



NIMS/ICS Certified Instructor Application

Please provide the following information and submit an application, a cover letter addressing how you meet the Instructor Certification Requirements, and copies of training certificates demonstrating compliance with the requirements included below. Submit these documents to:

ND Department of Emergency Services
Training and Exercise Officer
PO Box 5511, Bismarck, ND 58506-5511

Or

blvossler@nd.gov

lregorrah@nd.gov

Name: _____

Street address: _____ City: _____

State: _____ Zip: _____ Telephone-Home: _____

Telephone-Work: _____ Telephone-Cell: _____

Email 1: _____ Email 2: _____

Mailing address (If different from above): _____

City: _____ State: _____ Zip: _____

Check the courses for which you are seeking instructor certification or recertification:

ICS 100, Introduction to Incident Command System

ICS 200, Basic Incident Command System

ICS 300, Intermediate Incident Command System

ICS 400, Advanced Incident Command System

ICS 700, National Incident Management System

ICS 800, National Response Framework

Recertification ICS 100, ICS 200, ICS 700, ICS 800

Recertification ICS 300, ICS 400

A list of certified instructors is posted on the NDDDES website so that those planning local training events may know who to contact to enlist an instructor for their course.

If my application is approved:

I give my permission to list my name as a certified instructor on the website.

I request that you withhold my name from the list of certified instructors on the website.

NIMS/ICS Instructor Certification/Re-certification Requirements

The following requirements must be met or surpassed for individuals to be Certified Instructors for the State of ND. Courses must be taught by certified instructors in order to qualify for expenditure of grant funds.

Lead Instructor: has overall responsibility for the quality & delivery of the course.

Unit Instructor: works under the immediate supervision & direction of the lead instructor.

National Incident Management System (NIMS) IS 700

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete NIMS Course (classroom or independent study)
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education

Introduction to Incident Command System ICS 100

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete ICS 100 (classroom or independent study)
Required	Required	Complete ICS 200 (classroom or independent study)
Required	Required	Complete NIMS IS 700 (classroom or independent study)
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required		Served as Incident Commander or in a command staff or general staff position

Basic Incident Command System ICS 200

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete ICS 100 (classroom or independent study)
Required	Required	Complete ICS 200 (classroom or independent study)
Required		Complete ICS 300
Required	Required	Complete NIMS IS 700 (classroom or independent study)
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required		Served as Incident Commander or in a command staff or general staff position

Intermediate Incident Command System ICS 300

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete ICS 100 (classroom or independent study)
Required	Required	Complete ICS 200 (classroom or independent study)
Required		Complete ICS 300
Required		Complete ICS 400
Required	Required	Complete NIMS IS 700 (classroom or independent study)
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required		Served as Incident Commander or in a command staff or general staff position
	Required	Served as Incident Commander or in a command staff or general staff; or have specialized knowledge and experience appropriate for the audience

Advanced Incident Command System ICS 400

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete ICS 100 (classroom or independent study)
Required	Required	Complete ICS 200 (classroom or independent study)
Required		Complete ICS 300
Required		Complete ICS 400
Required	Required	Complete NIMS IS 700 (classroom or independent study)
Required	Required	Complete IS 800 (National Response Framework) (classroom or independent study)
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required		Served as Incident Commander or in a command staff or general staff position
	Required	Served as Incident Commander or in a command staff or general staff; or have specialized knowledge and experience appropriate for the audience

National Response Framework IS 800

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete IS 800 (National Response Framework) (classroom or independent study)
Required	Required	Complete IS 700 (NIMS) (classroom or independent study)
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course

Re-certification for ICS 100, ICS 200, IS 700, IS 800

Lead Instructor	Unit Instructor	Requirements
Required	Required	Participate in two courses per biennium at the highest level of your certification (lead instructor or unit instructor)
Required	Required	Submit student evaluations, class rosters, references from students, video copies of course instruction, or other documentation acceptable to NDDDES Training and Exercise staff once every two years

Re-certification for ICS 300 and ICS 400

Lead Instructor	Unit Instructor	Requirements
Required	Required	Participate in two courses per biennium at the highest level of your certification (lead instructor or unit instructor)
Required		Conduct ICS 300 or ICS 400 under the direct observation of NDDDES Training and Exercise staff biennially. The biennial observation requirement may be waived for up to 1 year if appropriate documentation of adequate instruction is provided. This can be accomplished by submitting student evaluations, class rosters, references from students, video copies of course instruction, or other documentation acceptable to NDDDES Training and Exercise staff.