



L0949 Communication Unit Leader (COML) Train-the-Trainer (TtT)

Course Dates and Times:

- September 11, 12, 13, 14, 15, 2023
 - September 11: 12:30 p.m.–4 p.m.
 - September 12–15: 8 a.m.–4 p.m.

Location:

- Oriskany, New York
- State Preparedness Training Center (SPTC)
5900 Airport Road
Oriskany, NY 13424

Note: Please review the “[Special Instructions](#)” at the end of this training opportunity.

Students must attend all sessions of their delivery.

All class times are Eastern Time (ET).

Course Description:

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

Course Objectives:

- All National Incident Management System (NIMS) Incident Command System (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.

Who Should Attend:

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 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 TtT Program must:

- Provide documentation that they have completed the baseline course they desire to teach (E/L0969, COML) prior to applying for acceptance into the TtT program.
- Provide documentation that they are fully qualified in the position (completed Position Task Book [PTB] and credentialed in the position for which they are applying to become a TtT).
- Provided documentation of experience serving as a member of an Incident Management organization such as a Type 3, Type 2, or Type 1 IMT. Documents must be in the form of credential, ICS 225, copies of IAP sections showing assignment, deployment records, or other appropriate citations.

TRAINING OPPORTUNITY

Prerequisites:

- The **most current version** of the following courses is required:
 - IS-100: Introduction to the Incident Command System, ICS 100, (IS-100c)
 - IS-200: Basic Incident Command System for Initial Response, ICS-200, (IS-200c)
 - E/L/K/G0300: Intermediate ICS for Expanding Incidents, ICS-300 (May 2019 or more recent)
 - IS-700: National Incident Management System, An Introduction (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

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 “Who Should Attend” 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.**
- Application Endorsements:
 - For this delivery, the “Head of Organization Information” endorsing official is the New York State Training Officer (STO). See “Special Instructions.”
- **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.
- 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.

TRAINING OPPORTUNITY

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.

Continuing Education Units (CEUs):

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

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 (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.

Special Instructions:

- NETC Application – Head of Organization:
 - Name: Rebecca Wilburn
 - Title: NY State Training Officer
 - Email: rebecca.wilburn@dhses.ny.gov
- Application Close Date: August 4, 2023
- Student Selection Date: August 11, 2023
- Student agency is responsible for all travel and per diem costs. There are no stipends for this delivery.
- **Do not make travel arrangements or incur any cost until you have been notified by NETC Admissions of selection.**

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)

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.

DHS/CISA Point of Contact:

For additional information regarding DHS/CISA programs or other issues, contact Jolene Hollingshead at (619) 553-4440 or by email at jolene.l.hollingshead.civ@us.navy.mil.

NY STO Point of Contact:

For additional information regarding the State Training Officer, contact Rebecca Wilburn at (518) 292-2362 or by email at rebecca.wilburn@dhses.ny.gov.

TRAINING OPPORTUNITY