

Iowa Homeland Security and Emergency Management Department

Instructor Cadre Program 2017



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1 PURPOSE

The Iowa Homeland Security and Emergency Management Department (HSEMD) Instructor Cadre Program provides the basis to ensure quality delivery of training as well as build a cadre of trained and experienced instructors.

2 SCOPE

This program is designed to encourage qualified individuals to instruct G-level and Community Emergency Response Teams (CERT) courses in the State of Iowa. G-level courses are state-delivered courses that are part of the Federal Emergency Management Agency's (FEMA) Emergency Management Institute's (EMI) curriculum. G-level courses are listed in the FEMA Course Catalog (<https://training.fema.gov/emicourses/emicalog.aspx>)

3 REQUIREMENTS TO BECOME AN INSTRUCTOR FOR THE STATE

Candidates are vetted based on four requirements: completed training, instructor experience, county emergency management agency (EMA) or state agency sponsorship, and instruction audit. Acceptable forms of documentation of training and experience are a résumé and certificates of completion for relevant courses.

3.1 TRAINING

Candidate must have documented training of incident command system principals as well as training in the area for which the applicant is requesting to instruct. Additionally, candidates must take an instructional skills course within one year after becoming an instructor (if the candidate does not already possess an instructor certificate).

3.2 EXPERIENCE

Candidate must have documented experience successfully instructing adult learners as well as operational experience in the subject matter of the course(s) of interest. For ICS 300/400 level courses, instructors must have served in an ICS command or general staff position during a disaster or exercise that went beyond one operational period or required a written IAP (Type 1, 2 or 3 incidents).

3.3 AGENCY SPONSORSHIP

HSEMD requires a letter of endorsement from the applicant's county EMA or state agency.

3.4 INSTRUCTION AUDIT

Depending on the course instruction requirements, incoming instructors may be asked to co-instruct his/her first course delivery with a mentor. The first delivery will either be assessed by the State Training Officer (STO) or the mentor. Instruction will be evaluated using an Instructor Performance Assessment Form. Based on positive feedback from students and the performance assessment, instructors will then be able to serve as a lead instructor.

4 SUBMITTING AN APPLICATION FOR STATE INSTRUCTOR STATUS

When submitting an application, please put “HSEMD Instructor Application; Last Name, First Initial” in the subject heading on the email. Upon submission, applicants will receive a confirmation email stating that his/her application has been received. The STO will then evaluate submissions to see if all requirements are met. If an applicant does not meet all of the requirements, the applicant will be informed of needed improvements and will be given an opportunity to revise his/her application and resubmit. Approved instructors will be notified by email within 10 business days of submission.

Applicants must send a completed Instructor Cadre Application to [Cristie Duric](#) with the following attachments:

- Certificate of completion for IS-700, IS-800, ICS-100, ICS-200.
- Certificate of completion for the course(s) for which applicant is requesting to instruct. Both independent study courses and in-person attended courses are accepted.
- Sponsorship letter from your county EMA or state agency.

5 INSTRUCTOR LIST

A list of instructors will be maintained by Iowa HSEMD. Instructors are expected to maintain up-to-date contact information with Iowa HSEMD and must use the Instructor Cadre Contact Information Form to provide updates.

Instructors are expected to actively engage in instructing; however, being a member of the cadre does not guarantee that Iowa HSEMD will give instructors routine training opportunities.

Instructors who have not been active for three years will be removed from the State Recognized Instructor List. For reinstatement, instructors must submit a letter of request to the STO accompanied by a letter of support from the county EMA as well as supporting documentation of refresher training for the course(s) for which the applicant is requesting to instruct.

Instructors will be notified annually to verify contact information. This will be done in order to:

- Verify that contact information is valid/accurate.
- Request removal from the list of trainers.
- Provide any training updates for the course(s) for which the applicant is instructing.

6 COURSE DESIGNATION

Courses may be offered in the State of Iowa in the following ways:

6.1 HSEMD SPONSORED COURSES

Courses that are funded by grants administered by Iowa HSEMD. Iowa HSEMD assumes responsibility for all course coordination, including registration, managing course logistics and providing course materials.

6.2 CO-HOSTED COURSES

Courses that may be funded by an Iowa HSEMD sub-recipient or other grant. Iowa HSEMD does not assume responsibility for course coordination but may assist the course provider with registration, course logistics and course materials.

