



Nevada Department of Public Safety's Division of Emergency Management/Homeland Security

Training Standards Adjunct Instructor Program

**Nevada State Training Officer
2/2/2017**

Nevada Division of Emergency Management/Homeland Security

State Training Officer
Division of Emergency Management

Date: 02/02/2017

DEM Training Standards

The State Training Officer (STO) and Adjunct Instructors, who plan, schedule and/or deliver course events for the Nevada Division of Emergency Management (DEM) shall be authorized by the Division and adhere to the following standards. Any deviation from these standards must have prior approval of the DEM. Failure to adhere to these procedures may result in the loss of DEM Adjunct Instructor Authorization. The State Training Officer (STO) shall be responsible for the overall supervision, management and conduct of the training event, workshop, or conference to ensure the integrity and professionalism of the DEM Training Program.

Definitions:

The following definitions apply for these training standards.

1. "DEM Funded" training – Training events that are conducted and supported with funds administered by DEM. This training is requested by submitting a DEM training event request.
2. DEM Adjunct Instructor – an individual that meets the requirements set forth for an "Authorized Adjunct Instructor" and instructs under the DEM training standards. The terms "Adjunct Instructor" and "DEM Adjunct Instructor" have the same meaning when utilized in this document.
3. Authorized Adjunct Instructor - An Authorized Adjunct Instructor is authorized to conduct training events for DEM.
4. Federal Training Partner - Diverse group of training providers who develop and deliver programs on behalf of the Federal Government. These training providers are established by Federal Emergency Management Agency (FEMA) National Preparedness Directorate.
5. Public Sector – state, political subdivision or private agency contracted by the state or a political subdivision.
6. Qualifications for DEM Adjunct Instructor - A person who has met or exceeds the training criteria for general instructors for NV POST, International Association of Fire Fighters (IAFF) standards, Federal Emergency Management Agency, has obtained similar professional adult instructor experience

7. Subject Matter Expert and Non DEM Adjunct Instructor – An individual who possess an above average knowledge and experience in a particular subject or field.

I. Pre-Course Requirements

A. Curriculum and Plan of Instruction

1. All DEM sponsored training shall be conducted with an approved curriculum. The FEMA, International Association of Fire Fighters (IAFF), the Department of Homeland Security Training and Education Division (TED) and other professional training providers or curriculum developers must provide approved curricula including an instructor/facilitator guide and student manual and appropriate visual media (i.e. PowerPoint). Each approved curricula is the standard for that course. The STO must approve all changes to the standard curricula, in advance.
2. DEM personnel as designated by the STO will develop course material that is specifically designed to satisfy state identified training requirements as determined by the STO.
3. All requests for curriculum modifications or changes must be submitted to the STO.
4. Curricula may be developed at the discretion of the STO to address State training needs that cannot be met through existing curricula. The requesting authority will develop the POI and submit it to the STO. The STO will determine the course of action in development of the curriculum. The resulting approved curriculum will be considered the standard and may not be changed without approval of the STO or designee.

B. Course Agendas

1. FEMA, IAFF, TED and other professional curriculum providers should include standard agendas with the instructor materials. DEM Adjunct Instructors are expected to follow the agenda as closely as possible. Changes to the standard agenda must be submitted to the STO or designee for approval no later than 60 days prior to the scheduled training event. Modifications must be approved by the STO or designee prior to use. (1/12)
2. If a State generated training program does not include an agenda, one may be developed by the STO responsible for the course and approved by the STO or designee.

C. Course Presentations

1. The State Training officer shall limit the number of course presentations held monthly to five DEM sponsored course events per month.

