

IEMA All Hazard Incident Management Team Credentialing Guide

Illinois Emergency Management Agency (IEMA)



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Overview

This document provides policy, guidance, and necessary to qualify and credential Incident Management Assistance Teams (IMAT), Incident Management Teams (IMT), and Emergency Managers within the state of Illinois.



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ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker
Governor

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Director

ALL-HAZARDS INCIDENT MANAGEMENT QUALIFICATION STANDARD OPERATING GUIDE

Purpose

In order to better align the request and matching process associated with mutual aid, national mobilization, and qualifying efforts, the Illinois Emergency Management Agency (Operations Division) has developed an All-Hazards Incident Management Qualifications Standard Operating Guide (SOG) for the All-Hazards Incident Management Qualifications programs.

The focal point of the qualification process identified in this guide is the Authority Having Jurisdiction (AHJ), in this case the Operations Division, is responsible for the development, implementation, and maintenance of the qualification procedures discussed in this guide. Outlining the process to qualify individuals within their field of expertise, training, and experience level in relation to the All-Hazards Incident Management Teams.

The statements and descriptions referenced by this guide are considered the minimum personnel qualifications that are established for intrastate mutual aid and national mobilization purposes under the National Incident Management System (NIMS) and the National Qualification System (NQS). The positions listed include Command and General Staff and roles or positions identified within several disciplines that are frequently called upon during an emergency.

Alternate AHJs may have their own list of qualified positions in addition to the ones appended or referenced by this document and may also add to these standards to meet their specific needs. However, the AHJ cannot impose a higher standard on another AHJ that meets the minimum standards within this guide.

The Operations Division may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific State or local needs.

Exception: Based on actual or anticipated conditions at the scene of an incident, a requesting jurisdiction may request a higher level of physical fitness for a particular position. This Qualification Guide is a dynamic document, and it will be updated as needed to incorporate new position titles or to revise the qualification standards. AHJs should ensure that they are using the most recent version of this guide as provided by the Operations Division.



Record of Changes

When changes are made to this document the following procedures will be followed:

1. Changes will be issued by the State of Illinois Inter-Agency Strategic Planning Cell (ISPC) and transmitted to agencies, personnel, and other designees as specified.
2. When a change is made, an entry will be made in the following log.

CHANGE NUMBER	DATE ENTERED	PAGES OR SECTIONS CHANGED	ENTERED BY
1	11/9/2022	Page 32, Replaced the RPL Process Flow charts with updated ones.	JEJ
2	11/9/2022	Page 26, Last sentence: Changed the RPL expiration date from "December 31, 2022" to June 1, 2023.	JEJ
3	11/9/2022	Page 26, Paragraph 4: Changed "jurisdiction" to IEMA.	JEJ
5	11/18/2022	Page 19, Added the following sentence: The Illinois Emergency Management Agency Manager of Training and Exercise maintains oversight and authority for overall committee operations. Change location SQRC committee. Removed the word "Chair" from the IEMA Manager of Training and Exercise.	JEJ
6	11/18/2022	Page 21, Added position duties for the position of Secretary	JEJ
7	1/19/2023	Pages 27 and 30-31, Added unanimous consent procedure for SQRC review of credential qualified candidates	JEJ
8	2/07/2023	Page 28, Added RPL Process flowchart	JEJ
9	2/07/2023	Page 32, Edited PTB Process flowchart	JEJ



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Authority

1. Homeland Security Presidential Directive 12- Policy for Common Identification Standard for Federal Employees and Contractors (HSPD-12).
2. Homeland Security Presidential Directive 5 - Management of Domestic Incidents (HSPD-5).
3. FEMA National Incident Management System (NIMS).
4. (20 ILCS 3305/ (from Ch. 127, par. 1058) Illinois Emergency Management Agency Act.

Scope

This document is addressed to the State AHJs including state senior elected and appointed leaders, city, county, tribal government, and other area officials. This document also addresses the members of the All-Hazards Incident Management Credentialing and Qualification Committee, the Operations Division's Training and Exercise Section and the Operations Section of the Response Operations Division. It is written as guidance for government executives; emergency management practitioners; private-sector, volunteer, and non-governmental organizations (NGOs); tribal governments, territories and critical infrastructure/key resources (CI/KR) owners and operators.

Maintenance

The preparation and revision of the All-Hazards Incident Management Qualifications Standard Operating Guide will be the responsibility of the State Credentialing and Qualifications Review Committee (SQRC) in conjunction with the Operations Section within the Operations Division with assistance and involvement of all applicable stakeholders and partners. This document will be updated, at a minimum, once every two years. However, an examination and review of the document will be conducted annually by SQRC and will be updated to reflect any changes in the implementation of procedures, improvement of capabilities, and deficiencies identified from corrective actions.

The preparation and revision of the IEMA Incident Management State Credentialing Qualifications Guide will be the responsibility of the Readiness and Deployment Coordinator with the assistance and review of the following:

1. State Credentialing and Qualification Review Committee
2. Training, Education, and Membership Committee
3. IEMA State Training and Exercise Manager

The State Credentialing and Qualification Committee and the Training, Education, and Membership Committee (TEMC) will review the document bi-annually and provide proposed updates to the Readiness and Deployment Coordinator to reflect any necessary changes. The TEMC will update this guide every two years, unless the Committee votes to update more frequently.



List of Acronyms

AHIMT	All-Hazards Incident Management Team
AHIMTA	All-Hazards Incident Management Teams Association
AHJ	Authority Having Jurisdiction
CIKR	Critical Infrastructure and Key Resources
CO	Certifying Official
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FSE	Full-Scale Exercise
HazMat	Hazardous Material
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IEMA	Illinois Emergency Management Agency
IIMQS	Interstate Incident Management Qualifications System
IC	Incident Commander
ICS	Incident Command System
IMAT	Incident Management Assistance Team
IMT	Incident Management Team
IPEMA	Illinois Professional Emergency Managers Association
IST	Incident Support Team
ISPTB	Illinois Specific Position Task Book
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NQS	National Qualification System
NRF	National Response Framework
NWCG	National Wildfire Coordinating Group
PPE	Personal Protective Equipment
PTB	Position Task Book
PQR	Position Qualification Requirement
RPL	Recognition of Prior Learning
SME	Subject Matter Expert
SQRC	State Credentialing and Qualifications Review Committee
TEMC	Training, Education, and Membership Committee
USAR	Urban Search and Rescue
USFA	United States Fire Administration



References

1. *Interstate Incident Management Team Qualifications System (IIMTQS) Guide*, AHIMTA, May 2016.
2. *Type 3 All-Hazard Incident Management System Qualifications Guide*, U.S. Fire Administration, Sep 2010.
3. *Type 3 ALL HAZARD INCIDENT Management Qualifications Standard Operating Guide*, State of Florida, Division of Emergency Management, Feb 2020.
4. *National Incident Management System, Guideline for the Credentialing of Personnel*, FEMA, Aug 2011.
5. *NIMS Guideline for the National Qualification System*, FEMA, Nov 2017.
6. *Standards for Wildland Fire Positions Qualification*, National Wild Land Coordination, Group 310-1.
7. *Emergency Operations Center Guidance and Tools*, FEMA.gov, Aug 2018.
8. *National Qualification System Supplemental Documents I FEMA.Gov*, Sep 2021.

Definitions

ALL-HAZARDS INCIDENT MANAGEMENT TEAM (AHIMT): TYPES 1, 2, AND 3:

A Multiagency/Multijurisdictional Team available for complex and extended time incidents formed and managed at the State, Regional, Tribal or Metropolitan level. An AHIMT is deployed as a team of trained & qualified personnel to manage major or complex incidents requiring a significant number of local, state, regional resources, and has extended into multiple operational periods and requires a written Incident Action Plan (IAP).

AHIMTs consist of personnel that are trained and qualified in the positions of the Incident Command System (ICS). These personnel may have a background in many disciplines which may include fire, rescue, emergency medical, hazardous materials, law enforcement, public health and public works, emergency management and others. They will perform the functions of Command, Operations, Planning, Logistics, and Administration/finance, as well as Safety, Public Information, and Liaison. Other ICS positions defined as Unit leaders, Managers and Technical Specialist may also accompany a team. Teams are typed at different levels according to their capability to handle different levels of incident complexity. The complexity of an incident may be used to help determine the IMT type (1, 2, or 3) that may be requested. (See Incident Complexity).

APPEALS SUBCOMMITTEE

The Appeals Subcommittee is a three-member subcommittee appointed by the State Credentialing and Qualifications Committee chair for the purpose of reviewing appeals.

AUTHORITY HAVING JURISDICTION (AHJ):

The Authority Having Jurisdiction (AHJ) is an organization, office, or individual having statutory responsibility for enforcing the requirements of a code, standard, or procedure, or for approving equipment, materials, and installation. For the specific purposes of this Guide, the relevant AHJ is the State of Illinois. Other references to AHJ will note a qualifier such as "local" AHJ, if necessary.

CERTIFYING OFFICIAL

The Certifying Official is the official who has the authority for reviewing and evaluating documentation, confirming the completion of relevant position requirements, and determining



whether the trainee should be granted certification. The Director of the Illinois Emergency Management Agency (IEMA]), as the Certifying Official, has delegated responsibility for certification to the Credentialing Committee.

COACH/TRAINER/MENTOR:

A Coach/Trainer/Mentor is an individual that provides instructions and mentoring to a Trainee, whether in the classroom, on the job, planned event, or on an incident. The Coach/Trainer must be qualified in the position they are coaching or supervise that position in the ICS system. The coach should not perform the duties of the Evaluator at the same time, so the integrity of the qualification system is preserved. The Operations Division allows the use of Coach/Trainer qualified under Federal or State level qualification systems.

COMPETENCY

Competency refers to a broad description that groups together the behaviors necessary to perform a specific function. Competencies are a national benchmark and are agreed to by major ICS training organizations. These competencies form the basis for position-specific training, Position Task Books (PTBs), job aids, and other performance-based documents.

CREDENTIALING AUTHORITY

The person or organization that has the authority to credential personnel for a specific entity or organization.

CRITERIA

A listing within the position qualifications that includes the minimum criteria that a trainee must meet for qualification.

CURRENCY

Successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once within the Currency Interval indicated in the Position Qualification Requirements, during a qualifying incident, event, or exercise. See Section titled, "Maintenance, Loss of Certification, Decertification, and Recertification."

DECERTIFICATION

A process whereby an individual's position(s) qualifications or credentials are removed, making him/her ineligible for deployment in that position.

DIRECT ENTRY

ICS positions that have no requirements for gaining qualification in a subordinate position are referred to as "Direct Entry" positions. The Direct Entry process permits personnel to be qualified for certain supervisory positions without previously obtaining any subordinate position qualifications.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC):

The purpose of this compact is to provide for mutual assistance between the states, entering into this compact, in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.



This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or sub-operations Divisions of party states during emergencies, such actions occurring outside actual declared emergency periods.

ENTITY

Entity or entities: These are all-encompassing terms used to describe the various types of political sub-operations Divisions (Local, State, Tribal, Territorial, Insular Area, Territories, Provinces, Parishes, and Federal Government) or non-governmental and private-sector companies that may have NIMS ICS-qualified individuals or sponsor an AHIMT.

EVALUATOR

An Evaluator is an individual that is responsible for evaluating a trainee using a position task book (PTB). The Evaluator must be qualified in the position they are evaluating or be qualified in a position that supervises the trainee's position in the ICS. The Operations Division allows the use of qualified evaluators under Federal or State level qualification systems.

EVENT

An "Event", wherever referred to in this documentation, is a planned occurrence and requires the use of the Incident Command System in managing resources. The event must meet the same organizational and complexity requirements as for an "incident". Event examples include large-scale parades, sporting events, festivals, conferences, conventions, and fairs.

FEDERAL AGENCY INCIDENT QUALIFICATION SYSTEMS

The following federal agencies are involved in incident management and response and have a qualifications system:

1. Department of Interior, *Incident Position Qualifications Guide (IPQG)*
2. FEMA, *Qualification System Guide*
3. USDA, *Forest Service, Fire and Aviation Qualification Guide*
4. National Wildfire Coordinating Group, *Wildland Fire Qualifications System Guide, 310-1*

FULL-SCALE EXERCISE (FSE)

Full-Scale Exercises are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. Full-Scale Exercises often include many players operating under cooperative systems such as the Incident Command System or Unified Command.

