



Ohio Emergency Management Agency Certified Instructor Policy

July 1, 2020

The Ohio Emergency Management Agency (Ohio EMA) training program is a primary source of emergency management and homeland security training for local and state emergency management professionals, first responders and others who partner prior to and during times of emergency in the state of Ohio. To ensure that students attending courses supported by Ohio EMA receive the highest quality instruction, instructors will be required to complete the enclosed application and submit necessary documents for each course they are interested in instructing. Going forward, Ohio EMA will only recognize certificates for classes listed in this policy, which are conducted by Ohio EMA Certified Instructors. All prospective instructors will need to complete this application for certification.

The Ohio EMA Training and Exercise Section Supervisor and staff will review the application and make the final determination on whether or not the applicant meets the instructor criteria for each course. Ohio EMA will notify approved instructors and add them to the certified instructor list maintained by Ohio EMA. Ohio EMA will inform unapproved applicants of the areas that need improvement and the applicant may reapply after resolution of the areas of improvement.

The certified instructor program is designed to encourage qualified individuals to become vetted instructors. Besides having the title of an Ohio EMA Certified Instructor it is an excellent testament to being a knowledgeable professional in the field of emergency management. Obtaining this status is an excellent addition to a resume and you will have an opportunity to work with professionals from around the State of Ohio.

The Ohio Emergency Management Agency staff looks forward to working with those who complete the qualification process.

For questions regarding this policy, or the Ohio EMA training program, please contact:

David Nunley
Training & Exercise Supervisor
Ohio Emergency Management Agency
Ohio Department of Public Safety
2855 W. Dublin-Granville Road
Columbus, Ohio 43235

Phone: 614.799.3677
dbnunley@dps.Ohio.gov

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Mission Statement

“To coordinate activities to mitigate, prepare for, respond to, and recover from disasters.”

GENERAL INSTRUCTOR QUALIFICATIONS

The following are general qualifications required of **ALL** instructors. Applicants will be vetted by Ohio EMA staff to ensure qualifications are satisfactory.

1. Successful completion of the course(s) for which the application is being submitted to instruct. This is documented by training certificates and there are no substitutes for classes.
2. Successful completion of a formal instructor training or instructional skills course or possession of an instructing certificate or degree from an accredited college or university or documented experience successfully instructing adult learners. This is documented by training certificates, diplomas or a brief explanation of experience delivering adult education.
3. Successful completion of a course train-the-trainer if applicable; Ohio EMA will waive this requirement for courses that do not have a train-the-trainer course available.
4. Operational experience in the subject matter of the course; the instructor's resume or curriculum vitae can document this experience.
5. Instructors should be extremely proficient in course materials and capable of using audio visual equipment.

In addition to the general qualifications listed above, instructors desiring to teach the attached courses must meet the course specific qualifications listed on pages 11-20 within this document.

The Ohio EMA Certified Instructor Program Policy will be updated as classes are added or withdrawn from the list or requirements for instruction change. Please check the Ohio EMA training website frequently for updates. Instructors will be notified of changes when they are made.

SELECTION OF INSTRUCTORS

Applicant approval does not guarantee that Ohio EMA will give instructors routine training opportunities. As instructing opportunities come available, the Ohio EMA training coordinators will utilize the instructor database as a primary source for qualified and vetted instructors. When seeking contract instructors for particular courses, Ohio EMA will notify all qualified instructors and will select from the respondents.

Counties or agencies requesting courses may select their own instructors as long as they are on the certified list. If a course requestor wants Ohio EMA to select an instructor(s), the following process for selection will be used:

- The training coordinator assigned to the course will send an email to all qualified instructors and provide a response deadline.
- The training coordinator may select instructor(s) prior to the deadline if they meet the criteria listed below in this order:
 1. Ohio EMA staff and unpaid instructors who volunteer to instruct a course will receive first priority based on the order that the coordinator received the email prior to the deadline.
 2. Paid instructors, who have not contracted previously from July 1 to June 30 annually, will receive next priority; they will be prioritized in the order of emailed response to the training coordinator.
 3. Paid instructors who have contracted for the least amount of courses will receive priority over those that have contracted for more classes from July 1 to June 30 annually; this process helps to ensure an equal distribution of contracts among instructors.

Once an instructor is selected the Ohio EMA training staff will begin coordinating the class. If the selected instructor(s) are to be paid by Ohio EMA, the DPS purchasing section will provide a contract and purchase order to the instructor prior to the start of the class. The paid instructor will sign the contract and return it in a timely manner prior to the course start date.

COURSE AUDITS

Ohio EMA training staff will periodically attend parts of trainings to ensure that courses are being taught to the expectations listed within this policy. These periodic audits may be unannounced or the training staff may notify instructors and course hosts of their attendance prior to arrival. Audits may be random or the result of following up on previous comments made through the course evaluation tool.

