

Montana Disaster and Emergency Services Instructor Application

Applicant Information	
First Name:	Last Name:
Phone Number:	Phone Number (alt):
Email address:	
Mailing address:	
Affiliated agency, organization, or entity:	
Course Information	
<i>Please indicate which courses you wish to teach. Additional courses may be listed on the next page.</i>	
ICS 100: Introduction to the ICS	IS 700: Introduction to NIMS
ICS 200: Basic ICS for Initial Response	IS 800: National Response Framework
ICS 300: Intermediate ICS	G 2300: Intermediate EOC Functions
ICS 400: Advanced ICS	G 290/291: PIO/JIC
G 191: EOC/ICS Interface	Other:
G 402: NIMS Overview for Senior Officials	Other:
G 235: Emergency Planning	Other:
Qualifications and Experience	
<i>Refer to the MT DES Training Program Policy for Requirements</i>	
Train-the-trainer course(s) name:	Date completed:
Train-the-trainer course(s) name:	Date completed:
Briefly describe your experience with adult education:	
Briefly describe your real-world experience and how it relates to the courses you wish to teach:	

<p>Attach the following documents to this application:</p> <ol style="list-style-type: none"> 1. Copies of course certificates which are required for instructors. 2. Copies of relevant train-the-trainer course certificates. 3. At least two documents showing your real-world experience in emergency management (IAP, organizational chart, mission assignment, etc.) 	
<p>Other (list additional courses or information you would like the reviewers to know):</p> 	
<p>A list of certified state instructors is maintained by MT DES and may be provided to entities planning local courses. If approved, do you allow MT DES to provide your name and email as an instructor?</p> <p><input type="checkbox"/> Yes, I give permission</p> <p><input type="checkbox"/> No, I request to have my name withheld from the list of certified instructors</p>	
<p><i>By signing this application, you affirm that all statements and documents included on this document are true and correct.</i></p>	
Signature:	Date

All Montana State Certified Instructors will have successfully completed the following baseline training. Additional training pre-requisites are outlined in the Montana Training Policy. Additional qualifications for ICS instructors can be found in the Training Guide.

- Course that they will be instructing
- IS-100 Introduction to ICS
- IS-200 ICS for Single Resources and Initial Action Incident
- IS-700 An introduction to NIMS
- IS-800 An introduction to the National Response Framework
- Train-the-trainer or approved instructor certification course (if available)
- Formal instructor training (see the Montana Training Policy for examples)

Based on a combination of experience in adult education, direct experience with course content and emergency management background, an applicant will be approved as either a Lead or Unit Instructor.

- Lead Instructor: Have overall responsibility for the quality and delivery of a course and may teach all components of a course.
- Unit Instructor: Teaches under the supervision and direction of a Lead Instructor and may teach some components of a course with a Lead Instructor present.
- Subject Matter Expert: May be invited to provide expertise regarding a specific aspect of the course.

Send the completed application and all attachments to mtdesprep@mt.gov.



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