II. DEM Adjunct Instructor Contract Requirements

- A. DEM shall recognize training events conducted as "DEM Funded" and "Federal Partner Training" as valid for requirements established by the Emergency Management Institute (EMI) to complete certificate programs or as prerequisites necessary to attend EMI training. Training programs conducted without pre-coordination with the DEM State Training Officer shall only be recognized as valid training for the purposes of NIMS compliance. FEMA and Hazardous Material level training conducted by other states may be recognized with verification of the training program through the states' State Training Officer (STO) or Training Point of Contact (TPC).
- B. The following are procedures that DEM staff shall follow concerning Adjunct Instructors and course offerings. DEM staff shall contact the STO for issues concerning Adjunct Instructors and course offerings not addressed herein.
1. The STO shall follow DEM procurement procedures when selecting Adjunct Instructors to present training. The selection of Adjunct Instructors is usually dictated by course location, length, course content, Adjunct Instructor experience and discipline.
 2. Adjunct Instructor Compensation DEM Adjunct Instructors will be compensated at the rate of \$45.00 per hour and one hour prep for every four hours in the classroom, plus lodging and per diem at the state rate, when applicable. Instructors will be required to contact the current provider of temporary services for processing of payments.
 3. Subject Matter Experts (SMEs) shall receive compensation at the above rate, if compensated for instruction of DEM course events.
 4. DEM Adjunct Instructors who have been selected by DEM to instruct shall receive prep time if DEM cancels a course event less than thirteen days from the scheduled event date.
 5. It is the responsibility of the STO to select the Adjunct Instructor based on demonstrated training skills, professional experience and authorization by DEM Adjunct Instructors who provide Emergency Management training will be in compliance with FEMA and DEM guidelines. DEM Adjunct Instructors who provide G&T courses shall be in compliance with instructor training requirements set forth by Federal training partner and DEM. A file of authorized Adjunct Instructors is maintained in the Division's Training Office.
 6. DEM shall maintain a file for each current Authorized Adjunct Instructor. After two years of inactive status, the instructor file will be destroyed.

7. DEM shall establish minimum training that all Adjunct Instructors must successfully complete. If training program offered by FEMA, IAFF or other federal partner or DEM offers a Train the Trainer (T-t-T) version of a training course an Adjunct Instructor shall successfully complete the T-t-T course in order to conduct training of that specific course. If FEMA, IAFF or other federal partner does not offer a T-t-T version of a course; however, offers a more advanced level of the program the Adjunct Instructor shall successfully complete the more advanced course in order to instruct the basic level. When T-t-T or advanced level courses are not offered DEM shall establish guidelines as to what training programs are required for an Adjunct Instructor to complete in order to provide instruction of a specific course
8. Every effort will be made to provide two adjunct instructors for each event.
9. DEM may utilize Subject Matter Experts (SME) to conduct training. These individuals will be requested to supply the following information to DEM at least 14 days prior to the event: name, address, email, phone number, employer, W-9 and a one page biography or resume indicating their relevant qualification and expertise in regard to the course. A DEM Adjunct Instructor must remain in the room while the SME is instructing.
10. The STO will review instructional requirements, goals and objectives with the selected adjunct instructor at the time of course assignment. The STO is responsible to prepare and submit, in accordance with DEM procurement procedures, all required documentation supporting the selection with a scope of work.
11. DEM shall support the following Adjunct Instructor training
 - I. Approve instructor application to EMI for FEMA T-t-T courses.
 - II. Or an equivalent course/courses of professional level.
12. DEM shall require from any active State employee written approval from the employee's supervisor granting authority for the employee to act as an Adjunct Instructor for DEM.
13. DEM shall not enter into a financial contract for services with an active State employee. Notwithstanding the aforementioned, nothing shall prevent an active State employee from acting as a DEM Adjunct Instructor when compensation for instruction comes from a non-State agency with written approval active State employees may act as adjunct instructors for DEM when such activity is conducted as part of the employee's job requirements.

III. DEM Adjunct Instructor Responsibilities

- A. DEM Adjunct Instructors are responsible for notifying the Division's Training Office concerning updates to their personnel file. It should include but not be limited to, a biographical profile or resume (one page in length minimum), up to date contact information, and current vendor information (W-9).

- B. Complete mandatory Independent Study courses as set forth by the STO. All Adjunct Instructors shall be required to successfully complete IS 100, IS200, IS700 and IS800b. The STO will notify Adjunct Instructors of additional training requirements. Note: all certificates documenting training must have been completed within the past 10 years.

- C. DEM Adjunct Instructors must agree to abide by all rules, standards and policies of the State of Nevada and DEM, while under contract and when representing DEM.

