



OFFICE OF THE STATE FIRE MARSHAL

California Incident Command Certification System



March 10, 2014

TO: The California Fire Service:

The Governor's Office of Emergency Services in association with CAL FIRE, Office of the State Fire Marshal announces an additional historical recognition period for National Incident Management System (NIMS) instructors. There have been previous opportunities for historical recognition for Instructors but there are still individuals who, for a variety of reasons, had not availed themselves of this opportunity. More importantly, some of the current NWCG Courses will soon expire as NWCG is adopting the National Incident Management System (NIMS) courses. The first step of the transition to the use of the FEMA NIMS National Training Curriculum is the historical recognition of NWCG instructor qualifications. Currently there are seven courses that will soon cease to be supported by NWCG:

- S-349 Situation Unit Leader
- S-346 Resources Unit Leader/Demobilization Unit Leader
- S-356 Supply Unit Leader
- S-400 Incident Commander
- S-403 Public Information Officer
- S-450 Logistics Section Chief
- S-460 Finance/Administration Section Chief

There may be additional NWCG courses that could be transitioned to NIMS Courses: These courses are:

- S-339 Division Supervisor
- S-354 Facilities Unit Leader
- S-358 Communications Unit Leader
- S-404 Safety Officer
- S-430 Operations Section Chief
- S-440 Planning Section Chief

To continue instructing ICS Courses it is important that individuals take advantage of this opportunity for historical recognition. ***It is especially important for State Fire Training Instructors who have not yet applied to become NIMS Position Instructors to apply for instructor historical recognition.*** This will be the final period to be historically recognized as a NIMS Position Specific Instructor based on the instructors prior experience and training. This Historical Recognition period will last from the date of this letter for one year ending March 10, 2015. Applications will be reviewed quarterly. The specific requirements for historical recognition are attached but in general the requirements are:



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Instructor Requirements

1. Lead instructors for NIMS ICS Position Specific training courses must have a minimum of 10 years operational field experience at the Command or General Staff level with an emergency management discipline (i.e. Fire, Emergency Medical Service, Law Enforcement, Public Works, Public Health, etc. or a Wildland fire agency).
2. Lead instructors must have a minimum of 5 years' experience delivering emergency management type training (including exercises that test team and individual performance) to a target audience comprised of incident management level emergency response personnel.
3. Unit instructors must have a minimum of 3-5 years of operational field experience at the Command Level.
4. Lead and unit instructors must have successfully completed:
 - a. IS-700a, *National Incident Management System, an Introduction*;
 - b. IS-800b, *Introduction to the National Response Framework*
 - c. IS-701, *Multi-Agency Coordination Systems (MACS)*;
 - d. ICS-100 and ICS-200 or IS-100 and IS-200
 - e. ICS-300 and ICS-400
5. Lead and unit instructors must have participated in developing an Incident Action Plan at an emergency incident or for a planned event or exercise, within the last 5 years.
6. Lead and unit instructors must provide documentation that supports they have successfully completed formal adult education training to include at least one of the following:
 - a. College courses
 - b. Emergency Management Institute's (EMI) Master Trainer Program
 - c. National Fire Academy's (NFA) Instructional Methodology course
 - d. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
 - e. Center for Domestic Preparedness (CDP) Instructor Training Certification Course
 - f. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.)
 - g. State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)
 - h. Current California Registered State Instructors



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To apply to be a National Incident Management System (NIMS) instructor submit the following information:

- Resume that includes emergency response experience and ICS positions held
- A list of qualifying courses taken and certificates of completion
- Instructor Certification
- Incident Action Plan(s) with your name and position
- A list of the courses requested to instruct
- The attached California ICS NIMS Instructor supplemental application (Attachment A)
- Provide CICCIS proof of qualification for the position desired to instruct

Applications will be submitted to the California State Training Officer Alex Cabassa at:

The Governor's Office of Emergency Services

3650 Shriever Avenue

Mather, CA 95655

For further information contact:

Alex Cabassa, State Training Officer, at: alex.cabassa@caloes.ca.gov or 916.439.3690

Scott Vail, Deputy Chief Fire and Rescue: scott.vail@caloes.ca.gov or 530.748.5438



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Attachment A:

California NIMS ICS Instructor (Train-the Trainer) Supplemental Application

Name _____

Agency _____

Course(s) Desired to Instruct

ICS Positions held

Describe Operational Field Experience in an emergency management agency (10 years) _____

Describe Course Instruction Experience (5 years)

Courses attended that support ability to successfully instruct course _____

Instructor Certification(s)

- College Course _____
- EMI Master Trainer Course _____



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- NFA Instructional Methodology Course _____
- NWCG M-410 Facilitative Instructor Course _____
- CDP Instructor Certification Course _____
- Military Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.) _____
- California State Registered Instructor Certifications _____

Include with your application the following:

- A Resume that includes emergency response experience and ICS positions held
- A list of qualifying courses taken and certificates of completion
- Instructor Certification Certificates or other proof of certification
- Incident Action Plan(s) with your name and position
- A list of the courses requested to instruct
- Provide a California Incident Command Certification System proof of qualification for the position desired to instruct such as; a CICC Certificate for the position, IQS print-out or IQCS print-out.



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Attachment B: Information Only

Train-the Trainer Requirements for Instructors

Historically recognized instructors are “encouraged” to complete the train-the-trainer courses (see guidelines below).

The following steps will be followed by a potential instructor to participate in the NIMS ICS All-Hazards Position Specific Command and General Staff (Train-the Trainer):

- ❑ Review the instructor selection criteria to determine if you meet the qualifications.
- ❑ Submit a FEMA Admissions Form (FEMA 75-5) to your respective State Emergency Management/Homeland Security Training Officer. All FEMA 75-5 must include the train-the-trainer course code.
- ❑ If you are “applying” for multiple train-the-trainer courses (i.e. All-Hazards Operations Section Chief (L-957) and All-Hazards Safety Officer Course (L-955) submit a separate FEMA 75-5 form for each course.
- ❑ Upon approval of the instructor qualifications of an individual train-the-trainer participate the state training officer will sign the FEMA 75-5 form and forward it to the National Emergency Training Center (NETC) admissions office.
- ❑ Upon receipt of the FEMA 75-5 form NETC admissions will review the application and notify the student of their status. Upon acceptance into the course, NETC admissions will send the student a course acceptance packet which will contain course logistics information.
- ❑ Note: NIMS ICS All-Hazard Position Specific train-the-trainer course participants are eligible for a stipend (in accordance with NETC admissions policies). There are no tuition fees for the training. Stipend dollars cover the cost of student transportation and housing (in this case the hotel room). All participants are responsible for the cost of meals while attending the training. The cost of student transportation and housing will be reimbursed by direct deposit to your personal account.