

Montana Disaster and Emergency Services Division



State Training Program

Last updated: September 2022

Current Training Contact Information

Last Updated: September 2022

Planning Leads:

Preparedness Coordinator:

Michael Bourquin

Michael.Bourquin@mt.gov

406-324-4772

Preparedness Coordinator:

Betsy Ross

betsy.ross@mt.gov

406-202-8266


Contributive Reviewers

All staff of Montana Disaster and Emergency Services

Administrative Approval

This plan has been reviewed by the stakeholders listed above, as well as the Division Administrator for the Montana Disaster and Emergency Services Division.

Burke Honzel, Preparedness Bureau Chief

Signature:  Date: 10/6/2022

Montana Disaster and Emergency Services Division

PO Box 4789

1956 Mt Majo St

Fort Harrison, MT 59636



Record of Change

Date	Description of Change	Initials

Record of Distribution

Upon approval, the MT DES Division provided an electronic copy to the following contacts. To provide comments and suggestions for future revisions, call 406-324-4777 or email mtdesplans@mt.gov.

Date	Receiving Partner Agency/Organization

Table of Contents

Current Training Contact Information	2
I: Program Purpose & Scope	5
Purpose	5
Scope.....	5
II: Emergency Management Training.....	6
Overview of Training.....	6
Internal and State Partner MT DES Training.....	6
State-Delivered Courses (“G” Courses).....	6
How to Request a State-Delivered “G” Course for your Jurisdiction.....	7
Federally Supported Courses	8
How to Apply for an On-Campus or Already Scheduled Courses at a Consortium	8
How to Request a Consortium Course Delivery.....	8
Private/Local Delivered Courses	8
III: Instructor Guidelines	9
Instructor Qualifications	9
Application Process for State of Montana Instructors.....	9
Montana State Approved Incident Command System (ICS) Instructor	10
Other G Course Instructors	10
All-Hazards Position Specific Instructor	11
Other Course Instructors	11
Instructor List/Database	11
IV: Training Program Administration	11
Training Records	11
Appendix A. EMI Courses	13
Appendix B.....	14
Appendix C. Federally Supported Training Organizations	16
Appendix D. Montana Disaster and Emergency Services Instructor Application	17

I: Program Purpose & Scope

Purpose

The purpose of this training plan is to provide overall guidance and direction for emergency managers in the State of Montana regarding emergency management training procedures and resources.

Scope

This document includes an overview of emergency management training in the State of Montana, processes for requesting courses through MT DES, state certified instructor guidelines and information on additional training organizations. The target audience is local, county, tribal and state agency emergency management personnel.

Roles and Responsibilities

The Roles and Responsibilities of the Montana Disaster and Emergency Services (MT DES) State training staff include, but are not limited to:

State Training Officer/Preparedness Coordinator (state emphasis):

- Works with MT DES staff and state partners to collect and compile training needs for incorporation into the Integrated Preparedness Plan.
- Coordinates training for MT DES staff and state partners.
- Reviews post-training documentation for state training.
- Issues State course certificates.

Deputy State Training Officer/Preparedness Coordinator (local emphasis):

- Works with districts and local emergency management partners to collect and compile training needs for incorporation into the Integrated Preparedness Plan.
- Helps coordinate training for local partners, as needed, including working with third party training groups.
- Reviews post-training documentation for local training.
- Issues State course certificates.

MT DES District Staff:

- Provides training support to local DES Coordinators, as needed.
- Assists local DES Coordinators in identifying training needs.
- May serve as Lead or Support Trainers on an individual basis.
- Monitors training data for grant reporting purposes.

II: Emergency Management Training

Overview of Training

The effectiveness of emergency management programs is critically linked to trained personnel. Training is vital to building a common understanding among partners and ensuring that FEMA's National Incident Management System (NIMS) is applied appropriately.

Montana DES provides training to support emergency management professionals at the local, state and tribal levels. MT DES also coordinates with partners to bring additional training to the state that is beyond the capability of the Division.

Montana DES identifies training needs annually through various processes. Jurisdictions submit the THIRA/SPR gap assessment along with the NIMS report annually, which include sections for training needs. Training gaps are also identified through real-world events and after-action reviews and improvement plans (AAR/IP). Data is compiled and presented during the Integrated Preparedness Planning Workshop (IPPW). The IPPW is a forum for MT DES staff to discuss program priorities, share training needs, and identify exercise goals. The information gathered from the IPPW is then compiled into a State of Montana Integrated Preparedness Plan (IPP), that outlines a tentative training schedule for the upcoming 1-3 years. Training is conducted continuously throughout the year, as schedules allow.

