

- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio State Highway Patrol



Ohio Emergency Management Agency Certified Instructor Program Policy

September 4, 2015

The Ohio Emergency Management Agency (Ohio EMA) training program is a primary source of emergency management and homeland security training for local and state emergency management professionals, first responders and others who partner prior to and during times of emergency in the State of Ohio. To ensure that students attending courses sponsored by Ohio EMA receive the highest quality instruction, instructors will be required to complete the attached application and submit necessary documents for each course they are interested in instructing. Going forward, Ohio EMA will only recognize certificates for classes listed in this policy which are conducted by Ohio EMA Certified Instructors. All prospective instructors will need to complete this application for certification.

The Ohio EMA Training Section Supervisor and staff will review the application and make the final determination on whether or not the applicant meets the instructor criteria for each course. Ohio EMA will notify approved instructors and add them to the certified instructor list maintained by Ohio EMA. Ohio EMA will inform unapproved applicants of the areas that need improvement and the applicant may reapply after resolution of the areas of improvement.

Applicant Approval does not guarantee that Ohio EMA will give instructors routine training opportunities. As instructing opportunities come available, the Ohio EMA training officers will utilize the instructor database as a primary source for qualified instructors. When seeking contract instructors for particular courses, Ohio EMA will notify all qualified instructors and will select from the respondents. Once an instructor is selected they will be sent a contract for the course that will require a signature. The instructor will sign the contract and return it in a timely manner prior to the course start date.

Counties or agencies requesting courses may select their own instructors as long as they are on the certified list. If a course requestor asks Ohio EMA to find them an instructor the following selection criteria will be used:

1. Experience instructing the specific course under consideration
2. Experience instructing any adult education style course
3. Student / Ohio EMA Staff evaluation forms and feedback
4. Frequency of instruction (as best possible classes will be evenly distributed)
5. Ohio EMA staff and unpaid instructors who volunteer to do a class will be given priority

The certified instructor program is designed to encourage qualified individuals to become vetted instructors. Besides having the title of an Ohio EMA Certified Instructor it is an excellent testament to being a knowledgeable professional in the field of emergency management. Obtaining this status is an excellent addition to a resume and you will have an opportunity to work with professionals from around the State of Ohio.

The Ohio Emergency Management Agency staff looks forward to working with those who complete the qualification process.

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

GENERAL GUIDELINES

INSTRUCTOR QUALIFICATIONS

The following are general qualifications required of **ALL** instructors. Applicants will be vetted by Ohio EMA Staff to ensure qualifications are satisfactory.

1. Successful Completion of the course(s) for which application is being submitted to instruct. This is documented by training certificates and there are no substitutes for classes.
2. Successful Completion of a formal instructor training or instructional skills course or possession of a instructing certificate or degree from an accredited college or university or documented experience successfully instructing adult learners. This is documented by training certificates, diplomas or a brief explanation of experience delivering adult education.
3. Successful completion of a course train-the-trainer if applicable; Ohio EMA will waive this requirement for courses that do not have a train-the-trainer course available.
4. Operational experience in the subject matter of the course taught; the instructor's resume or curricula vitae can document this experience.
5. Successfully completed IS-100, 200, 700 and 800.
6. Instructors should be extremely proficient in course materials and capable of using audio visual equipment.

In addition to the general qualifications listed above, instructors desiring to teach the attached courses must meet the course specific qualifications listed in the course descriptions this document. For classes requiring completion of FEMA online Independent Study (IS) courses they may be found at: <http://training.fema.gov/IS/crslist.aspx?all=true>

The Ohio EMA Certified Instructor Program Policy will be updated as classes are added or withdrawn from the list or requirements for instruction change. Please check the Ohio EMA training website frequently for updates. Instructors will be notified of changes when they are made.

INSTRUCTOR PAY

Because FEMA grant funds support emergency management staff at both the state and local level and FEMA grant funds will be used to pay additional instructor compensation, ODPS Legal Services reviewed the ethics considerations of this policy.

