

**State of North Carolina - Division of Emergency Management
Incident Command System Instructor Application Form**

First Name		MI	Last Name		Suffix
Address				Phone	
City		State	Zip Code	E-Mail	

<input type="checkbox"/> A. ICS Curriculum Instructor (Attach Certificate)	
<input type="checkbox"/> FEMA Incident Command System Curriculum Train the Trainer Course (E/L 449)	<input type="checkbox"/> Other Approved Incident Command System Train the Trainer Course

<input type="checkbox"/> B. Instructor Training Certification (Attach Certificate)						
<input type="checkbox"/> EMI Master Trainer Program	<input type="checkbox"/> NWCG Facilitative Instructor M-410 Course	<input type="checkbox"/> Center for Domestic Preparedness PER 266 Instructor Training Course	<input type="checkbox"/> DHS OGT Instructor Training Certification	<input type="checkbox"/> Fire Rescue Instructor II	<input type="checkbox"/> US Army Instructor Training Course	<input type="checkbox"/> Other approved instructor certification

<input type="checkbox"/> C. ICS 100 Lead Instructor			<input type="checkbox"/> D. ICS 100 Unit Instructor		
<input type="checkbox"/> IS-100 or ICS-100	<input type="checkbox"/> IS-200 or ICS-200	<input type="checkbox"/> ICS 300	<input type="checkbox"/> ICS 400	<input type="checkbox"/> IS-700 or ICS-700	<input type="checkbox"/> IS-800 or ICS 800
<input type="checkbox"/> Served as an Incident Commander			<input type="checkbox"/> Served in a Command or General Staff Position		
<input type="checkbox"/> Validated ICS Experience	Name and Title of Supervisor	Supervisor Signature	Supervisor Email	Supervisor Phone	
<input type="checkbox"/> Adult Education Experience (Describe)					

<input type="checkbox"/> E. ICS 200 Lead Instructor			<input type="checkbox"/> F. ICS 200 Unit Instructor		
<input type="checkbox"/> IS-100 or ICS-100	<input type="checkbox"/> IS-200 or ICS-200	<input type="checkbox"/> ICS 300	<input type="checkbox"/> ICS 400	<input type="checkbox"/> IS-700 or ICS-700	<input type="checkbox"/> IS-800 or ICS 800
<input type="checkbox"/> Served as an Incident Commander			<input type="checkbox"/> Served in a Command or General Staff Position		
<input type="checkbox"/> Validated ICS Experience	Name and Title of Supervisor	Supervisor Signature	Supervisor Email	Supervisor Phone	
<input type="checkbox"/> Adult Education Experience (Describe)					

<input type="checkbox"/> G. ICS 300 Lead Instructor			<input type="checkbox"/> H. ICS 300 Unit Instructor		
<input type="checkbox"/> IS-100 or ICS-100	<input type="checkbox"/> IS-200 or ICS-200	<input type="checkbox"/> ICS 300	<input type="checkbox"/> ICS 400	<input type="checkbox"/> IS-700 or ICS-700	<input type="checkbox"/> IS-800 or ICS 800
<input type="checkbox"/> Served as an Incident Commander of an incident that went beyond one operational period or required a written Incident Action Plan			<input type="checkbox"/> Served in a Command or General Staff Position of an incident that went beyond one operational period or required a written Incident Action Plan		
<input type="checkbox"/> Validated ICS Experience	Name and Title of Supervisor	Supervisor Signature	Supervisor Email	Supervisor Phone	
<input type="checkbox"/> Adult Education Experience (Describe)					

