



# TENNESSEE EMERGENCY MANAGEMENT INSTRUCTOR RECOGNITION PROGRAM

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Application Process for  
**Emergency Management Instructor Recognition**  
**(TN – MI/SI/BI)**

July 19,2020

Applicant: \_\_\_\_\_

Agency: \_\_\_\_\_

Master  Senior  Basic

# INSTRUCTOR RECOGNITION

July 19, 2020

**Applicants are encouraged to work with a certification mentor before submitting an application package to ensure consistency and accuracy.**

Emergency Management Association of Tennessee  
Certification Commission – Instructor Recognition  
P.O. Box 1238 Wartburg, TN 37887

E-Mail Application to: [EMAT.information@gmail.com](mailto:EMAT.information@gmail.com)

*Disclaimer: The Emergency Management Association of Tennessee (EMAT) is not establishing standards governing the conduct of any emergency management instructor or establishing any set procedures for work performance. The Instructor Recognition program is designed to recognize Emergency Management instructors for their experience, qualifications, and dedication to emergency management training in the State of Tennessee.*

Welcome to the Emergency Management Association of Tennessee Instructor Recognition application process sponsored. This application has been designed to recognize individuals who possess the experience, knowledge, and skills to effectively teach, instruct, and/or facilitate emergency management courses. The program will not only identify full time emergency management professionals, but also part time and other emergency management partners in the public, private, and volunteer sectors who dedicate their time and efforts to the training in the field of emergency management.

This application affords the applicant three different levels of recognition for which to qualify:

**Tennessee Master Instructor (TN-MI)**: Highest level of recognition for those persons who not only hold advanced instructor certifications and a broad base of instructional experience, but have verifiable experience, as shown by a sampling of student evaluations, and review by the EMAT Standards, Training, and Certification Committee. This instructor level will have completed a minimum of 200 hours of classroom instructing (no more than 150 hours in one mission area of emergency management); having taught recognized emergency management training courses (as illustrated on the EMAT Approved Training List as derived from the current IAEM AEM/CEM training list); and taught for a recognized State Administrative Authority/NIMS Administrator/State Training Officer or federal agency.

**Tennessee Senior Instructor (TN-SI)**: An Instructor that does not meet the above criteria but requires additional instructional experience and mentoring. This instructor must also have verifiable experience as shown by a sampling of student evaluations or online student surveys that have been reviewed by the Standards, Training, and Certification Committee. This instructor level will have completed a minimum of 100 hours of classroom instructing experience (no more than 75 hours in one mission area of emergency management); and having taught recognized emergency management training courses (as illustrated on the EMAT Approved Training List as derived from the current IAEM approved training list for CEM/AEM); and taught for a recognized State Administrative Authority/NIMS Administrator/State Training Officer or federal agency.

**Tennessee Basic Instructor (TN-BI)** This level is designed to serve as an entry level certification. This instructor must also have verifiable experience, as shown by a sampling of student evaluations or an online student survey. This instructor level will have completed a minimum 50 hours of classroom instructing having taught recognized emergency management training courses (as illustrated on the EMAT Standards, Training, and Certification Committee Approved Training List as derived from the current IAEM approved training list for CEM/AEM); and taught for a recognized State Administrative Authority/NIMS Administrator/State Training Officer or federal agency.

This program identifies emergency management professionals who have devoted time and effort in furthering emergency management education. Applicants for this recognition must be able to prove their eligibility by including documentation of required training, instructional experience, and time. **All recognized instructors must be regular members in good standing with EMAT and be certified by the Tennessee Emergency Management Agency as an instructor.**

The application has been designed to be easy to follow. Preceding each section of requirements will be an instructional page that will tell you what is expected in each section. Please be sure to follow the directions. These directions will help you to avoid common mistakes that are made during the application process.

If you should have any further questions, please feel free to contact any of the EMAT Standards,

Training, and Certification Committee Instructor Section members, listed on the EMAT Web Site. Applicants are encouraged to work with a mentor before submitting an application package to ensure consistency and accuracy.

The completion of the application is to be the sole effort by the applicant. Application package must be submitted electronically via email.