- D. DEM Adjunct Instructors must adhere to the following:
 - 1. Evidence of a minimum of two years' experience in the subject area(s) that you are applying for.
 - 2. Recognized certifications that relate to a particular subject area(s) are highly desirable. (i.e.: CEM, PDS, STO)
 - 3. A resume describing the applicant's training and experience in the subject area(s) and the applicant's experience as an instructor of adult-level courses.
 - 4. Successful completion of a teach-back to demonstrate appropriate educational methodology and instructional techniques during an oral presentation, or observed and evaluated in a classroom setting by the STO or designee.
 - 5. An Adjunct Instructor may use a SME only with prior approval from the STO or designee. The SME shall submit all required documentation to DEM, as specified in Section III, number 9 of this document, at least 14 days prior to instructing.
 - 6. The Adjunct Instructor is required to remain in the classroom at all times and is responsible for the quality and content of instruction.
 - 7. The STO for a "DEM funded" training event must be notified in writing in advance and approve of any guest speaker or individual who will participate in any manner during the training course.
 - 8. DEM will not provide payment for individuals (guest speakers, STO.) coordinated by Adjunct Instructors Subject Matter Experts or any other individual(s) will not be utilized to deliver course material or information during a course without prior approval of the STO.

9. To receive compensation for delivery of course material all applicable DEM procurement rules to shall be followed. Prior to instructor invoice being processed for payment the following must be completed:

10. All required material must be returned, to include: rosters, test scores, evaluations, census forms and any unused non-expendable materials, videos or other media, equipment and any other items specified on the check-out form to be returned. Rosters must be signed by the instructor(s) providing the training.

IV. Professional Conduct

- A. DEM Adjunct Instructors are prohibited from utilizing their DEM Instructor Authorizations for events not sponsored and authorized by the STO. DEM Adjunct Instructors shall not solicit additional training or other services outside of the DEM event request process while representing DEM.
- B. DEM Adjunct Instructors shall at all times conduct themselves in a professional manner. Adjunct Instructors shall follow the POI and not alter such without prior approval of the STO or designee.
- C. DEM Adjunct Instructors are prohibited for consuming alcoholic beverages at all times while on duty or during a meal break when they are compensated by DEM for the meal break. This prohibition applies only meals when the instructor is under contract to return to a training event after the meal, commonly referred to as a lunch break.
- D. DEM Adjunct Instructors shall not display any item that would identify them as being affiliated with DEM unless they are instructing a training event scheduled by DEM.
- E. Notwithstanding the preceding, an instructor shall be authorized to display identifying items while directly end-route to or returning from a training event or during a meal break that occurs during the training event.
- F. DEM Adjunct Instructors shall not allow a student to pass/complete a training event if the student has missed more that 10% of the training event. Adjunct Instructors may contact the STO of the training event for additional guidance. Any alteration to this rule requires approval of the STO.
- G. DEM Adjunct Instructors shall return all contracts and claims no more than two weeks after a completion of a training event or other contractual obligation.
- H. DEM Adjunct Instructors shall conduct themselves as law abiding citizens/residents

V. Event Considerations

A. Liability

1. The state holds general liability for the contents of any course curriculum that is developed by DEM. When courses are designed to meet the specific requirements of federal, state or local agencies regulations and directives then liability rests with the provider of that source data. Adjunct Instructors that provide instruction of courses not sanctioned by DEM will not be afforded the general liability protection from the DEM.
2. While DEM holds liability for the curriculum they instruct they are not liable for the interpretive examples an instructor may provide prior to, during or after their particular period of instruction.
3. DEM and the state hold no liability for the personal conduct of an instructor. This includes their personal conduct towards the students, jokes or opinions they may make prior to, during or after their period of instruction.

B. Instructor Responsibilities

1. The instructor shall return the original roster, pre and post tests (when applicable), and completed original participant evaluation forms and census forms within two weeks of the end of the course. The adjunct instructor is responsible for returning to the STO all course documents. If the adjunct instructor is also the course requestor they are responsible for updating the STO with any changes made to the event (i.e. course location, course dates).
2. The DEM Adjunct Instructor may utilize a Subject Matter Expert (SME) during the training event with prior approval of the STO. The Adjunct Instructor requesting to utilize an SME must provide the STO the name, address, email, phone number, employer and a one page biography or resume indicating their relevant qualification and expertise in regard to the course at least fourteen days prior to the start of the event. The Adjunct Instructor is responsible for all instruction quality and content, and must remain in the room at all times.

