

ICS 300/400 Information Guide for Students



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Purpose

Incident Command System (ICS) 300 and ICS 400 courses are a part of the National Incident Management System (NIMS) Training Program. The Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI) administers the course content. EMI grants course content distribution rights to the State Training Officers, the National Fire Academy, and branches of the military. Due to the course content being distributed to multiple entities, the ICS 300/400 student will have multiple avenues to take a course and in turn, will have multiple avenues for obtaining their certificate of completion once the course is complete.

This purpose of this guide is to assist the student to make an informed decision when registering for an ICS 300/400 course and guide the student in how to obtain a certificate of completion after the course is complete. This document does not endorse any ICS 300 or ICS 400 training vendor.

Course Information

ICS 300: Intermediate Incident Command System for Expanding Incidents

This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses.

ICS 400: Advanced Incident Command System for Command and General Staff-Complex Incidents

This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS 100 through ICS 300 courses, which are prerequisites for the ICS 400 course.

ICS 300 and ICS 400 courses can be offered by many organizations. However, students who are interested in a course should have record of the following before the course begins and after the course is complete:

- Host agency
- Instructor Name(s)
 - Verify they are on the HSEM Instructor List by contacting hsem.training@state.mn.us
- Location
- Date
- Who is issuing the completion certificate

Students are encouraged to register for ICS 300/400 courses that are offered by instructors/organizations with a ★ as indicated in the graphic in the next section. This will ensure the student is receiving a course taught by a HSEM Certified Instructor who is working directly with HSEM or that the course is offered by an organization that works closely with the EMI.

Obtaining ICS 300/400 Certificates Post Course Delivery

Students who need a copy of their ICS 300/400 course certificate will have to contact the organization that conducted the class. Students should understand that the certificates are not stored in one single location and that is why it is imperative that the student understands who the host agency is, the instructor's name(s), the location of the class, the dates of the class, and who issued the original certificate.

It is ultimately the student's responsibility to know who issued the certificate, retain the certificate for their records, and contact the appropriate training partner for certificate requests made after the initial certificate distribution.

Obtaining ICS 300/400 Certificates