INSTRUCTOR CANCELLATION

Once an instructor is selected, and agrees to conduct a course, it is expected that they will keep that assignment. Ohio EMA understands that circumstances may arise that prohibits a scheduled instructor to conduct a course. It is imperative that the instructor provides as much notice as possible to the Ohio EMA training and exercise section if they are unable to instruct a course. This will help to avoid class cancellation and may allow enough time to find a replacement instructor.

If an instructor cancels two times in a given year they will be temporarily removed from the certified instructor list for no less than one year from the second cancellation. Once that year is up the instructor must notify the Ohio EMA training and exercise section of their interest in being re-added to the list of certified instructors.

INSTRUCTOR COMPENSATION

Because FEMA grant funds support emergency management staff at both the state and local level and FEMA grant funds will be used to pay additional instructor compensation, ODPS Legal Services reviewed the ethics considerations of this policy.

ELIGIBILITY

For purposes of this policy, the Ohio Department of Public Safety had to determine whether state and county emergency management employees would be accepting something of value (which includes additional compensation for instructing) from an entity that creates (or appears to create) a conflict of interest for the employees. Determining the character of the entity is the first step. If the entity is deemed to be an “improper source” there is an automatic presumption that payments from that source improperly influence those employees. The Ethics Commission has determined that because FEMA provides significant grant funds to state and county emergency management agencies, that it is interested in matters before those agencies and is an “improper source.”

Anyone who is partially or fully funded by ANY federal grant is not eligible for payment while instructing courses funded by Ohio EMA. Therefore, the following represent the rules for receipt of additional instructor compensation:

- **Private Sector Persons** – Eligible for additional instructor compensation.
- **Ohio EMA Employees** – Not eligible for additional instructor compensation.
- **Other State Employees** – Eligible for additional instructor compensation if their agency determines their secondary employment will not create a conflict of interest. It is between the employee and their agency to determine what status they should be in to accept additional instructor compensation. Not eligible for additional instructor compensation if employee is partially or fully federally funded unless instructing during off hours.
- **Full time County EMA Employees** – Not eligible for additional instructor compensation if employee is partially or fully federally funded.
- **Part time County EMA Employees** – Eligible for additional instructor compensation when not working for county EMA.
- **Other Local Government Employees** - Eligible for additional instructor compensation if their agency determines their secondary employment will not create a conflict of interest. It is between

the employee and their agency to determine what status they should be in to receive pay. Not eligible for additional instructor compensation if employee is partially or fully federally funded unless instructing during off hours.

- **Federal Employees** - Not eligible for additional instructor compensation whether full or part time. However, federal contractors are eligible in their off hours.

For those instructors who are eligible for pay please register for a new supplier account through the Ohio Shared Services: https://www.development.ohio.gov/bs/bs_wtvp_shareserv.htm

In following this policy, instructors should expect contracts will not exceed payment of \$10,000 per fiscal year (July 1- June 30). Ohio EMA will only request a waiver from the Director of Public Safety for extraordinary circumstances.

INVOICES

All paid instructors will be expected to complete an invoice and submit a signed copy to Ohio EMA within 30 days of course completion. Also, they are responsible for coordinating with the course host to ensure the delivery of the following documents prior to invoices being processed:

- Original sign-in sheets for each day of class
- All evaluation forms completed by students
- Instructor Graded Exams for students when applicable
- Extra student manuals and support documents that were not used

If the paid instructor does not use the provided sample invoice form (last page of this policy), they must submit an invoice that includes all of the below information:

- **Course Title, Date(s), Location** (*city/county and building*)
- **Instructor Printed Name and Signed Name**
- **Date of invoice submittal**
- **Company name** (*if applicable*)
- **Invoice Number** (*should be unique to the vendor not be duplicated on future invoices*)
- **Purchase Order Number** (*This should be received prior to instructing, along with a contract from the Ohio Department of Public Safety. If this is not received within one week prior to the training please contact the Ohio EMA training office and they will work with DPS to expedite the contract and purchase order*)
- **Amount of hours by day for delivery of course** (*please only include the hours actually instructed*)
- **Total amount for which you are seeking reimbursement** (*i.e. \$65 x # Hours of in-class course instruction not to exceed the hours listed within this policy for each course*)
- **Address payment should be sent to** (*must match the address provided to Ohio Shared Services when registering as a vendor*)

Completed invoices should represent the actual hours of in-class instruction not to exceed the hours listed in the contract/purchase order.

Invoices received by the Ohio Emergency Management Agency that are missing any of the above listed criteria will be considered improper and returned to the supplier for correction. Please note, payment will be issued 30-days from the receipt of a proper invoice. Invoices returned for correction will result in the delay of payments.

Please submit signed invoices electronically to EMAInvoices@dps.Ohio.gov. Ohio EMA will not accept hard copy invoices.

If you have any questions or concerns regarding the invoice requirements mentioned above, please feel free to contact Adam Pletcher, Budget Analyst Supervisor at 614-799-6505 or ajpletcher@dps.Ohio.gov.