**The Chairman of the Standards, Training and Certification Committee (or designee) will reject any application that is not submitted in this manner.**

### **Applicant Mentoring**

**Applicants are encouraged to work with a mentor before submitting an application package to ensure consistency and accuracy.** Mentoring ends upon submission of the application. The EMAT Standards, Training, and Certification Committee encourages mentoring of applicants by current instructors. The best service a mentor can provide is to emphasize the process of being an emergency management professional, as well as the value of becoming a certified instructor. This can be done by encouraging professional development, which will result in meeting the qualifications to be an EMAT recognized instructor: For example, letting a person know about upcoming training opportunities. Technical assistance could include helping an applicant document their training courses or instructions on assembling and organizing their application.

It is not appropriate for a mentor to pre-approve an application. Mentors must make clear to the candidate that there is no guarantee that their suggestions guarantee approval of their credentials. Any EMAT Standards, Training, and Certification Committee member who reviews a candidate's credentials prior to official submission must remove them self from the review process when it comes before the full Certification Commission.

### **Application Timelines**

Application packages must be submitted electronically to [EMAT.Information@gmail.com](mailto:EMAT.Information@gmail.com). The electronic application must be sent via email to EMAT by 11:59 pm EST on the last business day prior to November 1<sup>st</sup> to be considered for the current Certification Class. This deadline will allow a minimum of thirty (30) days for review prior to the EMAT Annual Meeting and Work Session. Additional documentation will not be accepted once the application is uploaded to the EMAT website unless requested by the Certification Commission.

### **Fees**

Application fees are set by the EMAT Board of Directors. Dues are currently set:

- 1.) Initial TN-MI and TN-SI certification submission and review: \$75.00
- 2.) Basic Instructor certification and recertification submission and review: \$25.00
- 3.) TN-MI and TN-SI recertification submission and review: \$50.00

**ALL APPLICATION FEES ARE NON-REFUNDABLE**

### **EMAT Membership**

EMAT membership is required at time of application submission and upon recognition at the EMAT Annual Awards Ceremony. EMAT membership is required for the duration of certification. Annual Membership dues are for the calendar year. If your EMAT membership lapses during the certification period, the instructor recertification application will not be accepted. A new application will be required.

Membership information can be found at the EMAT website.

## **Application Submission**

The completion of the candidate's application is to be a sole effort by the applicant. Keep in mind that while you are completing your application, you are submitting a document for your professional recognition and this document should reflect as such. The application must be submitted electronically. It must be organized and submitted in Adobe® PDF format following the order and instructions of the application and should not exceed 125 pages. Neatness counts as part of the review. **The EMAT Standards, Training, and Certification Committee Chair will reject any certification application that is not submitted in this manner.**

After the application is received via email, the EMAT office will confirm the applicants' EMAT membership is current and payment of the required application fee has been made. Once confirmed, the Committee will be notified, and the application assigned for review. The EMAT Standards, Training, and Certification Chair (or designee) will then transmit an email to the applicant confirming successful submission of the application.

Reviews will be completed, and notification sent within 74 days.

## **Award of Certification**

Successful candidates will be advised by letter from the Standards, Training and Certification Committee Chair. The Committee will confirm that the candidate is a current member in good standing before recognition is conferred at the EMAT Annual Awards Ceremony. Certificate and certification pin will be conferred at the EMAT Annual Awards Ceremony. Those individuals who attain recognition and are unable to attend the EMAT Annual Awards Ceremony, will have their certificate forwarded by mail or arrange to have their certificate and pin picked up by an attendee. Certificate and pin must be signed for when picked up by a non-recipient.

## **Incomplete/Deficient Applications**

Applications that are found to be incomplete will be rejected.

If your application is found to be inadequate, the applicant will receive a deficiency notice outlining the necessary corrective actions. An EMAT Standards, Training, and Certification Committee member may contact the applicant for clarification.

The applicant will be allowed to correct and resubmit required materials to the Certification Commission Instructor Section. Candidates who fail to make required corrections or fail to resubmit within twelve (12) months of the date of notification will be denied certification.

All fees accompanying applications denied by the EMAT Standards, Training, and Certification Committee are forfeited. Candidates who wish to reinstate the application process after denial must pay required fees again.