C. Class Size and Facility Selection

1. DEM sponsored event shall require a minimum class size of 15 attendees and a maximum class size not to exceed 35 attendees. These numbers may be altered at the discretion of the STO to promote successful completion of the program content.
2. Over booking of events is permitted to ensure a full class compliment despite last minute cancellations.
3. Appropriate classroom facilities will be secured at least 60 days prior to the training activity. Classrooms must be easily located and accessible, able to accommodate the maximum number of attendants, provide sufficient restrooms and break areas, provide a comfort level conducive to a learning situation, and adhere to all American Disabilities Act requirements.
4. The Requestor or STO will contract with the facility where the course will be held. The Instructor and STO will re-confirm the facilities availability close to the course date.

D. Event Conduct

1. The event shall not exceed eight hours per day, to include lunch and break periods. These hours may be altered at the discretion of the STO to promote successful completion of the program content.
2. If a SME or speaker will be providing additional information during a training event, the STO shall be advised at least fourteen days prior to the event. The STO will be provided the SME or speakers resume by the Adjunct Instructor who requested the SME or speaker to participate. The STO must approve of the SME or speaker prior to the class.
3. Cellular phones, pagers and two-way radios will be turned off or in vibrate mode while in the classroom setting (with the exception of those who are subject to immediate emergency response in the local area). If their organization requires them to have contact capability with their organization at all times, please have them leave the classroom immediately upon being contacted to minimize classroom disruption.
4. Smoking is never authorized in the classroom of educational facilities as a matter of DEM policy. Smoking will be confined to designated outdoor areas during scheduled break periods.

E. Dress Code

1. A professional image must be maintained to enhance the public view of DEM and the training services it provides. Personal appearance and demeanor is a key to professionalism.
2. DEM Adjunct Instructors will wear appropriate attire to maintain a professional standard of appearance. Instructors will dress appropriately according to the course which they are instructing. No clothing shall display any visible wording or logo other than that of a local, county, state, federal or volunteer agency.

F. Classroom Activities Required by DEM Adjunct Instructors

1. Be present in the classroom a minimum of 30 minutes prior to the scheduled class start time on the first day of class and 30 minutes prior to the scheduled start time on all succeeding days.
2. Ensure that the classroom is properly set; required audio/visual equipment is set-up, operating properly and all student text and other educational materials are on hand. It is the responsibility of the instructor to contact the requestor prior to arriving for the class to assure that the training site and necessary equipment for conducting the training meets the needs for the event.
3. Provide opening class remarks to include acknowledgement of DEM as the course sponsor.
4. Provide administrative announcements and procedures briefing prior to presenting course material to include restroom location(s), travel reimbursement, smoking area(s), telephone numbers, no pagers or cell phones.
5. When two Adjunct Instructors conduct training the instructor who is not presenting training material shall remain in the classroom and attentive to the presentation of the other instructor. The non-presenting instructor shall not conduct any activities that may distract from presentation of the course materials.
6. Present course goals and objectives as identified in the Plan of Instruction.
7. Introduce Adjunct Instructors, guest speakers, and dignitaries.
8. Ensure the conduct of the course maintains compliance with accepted health and safety standards, standards of etiquette, and standards of equal treatment.
9. Prior to the release of students, the instructor will ensure the general cleanliness of the classroom and break areas.
10. Upon completion of daily instruction, ensure the security and integrity of the classroom and other facilities and maintain the conservation of energy until the following session.

G. Classroom Activities Required by Students

Students are expected to meet standards and requirements accepted as an inherent part of professional education and training.

