

**January 11, 2010**

**NIMS ICS All-Hazards Position Specific Courses – Instructor Requirements  
“Historical Recognition”**

NIMS ICS Position Specific training is designed to provide all-hazards competencies and behaviors for the eight Command and General Staff positions and select unit leader positions. The competencies in the training are focused around the ability of the student to assume the position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks to meet identified objectives for the position.

The instructor selection criteria for the NIMS ICS All-Hazard Position Specific courses are included below. In addition the instructor selection criteria include general guidelines for the “historical recognition” of instructors who have extensive ICS field experience and have taught ICS training across the nation.

**General**

All instructors for the NIMS ICS Command and General Staff position specific courses are expected to demonstrate in their application a thorough understanding and application of:

- ❑ Command and general staff functions;
- ❑ National Incident Management System (NIMS);
- ❑ National Response Framework (NRF) concepts and principles;
- ❑ Local, State, Tribal and Federal interagency cooperation and coordination;
- ❑ Incident Management Team organization, roles and responsibilities.

**Instructor Selection**

Instructor applicants for lead or unit instructors must submit 3 Incident Action Plans or NFIRS report for a multi-jurisdictional, multi-operational period events. For applicants who retired prior to 2005, a resume with letters of verification may be accepted. In addition, a certificate of completion of Adult Education Methodology is required. See number 6 for instructor requirements for adult methodology courses. Please send to Dianne Benton for initial vetting. If approved, the Instructor agrees to notify the NCEM Training IMT Coordinator or Dianne Benton prior to delivering a position specific course. Failure to notify the NCEM Training IMT Coordinator or Dianne Benton will result in the revocation of the Instructor privileges, and NCEM or the AHIMT Training Workgroup will not recognize any classes the instructor teaches.

## Instructor Requirements

1. Lead instructors for NIMS ICS Position Specific training courses must have a minimum of 10 years operational field experience at the Command or General Staff level with an emergency management discipline (i.e. Fire, Emergency Medical Service, Law Enforcement, Public Works, Public Health, etc. or a Wildland fire agency).
2. Lead instructors must have a minimum of 5 years experience delivering emergency management type training (including exercises that test team and individual performance) to a target audience comprised of incident management level emergency response personnel.
3. Unit instructors must have a minimum of 3-5 years of operational field experience at the Command Level.
4. Lead and unit instructors must have successfully completed:
  - a. IS-700a, *National Incident Management System, an Introduction*;
  - b. IS-800b, Introduction to the National Response Framework
  - c. IS-701, *Multi-Agency Coordination Systems (MACS)*;
  - d. ICS-100 and ICS-200 and
  - e. ICS-300 and ICS-400 or equivalent
5. Lead and unit instructors must have participated in developing an Incident Action Plan at an emergency incident or for a planned event or exercise, within the last 5 years.
6. Lead and unit instructors must provide documentation that supports they have successfully completed formal adult education training to include at least one of the following:
  - a. College courses
  - b. Emergency Management Institute's (EMI) Master Trainer Program
  - c. National Fire Academy's (NFA) Instructional Methodology course
  - d. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
  - e. Center for Domestic Preparedness (CDP) Instructor Training Certification Course
  - f. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.)
  - g. State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)
7. All lead and unit instructors must be able to use computers to support course delivery.

## **Recommended Requirements**

Lead instructors have successfully completed a course or exercise that allowed them to apply their ICS knowledge an exercise based course such as:

1. National Wildfire Coordinating Group (NWCG) S-420 or S-520;
2. Integrated Emergency Management course (IEMC)
3. National Association of State Foresters (NASF) *Complex Incident Management Course* (CIMC)
4. The position specific course for which they are applying or equivalent (i.e. NWCG, USCG, or EPA position specific courses)
5. NFA Command and Control or Command and Control of Natural and Manmade Disasters

## **Historical Recognition of Instructors**

Historically recognized instructors will not be required to complete train-the-trainer offerings for the NIMS ICS All-Hazard Position Specific Courses. Instructors have until September 15, 2010 to submit instructor names for “historical recognition” consideration.

Categories of instructors for historical recognition would include but not be limited to the following factors:

1. Subject Matter Experts (SMEs)/Instructors who participated in the development of the NIMS ICS All-Hazard Position Specific Courses
2. Instructors who participated in the pilot testing of the NIMS ICS All-Hazard Position Specific Courses to include any USFA P Course offerings
3. Instructors who participated in the initial 2008 train-the-trainer teleconferences.
4. Instructors who are certified to teach ICS Position Specific Training through NWCG
5. Instructors who are certified to teach ICS Position Specific Training through the Coast Guard or EPA



# State of North Carolina

Division of Emergency Management

## Instructor Application

### Applicant Information

Full Name:			Date:	
	<i>Last</i>	<i>First</i>	<i>M.I.</i>	
Address:				
	<i>Street Address</i>		<i>Apartment/Unit #</i>	
	<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Phone:	( )	E-mail Address:		
Last 4 digits of SS #:		County:		

### Adult Education Experience

Please describe your adult education experience and *attach copies* of any courses you have taken in adult methodology:

### Course Information

Please list the courses you wish to teach. (*attach copies of course certificates and TtT certificates where applicable*)

1. Course Name:		Course Number:	
Date you completed the class:			
Have you taken a Train the Trainer for the class?:	<input type="checkbox"/> YES (Date of Completion: ) <input type="checkbox"/> NO <input type="checkbox"/> N/A		
2. Course Name:		Course Number:	
Date you completed the class:			
Have you taken a Train the Trainer for the class?:	<input type="checkbox"/> YES (Date of Completion: ) <input type="checkbox"/> NO <input type="checkbox"/> N/A		
3. Course Name:		Course Number:	
Date you completed the class:			
Have you taken a Train the Trainer for the class?:	<input type="checkbox"/> YES (Date of Completion: ) <input type="checkbox"/> NO <input type="checkbox"/> N/A		

### Signature

*I certify that my answers are true and complete to the best of my knowledge. I also agree to notify the NCEM Training IMT Coordinator or Dianne Benton prior to delivery of an AHIMT Position Specific Course.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agency Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by NCEM Training: \_\_\_\_\_ Date: \_\_\_\_\_