



**OFFICE OF THE STATE FIRE MARSHAL
STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE
DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

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Date: July 18, 2014

Attachment 5

To: Ronny J. Coleman, Chairman
Statewide Training and Education Advisory Committee
c/o State Fire Training

From: Michael A. Garcia, Deputy State Fire Marshal III

Subject/Agenda Action Item: NWCG/NIMS/CICCS Update

Recommended Actions: Information/Discussion

Background Information:

The Office of the State Fire Marshal (OSFM) in conjunction with California Office of Emergency Services (CalOES) in accordance with the Health and Safety Code, administer the California Incident Command Certification System (CICCS). The OSFM uses our current instructional system (FSTEP) to provide Incident Command System training with instructional material provided by the National Wildfire Coordinating Group (NWCG). The NWCG is working with FEMA to shift coursework from NWCG to FEMA/NIMS as all-hazard courses. Phase 1 of this project is to be in place by October 1, 2014. Attached is the memoranda related to this program. In essence NWCG is ceasing support and instructional materials of many ICS courses as identified in State Fire Training (SFT) Course Information and Required Materials guide. The list includes ICS 100, 200, 300, 400 and many of the Command and General Staff position courses.

Analysis/Summary of Issue:

The result of this shift of NWCG provided course material to NIMS/FEMA will have a negative impact upon SFT revenue (approximately \$ 48,000.00) per year. Also, Cal OES has initiated a "historical recognition" period for existing SFT registered instructors to meet FEMA instructor requirements, to increase the number of OES certified instructors. The State Training Officer is Alex Cabassa, and the OES CICCS coordinator is Scott Vail. They have agreed to be here to discuss this subject with members of STEAC.

The OSFM/SFT is working closely with Cal OES to determine means and methods to reduce the negative impact of this change on students, instructors and stakeholders that currently rely on the SFT administration of CICCS/ICS training, prior to the implementation date of October 1, 2014. Once a policy is developed, STEAC will be advised at a future meeting.



National Wildfire Coordinating Group

National Interagency Fire Center
3833 S Development Avenue
Boise, Idaho 83705-5354

MEMORANDUM

Reference: NWCG#005-2013

To: NWCG Committee Chairs, Geographic Area Coordinating Group (GACG) Chairs
Geographic Area Training Representatives Chair

From: NWCG Chair *Arto Bidabun*

Date: June 21, 2013

Subject: NWCG transition to the FEMA National Incident Management System Training Program

On April 17, 2013, The National Wildfire Coordinating Group (NWCG) Executive Board approved the NWCG Conversion to the National Incident Management System (NIMS) Training Curriculum Phase 1 Transition Plan.

The NIMS Training Program was mandated by the Post-Katrina Emergency management Reform Act of 2006. The NIMS Training Program curriculum is managed under FEMA by the Emergency Management Institute (EMI). Adoption and use of the national training courses will enable the NWCG to align itself maintaining wildland fire specific training.

NWCG will convert specific training courses to the NIMS Curriculum in multiple phases. The following 12 courses are currently targeted for transition to the NIMS Curriculum during Phase 1:

- I-100, Introduction to ICS replaced by ICS 100 (IS100), Introduction to ICS
- I-200, Basic ICS replaced by ICS 200 (IS200.b), Basic ICS
- I-300, Intermediate ICS replaced by ICS 300 (G/E/L300), Intermediate ICS
- I-400, Advanced ICS replaced by ICS 400 (G/E/L400), Advanced ICS
- S-346, Situation Unit Leader replaced by E/L964, Situation Unit Leader
- S-349, Resources Unit Leader/Demobilization Unit Leader replaced by E/L965
Resources Unit Leader/Demobilization Unit Leader
- S-356, Supply Unit Leader replaced by E/L970, Supply Unit Leader
- S-360, Finance/Administration Unit Leaders replaced by E/L975, Finance/Administration
Unit Leaders
- S-400, Incident Commander replaced by E/L950, Incident Commander
- S-403, Public Information Officer replaced by E/L952, Public Information Officer
- S-460, Finance/Administration Section Chief replaced by E/L973,
Finance/Administration Section Chief

NWCG#005-2013
NWCG transition to the FEMA
National Incident Management
System Training Program

- S-450, Logistics Section Chief replaced by E/L967, Logistics Section Chief

The NWCG Training Branch has created Phase 1 of the Plan as outlined in the attachment to this document. Target timelines for the transition are identified in the Plan. The transition of additional courses will occur when Phase 1 is successfully completed and lessons learned from Phase 1 can be incorporated into future transitions.

