

# Alaska DHS & EM Instructor Certification Guidelines



State Training Office





## Table of Contents

|   |   |
|---|---|
| Record of Changes.....                  | 1 |
| Introduction .....                      | 3 |
| Overview .....                          | 3 |
| Process Steps .....                     | 4 |
| General Instructor Qualifications ..... | 4 |
| Certification Overview .....            | 5 |
| Application Steps: .....                | 6 |
| Sustainment Overview .....              | 6 |
| Appendix 1 – Digital Resources .....    | 8 |

# Alaska Instructor Certification Guidelines

## Introduction

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) State Training Office (STO) administers the endorsement of FEMA National Disaster and Emergency Management University/Emergency Management Institute (NDEMU/EMI) emergency management curricula instructors within the State of Alaska. This document will serve as a policy and process overview of STO instructor certification.

*Goal: To build and sustain a robust instructor cadre within the State of Alaska.*

## Overview

The instructor endorsement process is made up of three steps: qualification, certification, and sustainment. Each of these three steps will be expanded on below. In brief, qualification represents the knowledge, skills, and experience that enable an instructor to perform their duties, certification represents the recognition by the STO that an instructor is qualified and can competently represent DHS&EM as an instructor, and sustainment is the continuing experience and documentation of said experience, which maintains instructional competence and accountability.

**Levels of Instructor Endorsement:** Instructors will be endorsed at either the Lead or Support level. Lead instructors are accountable for the overall conduct, management and administration of the training. Duties include drafting training communications to participants, managing training logistical concerns, managing training documentation and closeout, training instruction, and supervision and evaluation of support instructors. Support instructors are accountable for the instruction of their assigned units and supporting the Lead instructor based on the needs of the training. Duties include training instruction and assisting the lead instructor with administrative duties as needed.

**Programs Covered:** The STO only endorses instructors for NDEMU/EMI curricula-based training. Specifically, G-Coded NDEMU/EMI trainings and some L/K-Coded trainings. The covered programs fit into four primary groups:

- Incident Command System Core Trainings – G0300, G0400, G0191, etc.
- NIMS/ICS Position Specific Trainings – E0950, E0955, E0958, etc.

- Emergency Management Program Level Courses– HSEEP Program, Master Public Information Office Program, Basic Academy, etc.
- Miscellaneous G/L/K-Coded Trainings – K0141, G0418, G0142, etc.

## Process Steps

1. Complete the training, education, and experience qualification requirements.
2. Submit an endorsement application for the preferred level and program of interest to the STO.
  - a. Application will be submitted in Acadis.
  - b. All instructors are considered Support until evaluated and elevated to Lead.
3. STO will notify once approved or disapproved.
4. Maintain endorsement through continued instruction and emergency management experience.
  - a. Current endorsements will be tracked and documented in Acadis.
5. Renew endorsement when prompted.
  - a. Endorsement renewal will be submitted in Acadis.

## General Instructor Qualifications

Qualifications represent the knowledge, skills, and experience required to competently perform the duties of an emergency management training instructor. This document will cover the general instructor qualifications expected of support and lead instructors regardless of the program/training endorsement. Some programs/training have additional requirements that go above and beyond what is listed here. Details on those requirements can be found within their individual programs. Similarly, some programs/trainings do not have clear qualification requirements. In those cases, the general qualifications will be used.

**Knowledge and Skill Requirements:** Instructors are expected to be subject matter experts in the material that they are instructing, as well as knowledgeable and skilled in instructional techniques of adult education (andragogy). The most basic component of this requirement is completion of the training being instructed and completion of training or coursework in andragogy. Completion of further training in the topic being instructed is preferred, but not an absolute requirement. That additional knowledge and additional skill acquisition can be made up for through on-the-job experience. The STO will recognize all FEMA-recognized instructional technique training as well as training provided by reputable organizations like the National Fire Academy, military instructor training, and/or academic coursework in andragogy. The STO will consider training

certification outside of those categories listed above on a case-by-case basis. Certificates of completion and/or transcripts will be used to verify the applicant's knowledge and skills.

**Experience Requirements:** Instructors are expected to have recent, relevant and response-focused experience in the focus area. Qualified instructors will also have recent and relevant instructional experience. Experience can be gained through full-time, part-time, and/or volunteer work in the relevant focus area. Response experience during simulations and exercises will be considered, but preference will be given to experience in real-world incidents and events. Instructional experience does not have to be in the focus area. The STO will consider all instructional experiences regardless of focus area as long as it uses andragogy techniques. Recent experience is defined as within five years of the application for certification. Supporting documentation, e.g., Incident Action Plans and letters of recommendation, will be used to verify the applicant's experience.