For purposes of this policy, we had to determine whether state and county emergency management employees would be accepting something of value (which includes additional compensation for instructing) from an entity that creates (or appears to create) a conflict of interest for the employees. Determining the character of the entity is the first step. If the entity is deemed to be an "improper source" there is an automatic presumption that payments from that source improperly influence those employees. The Ethics Commission has determined that because FEMA provides significant grant funds to state and county emergency management agencies, that it is interested in matters before those agencies and is an "improper source."

Therefore, the following represent the rules for receipt of additional instructor compensation:

- **Private Sector Persons** – Eligible for additional instructor compensation.
- **Ohio EMA Employees** – Not eligible for additional instructor compensation.
- **Other State Employees** – Eligible for additional instructor compensation if their agency determines their secondary employment will not create a conflict of interest. It is between the employee and their agency to determine what status they should be in to accept additional instructor compensation.
- **Full time County EMA Employees** – Not eligible for additional instructor compensation if employee is partially or fully federally funded.
- **Part time County EMA Employees** – Eligible for additional instructor compensation when not working for county EMA.
- **Other Local Government Employees** - Eligible for additional instructor compensation if their agency determines their secondary employment will not create a conflict of interest. It is between the employee and their agency to determine what status they should be in to receive pay.
- **Federal Employees** - Not eligible for additional instructor compensation.

All paid instructors will be expected to complete an invoice on letterhead and submit a signed copy to Ohio EMA upon completion of the approved course along with original sign in sheets for each day of class, evaluations and examinations (when applicable). Completed invoices should represent the actual hours of in-class instruction not to exceed the hours listed within this policy for each course. Invoices must also include a copy of the sign in sheets for each day of class.

Department of Public Safety Policy DPS-500.12 states that at least three (3) written proposals will be required for contracts of \$5,000 or more, unless waived by the Director. In following this policy, instructors should expect contracts will not exceed payment of \$5,000 per fiscal year (July 1- June 30). Ohio EMA will only request a waiver from the Director for extraordinary circumstances.

UPON COURSE COMPLETION

For **UNPAID** instructors conducting classes funded by Ohio EMA, please ensure the following documents are sent to Ohio EMA within 30 days of course completion:

- Original sign in sheets for each day of class
- All evaluation forms completed by students
- Exams for students when applicable

For **PAID** instructors conducting classes funded by Ohio EMA, please send the following documents to Ohio EMA within 30 days of course completion:

- A sample invoice is provided on the last page of this policy. Instructors are encouraged to use this invoice form.
- If the paid instructor does not want to use the provided invoice form they should submit an invoice on letterhead that includes the below information. Invoices that do not include the below information will not be considered a proper invoice and will be returned for corrections.
 - Course Name and Date(s)
 - Course Location (*city/county and building*)
 - Instructor Name
 - Company name (*if applicable*)
 - Invoice Number
 - Purchase Order Number (*This should be received prior to instructing, along with a contract from the Ohio Department of Public Safety. If this is not received within one week prior to the training please contact the Ohio EMA training office and they will work with DPS to expedite the contract and purchase order*)
 - The date of invoice submittal
 - Amount of hours for delivery of course (*please only include the amount of hours actually instructed*)
 - A total amount for which you are seeking reimbursement (*i.e. \$65 x # Hours of in-class Course Instruction not to exceed the hours listed within this policy for each course*)
 - Signature
 - Address payment should be sent to
- Sign in sheets for each day of class
- All evaluation forms completed by students
- Exams for students when applicable

These documents, and supporting materials, must be returned within 30 days of course completion to:

Ohio EMA Training Section,
Attn.: David Nunley, Training Supervisor,
2855 W. Dublin-Granville Rd.,
Columbus, OH 43235

OHIO CERTIFIED INSTRUCTOR CODE OF CONDUCT

If certified as an instructor you will be asked to periodically deliver courses to students of various backgrounds including, but not limited to; Law Enforcement, Fire, Emergency Management, Public Health and Hospitals, etc. It is imperative that those who attend courses receive the best instruction and curriculum as possible so that they might effectively plan for and respond in time of emergency.

