

# Oklahoma Training and Instructor Program



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## Introduction

The Oklahoma Department of Emergency Management (OEM) and the Oklahoma Office of Homeland Security (OHS) have partnered to develop the Oklahoma Training and Instructor Program (“Instructor Cadre Program”) to deliver the needed preparedness training programs across the state. The goal of the Instructor Cadre Program is to build a corps of certified and experienced instructors who can deliver high-quality, standardized courses with the necessary support provided by OEM and OKOHS.

## Teaching Experience

The requirement for instructors to have past teaching experience is an assurance the instructor has a background in the philosophy of educational concepts found in all adult training courses which help ensure a quality course is being delivered. While Basic and Intermediate Instructors are not required to have formal instructor certification, Intermediate Instructors are strongly encouraged to do so. Advanced Instructors are required to provide documentation of completion of an instructor certification course. Examples of instructor certification courses include Fire Service Instructor (level 2), OSDH EMS Instructor, Oklahoma Teaching Certificates, CLEET Instructor, EMI E/L/G0141 Instructional Presentation and Evaluation Skills, CDP PER 266 Instructor Training Certification or an OEM/OKOHS approved equivalent.

## Response Experience

Emergency response experience is required of all instructors. Basic Instructors should have served in a mid-level emergency management or an incident response position within five years and must have a minimum of one year experience in their discipline. Intermediate instructors are required to have served as an EOC Manager, EOC Staff, or Command/General Staff position in an incident that went beyond one operational period, and must have a minimum of two years experience in their discipline. Advanced Instructors are required to have served as an EOC Manager, EOC Staff, or Command/General Staff position in an incident that required multi-agency coordination, went beyond one operational period, and must have a minimum of three years experience in their discipline.

## Instructor Application Instructions

Basic, Intermediate, and Advanced Instructor candidates must complete an Oklahoma Instructor Application. Candidates should only complete the section level for which they are qualified. Place a check mark by each of the required courses listed below for your level and attach proof of course completion (Certificate or Course Roster) to the application. Any version of the IS course is acceptable (.a.,b, etc) The Oklahoma Instructor Application is attached to this document. Please follow the instructions to complete the application. An Instructor ID card with instructor number will be issued upon approval. If you are not qualified for the level of instruction you have applied for you may be certified at a lower instructor level. If you are not qualified for the basic level you may be denied. As you obtain more experience you may reapply for the basic or higher level. When submitting the Instructor Application please include a letter from the head of your agency showing support of the application and a professional resume. If you have any questions contact Jackie Wright at 405.206.1453.

## Upgrading to a Higher Instructor Level

Instructors who currently hold a lower level of instructor certification may upgrade to a higher level of certification by submitting a new Oklahoma Instructor Application that includes all additional documentation required for the level being sought. Following a successful approval process, applicants will receive an upgraded Instructor card.

## Instructor Renewal Instructions

The Oklahoma Instructor Certification must be renewed every two years. All instructor certifications will expire on the last day of March of the certification period. Renewal requirements for each instructor level will involve re-submission of an Oklahoma Instructor Application, attendance of at least one Instructor Workshop, and teaching at least two courses annually. During the four hour Instructor Workshops, instructors will be given the latest updates to the Instructor Cadre Program along with course changes, additions and deletions of any courses in the Instructor Program catalog.

## Instructor Certification Level Qualifications

*Basic* Instructors may teach the following courses: Any awareness level course from the National Training and Education Division (NTED) catalog in which a Train-the-Trainer course (if available) has been completed, and any EMI 'G' course listed in Appendix A.

*Intermediate* Instructors may teach any of the following courses which the instructor has completed: All Basic Level courses and any EMI 'G' course listed in Appendix B.

*Advanced* Instructors may teach any of the following courses which the instructor has completed: All Basic and Intermediate courses and any of the approved courses in Appendix C.