COURSE COMPLETION

Instructors conducting classes funded by Ohio EMA should coordinate with the course host to ensure the following documents are sent to Ohio EMA within 30 days of course completion:

- Sign-in sheets for each day of class (originals preferred but copies accepted)
- All evaluation forms completed by students
- Exams for students when applicable
- Extra student manuals and support documents that were not used

It is preferred the course host scan and email the sign-in sheets, evaluations and exams to the training coordinator supporting the course. If it is not possible to scan and email please send the above documents and supporting materials to:

Ohio EMA Training and Exercise Section,
2855 W. Dublin-Granville Rd.,
Columbus, OH 43235

COURSE MATERIALS

- For courses supported by Ohio EMA the student manuals for the course will be printed internally and shipped to the course location. The number of manuals will be calculated by the amount of course registrants.
- If a course is conducted virtually the student manuals will be provided electronically prior to the start of the class and they will also be provided as a file in the virtual learning platform.
- Instructors will **NOT** need to print or bring student manuals, but are expected to have their own hard copy instructor manual.
- Instructor manuals will be provided in electronic format to all Ohio EMA Certified Instructors. To request instructor manuals please contact Lisa Jones at 614-799-3824, ljones@dps.Ohio.gov or Matt Jaksetic at 614-799-3666, mtjaksetic@dps.Ohio.gov.
- A standardized course certificate must be used for all Ohio EMA supported courses. The Public Safety Training Campus will generate the certificate after the course is completed and after the agency receives the sign-in sheets from the instructor.
- For trainings hosted at Ohio EMA, the student manuals, sign-in sheets, evaluation forms and examinations (when applicable) will be provided to the instructor at the time of course delivery.
- For trainings NOT hosted at Ohio EMA, but are supported by Ohio EMA, it will be the responsibility of the instructor to work with the course host to ensure that the sign-in sheets and evaluation forms are printed and ready for the start of class. It is the responsibility of the host to make sure that all original sign-in sheets, evaluations and examinations (when applicable) are sent to the Ohio EMA training office within 30 days of course completion. It is also the responsibility of the course requestor/host to make sure that any unused manuals make it back to the Ohio EMA training office.
- Electronic copies of the Ohio EMA sign-in sheet, table tent and evaluation form can be found at: http://ema.Ohio.gov/Training_TrainingDocuments.aspx

CODE OF CONDUCT

If certified as an instructor you may be asked to periodically deliver courses to students of various backgrounds including, but not limited to; Law Enforcement, Fire, Emergency Management, Public Health and Hospitals, etc. It is imperative that those who attend courses receive the best instruction and curriculum as possible so that they might effectively plan for and respond in time of an emergency.

Below are some details for instructors regarding conduct and professionalism that is expected at all times while instructing for Ohio EMA.

INSTRUCTOR EXPECTATIONS

- Instruct no less than 90% of the course hours as listed in this policy and the training and exercise catalog.
- Ensure that students attend at least 90% of the course.
- Instructors must confirm that students have completed the required prerequisites on day one of the course.
- Instructors must grade the tests when applicable.
- Contact Ohio EMA Training staff immediately if there are any student and/or course related issues.
- Instructors should communicate directly with the course location host to ensure that all audio-visual equipment and room set up is in place prior to the training.
- Accommodate students that need tests read to them or when possible give them extra time to complete exams. If a student cannot complete an exam in the allotted time, Ohio EMA staff will make arrangements with that student to allow them to test at another time.
- Instructors must be prepared to potentially use their own laptop computer when instructing at various locations.
- Refrain from public criticism of students, other instructors, FEMA, Ohio EMA staff or policies.
- Be considerate of students and treat them with respect and dignity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
- Be prepared for each course.
- Start and end courses and all breaks at scheduled times.
- Be available during the course hours for student questions and if you cannot answer a question, refer students to appropriate Ohio EMA staff or the State Training Coordinator.
- Respond as promptly as possible to student requests, questions, or comments that are relevant to the course.
- Never penalize a student for raising a legitimate complaint about the course, as long as that complaint is raised in an appropriate and civil manner. Advise the student to write the complaint on the course evaluation form so Ohio EMA staff can take appropriate action.
- Ensure each student completes all course related activities / exercises and participates fully in each course; failure to abide by this expectation may result in course failure.
- Refrain from inappropriate jokes and comments, and from using profane, insulting, harassing, or otherwise offensive language.
- Refrain from using multi-media, audio or video demonstration that contains inappropriate language or content.
- Instructors are expected to dress in business casual attire (i.e. slacks, skirts and collared shirts).
- Under no conditions are t-shirts, hats, jeans, shorts, tank tops, flip-flops or tennis shoes to be worn while instructing.

PROFESSIONALISM

Instructors shall follow and promote the ideals of honesty, courtesy, capability, personal development, accuracy and the exchange of knowledge when dealing with students, other instructors, the public, employers and the educational training agency.