FUNCTIONAL EXERCISE (FE)

Functional Exercises are designed to validate and evaluate capabilities, multiple functions, sub-functions, or interdependent groups of functions. Functional Exercises are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In Functional Exercises, events are projected through an exercise scenario with event updates that drive activity at the management level. A Functional Exercise is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

HISTORICAL RECOGNITION

The Historical Recognition qualification process was used to provide an initial cadre of qualified



personnel for the state's AHIMT program. Historical Recognition is now replaced by Recognized Prior Learning (RPL).

HSEEP EXERCISE

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

ILLINOIS SPECIFIC POSITION TASK BOOK (ISPTB)

The ISPTB may serve initially as the "lesson plan" for a trainee's on-the-job or experiential training. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the trainee be qualified. It is required for a trainee to complete an ISPTB on a minimum of two qualifying incidents, events, or exercises - one of which must be an incident.

ILLINOIS POSITION SPECIFIC QUALIFICATION TRAINING REQUIREMENTS

Training requirements are in the Illinois Employee Training Program Policy. This training plan outlines the requirements for what training is required for each EOC and ICS Position Specific Training Requirements (PSTR).

INCIDENT

An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System is a standardized, on-scene, all-hazards incident management approach that:

1. Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
2. Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
3. ICS is flexible and can be used for incidents of any type, scope, and complexity.
4. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

INCIDENT COMPLEXITY

The NIMS Guideline for the National Qualification System defines incident complexity as the incident criteria determined by the level of difficulty, severity, or overall resistance to control, that incident management personnel face while managing an incident to a successful and safe conclusion or to manage one type of incident compared to another type. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing. This same requirement applies to events as herein defined.



INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT)/JOINT FIELD OFFICE (JFO)

IMAT will be deployed from FEMA during the early stages of a Stafford Act disaster. The IMAT will begin the initial coordination at the field level and will fill the positions within the JFO command structure as it begins its operations.

A JFO is a temporary Federal facility that provides a central location for the coordination of Federal, state, tribal, and local governments and private-sector and non-governmental organizations with primary responsibility for response and recovery. It is established to unify the Federal assistance effort at the state and local level and to coordinate the provision of Federal assistance to the affected jurisdiction(s) during national incidents.

The JFO structure is organized, staffed, and managed in a manner consistent with NIMS principles. Although a JFO/IMAT employs an ICS structure, the JFO does not manage on-scene operations.

INCIDENT SUPPORT TEAM (IST)

The mission of the Urban Search & Rescue (USAR) Incident Support Team (IST) is to provide Federal, state, and local officials with technical assistance in the acquisition and use of ESF #9 resources through advice, incident command assistance, management and coordination of USAR task forces, and to obtain ESF #9 logistic support.

The IST will deploy as soon as possible in order to act as a liaison with state and local officials as well as to prepare for the support of incoming USAR task forces. The IST has command authority over task forces assigned, like the Area Command concept. The IST generally mobilizes with an initial complement of 30 personnel and organizes using a standard Incident Command structure.

NATIONAL WILDFIRE COORDINATING GROUP (NWCG)

The purpose of NWCG is to coordinate programs of the participating wildfire management agencies to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

OPERATIONAL PERIOD

The period established for execution of a given set of operational actions as specified by the Incident Commander. Operational Periods can be of various lengths, although usually not more than 24 hours.

PARTICIPATING AGENCY

Participating Agency is an entity (State, Local, Tribal, nonprofit, or private organization) that has executed an agreement with a Sponsoring Agency to participate in an AHIMT.

POSITION PERFORMANCE ASSIGNMENT (ALSO CALLED "TRAINEE ASSIGNMENT")

An assignment on an incident or qualifying exercise of an individual that is working as a trainee with an open Position Task Book in the position for which the individual is working towards certification. The trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the Position Task Book and while being evaluated for the required experience to become certified.



POSITION TASK BOOK (PTB)

A Position Task Book (PTB) describes the minimum competencies, behaviors, and tasks required to qualify or recertify for a position and documents a trainee's performance of given tasks. The use of the NQS PTB is incorporated into the IEMA POSITION TASK BOOKS.

POSITION TASK BOOK INITIATION

The action of formally issuing a PTB to a trainee is identified under the guidelines in the NQS.

PREREQUISITE TRAINING

Training an individual must be complete before they can be certified in a position. (Training may be completed before a PTB is initiated or during the PTB evaluation process.)

QUALIFICATION

Required qualification(s) that an individual must possess or obtain before a PTB can be initiated.

QUALIFYING INCIDENT, EXERCISE OR EVENT

An incident, exercise, or event that the AHJ determines meets the incident complexity, duration of time, and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling. All qualifying incidents, events or exercises must meet the Type 3 incident complexity and last multiple operational periods.

The Trainee must perform the duties of the position being sought in each qualifying incident, event, or exercise during multiple operational periods. It is recommended that AHJ's that sponsor exercises/events use Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. If a candidate is assigned to an incident, demobilizes from the incident, and then is redeployed to the same incident, this may count as two separate deployments based on the evaluation of the State Credentialing and Qualifications Review Committee (SQRC). Candidates will not demobilize solely for the purpose of separating the deployments.

RECOGNIZED PRIOR LEARNING (RPL)

Recognition of Prior Learning is a process that evaluates an individual's formal and non-formal learning through training and experience to determine the extent to which that individual has already acquired and performed the required competencies of an emergency response position.

RPL is a more robust, performance-based evaluation and enhancement of traditional Historical Recognition processes. The RPL process measures an individual's demonstrated knowledge, skills and experience against the national standard competencies as established in the specific position task book. The measurement process focuses on evaluation of the candidate's acquisition of the skills described in the prescribed standards, rather than the manner or procedure under which the skills were acquired. For instance, skills may have been acquired in the military, growing up on a farm, or managing a bakery.

A candidate will not be judged on where he or she learned to do a job, but rather on the current ability to do the job. Assessors will expect to see how the candidate performs in this position and completes the job satisfactorily.

RECOGNITION OF PRIOR LEARNING PEER REVIEW COMMITTEE (RPLPRC)

The State Credentialing and Qualifications Review Committee (SQRC) fills the role of a Recognition of Prior Learning Peer Review Committee (RPLPRC) and will review and recommend that an individual has completed the necessary training and experience and qualifies to be certified in a



specific ICS position. The SQRC may defer to one or more SMEs to assist in executing its responsibilities.

RECOMMENDED TRAINING

Training that is not required to be completed in order to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge or skills. This may be acquired through on-the-job training, work experience, or training. This is a means by which personnel can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the ISPTB.

RECOMMENDING OFFICIAL

The Recommending Official is the individual from the Trainee's sponsoring organization who is recommending the candidate be certified and has the support of the sponsoring organization and is confirming the trainee's completion of the position requirements. The recommendation is made to the State Credentialing and Qualifications Review Committee (SQRC).

REVOCAATION

The cancellation of certification and withdrawal of credentialing documents from personnel no longer authorized to possess them.

SHADOW OPPORTUNITY

An opportunity for an individual on an incident or qualifying exercise to only observe an individual or team to gain experience and knowledge in an IMT operation or position specific operation. The individual is not performing thus is not accomplishing any work towards completion of a position task book.

SHORT TEAM

Provides personnel trained and qualified in the Type 3, 2 or 1 Command and General Staff positions. The assessed incident complexity should determine the qualification typing of team members. Local personnel should be prepared to work with the team for multiple operational periods and will have little additional time to work in their primary job.

STATE CREDENTIALING AND QUALIFICATIONS REVIEW COMMITTEE (SQRC)

The State Credentialing and Qualifications Review Committee (SQRC) is a committee established by the Jurisdiction. It is responsible for the establishment and management of the process to ensure members meet nationally accepted standards for NIMS ICS positions.

SQRC enhances the professional credibility of the position qualifications earned through the qualifications process. This committee is comprised of emergency management leadership that represent multi-agency, multi-disciplinary, and multi-jurisdictional positions throughout the state. The committee has the authority for reviewing and evaluating documentation that confirms the completion of the relevant position requirements and makes the recommendation to the Director, Chief, Operations Division Chief, Manager, Supervisor, or their designee for qualification for an individual.

The SQRC is responsible for the continued process of revising this guide as needed; initiating, reviewing, and approving the Illinois Specific Position Task Books (ISPTB) for approval by the or their Director, Chief, Operations Division Chief, Manager, Supervisor designee; and qualifying individuals as outlined in this guide.



TASK BOOK CODE

A code used in the ISPTB, is associated with the situation where the task may be completed. The situations range from actual on-incident experience to qualifying training exercises to related daily job tasks.

TECHNICAL SPECIALISTS

Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their specialized skills in the incident environment.

TRAINEE (THE INDIVIDUAL)

An individual, approved by their Employing/Sponsoring Organization, who is preparing to qualify for a res position and for whom the position task book (PTB) has been initiated. A Trainee is eligible for formal, on-the-job training.

TRAINEE ASSIGNMENT

An assignment of an individual on an incident or qualifying exercise that is working as a trainee with an open Position Task Book in the position the individual is working towards certification. The Trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the position task book and being evaluated for the required experience to become certified. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate in a position performance assignment.

TRAINING

Requirements are in the Illinois Employee Training Program Policy. This training plan outlines the requirements for what training is required for each EOC and ICS Position Specific Training Requirements (PSTR).

TYPE 3 ALL-HAZARDS IMT

Provides trained and qualified personnel in the Command and General Staff (C & G) and key Unit Leader positions. The team may manage the incident for the local jurisdiction when given a Delegation of Authority by the incident's jurisdiction Chief Elected Official or Agency Administrator or could integrate into local command structure as needed. This team may manage up to 250 incident personnel.

TYPE 2 AND 1 IMT

The Type 2 team typically manages from 200 to over 1000 incident personnel. The Type 1 team typically manages from 500 to over 1000 incident personnel including a complex aviation operation.



STATE OF ILLINOIS ALL-HAZARDS INCIDENT MANAGEMENT QUALIFICATIONS PROGRAM

Primary Mission

The Illinois Emergency Management Agency Operations Division (referenced as the Operations Division for the rest of this document) is committed to improving emergency management and the response capabilities of emergency management and response personnel for all major disasters and other incidents where mutual aid is required. The intent is to build on existing processes and systems to improve the delivery of intrastate mutual aid and recognizing that the local authorities having jurisdiction, regulate the provision of mutual aid. This guide does not preempt or diminish the sovereignty of the local authorities to manage routine or local response operations in accordance with their laws and regulations.

As part of the All-Hazards Incident Management Qualifications Program, the Operations Division has implemented a phased approach. Recognized Prior Learning (RPL) is being implemented following national standards for predetermined limited time as the newly formed Illinois IPEMA IMAT is fully established. Task books were adopted both for ICS positions and Emergency Operations Center positions based on the most current EOC skillsets for qualification; and finally, the continuation of qualification and maintenance of the All-Hazards Incident Management Qualifications Program. The program includes the use of a State Credentialing and Qualification Review Committee that is responsible for the oversight of the program, revision of this guide as needed, and recommendations for statewide all hazards incident management training and exercises.

Objectives

1. Integrate best practices into a comprehensive framework of guidelines and procedures for developing, implementing, and managing and ICS qualification process.
2. Establish a set of qualification criteria and a supporting system.
3. Establish minimum training and qualification standards for positions associated with Illinois All-Hazard Incident Management Teams (AHIMT and AHIMTA).

Credentialing

The Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) developed the *National Incident Management System (NIMS) Guideline for the Credentialing of Personnel* to describe national credentialing standards and to provide written guidance regarding the use of those standards. As referenced by OHS/FEMA, this guide refers to the definition of credentialing in 6 United States Code (U.S.C.) § 311, which provides that:

"The terms 'credentialed' and 'credentialing' mean having provided, or providing, respectively, documentation that identifies personnel, and authenticates, and verifies the qualifications of such personnel by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position..."



This guide describes the processes used by the State of Illinois to qualify individuals within their field of expertise, training, and experience level. To be considered credentialed, an individual must be:

1. Qualified for a specific role or position,
2. Provided the proper authority to respond in the form of a specific mission, and
3. Provided formal identification.

Each AHIMT with responsibility under the Illinois Emergency Management Agency Operations Division of Operations and the National Response Framework (NRF) is required to ensure that the incident management personnel, emergency response providers, and other personnel and resources (including temporary personnel) likely needed to respond to a natural disaster, act of terrorism, or other manmade disaster, are fully qualified or are currently in the process of completing a task book to respond and perform competently.

Recognition of Other Qualification Systems

The Interstate Incident Management Qualifications System (IIMQS) recognizes that some departments and/or entities are using established qualifications standards, such as the PMS 310-1 Wildland Fire Qualification System Guide used by the National Wildfire Coordinating Group (NWCG). Departments or entities that currently use standards established by other qualifications entities shall transition to the use of IIMQS.