The general schedule for compiling training information is:

Spring: Training updates are provided through statewide calls, district meetings, or other events

Summer: Districts work collaboratively to identify top regional training priorities

Fall: State DES holds an Integrated Preparedness Planning Workshop

Winter: State Integrated Preparedness Plan is drafted, finalized, and distributed

Internal and State Partner MT DES Training

Training for State Montana DES staff will be assessed annually by the Preparedness Coordinators as part of the Integrated Preparedness Planning cycle. An internal staff training calendar will be developed to address gaps. Staff who desire to be involved with the State Emergency Coordination Center (SECC) should indicate their area of interest to their supervisor as well as through the annual assessment. SECC positions will be filled based on a combination of experience, training, career goals, and agency needs. Internal staff with an interest in instructing emergency management courses should follow the procedures listed within this document.

Montana DES also supports state agency and Emergency Support Function (ESF) partners in their training needs and priorities. Primary staff within ESF agencies should complete at minimum, introductory level emergency management training, such as NIMS and ICS.

State-Delivered Courses ("G" Courses)

A large portion of emergency management training courses are conducted by state emergency management agencies, such as MT DES. These courses are identified with a "G" course prefix. FEMA's Emergency Management Institute (EMI) develops the curriculum of the courses, while states reserve the

ability to modify the courses to make them more relevant to each community. State “G” course certificates will be issued by respective state emergency management agencies, not FEMA.

How to Request a State-Delivered “G” Course for your Jurisdiction

Courses may be offered by MT DES to local jurisdictions at their request or recommended by MT DES based on regional needs. Some courses may be hosted by MT DES, who will assume responsibility for course coordination including registration, instruction, logistics, materials, certificates and associated costs. These courses are offered at no cost to the students (travel costs are the responsibility of the student).

If a jurisdiction requests a course from MT DES responsibility may be shared with the local jurisdiction or hosting agency. An example may be a local jurisdiction that sets up the course and is responsible for the logistics, but requests that MT DES provide an instructor.

Courses may be requested throughout the year, and will be taken into consideration based on interest, funding, and scheduling availability. However, it is highly recommended to submit a request far in advance. Requests originating from jurisdictions who completed the NIMS and THIRA/SPR surveys in the previous year will receive priority.

1. Requests for courses should be initiated at least 60 days prior to the course. This allows time for instructor preparation and recruitment of attendees.
2. Complete a **Request for Training Assistance Form** and follow the submission instructions. The form will be routed to appropriate program staff for review. Training requests should come from the jurisdiction’s DES Coordinator.
3. Training requests will be reviewed internally by MT DES and you will be notified within 30 days if the course can be supported.

To request a MT DES course, jurisdictions should use the process outlined in Appendix B. Failing to do so may delay course scheduling or result in an inability to support. Courses may be canceled due to adverse weather conditions, lack of students (a minimum of 10 students is recommended), or other unforeseen incidents. Lead Instructors must send notice of course cancellation to mtdesprep@mt.gov as early as possible.

How to attend a State-Delivered “G” Course

Montana DES delivered courses will be marketed on the MT DES Training Dashboard accessed through <http://mt.des.gov>. Instructions for registration will be listed on the calendar event when available. Students must have prerequisites completed for each course prior to attending. This ensures students are prepared for the course objectives and expectations. The lead instructor maintains the discretion to turn down a student based on a lack of prerequisites.

Students who are from outside of Montana, are Federal employees, or are not affiliated with any emergency services or emergency management organization are permitted to register for state-delivered courses on a standby basis. Once all local and state emergency services practitioners are accommodated, remaining slots will be offered to these registrants.

G courses delivered by other states may accept out-of-state applicants on a case-by-case basis. Travel costs are the responsibility of the student.

Federally Supported Courses

There are several entities at the federal level who provide emergency management related training. Additional information and links to the organizations can be found in Appendix C.

FEMA's **Emergency Management Institute (EMI)** is the emergency management community's flagship training institution, and provides training to Federal, State, local, tribal, volunteer, public, and private sector staff to strengthen emergency management core competencies for professional, career-long training. Training delivery systems include residential onsite training; offsite delivery in partnership with emergency management training systems, colleges, universities; and technology-based mediums to conduct individual training courses for emergency management personnel across the Nation.

EMI's Independent Study program provides a course catalog of hundreds of no-cost online courses that cover a wide range of emergency management-related topics. More information on the Independent Study program and a list of courses can be found at: <https://training.fema.gov/is/>

Some Independent Study courses may be delivered in-person, but in order to receive recognized FEMA credit for the course, each student must take the course's corresponding online exam. All Independent Study courses can be taken online by anyone, at any time. No approval is necessary for these courses.