## **Denial of Certification**

Candidates whose applications are denied will be advised by letter from the Committee Chair. The letter denying certification will, outline the deficiencies in the application and steps to take to reconcile them. All candidates get a second chance.

## **Reapplication by Denied Candidates**

Candidates can reapply for certification at any time (there is no waiting period, once denied). Candidates are allowed a single resubmission per application fee. If the candidate submits a revised application within one year from the initial denial, no additional application fee will be assessed.

Candidates applying after one (1) year from the initial date of denial must pay an application fee again. If the candidate passes, they become part of the current class cycle.

### **Recognition Duration**

Recognition is effective for a period of five (5) years. In order to recertify, candidates must meet recertification requirements and submit their recertification package no later than 90 days prior to expiration in their fifth (5<sup>th</sup>) year of certification. Certification expires for those who fail to recertify every five (5) years as of the 1<sup>st</sup> of November of that 5<sup>th</sup> year.

The certification terms begin and end on November 1.

### **Maintaining Certification**

The designations awarded by the Standards, Training, and Certification Committee recognized in the State of Tennessee is a mark of distinction within the emergency management profession. It is incumbent upon those so designated to make every effort to remain current with rapidly changing technological advances and resultant administrative requirements. Certification maintenance provides instructors with an opportunity to demonstrate that they have kept up with these advances and reinforces their commitment to professionalism in the emergency management community. All certified instructors are required to maintain EMAT membership for the duration of certification. If EMAT membership lapses during the certification period, recertification applications will not be accepted. A new application will be required, including membership and all associated fees.

### **Requalification Requirements**

Requalification for certification must be accomplished at five (5) year intervals by submitting documentation that demonstrates continuing education as defined in the recertification application and confirms that they have delivered quality training and continuing education.

### **Notification**

It is the responsibility of the individual to maintain their recognition and ensure deadlines are met. Utilizing the contact information available in the current EMAT membership database, EMAT Standards, Training and Certification Committee will not notify certified instructors approaching recertification eligibility.

### **Recognition Expiration**

Instructors whose recognition expires will no longer be permitted to use the EMAT Instructor designation, nor will they be listed as EMAT recognized instructors on the Emergency Management Association of Tennessee website. After expiration of initial approval, the candidate must submit the application fee, complete a new EMAT Instructor Recognition Application, and submit for EMAT Standards, Training, and Certification Committee review. Candidates are allowed a single resubmission per application fee. If the candidate passes, then they become part of the current class not part of their original class cycle.

It is the responsibility of the certified member to maintain their certification, EMAT will not notify the individual that their certification has expired, and they will no longer be permitted to use the certification designation in any media format.

If the EMAT Standards, Training, and Certification Committee discovers that an individual with an expired certification continues to use the certification designation in any media format, a letter from EMAT will be mailed to said individual with a copy going to their supervisor instructing said individual to cease and desist the use of expired certification designation. The EMAT President and Standards, Training, and Certification Chair will be copied on the notification letter.

## **Disposition of Application**

Current class applications will be maintained until the EMAT Annual Awards Ceremony. **Following the EMAT Annual Awards Ceremony all electronic applications will be purged/deleted from the EMAT system.**

# EMERGENCY MANAGEMENT ASSOCIATION OF TENNESSEE

## Instructor Certification Application

ALL MATERIALS MUST BE TYPED (unless otherwise specified)

Type of Instructor Recognition Applying For (Please check one)

- EMAT Master Instructor (TN-MI)  
 EMAT Senior Instructor (TN-SI)  
 EMAT Basic Instructor (TN-BI)

Name of Candidate:

Current Position/Title:

Organization:

Office Address:

City/State/Zip:

Office Phone/Fax/E-mail :

Home Address:

City/State/Zip:

Home Phone/E-mail:

*I understand that recognition is subject to the approval by EMAT, and if granted, is current for a five-year period. I will execute the necessary documents and supply further information as determined by the EMAT Standards, Training, and Certification Committee. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application.*

*I give permission for verification of any information contained in this application package.*

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current EMAT Member at time of submission of EMAT Recognition Application:  Yes  No

I wish to receive notices at my:  Office  Home

I understand my electronic application will be purged/deleted from the EMAT system following the Annual Awards Ceremony.  Yes, I understand the application disposition policy.