Minimum Standards

1. The IIMQS represents the IEMA & NQS minimum personnel qualifications established for inter-state, intrastate, Emergency Management Assistance Compact (EMAC) requests, and national mobilization purposes under the NIMS. The positions listed include Command and General Staff and ICS positions identified within several disciplines that are frequently called upon during an incident or preplanned event.
2. Personnel mobilized by their jurisdiction for a state or EMAC response should meet the established credentialing standards in this Guide. During the implementation of the IEMA, provisional or conditional credentials may be issued.
3. In addition to the positions referenced by the NQS, local AHJs may develop and maintain their own unique lists of local AHJ-specific ICS positions with qualifications for use within these local entities.
4. Within its entity, local AHJs may also add to the NQS standards to meet their specific needs. However, the local AHJ cannot impose that higher standard on another local AHJ within their jurisdiction unless by mutual agreement.
5. By adopting the latest published NQS guidelines and AHIMTA NQS standard for use within their jurisdiction, IEMA and the local AHJs understand that the NQS may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs within the level of government. However, IEMA and other local AHJs should not require those additional or more restrictive standards when requesting incident management assistance from other states, unless actual or anticipated conditions at the scene of an incident or event require a higher level of physical fitness, qualification, or an endorsement for a particular position.



State Credentialing and Qualifications Review Committee (SQRC)

Establishing and maintaining a viable and effective qualifications system requires a significant commitment of time and energy. The purpose of this committee is to enhance the professional credibility of the position qualifications earned through the qualifications process. The Illinois Emergency Management Agency Manager of Training and Exercise maintains oversight and authority for overall committee operations.

The State Credentialing and Qualification Review Committee is comprised of multi-agency, multi-disciplinary, and multi-jurisdictional positions throughout the state. The committee may be comprised of voting members from:

1. Illinois Emergency Management Agency, Training and Exercise Manager
2. Illinois Emergency Management Agency, Readiness and Deployment Coordinator
3. Illinois Emergency Management Agency, Field Operations Manager
4. Illinois Mutual Aid Box Alarm System
5. Illinois Public Works Mutual
6. Illinois Public Works Mutual Aid Network
7. Illinois Fire Service Institute
8. Illinois Professional Emergency Management, State IMAT Team Member
9. Illinois Law Enforcement Alarm System

This committee can be expanded as deemed necessary by the Operations Division. The SQRC is responsible for the continued process of revising this guide as needed, initiating, reviewing, and approving the Illinois Specific Position Task Books (ISPTB) for approval by the IEMA Operations Division Operations Chief or their designee; and qualifying individuals as outlined in this guide.

Training, Education and Membership Committee (TEMC)

The Training, Education and Membership Committee (TEMC) is comprised of multi-agency, multi-disciplinary, and multi-jurisdictional positions to provide and enhance professional credibility of the position qualifications earned through the qualifications process. Duties include: prioritizing course offerings and course applicant selections; recommendations for approval of establishing standards, qualifications, and approvals of course instructors; determine course equivalencies; maintain rosters of credentialed personnel and trainees; and coordinates information with the IEMA Readiness and Deployment Coordinator and the IEMA State Training and Exercise Manager.

The TEMC committee may be comprised of the follow entities and may be adjusted as needed:

1. Illinois Professional Emergency Management State IMAT Team Member
2. Illinois Fire Service Institute
3. Illinois Emergency Management Agency, State Training Officer
4. Emergency Management Institute



Regional AHIMT Coordinating Committee(s) (RACC)

The Regional AHIMT Coordinating Committee focus is assisting the State Incident Management Team supporting the Regional AHIMTs in carrying out their management and administrative duties.

The RACC committee may be comprised of the follow entities and may be adjusted as needed.

1. IEMA Readiness and Deployment Coordinator
2. State IMAT Team
3. IPEMA Region 1 IMAT (IEMA Regions 2 and 3)
4. IPEMA Region 2 IMAT (IEMA Regions 2, 3, 6 and 7)
5. IPEMA Region 3 IMAT (IEMA Regions 6, 7, 8 and 9)
6. IPEMA Region 4 IMAT (IEMA Region 8, 9 and 11)
7. IPEMA Region 5 IMAT (IEMA Region 9 and 11)
8. IPEMA Region 6 IMAT
9. IPEMA Region 7

SQRC Committee Leadership

A. NOMINATIONS AND ELECTIONS

The SQRC will elect a chair, vice chair, and secretary from the members of the committee. The chair may serve a second consecutive year as chair at the mutual agreement of the Committee and the chair. The elections for chair will occur in March and the election for Vice Chair and Secretary will occur in April.

The vice-chair position will be filled as the result of an election by the Committee. The vice-chair position will be filled as the result of an election by the Committee members. The vice-chair shall not be from the same organization as the chair. When the chair serves a second- year term, the election for the vice-chair will take place the following year.

Nominations will occur in the month preceding the elections.

B. COMMITTEE OPERATIONS

A simple majority of the committee membership physically present at meetings or responding to email messages shall constitute a quorum. Decisions are approved by a majority vote of the quorum present.

Each committee has the responsibility of and authority for developing their individual committee's business rules to guide its processes and procedures.

C. COMMITTEE DUTIES

The SQRC has established a proper record for the review of all documentation that it performs. The SQRC will maintain processes and internal controls that subject each application to a standardized and proper level of review. As necessary, a determination will be made as to whether an individual meets the requirements for qualification, to include:

1. The SQRC will review all documents that establish that the trainee has completed all the position qualification criteria delineated in the Position Specific Qualification Training Requirement (PSTR) tables. Such documents include course records, certificates, PTB's, resumes, experience documentation, and incident personnel performance ratings.



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2. Maintain and update qualification guide as deemed necessary by national best practices, state mandates, and the Operations Division requirements.

The State of Illinois has developed a committee of a broad cross section of entities, individuals, and disciplines. Qualified incident management team personnel or other experts may be used to provide depth and expertise as members of the SQRC or as ad hoc advisors. As funding allows, the SQRC will meet, at minimum, biannually to review completed task books and make recommendations for policy updates.

D. COMMITTEE PROTOCOLS

1. CHAIR

- a. Is responsible for administrative action to ensure mission attainment established for the Committee.
- b. Assigns task groups as needed.
- c. Establishes the time and place for all committee meetings.
- d. Requests attendance of specially qualified individuals for any committee meeting.
- e. Represents the committee in dealings with other (JIMQS) established committees.

2. VICE-CHAIR

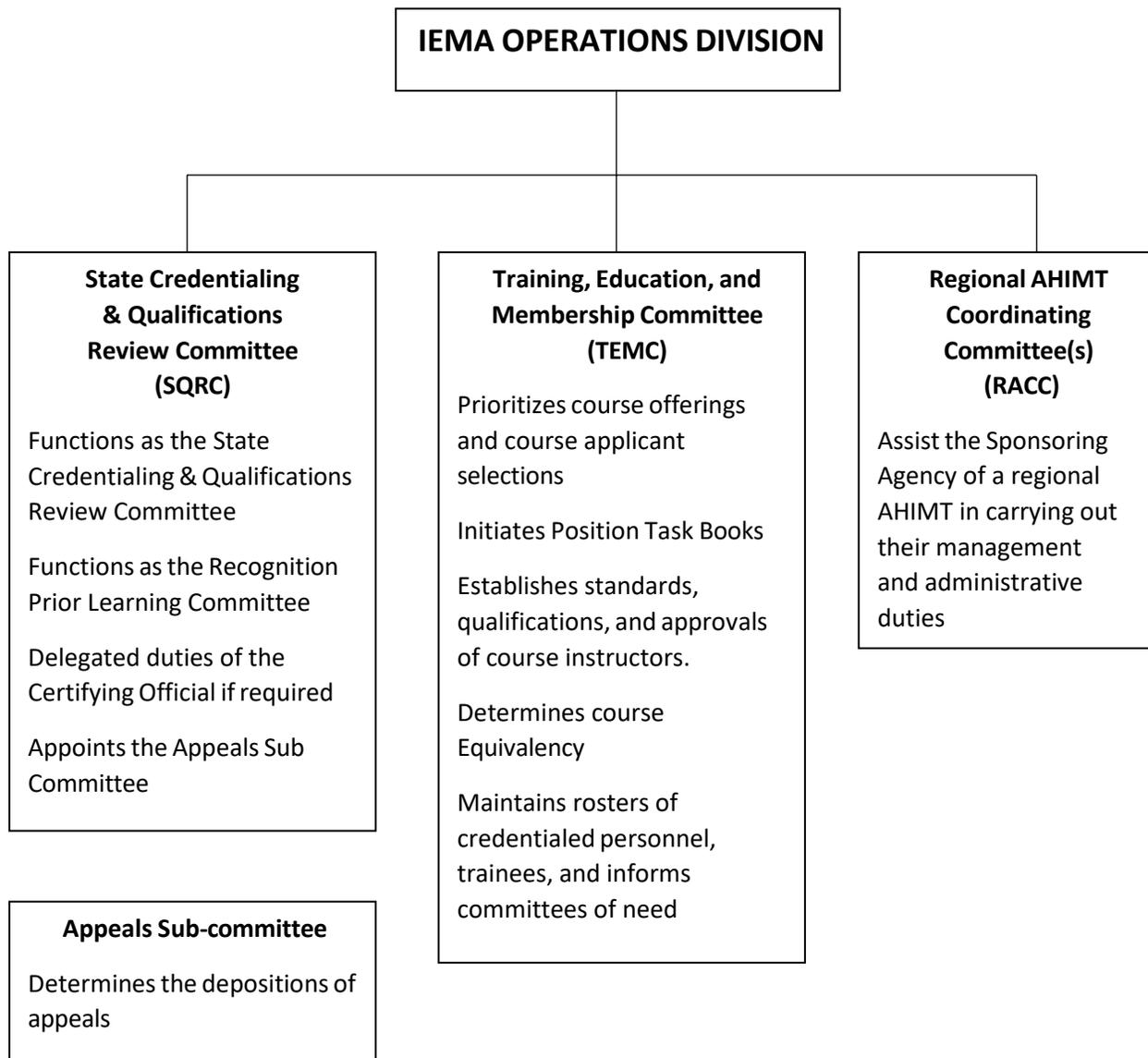
- a. Assumes the duties and responsibilities of the chair during the absence of the chair or at the request of the chair of the Committee.
- b. Acts as a clearing house for progress reports, recommendations, and information on Committee activities. Records, edits, files, and distributes Committee meeting notes.

3. SECRETARY

- a. Assembles and prepares all material to be acted upon by the committee.
- b. Takes meeting minutes and ensures all virtual meetings are recorded and transcripts are saved.
- c. Assist the Vice Chair with duties involving clearing house activities including progress reports, recommendations, and information on Committee activities. Records, edits, files, and distributes Committee meeting notes.

4. ALL COMMITTEES AND MEMBERS

- a. Assumes the duties and responsibilities of the chair during the absence of the chair or at the request of the chair of the Committee.
- b. Acts as a clearing house for progress reports, recommendations, and information on Committee activities. Records, edits, files, and distributes Committee meeting notes.



Illinois Specific Position Task Books (ISPTB)

A. ISPTB GOAL

1. The Operations Division recognizes the need for a system to qualify personnel throughout the state for emergency response as needed. The SQRC has developed the ICS Position Specific Qualification Training Requirements (PSTR), Appendix A, which details what the requisite and recommended trainings are for an individual to be qualified in the State of Illinois for a specific position.
2. The Operations Division recognizes that approved position specific and team training courses are required to sufficiently prepare Individuals for IMT positions. The Illinois Specific Position Task Books (ISPTB) contain the identified competencies, behaviors, and tasks required to become qualified for specific ICS positions.
3. Technical Specialists are personnel with specialized skills gained through educational degree



programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their special skills in the incident environment. The Operations Division has not established minimum qualifications for the Technical Specialist position.

4. The knowledge and skills necessary for successful completion of the tasks in an ISPTB are provided in approved coursework, but these skills can also be gained through on-the-job training, work experience, and identified formal training as determined by the SQRC.
5. The SQRC will maintain the authority to determine if skills, knowledge, abilities, and training provided by an individual meets the requirements. as set forth in this AHIMT Credentialing Guide.

Note: The Illinois State Training Officer will provide equivalency for any of the training requirements listed, as appropriate.

