



State Certified Instructor Document Checklist

Thank you for your interest in becoming a Washington State Certified Instructor. Below are the instructor requirements, by instructor endorsement, for all candidates interested in teaching for Washington State. Please submit individual certificates/supporting documents (not transcripts) to EMD.training@mil.wa.gov. An instructor packet is created and maintained by the State Training Officer. State Certified Instructors may submit additional certificates/supporting documents as they complete them to receive additional endorsements listed below.

Instructors must attain the applicable endorsement prior to serving as a primary/lead instructor. Instructor endorsements are listed in the instructor's certification memorandum. Please review your certification memorandum before requesting to instruct a course to ensure you have the appropriate endorsements.

If you have any questions or need assistance, please contact EMD.training@mil.wa.gov.

Instructor Endorsements:

Field Delivery (G course) Instructor	
Complete:	Course:
	IS-13: EMI Conduct and Behavior
	IS-100: Introduction to the Incident Command System
	IS-200: Basic Incident Command System for Initial Response
	IS-700: An Introduction to the National Incident Management System
	IS-800: National Response Framework, an Introduction
	Proof of formal instructor training (one of the following):
	• MGT-323, E/L/K/G0141, PER-266, M-410
	• E/L/K0449, E/L0110, FEMA Master Trainer Program
	• Fire Instructor I & 2, ASTD, CTTI, POST, FLETC
	• Other formal instructor training experience on a case-by-case basis ¹
	Complete and submit a signed letter of endorsement ²
	Documentation of training experience
	• Resume or experience letter
	Certificates for all G courses you intend to teach ^{3, 4}

- 1) May include: college professor or adult education degree, private industry instructional presentation and evaluation skills, office for domestic preparedness instructor course, valid teaching certificate (OSPI or equivalent), military instructor certification, or equivalent – reviewed on a case-by-case basis.
- 2) From an agency or jurisdictional authority under RCW 38.52 or an applicable city or county code or ordinance pertaining to emergency management.
- 3) Instructors must have attended the course they intend to instruct.
- 4) G course completion certificates must be on file prior to course delivery.



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ICS/NIMS Instructor (in addition to previous)	
Complete:	Course:
	ICS-300: Intermediate Incident Command System for Expanding Incidents (post 2019) ⁵
	ICS-400: Advanced Incident Command System for Complex Incidents (post 2019) ⁵
	IS-2200: Basic Emergency Operations Center Functions
	E/L/K/G0191: Emergency Operations Center/Incident Command System Interface
	E/L/K/G2300: Intermediate Emergency Operations Center Functions (recommended)
	E/L/K0449 or MGT-906: ICS Curricula Train the Trainer (must be completed w/in 3 years) ⁶

- 5) If you completed ICS 300 and/or 400 prior to the most recent NIMS update (2019), we will need to ensure you are up to date with current NIMS standards. To do that, please review relevant NIMS documentation. After that, you will need to complete the updated test for the courses needed (ICS 300 and/or 400). Instructor reset examination links can be obtained by reaching out to EMD.training@mil.wa.gov.
- 6) Regarding "Provisionally Certified Instructors:" A 36-month waiver for completion of E/L0449 may be granted on a case-by-case basis for those instructors who have clearly demonstrated knowledge, experience, behaviors, and skills but lack the formal E/L0449 ICS Train-the-Trainer course. Priority seating in the next E/L0449 / MGT-906 course (hosted by WA EMD) will be given to provisionally certified instructors. Instructors who have not completed the E/L0449 / MGT-906 course within 36 months of being provisionally certified to instruct ICS courses, will lose provisional instructor status until they complete the course.

National Emergency Management Basic Academy (NEMBA)	
Complete:	Course:
	Recommend completion of all previous requirements (Field Delivery & ICS/NIMS)
	Completion of the FEMA Professional Development Series (PDS)
	Complete and submit a signed letter of endorsement
	Documentation of training experience
	• Resume or experience letter
	MEP or MPIO Certificate(s) if applicable ⁷

- 7) If you have attended Master Exercise Practitioner (MEP), or Master PIO course(s) we will need copies of those certificates as well. E/L0110 will allow you to teach the Basic Academy (including HSEEP – if you have attended HSEEP and meet the experiential requirements). MEP will allow you to teach L0146 (HSEEP), and Master PIO will allow you to teach L0105 without the E/L0110 course.



Homeland Security Exercise and Evaluation Program (HSEEP)	
Complete:	Course:
	E/L/K0146: Homeland Security Exercise and Evaluation Program (HSEEP)
	IS-120: An introduction to Exercises
	IS-130: How to be an Exercise Evaluator
	Complete and submit a signed letter of endorsement
	Documentation of Exercise experience ⁸
	<ul style="list-style-type: none">• Resume or experience letter
	Recommended Training:
	<ul style="list-style-type: none">• K0052: Exercise Program Management
	<ul style="list-style-type: none">• E/L/K0139: Exercise Design and Development
	<ul style="list-style-type: none">• E/L/K0050: Exercise Control and Simulation
	<ul style="list-style-type: none">• E/L/K0131: Exercise Evaluation and Improvement Planning
	MEP certificate(s) if applicable ⁹

- 8) **Documentation of Exercise experience:** This can be in a narrative document citing the positions worked, exercises and dates, your involvement in the design and preparation of exercises, and your experience/qualifications as an instructor.
- Experience in the development of After-Action Reports/ Improvement Plans consistent with HSEEP
 - Recent experience (within the last 5 years) in conducting exercise planning and After-Action Meetings consistent with HSEEP (Concepts and Objectives Meetings, Initial Planning Meetings, Midterm Planning Meetings, Master Scenario Event List Meetings, Final Planning Meetings).
 - Recent instructional experience (within the last 5 years) with a target audience comprised of federal, state, territorial, tribal and/ or social emergency response personnel.
 - The Lead Instructor should have a minimum of three years of field experience in designing, developing, conducting, and evaluating HSEEP/ emergency management exercise or appointment as a Training Officer or Exercise Officer.
- 9) **Master Exercise Practitioners (MEP)** will be certified to teach HSEEP. We will need copies of your MEP certificate. E/L0110 will allow you to teach HSEEP – if you have attended HSEEP and meet the experiential requirements.

Additional Endorsements:

Additional instructor endorsements including Continuity of Operations, All Hazard Incident Management Team, and other specialized courses will be reviewed with the instructor on a case-by-case basis. Additional endorsements may, or may not, be included in State Certified Instructor memorandums based on the course(s).