

ND EMA CERTIFICATION REQUIREMENT CHECKLIST

All Levels of Certification require the following:

- Current ND Emergency Management Association Membership.
- Name of an Emergency Management Agency employed by or are affiliated with.

LEVEL I

- 1 year employment by or affiliation with an emergency management agency.
- Completion of all the courses listed below. Utilize the current course version.

INDEPENDENT STUDY COURSES (classroom courses may be substituted) <http://training.fema.gov/IS/>

- IS-100: Introduction to Incident Command System
- IS-139: Exercise Design
- IS-200: ICS for Single Resources and Initial Action Incidents
- IS-230: Fundamentals of Emergency Management*
- IS-235: Emergency Planning*
- IS-240: Leadership & Influence*
- IS-241: Decision Making and Problem Solving*
- IS-242: Effective Communication*
- IS-244: Developing and Managing Volunteers*
- IS-700: National Incident Management System (NIMS), An Introduction
- IS-800: National Response Framework (NRF), An Introduction

DES CLASSROOM COURSES

- Introduction to Emergency Services (formerly Emergency Manager Orientation)

LEVEL II

- 3 years employment by or affiliation with an emergency management agency.
- Participant in a Tabletop or Functional Exercise in the last two years. A letter is required from the exercise host.
- Attendance at two ND EMA Conferences in the last three years.
- Completion of the courses and training listed below. Utilize the current course version.

INDEPENDENT STUDY COURSES (classroom courses may be substituted) <http://training.fema.gov/IS/>

- IS-120: An Introduction to Exercises*
- IS-130: Exercise Evaluation and Improvement Planning
- IS-247: Integrated Public Alert and Warning System (IPAWS)

CLASSROOM COURSES

- ICS 300-400
- Group Facilitation

CLASSROOM TRAINING COURSES (Submit copy of certificate, course agenda/narrative, and/or proof of completion showing course name, hours, and dates.) Forty (40) contact hours minimum in relation to Emergency Management/Homeland Security within the last five years. (Conferences and workshops are not eligible.)

Course Date	Course Title	Hours
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LEVEL III

- 5 years employment by or affiliation with an emergency management agency.
- Participant in a Full-Scale Exercise (a letter is required from the exercise host) or responder in a Presidentially-declared disaster.
- Attendance at two ND EMA Conferences in the last three years.
- Completion of all the courses listed below. Utilize the current course version.

INDEPENDENT STUDY COURSES (classroom courses may be substituted) <http://training.fema.gov/IS/>

- IS-393: Introduction to Mitigation
- IS-547: Introduction to Continuity of Operations (COOP)
- IS-5: An Introduction to Hazardous Materials.
- IS-22: Are You Ready? An In-Depth Guide to Citizen Preparedness.

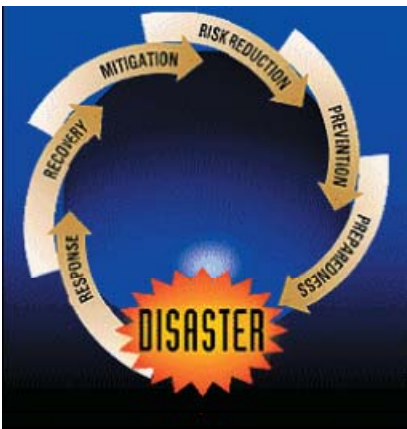
EMI OR CDP RESIDENT COURSES

- G-290: Basic Public Information Officers Course
- Emergency Management applicable Emergency Management Institute (EMI) or Center for Domestic Preparedness (CDP) Course

CLASSROOM TRAINING COURSES (Submit copy of certificate, course agenda/narrative, and/or proof of completion showing course name, hours, and dates.)

- Forty (40) additional contact hours minimum in relation to emergency management/homeland security within the last five years. (Conferences and workshops are not eligible.)

Course Date	Course Title	Hours
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***Professional Development Series (PDS):**

The Professional Development Series has served for over twenty years to train professionals in the fundamentals of emergency management. Training is the key to building cadres of disaster coordinators and managers at all levels for all hazards in all phases of emergency management.

The Professional Development Series includes seven Emergency Management Institute independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. Many students build on this foundation to develop their careers. Students who complete all the courses will automatically receive a PDS Certificate of Completion from the Federal Emergency Management Agency (FEMA).

I would like the Certificate (when approved):

- Mailed to me
- Mailed to my employer for them to present to me.
- Presented at the next ND Emergency Management Association Meeting