Process for NWCG Delivery of FEMA NIMS Training Courses

ICS Curriculum (ICS-100 thru ICS-400 and IS-701)

- ICS-100 and ICS-200: Information on taking the online courses (IS-100, IS-200) or downloading the course materials to teach an instructor led version can be found at https://training.fema.gov/nims/. As the courses are updated, the most current version will be posted and will be indicated by a letter following the course number (e.g., IS-100b, IS-200b). Students who completed an earlier version do not have to retake the course.

  Course certificates for the online versions will be issued directly by FEMA at the completion of the course. If conducting either course via classroom delivery and the on-line exam is not possible to achieve, email blm_fa_nwcg_training@blm.gov to obtain a copy of the test and answer key. Please note that students will not receive a FEMA certificate if the test is not completed online. Instructor should issue their own certificates; NWCG member agencies should issue the NWCG certificate.

- ICS-300 and ICS-400: These courses are only available for instructor led training. Instructors and course coordinators can download materials at https://training.fema.gov/gstate/login.aspx?path=/gstate/default.aspx. The login password can be obtained from your Geographic Area Training Representative (GATR) or from your State Training Officer (STO). GATR contact information can be found at https://nationalfiretraining.nwcg.gov/. STO contact information can be found in the EMI Course Catalog located at https://training.fema.gov/allhazards/ by searching for State Training Offices.

  NWCG members should issue NWCG certificates when teaching these courses.

- IS-700, IS-701, and IS-800: These courses are only available for independent study. Student can find course materials by going to https://training.fema.gov/nims/. Course certificates for independent study courses will be issued by FEMA.

All-Hazards Position Specific Training Courses

- E/L950, Incident Commander
- E/L952, Public Information Officer
- E/L956, Liaison Officer
- E/L964, Situation Unit Leader
- E/L965, Resources Unit Leader
- E/L967, Logistics Section Chief
- E/L970, Supply Unit Leader
- E/L973, Finance/Administration Section Chief
- E/L975, Finance/Administration Unit Leaders

There are three options for sponsoring and delivering the above courses: (1) courses sponsored and delivered by state and local governments, (2) courses sponsored and delivered by Emergency Management Institute (EMI), which are referred to as 'direct deliveries' or 'regional', and (3) courses sponsored and delivered by NWCG member agencies. The intent of this document is to outline the procedures for delivering NWCG sponsored courses. Student nominations, prioritization and selection are not affected by the steps outlined below. These steps are in addition to any Incident Qualification Certification System (IQCS) or Incident Qualification System (IQS) procedures.

Course coordinators will work directly with Robert Patrick, Emergency Management Institute (EMI) Course Manager for the NIMS All-Hazards Position Specific Training Program at robert.patrick@fema.dhs.gov or (301) 447-1297.

Prior to the Course

Several steps must be followed prior to the delivery of All-Hazards Position Specific courses as noted below:

1. Determine which course(s) will be requested and identify a person to serve as the local point of contact (POC) and course coordinator (POC and course coordinator may be the same person).

2. Establish a course date that allows at least 30 days advance notice (45 to 60 days is preferable) to the EMI to register the course. Students will register during the course as indicated below.

3. Review the national database of instructors and ensure a minimum of two qualified instructors (one lead instructor and one support or unit instructor) for each course offering are available. Adjunct instructors may be used as per direction in the Field Manager's Course Guide.

4. Download course material located at https://training.fema.gov/allhazards/. The login password can be obtained from your Geographic Area Training Representative (GATR) https://nationalfiretraining.nwcg.gov/.

5. Complete the "*Request to conduct NIMS ICS All-Hazards Position Specific Training Class*" form (hereafter referred to as the Course Request form) and route to EMI (see page 4 for a copy of the Course Request form).

   When completing the Course Request form, ensure the form is properly completed and all requested information is provided including:

   a. Location and scheduled dates for the course.

   b. The box for the course to be offered is checked.

   c. Identify a local POC for the course, contact telephone number, and the address where the Course Evaluation forms should be sent; a PO Box is not acceptable.

   d. All NIMS Position Specific classes must be delivered by at least two qualified Position Specific instructors, one of whom will be identified as the lead instructor and one of whom will be identified as the support (or unit) instructor.

   e. A separate form must be used for each course that will be offered; scanning of multiple forms into one document is not acceptable for submission.

