IDAHO OFFICE OF EMERGENCY MANAGEMENT (IOEM)

Instructor Application Instructions

The Idaho Office of Emergency Management (IOEM) Training Program would like to thank you for your interest in applying to be an IOEM Instructor.

Instructor selection consists of multiple methods once an application is received and reviewed. Additional methods may include interviews, observing instructional skills, and reference checks.

Instructor Qualifications
The IOEM Training Program follows the guidance laid out by FEMA and the Emergency Management Institute (EMI) to qualify instructors.

All prospective instructors **must** have a working knowledge of ICS through experience and training and have experience delivering adult training. Prospective instructors must have worked as Incident Command, Command or General Staff positions on incidents, planned events, or exercises that were active for multiple operational periods or involved a written action plan, and involved multiagency coordination.

APPLICATION SUBMISSION:

Please make sure the following is completed and submitted together for review:

- Cover letter documenting working knowledge and experience using ICS
- Instructor Application Form
- 1-2 page resume or curriculum vitae
- One Letter of Recommendation to instruct from the head of the agency/organization the applicant is or has recently been affiliated with.
- Copies and/or documentation of identified education degrees, training hours, or course completion certificates (attended as student or Train-the-Trainers):
    - IS-100 – Introduction to ICS, ICS-100
    - IS-200 – Basic Incident Command System for Initial Response, ICS-200
    - E/G/L0300 – Intermediate ICS for Expanding Incidents, ICS-300 – Certificate dated May 2019 or later
    - E/G/L0400 – Advanced Incident Command System for Complex Incidents, ICS-400 – Certificate dated May 2019 or later
    - IS-700 – An Introduction to the National Incident Command System (NIMS)
    - IS-800 – National Response Framework, an Introduction
    - E/G/L0191 – ICS/EOC Interface Workshop – Certificate dated May 2019 or later
    - E/L/K0449 ICS Train-the-Trainer (Required to teach ICS-300/400 and All-Hazards Position Specific classes)
- Copies and/or documentation of formal instructor training is required such as the list below or an equivalent training:
    - M-410
    - National Wildfire Coordinating Group Facilitative Instructor
    - Fire Instructor 1 & 2
    - College, private industry
    - E0141: Instructional Presentation and Evaluation Skills
    - Center for Domestic Preparedness Instructor Course
    - Valid teaching certificate, or equivalent

The instructor qualification process will be initiated through and reviewed by the IOEM Training & Exercise Program. The application process is not complete until you are contacted and given written approval as a qualified instructor.

IDAHO OFFICE OF EMERGENCY MANAGEMENT (IOEM)

Submit your Instructor Application to:
Natalie Lahti, Idaho Office of Emergency Management, Training & Exercise Section Chief, 4040 Guard St. Building 600, Boise, Idaho 83705.. **For questions or assistance, please call or e-mail Natalie Lahti at** Office 208-258-6543, nlahti@imd.idaho.gov

IDAHO OFFICE OF EMERGENCY MANAGEMENT (IOEM)

Instructor Application

Full Name: (Last, First M.)	Birth Date: (mm/dd/yy)

Home phone:	Work phone:	Cell phone:	E-mail Address:

Residential Address: (address/city/state/zip)	Mailing Address: (if different than residence)

EMPLOYMENT (Attach additional sheets if necessary.)

From: (mm/yy)	To: (mm/yy)	Job Title:	Employer/Agency Name & Phone #:

EDUCATION (Attach copies of diplomas or transcripts.)

College/Agency/Company:	Subject Area/Course Code:	Degrees or Hours Completed: (Attach Documents and Certifications)	Date(s) Attended: (mm/yy)

REQUESTING APPROVAL TO INSTRUCT THE FOLLOWING COURSES (Use a separate sheet of paper if needed. Attach copies of course completion certificates.)

Course Title:	Completed Course? Y/N	Completed TtT? Y/N	Taught Course? Y/N	Number of Times Taught Course (Approximate)

DO YOU HAVE ANY DISABILITIES *(Including special allergies or medical disabilities)* **WHICH WOULD**

REQUIRE SPECIAL ASSISTANCE? ☐YES ☐NO
(If yes, describe & indicate any special assistance required on a separate sheet)

Attach the following documents to this application:
1. Copies of certificates of instructional methodology, train-the-trainer, or transcripts.
2. Copies of training certificates showing training in the topic area(s) you are requesting to be qualified to instruct.
3. A resume or a listing of employment history.
4. One letter of recommendation to instruct from the head of the agency/organization the applicant is or has recently been affiliated with.
5. Cover letter describing your interest in teaching for IOEM and your experience using ICS operationally and in the field as well as any emergency operations center background.

By your signature upon this application, you attest and affirm that all statements and documents with this application are true and correct according to your knowledge and belief.

_____   _____
Signature of Applicant   **Date**