B. ISPTB COMPETENCIES, BEHAVIORS, AND TASKS

1. The performance requirements (tasks) listed in each Illinois Specific Position Task Book are based on ICS competencies and behaviors (September 2018) and recognized by FEMA's National Integration Center.
2. Numerous bullet statements are listed under each task. They are guidelines/examples for the evaluator to ensure that the spirit of the task is completed by the trainee; not all bullet statements are required to be completed by the trainee so long as the overall intent of the task has been satisfied.
3. Definitions for the ISPTB codes are below. ISPTB Codes are associated with tasks and used to indicate whether a task may be evaluated during an incident, event, exercise, or training (situation). Tasks completed on a situation that are not specified for the task are invalid and will not be validated by an evaluator. The evaluator should circle the appropriate code indicating the type of situation used to evaluate the individual.
4. Each task has at least one code. If more than one code is listed, the task may be completed on any of the listed situations (e.g., if codes I, 01, and 02 are all listed beside a task, then the task may be completed during an incident, planned event, or training environment).

a. CODE: I - INCIDENT

- 1) Task must be performed on an incident that is:
 - a) Managed under the incident command system (ICS);
 - b) Lasts multiple operational periods;
 - c) Utilizes the planning "P" process;
 - d) Includes an IAP; and
 - e) Of a type 3 complexity or greater.
- 2) Examples of incidents include oil spills, search and rescue operations, hazardous material response, natural disasters, fires, or law enforcement incidents.
- 3) Qualified Evaluator: Must be qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).

b. CODE: 01 - PLANNED EVENT OR FULL-SCALE/ FUNCTIONAL EXERCISE

- 1) Task may be performed during a planned event or HSEEP compliant full-scale/functional exercise that:



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- a) Involves equipment deployment;
 - b) Is managed under the Incident Command System (ICS);
 - c) Lasts multiple operational periods;
 - d) Utilizes the planning "P" process;
 - e) Includes an IAP/EAP; and
 - f) Is of a type 3 complexity or greater.
- 2) Examples of exercises include oil spills, search and rescue operations, natural disasters, hazardous material response, and fires.
- 3) Qualified Evaluator: Must qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).
- c. CODE: 02 - TRAINING OR DAILY JOB ENVIRONMENT
- 1) Task may be performed during training or as part of daily job duties that tests knowledge/skills associated with the task.
 - 2) Qualified Evaluator: Instructor or Direct Supervisor.
- d. CODE: 03 - CLASS ENVIRONMENT
- 1) Task may be performed during an ICS course classroom environment that tests knowledge/skills associated with the task.
 - 2) Qualified Evaluator: Instructor or Direct Supervisor.
- e. CODE: R - RARE INCIDENT/ EVENT
- 1) Rare events may be used at the discretion of the evaluator. Examples of rare events include vehicle and aircraft crashes. Through observations, interviews, or use of a personnel evaluation form (ICS 225), the evaluator may determine that the trainee is capable of performing the task in a real situation.
 - 2) Qualified Evaluator: Must qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).

C. FINAL EVALUATOR

1. The Final Evaluator is the qualified individual who confirms that the trainee has satisfactorily completed all tasks for the position being sought. A Final Evaluator must be fully qualified in the same position for which the trainee is being evaluated. Typically, the Final Evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed.
2. The Final Evaluator is responsible for completing the Final Evaluator's Verification statement inside the front cover of the ISPTB and the Final Evaluator's Comments form on the second page of the IPSTB.
3. If no Final Evaluators are available locally, the applicant may contact the Operations Division to obtain a list of individuals qualified to act as the Final Evaluator. A list of evaluators is also available on the SharePoint site under "Qualified Personnel". A final evaluation may be conducted over the phone, video chat, or other communication media.



D. PROCESS TO OBTAIN A TASK BOOK

1. Illinois Professional Emergency Managers Association-IMAT (Non-IEMA) Personnel Only
 - a. Individuals wishing to open a new task book shall contact one of the IPEMA STATE IMAT TEAM "Incident Commanders" to begin the process of obtaining the new task book. The STATE IMAT INCIDENT COMMANDER will meet with the candidate and verify they have completed the necessary training requirements and all other requirements. When the STATE IMAT INCIDENT COMMANDER verifies all necessary requirements have been met an email will be sent to the IEMA State Training and Exercise Officer. The State Training and Exercise Officer will verify all the training is completed, issue the appropriate task book, and include notation in appropriate NQS training records system.
 - b. Individuals and additional Incident Management Teams (IMT) that wish to participate in the Illinois Credentialing process will follow the same process as the IMAT team.
2. Illinois Emergency Management Agency (IEMA) Personnel Only
 - a. IEMA personnel seeking credentialing shall contact the State Training and Exercise Officer by email and request to be entered into the credentialing process and the issuance of a task book for the appropriate position. They will advise the individual of the process to obtain a task book and required training.
 - b. When the individual has the required training, they will contact the State Training and Exercise Officer for a requirement review. The State Training and Exercise Officer will verify all the training has been completed, update an appropriate training records system, and then issue the appropriate task book.

E. ILLINOIS EMERGENCY OPERATIONS CENTER (EOC) SKILLSETS

1. The Illinois Emergency Management Agency adopted the National Qualifications Standards (NQS), the EOC Skillsets as described in the FEMA EOC Guidance and Tools to develop policy, standards, and training programs.

F. ILLINOIS EMERGENCY MANAGEMENT AGENCY (EOC) TASK BOOKS

1. IEMA Emergency Operations Center Task books have been created for Illinois using the FEMA Emergency Operations Center Guidance and Tools. In cases where additional information was required. The All-Hazard Incident Management Team Association information on credentialing was utilized. In addition, the National Wild Land Coordination Group 310-1 Standards for Wildland Fire Position Qualification was referenced. In all cases the EOC credentialing process follows the same steps as for IMAT team members. IEMA staff will work directly with the IEMA State Training Coordinator or the Training and Exercise Manager.

Operation of the Qualification Process

A. ILLINOIS SPECIFIC POSITION TASK BOOK (PTB) SUBMISSION

1. REQUESTING RECOGNITION OF PRIOR LEARNING (RPL)

The processes in this section qualify Incident Management personnel into existing ICS positions with the Recognition of Prior Learning (RPL) phase of the NQS Qualifications Program.

a. Initiating the RPL Qualification Process

- 1) When a position(s) is adopted into NQS, the SQRC will determine if the Recognition of Prior Learning (RPL) process should be initiated to develop qualified personnel for the position(s).



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- 2) The qualifications process outlined in this section qualifies incident management personnel into existing ICS positions during an RPL phase of the NQS.
 - 3) A person who becomes newly employed or sponsored by an organization participating in the NQS program, and who has existing ICS position qualifications from their previous employer or sponsor that did not participate in NQS, can use the RPL process described in this section. A person who qualifies for this provision must apply by filling out an RPL Application within 12 months of employment or sponsorship of the participating entity. This provision only applies to personnel who move, transfer, or otherwise change employment or sponsorship from a non-participating entity to one that participates in NQS.
 - 4) A temporary open period of Recognition of Prior Learning (RPL) will be allowed for onetime only until June 1, 2023. This temporary period is for the purpose of standing up the new IPEMA Incident Management Assistant Team. Once this period closes it will not be opened unless there becomes an urgent need to rebuild the team due to unforeseen circumstances.
- b. Overview of RPL Qualification Process
- 1) The RPL phase of implementing position(s) into the NQS is achieved by recognizing the previously existing qualifications and experience personnel already possess. The RPL process does not apply to the physical/medical fitness or currency qualification criteria.
 - 2) The NQS uses a performance based RPL process to assess an individual's prior experiences and training to determine competency in a position. This is based on the principle that the candidate has already performed the job or performed in a position very similar to the one desired. The RPL process enables an individual to provide documentation of their experiences, training, and knowledge and, if necessary, is confirmed with an interview panel consisting of SMEs or credentialed individuals.
 - 3) Personnel who wish to have their previously obtained or existing ICS qualifications recognized must complete and submit an IEMA All-Hazards Incident Management Program Application for Recognition of Prior Learning (RPL Application) prior to the closing date indicated on the application or instruction letter.
 - 4) After the RPL phase concludes, personnel who seek NQS qualification for the identified position(s) must follow the NQS process flow chart.
- c. Sequential Steps and Responsibilities of RPL Qualification Process
- 1) Applicants for the Positions
 - a) Complete the application and attach all documentation necessary.
 - b) Return the package to the SQRC as directed on the application.
 - 2) State Credentialing and Qualifications Review Committee (SQRC)
 - a) The chair or their designee shall identify the need to institute an RPL process for one or more ICS positions.
 - b) The chair or their designee shall update the cover letter to address the positions being considered for RPL.
 - c) The secretary shall distribute the cover letter and application to the chair of each committee and other appropriate organizations and stakeholders.
 - d) The secretary shall ensure all SQRC members have received all applications.