<input type="checkbox"/> I. ICS 400 Lead Instructor			<input type="checkbox"/> J. ICS 400 Unit Instructor		
<input type="checkbox"/> IS-100 or ICS-100	<input type="checkbox"/> IS-200 or ICS-200	<input type="checkbox"/> ICS 300	<input type="checkbox"/> ICS 400	<input type="checkbox"/> IS-700 or ICS-700	<input type="checkbox"/> IS-800 or ICS 800
<input type="checkbox"/> Served as an Incident Commander of an incident that required multi-agency coordination that went beyond one operational period or required a written Incident Action Plan			<input type="checkbox"/> Served as Command or General Staff Position of an incident that required multi-agency coordination that went beyond one operational period or required a written Incident Action Plan		
<input type="checkbox"/> Validated ICS Experience	Name and Title of Supervisor	Supervisor Signature	Supervisor Email	Supervisor Phone	
<input type="checkbox"/> Adult Education Experience (Describe)					

Instructor Documentation Checklist		
Document	Applicant	NCEM Reviewer
Current Version of IS 100 or ICS 100		
Current Version of IS 200 or ICS 200		
Current Version of IS 700 or ICS 700		
Current Version of IS 800 or ICS 800		
Current Version of ICS 300		
Current Version of ICS 400		
Recent E/L 449 ICS Curriculum TTT		
Instructor Training Certification		
Incident Action Plan		
ICS Experience Validation		
Adult Education Experience Description		

OFFICE USE ONLY -- DO NOT WRITE IN THIS SECTION		
Ⓞ REVIEWED	BY:	DATE:
Ⓞ APPROVED	BY:	DATE:

INSTRUCTIONS ON HOW TO FILL OUT THIS FORM

1. Provide your contact information by typing or legibly printing your first name, middle initial, last name, suffix one the first row. Complete the second row by adding your current residence address and primary contact telephone number. The third row includes your city, state, zip code and current email address. You must inform North Carolina Emergency Management Training Staff whenever your contact information changes in order to remain eligible as an Incident Command System Curriculum instructor.
2. Validate completion of the Incident Command System Curriculum Train the Trainer course (E/L 449) or equivalent. Federal requirements mandate that Incident Command System Curriculum instructors complete the ICS TTT or an equivalent course to instruct ICS courses.
3. Validate completion of Instructor Training Certification (See list or contact NCEM Training Staff for questions). Federal requirements mandate that potential Incident Command System Curriculum instructors complete an approved Instructor Training Certification course to instruct ICS courses.
4. **NOTICE:** It is the instructor's responsibility to maintain the current certification in the current version of each of the Incident Command System Curriculum courses that they wish to instruct.
5. Select which category you wish to be an instructor:
 - a. ICS Curriculum Instructor – Instructs 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 – Instructs 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 – Instructs 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 – Instructs 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 – Instructs 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.
6. Incident Command System Education Background – Under each section are blocks for you to validate that you have completed the required current versions of each course. You must have completed all identified courses under the section you are applying for to be certified as an Incident Command System Curriculum, Lead, or Unit Instructor. Copies of each completed course certificate or a current copy of the NCEM Transcript must be attached to the application.
7. Incident Command System Experience – Federal requirements mandate that Incident Command System Curriculum Instructors have applicable real-life experience coupled with an appropriate educational background in the subject you wish to teach. Experience can be validated by either or both of the following methods:
 - a. The potential instructor's direct supervisor must attest to the instructor's relevant experience to instruct each course as having had experience in either an Incident Commander, or Command or General Staff Position. This requires the supervisor's name and title, signature, email address and phone number.
 - b. The potential instructor can demonstrate Incident Command System experience by attaching an Incident Action Plan listing the potential instructor as either the Incident Commander or in a Command or General Staff position, as appropriate for the course that they are applying for. (Guidance is listed under each course on the application).
8. Adult Education Experience – This educational experience includes any instructional experience for other courses that may be relevant to instruction of Incident Command System Curriculum courses. This may include college courses, Fire Rescue courses, EMS courses, or other Emergency Management courses.

Completed Incident Command System Curriculum Instructor applications must include copies of all documents as listed in the Instructor Documentation Checklist. The completed application can be emailed to NCEM Training at NCEMTraining@ncdps.gov or mailed to the following address:

**NCEM
Training – ICS Instructor
4236 Mail Service Center Raleigh,
NC 27699-4236**

If you have any questions on filling out this form, you can contact our main office at (919) 825-2574.