Updates and additional guidance regarding instruction on using the system and entering NWCG instructors and students into the NIMS Training Program database will be posted at:
<http://training.nwcg.gov/>

Questions can be directed to Leigh Anne Squires-Kazimir at laskazim@blm.gov

Attachment

NWCG Transition to the FEMA NIMS Training Program Phase 1 Transition Plan

Background

The National Incident Management System (NIMS) Training Program was mandated by the Post-Katrina Emergency Management Reform Act of 2006. The NIMS Training Program curriculum is managed under FEMA by the Emergency Management Institute (EMI). Adoption and use of the NIMS training courses will enable the NWCG to align itself with the concepts and principles of the NIMS Training Program while focusing efforts more on maintaining wildland fire specific training.

The following 12 courses are currently targeted for transition to the FEMA NIMS Training Curriculum during Phase 1:

- I-100, Introduction to ICS replaced by ICS 100 (IS100), Introduction to ICS
- I-200, Basic ICS replaced by ICS 200 (IS200.b), Basic ICS
- I-300, Intermediate ICS replaced by ICS 300 (G/E/L300), Intermediate ICS
- I-400, Advanced ICS replaced by ICS 400 (G/E/L400), Advanced ICS
- S-346, Situation Unit Leader replaced by E/L964, Situation Unit Leader
- S-349, Resources Unit Leader/Demobilization Unit Leader replaced by E/L965 Resources Unit Leader/Demobilization Unit Leader
- S-356, Supply Unit Leader replaced by E/L970, Supply Unit Leader
- S-360, Finance/Administration Unit Leaders replaced by E/L975, Finance/Administration Unit Leaders
- S-400, Incident Commander replaced by E/L950, Incident Commander
- S-403, Public Information Officer replaced by E/L952, Public Information Officer
- S-460, Finance/Administration Section Chief replaced by E/L973, Finance/Administration Section Chief
- S-450, Logistics Section Chief replaced by E/L967, Logistics Section Chief

Introduction

This Plan outlines Phase 1 of the transition to use of the NIMS Training Curriculum; see Summary below for additional information on future phases. The NWCG Training Branch will oversee and manage the transition. It is anticipated Phase 1 will occur over approximately a one year time span, and will entail initially making the above 12 FEMA courses an acceptable alternative delivery for NWCG users, then transitioning out of using the NWCG courses once all eligible instructors have been given the opportunity to become qualified to teach the FEMA courses, and the publications and systems have been altered to support the change.

Transition Components

Instructors

- All-hazards position specific instructors must be registered in the EMI database. EMI has agreed to give NWCG a three month window in which we will enter our instructors by course into their databases without having to complete their train-the-trainer courses and applying through the State Training Officers. After the three month window NWCG instructors will be required to follow the national process in order to become qualified to teach the NIMS courses.
- Training Branch will work with the Geographic Area Training Representatives and will coordinate with the EMI Position Specific Curriculum Manager to get NWCG instructors entered into the position specific instructor database which will allow them to teach the FEMA position specific courses.

June 11, 2013

- ICS 100 and ICS 200 will be available online, and therefore will have no instructor requirements. In order to teach ICS 300 and ICS 400 instructors will need to meet the instructor requirements outlined in the NIMS ICS Program Administration, Instructors, and Class Scheduling Guide. There is no database for ICS course instructors.

Publications – The publications below will be updated when NIMS courses become acceptable for NWCG users and then again when the NWCG courses are removed from publication.

- PMS 310-1
 - Provide Operations and Workforce Development Committee with NIMS course information and language for the PMS 310-1 and errata sheet (course names and numbers, link to transition plan, justification for removal, links to NIMS courses and guidance, etc.).
- Field Manager’s Course Guide (FMCG)
 - Create a conversion table to show which courses will be accepted during the transition and which ones will be removed at the end of the transition.
 - At the beginning of the transition year, update course pages to show names and numbers of acceptable NIMS courses.
 - At the end of the transition year, remove NWCG courses from the FMCG. References to which NIMS courses replaced prior NWCG courses, and links to the NIMS courses and information, will remain in the FMCG.