The instructor shall adhere to the following principles:

- Conduct a safe instructional experience that meets the course objectives and embraces community safety.
- Train emergency services personnel to perform to the best of their ability and competency.
- Serve the profession with honor.
- Conduct themselves in a manner which will command respect and confidence.
- Present only those principles, practices and information, which represent accepted state and national standards.
- Promote health and safety standards that insure the protection of everyone participating in the training.
- Attend recognized training courses, seminars, workshops and/or conferences at least once a year to increase knowledge and improve instructional skills.
- Have a positive attitude and focus on the instruction of the course with the attention expected by the students and the State of Ohio.

COURSE DUTIES

- **Arrival** – Instructors should arrive at least 30-60 minutes prior to the course to become familiar with the classroom arrangement and meet with other instructors to adjust to last minute changes or updates.
- **Verify Pre-requisites** – Some courses may require that students complete additional training prior to taking the course being instructed. Instructors should verify prior to the class starting that students have completed the required pre-requisites or they should not be permitted to attend the course.
- **Opening Course** – Instructors are responsible for opening the course. During the course opening emergency exits must be identified along with other housekeeping information such as restroom locations, break locations, use of electronic devices, smoking areas and anything else pertinent to the course location.
- **Instruction** – Please limit personal stories and additional information, otherwise consistency of the course will change. Personal examples are certainly welcome, but make sure you use examples from various disciplines (emergency management, law enforcement, school officials, public health, chaplains, etc.). Instructors are responsible for making sure they use and follow the materials provided by Ohio EMA. For classes with multiple instructors all instructors should be present to assist during the entire class. Please try to incorporate an all-hazards approach in the curriculum delivery as examples and scenarios (i.e. terrorism, earthquakes, floods, etc.). Students are required to attend all sessions of the course; failure to do so may result in failure of the course and it is the instructor's discretion on whether or not to allow a student to miss a portion of the course, due to an emergency. If a student misses more than 10% of the course, the student will be required to retake the course.
- **Breaks** – Instructors will coordinate releasing and bringing students back from breaks.
- **Grading Exams** – For courses that have a final exam, instructors should grade these prior to dismissing students.
- **Evaluations** – Students should evaluate the course when it is completed; they should complete evaluations prior to taking the test (if the course requires a test). All instructors should review the evaluations prior to leaving at the end of the course, but please wait until all students have exited

the room. Instructors should note any major issues so they can be corrected prior to future courses. The instructor must return course evaluations to the training and exercise section at Ohio EMA. Ohio EMA staff will review the evaluations and follow up as necessary.

VIRTUAL LEARNING

For courses conducted via a virtual platform the outlined expectations and duties are the same. Please refer to the Virtual Learning Policy for more details on how the process works. This policy can be found at: <https://ema.ohio.gov/Documents/Training/OhioEMA-VirtualLearningPolicy.pdf>

FORMS FOR COMPLETION

Only complete applications will be reviewed and considered for approval. **Please make sure that you complete and attach all of the following forms to your application packet in the order listed below.**

1. Instructor Application Form (*be sure to complete all sections*)
2. Please include a resume and/or a description of how you qualify for the classes you are seeking approval to instruct (*requirements listed under each course*).
3. Proof of completion of a formal instructor training or instructional skills course or possession of an instructing certificate or degree from an accredited college or university or documented experience successfully instructing adult learners.
4. Certificates as required for each course listed in the section “Courses Instructors May Apply For”. (*FEMA transcripts will be accepted in lieu of actual independent study course certificates if certificates unavailable*)

The above documents and supporting materials must be scanned and emailed to David Nunley at dbnunlev@dps.ohio.gov Hard copies will no longer be accepted.

OHIO EMA INSTRUCTOR APPLICATION FORM

By completing and signing this form, I hereby certify that I meet the criteria described in this policy and will adhere to the listed guidelines and the Ohio certified instructor code of conduct.



If Ohio EMA selects me as an Instructor, I agree to have my name posted on the Ohio EMA training website as an instructor for the course(s) for which I'm approved. I understand that the phone number and email address provided will be distributed to other agencies in and outside of Ohio seeking qualified instructors.

Instructor evaluations are part of every course; these evaluations may include student, peer or other evaluation methods selected by the Ohio EMA. The Ohio EMA training and exercise section, at its sole discretion, reserves the right to remove from the list of approved instructors anyone who receives poor evaluations for any reason or is otherwise deemed unfit for instruction.

For instructors seeking payment: I have reviewed applicable state/local laws and concluded that receiving compensation for instructing a course for Ohio EMA does not create a conflict of interest, that I have consulted my legal advisor, I have obtained permission to conduct outside employment from my employer and I meet the guidelines for pay listed within this document.

