

INSTRUCTIONS ON HOW TO FILL OUT THIS FORM

1. Type or neatly print your first name, middle initial, last name, suffix, address, telephone number which you can be reached, city, state, postal zip code, and a good e-mail address if you have one. At any time your contact information changes, you must inform NCEM.
2. If you would like to have your contact information shared with academia and State Emergency Response Commission partners, please check “Yes, ...” right below your contact information.
3. NOTICE: If you are an ICS instructor certified by NCEM prior to October 2005, you must take the *ICS Instructor Update Course* prior to submission of this form. This course is designed to give you the updates to the federal ICS curriculum.
4. Select which category you wish to be an instructor.
 - a. ICS Curriculum Instructor – Teaches all ICS courses in either a lead or unit support instructor role. Attach copies of certificates to the form for review.
 - b. ICS 100 Lead Instructor – Teaches the ICS 100 course in a lead instructor role. Can act in the capacity of ICS 100 unit support instructor.
 - c. ICS 100 Unit Instructor – A subject matter expert that can teach an identified unit within the ICS 100 curriculum only.
 - d. ICS 200 Lead Instructor – Teaches the ICS 100 and 200 courses in a lead instructor role. Can act in the capacity of ICS 100 or 200 unit support instructor.
 - e. ICS 200 Unit Instructor – A subject matter expert that can teach an identified unit within the ICS 200 curriculum only.
 - f. ICS 300 Lead Instructor – Teaches the ICS 100, 200, and 300 courses in a lead instructor role. Can act in the capacity of ICS 100, 200, or 300 unit support instructor.
 - g. ICS 300 Unit Instructor – A subject matter expert that can teach an identified unit within the ICS 300 curriculum only.
 - h. ICS 400 Lead Instructor – Teaches the ICS 100, 200, 300, and 400 courses in a lead instructor role. Can act in the capacity of ICS 100, 200, 300, or 400 unit support instructor.
 - i. ICS 400 Unit Instructor – A subject matter expert that can teach an identified unit within the ICS 400 curriculum only.
5. ICS Education Background – Under each section are blocks for you to check off if you have the courses completed. You must have completed all identified courses under the section you are applying for to be considered to be certified as an ICS Curriculum, Lead, or Unit Instructor. You must attach copies of your certifications to the application form.
6. ICS Experience – Federal requirements mandate that you have applicable real-life experience coupled with an education background in the related subject you wish to teach. You must obtain your supervisor’s signature with he/she attesting that you have the required experience as an Incident Commander or served in a Command or General Staff position as identified under the section you are applying for. For applicants seeking approval for ICS 300, ICS 400 and Curriculum Instructor, attach IAP or NFIRS report in addition to your supervisor’s signature.
7. Adult Instruction – Formal adult instructor training through accredited agencies and or institutions (college course NWCG Facilitative Instructor M-410 course, EMI Master Trainer Program, DHS OGT Instructor Training Certification Course(40 hr min, or an equivalent such as OSFM Level II Instructor)

Once you have completed all appropriate blocks in the section that you are applying for, have attached all copies of your applicable certificates, diplomas, degrees, etc., and had your ICS experience validated by your supervisor, send all documents and this form to:

NCEM
LOG/T&E – ICS Instructor
4713 Mail Service Center
Raleigh, NC 27699-4713

Or fax it to (919) 733-6327 with **Attn: ICS Instructor Cert** on the cover form.

If you have any questions on filling out this form, you can contact our main office at (919) 733-3785.

**State of North Carolina - Division of Emergency Management
Incident Command System Instructor Application Form**

First Name	MI	Last Name	Suffix
Address			Phone
City	State	Zip Code	E-Mail

Yes, you may share my contact information with outside agencies looking for instructors.

No, do not share my contact information with outside agencies looking for instructors.

NOTICE: Any instructor certified prior to October 2005 must take the ICS Instructor Update Course

<input type="checkbox"/> A. ICS Curriculum Instructor (Attach Certificates)			
<input type="checkbox"/> FEMA E-449 ICS Instructor Curriculum T-t-T	<input type="checkbox"/> NWCG ICS Instructor Curriculum T-t-T	<input type="checkbox"/> USDA ICS Instructor Curriculum T-t-T	<input type="checkbox"/> Other ICS T-t-T Note: Not a guarantee that you will be automatically accepted. Course content will have to be reviewed.