IQCS/IQS System Changes

- Ensure IQCS and IQS Program Managers have the necessary information on the NIMS courses, as far in advance as possible, to update both systems and inactivate the NWCG courses on the appropriate date.

NWCG/ FEMA Memorandum

- Draft a memorandum from NWCG to EMI (and vice versa) to outline expectations for the NWCG courses that will be replaced by use of the NIMS courses to include subject matter expertise, process for input into course revisions, etc.

Communication Plan – The NWCG Training Branch will:

- Outline responsibilities (Training Branch, EMI, GATRs) during the transition.
- Communicate what, why and when to NWCG partners from the national office to the field level.
- Communicate timeline and process to get NWCG instructors into the FEMA/EMI instructor database.
- Post relevant links to FEMA/EMI information and publications about courses to be transitioned.
- Market transition through GATRS, NWCG Training Branch website, committees, etc.
- Coordinate with cache on inventory numbers for NWCG courses and cut off dates.
- Communicate removal of NWCG courses from publication and date when courses will no longer be valid to teach.

Timeline for Transition

- September 1 thru November 30, 2013: Opportunity for NWCG instructors to be transitioned to FEMA databases
- October 1, 2013: New course #s input into IQCS and IQS
- October 1, 2013: PMS 310-1 and FMCG updated to reflect new courses as acceptable delivery options
- October 1, 2014: 12 NWCG courses listed above are inactivated in IQCS and IQS
- October 1, 2014: 12 NWCG courses listed above are removed from the PMS 310-1 and the FMCG

Summary

June 11, 2013

If all goes well with the transition we will have the 12 courses in Phase 1 transitioned by the fall of 2014. During 2014 we will begin to develop a Phase 2 Transition Plan as we look at additional courses targeted for transition and determine the appropriateness of developing wildland fire modules to support the NIMS training courses. These courses will be transitioned as modules are developed and available to the NWCG users. Lessons learned during the Phase 1 transition will be utilized to develop the Phase 2 Transition Plan.

June 11, 2013

NWCG to NIMS
FSTEP Courses

CICCS item C

	2011			2012			2013		
	Classes	Students	\$ Earned	Classes	Students	\$ Earned	Classes	Students	\$ Earned
I100	0	0	\$0	0	0	\$0	0	0	\$0
I200	77	1653	\$33,060	74	1461	\$29,220	78	1226	\$24,520
I300	47	674	\$13,480	59	783	\$15,660	79	856	\$17,120
I400	29	390	\$7,800	33	378	\$7,560	46	362	\$7,240
S-346	3	12	\$240	0	0	\$0	0	0	\$0
S-349	1	7	\$140	0	0	\$0	0	0	\$0
S-356	0	0	\$0	0	0	\$0	0	0	\$0
S-360	0	0	\$0	0	0	\$0	0	0	\$0
S-400	1	10	\$200	0	0	\$0	0	0	\$0
S-403	0	0	\$0	0	0	\$0	0	0	\$0
S-450	0	0	\$0	0	0	\$0	0	0	\$0
S-460	0	0	\$0	0	0	\$0	0	0	\$0
TOTAL	158	2746	\$54,920	166	2622	\$52,440	203	2444	\$48,880

NIMS Core Curriculum (Courses relevant to NWCG)

The Federal Emergency Management Agency's (FEMA) National Integration Center (NIC) is responsible for maintaining the NIMS Training Program. Under the NIC, the Emergency Management Institute (EMI) serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of Federal, State, local and tribal government officials, volunteer organizations, and the public and private sectors to minimize the impact of disasters on the American public. EMI is located at the National Emergency Training Center (NETC) in Emmitsburg, MD. The following list of courses is accepted by NWCG:

E – On-campus courses

L – Off-campus courses

G – State delivered courses (*courses are given a G designator when conducted thru a state)

IS – Independent study (online) courses

Independent Study (online) Courses:

ICS-100: IS100, Introduction to the Incident Command System (ICS) – This course introduces the ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. It also explains the relationship between ICS and the NIMS.