If awarded recognition, I will allow EMAT to post my picture on its web site:  Yes  No

If I do not meet the criteria for the recognition that I have applied for, I agree to accept a recognition whose criteria I do meet:  Yes  No

The deadline date is November 1<sup>st</sup> prior to the fifth (5<sup>th</sup>) year as it appears on my certificate.

Submit completed EMAT Instructor Certification Application emailed to the EMAT office.

\$75 Application Fee for TN-MI/TN-SI and \$25 for TN-BI **\*\*THIS FEE IS NON-REFUNDABLE\*\***

## EMAT INSTRUCTOR CERTIFICATION CRITERIA

Checklist is **required** to be completed when applying for certification consideration.

***Please be sure to fill out the EMAT Certification Criteria for the appropriate certification for which you are applying.***

Criteria	Master Instructor (TN-MI)	Senior Instructor (TN-SI)	Basic Instructor (TN-BI)
<b><i>Fee Paid</i></b>	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$25
<b><i>EMAT Membership</i></b>	<input type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Required
<b><i>Work History/ Experience</i></b>	<input type="checkbox"/> Six (6) years of emergency Management Experience with four (4) years attained in Tennessee (12 months = 2080 hours)	<input type="checkbox"/> Four (4) years of emergency Management Experience with two (2) years attained in Tennessee (12 months = 2080 hours)	<input type="checkbox"/> Two (2) years of emergency Management Experience with one (1) year attained in Tennessee (12 months = 2080 hours)
<b><i>Instructional References</i></b>	<input type="checkbox"/> Three (3) references from three (3) separate course managers/training coordinators  <input type="checkbox"/> Submit 50 student evaluations or survey responses  <input type="checkbox"/> Peer review from a current Master Instructor (in person or via electronically)	<input type="checkbox"/> Two (2) references from two (2) separate course managers/training coordinators  <input type="checkbox"/> Submit 25 student evaluations or survey responses  <input type="checkbox"/> Peer review from a current Master Instructor (in person or via electronically)	<input type="checkbox"/> One (1) reference from a course manager/training coordinator  <input type="checkbox"/> Submit 10 student evaluations or survey responses
<b><i>Education</i></b>	<input type="checkbox"/> High School or GED or college diploma	<input type="checkbox"/> High School or GED or college diploma	<input type="checkbox"/> High School or GED or college Diploma

<p><b>Training</b></p>	<p>Tennessee Certified Emergency Manager (TN-CEM) certification</p> <p>A minimum of 200 hours of Emergency Management instructional experience within the last 10 years with no more than 150 hours in one mission area. But must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.</p> <p>Advanced Professional Series certificate (or must have completed the requirements as evidenced by attaching the required certificates)</p> <p>Instructional delivery training as outlined as the TEMA prerequisite for the L449 ICS Train the Trainer such as: M-410 Facilitative Instructor; MGT323 Instructor Development Workshop; EMI Master Trainer Program; G265 Basic Instructional Skills; E/L/G141 Instructional Presentation and Evaluation Skills; Peace Officer Standards and Training (POST) Instructor Certification; Military Instructor Training Course Valid teaching certificate or equivalent. Fire Service Instructor certification.</p> <p>All training required under Basic and Senior Instructor certification.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of 100 hours of Emergency Management instructional experience within the last 10 years, with no more than 75 hours in one mission area. But must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.</li> <li><input type="checkbox"/> Instructional delivery training as outlined as the TEMA prerequisite for the L449 ICS Train the Trainer such as: M-410 Facilitative Instructor; MGT323 Instructor Development Workshop; EMI Master Trainer Program; G265 Basic Instructional Skills; E/L/G141 Instructional Presentation and Evaluation Skills; Peace Officer Standards and Training (POST) Instructor Certification; Military Instructor Training Course Valid teaching certificate or equivalent. Fire Service Instructor</li> <li><input type="checkbox"/> 25 Hours of general management training (waived with a four (4) year degree or with an TN-AEM or TN-CEM or CEM®)</li> <li><input type="checkbox"/> 100 Hours of Emergency Management Training with 25 hours obtained in Tennessee (waived with TN-AEM or TN-CEM or CEM®)</li> <li><input type="checkbox"/> IS100/200 ICS300/400 IS700/800 (waived with TN-AEM or TN-CEM or CEM®)</li> <li><input type="checkbox"/> Professional Development Series Certificate (waived with TN-AEM or TN-CEM or CEM®)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of 50 hours of Emergency Management instructional experience within the last 10 years with no limit on hours in mission areas</li> </ul> <p>Instructional delivery training as outlined as the TEMA prerequisite for the L449 ICS Train the Trainer such as: M-410 Facilitative Instructor; MGT323 Instructor Development Workshop; EMI Master Trainer Program; G265 Basic Instructional Skills; E/L/G141 Instructional Presentation and Evaluation Skills; Peace Officer Standards and Training (POST) Instructor Certification; Military Instructor Training Course Valid teaching certificate or equivalent; fire service instructor.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 50 Hours of Emergency Management Training (waived with TN-CEM, TNAEM, or CEM®)</li> <li><input type="checkbox"/> IS100/200 ICS300 IS700/800 (waived with TN-AEM, TN-CEM or CEM®)</li> </ul>
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## WORK HISTORY / EXPERIENCE SECTION INSTRUCTIONS