6. The POC will forward the Course Request form to the EMI Course Manager and ask that the course be set up as an official course.

7. No course will be considered valid and no student will receive credit for any course that has not been properly registered through EMI. Student 119-25-1 application forms received for courses not properly registered will be returned to the sender and credit for attendance will be withheld until the course registration process is properly completed.

8. Once the Course Request form is received by EMI, the EMI Course Manager will schedule the course and send a copy of the internal registration form (referred to as a 'Green Sheet') back to the sender, so he or she knows the course has been properly registered.

9. Recruit and select students that meet the course prerequisites.

During the Course

Once the course begins, ensure all students fill out the 119-25-1, General Admissions Application. **Forms must include student identification numbers (SID)** (see page 5 for the procedure to obtain a SID number).

Note: Some POCs may require that students complete the 119-25-1 prior to course enrollment, which is acceptable. Forms are available online at https://training.fema.gov/apply/ by clicking on the 'How to Apply' link and then downloading the application form.

1. Ensure each student completes the EMI Course Evaluation form at the end of the course. The EMI Course Manager sends these forms to the POC upon receipt of a Course Request form with an estimated number of students.

2. Collect the completed 119-25-1 forms and the EMI Course Evaluation forms.

After the Course is Completed

1. Prepare the course packet to include the following items:

   a. Completed 119-25-1 forms for students who successfully completed the entire course

   b. Completed EMI Course Evaluation forms

   c. Copy of the Course Request form

   Note: The course coordinator should retain completed final exams.

2. Send the completed course packet to:

   National Emergency Training Center
   Office of Admissions, Building I-216
   16825 South Seton Avenue
   Emmitsburg, MD 21727

   Note: The completed course packet should be received in the NETC Admissions Office within 60 days of completion of the course.

3. NETC Admissions will log each student who successfully completed the course into the NETC national database and will mail a Certificate of Completion to each student. Please allow 4 – 6 weeks after the course packet is received in NETC Admissions for receipt of Certificates of Completion. If verification of course completion is needed prior to receiving the NETC certificate, course coordinators can provide a copy of the course roster to each student.

NWCG Request to conduct NIMS ICS All-Hazards Position Specific Training Class

Note: all NWCG agencies desiring to offer All-Hazards Position Specific classes in their geographic area or agency will route requests to EMI Course Manager, Robert Patrick via this completed form. No classes will be recognized for the purpose of receiving credit in the national database or receiving EMI Certificates of Completion unless this form is completed and submitted to EMI for administrative registration 30 days prior to the start of the requested class.

Course to be delivered (**please use a separate form for each course**):

☐ L950 Incident Commander

☐ L952 Public Information Officer

☐ L956, Liaison Officer

☐ L964 Situation Unit Leader

☐ L965 Resources Unit Leader

☐ L967 Logistics Section Chief

☐ L970 Supply Unit Leader

☐ L973 Finance / Admin. Section Chief

☐ L975 Finance / Admin. Unit Leader

Scheduled Class Dates: _____

Mailing address for delivery of Course Evaluation forms: _____

Street Address: _____

City, State, Zip: _____

Class Location (city and state): _____

Local Point of Contact person for class & phone number: _____

Projected Number of Students: _____

Instructor (Lead): _____

Instructor (Support/Unit): _____

Questions: Contact Robert Patrick, EMI Course Manager at (301) 447-1297 or robert.patrick@fema.dhs.gov

Procedure for Obtaining Student ID Number (SID)

How do I obtain my FEMA Student Identification (SID) number?

Step 1: To register, go to https://cdp.dhs.gov/femasid

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I've been assigned?

The SID number must be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1, Box 3) and the General Admissions Application Short Form (FEMA Form 119-25-2,Box 3) for any courses that begin on or after October 1, 2012.

Why is it important to register and obtain an SID?

Applications for any NFA or EMI courses that begin on or after October 1, 2012, and do not include the training registration number will not be processed until the FEMA SID is provided to NETC Admissions.