<input type="checkbox"/> B. ICS 100 Lead Instructor <input type="checkbox"/> C. ICS 100 Unit Instructor (Attach Certificates and Proof of Experience)			
<input type="checkbox"/> IS-700 or ICS-700	<input type="checkbox"/> IS-100 or ICS-100	<input type="checkbox"/> IS-200 or ICS-200	
<input type="checkbox"/> Served as an Incident Commander; or		<input type="checkbox"/> Served as Command or General Staff Position	
<input type="checkbox"/> ICS Experience Validated	SUPERVISOR NAME AND TITLE	SUPERVISOR SIGNATORY	SUPERVISOR PHONE
<input type="checkbox"/> Adult Education Experience (Describe)			

<input type="checkbox"/> D. ICS 200 Lead Instructor <input type="checkbox"/> E. ICS 200 Unit Instructor (Attach Certificates and Proof of Experience)			
<input type="checkbox"/> IS-700 or ICS-700	<input type="checkbox"/> IS-100 or ICS-100	<input type="checkbox"/> IS-200 or ICS-200	<input type="checkbox"/> ICS-300
<input type="checkbox"/> Served as an Incident Commander; or		<input type="checkbox"/> Served as Command or General Staff Position	
<input type="checkbox"/> ICS Experience Validated	SUPERVISOR NAME AND TITLE	SUPERVISOR SIGNATORY	SUPERVISOR PHONE
<input type="checkbox"/> Adult Education Experience (Describe)			

<input type="checkbox"/> F. ICS 300 Lead Instructor <input type="checkbox"/> G. ICS 300 Unit Instructor (Attach Certificates and Proof of Experience)			
<input type="checkbox"/> IS-700 or ICS-700	<input type="checkbox"/> IS-800 or ICS-800	<input type="checkbox"/> IS-100 or ICS-100	
<input type="checkbox"/> IS-200 or ICS-200	<input type="checkbox"/> ICS-300	<input type="checkbox"/> ICS-400	
<input type="checkbox"/> Served as an Incident Commander in an incident that went beyond one operational period or required a written Incident Action Plan		<input type="checkbox"/> Served as Command or General Staff Position in an incident that went beyond one operational period or required a written Incident Action Plan	
<input type="checkbox"/> ICS Experience Validated	SUPERVISOR NAME AND TITLE	SUPERVISOR SIGNATORY	SUPERVISOR PHONE
<input type="checkbox"/> Formal Adult Instructor Training (College Courses, NWCG Facilitative Instructor M-410 Course, EMI Master Trainer Program, DHS OGT Instructor Training Certification Course, or equivalent)			

<input type="checkbox"/> H. ICS 400 Lead Instructor <input type="checkbox"/> I. ICS 400 Unit Instructor (Attach Certificates and Proof of Experience)			
<input type="checkbox"/> IS-700 or ICS-700	<input type="checkbox"/> IS-800 or ICS-800	<input type="checkbox"/> IS-100 or ICS-100	
<input type="checkbox"/> IS-200 or ICS-200	<input type="checkbox"/> ICS-300	<input type="checkbox"/> ICS-400	
<input type="checkbox"/> Served as an Incident Commander in an incident that required multi-agency coordination; and went beyond one operational period or required a written Incident Action Plan		<input type="checkbox"/> Served as Command or General Staff Position in an incident that required multi-agency coordination; and went beyond one operational period or required a written Incident Action Plan	
<input type="checkbox"/> ICS Experience Validated	SUPERVISOR NAME AND TITLE	SUPERVISOR SIGNATORY	SUPERVISOR PHONE
<input type="checkbox"/> Formal Adult Instructor Training (College Courses, NWCG Facilitative Instructor M-410 Course, EMI Master Trainer Program, DHS OGT Instructor Training Certification Course, or equivalent)			

OFFICE USE ONLY -- DO NOT WRITE IN THIS SECTION			
<input type="checkbox"/> REVIEWED	BY:	DATE:	CI 100LI 100UI 200LI 200UI 300LI 300UI 400LI 400UI
<input type="checkbox"/> APPROVED	BY:	DATE:	