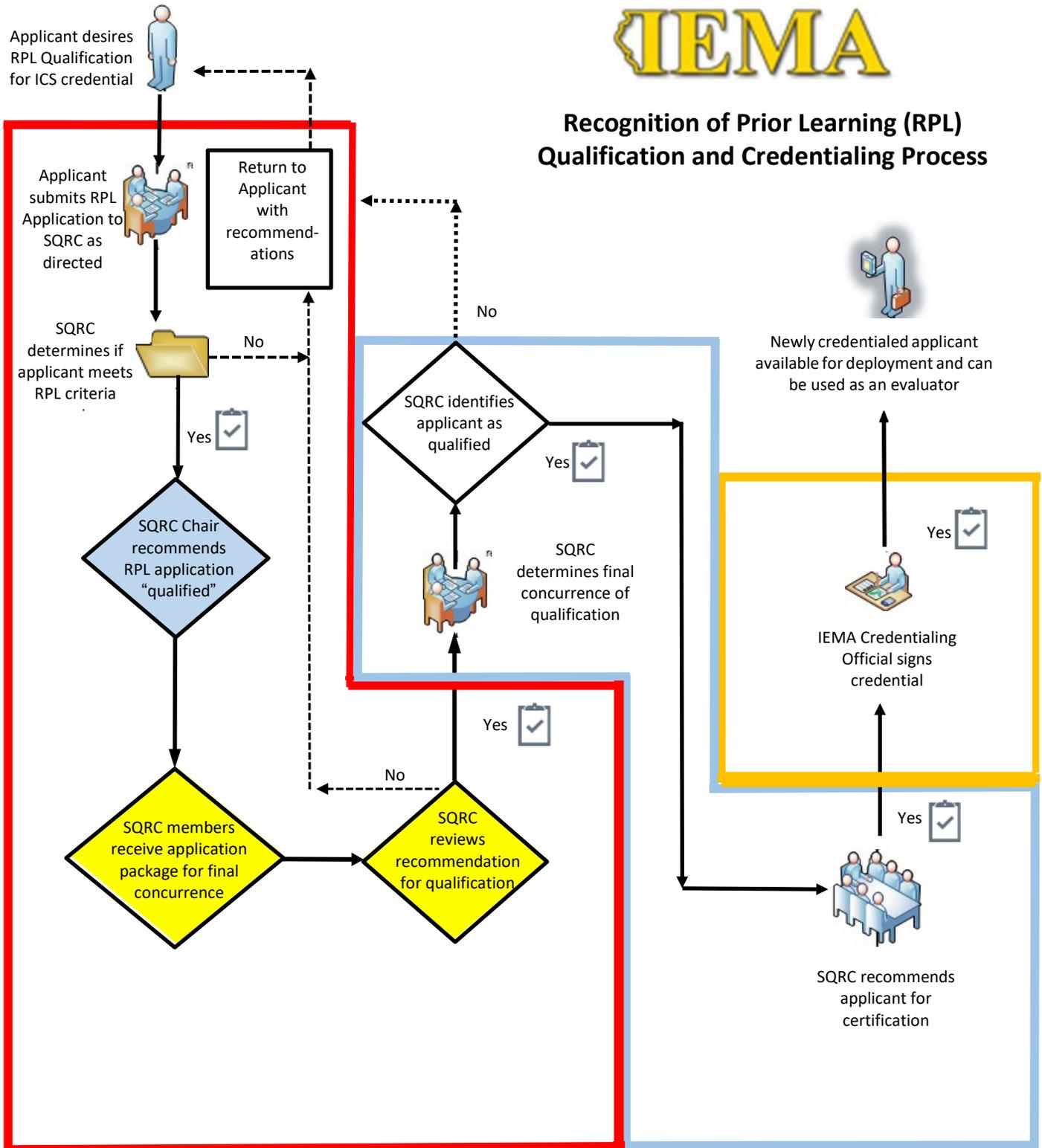


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- e) SQRC follows the Applicant Approval Process.
- f) SQRC reviews the application for completeness and compliance.
 - (1) If the SQRC determines the applicant does not meet the criteria for RPL, the secretary documents the decision and returns the application to the applicant with recommendations.
 - (2) If the SQRC determines the applicant meets the criteria for RPL, the chair will recommend the applicant be "qualified" and the secretary will forward the recommendation and application package to the SQRC for final concurrence.
- g) The SQRC secretary shall confirm that all recommendations for qualification have been received.
- h) The SQRC reviews the recommendation for qualification and any notes from the SQRC prior to providing final concurrence.
- i) The chair will motion the SQRC for unanimous consent on final concurrence of qualification for all candidate applications.
 - (1) On approval of unanimous consent on final concurrence, all candidate applications presented are considered qualified and shall be approved.
 - (2) On denial of unanimous consent, the SQRC will identify any individual candidate application(s) that require a qualification review.
 - a. A vote is taken for unanimous consent that all other applications submitted and not identified for review by the SQRC are considered qualified and shall be approved for certification.
 - b. The SQRC will review the individual application(s) presented for review, provide a final concurrence and vote to approve or deny qualification on each.
 - i. Applications presented for review by the SQRC and not considered qualified shall be denied certification.
 - ii. Applications presented for review by the SQRC and considered qualified shall be approved for certification.
- j) If a qualification request is denied, the SQRC chair completes the denial section of the Application Review Checklist and returns it to the SQRC secretary for review, discussion, and disposition between the committees.
- k) If a qualification request is approved, the secretary ensures the completed application package and signed RCCS Form are sent to the Credentialing Official (CO).
- l) On approval or denial, the SQRC secretary will notify the applicant, the regional coordinating committee, and the appropriate regional IMAT Incident Commander.
 - (1) The SQRC secretary will return denied RPL applications to the requesters.
 - (2) The SQRC secretary will forward approved RPL applications to the Credentialing Official (CO), whereby:
 - a. The CO signs the credential, notifies the applicant, and issues the applicant a new/revised Qualifications Card with a Congratulations Form Letter.
 - b. The CO files/stores the application package for archiving and compliance.
 - c. The CO issues credentials and updates an appropriate training records system.



Recognition of Prior Learning (RPL) Qualification and Credentialing Process



ICS - Incident Command System

SQRC - State Credentialing & Qualifications Review Committee

RPL - Recognition of Prior Learning



Approval Points



2. Performance-Based Position Task Book (PTB) Submission
 - a. Overview of The Performance-Based Qualification Process
 - 1) The performance-based qualifications process in this section qualifies Incident Management personnel for existing ICS positions where the Recognition of Prior Learning (RPL) of the NQS qualifications program has expired.
 - 2) The performance-based approach of NQS focuses on a candidate's performance of specific tasks identified within the for that position, while being observed and evaluated by individuals who have been recognized as qualified Evaluators.
 - 3) The PTB provides a method to document satisfactory completion of tasks during appropriate qualifying incidents, events, repetitive job activities (not one-time events), qualifying exercises, and/or classroom activities as permitted within the PTB documentation.
 - 4) A minimum of two (2) or more qualifying incidents, events, job activities, or qualifying exercises must be shown in the evaluation documentation.
 - b. Sequential Steps and Responsibilities of Performance-Based Qualification Process
 - 1) The following steps enable an individual to become certified as qualified and then credentialed for an ICS position. These steps, and the individuals or committees responsible, are as follows:
 - a) Individual discusses their desire to train for a new/higher position within the All Hazards Incident Management Team (AHIMT) leadership. On concurrence of supervisor, the Position Candidate notifies the Training, Education, and Membership Committee (TEMC) of their desire to train for a new NIMS ICS position by submitting a Request for Change of Credential Status (RCCS) Form signed by their IPEMA IMAT supervisor.
 - b) The secretary of the SQRC ensures all members have received the submitted RCCS Forms.
 - c) The chair of the TEMC oversees the overall training process and their prioritization:
 - (1) The TEMC maintains lists of personnel credentialed in each position, the trainees, and their status, and informs the other committees of any needed recruitment to maintain depth.
 - (2) If accepted, the Trainee is notified by the secretary to initiate the process.
 - d) Position Candidate applies for, attends, and completes prerequisite training and attains any prerequisite qualifications. The Position Candidate completes NIMS Core Curriculum specific to their level and attains any prerequisite experience and/or qualification criteria for the position as identified in the appropriate PQR.
 - e) Once the Position Candidate starts their required training, a PTB for the target position the individual is working towards is initiated by the chair of the TEMC or their designee. Position Candidates who have initiated PTBs are identified as "Trainees" for the position and are permitted to function as trainees on qualifying incidents and events.



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- f) Position Candidate gains experience and completes PTB. Experience is gained, and performance is evaluated while completing the initiated PTB.
- g) After the Final Evaluation opportunity, the Final Evaluator should ensure the PTB is completely signed off on and the appropriate documentation in the PTB is completed.
- h) The Position Candidate assembles their application, incident and event records, and documentation as directed in the application instructions, and other materials needed to complete the Request for Change of Credential Status (RCCS) Form. The Position Candidate should retain a photocopy or electronic scan for their records.
- i) The RCCS Form and application package are sent to the SQRC for their review and process.
- j) The secretary of the TEMC ensures all members have received the submitted RCCSs forms and applications packages.
 - (1) The SQRC, with assistance from SMEs if needed, uses the criteria on the Application Review Checklist to review and evaluate the application and all supporting documents to determine that the Position Trainee has completed all the position qualification criteria delineated in the PQR and is eligible for the new position.
 - (2) Documents may include training course records and certificates, PTBs, resumes, experience documentation, incident personnel performance ratings, and other materials the SQRC deems necessary to establish eligibility.
 - (3) If the documentation meets the criteria on the Application Review Checklist, the SQRC recommends the applicant be qualified and documents this on the checklist and RCCS Form.
 - (4) If the documentation does not meet the criteria on the Application Review Checklist, the SQRC secretary documents the reason(s) on the Checklist and RCCS Form and returns the application package to the applicant.
- k) Applications packages, including the Checklist and RCCS Form that recommend approval, are forwarded to the SQRC secretary.
- l) The SQRC secretary ensures all committee members have all the document package(s).
- m) The SQRC reviews the recommendation for qualification and any notes from the SQRC prior to providing final concurrence.
- n) The chair will motion the SQRC for unanimous consent on final concurrence of qualification for all candidate applications.
 - (1) On approval of unanimous consent on final concurrence, all candidate applications presented are considered qualified and shall be approved.
 - (2) On denial of unanimous consent, the SQRC will identify any individual candidate application(s) for a qualification review.
 - a. A vote will be taken for unanimous consent that all other applications submitted and not identified for review by the SQRC are considered qualified and shall be approved for certification.
 - b. The SQRC will review the individual application(s) presented for review, provide a final concurrence and vote to approve or deny qualification on each.



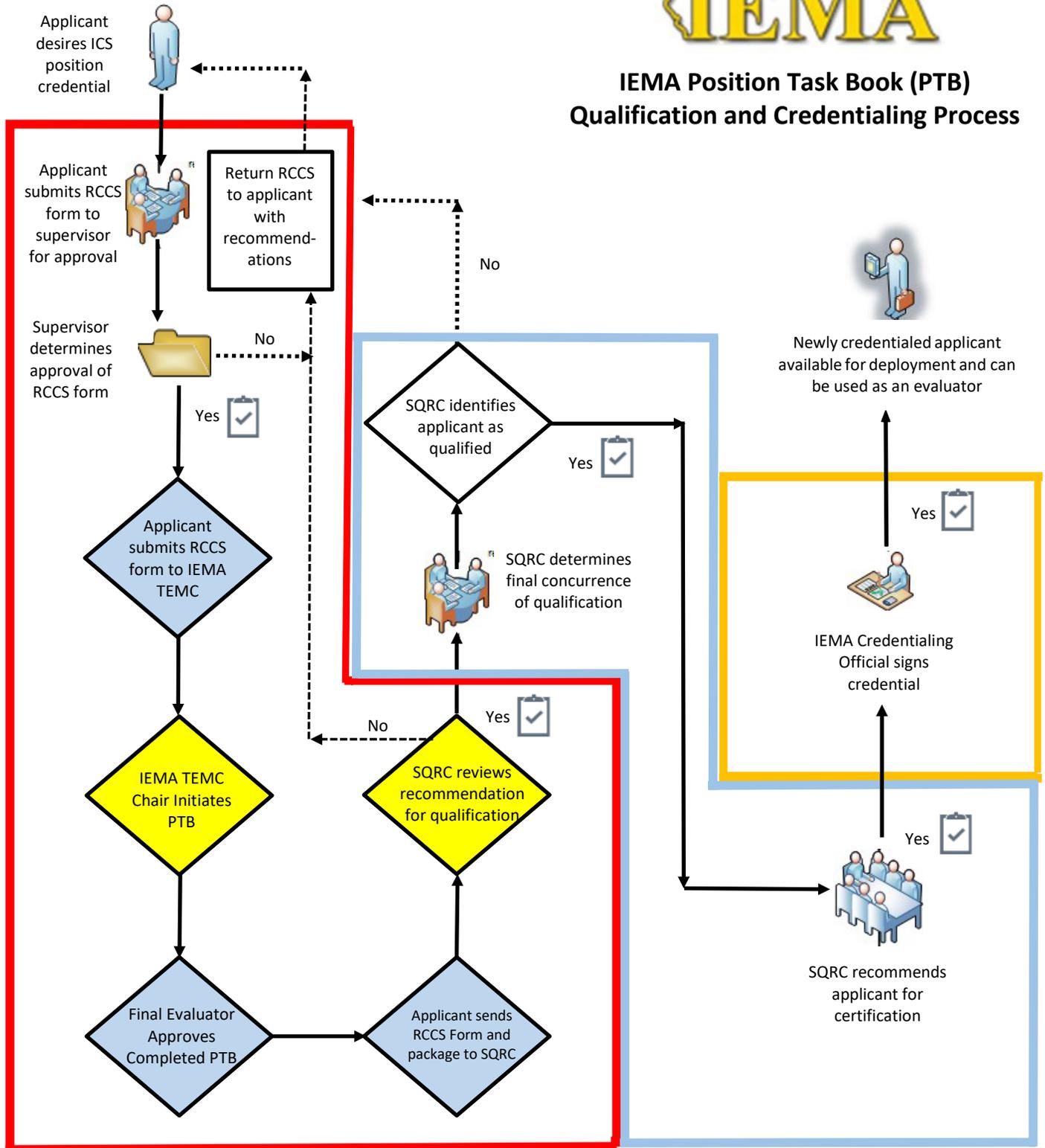
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- i. Applications presented for review by the SQRC and not considered qualified shall be denied certification.
 - ii. Applications presented for review by the SQRC and considered qualified shall be approved for certification.
- o) If a qualification request is denied, the SQRC chair completes the denial section of the Application Review Checklist and returns it to the SQRC secretary for review, discussion, and disposition between the committees.
- p) On approval or denial, the SQRC secretary will notify the applicant, the regional coordinating committee, the appropriate regional IMAT Incident Commander, and the IEMA Training and Exercise Manager.
 - (1) The SQRC secretary will return denied applications to the requesters.
 - (2) The SQRC secretary will forward approved applications to the Credentialing Official (CO), whereby:
 - a. The CO signs the credential, notifies the applicant, and issues the applicant a new/revised Qualifications Card with a Congratulations Form Letter.
 - b. The CO files/stores the application package for archiving and compliance.
 - c. The CO issues credentials and updates an appropriate training records system.

The full NQS process using a PTB to document experience is shown on the next page. The Qualifications Process is highlighted in the red box, the Certification Process is highlighted in the blue box, and the Credentialing Process is highlighted in the orange box.

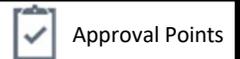


IEMA Position Task Book (PTB) Qualification and Credentialing Process



ICS - Incident Command System PTB - Position Task Book
SQRC - State Credentialing & Qualifications Review Committee

TEMC - Training and Evaluation Committee
RCCS - Incident Command System





Maintenance, Loss of Certification, Decertification, and Recertification

A. MAINTENANCE OF QUALIFICATIONS

1. To prevent degradation of the knowledge, skills, and abilities required to successfully perform the responsibilities of an ICS position, qualified individuals need to perform that position frequently enough to remain familiar with those knowledges, skills, and abilities.
2. Performing the position frequently enough to maintain those knowledge, skills, and abilities is referred to as being current in the position or maintaining currency in the position.
3. Successfully performing in an ICS position or associated position for which an individual is qualified, during a "qualifying" incident, event, or exercise at least once during the time interval maintains an individual's currency. The currency time interval varies by position. Some positions require position performance at least once every three years, while others require performance at least once every five years.
4. The currency interval stated starts on the last date on which the individual successfully performed:
 - a. In their qualified position for which that position is a requirement, during an exercise or a real-life deployment.
 - b. In a higher position(s) for which that position is a requirement, providing the individual was previously qualified in that position.