## Oklahoma Training and Instructor Program Course Scheduling

Agencies may schedule courses by contacting OEM, Jackie Wright at least 60 days in advance at 1-405-206-1453 or via email at [jackie.wright@oem.ok.gov](mailto:jackie.wright@oem.ok.gov). The 60 day notice gives OEM the time to prepare materials required for the course and ship them to your location. Course materials and Instructors are coordinated through OEM, OHS, and/or OSU-FST for all courses. It is preferable that students originate from multiple jurisdictions and multiple agencies. Jurisdictions needing to schedule a course or attend scheduled courses have the following options:

1. Schedule a course in-house using In-House Instructors
2. Schedule a course using Oklahoma Training Program Instructors
3. Register individuals for currently scheduled courses

## Registration Process

Many agencies may only need to train one or two individuals and may choose to join a class already scheduled by other jurisdictions. The list of scheduled courses is available via the following agency websites: OEM's website [www.oem.ok.gov](http://www.oem.ok.gov) and OKOHS' website [www.homelandsecurity.ok.gov](http://www.homelandsecurity.ok.gov). Registration is available via the OEM Website Calendar link in the top banner bar on the right.

## Oklahoma Instructor Application



### Oklahoma Training Program Instructor Application

Last Name	MI	First Name	
Home Address	City	State	Zip Code
Organization	Title	Phone Number	
Organization Address	City	State	Zip Code
Email Address	Mobile Phone Number	Fax Number	

Check the desired instruction level and the box for each piece of attached documentation.  
Fax complete application to OEM 405-521-4053 or scan and email to [jackie.wright@oem.ok.gov](mailto:jackie.wright@oem.ok.gov)

**Basic Instructor: Courses listed in Appendix A in Instructor Certification Program**

- IS-1     IS-100     IS-120     ICS-200     IS-230  
 IS-235     IS-393     IS-613     IS-700     IS-800

- Letter of Approval from Agency Head     Professional Resume

**Intermediate Instructor: Courses listed in Appendix B in Instructor Certification Program**

Courses will include all Basic courses plus additional courses listed.

- IS-1     IS-100     IS-120     ICS-200     IS-230     IS-235  
 ICS-300     IS-393     IS-613     IS-700     IS-800

- Instructor Certification (recommended)     Letter of Approval from Agency Head     Professional Resume

**Advanced Instructor: Courses listed in Appendix C in Instructor Certification Program**

Courses will include all Basic and Intermediate courses plus additional courses listed.

- IS-1     IS-100     IS-120     IS-130     IS-200     IS-230     IS-235  
 ICS-300     IS-393     ICS-400     IS-613     IS-619     IS-700     IS-800

- Instructor Certification     Letter of Approval from Agency Head     Professional Resume

Supervisor's Signature:	Date:
Applicant's Signature:	Date:
Reviewed By:	Date:
Approved By:	Date:

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## Appendix A Basic Level Courses

Code	Course Name	Program Areas	Hrs
G0194.1	Local Floodplain Manager Roles and Responsibilities	FM	8
G0194.4	Preparing for Post-Disaster Responsibilities	FM	8
G0251	WEM: Amateur Radio Resources	CP/VP	4
G270.3	Expedient Flood Training	CP/UEP/VP	.75
G0284.3	Common Non-compliance Issues	FM	4
G0284.4	Digital Flood Insurance Rate maps	FM	4
G0284.5	Substantial Improvement/Substantial Damage	FM	8
G0318	Mitigation Planning Workshop for Local Governments	APS/MHMP/PL	16
G0365	Partnerships for Creating & Maintaining Spotter Groups	CP/VP	5
G0366	Planning for the Needs of Children in Disasters	CP/MHMP/PSCEW/APS/RR/VO	5
G0489	Management of Spontaneous Volunteers in Disasters	RR/VO/IAS/IAF	8
G0556	Local Damage Assessment	CP/VO	12

