



November 30, 2016

Dear Instructor:

The Nevada Department of Public Safety's Division of Emergency Management (DEM), is in the process of reviewing the instructor data base for Nevada. This process will be completed by January 7, 2017.

If you are receiving this letter, you have been listed as a certified instructor for NIMS/ICS. To remain on the state data base you will be required to complete the attached form, and provide digital photo, i.e.; similar to a passport or driver license.

Please return your completed application and photo to Jon Bakkedahl, State Training Officer, j.bakkedahl@dps.state.nv.us or Darlene Loff, Training Support Specialist, dloff@dps.state.nv.us no later than December 23, 2016.

If you no longer wish to remain an instructor, please complete the OPT-OUT form, and you will be removed from our data base.

Please read the guidelines below for certification/recertification for Nevada.

NIMS/ICS Instructor Certification/Re-certification Requirements

The following requirements must be met or surpassed for individuals to be certified instructors for the State of Nevada. Upon verification of your credentials, you will receive a letter of authorization which will state what classes the *applicant will be authorized to teach. Certification will expire 2 years from the date of issuance.*

Re-certification for ICS 100, ICS 200, IS-700, IS-800

<i>Lead Instructor</i>	<i>Unit Instructor</i>	<i>Requirements</i>
<i>Required</i>	<i>Required</i>	<i>Participate in two courses per biennium as a lead or unit instructor</i>
<i>Required</i>	<i>Required</i>	<i>Submit student evaluations, references from students, video copies of course instruction, course rosters, or other documentation to demonstrate training has been conducted.</i>
<i>Required</i>	<i>Required</i>	<i>Apply for re-certification every two years.</i>

Re-certification for ICS 300, ICS 400, and G191.

<i>Lead Instructor</i>	<i>Unit Instructor</i>	<i>Requirements</i>
<i>Required</i>	<i>Required</i>	<i>Participate in two courses per biennium as a lead or unit instructor</i>
<i>Required</i>		<i>Conduct ICS 300, ICS 400 or G-191 under the direct observation of DEM Training staff, or with an approved representative biennially.</i> <i>*The biennial observation requirement may be waived for up to 1 year if appropriate documentation of adequate instruction is provided*</i> <i>Submit student evaluations, references from students, video copies of course instruction, course rosters, or other documentation to demonstrate training has been conducted.</i>
<i>Required</i>	<i>Required</i>	<i>Apply for re-certification every two years.</i>

Applications for re-certification must be received within 30 days of the expiration date as stated on the letter of authorization. If applications are not received within 30 days, the applicant is ineligible for re-certification for a period of 1 year from the original date of expiration, as stated on the letter of authorization.

In the event an instructor does not meet the class observation evaluation criteria, a letter of probationary status will be issued. This probationary status will be of 1 years duration, pending the outcome of an additional class observation.

If the applicant does not meet the evaluation criteria during the second observation, their instructional authorization will be withdrawn for a period of 1 year. After the 1 year period of ineligibility, the applicant may reapply for authorization.

After a review of the re-application, either a letter of disapproval or a letter of probationary authorization will be issued. The letter of probationary authorization will expire 1 year after the date of issuance.