Below are some details for instructors regarding conduct and professionalism that is expected at all times while instructing for Ohio Emergency Management (OHIO EMA). Once you have read this and understand the code of conduct, please sign, date and return it with other required materials.

For all other correspondence, please email the State Training & Exercise Supervisor at dbnunley@dps.ohio.gov.

INSTRUCTOR EXPECTATIONS:

- Instructors should communicate directly with the course location host to ensure that all audio-visual equipment and room set up is in place prior to the training.
- Accommodate students that need tests read to them or when possible give them extra time to complete exams. If a student cannot complete an exam in the allotted time, Ohio EMA staff will make arrangements with that student to allow them to test at another time.
- Instructors must be prepared to potentially use their own laptop computer when instructing at various locations.
- Refrain from public criticism of students, other instructors, FEMA, Ohio EMA staff or policies.
- Be considerate of students and treat them with respect and dignity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
- Be prepared for each course.
- Start and end courses and all breaks at scheduled times.
- Be available during the course hours for student questions and if you cannot answer a question, refer students to appropriate Ohio EMA staff or the State Training Officer.
- Respond as promptly as possible to student requests, questions, or comments that are relevant to the course.
- Never penalize a student for raising a legitimate complaint about the course, as long as that complaint is raised in an appropriate and civil manner. Advise the student to write the complaint on the course evaluation form so Ohio EMA staff can take appropriate action.
- Ensure each student completes all course related activities / exercises and participates fully in each course; failure to abide by this expectation may result in course failure.
- Refrain from using profane, insulting, harassing, or otherwise offensive language.
- Refrain from using multi-media, audio or video demonstration that contains inappropriate language or content.
- Instructors are expected to dress in business casual attire (i.e. slacks, skirts and collared shirts).
- Under no conditions are t-shirts, hats, jeans, shorts, tank tops, flip-flops or tennis shoes to be worn while instructing.

PROFESSIONALISM

Instructors shall follow and promote the ideals of honesty, courtesy, capability, personal development, accuracy and the exchange of knowledge when dealing with students, other instructors, the public, employers & the educational training agency.

The instructor shall adhere to the following principles:

- Conduct a safe instructional experience that meets the course objectives and embraces community safety.
- Train emergency services personnel to perform to the best of their ability and competency.
- Serve the profession with honor.
- Conduct themselves in a manner, which will command respect and confidence.
- Instruct courses in accordance with policy, guidelines, instructor policies, circulars and regulations of these entities.
- Present only those principles, practices and information, which represent accepted state and national standards
- Promote health and safety standards that insure the protection of everyone participating in the training.

- Attend recognized training courses, seminars, workshops and/or conferences at least once a year to increase knowledge and improve instructional skills.
- Have a positive attitude and focus on the instruction of the course with the attention expected by the students and the State of Ohio.

COURSE DUTIES

- **Arrival-** Instructors should arrive at least 30-60 minutes prior to the course to become familiar with the classroom arrangement and meet with other instructors to adjust to last minute changes or updates.
- **Opening course-** Lead instructor is responsible for opening the course. Lead instructor may delegate this responsibility to another instructor if he or she feels another instructor has more experience teaching the course. During the course opening emergency exits must be identified along with other housekeeping information such as restroom locations and smoking areas.
- **Teaching-** Please limit personal stories and additional information, otherwise consistency of the course will change. Personal examples are certainly welcome, but make sure you use examples from various disciplines (emergency management, law enforcement, school officials, public health, chaplains, etc.). Lead instructor is responsible for making sure all instructors use and follow the materials provided by Ohio EMA. For classes with multiple instructors all instructors should be present to assist during the entire class. Please try to incorporate an all-hazards approach in the curriculum delivery as examples and scenarios (i.e. terrorism, earthquakes, floods, etc.). Students are required to attend all sessions of the course; failure to do so may result in failure of the course and it is the instructor's discretion on whether or not to allow a student to miss a portion of the course, due to an emergency. If a student misses more than 10% of the course, the student will be required to retake the course.
- **Breaks-** Lead instructor will coordinate releasing and bringing students back from breaks.
- **Evaluations-** Students should evaluate the course when it is completed; they should complete evaluations prior to taking the test (if the course requires a test). All instructors should review the evaluations prior to leaving at the end of the course, but please wait until all students have exited the room. Be sure to note any major issues so you can correct them before your next session. The course instructor must return course evaluations to the training office at Ohio EMA. Ohio EMA staff will review the evaluations and follow up as necessary.
- **Instructor Invoices-** Paid instructors, please be sure to submit your signed invoice on letterhead along with original sign in sheets for each day of class, evaluations and examinations (when applicable) to the Ohio EMA training office within 30 days of course completion; failure to do so MAY result in the instructor not being paid in a timely manner. Instructors may only invoice for the total maximum number of in-class course hours listed for each course referenced within in this policy, and for which they are approved to instruct.

