



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

Florida Division of Emergency Management (FDEM), Training and Exercise Unit certifies potential Lead Instructors based on three requirements, completed training, experience and audit/evaluations:

- Completed training
 - Successfully completing all course and pre-requisite requirements to include Train-the-Trainer Course, if applicable
 - SERT TRAC is updated to reflect all course completions
 - If the applicant is a current Master Instructor through FEPA, FDEM will recognize the applicant as a qualified Lead Instructor for specified courses
 - Successful completion of one of the below or equivalent at the discretion of the STO:
 - National Fire Academy (NFA) educational methodology course
 - National Wildfire Coordinating Group (NWCG) Facilitative Instructor Course (M-410)
 - Center for Domestic Preparedness (CDP) Instructor Training Course MGT-323 Basic Instructional Development Course (NCBRT Consortium)
 - State-certified Level II (or higher) fire, rescue, or EMI instructor course (for example, NFPA 1041 Level II)
 - FEMA EMI E/L/G0141, Instructional Presentation and Evaluation Skills
 - US Army Small Group Instructor Training Course (SGITC), Basic Instructor Course (ABIC) (formerly called the Total Army Instructor Training Course (TAITC), or other US Military Formal Instructor Course
 - State Teaching Certificate
 - Advanced degree in education, educational psychology, technical education, or a related program
 - Current Master Instructor through FEPA
- Instructor experience
 - Submit the following
 - A cover letter that lists the course you would like to instruct, no more than five (5) courses per application
 - The documentation necessary to demonstrate that you meet the course-specific requirement for each course
 - A resume outlining your experience.
 - 30-minute teaching demonstration. *
 - At least two references.
 - Instructor Evaluation(s) covering each unit in course (see State Instructor Evaluation Form) *
 - Submit the above package, via email, to: FDEM.STO@em.myflorida.com * further guidance for drop box location of instructor video will be emailed back to applicant
 - * *Waived if the applicant is a current FEPA Master Instructor*
 - Applicant to submit cover letter and the FEPA Master Instructor Certificate



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- Instructional audit
 - Periodically all State certified instructors will be audited by another state instructor, Regional Training Manager or STO*.

** Waived if the applicant is a current FEPA Master Instructor*

"G" COURSE QUALIFICATION

At least two, and preferably three, instructors are required to support the lectures, discussions, and activities of courses.

Course lengths range from 1 day to 5 days. Courses include practical applications assessments of objectives through student activities and exercises. Each course will have course-specific requirements in the following areas:

- Education
- Experience
- Technical Expertise
- Instructional Expertise
- Special Qualifications
- Certifications and/or Licenses

The **Lead Instructor** is responsible for coordinating the course delivery with the course manager and instructor(s), which may include the following tasks:

- Obtain information about course attendees from the course manager and share this information with other instructors.
- Confirm that all course materials and handouts have been reproduced or are available for download.
- Provide input to the course agenda and confirm the final agenda with the course manager and other instructors.
- Attend a pre-course meeting with the course manager and other instructors, if applicable.
- Attend a post-course meeting or debriefing with the course manager and other instructors.
- Read the background information provided in the Instructor Guide and Student Manuals. Be prepared to highlight key points during class.
- Must have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit instructors.
- Maintain student accountability
- Deliver assigned units of instruction and lead or assist with all activities.



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- Provide written evaluations of support instructors – this will assist with them building resumes to become lead instructors.
- Proctor exams, to include remediation, as required
- Establish a safe, supportive, respectful classroom environment
- Needs to prove that learning has occurred; that is done by evaluating knowledge. Learning can be written, observable, or applied.
- Must also have experience in training methodologies and working with adult learners.

Assistant Instructor(s) are responsible for preparing for and delivering their assigned units of instructions, and activities, including the following tasks:

- Review information about course attendees and participate in discussions with the course manager and lead instructor.
- Provide input to the course agenda.
- Attend a pre-course meeting with the course manager, lead instructor, and other instructors, if applicable.
- Attend a post-course meeting or debriefing with the course manager, lead instructor, and other instructors.
- Read the background information provided in the Instructor Guide and Student Manuals. Be prepared to highlight key points during class.
- Deliver assigned units of instruction and lead or assist with all activities.
- Needs to prove that learning has occurred; that is done by evaluating knowledge. Learning can be written, observable, or applied.
- Must also have experience in training methodologies and working with adult learners.

NATIONAL INCIDENT COMMAND SYSTEM (NIMS) QUALIFICATION

For state, territorial, tribal, and local deliveries of the NIMS ICS core curriculum, Authorities Having Jurisdiction (AHJs) determine if their instructors' must have qualifications, certifications, or other requirements above those listed in the NIMS Training Program and this document.

