



Notice of Course Vacancies NIMS ICS Position-Specific Train-the-Trainer (TtT)

Please give this notice of vacancy the widest possible distribution.

Please be advised that openings remain in upcoming National Incident Management System (NIMS) Incident Command System (ICS) Position-Specific TTT classes for FY 2021 at the Emergency Management Institute in Emmitsburg MD.

Course Code	Course Title	Dates
E0978	Situation Unit Leader TtT	12 - 16 Jul 21
E0974	Finance/Administration Section Chief TtT	26 - 28 Jul 21
E0988	Air Group Supervisor TtT*	2 - 4 Aug 21

Course Catalog:

Please [refer to the course catalog](https://www.firstrespondertraining.gov/frt/npccatalog/EMI) (https://www.firstrespondertraining.gov/frt/npccatalog/EMI) here for the specific selection criteria for each course of instruction.

Course Description:

- The NIMS ICS Position-Specific Train-the-Trainer (TtT) courses are designed to assist the student in preparation to function effectively as an instructor of NIMS ICS Position-Specific courses.
- Personnel selected to serve as instructors for these courses 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 the students' ability to deliver courses of NIMS Position-Specific 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 training program management.

Course Goal:

The course is designed to prepare instructors to deliver NIMS ICS Position-Specific related training courses.

Target Audience:

The audience for the course includes people functioning within the environment of an incident management organization. Candidates must be fully qualified and credentialed in the position, with a minimum of 3 years' incident experience and have a significant instructional delivery background.

Selection Criteria:

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

- Have completed the baseline course they desire to teach prior to applying for acceptance into the Train-the-Trainer program.
- Be fully qualified in the position (completed Position Task Book (PTB) and credentialed in the position you are applying to become a TTT for).
- Have documented experience serving as a member of an incident management organization such as on a Type 3, Type 2, or Type 1 Incident Management Team (IMT).

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Prerequisites:

- The most current version of the following courses is required:
 - IS-100 – Introduction to ICS, ICS-100
 - IS-200 – ICS for Single Resources and Initial Action Incidents, ICS-200
 - E/G/K/L0300 – Intermediate ICS for Expanding Incidents, ICS-300
 - E/G/K/L0400 – Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS-400)
 - IS-700 – An Introduction to the National Incident Management System
 - 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 and 2
 - College, private industry
 - E0141 Instructional Presentation and Evaluation Skills
 - Center for Domestic Preparedness Instructor Course
- Valid teaching certificate, or equivalent
- ****Special Note:*** Air Group Supervisor TTT candidates must have completed the E/L/K0987 Introduction to Air Operations course.

Application Review:

- To be evaluated for admission into this course, block #16 on the application form (or the “Briefly describe your activities/responsibilities” block in the online admission) must be completed. Attach a separate document if needed.
- Refer to the Target Audience statement and indicate how you meet the requirements based upon your position and experience.
- ***You must include copies of prerequisite course completion certificates or transcripts.***
- Application Endorsements:
 - Your “Authority Having Jurisdiction” training officer must endorse your application.
 - For state/local/tribal/territorial students – this is your State Training Officer (STO) or equivalent – contact your State/Tribal/Territorial Emergency Management Agency.
 - For Federal agency students – this is your agency training coordinator.
 - For paper applications (FEMA Form FF-USFA-FY-21-101 (formerly 119-25-0-1) – this is block 23a thru 23d.
 - For online applications, this is the “Head of Organization Information” block.
- **Applications without proper documentation or endorsement will be discarded and not reconsidered.**

Attendance Requirements:

- Students may not miss more than a total of 10% of the instruction and activities to receive a certificate.
- Absences, including technology issues that are beyond the student’s control, will be considered part of the 10% standard for missed participation.
- Students will be required to attend a pre-course familiarization Webinar for course information. The course manager will provide scheduling information.

Student Teach-Back:

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

Testing and Remediation Policy:

- Students will take two exams during this course:
 - Baseline Course Exam – the end-of-course exam for the course you are learning to deliver
 - TTT End-of-Course Exam – this covers instructor fundamentals, NIMS Training Policy, and course deployment process

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- **Baseline Course Exam (closed book):**
 - Students not meeting minimum score of 80% but scoring at least 75% on the baseline course exam for the course 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. Students will remain in the course but receive a certificate of attendance. Students must re-enroll and successfully meet the exam score, completing the course to receive a certificate of completion.
 - 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.
- **End-of-Course Exam (open book):**
 - 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 2 hours to complete the second exam. Remediation, re-testing, and grading must be completed within 1 hour 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. Students will receive a certificate of attendance. Students must re-enroll and successfully meet the exam score, completing the course to receive a certificate of completion.

Continuing Education Units (CEUs):

Please refer to the catalog for course-specific CEU information.

To Apply, Visit:

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

[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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