COURSE MATERIALS

- For courses sponsored by Ohio EMA the student manuals for the course will be printed internally and shipped to the course location. The number of manuals will be calculated by the amount of course registrants.
- Instructors will NOT need to print or bring student manuals, but are expected to have their own hard copy instructor manual.
- Instructor manuals will be provided in electronic format to all Ohio EMA Certified Instructors. To request instructor manuals please contact Lisa Jones at 614-799-3824, ljones@dps.ohio.gov or Susan Traylor at 614-799-3666, sctraylor@dps.ohio.gov.
- A standardized course certificate must be used for all Ohio EMA supported courses. The Public Safety Training Campus will generate the certificate after the course is completed and after the agency receives the sign in sheets from the instructor.
- For trainings hosted at Ohio EMA, the student manuals, sign in sheets, evaluation forms and examinations (when applicable) will be provided to the instructor at the time of course delivery.
- For trainings NOT hosted at Ohio EMA, but are sponsored by Ohio EMA, it will be the responsibility of the instructor to work with the course host to ensure that the sign in sheets and evaluation forms are printed and ready for the start of class. It is the responsibility of the instructor to make sure that all original sign in sheets, evaluations and examinations (when applicable) are sent to the Ohio EMA training office within 30 days of

course completion. It is the responsibility of the course requestor/host to make sure that any unused manuals make it back to the Ohio EMA training office.

- Electronic copies of the Ohio EMA sign-in-sheet, table tent and evaluation form can be found at: http://ema.ohio.gov/Training_TrainingDocuments.aspx

APPLICATION FORMS TO COMPLETE

Only complete applications will be reviewed and considered for approval. Please make sure that you complete and attach all of the following forms to your application packet in the order listed below. If you would like to be an instructor, but do not wish to be contracted and paid to instruct please only complete 1-4 below. If you are eligible and wish to be paid please also complete step 5 below. All instructors, paid or unpaid, will be provided information on classes seeking instructors within Ohio. Only the instructors who express interest will be considered.

1. Instructor Application Form (*list all classes applying for and sign and date*)
2. Please include a resume and/or a description of how you qualify for the classes you are seeking approval to instruct (*requirements listed under each course*).
3. Proof of completion of a formal instructor training or instructional skills course or possession of an instructing certificate or degree from an accredited college or university or documented experience successfully instructing adult learners.
4. Certificates as required for each course listed in the section “Courses Instructors May Apply For”.
5. Please complete the following three forms for our fiscal department: (forms located at <http://ohiosharedservices.ohio.gov/VendorsForms.aspx>). The three forms below should be completed by instructors wishing to be paid and sent directly to Ohio Shared Services, P.O. Box 182880, Columbus, OH 43218-2880. Forms can also be faxed to 614-485-1039 or emailed to vendor@ohio.gov. If you have questions about these forms please contact Ohio Shared Services at 614-338-4781.
 - a. **Vendor Information Form (OBM-5657-Rev.11/1/2011)** - Please complete the Vendor Information Form in order to assure an accurate, up-to-date record of company information. Please verify that all fields are complete and the form has been signed. Electronic signatures are not accepted at this time. Additionally, please verify that information contained on the W-9 form matches that provided on the Vendor Information Form. Specifically, legal business name, taxpayer ID # (TIN), and business type/business entity.
 - b. **IRS Form W-9 Request for Taxpayer Identification Number & Certification** - Enclosed is IRS Form W-9, revised January 2011. Please complete all applicable sections of the document including taxpayer type, a valid tax identification number, and your signature. Electronic signatures are not accepted at this time. The information you provide must match how you are registered with the IRS. Instructions for completing the form are enclosed. Should you require additional assistance in completing the W-9 form, please contact the IRS at 1-800-829-1040.
 - c. **Authorization Agreement for Direct Deposit of EFT Payments (OBM-4310-Rev.11/1/2011)** The preferred method of payment for the State of Ohio is EFT (Electronic Funds Transfer); please complete the Authorization Agreement for Direct Deposit of EFT Payments and include a current voided check or bank letter. Instructions are provided with the Agreement form.