6.3 NON-HSEMD FUNDED/HOSTED COURSES

Courses are those which Iowa HSEMD does not provide financial support and does not assume responsibility for or provide any assistance with course coordination.

7 COURSE MATERIALS

7.1 COURSE MANUALS

For courses hosted/funded by Iowa HSEMD, student manuals for the course will be printed by Iowa HSEMD and shipped to the course location. The number of manuals will be calculated by the amount of course registrants. Instructor manuals will be provided in electronic format to instructors per request. To request instructor manuals please contact [Beth Lewis](#).

7.2 CERTIFICATES OF COMPLETION

Iowa HSEMD will generate the certificate after the course is completed and after Iowa HSEMD receives the sign-in sheets and student evaluations from the instructor. Certificates will be provided to students after successful course completion via email.

7.3 SIGN-IN SHEETS

For trainings hosted/funded by Iowa HSEMD, sign-in sheets will be provided to the instructor at the time of course delivery. For all other training opportunities, it will be the responsibility of the instructor to work with the course host to ensure that sign-in sheets are printed and ready for the start of class.

7.4 EVALUATION FORMS

For trainings hosted/funded by Iowa HSEMD, evaluation forms will be provided to the instructor at the time of course delivery. For all other training opportunities, it will be the responsibility of the instructor to work with the course host to ensure that evaluations are printed and ready for the start of class.

7.5 EXAMINATIONS

For trainings hosted/funded by Iowa HSEMD, examinations (if applicable) will be provided to the instructor at the time of course delivery. For all other training opportunities, it will be the responsibility of the instructor to work with the course host to ensure that examinations (if applicable) are printed and ready for the start of class.

8 COURSE DOCUMENTATION

Course documentation (completed sign-in sheet and student evaluations must be submitted within ten days of course completion to [Beth Lewis](#) via email or by [mail](#).

8.1 PAID INSTRUCTORS

Paid instructors requesting reimbursement or direct compensation must request pre-approval by contacting [Cristie Duric](#). Paid instructors conducting classes hosted/funded by Iowa HSEMD need to submit the following documents to Iowa HSEMD within 10 days of course completion (**failure to do so MAY result in the instructor not being paid in a timely manner**):

- Invoice
- Completed sign-in sheets for each day of class
- All completed student evaluation forms
- Any unused course materials

8.2 UNPAID INSTRUCTORS

For instructors not requesting reimbursement, and who are conducting classes hosted/funded by Iowa HSEMD, need to submit the following documents to Iowa HSEMD within 10 days of course completion.

- Original sign-in sheets for each day of class
- All evaluation forms completed by students
- Any unused course materials

8.3 NON-IOWA HSEMD HOSTED TRAINING

- Original sign-in sheets for each day of class
- All evaluation forms completed by students

9 COURSE DUTIES

9.1 REQUEST FOR COURSE(S) & INSTRUCTOR

Counties or agencies can request a course by completing a Course Request Form or contact [Cristie Duric](#). Iowa HSEMD will then recruit an instructor(s) for the course from the cadre.

9.2 PRE-COURSE PREPARATION

The host county or agency point of contact initiates coordination of the course with the instructor as soon as possible but no later than eight weeks prior to the start date to ensure logistical matters are handled in a timely manner.

At least five days before the course is scheduled to start, instructors should communicate directly with the host-county or agency to ensure that all audio-visual equipment, room set up, class materials and other logistical components are in place prior to the training. Iowa HSEMD will provide technical assistance if requested.

9.3 REGISTRATION AND COURSE ANNOUNCEMENT

For trainings NOT hosted/funded by Iowa HSEMD, it will be the responsibility of the host agency to provide a platform for registration. Iowa HSEMD can provide registration services upon request by completing a course request form and submitting to [Cristie Duric](#) or [Beth Lewis](#). When a course is posted to the [HSEMD training portal](#), the course will be announced in the HSEMD monthly newsletter and visible on the statewide training calendar. Course announcements can be developed upon request to Iowa HSEMD. Course announcements must include the pre-requisites for the course being offered.

9.4 STUDENT REGISTRATION FROM OUTSIDE JURISDICTIONS

Students from other states or from federal agencies will be allowed to take state-sponsored courses on a stand-by basis. The course manager will finalize the student roster and make the determination to admit students from the stand-by list.