Criteria	Master Instructor	Senior Instructor	Basic Instructor
<b><i>Work History/ Experience</i></b>	Six (6) years of emergency Management Experience with four (4) years attained in Tennessee	Four (4) years of emergency Management Experience with two (2) years attained in Tennessee	Two (2) years of emergency Management Experience with one (1) year attained in Tennessee

### **Work History/Experience**

- I. Work Experience must be Emergency Management related, responsible for or participate in three (3) of the five (5) mission areas of Emergency Management: mitigation, prevention, protection, response, and recovery. Proof of Emergency Management related work and experience must be documented and included in the applicant's submittal through one of the following:
  - a. Position Description.
  - b. Firefighters, law enforcement personnel, and other public safety-related personnel must show emergency management related duties ***other than*** general response and training (i.e., response to emergency or disaster if dispatched, etc.).
  - c. Military documentation to include DD Form-214, Officer Records Brief (ORB). Enlisted Records Brief (ERB), evaluations and awards may be used to document service and job skills within emergency response and management.

# WORK HISTORY/EXPERIENCE

## **WORK HISTORY/EXPERIENCE #1**

Period Covered:

Jurisdiction/Company/Organization:

Job Title:

Address:

City/State/Zip:

Office Phone:

Supervisor and contact information:

## **WORK HISTORY/EXPERIENCE #2**

Period Covered:

Jurisdiction/Company/Organization:

Job Title:

Address:

City/State/Zip:

Office Phone:

Supervisor and contact information:

## **WORK HISTORY/EXPERIENCE #3**

Period Covered:

Jurisdiction/Company/Organization:

Job Title:

Address:

City/State/Zip:

Office Phone:

Supervisor and contact information:

# TEACHING OR TRAINING SECTION INSTRUCTIONS

## Requirements:

- I. Training course documentation (certificates, training submission forms, etc.) should be put into the same order that it is listed on the Training Summary Form. Any course used for this section should be listed on the EMAT list of approved courses. If it is not, you must submit a training submission form and fully justify that course.
- II. **Tennessee Master Instructor** - A minimum of 200 hours of Emergency Management instructional experience within the last 10 years with no more than 150 hours in one mission area. But must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.
- III. **Tennessee Senior Instructor** - A minimum of 100 hours of Emergency Management instructional experience within the last 10 years with no more than 75 hours in one mission area. But must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.
- IV. **Tennessee Basic Instructor** - A minimum of 50 hours of Emergency Management instructional experience within the last 10 years with no limit on hours in mission areas.

***(Duplicate form as necessary)***

**To satisfy this requirement, a candidate must attach verification of teaching or instructing (email, thank you letter, etc.).**

Course Title (Course # if applicable):

Date of activity:

Location of activity:

Sponsoring organization:

Description and length of training program:

What mission area of emergency management did this training cover (see course list)?