APPLICANT PRINTED NAME: _____ **DATE:** ___/___/20___

APPLICANT SIGNATURE: _____ **PHONE:** (____) _____

EMAIL: _____@_____ **COUNTY:** _____

ADDRESS: _____

VENDOR/COMPANY NAME (if applicable): _____

Course(s) for which I am applying to become an Ohio EMA Certified Instructor

| | | | |
|---------|--|---------|--|
| Course: | | Course: | |

IMPORTANT – complete all five boxes with your initials:

| | | | |
|--|---|--|--|
| | Instructor Application Form | | Required training certificates |
| | Resume or a description of how you qualify for the classes you are seeking approval to instruct | | Examples of formal instructor training or experience in instructing adult learners |
| | Have you registered for a new supplier account through Ohio Shared Services: (NOTE: Initial only if you've created an account with OSS, write NO in the box if you do not wish to be a paid instructor) | | |

AVAILABLE COURSES FOR INSTRUCTION WITH REQUIREMENTS

Please review the instructor qualifications section of this policy. There are base requirements in addition to the below that must be met.

G-108 Community Mass Care and Emergency Assistance

(Two Instructors per 30 students if supported by OHIO EMA)

(14 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Instructors must have a strong knowledge of the American Red Cross, National Voluntary Organizations Active in Disaster (VOAD), or other NGO providers of Mass Care and Emergency Assistance services.

G-141 Basic Instructional Skills

(Two Instructors per 24 students if supported by OHIO EMA)

(18 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-230, IS-240 and IS-242
- Has experience conducting courses for in an adult learning environment

G-191 Incident Command System (ICS)/Emergency Operations Center (EOC) Interface

(One Instructor per 30 students if supported by OHIO EMA)

(8 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed IS-703, IS-2200, G-300 and G-400
- Completion of ICS Train-the-Trainer (E/L-449).
- Served in an ICS Command or General Staff position in an incident or exercise.
- Served in a leadership position in an EOC within the last five years.

Please note: At a minimum, in conjunction with participating in exercises and real events, instructors should refresh their NIMS training (IS-100, 200, 700, 800, ICS-300 and ICS-400) every three years. See page 21 of the NIMS Training Program: https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf.

G-194.1 Local Floodplain Manager Roles and Responsibilities

(One Instructor per 30 students if supported by OHIO EMA)

(8 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government
- Has experience coordinating floodplain management actions with other jurisdiction departments
- Experience maintaining maps and other floodplain records

G-194.2 NFIP Rules and Regulations in Depth

(One Instructor per 30 students if supported by OHIO EMA)

(8 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.

- Should be very familiar with the NFIP
- Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government

G-194.4 Preparing for Post-Disaster Responsibilities

(One Instructor per 30 students if supported by OHIO EMA)

(8 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Served as the local floodplain management POC with other jurisdictions, State, and Federal Government
- Has experience coordinating floodplain management actions with other jurisdiction departments

G-235 Emergency Planning Course

(One Instructor per 30 students if supported by OHIO EMA)

(16 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-235
- Experience in developing emergency plans for an agency
- Must be familiar with the most current federal documents and guidance on planning (i.e. CPG 101)

G-251 Workshop in Emergency Management Amateur Radio Resources

(One Instructor per 30 students if supported by OHIO EMA)

(4 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Experience in working with Radio Amateur Civil Emergency Service (RACES) and amateur radio operators in the field of emergency management

G-270.3 Expedient Flood Training

(One Instructor per 30 students if supported by OHIO EMA, lead Instructor must be Ohio EMA staff)

(1 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Experience with and knowledge of federal, state and local disaster recovery operations
- Should have knowledge of the National Disaster Response Framework

G-271 Hazardous Weather and Flooding Preparedness

(Two Instructors per 30 students if supported by OHIO EMA)

(18 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-271 and IS-322
- Extensive experience in all aspects of emergency management and the National Weather Service (NWS) for hazardous weather events

G-272 Warning Coordination

(One Instructor per 30 students if supported by OHIO EMA)

(12 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-247, IS-271 and G-271

G-288 Local Volunteer and Donations Management

(One Instructor per 30 students if supported by OHIO EMA)

(10 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-244 and IS-288
- Experience developing and implementing plans and procedures for donations management

G-289 Public Information Officer (PIO) Awareness Course

(One Instructor per 24 students if supported by OHIO EMA)

(8 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-29 and IS-42
- One-year experience as an agency PIO and served as a PIO in at least two actual incidents or served as a media representative
- Knowledge of social media use in emergency management and disasters

G-290 & G-291 Public Information Officer (PIO)/ Joint Information Center (JIC)

(Two-Three Instructors per 30 students if supported by OHIO EMA)

(21 hour Course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-29 and IS-42
- One-year experience as an agency PIO and served as a PIO in at least two actual incidents or served as a media representative
- Knowledge of social media use in emergency management and disasters

G-300 (ICS) Intermediate Incident Command System

(Two Instructors per course if supported by OHIO EMA)

(21 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed the 2019 version of the G-300, G-400
- Successfully completed the L/E-449 ICS Train the Trainer
- Served in an ICS command or general staff position during a disaster or exercise that went beyond one operational period or required a written IAP (Instructors failing to meet the experience requirement but meeting all other qualifications should document their experience and submit the application for review anyway)

PLEASE NOTE: At a minimum, in conjunction with participating in exercises and real events, emergency management and instructors should refresh their NIMS training (IS-100, 200, 700, 800, ICS-300 and ICS-

400) every three years. See page 21 of the National Incident Management System Training Program guide: https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf).