ICS-200: IS-200, ICS for Single Resources and Initial Action Incidents – This course is designed to enable personnel to operate efficiently during an incident or event within the ICS. IS-200 provides training and resources for personnel who are likely to assume a supervisory position with the ICS.

IS-700, NIMS, an Introduction – This course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents.

IS-800, National Response Framework (NRF), an Introduction – This course introduces participants to the concepts and principles of the NRF.

State (& NWCG) Delivered Courses*:

ICS-300: G300, Intermediate ICS for Expanding Incidents: - This course provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.

ICS-400: G400, Advanced ICS – This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.

Off-campus Courses (courses also offered on-campus at EMI periodically; those courses will have the E designator):

L 950 All-Hazards Incident Commander – This course is designed to provide State and local-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective incident commander on an all-hazards incident management team (AHIMT). These responsibilities fall into two categories: (1) responding to the incident and command needs of the incident; and (2) effectively fulfilling the position responsibilities of an incident commander on an

AHIMT. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

L 952 All-Hazards Public Information Officer – This course is designed for a public information officer (PIO) assigned to an incident as a member of an AHIMT, local incident management teams (IMT), as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help students develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced function to concentrate training on the fundamental duties and responsibilities of PIO in an all-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

L 956 All-Hazards Liaison Officer – This course is designed to provide State and local-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective liaison officer on an AHIMT. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

L 964 All-Hazards Situation Unit Leader – This course helps attendees establish the essential core competencies required to perform the duties of the Situation Unit Leader (SITL) in an all-hazards incident. It addresses all responsibilities appropriate to a SITL operating in a State and local-level AHIMT, including processing information and intelligence and developing displays. The course is instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring a SITL kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SITL.

L 965 All-Hazards Resources Unit Leader – This course provides an overview of Resources Unit Leader (RESL) responsibilities, the planning section, and the planning process to contextualize the resources unit for students unfamiliar with the planning process or ICS. It then explores specific RESL functions and responsibilities, including resource tracking systems, operational planning, and resource products/outputs. The status/check-in and demobilization functions are covered to provide students with the knowledge to perform those duties if necessary. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

L 967 All-Hazards Logistics Section Chief – This course is designed to provide State and local-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective logistics section chief on an AHIMT. These responsibilities fall into two categories: (1) responding to the incident; and (2) effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

L 970 All-Hazards Supply Unit Leader – This course helps attendees establish the essential core competencies required for performing the duties of the Supply Unit Leader (SPUL) in an all-hazards incident. By requiring attendees to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SPUL organized by the fundamental steps of the ordering process. Attendees identify information required for ordering supplies, complete required forms and documentation related to ordering supplies, and learn to anticipate ordering

requirements and supply needs for the incident. In addition to the ordering process, the course discussed mobilization, setting up and managing the supply unit, and demobilization.

L 973 All-Hazards Finance/Administration Section Chief – This course is designed to provide State and local-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective finance/administration section chief on an AHIMT. These responsibilities fall into two categories: (1) managing the finance/administration section personnel; and (2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

E/L 975 All-Hazards Finance/Administration Unit Leader – The finance/administration unit leader course will help students establish the essential core competencies required for performing the duties of the finance/administration unit leader in an all-hazards incident. The course is designed to enable students to perform as any of the four finance/administration unit leaders (time unit leader, procurement unit leader, compensation and claims unit leader, cost unit leader). Students will learn information that is applicable across all four positions, such as unit set-up and management, information gathering, and interactions. Complex experiential exercises and discussions will afford students the opportunity to each act as unit leaders while connecting all information learned back to real-world application.



OFFICE OF THE STATE FIRE MARSHALS

California Incident Command Certification System



March 10, 2014

CICCS item E

TO: The California Fire Service:

The Governor's Office of Emergency Services in association with the Office of the State Fire Marshals announces an additional historical recognition period for National Incident Management System (NIMS) instructors. There have been previous windows for historical recognition 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 not be available 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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California Incident Command Certification System



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. Equivalentents (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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California Incident Command Certification System



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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California Incident Command Certification System



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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California Incident Command Certification System



- 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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California Incident Command Certification System



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.