Name phone number who can verify teaching or instruction commitment:



# EMERGENCY MANAGEMENT TRAINING COURSE DELIVERY SUBMISSION FORM

(For Courses Not on The Standard List)

*(Duplicate this form as necessary)*

Training Title:

Course Number (if applicable):

Training Source:

Training Date:

Training Length (in hours):

Training content summary (You may instead attach a copy of the catalog or other printed description of the course or a syllabus):

Describe practical applications of training to emergency management:

What mission area of emergency management did this training cover?

Please give the contact information for the local course manager/training coordinator:

# INSTRUCTIONAL REFERENCE SECTION INSTRUCTIONS

Criteria	Master Instructor	Senior Instructor	Basic Instructor
<b>References</b>	Three (3) references from three (3) separate course managers/training coordinators  Submit 50 student evaluations  Peer review from a current Master Instructor (in person or via electronically)	Two (2) references from two (2) separate course managers/training coordinators  Submit 25 student evaluations  Peer review from a current Master Instructor (in person or via electronically)	One (1) reference from a course manager/training coordinator Submit 10 student evaluations

- I. Each reference must be a local, state, or federal course manager/training coordinator that can attest to your instructional capability.
  
- II. Applicant Peer Review Process - It is incumbent upon the applicant to arrange a peer review from a recognized Master Instructor. The following guidelines apply to peer review:
  - a. All peer review will be on an established emergency management course unless pre-approved by the Standards, Training and Certification Committee, Training Working Group. The request must be made via email to the EMAT Standards, Training, and Certification Committee Chair prior to peer review.
  - b. The evaluation must be based upon course instruction and NOT on the course overview and/or course introduction.
  - c. Peer review should be done in person. If that is not possible, technology solutions may be used, but not limited to Skype, FaceTime, video conference, or YouTube.
  - d. If YouTube upload or other recorded video is used, the video must be a minimum of 30 minutes.
  - e. The reviewer will email the completed peer review sheet to the EMAT Standards, Training, and Certification Committee Chair.
  - f. The EMAT Standards, Training, and Certification Committee Chair will forward the completed peer review sheet to the review team to be included in the application packet
  - g. The reviewer will not share or discuss the results of the peer review sheet with the applicant.
  - h. Should the applicant want a copy of the peer review sheet, the applicant may make a request to the EMAT Standards, Training, and Certification Committee Chair.

**NOTE:** Candidates are encouraged to inform references that they have been listed and may receive a phone call from a member of the Standards, Training, and Certification Committee Instructor Section, at their discretion, to verify information.

# INSTRUCTIONAL REFERENCES

## REFERENCE #1

Name:

Title:

Organization:

Address:

City/State/Zip:

Phone/E-mail:

## REFERENCE #2

Name:

Title:

Organization:

Address:

City/State/Zip:

Phone/E-mail:

## REFERENCE #3

Name:

Title:

Organization:

Address:

City/State/Zip:

Phone//E-mail:

## EDUCATION SECTION INSTRUCTIONS

Criteria	Master Instructor	Senior Instructor	Basic Instructor
Education	High School or College diploma or GED	High School diploma or College or GED	High School diploma or College or GED

- I. All candidates are required to have a minimum of a high school diploma or GED.
- II. ***Candidates must provide a copy of their high school or college diploma, or GED in order to satisfy this requirement.*** If unavailable, the applicant must provide documented proof that graduation was obtained.
- III. If the name has changed due to change in marital status or other reason, a brief explanation should be attached.

## EDUCATION

**REMINDER:** A copy of the diploma or other proof of graduation must be attached if you have a college degree you do not need to list the high school diploma.

