Incident Command System Instructor Application Form

First Name ____________________________________________________________________________
MI ____________________________________________________________________________ Last Name ____________________________________________________________________________ 
Suffix ____________________________________________________________________________

Address ____________________________________________________________________________ Phone ____________________________________________________________________________

City ____________________________________________________________________________ State ____________________________________________________________________________ Zip Code ____________________________________________________________________________ E-Mail ____________________________________________________________________________

☐ Yes, you may share my contact information with outside agencies looking for instructors. ☐ No, do not share my contact information with outside agencies looking for instructors.

NOTICE: Any instructor certified prior to October 2005 must take the ICS Instructor Update Course

☐ A. ICS Curriculum Instructor (Attach Certificates)
☐ FEMA E-449 ICS Instructor Curriculum T-t-T  ☐ NWCG ICS Instructor Curriculum T-t-T  ☐ USDA ICS Instructor Curriculum T-t-T  ☐ Other ICS T-t-T
Note: Not a guarantee that you will be automatically accepted. Course content will have to be reviewed.

☐ B. ICS 100 Lead Instructor  ☐ C. ICS 100 Unit Instructor (Attach Certificates and Proof of Experience)
☐ IS-700 or ICS-700  ☐ IS-100 or ICS-100  ☐ IS-200 or ICS-200
☐ Served as an Incident Commander; or  ☐ Served as Command or General Staff Position
☐ ICS Experience Validated
☐ Adult Education Experience (Describe)

☐ D. ICS 200 Lead Instructor  ☐ E. ICS 200 Unit Instructor (Attach Certificates and Proof of Experience)
☐ IS-700 or ICS-700  ☐ IS-100 or ICS-100  ☐ IS-200 or ICS-200  ☐ ICS-300
☐ Served as an Incident Commander; or  ☐ Served as Command or General Staff Position
☐ ICS Experience Validated
☐ Adult Education Experience (Describe)

☐ F. ICS 300 Lead Instructor  ☐ G. ICS 300 Unit Instructor (Attach Certificates and Proof of Experience)
☐ IS-700 or ICS-700  ☐ IS-800 or ICS-800  ☐ IS-100 or ICS-100  ☐ ICS-300
☐ Served as an Incident Commander in an incident that went beyond one operational period or required a written Incident Action Plan
☐ Served as Command or General Staff Position in an incident that went beyond one operational period or required a written Incident Action Plan
☐ ICS Experience Validated
☐ Formal Adult Instructor Training (College Courses, NWCG Facilitative Instructor M-410 Course, EMI Master Trainer Program, DHS OGT Instructor Training Certification Course, or equivalent)

☐ H. ICS 400 Lead Instructor  ☐ I. ICS 400 Unit Instructor (Attach Certificates and Proof of Experience)
☐ IS-700 or ICS-700  ☐ IS-800 or ICS-800  ☐ IS-100 or ICS-100  ☐ ICS-300
☐ Served as an Incident Commander in an incident that required multi-agency coordination; and went beyond one operational period or required a written Incident Action Plan
☐ Served as Command or General Staff Position in an incident that required multi-agency coordination; and went beyond one operational period or required a written Incident Action Plan
☐ ICS Experience Validated
☐ Formal Adult Instructor Training (College Courses, NWCG Facilitative Instructor M-410 Course, EMI Master Trainer Program, DHS OGT Instructor Training Certification Course, or equivalent)

☑ REVIEWED  BY: __________________________ DATE: __________________________
☑ APPROVED  BY: __________________________ DATE: __________________________
INSTRUCTIONS ON HOW TO FILL OUT THIS FORM

1. Type or neatly print your first name, middle initial, last name, suffix, address, telephone number which you can be reached, city, state, postal zip code, and a good e-mail address if you have one. At any time your contact information changes, you must inform NCEM.

2. If you would like to have your contact information shared with academia and State Emergency Response Commission partners, please check “Yes,…” right below your contact information.

3. NOTICE: If you are an ICS instructor certified by NCEM prior to October 2005, you must take the ICS Instructor Update Course prior to submission of this form. This course is designed to give you the updates to the federal ICS curriculum.

4. Select which category you wish to be an instructor.
   a. ICS Curriculum Instructor – Teaches all ICS courses in either a lead or unit support instructor role. Attach copies of certificates to the form for review.
   b. ICS 100 Lead Instructor – Teaches the ICS 100 course in a lead instructor role. Can act in the capacity of ICS 100 unit support instructor.
   c. ICS 100 Unit Instructor – A subject matter expert that can teach an identified unit within the ICS 100 curriculum only.
   d. ICS 200 Lead Instructor – Teaches the ICS 100 and 200 courses in a lead instructor role. Can act in the capacity of ICS 100 or 200 unit support instructor.
   e. ICS 200 Unit Instructor – A subject matter expert that can teach an identified unit within the ICS 200 curriculum only.
   f. ICS 300 Lead Instructor – Teaches the ICS 100, 200, and 300 courses in a lead instructor role. Can act in the capacity of ICS 100, 200, or 300 unit support instructor.
   g. ICS 300 Unit Instructor – A subject matter expert that can teach an identified unit within the ICS 300 curriculum only.
   h. ICS 400 Lead Instructor – Teaches the ICS 100, 200, 300, and 400 courses in a lead instructor role. Can act in the capacity of ICS 100, 200, 300, or 400 unit support instructor.
   i. ICS 400 Unit Instructor – A subject matter expert that can teach an identified unit within the ICS 400 curriculum only.

5. ICS Education Background – Under each section are blocks for you to check off if you have the courses completed. You must have completed all identified courses under the section you are applying for to be considered to be certified as an ICS Curriculum, Lead, or Unit Instructor. You must attach copies of your certifications to the application form.

6. ICS Experience – Federal requirements mandate that you have applicable real-life experience coupled with an education background in the related subject you wish to teach. You must obtain your supervisor’s signature with he/she attesting that you have the required experience as an Incident Commander or served in a Command or General Staff position as identified under the section you are applying for.

7. Adult Instruction – Federal requirements mandate that each ICS instructor has the education and experience in teaching before being allowed to be certified as an ICS instructor. Identify your appropriate adult education experiences and education in the block provided under the section you are applying for. Attach copies of any certificates, diplomas, degrees, etc. that you have received in adult education.

Once you have completed all appropriate blocks in the section that you are applying for, have attached all copies of your applicable certificates, diplomas, degrees, etc., and had your ICS experience validated by your supervisor, send all documents and this form to:

NCEM
Training – ICS Instructor
4713 Mail Service Center
Raleigh, NC  27699-4713

Or fax it to (919) 825-2684 with Attn: ICS Instructor Cert on the cover form.

If you have any questions on filling out this form, you can contact our main office at (919) 825-2275.