These signed documents and supporting materials (items 1-4 above) must be mailed in hard copy form to:

Ohio EMA Training Section,
Attn.: David Nunley, Training Supervisor,
2855 W. Dublin-Granville Rd.,
Columbus, OH 43235

Please do NOT send financial paperwork to Ohio EMA!

INSTRUCTOR APPLICATION FORM



Course(s) for which I am applying to become a Certified Instructor

Course:		Course:	

I acknowledge and agree to the following:

After Ohio EMA selects me as an Instructor, I agree to have my name posted on the Ohio EMA training website as an instructor for the courses for which they approve me. I also understand that the phone number and email address provided will be distributed to other agencies in and outside of Ohio seeking qualified instructors.

Instructor evaluations are part of every course; these evaluations may include student, peer or other evaluation methods selected by Ohio EMA Training. The Ohio EMA Training section, at its sole discretion, reserves the right to remove from the list of approved instructors anyone who receives poor evaluations for any reason or is otherwise deemed unfit for instruction.

For instructors seeking payment: I have reviewed applicable state/local laws and concluded that receiving compensation for instructing a course for Ohio EMA does not create a conflict of interest, that I have consulted my legal advisor, I have obtained permission to conduct outside employment from my employer and I meet the guidelines for pay listed within this document.

By signing this form, I hereby certify that I meet the criteria described in this policy and will adhere to the listed guidelines and the Ohio certified instructor code of conduct.

IMPORTANT - Please initial that you have included the following required forms and information:

	Instructor Application Form		Required training certificates
	Resume or a description of how you qualify for the classes you are seeking approval to instruct		Examples of formal instructor training or experience in instructing adult learners
	Three fiscal forms if you would like to be a paid instructor (NOTE: Initial only if you have mailed the fiscal forms to Ohio Shared Services, write NO in the box if you do NOT wish to be a paid instructor)		

APPLICANT PRINTED NAME: _____ **DATE:** ____/____/20____

APPLICANT SIGNATURE: _____ **PHONE:** (____) _____

EMAIL: _____@_____ **COUNTY:** _____

ADDRESS: _____

VENDOR/COMPANY NAME (if applicable): _____

AVAILABLE COURSES FOR INSTRUCTION AND NECESSARY REQUIREMENTS

Please review the Instructor qualifications section of this policy. There are base requirements in addition to the below that must be met.

G-108 Community Mass Care and Emergency Assistance

(Two Instructors per 30 students if sponsored by OHIO EMA)

(16 hour course)

- Instructors must have a strong knowledge of the American Red Cross, National Voluntary Organizations Active in Disaster (VOAD), or other NGO providers of Mass Care and Emergency Assistance services

G-191 Incident Command System (ICS)/Emergency Operations Center (EOC) Interface

(One Instructor per 30 students if funded by OHIO EMA)

(8 hour course)

- Successfully completed IS701, IS702, IS703, IS775, G300 and G400
- Completion of ICS Train-the-Trainer (E/L-449).
- Served in an ICS Command or General Staff position in an incident or exercise.
- Served in a leadership position in an EOC within the last five years.