B. PROCESS TO REMAIN CURRENT

1. Individuals are responsible for tracking their currency for each position in which they are qualified. An individual must reapply 60 days prior to the expiration of their current credential by submitting a Request for Change of Credential Status (RCCS) Form to the committee/email indicated on the form. Failure to reapply prior to expiration of their position credential may result in the loss of qualification.
2. Currency documentation included in the RCCS Form must include one or more of the following, as described on the RCCS:
 - a. Incident Action Plan(s) with person's name on the appropriate forms (ICS 202, ICS 203, etc.)
 - b. Incident, event, or exercise performance evaluations (such as an ICS 225, Incident Personnel Performance Rating, or equivalent) from qualified Evaluators or supervisors
 - c. Narrative of experience within the past five (3) years. Include supporting information about that is signed by an Incident Commander or Operations Section Chief, Planning Section Chief with Contact information.
 - d. Number of deployments/assignments
 - e. Number of operational periods for each assignment/deployment
 - f. Variety of incidents
 - g. The complexity level (type) of incidents, planned events, exercises performed by the individual

C. LOSS OF CERTIFICATION

1. Reasons
 - a. Loss of certification may occur as a result of either voluntary or involuntary actions by a credentialed individual.



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- 1) An individual may choose to drop one or more of their qualifications for personal reasons by providing the information on the Request for Change of Credential Status (RCCS) Form and submitting it as indicated on the Form.
 - 2) An individual will lose their qualification(s) if they lose currency in the position or fail to follow the process described in the section titled, "Maintenance of Qualifications."
 - 3) Individuals who lose their qualification(s) should not be considered as available for assignment in the decertified/non-qualified position(s) outside their local entity. A local AHJ can determine how the individual may perform within their entity irrespective of their NQS qualification status.
2. Recertification after Loss of Certification
- a. An individual who desires reinstatement of a qualification they lost due to lack of currency or dropped for personal reasons should submit their request on the Request for Change of Credential Status (RCCS) Form to the committee email indicated after following the form submittal instructions.
 - b. The SQRC will examine the circumstances to determine if the individual should revert to trainee status for that position and/or:
 - 1) Be reinstated without additional requirements (within position currency interval)
 - 2) Be issued a new PTB to complete
 - 3) Complete further training, or
 - 4) The individual can gain the requisite experience through the performance assignment method. If the performance assignment method is recommended, the individual must perform the duties of the position for a minimum of two operational periods under the supervision of an Evaluator before recertification is granted.
 - c. A return to trainee status may have the advantage of introducing the individual to new technology, procedures, and advances in incident and event management. Evaluation of an individual's currency and competency is critical whenever qualifications have been lost.

D. DECERTIFICATION

1. Decertification is the process the SQRC may invoke to remove an individual's position(s) qualifications or credentials.
 - a. The SQRC may decertify personnel when it is documented that the individual:
 - 1) Has documented poor performance at an incident/event
 - 2) Demonstrates non-compliance with this Guide
 - 3) Fails to adhere to AHIMT policies/procedures
 - 4) Performed in a fraudulent, unsatisfactory manner
 - 5) Acted in an unsafe manner
 - 6) Misrepresented attendance or participation in the PTB process
 - 7) Took insubordinate actions that led to unsafe conditions on the incident
 - 8) Intentionally misrepresented incident qualifications or currency
 - 9) Deliberately disregarded identified safe practices



- 10) Is no longer employed or sponsored by the participating entity
 - b. The SQRC may decertify personnel for other reasons after an investigation of the facts surrounding the circumstances that raised the issue of decertification.
2. Guidelines for Decertification
 - a. Decertification of NIMS ICS qualification only applies to performance in the NIMS position the person was deployed for or was performing; it is not intended to affect regular job-related duties. Individuals who are decertified should not be considered as available for assignment in the decertified/non-qualified position(s) outside their local entity. A local AHJ can determine how the individual may perform within their entity irrespective of their NQS qualification status.
 - b. Incident Commanders (ICs) do not have the authority to decertify the qualifications of an individual. A qualified person may be demobilized from an incident by the re. ICs are responsible for providing documented reasons for relieving an individual, forwarding the information to the SQRC and the Regional Coordinating Committee (RCC). ICs must include a copy of the individual's Incident Personnel Performance Rating Form (ICS 225) in the documentation package.
 3. Recertification after Decertification
 - a. The SQRC has established processes to evaluate and prescribe the steps required to regain certification on a case-by-case basis for an individual who has been decertified for reasons described above. Recertification may include, as appropriate, training outlined in the PQR and/or training relevant to the reason(s) for decertification.
 - b. Recertification of a decertified individual should, in most cases, include performance of the duties of the position for at least two operational periods under the supervision of an Evaluator before recertification is granted.

E. APPEALS

1. Appeals relative to denial of eligibility for a higher qualification or decertification may be made by using the following procedure:
 - a. Appeals Procedure
 - 1) Appeals shall be made in writing by the individual who was denied the requested qualification or was decertified and should be emailed to the SQRC chair no later than 30 days after notification of initial review and denial. Appeals must contain:
 - a) A description of the reason for/circumstances leading to the appeal
 - b) Supporting documentation
 - c) Description of the desired outcome
 - b. The SQRC chair will notify the SQRC chair of an appeal.
 - c. The SQRC chair shall appoint a three-member "Appeals Subcommittee" for the purpose of reviewing appeals under this section. The subcommittee shall include at least one individual who is qualified in the position being appealed.
 - d. The Appeals Subcommittee chair shall render their written decision to the SQRC chair within 30 days of receipt of appeal. The decision of the Appeals Subcommittee chair shall be final.



F. REVOCATION AND TRANSFERRING QUALIFICATIONS

1. Revocation

Only individuals who maintain employment or sponsorship with an entity and whose qualifications are current should possess NQS-related credentials. When an individual's employment or sponsorship with an entity is terminated, the employing or sponsoring entity should retrieve any NQS-incident-related credentials from the individual and notify the SQRC within 48 hours.

On notification, the SQRC will forward the notification to the SQRC, TEMC, and the ICs of the NUS-sponsored AHIMTs. Any incident-related credentials or qualifications card should be revoked, returned, and/or cancelled.

2. Transferring Qualifications (Portability)

Individuals who were qualified under NQS but experienced a change in employment or sponsorship resulting in their no longer being covered by NQS, may be able to transfer their qualifications to a new employer or sponsor.

Requests for incident qualifications documentation from an entity that is now employing or sponsoring an individual who was formerly qualified under NQS should be directed to the SQRC. The SQRC should work with the entity to determine what documentation is available and appropriate. After receiving a signed request, the SQRC should provide non-sensitive available and appropriate documentation.

G. POSITION TASK BOOKS

1. Adoption and Use

a. IEMA adopted the NQS Position Task Books (PTBs) for use in its qualifications system.

2. Positions Lacking an NQS PTB

a. If an agency or IMT adopts a position that has not published NQS PTB, the SQRC will ask the TEMC to modify an existing PTB from a nationally recognized system (e.g., FEMA, USCG, NWCG).

b. In some instances, an NWCG PTB may include discipline-focused tasks that pertain only to wildfire environment. Wildland-fire-oriented tasks should be modified to incorporate All-Hazards performance opportunities or, if necessary, may be removed from the modified PTB. In addition, other recognized qualifications systems PTBs may have non- All-Hazards tasks embedded within them that must be modified to incorporate All- Hazards opportunities.

H. PHASES OF THE PTB TRAINING PROCESS

1. Training

During training, the trainee's role is to watch and observe the Coach performing the tasks associated with the position: what he or she does and in what order, why he or she does it, and how he or she does it. The Coach and trainee discuss what occurred and why the Coach performed particular actions. The number of times the trainee observes the Coach depends on the complexity, risk, and the trainee's experience with the task.

2. Coaching

During this activity, the trainee practices the skill or task under the mentorship and observation of a Coach. Coaching consists of the Coach observing the trainee performing tasks, assessing the trainee's performance, and providing feedback. It also provides the Coach with an opportunity to correct any problems and ensure the task is performed safely.



3. Evaluation

When the trainee is ready to perform the task(s) to be assessed, the trainee asks an Evaluator to assess his or her competency. The Evaluator observes, evaluates, and records performance. Only when the trainee is performing a task that may endanger the trainee or others does the Evaluator typically step in to offer corrective guidance.

4. Final Evaluation

The evaluation opportunity where the PTB is completed, and all tasks have been assigned is referred to as the "Final Evaluation." The Final Evaluator reviews the entire PTB, ensures that all tasks have been completed and verified, and completes and signs the final verification portion of the PTB.

I. PTB PROCESS

1. NQS Standards

- a. The evaluation process shall remain free from bias and shall not give preferential or discriminatory treatment to any organization or individual.
- b. A trainee cannot work on multiple PTBs for a specific position at the same time. As an example, a trainee cannot work on both a Type 2 Incident Commander PTB and a Type 3 Incident Commander PTB at the same time.
- c. For those ICS positions with multiple complexity levels (types), the individual must qualify at the lowest complexity level before pursuing the next-highest complexity level. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level, then at the Type 2 level.
- d. Except when the RPL process is used for implementation of a new program or newly included ICS position, individuals must complete PTBs for each new position.
- e. An individual cannot use the same PTB they completed for qualification at one complexity level (e.g., for a Type 3 position) in place of completing a new PTB for the next-highest complexity level (e.g., a Type 2 position).
- f. Successful completion, as determined by a qualified Evaluator, of all tasks required of a position is the basis for the final evaluation and the recommendation that the relevant Certifying Official qualify the trainee.
- g. A trainee cannot complete a PTB on fewer than two qualifying incidents, events, or qualifying exercises. One of the two must be an actual incident meeting the requirements for Task Code 11. See Section IX(D), PTB Evaluation Task Codes.
- h. The amount of experience needed, and the performance of tasks required to complete a PTB and receive a final evaluation by a qualified Evaluator are directly related to a position's role in managing safe operations and level of involvement with major management decisions. As an example, it is likely that a Status Check-In Recorder Trainee can complete the associated PTB with less incident experience and performance than an Incident Commander Type 3 Trainee will take to complete their PTB.
- i. There may be several bulleted statements listed under a task. The bulleted statements are guidelines or examples for the Evaluator to consider ensuring the intent of the task has been completed. Not all bulleted statements for a task are required to be completed if the overall intent of the task has been satisfied.



- j. The PTB evaluation factors should include provisions to ensure that effective Incident Management personnel possess some combination of the following attributes:
 - 1) "Critical soundness" - where the individual is able to keep themselves and their subordinates effective, efficient, and safe in time-pressured, high- consequence situations.
 - 2) "Management soundness" - where the individual is effective at planning and other Incident Management processes and functions of longer- duration situations that include proceeding through the Planning P and producing a formal written plan.
- k. Proficiency in some tasks may be able to be sufficiently demonstrated in one- operational period situations without the need for a written Incident Action Plan; however, many management skill tasks must be performed in situations that incorporate multiple operational periods and require a written Incident Action Plan (IAP).

J. PTB EVALUATION TASK CODES

1. For each of the tasks listed in the Position Task Book (PTB), there are one or more codes describing the circumstances in which the trainee can perform tasks related to the position. If a task has multiple codes listed, it means the evaluator can assess the trainee on any of those circumstances as opposed to evaluating the trainee on all of the listed codes.
 - a. Code C: Task performed in training or classroom setting, including seminars and workshops.
 - b. Code E: Task performed on a full-scale exercise with equipment deployment under the Incident Command System (ICS).
 - c. Code F: Task performed during a functional exercise managed under the ICS.
 - d. Code I: Task performed on an incident or event managed under ICS. Examples of incidents and events that may employ ICS include but are not limited to an oil spill, search and rescue, hazardous material response, fire and emergency or non-emergency (planned or unplanned) events.
 - e. Code J: Task performed as part of day-to-day job duties. Code T: Task performed during a tabletop exercise.
 - f. Code R: Task performed very rarely and required only if applicable to the event. Note: Assignment of Code
2. Code R is not recommended. However, AHJs may add at their discretion to tasks added to NQS PTBs.

