



## 2023 NIMS ICS Position-Specific Train-the-Trainer (TtT) Virtual “K” Course Schedule

Please give this course announcement the widest possible distribution.

Be advised that upcoming 2023 National Incident Management System (NIMS) Incident Command System (ICS) Position-Specific TTT classes will be deployed via the virtual (“K”) course code by the Emergency Management Institute in Emmitsburg, Maryland.

Here is a complete listing of the courses:

| Course Code | Course Title                       | Start Date | End Date   |
|-------------|------------------------------------|------------|------------|
| K0957       | Liaison Officer TTT                | 10/17/2022 | 10/19/2022 |
| K0974       | Finance/Administration TTT         | 10/17/2022 | 10/19/2022 |
| K0959       | Operations Section Chief TTT       | 10/31/2022 | 11/4/2022  |
| K0963       | Planning Section Chief TTT         | 10/31/2022 | 11/4/2022  |
| K0951       | Incident Commander TTT             | 11/14/2022 | 11/18/2022 |
| K0949       | Communications Unit Leader TTT     | 12/6/2022  | 12/9/2022  |
| K0989       | Introduction to Air Operations TTT | 12/5/2022  | 12/6/2022  |
| K0988       | Air Group Supervisor TTT           | 12/7/2022  | 12/9/2022  |
| K0955       | Safety Officer TTT                 | 1/23/2023  | 1/27/2023  |
| K0968       | Logistics Section Chief TTT        | 1/23/2023  | 1/27/2023  |
| K0978       | Situation Unit Leader TTT          | 2/6/2023   | 2/10/2023  |
| K0951       | Incident Commander TTT             | 4/17/2023  | 4/21/2023  |
| K0959       | Operations Section Chief TTT       | 5/1/2023   | 5/5/2023   |
| K0968       | Logistics Section Chief TTT        | 5/1/2023   | 5/5/2023   |
| K0978       | Situation Unit Leader TTT          | 6/12/2023  | 6/16/2023  |
| K0974       | Finance/Administration TTT         | 7/24/2023  | 7/26/2023  |
| K0989       | Introduction to Air Operations TTT | 7/24/2023  | 7/25/2023  |
| K0988       | Air Group Supervisor TTT           | 7/26/2023  | 7/28/2023  |
| K0953       | Public Information Officer TTT     | 8/21/2023  | 8/25/2023  |
| K0955       | Safety Officer TTT                 | 8/21/2023  | 8/25/2023  |
| K0957       | Liaison Officer TTT                | 9/18/2023  | 9/20/2023  |
| K0963       | Planning Section Chief TTT         | 9/18/2023  | 9/21/2023  |

### Course Catalog:

Refer to the [National Preparedness Course Catalog](https://www.firstrespondertraining.gov/frts) (https://www.firstrespondertraining.gov/frts) for the specific selection criteria for each course of instruction.

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### 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:

Courses are designed to prepare instructors to deliver NIMS ICS Position-Specific related training courses.

### Target Audience:

The intended audience for this course is emergency responder personnel from state, local, tribal, territorial, Federal, or other agencies who may be designated as members of an Incident Command System (ICS) Organization, such as an Incident Management Team (IMT). Candidates must be fully qualified and credentialed in the position, with a minimum of **3 years'** credentialed incident management organization (team) 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:

- Provide documentation that they have completed the baseline course they desire to teach prior to applying for acceptance into the Train-the-Trainer program.
- Provide documentation that they are fully qualified in the position (completed Position Task Book (PTB) and credentialed in the position they are applying to become a TTT for).
- Provided documentation of experience serving as a member of an incident management

organization such as a Type 3, Type 2, or Type 1 Incident Management Team (IMT). Documents must be in the form of credential, ICS 225, copies of IAP sections showing assignment, deployment records, or other appropriate citations.

### Prerequisites:

- The most current version of the following courses is required:
  - IS-100 – Introduction to ICS, (IS-100c)
  - IS-200 – Basic Incident Command System for Initial Response, (IS-200c)
  - E/L/K/G0300 – Intermediate ICS for Expanding Incidents, ICS-300
  - E/L/K/G0400 – Advanced Incident Command System for Complex Incidents, ICS-400
  - IS-700 – An Introduction to the National Incident Management System, (IS-700b)
  - IS-800 – National Response Framework, An Introduction (IS-800d)
- Formal instructor training is required such as the list below or an equivalent training:
  - M-410 National Wildfire 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 both the E/L/K0987, *Introduction to Air Operations*, and the E/L0986, *Air Support Group Supervisor*, courses.

### Application Review:

- To be evaluated for admission into this course, 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 and Selection Criteria statements and indicate how you meet the requirements based upon your position and experience.
- ***You must include copies of your credential, deployment records, prerequisite course completion certificates, or transcripts.***

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- Application Endorsements:
  - Your “Authority Having Jurisdiction” training officer must endorse your application. This is the “Head of Organization Information” block.
    - 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.
- **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
- Baseline Course Exam (closed book):
  - Students not meeting a 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 and 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.
- TTT 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 and must re-enroll and successfully meet the exam score, completing the course to receive a certificate of completion.

#### **Technology/Connectivity Requirements:**

Since this is a virtual delivery, all students must have a computer (fixed or laptop) with at least two screens. Additionally, students must have internet connectivity adequate to transmit uninterrupted video throughout the delivery of the course.

#### **Continuing Education Units (CEUs):**

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

#### **To Apply:**

Visit the 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](mailto:robert.patrick@fema.dhs.gov).

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