G-194.1 Local Floodplain Manager Roles and Responsibilities

(One Instructor per 30 students if sponsored by OHIO EMA)

(8 hour course)

- Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government
- Has experience coordinating floodplain management actions with other jurisdiction departments
- Experience maintaining maps and other floodplain records

G-194.2 NFIP Rules and Regulations in Depth

(One Instructor per 30 students if funded by OHIO EMA)

(8 hour course)

- Should be very familiar with the NFIP
- Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government

G-194.4 Preparing for Post-Disaster Responsibilities

(One Instructor per 30 students if sponsored by OHIO EMA)

(8 hour course)

- Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government
- Has experience coordinating floodplain management actions with other jurisdiction departments

G-205 Recovery from Disaster: The Local Government Role

(Three Instructors per 30 students if sponsored by OHIO EMA, lead Instructor must be Ohio EMA staff)

(16 hour course)

- Successful completion of G205 or the previous course, G270.4
- Successful completion of the IS2900 National Disaster Recovery Framework (NDRF) Overview
- Experience with and knowledge of federal, state and local disaster recovery operations
- Should have knowledge of the National Disaster Recovery Framework

G-235 Emergency Planning Course

(One Instructor per 30 students if sponsored by OHIO EMA)

(8 hour course)

- Successful completion of IS235b
- Experience in developing emergency plans for an agency
- Must be familiar with the most current federal documents and guidance on planning (i.e. CPG 101)

G-251 Workshop in Emergency Management Amateur Radio Resources

(One Instructor per 30 students if sponsored by OHIO EMA)

(8 hour course)

- Experience in working with Radio Amateur Civil Emergency Service (RACES) and amateur radio operators in the field of emergency management

G-270.3 Expedient Flood Training

(Three Instructors per 30 students if sponsored by OHIO EMA, lead Instructor must be Ohio EMA staff)

(1 hour course)

- Experience with and knowledge of federal, state and local disaster recovery operations
- Should have knowledge of the National Disaster Response Framework

G-271 Hazardous Weather and Flooding Preparedness

(Two Instructors per 30 students if sponsored by OHIO EMA)

(20 hour course)

- Successful completion of IS271a and IS322
- Extensive experience in all aspects of emergency management and the National Weather Service (NWS) for hazardous weather events

G-272 Warning Coordination

(One Instructor per 30 students if sponsored by OHIO EMA)

(14 hour course)

- Successful completion of IS247a, IS271a and G271

G-288 Local Volunteer and Donations Management

(One Instructor per 30 students if sponsored by OHIO EMA)

(12 hour course)

- Successful completion of IS244b and IS288
- Experience developing and implementing plans and procedures for donations management

G-289 Public Information Officer (PIO) Awareness Course

(One Instructor per 24 students if sponsored by OHIO EMA)

(8 hour course)

- Successful completion of IS29 and IS42
- One-year experience as an agency PIO and served as a PIO in at least two actual incidents or served as a media representative
- Knowledge of social media use in emergency management and disasters

G-290 & G-291 Public Information Officer (PIO)/ Joint Information Center (JIC)

(Three Instructors per 30 students if sponsored by OHIO EMA, lead Instructor must be Ohio EMA staff)

(22 Hour Course)

- Successful completion of IS29 and IS42
- One-year experience as an agency PIO and served as a PIO in at least two actual incidents or served as a media representative
- Knowledge of social media use in emergency management and disasters

G-300 (ICS) Intermediate Incident Command System

(One-Two Instructor(s) per 30 students if sponsored by OHIO EMA)

(18 Hour Course)

- Successfully completed the G300, G400 and L/E449 ICS Train the Trainer
- Served in an ICS command or general staff position during a disaster or exercise that went beyond one operational period or required a written IAP (Instructors failing to meet the experience requirement but meeting all other qualifications should document their experience and submit the application for review anyway)

G-311 Hazardous Materials Contingency Planning

(One Instructor per 30 students if sponsored by OHIO EMA)