K. COACH / EVALUATOR AND FINAL EVALUATOR QUALIFICATIONS

The Coach is the individual who provides instruction to a trainee, whether in the classroom, on the job, in a planned event, or on an incident. Although many of the job responsibilities of the Coach are similar to those of an Evaluator, the roles of coaching and evaluating must remain separate to preserve the integrity of the qualifications system.

For example, a Coach may instruct a trainee in proper interviewing techniques. When the trainee appears to have mastered the tasks, the Coach could employ another individual to act as the Evaluator or could transition into the role of an Evaluator and observe and record the performance of the task. It is similar to providing instruction on a topic within the classroom and then administering a test to determine mastery of the subject.



The functions of coaching and evaluating must remain separate, as noted, and must be performed in sequence and not at the same time.

1. Coach / Evaluator Qualifications

- a. To be qualified as a Coach or Evaluator for Task Code I or R in the PTB:
 - 1) The individual must be qualified in the position being coached or evaluated; or the individual must be qualified in a position that, within the ICS organizational structure, supervises the position being coached or evaluated.
 - 2) It is recommended that the Coach/Evaluator have previously performed successfully as a fully qualified individual on two separate Qualifying Incidents or Qualifying Exercises prior to serving as a Coach/Evaluator.
- b. Task Code "O" in the PTB may be evaluated in other situations. Examples include in a classroom by an instructor(s), usually qualified as described in "1" above, or during the course of daily work by a day-to-day supervisor.

2. Final Evaluator Qualifications

- a. The Final Evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed. The Final Evaluator is then responsible for completing the Final Evaluator's Verification statement inside the front cover of the PTB.
- b. A final evaluator is qualified in the same position being evaluated or a Section Chief that supervises the units within that section. In the case of the Incident Commander, the position may be evaluated by the Command Staff and the General Staff, but not the units beneath the Section Chiefs
- c. There are advantages in using Evaluators from different agencies. If no local Final Evaluators are available, a neighboring entity, may be contacted for assistance in supplying a Final Evaluator.

L. PTB EVALUATION DOCUMENTATION

- 1. As stated in Section IX(C)(l)(g), a trainee must be evaluated on at least two qualifying experiences (incident, planned event, or exercise).
 - a. One of the two evaluations must occur on an actual incident that meets the criteria of a "Qualifying Incident," and not a planned event or exercise.
 - b. The qualifying incident must be of the same complexity or higher complexity level (Type) for which the trainee is pursuing qualification.
- 2. Standards
 - a. The incident used as the qualifying incident must meet the requirements of Task Code 11.
 - b. There should be one fully completed incident Evaluation Record in the PTB with accompanying signatures completed by the trainee's immediate supervisor on relevant tasks for each trainee experience. If the trainee had multiple supervisors on an extended incident, evaluations from all supervisors are recommended.
 - c. It is highly recommended that the trainee's Evaluator complete an ICS 225, Incident Personnel Performance Rating, to document each qualifying incident, planned event, or exercise evaluated.



- d. If a person receives one or more "unacceptable" ratings on the ICS 225, Incident Personnel Performance Rating, the Evaluator should provide a copy of the rating to either the Incident Commander-if on an incident-or the person responsible for supervising the Qualifying Exercise. The supervisor receiving the copy should send the evaluation, under separate cover, to the TEMC.

M. PTB COMPLETION TIMEFRAMES

1. Individuals who have begun the process of qualifying for a NIMS ICS position under previous editions of [JIMQS] can continue to use those standards, providing they complete the process before any deadlines noted in the latest [JIMQS] revision pass.
2. Standards
 - a. Any individual who has begun the evaluation process is encouraged, but not required, to complete any newly required course(s) for that position.
 - b. To qualify in any other or subsequent position, the individual must meet the NQS standards identified in the current edition.
 - c. A PTB will be valid for three 3 years from the day it is initiated. Upon documentation of the first task in the PTB, the three-year time limit for completion is reset to the newer date.
 - d. If the PTB is not completed within three 3 years from the date of the PTB initiation or the first task being evaluated (whichever is more recent), the PTB expires. A new PTB may be initiated. Prior experience documented in the expired PTB may be considered in completion of the new PTB at the discretion of the TEMC. If a new PTB is initiated, the qualifications standards identified in the current NQS must be met.

Qualifying Incidents, Events, and Exercise Guidelines

A. GENERAL

1. A qualifying incident, event, and/or exercise provides a trainee either
 - a. the opportunity to gain experience and demonstrate PTB performance and evaluation while filling an ICS position as a trainee, or
 - b. the ability to maintain Currency in an ICS position for which the individual is currently qualified.
2. Although the experience gained on qualifying events and/or exercises can help to strengthen a trainee's ability to perform in an ICS position, a trainee must have satisfactorily completed at least one position performance assignment on an incident to be certified and credentialed.
3. The tasks listed in the PTB for a given position are the same at different complexity levels. The difference is the complexity level of the incident when those tasks are accomplished.
4. It is an important factor in a performance-based qualification system that trainees demonstrate their proficiency at performing the tasks of an ICS position during incidents, events, and exercises that are typed at the same level of complexity as the target positions the trainees are pursuing.

In some cases, position performance assignments and experiences on higher-typed incidents, events, or exercises can be used toward PTB completion for a lower-typed position. However, that situation should generally be the exception and not the rule. For more information about complexity refer to Appendix A, Incident Complexity.
5. An individual who is in trainee status, regardless of other qualifications they may hold, should not be evaluating another trainee on the same incident, event, or exercise.



A. QUALIFYING INCIDENT ATTRIBUTES

1. An incident where Incident Management trainees have tasks evaluated and initialed, or the incident is used to maintain currency of an individual's qualification, should be of equal or greater complexity level than the complexity level indicated on the Trainee's PTB, or, in the case of maintaining Currency, the position qualifications level.
2. The incident should also be of sufficient length to provide adequate opportunities to demonstrate the knowledge, skills, and abilities necessary to learn, practice, and eventually be evaluated on PTB tasks in question or practice.
3. Appendix A contains the National Incident Management System (NIMS) Incident Complexity Guide that includes Incident Effect and Incident Management Indicators that provide guidance in determining the correct incident complexity level.

B. QUALIFYING EVENT ATTRIBUTES

1. An event in which Incident Management trainees have tasks evaluated and initialed, or in which the event is used to maintain qualification currency, should meet all the criteria given below:
 - a. The event is complex enough to suggest a Type 3 All-Hazards Incident Management Team (AHIMT) or higher is appropriate to manage.
 - b. Sharing of information between AHIMT members is necessary in order to close critical decision loops.
 - c. The event must span at least two distinct, separate operational periods in which the identified Command and General Staff are assigned and engaged. The periods should include, as a minimum:
 - 1) Development and production of an Incident Action Plan. This could occur in advance of the actual onset of the event
 - 2) On-scene management of the event
 - d. Time spent as an entire AHIMT planning for and providing on-scene event management must encompass a minimum of two distinct, separate operational periods in which the identified Command and General Staff are assigned and engaged.
 - e. It is ideal to have a Command and General Staff filled with an individual in each position (see list in next bullet item); however, some considerations and caveats are:
 - 1) Trainees can be evaluated by a fully qualified individual who is in a supervisory position within the ICS structure (e.g., a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee; a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee).
 - 2) The event should involve a significant amount of coordinating between functional areas and the establishment or maintenance of good working relationships.
 - f. Command and General Staff positions or functions that should be present are:
 - 1) Incident Commander
 - 2) Safety Officer
 - 3) Public Information Officer
 - 4) Liaison Officer
 - 5) Operations Section Chief



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- 6) Planning Section Chief
- 7) Logistics Section Chief
- 8) Finance/ Administration Section Chief
- 9) Event influences should include:
 - a) Agency Administrators or event sponsoring Executives set goals and vision of success
 - b) Elected Officials
 - c) Media
 - d) Stakeholders and public
- g. Event should involve multijurisdictional (preferred), or significant multi-agency in the same jurisdiction.
- h. Planning should include contingency planning, e.g., incident within event planning.
- i. All applicable ICS forms must be completed for a complete EAP, including intermediate forms such as the ICS 215 and ICS 215A.
- j. For PTB task evaluation: The complexity of the incident must match the type rating of the position. A trainee must be evaluated by personnel currently qualified at an equivalent position or in a position that supervises in ICS or the same qualification, but a higher type (e.g., a Type I Public Information Officer can evaluate a Type III Public Information Officer).
- k. To be creditable for Currency: The position performed must be listed in the PQR as maintaining Currency.

C. QUALIFYING EXERCISE ATTRIBUTES

1. These guidelines provide consistency and authenticity when a local AHJ uses or recognizes an operations-based exercise, whether functional or full-scale, to evaluate personnel, provide an opportunity for trainees to complete tasks in their PTBs, or maintain qualification Currency for an ICS position identified within this Guide.
2. AHJs are encouraged to use the Homeland Security Exercise and Evaluation Program (HSEEP) guidance along with these guidelines when developing exercises to ensure a quality training and evaluation opportunity.

D. PREPARATORY TRAINING

1. **IMPORTANT:** Exercise players should be given an appropriate level of foundational knowledge through classroom or other learning methods to ensure they are sufficiently prepared for an exercise.
2. Players should not be thrown into an exercise unprepared, especially trainees.
3. Exercises are **NOT** where the fundamentals are learned, nor are they the appropriate venue for demonstrating performance without adequate preparatory learning and practice opportunities.
 - a. Preliminary training should be completed before undertaking a qualifying exercise, to include:
 - 1) All the ICS courses through the ICS-300 course, ICS-400 recommended.
 - 2) Position-specific training appropriate to the position to be played and/or significant progress (recommend 50% or greater) in the target PTB.
 - 3) Training on the Planning "P" (e.g., DHS All-Hazards Planning Process video) should be completed prior to or at the beginning of the exercise as a review.



E. EXERCISE COMPONENTS

1. The exercise must be operations-based, either a functional or full-scale exercise.
2. An analysis of the exercise's incident scenario must be equal to or higher than the complexity type rating for the ICS positions that are using PTBs, or the ICS positions being exercised to maintain Currency in those positions.
3. If elements of the planning process are required to be exercised or evaluated, the scenario must encompass multiple operations periods or require at least one complete cycle of the planning process.
4. All appropriate Command and General Staff positions should be filled, to include:
 - a. Incident Commander
 - b. Safety Officer
 - c. Public Information Officer
 - d. Liaison Officer
 - e. Operations Section Chief
 - f. Planning Section Chief
 - g. Logistics Section Chief
 - h. Finance/Administration Section Chief
5. Staffing for the Command and General Staff positions should be completed taking into account the following considerations:
 - a. Trainees may be evaluated by a fully qualified individual who is a Player in a supervisory position within the ICS structure (e.g., a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee; a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee).
 - b. Trainees may be evaluated by a fully qualified individual who is an Evaluator in the exercise.
 - c. When a subordinate ICS position is not filled in an ICS organization, the supervisor of that position assumes all functional responsibilities of the unfilled subordinate position.
 - d. The exercise should require a significant level of coordination between functional areas and the establishment or maintenance of positive and productive working relationships necessary on an actual incident or event.
6. To be considered as a qualifying exercise for Unit Leader positions, the Section Chief and at least two of the Section's Unit leader positions should be filled.
7. Specific scenario events (or injects) that prompt players to implement the plans, policies, procedures, and protocols that require testing during the exercise, must include:
 - a. Simulated activities occurring on the incident that warrant action
 - b. Simulated external influences from:
 - 1) Agency Administrators or Executives
 - 2) Elected Officials
 - 3) Media
 - 4) Stakeholders and public



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8. Injects must include information that is required to be shared with other incident management members to demonstrate the ability to receive, prioritize, and share the essential elements of information necessary to successfully complete a task, duty, or responsibility.
9. A sufficient number and quality of injects must be provided to fully engage each member of the AHIMT and immerse them in the ongoing incident response while participating in the NIMS planning process.
10. The scenario may be multijurisdictional (preferred) or significant multi-agency in the same Jurisdiction.
11. If the scenario involves Unified Command, then all Unified Commander positions should be filled and present during the exercise.
12. An ordering process must be used that either uses or simulates the Jurisdiction's processes and procedures for incident ordering. This ordering process can involve a local Emergency Operations Center (EOC), local or geographic dispatch centers, or an expanded dispatch function.
13. All applicable ICS forms must be completed for a complete IAP, including intermediate forms such as the ICS 215 and ICS 215A.

