



New Jersey State ICS Training Policy

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I. Purpose

This New Jersey State ICS Training Policy (ICS Training Policy) is issued by the ICS Advisory Group pursuant to New Jersey Office of Emergency Management Directive NJOEM-1 (2021). The ICS Advisory Group includes:

- New Jersey State Police/New Jersey Office of Emergency Management (NJOEM)
- New Jersey Department of Community Affairs/Division of Fire Safety (NJDCA/DFS)
- New Jersey Department of Environmental Protection/Forest Fire Service (NJDEP/FFS)
- New Jersey Department of Corrections (NJDOC)
- New Jersey Office of Homeland Security (NJOHSP)
- New Jersey Department of Transportation (NJDOT)
- New Jersey Department of Health Office of Emergency Medical Services (OEMS)
- New Jersey TRANSIT Office of Emergency Management
- Camden, Mercer, and Morris County Fire Academies
- Bergen and Cumberland County Offices of Emergency Management

The ICS Advisory Group is chaired by the NJOEM State Training Officer (STO).

This ICS Training Policy provides criteria and requirements for the National Incident Management System (NIMS) Incident Command System (ICS) courses offered or authorized by New Jersey state and local government entities. The purpose of this Policy is to provide assurances regarding the validity of ICS courses offered by authorized providers within the State. Specific objectives include:

- ensuring a skilled ICS instructor pool within the State;
- ensuring the most current curriculum or revision of courses is being taught;
- promoting consistent delivery of ICS curriculum;
- increasing offerings of authorized ICS courses within the State;
- clarifying responsibilities and standards for State and local government agencies with respect to ICS course offerings;
- implementing requirements for maintaining ICS course records and student certificates;
- ensuring quality control and the uniform recognition and acceptance of student certificates issued pursuant to ICS training covered by this State ICS Training Policy; and
- prescribing timeframes for which prerequisite certificates are presumed to be valid and establishing guidelines for refresher training for purposes of enrolling in advanced ICS training.

This ICS Training Policy does not supersede the authority of any agency or entity to recognize certificates for ICS courses taken through a private entity, institution of higher learning or from another state or territory (or political subdivision of any other state or territory) for purposes of taking advanced training or for maintaining training compliance with Directive NJOEM-1 (2021).

Nothing in this policy prohibits any agency or entity from establishing enhanced ICS training criteria for its own experienced personnel or for new hires. However, certificates issued pursuant to this ICS Training Policy shall be deemed to be satisfactory of any criteria stated in Directive NJOEM-1 (2021).

II. Scope

The primary target audience for this ICS Training Policy includes local, county and State agencies, emergency response providers (as defined in Directive NJOEM-1 (2021)) and present and future ICS instructors.

This policy pertains to ICS training offered or authorized by any member of the ICS Advisory Group and any entity or organization subject to the control or authority of an ICS Advisory Group member. Examples include county and local offices of emergency management, which are subject to the authority of NJOEM and county fire academies which are subject to the authority of NJDCA/DFS.

Private entities or institutions of higher learning that teach ICS courses and wish to have those courses recognized as satisfying the requirements found in Directive NJOEM-1 (2021) must meet the standards for courses and instructors found in this ICS Training Policy. Instructors from the private entities or institutions of higher learning must be formally identified and documented by the ICS Advisory Group and hold the qualifications as outlined in Section V.

This document specifically covers the following in-person deliveries of FEMA courses:

1. ICS-100 (classroom version if applicable)
2. ICS-200 (classroom version)
3. G-300
4. G-400
5. G-191

IS-200 (online) offered through FEMA EMI is not covered by the policy, however, IS-200 does satisfy a portion of the core baseline training requirements as outlined in NJOEM-1 (2021).

III. ICS Advisory Group Member Responsibilities

In New Jersey, classroom versions of ICS courses are predominantly offered through NJOEM, county offices of emergency management, DFS eligible training organizations, and OHSP. In addition, other members of the ICS Advisory Group may host ICS training for their own personnel as well as those of partner agencies.

A. Responsibilities of All ICS Advisory Group Members

All members of the ICS Advisory Group are required to adhere to the policies described in this document and to ensure that all ICS course offerings adhere to the standards set forth herein. Additional responsibilities include:

- maintaining current knowledge of ICS training;
- maintaining quality control standards over ICS trainings offered;
- complying with all requirements of this ICS Training Policy;
- instituting internal procedures for tracking instructor credentials, course offerings and student certificates;
 - Agencies issuing certificates should follow internal records retention policies;
- compiling annual totals of students trained and courses offered and sharing with the ICS Advisory Group as requested;

- soliciting, vetting, evaluating, observing, approving and monitoring/auditing ICS instructors and coaching/removing any instructors who fail to meet the standards set forth in this ICS Training Policy;
- maintaining an instructor database with appropriate documentation, and sharing with the ICS Advisory Group as requested;
- assisting in the development of and offering instructor and student refresher training when necessary;
- collaborating to ensure sufficient ICS course offerings throughout the State; and
- meeting periodically as determined by the STO to review and update this ICS Training Policy.

