



CHECKLIST

ATTACHMENT A

COUNTY BASIC CERTIFICATION

Name: _____

Title: _____

Agency: _____

Email Address: _____

FEMA SID# _____

Applicant Position: Appointed Coordinator Deputy Coordinator Staff

Course	Date Completed	Certificate Enclosed
1. PEMA Area Office Orientation Including Duties & Responsibilities Course		
2. PEMA HQ Orientation – Required for Coordinators and deputies. County staff may attend at the county’s discretion.		
3. Initial Damage Reporting		
4. IS - 3 Radiological Emergency Management		
5. IS - 5 An Introduction to Hazardous Materials		
6. IS - 100 Intro to Incident Command System, ICS 100		
7. IS – 120 An Introduction to Exercises		
8. IS - 200 ICS for Single Resources & Initial Action Incidents		
9. IS - 230 Fundamentals of Emergency Management		
10. IS - 235 Emergency Planning		
11. IS - 240 Leadership and Influence		
12. IS - 241 Decision Making and Problem Solving		
13. IS - 242 Effective Communication		
14. IS - 244 Developing and Managing Volunteers		
15. IS - 700 National Incident Management System: An Intro		
16. IS - 800 National Response Framework: An Intro		
17. G - 191 ICS/EOC Interface Workshop		
18. Successful completion of functional exercise (Coordinator Only)		
19. Passing score on written exam (Coordinator and Deputy Coordinator Only)		
20. Attend one of the In-Service training sessions provided by your Area Office and one emergency management related conference. Staff must attend two of the four county quarterly trainings.		



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COUNTY BASIC CERTIFICATION

County Agency Recommendation

Signature: _____
Name,
Title
(Print): _____
Agency: _____
Date: _____

PEMA Area Office Recommendation

Signature: _____
Name, Title
(Print): _____
Area Office: _____
Date: _____

PEMA State Training Officer

Verified

Signature: _____
Name (Print): _____
Date: _____
Signed Certificate: _____