

NIMS ICS All-Hazards Position Specific Courses – Instructor Requirements (“Historical Recognition” Guidelines Included)

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 may submit their resume to respective State Training Officers (STO) either in electronic or paper copy for initial vetting. FEMA encourages the STO to work collaboratively with other training organizations in their State. The STO is encouraged to establish an “instructor vetting” committee or group with various emergency management disciplines (i.e. fire, law enforcement, health, public works, etc.) to select qualified instructors.

The STO will use the Requirements and Recommendations section as selection criteria.

The STO will provide a list of qualified instructors for each course to the FEMA Regional Training Manager who in conjunction with the Emergency Management Institute (EMI) will maintain a Regional database that will feed into a National NIMS ICS All Hazards Position Specific Instructor Database.

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

Train-the Trainer Requirements for Instructors

All instructor candidates are required to complete the train-the-trainer course for the position specific courses they are going to teach. Historically recognized instructors are “encouraged” to complete the train-the-trainer courses (see guidelines below). Instructor candidates will not be required to complete that actual NIMS ICS Position Specific Course prior to the completion of the TTT. (Note: It is extremely important that the STO’s select potential instructors based on the requirements outlined above in order to maintain instructor quality and experience.)

The following steps should be followed by a potential instructor to participate in the NIMS ICS All-Hazards Position Specific Command and General Staff (Train-the Trainer):

- ❑ Review the instructor selection criteria to determine if you meet the qualifications.
- ❑ Submit a resume or other documentation on your qualifications to your respective State Emergency Management/Homeland Security Training Officer.
- ❑ Submit a FEMA Admissions Form (FEMA 75-5) to your respective State Emergency Management/Homeland Security Training Officer. All FEMA 75-5 must include the train-the-trainer course code.
- ❑ If you are “applying” for multiple train-the-trainer courses (i.e. All-Hazards Operations Section Chief (L-957) and All-Hazards Safety Officer Course (L-955) submit a separate FEMA 75-5 form for each course.
- ❑ Upon approval of the instructor qualifications of an individual train-the-trainer participate the state training officer will sign the FEMA 75-5 form and forward it to the National Emergency Training Center (NETC) admissions office.
- ❑ Upon receipt of the FEMA 75-5 form NETC admissions will review the application and notify the student of their status. Upon acceptance into the

course, NETC admissions will send the student a course acceptance packet which will contain course logistics information.

- Note: NIMS ICS All-Hazard Position Specific train-the-trainer course participants are eligible for a stipend (in accordance with NETC admissions policies). There are no tuition fees for the training. Stipend dollars cover the cost of student transportation and housing (in this case the hotel room). All participants are responsible for the cost of meals while attending the training. The cost of student transportation and housing will be reimbursed by direct deposit to your personal account.

Historical Recognition of Instructors

Beginning September 14, 2009, EMI will accept instructors throughout the nation as part of an “historical recognition” of past ICS field and teaching experience. These instructors, based on the recommendation from the State Training Officers, will be placed on the regional and national qualified instructor lists.

All instructor candidates for the NIMS ICS All-Hazard Position Specific Courses who want to be considered for “historical recognition” should contact their respective STO for consideration. Upon approval by the STO these instructors will be added to qualified instructor lists. All historically recognized instructors must meet the instructor requirements outlined in this document based on the assessment by the STO. Historically recognized instructors should be prepared to supply the STO with the following information that will be placed on the qualified instructor lists: name, address, telephone number, email and courses qualified to teach. Historically recognized instructors will not be required to complete train-the-trainer offerings for the NIMS ICS All-Hazard Position Specific Courses. States have until September 30, 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