### **HIGH SCHOOL DIPLOMA OR GED (must attach copy)**

Institution:

Address:

City/State/Zip:

Office Phone / FAX:

### **COLLEGE DIPLOMA (must attach copy)**

Institution:

Type of Degree:

Major/Minor:

Address:

City/State/Zip:

Office Phone / FAX:

### **Technical/Trades (must attach copy)**

Institution:

Type of Certificate:

Subject:

Address:

City/State/Zip:

Office Phone / FAX:

# TRAINING SECTION INSTRUCTIONS

Criteria	Master Instructor	Senior Instructor	Basic Instructor
<b>Training</b>	<p>Tennessee Certified Emergency Manager certification</p> <p>Minimum of 200 hours of EM instructional experience within the last 10 years with no more than 150 hours in any one EM mission area. But must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.</p> <p>Instructional delivery training as outlined as the TEMA prerequisite for the L449 ICS Train the Trainer such as:                      M-410 Facilitative Instructor.                      MGT323 Instructor Development Workshop.                      EMI Master Trainer Program. G265 Basic Instructional Skills.                      E/L/G141 Instructional Presentation and Evaluation Skills.                      Peace Officer Standards and Training (POST) Instructor Certification.                      Military Instructor Training Course                      Valid teaching certificate or equivalent</p>	<p>Minimum of 100 hours of EM instructional experience within the last 10 years with no more than 75 hours in any one EM mission area. But must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.</p> <p><b>100 Hours</b> in <u>Emergency Management</u>, of which twenty-five (25) hours must have been attained in Tennessee in a classroom. <b>All EM training must have been completed within the last ten (10) years. (this requirement is waived with TN-AEM or TN-CEM),</b></p> <p><b>25 Hours</b> in <u>General Management</u>; <b>(this requirement is waived if you possess a 4-year degree from an accredited university and/or with TN-CEM, TN-AEM, or CEM®)</b></p> <p>Instructional delivery training as outlined as the TEMA prerequisite for the L449 ICS Train the Trainer such as:                      M-410 Facilitative Instructor.                      MGT323 Instructor Development Workshop.                      EMI Master Trainer Program.                      G265 Basic Instructional Skills.                      E/L/G141 Instructional Presentation and Evaluation Skills.                      Peace Officer Standards and Training (POST) Instructor Certification.                      Military Instructor Training Course                      Valid teaching certificate or equivalent                      All applicants must obtain the <b>EMI Professional Development Series (PDS) Certificate of Completion</b> (waived with TN-AEM or TN-CEM)</p> <p><i>All applications are required to have completed IS-100, IS-200, IS-700, IS-800, and ICS-300 series. Training certificates must be included in the training section (waived with TN-CEM, TN-AEM, or CEM®)</i></p>	<p>Instructional delivery training as outlined as the TEMA prerequisite for the L449 ICS Train the Trainer such as:                      M-410 Facilitative Instructor.                      MGT323 Instructor Development Workshop.                      EMI Master Trainer Program.                      G265 Basic Instructional Skills.                      E/L/G141 Instructional Presentation and Evaluation Skills.                      Peace Officer Standards and Training (POST) Instructor Certification.                      Military Instructor Training Course                      Valid teaching certificate or equivalent</p> <p><b>50 Hours</b> in <u>Emergency Management</u>. <b>All EM training must have been completed within the last ten (10) years (this requirement is waived with TN-AEM or TN-CEM)</b></p> <p><i>All applications are required to have completed IS-100, IS-200, IS-700, IS-800, and ICS-300 series. Training certificates must be included in the training section (waived with TN-CEM, TN-AEM, CEM®)</i></p>

**The following education requirements are waived if the applicant holds a current TN-CEM, TN-AEM, IAME AEM or IAEM CEM® certification.**

**General Management** training and education contributes to and compliments emergency management tasks and/or improves an individual's ability to function as an effective emergency manager.

**Emergency Management** training and education improves knowledge, skills, and abilities specific to the emergency management function.

