

## **NIMS/ICS Instructor Certification/Re-certification Requirements**

The following requirements must be met or surpassed for individuals to be certified instructors for the State of North Dakota. Courses must be taught by certified instructors in order to qualify for expenditure of grant funds.

Revised or additional statements are noted in *italics*.

*To apply for certification, submit an application form and proof of eligibility to NDDES Training & Exercise staff.*

*Upon review of the application for certification, either a letter of authorization or letter of disapproval will be issued. A letter of disapproval will state what documentation or experience requirements need to be met in order to obtain approval. A letter of authorization will state what classes the applicant will be authorized to teach. Certification will expire 2 years from the date of issuance of the letter of authorization.*

### **National Incident Management System (NIMS) IS 700**

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
Required	Required	Complete NIMS Course (classroom or independent study)
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education

### **Introduction to Incident Command System ICS 100**

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
Required	Required	Complete ICS 100
Required	Required	Complete ICS 200
Required	Required	Complete NIMS IS 700
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required		Served as Incident Commander or in a command staff or general staff position

**Basic Incident Command System ICS 200**

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
Required	Required	Complete ICS 100
Required	Required	Complete ICS 200
Required		Complete ICS 300
Required	Required	Complete NIMS IS 700
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required		Served as Incident Commander or in a command staff or general staff position

**Intermediate Incident Command System ICS 300**

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
Required	Required	Complete ICS 100
Required	Required	Complete ICS 200
Required	<i>Required</i>	Complete ICS 300
Required		Complete ICS 400
Required	Required	Complete NIMS IS 700
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required		Served as Incident Commander or in a command staff or general staff position
	Required	Served as Incident Commander or in a command staff or general staff; or have specialized knowledge and experience appropriate for the audience

**Advanced Incident Command System ICS 400**

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
Required	Required	Complete ICS 100
Required	Required	Complete ICS 200
Required	<i>Required</i>	Complete ICS 300
Required	<i>Required</i>	Complete ICS 400
Required	Required	Complete NIMS IS 700
Required	Required	Complete IS 800 (National Response Framework)
Required	Required	Complete ICS Train-the-Trainer Course or approved Instructor Certification Course

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required		Served as Incident Commander or in a command staff or general staff position
	Required	Served as Incident Commander or in a command staff or general staff; or have specialized knowledge and experience appropriate for the audience

### **National Response Framework IS 800**

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
Required	Required	Complete IS 800 (National Response Framework)
Required	Required	Complete IS 700 (NIMS)
	Required	One year experience in adult education
Required		Three years of experience in adult education
Required	Required	Complete an approved Instructor Certification Course

### **Re-certification for ICS 100, ICS 200, IS 700, IS 800**

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
Required	Required	<i>Participate in two courses per biennium as a lead or unit instructor</i>
<i>Required</i>	<i>Required</i>	<i>Apply for re-certification on a form &amp; in a manner acceptable to NDDDES Training &amp; Exercise staff.</i>
Required	Required	Submit student evaluations, references from students, video copies of course instruction, or other documentation acceptable to NDDDES Training and Exercise staff once every two years

### **Re-certification for ICS 300 and ICS 400**

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
Required	Required	<i>Participate in two courses per biennium as a lead or unit instructor</i>
<i>Required</i>	<i>Required</i>	<i>Apply for re-certification on a form &amp; in a manner acceptable to NDDDES Training &amp; Exercise staff.</i>
Required		Conduct ICS 300 or ICS 400 under the direct observation of NDDDES Training and Exercise staff biennially. The biennial observation requirement may be waived for up to 1 year if appropriate documentation of adequate instruction is provided. This can be accomplished by submitting student evaluations, references from students, video copies of course instruction, or other documentation acceptable to NDDDES Training and Exercise staff.

<b>Lead Instructor</b>	<b>Unit Instructor</b>	<b>Requirements</b>
		<p><i>Applications for re-certification must be received within 60 days of the expiration date as stated on the letter of authorization. If applications are not received within 60 days, the applicant is ineligible for re-certification for a period of 1 year from the original date of expiration, as stated on the letter of authorization.</i></p> <p><i>Note: To be eligible to be reimbursed with grant funds, instructor must be in “certified” status at the time course instruction takes place.</i></p>
		<p><i>In the event an instructor does not meet the class observation evaluation criteria, a letter of probationary status will be issued. This probationary status will be of 1 years duration, pending the outcome of an additional class observation.</i></p> <p><i>If the applicant does not meet the evaluation criteria during the second observation, their instructional authorization will be withdrawn for a period of 1 year. After the 1 year period of ineligibility, the applicant may reapply for authorization.</i></p> <p><i>After a review of the re-application, either a letter of disapproval or a letter of probationary authorization will be issued. The letter of probationary authorization will expire 1 year after the date of issuance.</i></p>