1. Students are required to be present during all of the scheduled event hours. A minimum attendance of 90% of all instruction and activities is required to receive credit for course completion.
2. Students must complete testing and/or project requirements, if applicable, to receive credit for course completion.
3. Students are required to behave in a manner that is considered to be professional in an educational or training situation. Student behavior that is considered by the instructor to be disruptive to the educational process must be documented and submitted to the STO upon completion of the course.
4. DEM Adjunct Instructors shall contact the STO if the class is being held during business hours for guidance if a student's behavior is disruptive. During non-business hours the instructor may contact the STO.
5. DEM Adjunct Instructors may request assistance from the event requestor in dealing with disruptive students.
6. DEM Adjunct Instructors may cancel the training event if in their opinion the student behavior will endanger other students or instructor(s) or create an environment not conducive to the educational process. If this occurs, instructors shall document in writing their reasons for cancellation of the training event.
7. Students shall not miss more than 10% of the event and receive credit for the training. This shall apply to any course presented by DEM. Training events presented by CDP training partners shall follow the rules established by that training partner.

VI. Travel and Per Diem Reimbursement

Adjunct Instructors will be reimbursed for acceptable expenses according to state travel guidelines in force at the time the expenses are incurred. A "Request for travel" form must be completed a minimum of 14 days prior to course delivery. Mileage, meals and lodging reimbursements shall require completion of a "State of Nevada Travel Claim"

1. Lodging expenses will be reimbursed upon submission of a complete and correct "Non-State Employee" with the original receipt(s) for the lodging attached. Adjunct Instructors will only be reimbursed for the actual expenses incurred up to the maximum allowed by the state's guidelines. No instructor will be authorized lodging unless the difference between the instructor's residence and the location that the instructor provides their services exceeds 50 miles as established by the GAO. Adjunct Instructors who cannot locate lodging rates complying with the GAO guidelines shall immediately notify the STO to making any reservations. No instructor will be authorized to exceed the allowed lodging rate established by the GAO without prior approval of the Chief of Emergency Management.
2. Adjunct Instructors who reside in the immediate area instruct classes within this area shall not be reimbursed for lodging regardless if the 50 mile rule is exceeded. An instructor may request in writing an exemption to this rule detailing the hardship requiring lodging. If the instructor is granted an exemption, the instructor shall only be reimbursed for the expense of the lodging in accordance with the procedures and limitations listed above and/or required by state travel policy.

8. Student Selection

A. FEMA and State Developed Programs

1. The number of applications for a course may exceed the available seating as defined in the course Plan of Instruction. In these cases, applicants for FEMA developed and state developed training activities including workshops and conferences will be accepted according to the following priorities.
 - a. Personnel with assignments specific to the course content, i.e. first responders, hazard mitigation officers, emergency planning staff, hazardous materials management staff, and disaster recovery specialists
 - b. Local, state, tribal, federal and volunteer agency emergency management staff.
 - c. Elected and appointed public officials.
 - d. Emergency services providers with mid-level or above emergency management assignments within their organization.
 - e. All other applicants.

2. Exercise related events will be limited to exercise participants unless approved by the STO.

B. Special Training Sessions

Special training sessions may be presented to organizations upon their request. In such instances, the requesting organization will specify the target audience for the training and will select the attendants from within their structure. Requests must be received at least 45 days prior to the requested course date. Requesting organizations may be asked to allow students from outside their organizations to attend the training event.

C. Federal Partner Training

Training presented by a federal partner either by direct or indirect delivery will be accepted as valid instruction of the subject matter.

VIII. Finance

A. Fees

DEM courses are designed for public sector employees and not-for-profit volunteer agencies. Industry and non-state, non-local government attendants may be asked to share the course cost. Classes will continue to be of no charge to the participant.

B. Compliance

Failure to comply with the above listed rules applicable to instructor conduct and responsibilities may result in suspension or revocation of an instructor's authorization to instruct. Issues dealing with instructor conduct will be addressed by the STO and higher level.

DEM Adjunct Instructors will be notified in writing of issues and will be provided an opportunity to respond prior to any action being taken by DEM staff.

Acknowledgement signed by adjunct instructor. (See Attached).



Nevada Division of Emergency Management & Homeland Security

Policy Acknowledgement

I acknowledge that I have received a copy of the State of Nevada Training Standards Adjunct Instructor Program.

I have read and understand the contents of this program and will act in accord with these policies and procedures as a condition of my employment with the Nevada Division of Emergency Management, Adjunct Instructor Program.

_____ DATED _____
Instructor Signature

_____ DATED _____
Authorized Training Point of Contact