



K0949 (Virtual) Communications Unit Leader (COML) Train-the-Trainer (TtT)

Course Dates:

January 25 – 29, 2021

Course Length:

This course is 5 days in length.

Class times are 8:00 am to 3:00 pm (EST)

Location

This will be conducted on WebEx for Training in collaboration with Cybersecurity and Infrastructure Security Agency, Emergency Communications Division

Course Description

The NIMS ICS All-Hazards Position Specific (AHPS) Train the Trainer (TtT) course is designed to assist the student in his or her preparation to function effectively as under the NIMS/Incident Command System.

Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation's First Responders and allied professions from various Federal, state, and local organizations.

This course expands and improves student's ability to deliver Communications Unit Leader (COML) course of the National Incident Management System (NIMS) curricula.

Emphasis is placed on classroom-based deliveries. This includes compliance with the NIMS Training Program, adult education methodologies, deployment of course activities, pre- and post-testing, and ICS training program management.

Course Goal

The course is designed to prepare instructors to deliver AHPS-related training courses.

Technology Requirements

Students and instructors must have the capability to use video, audio, Adobe, and Microsoft Word. Students and instructors are expected to broadcast audio and video during portions of the course, to include while instructing and briefing. *Students must attend a familiarization session prior to the start of the course to ensure familiarity with the delivery platform and to address any technological issues.*

Target Audience

The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as a fully qualified COML with a minimum of 3 years and have a significant instructional delivery background.

Selection Criteria

All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must:

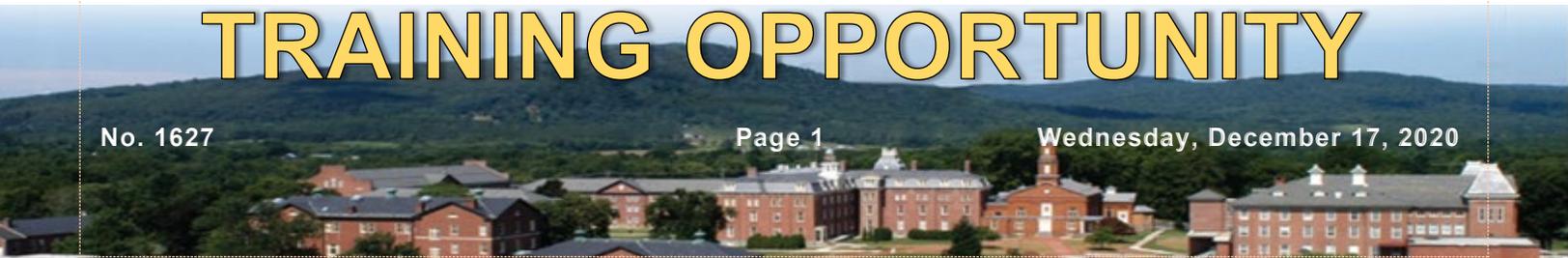
- Have completed the course they desire to teach (E/L0969 COML) prior to applying for acceptance into the Train-the-Trainer program
- Be a fully qualified COML; completed Position Task Book (PTB)
- Have documented experience serving as a COML on Type 3, Type 2 or Type 1 AHIMT(S)

Prerequisites

The most current version of the following courses are required:

- IS 100 – Introduction to ICS, ICS-100
- IS 200 – ICS for Single Resources and Initial Action Incidents, ICS-200
- E/L/G 0300 – Intermediate ICS for Expanding Incidents, ICS-300

TRAINING OPPORTUNITY



- E/L/G 400 – Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)
- IS-700 – National Incident Management System, An Introduction
- IS-800 – National Response Framework, An Introduction

Formal instructor training is required such as the list below or an equivalent training:

- M-410
- National Wildland Coordinating Group Facilitative Instructor
- Fire Instructor 1 & 2
- College, private industry
- E-141 Instructional Presentation and Evaluation Skills
- Center for Domestic Preparedness Instructor Course
- Valid teaching certificate, or equivalent

Application Review

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Refer to the Target Audience statement and indicate how you meet the requirements based upon your position and experience. Attach a separate document if needed. **You must include copies of prerequisite course completion certificates or transcripts. Applications without proper documentation will be discarded and not reconsidered.**

Attendance Requirements

- Students may not miss more than a total of 10% of the instruction and activities course to receive a certificate (this is no more than 2 hours and 30 minutes).
- Absences, including technology issues that are beyond the student's control, will be considered part of the 10% standard for missed participation.
- Roll will be taken at the beginning of each unit, and at the beginning of each breakout session to validate ongoing student participation.
- Exam will be administered remotely and must be completed within allotted time. Any issue preventing the completion will be considered as not completing the course and the student will have to re-register for a future delivery.
- Students will be required to attend a Pre-course familiarization Webinar for technical checks and course information.

- Students will perform a teach-back of an assigned unit from the COML curriculum as part of the course. Teach-backs are conducted as part of the assessment of instructor competence.

Remediation Policy

- Students not meeting minimum score of 80% but scoring at least 75% on the COML exam will have the opportunity for remediation with an instructor immediately after the exam is returned.
- Anyone not meeting the 75% will be required to enroll in a later course.
- Instructor remediation will consist of a review of those items the student failed to answer correctly and reference to the applicable learning objective and course materials that are related to the question.
- Anyone not meeting the 75% final exam for the course will be given one opportunity for remediation.
- Students will be given one opportunity to retake the exam after remediation, provided they meet the criteria, and will again have up to two hours to complete the second exam. Remediation, re-testing and grading must be completed within 4 hours of the end of the course.
- A second instance of a student not meeting the minimum exam requirement will result in the student having to register for a future delivery.

Continuing Education Units (CEU's)

This course awards 2.5 CEUs for completion of this course.

To Apply Visit:

[National Emergency Training Center Online Admissions Application:](https://training.fema.gov/netc_online_admissions)

https://training.fema.gov/netc_online_admissions

EMI Point of Contact

For additional information contact the course manager, Robert Patrick, at (301) 447-1297 or by email at robert.patrick@fema.dhs.gov.

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