G-358 Evacuation and Re-Entry Planning course

(Two Instructors per 30 students if supported by OHIO EMA)

(12 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Should have extensive experience in emergency planning and/or evacuation operations

G-361 Flood Fight Operations

(Two Instructors per 30 students if supported by OHIO EMA)

(16 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Should have experience in the emergency management field dealing with high water events

G-365 Partnerships for Creating and Maintaining Spotter Groups

(Two Instructors per 30 students if supported by OHIO EMA)

(7 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- One will be a Warning Coordination Meteorologist (WCM) who has worked with spotter groups.
- The second instructor will be a State or local emergency manager who has worked with spotters.
- Successful completion of IS-242 Effective Communications

G-367 Emergency Planning for Campus Executives

(One Instructor per 25 students if supported by OHIO EMA)

(2 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed G-300 and G-400
- Should have experience and understanding of emergency management and higher education
- Should have strong understanding in HSEEP and emergency exercising

G-386 Mass Fatalities Incident course

(Two-Three Instructors per 30 students if supported by OHIO EMA)

(14 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed the OH-386 Train-the-Trainer, or proof of extensive/diverse MFI deployment experience
- Should have experience in a mass fatality incident response or full scale exercise training experience regarding mass fatalities

Additional Complimentary Training or Experience:

- Completion of FEMA or Ohio Exercise Design Course
- Team Supervisory Experience
- Additional Incident Command Experience

- State or Federal Mortuary Response Team Participation and Training

G-393 Mitigation for Emergency Managers

(One Instructor per 30 students if supported by OHIO EMA)

(19 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-212, IS-318, IS-393 and G-318
- Should be extremely knowledgeable in the field of mitigation and reducing/eliminating long-term risk from hazards

G-400 (ICS) Advanced Incident Command System

(Two Instructors per course if supported by OHIO EMA)

(15 Hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed the 2019 version of the G-300, G-400
- Successfully completed the L/E-449 ICS Train the Trainer
- Served in an ICS command or general staff position during a disaster or exercise (Instructors failing to meet the experience requirement but meeting all other qualifications should document their experience and submit the application for review anyway)

PLEASE NOTE: At a minimum, in conjunction with participating in exercises and real events, emergency management and instructors should refresh their NIMS training (IS-100, 200, 700, 800, ICS-300 and ICS-400) every three years. See page 21 of the National Incident Management System Training Program guide: https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf).

G-402 Incident Command System (ICS) Overview for Executives and Senior Officials

(One Instructor per 30 students if supported by OHIO EMA)

(4 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed the 2019 version of G-300, G-400, G-191
- E/L-449 ICS Train-the-Trainer

PLEASE NOTE: At a minimum, in conjunction with participating in exercises and real events, emergency management and instructors should refresh their NIMS training (IS-100, 200, 700, 800, ICS-300 and ICS-400) every three years. See page 21 of the National Incident Management System Training Program guide: https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf).

G-418 Mass Care / Emergency Assistance (MC/EA) Planning and Operations

(Two Instructors per 30 students if supported by OHIO EMA)

(14 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed the IS-405, G-108 and G-235
- The Instructors for this course must have a minimum of 5 years' experience in planning, preparing for and coordinating Mass Care/Emergency assistance services and support during a Presidentially Declared disaster and/or significant disasters that impact major populations and geographic areas.

- Have experience in coordination of mass care with multiple Non-governmental organizations during disaster responses.

G-427 CERT Program Manager

(Two Instructors per 30 students if supported by OHIO EMA)

(12 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Must be a current member of a CERT team
- Successfully completed the IS-317
- Completion of the CERT Basic Course Instructor requirements.
- Completion of the G-428 CERT Train-the-Trainer Course

Community Emergency Response Team (CERT) Basic Training:

(Two instructors per 30 students if supported by Ohio EMA, NOTE: instructors not eligible for pay)

(20 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Must be a current member of a CERT team
- Successfully completed the IS-317
- Completion of CERT Basic Training Course.
- Completion of the G-428 CERT Train-the-Trainer Course or a recognized instructor training course.
- At least one year experience and current membership in a CERT/Citizen Corp program.