F. AFTER-ACTION REVIEW AND EVALUATION

1. To appropriately complete the tasks within a PTB, the trainee must be evaluated by personnel qualified in the ICS position being evaluated or qualified in the ICS position that would supervise that position on an incident.
2. Documents that may facilitate the evaluation process include the position PTB and/or the ICS 225, Incident Personnel Performance Rating.



APPENDIX A - INCIDENT COMPLEXITY

A. INCIDENT COMPLEXITY LEVEL TABLES

The language in the Incident Complexity Level Table is intentionally flexible, allowing AHJs to apply this guide to their specific needs and situations. Due to differences in infrastructure, incident management capability, population density, available resources, and other factors, it is possible that one Jurisdiction may identify an incident at one level of complexity while another Jurisdiction may identify it at a different level. This guide applies to all-hazards and is available for the whole community to use as appropriate. (Source: FEMA, NIMS Incident Complexity Guide, June 2021).

1. Type 5 Incident

TYPE 5	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
<h1>5</h1>	<ul style="list-style-type: none"> • Incident shows no resistance to stabilization or mitigation • Resources typically meet incident objectives within one or two hours of arriving on-scene • Minimal effects to population immediately surrounding the incident • Few or no evacuations necessary during mitigation • No adverse impact on Critical Infrastructure and Key Resources (CIKR) • Elected/appointed governing officials and stakeholder groups require minimal or no coordination, and may not need notification • Conditions or actions that caused the incident do not persist; as a result, there is no probability of a cascading event or exacerbation of the current incident 	<ul style="list-style-type: none"> • Incident Commander (IC) position is filled, but Command and General Staff positions are unnecessary to reduce workload or span of control • EOC activation is unnecessary • Unified Command is not typically necessary • One or more resources is or are necessary and receive(s) direct supervision from the IC • Resources may remain on-scene for several hours, up to 24, but require little or no logistical support • Formal incident planning process is not necessary • Written Incident Action Plan (IAP) is unnecessary • Limited aviation resources may be necessary and may use varying levels of air support
	<p>Examples: Type 5 incidents, events, and exercises can include a vehicle fire, a medical response to an injured/sick person, a response to a suspicious package/ item, or a vehicle pursuit. Planned events can include a SK or IOK road race.</p>	



2. Type 4 Incident

TYPE 4	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
<h1>4</h1>	<ul style="list-style-type: none"> • Incident shows low resistance to stabilization or mitigation • Resources typically meet incident objectives within several hours of arriving on-scene • Incident may extend from several hours to 24 hours • Limited effects to population surrounding incident • Few or no evacuations necessary during mitigation • Incident threatens, damages, or destroys a minimal number of residential, commercial, or cultural properties • CIKR may suffer adverse impacts • CIKR mitigation measures are uncomplicated and can be implemented within one operational period • Elected/appointed governing officials and stakeholder groups require minimal or no coordination, but they may need to be notified • Conditions or actions that caused the original incident do not persist; as a result, there is low to no probability of a cascading event or exacerbation of the current incident 	<ul style="list-style-type: none"> • IC/Unified Command role is filled, but Command and General Staff positions are typically not necessary to reduce workload or span of control • EOC activation may be necessary • Resources receive direct supervision either from the IC/Unified Command or through an ICS leader position, such as a Task Force or Strike Team/Resource Team, to reduce span of control • Operations Division or Group Supervisor position may be filled for organizational or span-of-control purposes • Multiple kinds and types of resources may be necessary • Aviation resources may be necessary and may use varying levels of air support • Resources may remain on-scene for 24 hours or longer and may require limited logistical support • Formal incident planning process is not necessary • Written IAP is unnecessary, but leaders may complete a documented operational briefing for all incoming resources
	<p>Examples: Type 4 incidents, events, and exercises can include a barricaded suspect, a hazardous materials (HAZMAT) spill on a roadway or waterway, a detonation of a small explosive device, a large commercial fire, or a localized flooding event affecting a neighborhood or sub-Operations Division. Planned events can include a march, protest, festival, fair, or parade.</p>	



3. Type 3 Incident

TYPE 3	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
<h1>3</h1>	<ul style="list-style-type: none"> • Incident shows low resistance to stabilization or mitigation • Resources typically meet incident objectives within several hours of arriving on-scene • Incident may extend from several hours to 24 hours • Limited effects to population surrounding incident • Few or no evacuations necessary during mitigation • Incident threatens, damages, or destroys a minimal number of residential, commercial, or cultural properties • CIKR may suffer adverse impacts • CIKR mitigation measures are uncomplicated and can be implemented within one operational period • Elected/appointed governing officials and stakeholder groups require minimal or no coordination, but they may need to be notified • Conditions or actions that caused the original incident do not persist; as a result, there is low to no probability of a cascading event or exacerbation of the current incident 	<ul style="list-style-type: none"> • JC/Unified Command role is filled • EOC activation may be necessary • Command Staff positions are filled to reduce workload or span of control • At least one General Staff position is filled to reduce workload or span of control • Numerous resources receive supervision indirectly through the Operations Section and its subordinate positions • Branch Director position(s) may be filled for organizational purposes and occasionally for span of control • Operations Division Supervisors, Group Supervisors, Task Forces, and Strike Teams/Resource Teams are necessary to reduce span of control • ICS functional units may be necessary to reduce workload • Incident typically extends into multiple operational periods • Resources may need to remain on-scene for over a week and will require logistical support • Incident may require an incident base to support resources • Numerous kinds and types of resources may be required • Aviation operations may involve multiple aircraft • Number of responders depends on the kind of incident, but could add up to several hundred personnel • leaders initiate and follow formal incident planning process • Written IAP may be necessary for each operational period
	<p>Examples: Type 3 incidents, events, and exercises can include a tornado that damages a small section of a city, village, or town; a railroad tank car HAZMAT leak requiring evacuation of a neighborhood or section of a community; a detonation of a large explosive device; an active shooter; a water main break; a Category 1 or 2 hurricane; or a small aircraft crash in a populated area. Planned events can include a county fair or an auto racing event.</p>	



4. Type 2 Incident

TYPE 2	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
<h1>2</h1>	<ul style="list-style-type: none"> • Incident shows high resistance to stabilization or mitigation • Resources typically do not meet incident objectives within the first several days • Incident may extend from several days to two weeks • Population within and surrounding the general incident area is affected • Affected population may require evacuation, shelter, or housing during mitigation for several days to months • Incident threatens, damages, or destroys residential, commercial, and cultural properties • CIKR may suffer adverse impacts, including destruction • CIKR mitigation actions may extend into multiple operational periods, requiring considerable coordination • Elected/appointed governing officials, political organizations, and stakeholder groups require a moderate level of coordination • Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management • Conditions or actions that caused the original incident may persist, so a cascading event or exacerbation of the current incident is highly probable 	<ul style="list-style-type: none"> • IC/Unified Command role is filled • EOC activation is likely necessary • All Command Staff positions are filled • All General Staff positions are filled • Large numbers of resources receive supervision through the Operations Section • Branch Director position(s) may be filled for organizational or span-of-control purposes • Operations Division Supervisors, Group Supervisors, Task Forces, Strike Teams, and Resource Teams are necessary to reduce span of control • Most ICS functional units are filled to reduce workload • Incident extends into numerous operational periods • Resources may need to remain on-scene for several weeks and will require complete logistical support, as well as possible personnel replacement • Incident requires an incident base and other ICS facilities for support • Numerous kinds and types of resources may be required • Complex aviation operations involving multiple aircraft may be involved • Size and scope of resource mobilization necessitates a formal demobilization process • Length of resource commitment may necessitate a transfer of command from one Incident Management Team (IMT) to a subsequent IMT • Number of responders depends on the kind of incident, but could range from 200 to over 1,000 personnel • Leaders initiate and follow formal incident planning process • Written IAP is necessary for each operational period • Leaders may order and deploy out-of- State resources such as through the Emergency Management Assistance Compact (EMAC)
	<p>Examples: Type 2 incidents, events, and exercises can include a tornado that damages an entire section of a city, village, or town; a railroad tank car HAZMAT leak requiring a several-days-long evacuation of an entire section of a city, village, or town; a wildland fire in an area with numerous residences, requiring evacuations and several days of firefighting; a multi-event explosive device attack; or a river flooding event affecting an entire section of a city, village, or town, with continued precipitation anticipated. Planned events can include a VIP visit, a large demonstration, a strike, or a large concert.</p>	



5. Type 1 Incident

TYPE 1	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
<h1>1</h1>	<ul style="list-style-type: none"> • Incident shows high resistance to stabilization or mitigation • Incident objectives cannot be met within numerous operational periods • Incident extends from two weeks to over a month • Population within and surrounding the region or State where the incident occurred is significantly affected • Incident threatens, damages, or destroys significant numbers of residential, commercial, and cultural properties • Incident damages or destroys numerous CIKRs • CIKR mitigation extends into multiple operational periods and requires long- term planning and extensive coordination • Evacuated or relocated populations may require shelter or housing for several days to months • Elected/appointed governing officials, political organizations, and stakeholder groups require a high level of coordination • Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management • Conditions or actions that caused the original incident still exist, so a cascading event or exacerbation of the current incident is highly probable 	<ul style="list-style-type: none"> • IC/Unified Command role is filled • EOC activation is necessary • Unified Command is complex due to the number of jurisdictions involved • All Command Staff positions are filled; many include assistants • All General Staff positions are filled; many include deputy positions • Many resources receive supervision through an expanded Operations Section • Branch Director position(s) may be filled for organizational or span-of-control purposes • Operations Division Supervisors, Group Supervisors, Task Forces, Strike Teams, and Resource Teams are necessary to reduce span of control • Most all ICS functional units are filled to reduce workload • Incident extends into many operational periods • Resources will likely need to remain on- scene for several weeks and will require complete logistical support, as well as possible personnel replacement • Incident requires an incident base and numerous other ICS facilities for support • Numerous kinds and types of resources may be required, including many that trigger a formal demobilization process • Federal assets and other nontraditional organizations - such as Voluntary Organizations Active in Disaster (VOADs) and NGOs - may be involved in the response, requiring close coordination and support • Complex aviation operations involving numerous aircraft may be involved • Size and scope of resource mobilization necessitate a formal demobilization process • Length of resource commitment may necessitate a transfer of command from one IMT to a subsequent IMT • Number of responders depends on the kind of incident, but could add range from 500 to over 1,000 personnel • Leaders initiate and follow formal incident planning process • Written IAP is necessary for each operational period • Leaders may order and deploy out-of-State resources, such as through EMAC



TYPE 1	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
	<p>Examples: Type 1 incidents, events and exercises can include a tornado with damage or destruction to an entire community; a Category 3, 4 or 5 hurricane; a pandemic; a railroad tank car explosion or multilevel explosive device destroying several neighborhoods and damaging others; a large wind-driven wildland fire threatening an entire city, village or town, causing several evacuations and destroying many homes, businesses, and critical infrastructure assets; or a widespread river flooding event in a city, village, or town, with continued precipitation anticipated. Planned events can include a political convention, the Super Bowl, the World Series or a presidential visit.</p>	

6. Incident Effect Indicators Summary

Incident Complexity Level: Incident Effect Indicators Summary										
Type	Resistance to stabilization or mitigation	How long does it take for resources to meet incident objectives?	Effects on population immediately surrounding the incident	Length of incident effects	Evacuations necessary during mitigation	Adverse impact on CIKR	CIKR impact / mitigation measures	Coordination required with elected/ governing officials and stakeholder groups	Do conditions or actions that caused original incident persist?	Probability of cascading event or exacerbation of current incident
5	None	1-2 hours	Minimal	Minimal	Few or none	None	None	Minimal or none	No	None
4	Low	Several to 24 hours	Limited	Up to 24 hours	Few or none	Minimal	Uncomplicated within one operational period	Minimal or none	No	Low to none
3	Moderate	At least 24 hours	Moderate	Several days to over one week	Possible; may require shelter	Threatens, damages, or destroys property	Adverse; multiple operational periods	Some	Possibly	Medium
2	High	Several days	Significant	Several days to two weeks	Possible; may require shelter/ housing for several days to months	Threatens, damages, or destroys property	Destructive; requires coordination over multiple operational periods	Moderate, including political organizations	Possibly	High
1	High	Numerous operational periods	Significant	Two weeks to over a month	May require shelter/ housing for several days to months	Significantly threatens, damages, or destroys property	Highly destructive; requires long-term planning and extensive coordination over multiple operational periods	High, including political organizations	Yes	High



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