

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



Ohio Emergency Management Agency Certified Instructor Program Policy

November 5, 2013

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 previously authorized 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 look 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."

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 1-5 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. Instructor Code of Conduct (*please submit only the page requiring a signature*)
3. 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*).
4. Proof of 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.
5. Certificates as required for each course listed in the section “Courses Instructors May Apply For”.
6. 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 1-5 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

INSTRUCTOR APPLICATION FORM



Course(s) for which I am applying to become an Instructor (attach additional sheets if needed):

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.

Instructors who are “public servants” as defined in Section 2921.01 of the Ohio Revised Code are not eligible to receive payment from the Ohio Emergency Management Agency for instructing courses. Acceptance of additional payment for the performance of activities which are part of a public servant’s public job description and for which the public servant is being paid is generally prohibited by state law. Section 2921.43 of the Ohio Revised Code states in part “No public servant shall knowingly . . . accept . . . any compensation other than as allowed by divisions (G), (H) and (I) of section 102.03 of the Revised Code . . . to perform the public servant’s official duties, to perform any other act or service in the public servant’s public capacity, for the general performance of the public servant’s public office or public employment, or as a supplement to the public servant’s public compensation; . . .” All training courses instructed/offered by Ohio EMA are considered part of the official duties of emergency management agency employees.

This Policy is not intended to prohibit all outside employment by public servants. Please review the applicable state/local laws, consult your legal advisor or the Ohio Ethics Commission for more information regarding outside employment.

All paid instructors will be expected to complete an invoice on letterhead and submit it 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 reasonable and actual hourly expenses necessarily incurred by the instructor. Invoices must also include a copy of the sign in sheets for each day of class.

By signing and returning this form, you are agreeing to the above, and that the information you are providing is accurate and true.

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

Instructor Application Form	Proof of formal instructor training/course/degree or experience instructing adult learners
Instructor Code of Conduct	Required training certificates
Resume or a description of how you qualify for the classes you are seeking approval to instruct	Three fiscal forms if you would like to be a paid instructor (NOTE: Initial only if you have mailed them to the location listed, leave this blank if you do NOT want to be a paid instructor)

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

APPLICANT SIGNATURE: _____

EMAIL: _____ PHONE: _____

ADDRESS: _____

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.state.oh.us.

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.
- 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 and 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 every student request, question, or comment that is relevant to the course material.
- 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 deemed necessary.
- **Instructor Invoices-** Paid instructors, please be sure to submit your 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.

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 or ljones@dps.state.oh.us.
- A standardized course certificate must be used for all Ohio EMA supported courses. The Ohio EMA Learning Management System 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.

I agree to the information printed in the Certified Instructor Code of Conduct document:

INSTRUCTOR PRINT NAME: _____ **DATE:** ____/____/20____

INSTRUCTOR SIGNATURE: _____

GENERAL INSTRUCTOR QUALIFICATIONS

PLEASE READ THOROUGHLY

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 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.
2. Successful Completion of the course(s) for which application is being made to instruct. This is documented by training certificates and there are no substitutes for classes.
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.
7. Instructors must also be prepared to use their own laptop computer when instructing at various locations.

In addition to the general qualifications listed above, instructors desiring to teach the following courses must meet the course specific qualifications listed. 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.

AVAILABLE COURSES FOR INSTRUCTION

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-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

G-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

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)

(6 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)

(6 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)

(6 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-202 Debris Management

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

(24 hour course)

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

G-235 Emergency Planning Course

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

(16 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-262 Planning, Building, and Sustaining Public-Private Partnerships

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

(8 hour course)

- Successful completion of IS660 and IS662
- Experience in public-private partnerships and planning for disasters

G-265 Basic Instructional Skills

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

(8 hour course)

- Successful completion of IS265

G-270.4 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)

- 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)

(8 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)

(20 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)

(7 hour course)

- Successful completion of IS235b
- Must of 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)

(14 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-357 Emergency Response to a Criminal and Terrorist Incident

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

(7 hour course)

- Understand importance of partnerships among response communities when handling criminal incidents
- Have experience as an emergency responder or investigator at a criminal incident site
- Be able to recognize potential hazards at crime scenes
- Understand the implications of responding to incidents that are also crimes
- Understand Unified Command
- Know their State's roles and responsibilities in a criminal incident
- Be familiar with the Robert T. Stafford Disaster Relief and Emergency Assistance Act

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

(One Instructor 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)

(6 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)

- Should have experience in a mass fatality incident or planning/exercising for a mass fatality incident

G-393 Mitigation for Emergency Managers

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

(24 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 and G191

G-434A Earthquake Safety for Schools Continuity Program Manager

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

(10 hour course)

- Should have experience as a school planner and mitigation planning

G-548 Continuity Program Manager

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

(24 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-557 Rapid Assessment Planning

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

(8 hour course)

- Successfully completed the G250.7 if haven't had the updated G557 course
- 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

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.

AFTER COURSE COMPLETION

For **UNPAID** instructors conducting classes funded by Ohio EMA, please send the following documents 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:

- 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 and building)
 - Instructor Name
 - Company name (if applicable)
 - 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 Course Instruction)
 - Signature
 - Address payment should be sent to
- Original 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

