



# AHIMT CREDENTIAL CURRENCY FAQ



## What is a credential?

All-Hazards Incident Management Team (AHIMT) credentials are awarded by the Florida Division of Emergency Management when an individual successfully completes all requirements established by the AHIMT State Qualification Review Committee for a particular Incident Command System position (e.g., Incident Commander or Operations Section Chief).

## What are the steps to request credential requalification/currency?

- Go to the link provided in your email.
- Enter your personal information and follow the prompts.
- Attach **either** an ICS 225 Form or an IAP for each of the two qualifying incidents.
- A new survey form must be completed for each credential that you want to requalify.

## What are qualifying incidents?

Qualifying incidents are incidents, exercises, or events that meet incident complexity standards, duration of time, and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling. All qualifying incidents, events, or exercises must meet the Type 3 incident complexity and last multiple operational periods.

## How many qualifying incidents do I need to maintain my credential?

A minimum of two qualifying incidents are required to maintain currency and keep a credential active, although more than two qualifying incidents may be submitted when requesting requalification.

## Can I use the same incident(s) to requalify multiple credentials?

No, you cannot use the same incident, event, or exercise to requalify more than one credential. A unique event must be submitted for each credential to qualify for currency.

## Can I request an extension if I'm unable to submit documentation before my credential expires?

Yes, you may request one extension if you need more time to gather documentation. All extensions are for one year. Requalification must be requested by the end of the one-year extension, or the credential automatically becomes null and void.

## What if my credential has already expired?

Credentials not renewed before the five year expiration date will become null and void. If you have missed the period to submit currency documentation, reach out to [AHIMT@em.myflorida.com](mailto:AHIMT@em.myflorida.com).

## What happens if my requalification request is denied?

If the State Qualification Review Committee does not approve the requalification request, you will be provided with the reason(s) that led the committee to reject the request and be offered an opportunity to correct any issues. Once the issues have been corrected, you can resubmit the requalification request. All corrections must be made and submitted no more than six months after the credential was set to expire.

## How long does the credential last once it's requalified?

The credential remains active for five (5) years once it is approved by the State Qualification Review Committee. Every five years, you will need to request requalification.

## Can I request requalification if I'm not a member of an Incident Management Team?

Yes, however affiliation with an All-Hazards Incident Management Team is highly encouraged.

## Are there any fees associated with requalification?

No, there are no fees associated with initial qualification or requalification.