chaplains Only**)
- Completion of the CAP Specialty Track Technician Rating in CAPP 40-80, Chapter 19 (**CDI's Only**)
- CAPT 117 Parts 1,2,3 (GES)
- FEMA SID (**Student Identification Number**)-To obtain this, go to:  
<https://cdp.dhs.gov/femasid/>

**Familiarization and Preparatory Training Courses (FEMA Courses)**

- IS 100 – Introduction to Incident Command System (ICS)
- IS200 – ICS for Single Resources and Initial Action Incidents
- IS 700 – Introduction to National Incident Management System (NIMS)

Please send the following Registration Form Information along with documentation that you have met the above requirements to the ChESS Registrar, Ch, Lt Col Van Don Williams at [vwilliams@hc.cap.gov](mailto:vwilliams@hc.cap.gov)

1. Name
2. Rank/Title
3. CAPID
4. Region/Wing/Unit Number
5. CAP email address (**please be sure to contact Ch, Lin Berez at [hct@hc.cap.gov](mailto:hct@hc.cap.gov) to obtain Chaplain Corps email address**)
6. Copy of CAP 101 Card
7. Cell Phone Number
8. Designation Status – (Chaplain or CDI)
9. Appointment Date to the CAP Chaplain Corps
10. Religious Preference
11. FEMA Student ID number (**acquired when you do the listed FEMA courses above**)

Training Course Details:

- 1) Training Days – Monday/Tuesday/Thursday evenings (**No Weekends**)
- 2) Training Session Main Times – (1900-2200hrs **CT**) (2000-2300hrs **ET**) 1800-2100hrs **MT**) 1700-2000hrs **PT**)

Upon receipt of your completed registration form, an email will be sent to confirm your seat in the training course. Any questions or concerns, contact:

Chess Main Registrar: Ch, Lt Col Van Don Williams

[vwilliams@hc.cap.gov](mailto:vwilliams@hc.cap.gov)

347.528.0060 (C)

ChESS Director:

Ch, Lt Col Marcus Taylor

[mtaylor@hc.cap.gov](mailto:mtaylor@hc.cap.gov)

850.326.7988 (C)