G-428 CERT Instructor Train-the-Trainer

(Two Instructors per 30 students if supported by OHIO EMA)

(18 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Must be a current member of a CERT team
- Successfully completed the IS-317
- Completion of the CERT Basic Course Instructor requirements, plus demonstrated experience teaching the CERT Basic Training Course.
- Completion of G-427 CERT Program Manager Course
- Completion of the G-428 CERT Train-the-Trainer Course is preferred

G-434A Earthquake Safety for Schools Continuity Program Manager

(One Instructor per 30 students if supported by OHIO EMA)

(10 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Should have experience as a school planner and mitigation planning

G-489 Management of Spontaneous Volunteers in Disasters

(One Instructor per 30 students if supported by OHIO EMA)

(7 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Should have experience in dealing with volunteers and establishing volunteer reception centers (VRC)

G-548 Continuity Program Manager

(One Instructor per 30 students if supported by OHIO EMA)

(15 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed IS-546 and IS-547
- Should have experience as a continuity of operations planner (COOP) and should also be familiar with continuity of government (COG) and continuity of business (COB)

G-557 Rapid Assessment Planning

(One Instructor per 30 students if supported by OHIO EMA)

(8 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed the G-557 (the previous version of G-250.7 is acceptable)
- Experience collecting and reporting disaster intelligence immediately following an event, including procedures and forms needed to conduct a rapid assessment
- Experience developing and implementing procedures for collecting and organizing data

G-2300 Intermediate Emergency Operations Center Functions

(One-Two Instructors per 30 students if supported by OHIO EMA)

(24 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed the IS-2200 and G-191
- Experience with EOC activation and deactivation procedures, activation levels, multiagency coordination, the relationship between the EOC and the on-scene Incident Command System (ICS) structure as well as identifying staffing, information, systems and equipment needs at the EOC

PLEASE NOTE: At a minimum, in conjunction with participating in exercises and real events, emergency management and instructors should refresh their NIMS training (IS-100, 200, 700, 800, ICS-300 and ICS-400) every three years. See page 21 of the National Incident Management System Training Program guide: https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf.

OH-139 Exercise Design and Evaluation Course

(Three Instructors per 40 students) (Only Available through Ohio EMA)

(24 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Master Exercise Practitioner preferred, but not required
- Successfully completed IS-120, IS-130, IS-230, IS-235, IS-2200, OH/L-146
- Should have at least 5 years of exercise planning experience in developing and coordinating Tabletop, Functional and Full Scale Exercises with documented experience in the exercise development process (concept and objectives, initial/mid-term/final planning meetings and after action meeting)
- Should have experience as a Simulator, Controller, Evaluator, Facilitator and Exercise Planning Lead
- Should have experience in the development of After Action Reports/ Improvement Plans using HSEEP

OH/L-146 HSEEP Training Course

(Two Instructors per 40 students) (Only Available through Ohio EMA)

(16 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Master Exercise Practitioner preferred, but not required
- Successfully completed IS-120, IS-130, IS-230, IS-235, IS-2200
- Should have at least 5 years of exercise planning experience in developing and coordinating Tabletop, Functional and Full Scale Exercises with documented experience in the exercise development process (concept and objectives, initial/mid-term/final planning meetings and after action meeting)
- Should have experience as a Simulator, Controller, Evaluator, Facilitator and Exercise Planning Lead
- Should have experience in the development of After Action Reports/ Improvement Plans using HSEEP

OH-197 Planning for Access and Functional Needs in Emergencies

(Two Instructors per 30 students)(Only Available through Ohio EMA)

(16 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-235, IS-366, IS-368
- Experience in working with the access and functional needs community in disaster preparedness, response or recovery.

OH-202 Debris Management

(One Instructor per 30 students)(Only Available through Ohio EMA)

(8 hour course)

- Must have completed this course as a student and include the course certificate in the application packet.
- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successful completion of IS-632
- Experience/knowledge of debris planning, removal and disposal activities following a disaster

NIMS ICS All-Hazards Position Specific Courses

Ohio EMA certifies position specific instructors and provides their information to FEMA to keep on the national list of certified instructors. If a request for a position specific course is submitted to the training section the staff will select an instructor from the FEMA approved list. Those instructors will be required to adhere to all of the information and requirements contained in this Certified Instructor Program Policy. Prospective Position Specific instructors must complete the Instructor Application Form located within this policy and send it to Ohio EMA with all required certificates and support information listed below.

All prospective position specific instructors must have the following trainings/qualifications completed to be eligible for consideration:

- Successfully completed the most current (at time of application submittal) IS-100, 200, 700 and 800.
- Successfully completed the 2019 version of G-300 and G-400
- Successful completion, as a student, of the most 2019 version of the position specific training(s) being applied for.
- Successfully completed the Position Specific Instructor Train-the-Trainer that matches the course(s) being applied for.
- Must have experience in the role you are applying for during a real world event.
- Instructors must have 5 years documented experience serving in the position on Type III, Type II or Type I Incident Management Team (IMT)

- Be fully qualified in the position they seek the TtT qualification and have completed Position Task Book (PTB)
- Unit / Support instructors must have 3 years documented experience serving in the position on Type III, Type II or Type I IMT. Note: Unit / Support instructors are not required to complete the TtT, but must be otherwise fully qualified in the position.
- Instructors must be experienced in emergency management, first response or other related functional areas with expertise in the subject matter they are wanting to instruct.
- In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training.