**Evaluation Requirements:** Support instructors wishing to be elevated to Lead instructor endorsement must have their instruction evaluated by a Lead instructor. These evaluations must cover all units of instruction for the course and must have a rating of meets expectation or higher. Units do not need to be evaluated sequentially, nor do all evaluations need to be performed by the same lead instructor. Evaluations do not require specific formatting, but a template can be provided by the STO on request.

## Certification Overview

Instructor certification by the STO allows an individual to instruct NDEMU/EMI training, which, when completed, confers completion certificates signed by either the STO or NDEMU/EMI. The STO does not and will not inhibit instructors from providing training within their own jurisdiction and endorsed by their own AHJ. The STO only has authority to oversee training and/or instructors certified by it and/or NDEMU/EMI. The STO will only recognize training endorsed by it and/or NDEMU/EMI for the purpose of prerequisites. NDEMU/EMI has the final say on instructor eligibility for classes for which they provide completion certificates.

**Submission for Certification:** Individuals seeking certification must submit an application to the STO. All applications and supporting documents will be submitted through the Acadis Readiness System administered by the STO. Applicants will submit a separate application for each training or training group of interest, e.g., those seeking endorsement as an ICS Core instructor and a PIO Program instructor will have to submit two applications. Once submitted, the STO will review the application and

provide a decision and notification of that decision within a reasonable timeframe. Any disapproval will include a rationale.

## Application Steps:

1. Access the application within the AK DHSEM Acadis Readiness System (Acadis).
  - a. Applicants are required to have an active Acadis Portal account to access the application.
2. Complete the application webform while including all required and supporting documentation.
  - a. Documentation can include:
    - i. Instructor Qualification Proof
    - ii. Training Completion Certificates and/or Transcripts
    - iii. Experience documentation
    - iv. Letters of Reference/Recommendation
3. Verify all information provided is correct and submit the webform.
4. The STO will be notified of the submission and will begin the review process.
  - a. The STO may reach out to applicants for clarification or additional documents.
5. Upon completion of the review, the STO will either Approve or Disapprove the application.
  - a. Approval – Notification and issuance of endorsement through the Acadis Certificate.
  - b. Disapproval – Notification of disapproval and rationale sent to applicant.
    - i. Applicants may reapply at will.

## Sustainment Overview

It is the responsibility of the individual to maintain their recency. Lead instructors will be evaluated and expected to renew every 18 months, and Support instructors every 36 months. Lead instructors who miss or opt not to renew will have their endorsement switched to Support. Support instructors who miss or opt not to renew will have their endorsements revoked. Instructors who have been moved from Lead to Support can reapply for Lead endorsement at will. They must complete one training as a support instructor, with a positive evaluation, before being re-endorsed as a Lead instructor.

Endorsement Tracking: Acadis will be used to track all endorsements. Instructors will receive reminders when they are getting close to their renewal period.

Renewal of Endorsement: Endorsed instructors must renew their endorsements every 18/36 months in order to maintain recency. Renewal is the process of providing documentation to the STO that shows continued instructional and emergency management related activity during the period of endorsement. These proof documents can be records, narratives, response forms, etc. The STO may reach out for additional information.

- Instructional Experience – Any experience (full/part-time and/or volunteer work) wherein the individual applied instructional techniques with the goal of facilitating adult learning.
  - Instructional experience does not have to be in emergency management.
  - Additional training/education in instructional techniques can be substituted for part of the experience requirement.
- Emergency Management Experience – Emergency management experience (full/part-time and/or volunteer work) that applies to the emergency management topic of instruction.
  - Response experience gained through simulations and exercises is valid. Preference will be given to experience gained through real-world incidents and events.

## Appendix 1 – Digital Resources

- Alaska Division of Homeland Security and Emergency Management
  - [DHS&EM | Home](#) – Training
  - [DHS&EM | Alaska Intrastate Mutual Aid System](#) – AIMAS
- Acadis Readiness System
  - [ENVISAGE Acadis®](#) - DHS&EM Training Portal
  - [Available Training - Acadis® Portal](#) – Training Schedule
- State Training Office Announcements
  - [mva.dhsem.training Info Page](#) – Announcements Registration
- Federal Emergency Management Agency
  - [Home | FEMA.gov](#) – FEMA Homepage
  - [FEMA National Disaster & Emergency Management University \(NDEMU\) - NDEMU Homepage](#)
  - [Emergency Management Institute | Course Schedules](#) – Course Schedule
  - [Emergency Management Institute | Instructor Information](#) – Instructor Information
- National Training and Education Division
  - [NTED | National Preparedness Course Catalog](#) – Course Catalog
- National Domestic Preparedness Consortium
  - [NDPC – National Domestic Preparedness Consortium – The National Domestic Preparedness Consortium \(NDPC\) is a professional alliance sponsored through the Department of Homeland Security/FEMA National Preparedness Directorate.](#) – Homepage