



## HSEM Training & Exercise Frequently Asked Questions

- Q.** I am interested in the emergency management field, but do not currently have a specific role in emergency management. How can I get started?
- A.** A good way to begin learning about emergency management is to take some of the FEMA online courses. You may find the courses on the [FEMA Independent Study Program Website](#). Basic courses include IS-100.b, IS-200.b, IS 700.a and IS 800.b. The course material gives a lot of information about emergency management and may be printed. To participate in Homeland Security and Emergency Management's (HSEM's) emergency management training courses, you must have a specific role or responsibilities with an organization or jurisdiction. Requirements for the new EM Certification and Certificate Programs are scheduled to be posted July 2013 on this website.

## HSEM Sponsored Courses — Training & Registration Tracking (TRT)

### *Registration*

- Q.** How do I sign up for HSEM sponsored emergency management classes or register for an account?
- A.** The HSEM TRT is meant for those who have a defined role in disasters; it is not an open public offering. Eligible individuals may register by going to the [HSEM Website](#), clicking on the Training tab, and going to the Training and Registration Tracking (TRT) link. Approval typically takes 1-3 business days. You will receive an email with your user name and password. Once you have an account, you may register for the courses you want to attend. Some courses have specific requirements, so not all courses may be available for you to take. Note: We generally do not approve requests without an identified role and agency, or with a non-descript email account.

### *Independent Study Completion & Prerequisites*

- Q.** How can I obtain my FEMA training transcript or FEMA certificates of completion?
- A.** To get a copy of your FEMA transcript, go to the [FEMA Independent Study Program Website](#); the ISP Transcript Request is under the Featured Topics section. On this form, please request that a copy of the transcript also be sent to HSEM Training, 445 Minnesota Street, Suite 223, St. Paul, MN 55101.

- Q.** How do I submit my independent study completions to the TRT?
- A.** Scan and send completion certificates (including prerequisites) to [HSEM.Training@state.mn.us](mailto:HSEM.Training@state.mn.us) and we will enter them on your training file.
- Q.** When I tried to register for courses, I received the message, "You need to complete one of the following prerequisite courses before taking this class." I have completed several of the courses through FEMA's online training program. Can I transfer that training to HSEM and if so, how?
- A.** Scan and send your completion certificates (including prerequisites) to: [HSEM.Training@state.mn.us](mailto:HSEM.Training@state.mn.us). The certificates will be entered on your training file. FEMA does not provide us with your completions.

#### *HSEM Completion Certificates*

- Q.** Where do I find completion certificates for classes I have taken?
- A.** Sign into your TRT account using your user name and password. On the Participant History tab, click Print Certificates and choose the certificate you wish to print. Please note the Help text to print certificate page button for further assistance.
- Q.** I have filled out at least three HSEM Course Evaluations and get an Internal Server Error message; are they not getting through?
- A.** Please go to the TRT and check the Participant History Tab under the Print Certificates link. If you can access your course completion certificate, your evaluation was submitted. If you cannot, please let us know, as this is a different issue. Our system occasionally will take the inputs from an evaluation, but will send the error message. This has been reported to our Information Technology group and it is currently under review. We apologize for any confusion.

### **Emergency Management (EM) Certification**

#### *General Questions*

- Q.** What are the requirements for EM Certification?
- A.** A checklist of the currently required course work is available on the [HSEM Website](#). Select Training from the left menu, then Emergency Management Certification Program. Requirements for the new EM Certification and Certificate Programs are scheduled to be posted July 2013 on this website.

### *Continuing Education*

- Q.** Are there requirements to maintain HSEM EM certification?
- A.** The [Minnesota Emergency Management Director's Handbook](#) states eight (8) hours of continuing education are required per year. You may meet this requirement by attending sessions at the Governor's Conference or the AMEM Conference, completing FEMA Independent Study courses, or taking other emergency management-related training. Be aware that the continuing education requirements may change with the new EM Certification curriculum.

### *Course Equivalency/Substitution Request*

- Q.** I attended a university, military academy or other accredited educational institution and believe some of my courses may transfer. How do I request a review?
- A.** Classroom course equivalency/substitution requests will be reviewed by the HSEM Training Program Administrator on a case-by-case basis. A request for course equivalency/substitution should be submitted in writing and include the following:
- Course name you are requesting to be considered for equivalency
  - Course name that is being used as a possible substitution
  - Course objectives, length of course, date of course, location, and instructor or educational institution
  - Course completion certificate, transcript or other documentation verifying that the course was completed.

HSEM reserves the right to confirm or deny based upon the entire body of the student's submission. Multiple requests for equivalency/substitution of courses may have a negative impact on the body of the student's submission. HSEM can only do this as time permits, as this is outside the normal scope.

## **Camp Ripley – Emergency Management Training Center (EMTC)**

### *EMTC General Questions*

- Q.** I have a number of questions regarding Camp Ripley. What should I do or who should I contact?
- A.** The best place to start is the [HSEM Website](#). Select Training from the left menu, then Emergency Management Training Center. The EMTC Usage Guide contains guidelines, procedures and instructions. If you have additional questions, please email [HSEM.EMTC@state.mn.us](mailto:HSEM.EMTC@state.mn.us).

### *Using Grant Funding Monies*

- Q.** Can I use grant funds to pay for training at Camp Ripley?
- A.** Generally, grant funds may be used for the training that HSEM offers at Camp Ripley. The use of grant funding depends on the county's grant application. If you want to use grant funds for the training, submit the [Conference/Training Authorization Request form](#) in advance of the training. You may find the form on the [HSEM Website](#) under Grants, then Resources.