The **National Domestic Preparedness Consortium (NDPC)** is a partnership of public and private organizations committed to serving emergency responders by providing quality, cost-effective counterterrorism training. The NDPC is sponsored through the Department of Homeland Security (DHS), Federal Emergency Management Agency's National Preparedness Directorate. It is the principal vehicle through which DHS develops and delivers training, at no cost, to state and local emergency responders.

The **Rural Domestic Preparedness Consortium (RDPC)** has the mission of preparing rural and tribal communities by building capacity and skills through training. The RDPC offers a wide range of courses and are designed for rural and low population jurisdictions. They offer both online and in-person courses.

How to Apply for an On-Campus or Already Scheduled Courses at a Consortium

Each consortium member has different procedures and forms to follow and complete. Most NDPC members require the applicant's supervisor's signature, and the State Administrative Agency (SAA) Training Point of Contact (TPOC) to review and sign. In Montana, the SAA TPOC is the State Training Officer with the Montana Disaster and Emergency Services Division. See Appendix B for a list of consortium organizations.

How to Request a Consortium Course Delivery

Consortium members offer local course deliveries at no-cost to local jurisdictions or the State. There are often requirements, including ensuring enough lead time and a minimum participant count. These courses can be requested through the State Training Officer, or directly with the Consortium, depending on the program. For all courses delivered through the Consortium in the State of Montana, the State Training Officer must be notified by the host to ensure courses are scheduled efficiently and effectively.

Private/Local Delivered Courses

Any private organization or local jurisdiction may fund a delivery of a course not provided by EMI or another federally support entity. Montana Disaster and Emergency Services will provide marketing

assistance if requested. It is up to the host to cover any expenses for the course, and to arrange all logistics involved, including registration and venue procurement.

III: Instructor Guidelines

Instructor Qualifications

MT DES has established the following guidelines for individuals interested in delivering state emergency management courses. Instructors and jurisdictions must adhere to these guidelines in order to receive official state certificates for courses. These processes and standards are in place to ensure the quality and consistency of state emergency management training. FEMA and other third-party entities maintain their own instructor requirements.

Application Process for State of Montana Instructors

Individuals who wish to become MT DES approved instructors shall complete the Instructor Application found in Appendix D or online at: <https://des.mt.gov/Preparedness/Training-and-Exercise>. MT DES State staff will review applications and supporting documentation. MT DES reserves the right to evaluate each instructor on a case-by-case basis and may make exceptions based on the individual's experience and background. If approved, certification remains valid as long as the instructor remains in an active status as a lead or support instructor and submits all pre- and post-course materials on a timely basis. MT DES staff may perform audits of state instructors to ensure course quality and compliance. If an instructor receives consistently poor evaluations or complaints, corrective actions will be taken by MT DES and in serious cases the instructor may be removed from the approved list.

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. MT DES approved instructors are limited to teaching state level ICS and "G" courses.

- **Lead Instructor:** Have overall responsibility for the quality and delivery of a course and may teach all components of a course. Lead Instructors have met all qualifications and are experienced with delivery of all course units. Responsibilities of a Lead Instructor include:
 - Coordination with MT DES, Unit Instructors, SMEs, and the local point of contact
 - Maintaining instructional standards for each course delivered
 - Proctoring course exams
 - Issuing the approved MT DES course completion certificate
 - Maintaining accountability of student attendance and participation
 - Ensuring safety protocols are being followed at the training site
 - Completion of course close-out materials
- **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. Unit Instructors may not have met all of the qualifications but are working toward Lead Instructor status.
- **Subject Matter Expert/Adjunct Instructor:** May be invited to provide expertise regarding a specific aspect of the course.

Course Close-Out

Following completion of a MT DES state sponsored course, Lead Instructors shall complete the course close-out survey and submit the following information to MT DES within 30 days:

- Agenda of course listing the location and dates of the course

- Roster or sign-in sheet of all individuals who received course certificates
- Copy of course evaluations

Montana State Approved Incident Command System (ICS) Instructor

The State of Montana has established guidelines for ICS Course Instruction within the State. These guidelines are based on FEMA’s NIMS Training Program Guidance.

Upon completion of the following requirements, an individual may apply to be a Montana DES State approved ICS Instructor. This approval recognizes the education, training, and experience of an individual with the Incident Command System and affords them the ability to teach ICS courses of any level within the State of Montana. The following are prerequisites for a State Lead ICS instructor (Unit Instructors and SMEs are not required to have all prerequisites if teaching with a Lead Instructor):

- IS-100, 200, 700, 800
- ICS-300 and ICS-400
- G-191
- Formal train-the-trainer course (E/L/K 449) or approved instructor certification course
- Formal instructor training (M-410, NWCG Facilitative Instructor, E 141, EMI Master Trainer, CDP Instructor Course, Fire Service Instructor 1 &2, valid teaching certificate, or other on a case-by-case basis)
- At least two instances of service in an incident management position for a real-world incident, planned event, or exercise that lasted more than one operational period.
- Experience in delivering training in the past two years.