## Appendix B Intermediate Level Courses

Code	Course Name	Program Areas	Hrs
G0108	Community Mass Care and Emergency Assistance	R&R	24
G0191	Emergency Operations Center/ICS Interface	CP/UEP/ICS/APS	8
G0194.2	NFIP Rules and Regulations in Depth	FM	8
G0194.3	Letters of Map Change	FM	8
G0202	Debris Mgmt Planning for State, Tribal & Local Officials	APS/RR/PAS	32
G0265	Instructional Delivery Skills	UEP/L2MCP	16
G0271	Hazardous Weather and Flood Preparedness	UEP/APS/VO	20
G0272	Warning Coordination	UEP/APS/VO	12
G0282.1	Higher Standards in Floodplain Management	FM	8
G0282.3	NFIP Flood Insurance Principles	FM	8
G0288	Local Volunteer and Donations Management	UEP/IEM/PL/RR/VO/IAS	12
G0300	ICS-300: Intermediate ICS for Expanding Incidents	ICS	24
G0311	Hazardous Materials Contingency Planning	APS/CP/VO	8
G0358	Evacuation and Re-entry Planning Course	APS/CP	16
G0367	Emergency Planning for Campus Executives	PL/PSCEW	2
G0393	Mitigation for Emergency Managers	MHMP/APS	24
G0402	ICS Overview for Executives and Senior Officials	ICS	24
G0427	Community Emergency Response Team Program Mngr	CP/VO	16
G0557	Rapid Needs Assessment	CP/VO/APS	8

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## Appendix C Advanced Level Courses

Code	Course Name	Program Areas	HRS
G0131	Exercise Evaluation and Improvement Planning	HP/ICS/IEM/MEPP/PL/PW/REPP R&R/TR/TB/UEP/VO/WCP	16
G0194	Advanced Floodplain Management Concepts	FM	32
G0279	Retrofitting Flood-Prone Residential Buildings	BS/FM/PL	16
G0282.4	Hydrology and Hydraulics Concepts	FM	8
G0284.1	Floodway Standards	FM	8
G0310	Weapons of Mass Destruction Tabletop Exercises	TM	6
G0357	Emergency Response to Criminal/Terrorist Incidents	TM	8
G0361	Flood Fight Operations	APS /FM/PL /UEP	20
G0364	Multi-Hazard Emergency Planning for Schools	CP/PL/APS	12
G0386	Mass Fatalities Incident Response Course	CP/UEP/APS/VO	16
G0400	ICS-400: Advanced ICS for Command & General Staff— Complex Incidents	ICS	16
G0428	CERT Train-the-Trainer	CP/VO	24
G0434.a	Earthquake Safety for Schools	CP	10
G0548	Continuity of Operations Managers Training Course	COOP	24
G775	EOC Management and Operations	APS	16

### LEGEND

APS=Advanced Professional Series  
 BS=Building Science  
 CERT=Community Emergency Response Team  
 CP=Citizen Preparedness  
 CIKR=Critical Infrastructure Key Resources  
 EOC= Emergency Operations Center  
 FM=Floodplain Management  
 HP=Hurricane Preparedness  
 IAF=Individual Assistance-Federal  
 IAS=Individual Assistance-State  
 ICS=Incident Command System  
 IEM=Integrated Emergency Management  
 L2MCP=Level II Master Continuity Practitioner Program  
 MEPP=Master Exercise Practitioner Program  
 MHMG=Multi-hazard Mitigation Planning  
 NFIP=National Flood Insurance Program  
 PAS=Public Assistance-State  
 PL=Planning  
 PSCEW=Preparedness for Schools/Children/Higher Education/Houses of Worship  
 REPP=Radiological Emergency Preparedness Program  
 RR=Response and Recovery  
 TM=Terrorism  
 UEP=Universal Emergency Preparedness

*Oklahoma Training and Instructor Program*

VO=Voluntary Organizations

WCP=Whole Community Preparedness