### *Billing*

- Q.** Does Camp Ripley or the EMTC have a vendor number so I can set up a purchase order (PO) for the training room and lodging?
- A.** Camp Ripley does not have a vendor number for interagency billing. Billing information for the EMTC will come from Jim Krousey (email [James.E.Krousey.nfg@mail.mil](mailto:James.E.Krousey.nfg@mail.mil) or phone 320-616-2708). If you have questions regarding billing for billeting (lodging) please call 320-616-3140.

## **National Incident Management NIMS Course Questions**

### *ICS 300 and ICS 400 courses*

- Q.** Who should take the ICS 300 and ICS 400 courses?
- A.** The ICS 300 course is intended for individuals who, as a result of their job title or ICS qualifications, will have supervisory responsibilities (Incident Commander, Section Chief, Branch Director, or Division/Group Supervisor) within an ICS organization during expanding incidents that extend into multiple operational periods, referred to in the NIMS as Type III level incidents. This does not necessarily correlate to the individuals rank or position in their day-to-day organization.

The target audience for the ICS 400 course includes personnel assigned as the EOC Manager and Command and General Staff positions; Type I or Type II qualified Incident Management personnel, referred to as "Overhead" or Incident Management Team Personnel; Area Commanders; and Multi-Agency Coordination Group Coordinators. ICS 400 provides training for senior personnel who are expected to perform in a management capacity in a major and/or complex incident environment.

In Minnesota, it has been determined that the highest complexity of an incident experienced here would be a Type IV so it is not required that anyone in Minnesota take ICS 300 or ICS 400. Additional guidance is available on FEMA's [NIMS Training Program Website](#).

**Q.** What are the prerequisites for the ICS 300 and ICS 400 courses?

**A.** Prerequisite courses:

- IS-100.b, Introduction to the Incident Command System (ICS)
- IS-200.b, Incident Command System (ICS) for single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS)
- IS-800.b, National Response Framework (NRF), An Introduction
- ICS 300 (for ICS 400 only)

#### *Lost Certificates*

**Q.** I lost my ICS 300 and 400 Certificate, is there anything I can do? My Instructors did not keep copies of the certificates and FEMA is unable to re-issue certificates because they said it must be coordinated with the instructor.

**A.** HSEM cannot assist with copies of ICS 300 and 400 certificates prior to January 2012 since the responsibility for completion certificates rested on the instructor and HSEM was not part of the process.

The responsibility to issue completion certificates was given to the states January 2012 by FEMA\EMI. You may refer to the [Emergency Management Institute's Training Bulletin 892](#) on the [HSEM Website](#) Training, NIMS page.

#### *Instructor Questions*

**Q.** I am interested in holding an ICS 300 and/or ICS 400 course. What do I need to do?

**A.** HSEM must approve a course before it may be held (course instructor, dates, location, reason the course is being held, etc.). Contact [HSEM.Training@state.mn.us](mailto:HSEM.Training@state.mn.us) and someone will get in touch with you. Courses not receiving pre-approval from HSEM will not be given credit.

Students must obtain a [FEMA student ID number](#) (SID) and bring the SID to class. Students must also have an account on the TRT.

**Q.** Who can teach ICS 100 and 200 courses? While I know many of these classes are offered online, I think it would be better if it could be done in a classroom setting. What, if any, are the instructor requirements for presenting the course to groups of people? And how do I get certificates of completion for the course?

- A.** FEMA/DHS/EMI will no longer accept or give credit for paper exam Opscan sheets. Therefore, the only way for the student to receive credit for the course is to take the online test. If you decide to proceed with a classroom offering, HSEM recommends the following qualifications for ICS instructors:

ICS 100: *Lead* and *Unit instructors* should have successfully completed ICS 100, ICS 200, IS-700 and IS-800. *Lead instructors* should also have training and experience in adult education, and have served as Incident Commander, or in a command or general staff position.

ICS 200: *Lead instructors* should have successfully completed ICS 300 in addition to the ICS 100 Lead instructor qualifications above. *Unit instructors* should have successfully completed ICS 100, ICS 200, IS-700 and IS-800.

- Q.** I was previously a “Qualified and Approved” instructor through FEMA/EMI/CDP. Am I then considered “Qualified and Approved” to teach ICS 300 and 400 classes here in Minnesota?
- A.** HSEM requires ICS 300 and 400 instructors to have successfully completed the following:

- IS-100.b, Introduction to the Incident Command System (ICS)
- IS-200.b, IICS for Single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS)
- IS-800.b, National Response Framework (NRF), An Introduction
- ICS 300
- ICS 400

*Lead instructors* should have training and experience in adult education and have served as Incident Commander, or in a command or general staff position in an incident that went beyond one operational period or required a written Incident Action Plan. *Unit instructors* should have served as Incident Commander or in a command or general staff position OR have specialized knowledge and experience appropriate for the audience, such as public health or public works.

Adult education training examples:

Formal instructor training such as college courses, National Wildlife Coordinating Groups Facilitative Instructor M410 course, Emergency Management Institute’s Master Trainer Program, National Fire Academy’s Instructional Methodology class, or DHS Office of Grants and Training’s Instructor Training Certification course, or equivalent (Fire Instructor II/III, EMS PI, EMA Instructional/ Presentation Skills, FEMA Master Trainer, ILEA instructor, etc.).