

# NIMS

## Instructor Program Manual



Oklahoma Office of Homeland Security  
2022



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## **Introduction**

Welcome NIMS Instructor Candidate: Thank you for participating in the NIMS Instructor certification process. In February 2008, The NIMS Integration Center (NIC) released the training plan for the National Incident Management System (NIMS). In the document, it specifies NIC and stakeholder responsibilities as well as activities for developing, maintaining, and sustaining the National Training Programs for NIMS. Besides spanning NIC and stakeholder responsibilities and actions, the Plan defines the PROCESS for developing both training and personnel qualification requirements for emergency management response personnel.

In the training plan, specific objectives were identified for program coordinators and stakeholders. Among the performance goals identified, there is a requirement for the State Office of Homeland Security to begin the process of identifying qualified NIMS Instructors in our state. In an effort to complete this objective, the Oklahoma Office of Homeland Security (OKOHS) has developed this application process for the primary purpose of identifying qualified instructors.

## **General Instructor Qualifications**

### **Teaching Experience**

The requirement of instructors to have past teaching experience is an assurance that the instructor has a background in philosophy of educational concepts found in all adult training courses that help ensure a quality course is being delivered. Instructors are required, to have formal instructor training and must provide documentation of completion of an instructor certification or training course from an approved organization.

Examples of acceptable Instructor courses are as follows:

M-410, National Wildland Coordinating Group Facilitative Instructor

EMI Master Trainer Program

E-0141, Instructional Presentation and Evaluation Skills

Office for Domestic Preparedness Instructor Course

Fire Instructor II/III,

EMS PI, EMA Instructional/Presentation Skills

FEMA Master Trainer

ILEA instructor

### **ICS Experience**

Incident Command Experience is required for instructors to have actual experience and illustrations in which to fall back on during normal interaction between student and instructor. ICS instructors are required to have served as an Incident Commander or as Command or General Staff Position in an incident that went beyond one operational period or required a written Incident Action Plan. Additionally, Instructors are required to have served as an Incident Commander or as Command or General Staff Position in an incident that required multi-agency coordination.

### **New NIMS Instructor Application Instructions**

Submission of an OKOHS NIMS Instructor Application (attached) is required to become an ICS Instructor.

ICS Instructors are required to provide documentation of completion of Incident Command System Curricula TtT. Validation of Incident Command System experience can be documented either by a letter from your immediate supervisor, or by including a copy of the Incident Report identifying the Incident Command.

## **NIMS Instructor Renewal Instructions**

The NIMS instructor certification is good for a period of five years and the instructor certifications will expire 5 years from the date of the last application/renewal period. Renewal requirements for instructor will involve submission of an OKOHS NIMS Instructor Application, (marked renewal), as well as the attendance of at least one OKOHS sponsored NIMS Instructor Workshop. You must also have taught at least two NIMS courses during the 5 year certification period.

NIMS Instructor workshops are an important component of the renewal process. This event consists of a single half day event designed to give NIMS instructors additional information on current teaching techniques, scheduling requirements and other administrative activities of the Oklahoma Homeland Security Office. The most current instructor handouts and course materials are often delivered to attendees during these workshops.

No supporting documentation outside of the renewal application is required.

## **Scheduling and Teaching NIMS Courses**

NIMS ICS 300 and ICS 400 are designed for Command Level personnel and are provided at no cost to public service agencies through a grant provided by OKOHS. Instructors may schedule ICS 300 and ICS 400 courses by submitting an OKOHS NIMS Course Request Form (attached) to the OKOHS Training Office. The Course Request must be submitted at least 6 weeks in advance of the date of the class so that adequate time is available to prepare course materials and ship them to your location. Course materials and Instructors are coordinated through OSU-FST for all OKOHS courses.

The ICS 300 and ICS 400 courses require a minimum of 15 students and a maximum of 25. If the minimum student requirement is not met, the course may be subject to cancellation two weeks prior to the start date.

## **Registering for Currently Scheduled Courses**

A list of currently scheduled courses can be found on the OKOHS website: <https://oklahoma.gov/homeland-security/training.html> by navigating to Training Calendar. To register you may complete the on-line registration or contact April Keeler at 405-227-4701 with additional questions.

## **Acquisition of Course Materials**

If student or instructor course materials are required, please identify the needed items on the Course Request Form. Make sure to include a shipping address they will be delivered to. No PO Box addresses will be accepted for a shipping address. If you will be shipping instructor or student materials to the host site, please contact the host to ensure they are expecting the materials. Course Request Forms are available on the OKOHS Training and Exercise website.

## **Acquisition of Certificates**

All certificates are issued through Oklahoma State University Fire Service Training (OSUFST). They are not disseminated to students. To acquire a certificate, students will need to login and print them from OSUFST's website at [www.osufst.org](http://www.osufst.org). If the student does not have a login, they will need to contact OSUFST at 405-744-5727.

## **National NIMS Instructional Standards**

ICS 300 & ICS 400 Instruction Standards:

### **Instructor Qualifications**

Successful completion of current accredited IS-100, IS-200, ICS-300, ICS-400, IS-700, IS-800 and G0191 courses.

Recognized qualifications in techniques of instruction and adult education methodologies. Examples: M-410, National Wildland Coordinating Group Facilitative Instructor, EMI Master Trainer Program, Fire Instructor I&2, ASTD, CTTI, POST, FLETC, college, private industry, E-0141, Instructional Presentation and Evaluation Skills, Office for Domestic Preparedness Instructor Course, valid teaching certificate, or CLEET Instructor.





**STATE OF OKLAHOMA  
OFFICE OF HOMELAND SECURITY  
INSTRUCTOR APPLICATION**

**Initial Application**

**Renewal Application**

DATE \_\_\_\_\_

INSTRUCTOR # \_\_\_\_\_

First Name		MI	Last Name	
Address				Phone
City		State	Zip Code	E-Mail
Organization			Position	
Telephone Number	Mobile Number	Business E-Mail if available		
Business Address				
City		State	Zip Code	
<b>Check Required Courses Below and Attach Certificates Before Submitting.</b>				
IS-700	IS-800	ICS-100	IS-200	
ICS-300	IT-300	ICS-400	IT-400	
G0191		L-449 ICS Curricula Train the Trainer - Date of Course		
List instructor qualifications and certifications (Initial Application):				
List at least two NIMS courses taught in the last 5 years (Renewal Application):				
Reviewed by:				Date:
Approved by:				Date:
Expiration Date:				





Oklahoma Office of  
**Homeland Security**  
*Prevent, Protect, Prepare*

**NIMS COURSE REQUEST FORM**  
**Minimum Registration 15 / Maximum Registration 30**

**ICS-300** (21 hours, 2 1/2 days)

**ICS-400** (16 hours, 2 days)

**G0191** (8 hours, 1 day)

**In-House Instructor Delivery**

**Instructor Name**

**If you do not have an instructor, leave blank & one will be chosen from the state list.**

**Agency Requesting  
Training**

**Dates of Training**

**Location Name**

**Location Address**

**Times  
(If different than 8-5)**

**Materials Shipping  
Address  
(No PO Boxes)**

**Host Name**

**Host Telephone**

**Host Email Address**

**Additional Information**

**INCOMPLETE FORMS WILL BE RETURNED**

**April Keeler**

State NIMS Coordinator

[april.keeler@okohs.ok.gov](mailto:april.keeler@okohs.ok.gov)

405-227-4701