If approved, ICS instructors are able to teach the following courses:

- ICS-100 – Introduction to the ICS
- ICS-200 – Basic ICS for Initial Response
- ICS-300 (G course) – Intermediate ICS for Expanding Incidents
- ICS-400 (G course) – Advanced ICS for Command and General Staff
- G-402 – NIMS Overview for Executives and Senior Officials
- G-191 – Emergency Operations Center/ICS Interface

Other G Course Instructors

Instructors for all other G coded courses are assessed on a “per course” basis. The State of Montana has established the following qualifications for instructors wanting to teach any G course. Prospective instructors should send documentation of the following information using the Instructor Application.

- Successful completion of the most recent version of the course(s) for which the application is being submitted to instruct. No substitutions are made for this requirement.
- Successful completion of a formal instructor training, instructional skills course, or adult education training program. This may be substituted by previous documented experience or other credentials.
- Successful completion of the train-the-trainer course for that course, if available. Exceptions may be made based on the applicant’s previous experience.
- Documented operational experience in the subject matter found within the course.

- ❑ Successful completion of IS-100, 200, 700, 800, in addition to any course prerequisites.

All-Hazards Position Specific Instructor

The State of Montana uses the NIMS Training Program Guidance for instructor standards for all All-Hazards Position Specific Courses. All-Hazards Position Specific courses are coordinated through FEMA's Emergency Management Institute and are not offered as a State G course. Prospective students and instructors must meet FEMA's selection criteria and prerequisites specified for each course. Learn more at: <https://training.fema.gov/allhazards/>

Other Course Instructors

Any course that contains a non-FEMA prefix (such as NWCG "S" courses) is not regulated by Montana DES. Follow the guidelines of the sponsoring institution and your agency to deliver these courses. Montana DES may assist in promoting these courses on the Training Calendar.

Instructor List/Database

Montana DES maintains an instructor list and database with all state approved instructors. It is the responsibility of the individual instructors to update their status with new qualifications. While this list will not be made public, if an organization in Montana would like to host a course, they may contact the State Training Officer to receive a list of instructors qualified to teach that course.

State approved instructors are expected to remain active in instructing courses under the approval of the sponsoring jurisdiction for continuing recognition as a Montana Certified instructor. Active is considered serving as a Lead or Support instructor during a course delivery at least once every 24 months and submitting all post-course materials on a timely basis. All instructors are expected to maintain a level of continuing education and teach the most updated version of a course.

Instructors who have not been active for a two-year period will be placed in an inactive status on the State Approved Instructor List.

IV: Training Program Administration

Training Records

Internal DES Records

MT DES maintains records for all Montana DES employees. These records are to supplement each employee's own recordkeeping responsibilities. MT DES employees shall be responsible for ensuring their training record is up-to-date and accurate by providing the State Training Officer in a timely manner any new materials to be included. Training records shall be maintained for seven years (or as prescribed by MCA) past the separation date.

External DES Records

State DES retains training rosters for all trainings when reported to Montana DES, to more accurately fulfill reporting requirements, and to ensure the Montana Integrated Preparedness Plan is being fulfilled. The State Training Officer maintains training records in both electronic and physical form.

Minimum documents kept in these records include an agenda, a roster, and any receipts for costs incurred by Montana DES. It is the responsibility of the lead instructor or course manager to submit these documents in a timely manner to the State Training Officer.

All courses conducted after Jan 1, 2018 will be maintained in an electronic database. Physical copies are maintained for seven years (or as prescribed by MCA). If a student requires a duplicate certificate to be issued, or an instructor requires a duplicate agenda or roster for their records, they may contact the State Training Officer and provide the following information:

Name, Organization, Date of Course (or Month/Year), Name of Course, and Location of Course.

Duplicates will be sent electronically to the requestor. Some courses may not be retained in records if the appropriate documentation was not submitted by the lead instructor.

Appendix A. EMI Courses

FEMA's Emergency Management Institute (EMI) is the emergency management community's flagship training institution, and provides training to Federal, State, local, tribal, volunteer, public, and private sector staff to strengthen emergency management core competencies for professional, career-long training. Training delivery systems include residential onsite training; offsite delivery in partnership with emergency management training systems, colleges, universities; and technology-based mediums to conduct individual training courses for emergency management personnel across the Nation.