(8 hour course)

- Successful completion of IS235b
- Must have extensive knowledge of hazardous materials and should be program specialists or other staff who have experience in preparing for and managing hazardous materials following a disaster

G-318 Mitigation Planning Workshop for Local Governments

(One Instructor per 30 students if sponsored by OHIO EMA)

(16 hour course)

- Should have extensive and current experience as local mitigation plan developers as well as familiarity with the plan review and approval process
- Successfully completed IS318, IS393a and G-393

G-358 Evacuation and Re-Entry Planning course

(Two Instructors per 30 students if sponsored by OHIO EMA)

(12 hour course)

- Should have extensive experience in emergency planning and/or evacuation operations

G-361 Flood Fight Operations

(Two Instructors per 30 students if sponsored by OHIO EMA)

(20 hour course)

- Should have experience in the emergency management field dealing with high water events

G-364 Multi-Hazard Planning for Schools

(Two Instructors per 30 students if sponsored by OHIO EMA)

(16 hour course)

- Successfully completed IS362 and L/E 362 or 361: Multi-hazard Emergency Planning for Schools TTT
- Should have experience in school preparedness planning and exercising
- Knowledge of FEMA's Comprehensive Preparedness Guide (CPG) 101

G-366 Planning for the Needs of Children in Disasters

(One Instructor per 30 students if sponsored by OHIO EMA)

(8 hour course)

- Successfully completed IS366
- Should have experience in planning for the needs of children in disasters

G-367 Emergency Planning for Campus Executives

(One Instructor per 25 students if sponsored by OHIO EMA)

(2 hour course)

- Successfully completed G300 and G400
- Should have experience and understanding of emergency management and higher education
- Should have strong understanding in HSEEP and emergency exercising

G-386 Mass Fatalities Incident course

(Two-Three Instructors per 30 students if sponsored by OHIO EMA)

(16 hour course)

- Successfully completed the OH-386 Train-the-Trainer, or proof of extensive/diverse MFI deployment experience
- Should have experience in a mass fatality incident response or full scale exercise training experience regarding mass fatalities

Additional Complimentary Training or Experience:

- Completion of FEMA Exercise Design Course
- Team Supervisory Experience
- Additional Incident Command Experience
- State or Federal Mortuary Response Team Participation and Training

G-393 Mitigation for Emergency Managers

(One Instructor per 30 students if sponsored by OHIO EMA)

(21 hour course)

- Successful completion of IS212, IS318, IS393a and G-318
- Should be extremely knowledgeable in the field of mitigation and reducing/eliminating long-term risk from hazards

G-400 (ICS) Advanced Incident Command System

(Two Instructors per 30 students if sponsored by OHIO EMA)

(14 Hour Course)

- Successfully completed the G300, G400 and E/L-449 ICS Train-the-Trainer
- Served in an ICS command or general staff position during a disaster or exercise (Instructors failing to meet the experience requirement but meeting all other qualifications should document their experience and submit the application for review anyway)

G-402 Incident Command System (ICS) Overview for Executives and Senior Officials

(One Instructor per 30 students if sponsored by OHIO EMA)

(2 hour course)

- Successfully completed the G300, G400, G191 and E/L-449 ICS Train-the-Trainer

G-434A Earthquake Safety for Schools Continuity Program Manager

(One Instructor per 30 students if sponsored by OHIO EMA)

(12 hour course)

- Should have experience as a school planner and mitigation planning

G-489 Management of Spontaneous Volunteers in Disasters

(One Instructor per 30 students if sponsored by OHIO EMA)

(8 hour course)

- Should have experience in dealing with volunteers and establishing volunteer reception centers (VRC)

G-548 Continuity Program Manager

(One Instructor per 30 students if sponsored by OHIO EMA)

(20 hour course)

- Successfully completed IS546a, Is 547a and IS548
- Should have experience as a continuity of operations planner (COOP) and should also be familiar with continuity of government (COG) and continuity of business (COB)

