

General

1. All Instructors providing ICS 100, 200, 700 and 800 training for students *outside of their own agency* must be certified with the ND Department of Emergency Services Training and Exercise Program.
2. To be eligible to be reimbursed with grant funds, the instructor must be in “certified” status at the time course instruction takes place.
3. FEMA Course Materials for ICS 300 and ICS 400 are available only to state training and exercise personnel via a password protected website and will be provided only to instructors who are certified with the ND Department of Emergency Services Training and Exercise Program.
4. For the purpose of meeting training pre-requisites, only FEMA issued certificates, FEMA transcripts, or state transcripts based on FEMA supplied data will be accepted as documentation of completion of ICS 100, 200, 700 and 800.
5. For the purpose of meeting training pre-requisites for ND sponsored courses or where NDDDES endorsement is required; ICS 300 and 400 certificates will be considered valid if issued by FEMA, NDDDES certified instructors, or state recognized instructors from another state. All other certificates may be presented to NDDDES for evaluation and consideration; however, NDDDES Training and Exercise staff have the sole authority to accept or deny these certificates as meeting pre-requisite requirements.

Certification and Re-certification

1. Individuals who wish to be NDDDES Certified ICS Instructors shall complete the “ICS Certified Instructor Application” and submit the application to the NDDDES Training and Exercise Officer or NDDDES Training and Exercise Specialist.
2. ICS instructor applications will only be accepted during the periods of May 1 – 31 and November 1 – 30 of each calendar year.
3. NDDDES Training and Exercise staff will review applications and all supporting documentation and make a determination regarding the applicant’s qualifications.
4. If the applicant meets certification criteria, NDDDES Training and Exercise staff will notify the applicant in writing that they have been approved as an NDDDES Certified Instructor and provide copies of the ICS Certified Instructor policies and procedures.
5. Certification is valid for a period of a maximum of 24 calendar months. Applications received during the May application period will be valid until June 30th, 24 months after the date of approval. Applications received during the November application period will be valid until December 31st, 24 months after the date of approval. Example: an application received on May 14, 2018 and approved on June 9, 2018 will have an expiration date of June 30, 2020.
6. Applications for re-certification must be received within the application period immediately preceding the expiration date as stated on the letter of authorization. If applications are not received within the application period, the applicant is ineligible for re-certification for a period of 1 year from the original date of expiration, as stated on the letter of authorization.
7. Re-certification criteria for instruction of ICS 100, 200, 700, and 800 is as follows:
 - a. Participate in two courses per biennium as a lead or unit instructor.

- b. Submit student evaluations, references from students, video copies of course instruction, or other documentation acceptable to NDDDES Training and Exercise staff at least once every two years.
8. Re-certification criteria for instruction of ICS 300 and 400 is as follows:
 - a. Participate in two courses per biennium as a lead or unit instructor
 - b. Conduct ICS 300 or ICS 400 under the direct observation of NDDDES Training and Exercise staff biennially.
 - i. In the event an instructor does not meet the class observation evaluation criteria, a letter of probationary status may be issued. This probationary status will be of 1 years duration, pending the outcome of an additional class observation.
 - ii. If the applicant does not meet the evaluation criteria during the second observation, their instructional authorization will be withdrawn for a period of 1 year. After the 1 year period of ineligibility, the applicant may reapply for authorization.
 - iii. 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, references from students, video copies of course instruction, or other documentation acceptable to NDDDES Training and Exercise staff.
9. ICS Certified Instructors who submit applications for re-certification will receive written notification of renewed or rescinded certification status.

Initial Certification for 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

Initial Certification for Introduction to Incident Command System ICS 100

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete ICS 100
Required	Required	Complete ICS 200
Required	Required	Complete NIMS IS 700
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 command staff or general staff positions during a real world event/incident that went beyond one operational period and required a written Incident Action Plan. Participation in command or general staff positions

		for 3 or more functional or full scale exercises may be substituted for the real world event/incident requirement. <i>Other experience will be considered and accepted on a case-by-case basis at the discretion of the Training and Exercise staff at ND Dept. of Emergency Services.</i>
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Initial Certification for Basic Incident Command System ICS 200

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete ICS 100
Required	Required	Complete ICS 200
Required		Complete ICS 300
Required	Required	Complete NIMS IS 700
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 command staff or general staff positions during a real world event/incident that went beyond one operational period and required a written Incident Action Plan. Participation in command or general staff positions for 3 or more functional or full scale exercises may be substituted for the real world event/incident requirement. <i>Other experience will be considered and accepted on a case-by-case basis at the discretion of the Training and Exercise staff at ND Dept. of Emergency Services.</i>

Initial Certification for Intermediate Incident Command System ICS 300

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete ICS 100
Required	Required	Complete ICS 200
Required	Required	Complete ICS 300
Required		Complete ICS 400
Required	Required	Complete NIMS IS 700
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 command staff or general staff positions during a real world event/incident that went beyond one operational period and required a written Incident Action Plan.