B. Additional Responsibilities of Certain ICS Advisory Group Members

1. New Jersey Office of Emergency Management

NJOEM has authority over county and local offices of emergency management and authorized providers of ICS training with whom NJOEM has contracted. NJOEM shall:

- assign the STO to chair this ICS Advisory Group;
- facilitate periodic meetings of the ICS Advisory Group, which shall be called by the STO no less than twice per year;
- ensure an adequate number of ICS course offerings through NJOEM, as well as county and local OEMs and other authorized providers;
- facilitate and sponsor periodic offerings of L0449 and any other requirements for instructor training.

2. Division of Fire Safety

DFS has authority over county and local fire academies and authorized providers of ICS training, such as fire departments. DFS shall:

- ensure an adequate number of ICS course offerings through DFS and the county fire academies;
- process training requests;
- provide instructor methodology training.

3. Office of Homeland Security and Preparedness

OHSP is the state coordinator for the National Domestic Preparedness Consortium (NDPC). OHSP shall:

- ensure an adequate number of ICS course offerings through NDPC;
- facilitate and sponsor periodic offerings of L0449 through NDPC;
- through relationships with partners, identify and gather needs for training.

4. New Jersey Forest Fire Service

The New Jersey Forest Fire Service is the agency responsible for protecting the State from wildfire. NJFFS facilitates ICS and NWCG training for its workforce and partners. NJFFS shall:

- ensure compliance with guidelines found in NWCG 310-1 Standards for Wildland Fire Position Qualifications;

- facilitate and sponsor periodic offerings of M-410 Facilitative Instructor training to wildland fire personnel;
- support delivery of ICS courses with qualified instructors;
- maintain training and qualification records of wildland fire personnel.

5. Department of Health Office of Emergency Medical Services (OEMS)

The OEMS establishes or issues policies on training requirements for emergency medical technicians and paramedics, and grants continuing education credits to those medical professionals for recertification. The OEMS should ensure those policies align with Directive NJOEM-1 (2021). The OEMS shall:

- issue CEU credits for courses found in this policy consistently.

6. NJ TRANSIT Office of Emergency Management

NJ TRANSIT Office of Emergency Management (OEM) coordinates and facilitates NIMS/ICS training for NJ TRANSIT employees to include members of the NJ TRANSIT Police Department. NJ TRANSIT OEM shall:

- coordinate and facilitate sufficient ICS course offerings for employees.

IV. Course Delivery Requirements

All ICS courses covered by this ICS Training Policy must be scheduled on a regular basis. Course locations should be varied regionally throughout the State. Training will be conducted through approved ICS instructors in accordance with this ICS Training Policy. The ICS Advisory Group shall collaborate to ensure there are adequate course offerings and report training needs to the STO to be documented in the State's Integrated Preparedness Plan (IPP).

A. Host Entity Requirements for Registering and Conducting Course Offerings

ICS Advisory Group members and applicable county/local agencies shall be responsible for tasks set forth below. In addition, county/local agencies must provide notice to and request approval from the ICS Advisory Group members to offer the course and shall comply with all procedures for course number and tracking in accordance with the ICS Advisory Group members' internal procedures. Responsibilities include:

- completing all forms and applications for authorization, course numbering and tracking in accordance with the ICS Advisory Group member's internal procedure
 - courses shall have an approved course number issued by the applicable ICS Advisory Group member, which shall be recorded on the student certificate
- registering students
- verifying all required prerequisites
- providing student handouts and books
- ensuring classroom logistics (audio visual, seating, accessibility, parking, etc.) are sufficient
- ensuring that there will be a Lead Instructor and other instructors, as needed (see Section VII for specific requirements for Lead, Unit/ Support, and Adjunct instructors)

- maintaining all course documentation including final exams, evaluations, master copy of roster and sign-in sheet, and providing all required documentation to the applicable ICS Advisory Group member:
 - maintain training records as per the hosting agency’s record retention policy or guidelines
 - issue course certificates
 - affix the State course number and lead instructor’s name on all certificates.
 - report the number of courses offered and the number of students trained annually to satisfy a portion of the EPCRA training requirements.