G-556 FEMA Local Damage Assessment

(One Instructor per 30 students if sponsored by OHIO EMA)

(11 hour course)

- Successfully completed the G557 (will also accept the previous version of G250.7)
- Experience conducting local damage assessment and submitting reports.
- Experience developing and implementing procedures for collecting and organizing data

G-557 Rapid Assessment Planning

(One Instructor per 30 students if sponsored by OHIO EMA)

(8 hour course)

- Successfully completed the G557 (will also accept the previous version of G250.7)
- Experience collecting and reporting disaster intelligence immediately following an event, including procedures and forms needed to conduct a rapid assessment
- Experience developing and implementing procedures for collecting and organizing data

G-775 Emergency Operations Center Operations

(One Instructor per 30 students if sponsored by OHIO EMA)

(16 hour course)

- Successfully completed the IS775 and G191
- Experience with EOC activation and deactivation procedures, activation levels, multiagency coordination, the relationship between the EOC and the on-scene Incident Command System (ICS) structure as well as identifying staffing, information, systems and equipment needs at the EOC

OH-139 Exercise Design Course

(Three - Five Instructors per 40 students if funded by OHIO EMA)

(24 hour course)

- Master Exercise Practitioner or MEP Program Candidate preferred, but not required
- Successfully completed IS120a, IS130, IS230, IS235b, IS775, G146
- Should have at least 5 years of exercise planning experience on Tabletop, Functional and Full Scale Exercises
- Should have experience as a Simulator, Controller, Evaluator, Facilitator and Exercise Planning Lead

OH/L-146 HSEEP Training Course

(Two Instructors per 40 students if sponsored by OHIO EMA)

(24 hour course)

- Master Exercise Practitioner or MEP Program Candidate preferred, but not required
- Successfully completed IS120a, IS130, IS230, IS235b, IS775, G146
- Should have at least 5 years of exercise planning experience on Tabletop, Functional and Full Scale Exercises
- Should have experience as a Simulator, Controller, Evaluator, Facilitator and Exercise Planning Lead

OH-202 Debris Management

(One Instructor per 30 students if funded by OHIO EMA)

(28 hour course)

- Successful completion of IS632.a
- Experience/knowledge of debris planning, removal and disposal activities following a disaster

NIMS ICS All-Hazards Position Specific Courses

Instructors for these courses are certified through FEMA and not by the Ohio EMA. If a request for a position specific course is submitted to the training section the staff will select an instructor from the FEMA approved list. Those instructors will be required to adhere to all of the information and requirements contained in this Certified Instructor Program Policy. Position Specific instructors will need to complete the Instructor Code of Conduct Form as well as the three financial forms required by Ohio Shared Services.

INSTRUCTOR INVOICE

FOR PROFESSIONAL SERVICES

TODAY'S DATE (MM/DD/YYYY):	
INVOICE NUMBER:	
PURCHASE ORDER NUMBER:	
TRAINING COURSE NAME:	
TRAINING COURSE LOCATION:	

Dates of Training (MM/DD/YYYY)	Hours of Classroom Instruction	Hourly Rate	Total
Date of Training Day 1:		X \$65	\$
Date of Training Day 2:		X \$65	\$
Date of Training Day 3:		X \$65	\$
Date of Training Day 4:		X \$65	\$
Date of Training Day 5:		X \$65	\$
Grand Total Expenses			\$
<i>Note * Total hours worked cannot exceed contract/approved course hours</i>			

Make Check Payable To: (should match the purchase order paper work that was provided to instructor)

Instructor Name:
Address:
Phone:
Email:

Instructor Signature: _____

Please send invoice via mail or email to:

attn: David Nunley
2855 W. Dublin Granville Rd.
Columbus, OH 43235
dbnunley@dps.ohio.gov

Invoices must be submitted within 30 days of courses completion. Invoices are paid within 30 days of a proper invoice submittal. Invoices may be rejected for inaccurate or incomplete information.

Please ensure that you, a co-instructor or the course host is sending in the course sign-in-sheets, evaluations and student exams when applicable.