Resident and Virtual Courses (E, L, V, and K prefixes)

- E Course – Resident course held at the National Emergency Training Center in Emmitsburg, MD
- L Course – Resident courses conducted off-site (in individual states)
- V Course – Resident courses conducted via Video Teleconference
- K Course – Resident courses held virtually via Adobe Connect

All courses can be found in the online National Preparedness Course Catalog. This catalog also includes courses find at the Center for Domestic Preparedness and other consortiums. The catalog can be found at: <https://www.firstrespondertraining.gov/frt/nppcatalog/EMI>

The course schedule can be found at: <https://training.fema.gov/emicourses/schedules.aspx>

How to Apply for an On-Campus/Virtual Course at EMI (E, V, or K course prefixes)

To take a course at EMI, applicants must meet the selection criteria and prerequisites specified for each course. Seats fill up quickly, so it's important to apply early. EMI provides a travel stipend and reimbursement for students attending "E" courses. Refer to your acceptance packet for more information.

Appendix B.

MT DES Course Request for Assistance Form

Complete one form for each course you are requesting. Requests will be considered based on budgets, instructor availability, and described need.



Today's Date:		Requestor's Name:	
Course Name and Number:			
First option for date:		Second option for date:	
Third option for date:			

Local Course Manager Point of Contact	Name:		
	Associated Organization or Agency:		
	Phone number:		
	Email:		
Instructor Information (leave blank if not identified yet)	Lead Instructor Name:		
	Unit Instructor Name:		
	SMEs:		

Course Format	Virtual	In-person
	Hybrid (any combination of virtual/in-person)	

Location of Training (<i>skip for virtual training</i>)	Name of building:	
	Address:	
	City, State, Zip:	

Course Support Requested	Advertise course on MT DES website	
	Create course flyer for promotion	
	Assistance in identifying instructor	

	Course registration link	
	Virtual course logistics (zoom link, facilitation, etc.)	
	Other (Describe):	

Description of need for training (How will the training address jurisdiction gaps? How was need identified- real-world incident, THIRA gap assessment, exercise AAR, etc.)

Additional Comments (optional)

Requestor agreement

- Trainings should have a minimum of 10 students.
- Training requests will be reviewed by MT DES and notifications will be sent regarding the status of the request using the email for the local POC.
- Any potential costs incurred will be coordinated between the local POC, MT DES and instructors before finalizing the training.

Email completed form to mtdesprep@mt.gov.

Appendix C. Federally Supported Training Organizations

- **Center for Domestic Preparedness (CDP)**
 - Resident Training: <https://cdp.dhs.gov/find-training>
 - Non-Resident Training Request: <https://cdp.dhs.gov/training/non-resident>
- **Counter Terrorism Operations Support Program (CTOS)**
 - Resident Training: http://www.ctosnnsa.org/pages/courses/courses_resident.htm
 - Non-Resident Training Request: http://www.ctosnnsa.org/pages/courses/courses_mobile_training.htm
- **Energetic Materials Research and Testing Center (EMRTC)**
 - Resident Training: <http://www.emrtc.nmt.edu/training.php>
- **National Disaster Preparedness Training Center (NDPTC)**
 - Resident Training: <https://ndptc.hawaii.edu/training/>
 - Non-Resident Training Request: https://ndptc.hawaii.edu/training/training_request/
- **Security and Emergency Response Training Center (SERTC/TTCI)**
 - Resident and Mobile Training: <http://sertc.org/course-type/residential/>
- **National Emergency Response and Rescue Training Center at Texas A&M (TEEX/NERRTC)**
 - To register for courses already being offered: <https://teex.org/Pages/class-calendar.aspx>
 - To request courses: <https://teex.org/Pages/Course-Catalog.aspx?catID=603&level=1&catName=DHS/FEMA-Funded>
- **Rural Domestic Preparedness Consortium**
 - To apply: <https://www.ruraltraining.org/training/schedule/>
 - To request: <https://www.ruraltraining.org/training/request/>
- **Cybersecurity & Infrastructure Security Agency (CISA)**
 - To find training: <https://www.cisa.gov/cybersecurity-training-exercises>

Appendix D. 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 Guide 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:			

Attach the following documents to this application:	
<ol style="list-style-type: none"> 1. Copies of course certificates which are required for instructors. Official course transcripts or rosters may be sent in lieu of certificates. 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.) 	
Other (list additional courses or information you would like the reviewers to know):	
<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>	
<i>By signing this application, you affirm that all statements and documents included on this document are true and correct.</i>	
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.