For more information on FEMA Instructor Qualification guidelines please visit:

<https://training.fema.gov/nims/docs/nims%20ics%20instructor%20qualifications.pdf>

The Position Specific courses list below:

- NIMS ICS All-Hazard Incident Commander Course (E/L-0950) (35 Hour Course)
- NIMS ICS All-Hazards Public Information Officer Course (E/L-0952) (35 Hour Course)
- NIMS ICS All-Hazards Safety Officer Course (E/L-0954) (28 Hour Course)
- NIMS ICS All-Hazards Liaison Officer Course (E/L-0956) (14 Hour Course)
- NIMS ICS All-Hazards Operations Section Chief Course (E/L-0958) (28 Hour Course)
- NIMS ICS All-Hazards Division/Group Supervisor Course (E/L-0960) (21 Hour Course)
- NIMS ICS All-Hazards Planning Section Chief Course (E/L-0962) (28 Hour Course)
- NIMS ICS All Hazards Situation Unit Leader Course (E/L-0964) (35 Hour Course)
- NIMS ICS All Hazards Resource Unit Leader Course (E/L-0965) (28 Hour Course)
- NIMS ICS All-Hazards Logistics Section Chief Course (E/L-0967) (35 Hour Course)
- NIMS ICS All-Hazards Communications Unit Leader Course (E/L-0969) (21 Hour Course)
- NIMS ICS All-Hazards Supply Unit Leader Course (E/L-0970) (28 Hour Course)
- NIMS ICS All-Hazards Facilities Unit Leader Course (E/L-0971) (35 Hour Course)
- NIMS ICS All-Hazards Finance/Administration Section Chief Course (E/L-0973) (21 Hour Course)
- NIMS ICS All-Hazards Finance/Administration Unit Leader Course (E/L-0975) (21 Hour Course)
- NIMS ICS All-Hazards Task Force/Strike Team Leader Course (E/L-0984) (21 Hour Course)
- NIMS ICS All-Hazards Introduction to Air Operations Course (/L-0986) (21 Hour Course)
- NIMS ICS All-Hazards Air Operations Group Supervisor Course (E/L-0987) (14 Hour Course)

National Emergency Management Basic Academy

Instructors MUST complete the E/L-110 Basic Academy Train the Trainer course to be eligible to instruct the components of the FEMA Basic Academy (additionally there are supplementary requirements as listed below).

L-101 Foundation of Emergency Management

(40 hour course)

FEMA's Emergency Management Institute and Ohio EMA strongly recommends that individuals that teach the L-101 Foundation of Emergency Management course complete the E/L-101 Foundations of Emergency Management course prior to teaching this course. Additionally, instructors MUST complete the E/L-110 Basic Academy Train the Trainer course to be eligible.

L-102 Science of Disaster

(24 hour course)

Instructors must be an experienced trainer with demonstrated expertise in teaching scientific concepts, and hold at least a bachelor's degree from a regionally accredited college or university. In addition to the lead instructor, Ohio EMA may invite individuals with a strong background in the following areas to serve as

Subject Matter Experts: Science, Climatology, Flood Insurance Program, Flood Plain Management, Weather, Geology, Earth Science, and Chemical, biological, radiological and nuclear defense (CBRN defense or CBRNE defense).

L-103 Planning: Emergency Operations

(16 hour course)

Instructors MUST complete the E/L-110 Basic Academy Train the Trainer course to be eligible.

L-104 Exercise Design

(16 hour course)

Instructors MUST complete the E/L-110 Basic Academy Train the Trainer course to be eligible.

L-105 Public Information and Warning

(16 hour course)

Instructors MUST complete the E/L-110 Basic Academy Train the Trainer course to be eligible.

INSTRUCTOR INVOICE
FOR PROFESSIONAL SERVICES

| | |
|-----------------------------------|--|
| TODAY'S DATE (MM/DD/YYYY): | |
| INVOICE NUMBER: | |
| PURCHASE ORDER NUMBER: | |
| TRAINING COURSE NAME: | |
| TRAINING COURSE LOCATION: | |

| | Classroom Hours | Hourly Rate | Total |
|--|----------------------------|------------------------|--------------|
| Date of Training Day 1: / / | | X \$65 | \$ |
| Date of Training Day 2: / / | | X \$65 | \$ |
| Date of Training Day 3: / / | | X \$65 | \$ |
| Date of Training Day 4: / / | | X \$65 | \$ |
| Date of Training Day 5: / / | | X \$65 | \$ |
| NOTE: Total hours cannot exceed contract/approved course hours. Total hours should not include lunch breaks or travel time. Total hours should match actual instruction time. | | | \$ |

Make Check Payable to: (must match purchase order provided to you)

| |
|------------------|
| Instructor Name: |
| Billing Address: |
| Phone: |
| Email: |

Instructor Signature: _____

Please send signed invoice via email to: emainvoices@dps.Ohio.gov

Invoices must be submitted within 30 days of courses completion. Invoices are paid within 30 days of a proper invoice submittal. Invoices may be rejected for inaccurate or incomplete information.

Please ensure that the course host is sending the course sign-in sheets, evaluations and student exams when applicable to the Ohio EMA training section