For the All-Hazards Position Specific (AHPS) courses, FEMA EMI, the certifying authority for the AHPS curriculum (i.e., FEMA EMI issues the training certificate), partners with AHJs to ensure compliance with FEMA instructor qualifications.

FEMA recommends that instructors hold certification from a recognized program of instruction or hold a recognized qualification in techniques of instruction and adult education methodologies. Some instructor qualifications and courses include:

- National Fire Academy (NFA) educational methodology course
- National Wildfire Coordinating Group (NWCG) Facilitative Instructor Course (M-410)
- Center for Domestic Preparedness (CDP) Instructor Training Course MGT-323 Basic Instructional Delivery Course (NCBRT Consortium) etc.)



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- State-certified Level II (or higher) fire, rescue, or EMI instructor course (for example, NFPA 1041 Level II)
- FEMA EMI E/L/G0141, Instructional Presentation and Evaluation Skills
- US Army Small Group Instructor Training Course (SGITC), Basic Instructor Course (ABIC) (formerly called the Total Army Instructor Training Course (TAITC), or other US Military Formal Instructor Course
- State Teaching Certificate
- Advanced degree in education, educational psychology, technical education, or a related program

Any courses not listed above are approved at the discretion of the STO.

Instructor's Operational and Training Experience

Applicant must refer to the specific operational experience requirements within the functional areas.

- ICS Core Instructor specifics found in Appendix A of this document
- All Hazard Position Specific Instructor specifics found in Appendix B of this document.

The following are the general qualifications of instructors delivering NIMS ICS curriculum. Instructors must be experienced in emergency management, first responder or other related functional areas with expertise in the subject matter they are expected to instruct. Experience and prior learning may include:

- Prior completion of the course they will be teaching
- Recent, relevant and response focused service
 - Relevant - related to the course they will be instructing
 - Recent – preferably within the past five years
 - Response Focused – experience is during real-world incidents, planned events, or accredited exercises that required a written incident action plan (IAP) and/or went more than one operational period
- All instructors must possess a thorough knowledge and understanding of the ICS to include:
 - ICS Command, General Staff, and Unit Leader functions
 - National Incident Management System (NIMS)
 - National Response Framework (NRF) concepts and principles
 - Local, State, Tribal and Federal interagency cooperation, and coordination
 - Incident Management Team organization, roles, and responsibilities



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Appendix A – NIMS ICS Core Instructor Qualifications

E/L0449 ICS Curricula Train-The-Trainer (TtT) Course

- The student must demonstrate a working knowledge of ICS principles. They must have worked as an Incident Commander, in a Command or General Staff position(s) on incidents, planned events, or exercises that went longer than one operational period or involved a written incident action plan and involved multiple agencies and/or jurisdictional coordination.
- Successful completion of most current version of
 - IS0100.c: An Introduction to the Incident Command System (ICS) (ICS 100)
 - IS0200.c: Basic Incident Command System for Initial Response (ICS 200)
 - v2019 E/L/G0300: Intermediate Incident Command System for Expanding Incidents (ICS-300)
 - v2019 E/L/G0400: Advanced Incident Command System for Complex Incidents (ICS 400)
 - v2019 G0191 Emergency Operations Center/ Incident Command System Interface
 - Adult Instructional Delivery Course such as E/G/L0141 Instructional Presentation and Evaluation Skills, or equivalent.
- Service in an incident management position within five years in real-world incidents, planned events, or accredited exercises that required a written IAP or encompassed more than one operational period
- Upon completion of the E/L0449 individual is qualified to co-instruct the ICS G0300, G0400, and G0191.

G0402: NIMS Overview for Senior officials (Executives, Elected & Appointed)

The instructor qualifications to teach this course will be defined by the Authority Having Jurisdiction (AHJ) that will issue the course completion certificate.

- It is recommended that instructors are mid- or senior-level emergency management and incident response practitioners with experience in utilizing ICS in real-world incidents, planned events, or accredited activities.
- It is recommended that AHJs utilize trained instructors that have successfully completed ICS 100 thru ICS 400, IS700, IS 800, and E/L/G0191
- Recommended: E/L0449



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Appendix B – NIMS ICS AHPS Instructor Qualifications

In addition to the General ICS Instructor Training, instructors in the All-Hazards Position-Specific (AHPS) program must:

- Be a fully qualified in the position they seek the TtT qualification and have completed Position Task Book (PTB)
- Lead instructors must have 5 years documented experience serving in the position on Type III, Type II or Type I Incident Management Team (IMT). Have completed the Train-the-Trainer (TtT).
- 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.

Prerequisites

Completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program and the most current versions of:

- ICS 100 thru ICS 400
- IS0700 and IS0800