1. Applicants should pay close attention to the time requirements in the Training Section.
2. Training course documentation (certificates, training submission forms, etc.) should be put into the **same order as listed on the Training Summary Form**. If an applicant presents training in an unorganized manner, the reviewers will disqualify the Training Section of the application. This would cause the entire application to be denied and returned to the applicant.
3. Leave PDS and ICS pre-populated titles as printed. List additional training courses in alphanumeric order on the Summary of Training Hours Form and present in the order listed.
4. **Acceptable General Management Training** includes training courses that are general management training that qualify: principles of management, finance, business administration, organizational behavior, budgeting, community development, human resources/relations, public relations, volunteer development, grants management, computer systems, MIS applications, business communications, public speaking, marketing etc. Persons documenting a four (4) year bachelor's degree from an **accredited institution** in the Education Section of the application have their General Training requirements waived.
5. **Acceptable Emergency Management Training** includes any local, state, or federal sponsored emergency management training course or other emergency management related training course.
6. Emergency Management Mission areas:
  - a. Initial Senior certification requires a minimum of twenty (20) hours per mission area (out of the 100 hours unless the applicant holds a current TN-AEM or TN-CEM certification).
  - b. Initial Basic certification requires a minimum of 10 (10) hours per mission area (out of the 50 hours unless the applicant holds a current TN-AEM or TN-CEM certification).
7. Applicants should refer to the "EMAT List of Approved Training" document to determine the hours to be credited and the mission area to apply to each course. This list can be found on the EMAT Certification Web Page ([www.emat.org](http://www.emat.org)). Only select ONE mission area for each course.
8. **Applicants are required to fill out and include a Training Submission Form** for courses that are **NOT** listed on the "EMAT List of Approved Training derived from the IAEM training list" document ([www.emat.org](http://www.emat.org)) Failure to submit a Training Submission Form for unlisted courses will result in disqualification of the training course. A course description, agenda, syllabus, or curriculum outline is required as part of the training documentation for courses not listed.
9. If the training certificate does not include hours, then it is the candidate's responsibility to provide independent verification (i.e. copy of training catalogue or a letter from the organization teaching the course) of training hours for courses which they are seeking credit. Otherwise, one full day of training will equal seven (7) hours of credit.
10. A **maximum of twenty-five (25) hours** will be accepted for any one documented training course.
11. Emergency Management conferences, seminars, or workshops must have attained contact hours to be eligible for consideration. **Maximum credit of ten (10) hours.**

12. Accredited college or university classroom or independent study courses one semester hour = 1.5 quarter hours = fifteen (15) hours toward certification; one continuing education unit (CEU) = ten (10) hours toward recertification. A Training Submission Form must be filled out for both of these types of courses.
13. **The maximum allowed for any FEMA Independent Study Course submitted is ten (10) hours except** where noted on the “EMAT List of Approved Training”. IS Independent Study courses are not considered as “in a Tennessee classroom”.
14. It is suggested that the applicant submit documentation for slightly more than the minimum required hours. This could potentially avoid the denial of the application if a training submission is found to not qualify as valid.
15. A Professional Development Series (PDS) certificate must be included in the training section.
16. Required Professional Development Series courses can be included as part of required training hours if issued within the last ten years.

# SUMMARY OF EMERGENCY MANAGEMENT TRAINING HOURS

See above instruction sheets for this section before completing.

Title of Training Course (Include Course # if applicable)	Hours in Tennessee Classroom	Course Date	Total Course Hours	Allowable Hours	EM Mission area
*PDS Certificate			N/A	N/A	N/A
*IS 100					
*IS 200					
*IS 700					
*IS 800					
*G/ICS 300					
*G/ICS 400					
<b>TOTALS</b>					

Please insert certificates and Training Submission Forms in the order they are reported on this form, with documentation behind each Training Submission Form as they are presented. If you are using a second college degree (different from the one which fulfills the Education Requirement), attach a transcript. Supporting documentation must be attached.





# TRAINING SUBMISSION FORM

Please Indicate Type of Training:

General Management

Emergency Management

To be used for courses not listed on the “EMAT List of Approved Training”

See above instruction sheets for this section before completing.

Training Title:

Course Number (as applicable):

Training Source:

Training Length (in hours):

Course Description (copy of course description, agenda, syllabus, or curriculum outline is acceptable)

Training Content Summary (You may instead attach a copy of the catalog or other printed description of the course or a syllabus):

## REMEMBER:

- Attach to this form a college or FEMA transcript, certificate of completion, or final class roster with your name or other acceptable documentation from the institution that conducted the training.
- A **maximum of twenty-five (25) hours** will be accepted for any one documented training course.

Supporting documentation should be attached and must show the number of classroom hours (or college credits for a college course).

— REPRODUCE THIS FORM AS OFTEN AS NECESSARY —