Iowa HSEMD encourages local jurisdictions to admit students from all jurisdictions, but recognizes the necessity of placing students from outside jurisdictions on a stand-by basis. Course managers have the final decision concerning admittance of students.

9.5 COURSE PREPARATION

Instructors should arrive 60 minutes prior to the course to become familiar with the classroom arrangement and meet with other instructors to adjust to last minute changes or updates. Arrange the room for optimal training and set out participant supplies and material for use at the table/s. Ensure that A/V equipment has been checked, ready for use and tape all electrical cords to the floor. Locate restrooms, break, and lunch facilities as applicable. Review emergency evacuation/sheltering procedures for the training facility.

9.6 COURSE INSTRUCTION

All courses have prescribed course materials that must be utilized and unedited. Courses must be taught in accordance with [FEMA EMI](#) and [NIMS Training Standards](#). Students must attend all required course hours in order to have successfully completed the course.

The lead instructor is responsible for making sure all instructors use and follow the materials provided by Iowa HSEMD and comply with the prescribed hours of instruction for each course. For classes with multiple instructors, all instructors should be present to assist during the entire class. Be prepared for each course and start/end course at scheduled times. The lead instructor is responsible for opening the course and for coordinating breaks. During the course opening, emergency exits must be identified along with other information such as restroom locations, smoking areas, severe weather shelters and any emergency procedures.

Ensure each student completes all course related activities/exercises and participates fully in each course; failure to abide by this expectation may result in course failure. It is the instructor's discretion on whether or not to allow a student to miss a portion of the course, due to an emergency. If a student misses more than 10% of the course, the student will not receive credit, but will be given the option to retake the course.

9.7 CLASS CANCELLATION

For courses funded/hosted by Iowa HSEMD every effort will be made to avoid cancellation; however, if cancellation is necessary, the course may be rescheduled for a later time and registration remains the same. Registrants will be notified via email and/or phone of course cancellation and updates.

9.8 STUDENT EVALUATIONS

Students should evaluate the course when it is completed; they should complete evaluations prior to taking an exam (if applicable). Instructors should review the evaluations after all students have exited the room. Be sure to note any major issues that need to be addressed before the next session.

10 CODE OF CONDUCT

Instructors will be tasked with instructing students of various backgrounds. It is expected that students are provided the best possible instruction so that they can, in turn, effectively prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

Instructors are considered a volunteer representative of Iowa HSEMD and are expected to conduct all courses in a professional manner and in accordance with FEMA and Iowa HSEMD training guidance. Iowa HSEMD utilizes student evaluations and feedback as a primary means to evaluate instructor success. Negative student evaluations or feedback will result in an audit of course instruction with recommendations for improvement. The instructor will then be given an opportunity to address documented improvement actions. If negative feedback persists, it is at the discretion of Iowa HSEMD to remove an instructor from the approved list.

Instructor expectations include:

- Serve the profession with honor.
- Conduct instruction in a manner which will command respect and confidence.
- Maintain with each student a right to privacy and confidentiality.
- Use, at a minimum, the course materials identified by HSEMD as required for the course.
- Promote health and safety standards that ensure the protection of everyone participating in the training.
- Take steps to make the classroom and materials accessible to all course participants and, to the extent possible, accommodate individual needs.
- Refrain from public criticism of students, other instructors, FEMA, and Iowa HSEMD staff or policies.
- Treat students and other instructors with respect and dignity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
- Be available during the course hours for student questions and if you cannot answer a question, refer students to appropriate Iowa HSEMD staff or the STO.
- Respond as promptly as possible to every student request, question, or comment that is relevant to the course material.
- Never penalize a student for raising a legitimate complaint about the course, as long as that complaint is raised in an appropriate and civil manner. Advise the student to email complaints to Cristie Duric.
- Dress in business casual attire (i.e. slacks, skirts and collared shirts).
- Refrain from using multi-media, audio or video demonstration that contains inappropriate language or content.
- Refrain from using profane, insulting, harassing or otherwise offensive language.
- The use of relevant stories and information is welcome, but make sure to use examples from various disciplines (emergency management, law enforcement, school officials, public health, chaplains, etc.).
- Not be under the influence of illicit drugs or alcohol during any portion of a class.

11 POINTS OF CONTACT

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