

IPEM APPLICATION SUBMITTAL CHECKLIST

Please feel free to use this checklist as a way to ensure that all of the requirements are included with your application. Good Luck.

- IPEM Application Form

Educational/Training Requirements:

- Copy of Highest Education Level Completed
- Illinois PDS Certificate (or equivalent course completion certificates)
- G/K 2300 Intermediate Emergency Operation Center Functions (replaces EOC Management and Operations Course)
- EOP Development and Review
- Disaster Assistance Process
- Debris Management
- Hazardous Materials Awareness
- ICS 400 or Command & General Staff
- IS 29.a Public Information Officer Awareness (replaces IS 702.a)
- IS 393.a/b Introduction to Mitigation
- IS 700.a Introduction to NIMS
- IS 703.a NIMS, Resource Management
- IS 800.b National Response Framework
- 12 Additional Hours of IEMA/IESMA/FEMA Approved Training

Exercise Requirements:

- Assigned Exercise Position (Please check your specific position)
 - Exercise Director/Co-Director
 - Lead Evaluator
 - Injects Writing/MSEL Team
 - Lead Controller
- Narrative
- Documents
- Verification Letter

Professional Requirements:

- Letter of Reference from Current or Past Supervisor
- Current Job Description/Duties
- Job Experience (Please check your specific role)
 - 3 yrs Emergency Management Role
 - 2 yrs Emergency Management Role and Bachelor's Degree
 - 5 yrs Public Safety Role
 - 5 yrs Private Sector Role
- Professional Contributions (Please include the contribution numbers that you are submitting)
 - # _____
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