	Required	Served as Incident Commander or in command staff or general staff positions during a real world event/incident that went beyond one operational period and required a written Incident Action Plan. Participation in command or general staff positions for 5 or more functional or full scale exercises may be substituted for the real world event/incident requirement. Specialized knowledge and experience appropriate for the audience will also be considered.
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Initial Certification for Advanced Incident Command System ICS 400

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete ICS 100
Required	Required	Complete ICS 200
Required	Required	Complete ICS 300
Required	Required	Complete ICS 400
Required	Required	Complete NIMS IS 700
Required	Required	Complete IS 800 (National Response Framework)
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 command staff or general staff positions during a real world event/incident that went beyond one operational period and required a written Incident Action Plan.
	Required	Served as Incident Commander or in command staff or general staff positions during a real world event/incident that went beyond one operational period and required a written Incident Action Plan. Participation in command or general staff positions for 5 or more functional or full scale exercises may be substituted for the real world event/incident requirement. Specialized knowledge and experience appropriate for the audience will also be considered.

Initial Certification for National Response Framework IS 800

Lead Instructor	Unit Instructor	Requirements
Required	Required	Complete IS 800 (National Response Framework)
Required	Required	Complete IS 700 (NIMS)
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required	Required	Complete an 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 as a lead or unit instructor
Required	Required	Apply for re-certification on a form & in a manner acceptable to NDDes Training & Exercise staff.
Required	Required	Submit student evaluations, references from students, video copies of course instruction, or other documentation acceptable to NDDes 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 as a lead or unit instructor
Required	Required	Apply for re-certification on a form & in a manner acceptable to NDDes Training & Exercise staff.
Required		Conduct ICS 300 or ICS 400 under the direct observation of NDDes 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, references from students, video copies of course instruction, or other documentation acceptable to NDDes Training and Exercise staff.
		Applications for re-certification must be received within the application period immediately preceding the expiration date as stated on the letter of authorization. If applications are not received within the application period, the applicant is ineligible for re-certification for a period of 1 year from the original date of expiration, as stated on the letter of authorization.
		<p>In the event an instructor does not meet the class observation evaluation criteria, a letter of probationary status will be issued. This probationary status will be of 1 years duration, pending the outcome of an additional class observation.</p> <p>If the applicant does not meet the evaluation criteria during the second observation, their instructional authorization will be withdrawn for a period of 1 year. After the 1 year period of ineligibility, the applicant may reapply for authorization.</p> <p>After a review of the re-application, either a letter of disapproval or a letter of probationary authorization will be issued. The letter of probationary authorization will expire 1 year after the date of issuance.</p>

Class Registration, Conduct, and Close Out

1. ICS Instructors will identify training needs in their community/region and schedule at their discretion. NDDDES is not responsible to provide teaching opportunities for each certified ICS Instructor.
2. The local sponsoring agency is responsible for any cost associated with the class—venue, printing, etc. ICS Instructors are encouraged to consider “going green” by utilizing digital text books if printing budgets are limited.
3. When a class is scheduled, ICS Instructors will submit the “Instructor Class Registration Sheet” to NDDDES Training and Exercise Program.
4. NDDDES Training and Exercise Program will post the class to the NDDDES website.
5. ICS Instructors may utilize the NDDDES on line training registration system or collect registration information using the “Student Registration” sheet (Word document) or the “Registration of Students” spread sheet (Excel document).
6. Lead instructors will confirm that all students admitted to ICS 300 and 400 classes have met the pre-requisites by having them present FEMA certificates or transcripts prior to attending the class or on the first day of class.
7. A FEMA Student Identification Number (FEMA SID #) is required for each student participating in an NDDDES approved/sponsored class.
8. Completion certificates are not presented for classroom versions of ICS 100, 200, 700 and 800 as the course requirements are not met until the student successfully completes the on line FEMA test.
9. Certified ICS Instructors will issue a completion certificate for students that successfully complete ICS 300 and 400. Instructor signatures will include “NDDDES Certified Instructor” and the expiration date of the instructor’s certification.
10. Following the completion of the class, the ICS Instructor will submit copies of sign-in rosters, registration information, student evaluations, and training outcome (Pass, Fail, Incomplete) information to the NDDDES Training and Exercise Program.
11. The NDDDES Training and Exercise Program will enter information into the NDDDES Training and Exercise Data Base.