K0449 (Virtual): Incident Command System (ICS) Curricula Train-the-Trainer

Course Dates:

Fiscal Year 2023 (FY2023)
- September 11–15, 2023

Course Length:

This course is 5 days in length.
Class times are 10 a.m. to 7 p.m. (Eastern).

There is mandatory homework and group collaboration that takes place each evening after the instruction ends.

Students should expect homework throughout the course.

Prerequisites (Updated for FY23):

The following courses are required: **(most current)**
- IS-100 – Introduction to the Incident Command System, ICS-100
- IS-200 – Basic Incident Command System for Initial Response, ICS-200
- E/L0300 – Intermediate ICS for Expanding Incidents, ICS-300
    - **Certificate dated May 2019 or later**
    - **Instructor Test (IT-300) in lieu of most current** (This was retired in 2020. Certificates will be accepted for completions before they were retired.)
- E/L0400 – Advanced Incident Command System for Complex Incidents, ICS-400
    - **Certificate dated May 2019 or later**
    - **Instructor Test (IT-400) in lieu of most current.** (This was retired in 2020. Certificates will be accepted for completions before they were retired.)
- IS-700 – An Introduction to the National Incident Management System (NIMS)
- IS-800 – National Response Framework, An Introduction
- E/L/G0191 – ICS/EOC Interface Workshop
    - **Certificate dated June 2019 or later**

Prerequisites will not be waived.

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 & 2
- College, private industry
- E0141, Instructional Presentation and Evaluation Skills
- Center for Domestic Preparedness Instructor Course
- Valid teaching certificate or equivalent

Location:

This will be conducted on **Adobe Connect.**

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 and instructors 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:

Participants who have a working knowledge of ICS through experience and training and have experience delivering adult training. ***Participants must have worked as Incident Command, Command or General Staff positions on incidents, planned events, or exercises that were active for multiple operational periods or involved a written action plan, and involved multiagency coordination.***

Application Review:

To be evaluated for admission into this course, **Attachments section, on the application, 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. Include copies of prerequisite course completion certificates or transcripts.

Applications without prerequisite documentation will be rejected.

Applications will stop being reviewed after the course is full.

Attendance Requirements:

- Students may not miss more than a total of 10% of the instruction and course activities to receive a certificate (this is no more than 3 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.
- Any absence, for a scheduled meeting or appointment, that interferes with course work or exams, could result in not passing the course.
- Roll will be taken at the beginning of each unit, and at the beginning of each breakout session to validate ongoing student participation.
- Exams 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 ICS core curriculum as part of the course. Teach-backs are conducted as part of the assessment of instructor competence.

Remediation Policy:

- Students not meeting the ICS exam's minimum score of 80% but scoring at least 75% 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 K0449 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 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.

Course Description:

This course expands and improves students' ability to deliver National Incident Management System (NIMS) curricula. Students are provided training on the delivery of:
- ICS-100: Introduction to the ICS
- ICS-200: Basic ICS for Initial Response
- ICS 300: Intermediate ICS for Expanding Incidents
- ICS 400: Advanced ICS for Complex Incidents

TRAINING OPPORTUNITY

- G0402: NIMS Overview for Executives and Senior Officials
- E/L/G0191: Emergency Operations Center/ICS Interface

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:

This course is designed to assist current instructors become lead instructors to properly deliver ICS-related training courses, in accordance with the NIMS Training Program, instructor developmental materials, and plans of instruction.

Continuing Education Units (CEUs):

This course awards 3.4 CEUs for completion of this course.

To Apply:

Visit: NETC Online Application
(https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx).
Upload copies of ALL prerequisites to prevent rejection of your application.

To Review Course Requirements:

Visit: EMI Course Catalog
(https://www.firstrespondertraining.gov/frts/npccatalog?catalog=EMI).

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act No. 1749 Page 2 Thursday, October 20, 2022 (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions by email at netcadmissions@fema.dhs.gov.

EMI Point of Contact:

For additional information, contact the Course Manager, Sabra Arnold, at (240) 818-2440 or by email at sabrarenee.arnold@fema.dhs.gov.