Note: Course certificates for ICS-200 (classroom) may only be issued once the student provides proof they successfully completed the online written test through FEMA EMI. If a student took the most recent version of IS-200 prior to taking classroom ICS-200, the date of the original course may appear on the certificate, so the email from FEMA received after ICS-200 (classroom) may need to serve as proof of successfully completing the test.

B. Course Materials

Current FEMA course curriculum materials will be made available to instructors who are properly screened, vetted, and have been identified as approved by the ICS Advisory Group members.

- Copies of Instructor Guides, digital media (slides and videos), hand-outs, and examinations will be provided on a course-by-course basis.
- All ICS courses must be delivered using FEMA’s most current course materials including the use of interim content provided by FEMA if applicable.

V. Instructor Qualifications and Requirements

This section provides ICS instructor requirements for:

- ensuring quality delivery of ICS training and maintaining consistency in course delivery and training content throughout the State; and
- establishing and maintaining standards and expectations for instructors.

To be deemed qualified, instructors must possess a combination of training and professional experience, as described below.

A. Training

Upon the effective date of the ICS Training Policy, all ICS instructors must have successfully completed IS-700, IS-800, IS-100, IS-200/ICS-200, ICS-300, ICS-400, G-191, and E/L0449 ICS Train-the-Trainer (TTT) courses. ICS Instructors must have recognized qualifications in instructional techniques and adult education methodologies (a prerequisite of E/L449). All instructors are required to complete new or updated course material released by FEMA, as directed by the ICS Advisory Group.

Current ICS Instructors, vetted and recognized by an ICS Advisory Group member agency, that do not have E/L0449, are granted instructor status on the following conditional basis for a period of three years:

- The instructor completes E/L0449 (recommended path); or
- The instructor completes in-service training for ICS-200, ICS-300, and ICS-400, respectively;

- The in-service is conducted by the ICS Advisory Group member agency and documented appropriately;
- The objective of the in-service is to ensure the instructor learns and masters the new curriculum material and activities of the course(s) they instruct.

B. Experience

An instructor must have held a Command or General Staff position within the past five years for a real-world incident, a planned event, and/or an exercise that required a written Incident Action Plan (IAP), Center Action Plan (CAP), or encompassed more than one operational period.

VI. Acceptance of Student Certificates and Prerequisite Certificates

A. Recognition of Course Completion Certificates for Advanced Training

Certificates issued by ICS Advisory Group members or affiliated agencies with appropriate State issued course numbers are deemed satisfactory for all criteria in Directive NJOEM-1 (2021) and shall be accepted universally by all other ICS Advisory Group or affiliated agencies for purposes of advanced training courses.

B. Validity of Certification for Future Training

Directive NJOEM-1 (2021) does not intend to impose an additional burden on any individual or agency in the first responder community. Therefore, certificates issued prior to the promulgation of Directive NJOEM-1 (2021) are valid for future advanced training.

- Neither Directive NJOEM-1 (2021) nor the ICS Training Policy require anyone who has already completed E/L/G0300 and E/L/G0400 before 08/19/2021 to take the training again.
- If an individual already holds a certificate for E/L/G0300 and/or E/L/G0400, there is no need to re-take ICS-200 (classroom) to satisfy the prerequisite for O-0305, G-0191, or any other courses that require it.

C. Refresher Training

Refresher training may be required in the future if changes are made to the NIMS ICS training course curriculum. However, in the event of a curriculum change, the ICS Advisory Group shall meet to decide the strategy to implement the refresher training and the roles affected by the changes.

VII. Instructor Requirements

A. Instructor Experience Levels

1. Lead Instructors

Lead instructors have experience delivering all units of the course and serve as the primary instructors. Lead Instructors must satisfy all the criteria set forth in Section V.A. There must be a lead instructor assigned for all ICS courses.

Lead instructor responsibilities include:

- Maintaining instruction standards

- Conducting course activities or exercises
- Managing other instructors
- Protecting the integrity of the course curriculum
- Proctoring exams
- Maintaining accountability of students
- Ensuring safety protocols
- Assigning other instructors to teach modules or units

2. Unit/ Support Instructors

Unit/support instructors assist the lead instructor with delivery of the course by instructing assigned module(s) or unit(s). They must have completed the coursework for which they are providing instruction and must have completed an instructional techniques and adult education methodologies course. Unit/support instructors are not required to have completed E/L0449.

3. Adjunct Instructors

Adjunct instructors provide limited, specialized training based on their skill sets and the needs of the Lead Instructor. Adjunct instructors provide subject matter expertise. For example, a qualified and reputable representative from the National Weather Service may be asked to assist with a specific unit or course, as necessary. Adjunct instructors are not required to have any specific instructor training, but they should demonstrate competency in instruction and presentation skills.

4. Instructor Status

ICS Advisory Group members determine the status and standing of their instructors.