

ICS Course Delivery Procedures

ICS-300 Intermediate ICS for Expanding Incidents

ICS-400 Advanced ICS for Command & General Staff/Complex Incidents

1. Fill out the Course Details section of the provided IDHS Training Course Worksheet and return to Denise Clarke, Training Registration, (317) 234-4286, declarke@dhs.in.gov, at least thirty (30) days prior to the start of the course. If you need the course advertised on the IDHS Training Calendar, please be sure to note this in the proper section.
2. Enter the course in the National Exercise Schedule (NEXS) yourself or have the requesting agency enter the course. After the course has been delivered you must upload the following to the event:
 - Course agenda
 - Course budget (if any federal grant money is spent on the courses)
 - Final signed roster(s)

NEXS login:

https://hseep.dhs.gov/DHS_SSO/?ReturnUrl=%2fhseep_em%2fToolkitHome.aspx

3. Before the course begins have each student fill out an IDHS Training Application, collect copies of the required prerequisites and have students sign the roster for each day of class. **Students should not attend a course if they have not provided copies of the required prerequisites. Prerequisites cannot be dated after the training has been completed. IDHS will return, via mail, incomplete applications, to the point of contact. Students can obtain their prerequisite completions from FEMA Link below.**

FEMA's EMI Independent Study Program, Transcript Request Form:

<http://www.training.fema.gov/EMIWeb/downloads/tranrqst1.pdf>

4. Mail the following paperwork within 30 days of the last day of the course, each application and course visibly separate, to IDHS via mail only:
 - IDHS training applications
 - Copies of the required prerequisite for each student, each class;
IS-100, IS-200, IS-700 and IS-800 (students must be 18 year old and serving in an emergency management capacity with an organization)
 - Completed and graded tests
 - Signed rosters for each day of the class
 - Signed IDHS training applications for each student, even for students who fail the test. Retests need to be submitted with a copy of the original application only. (The prerequisites will already be on file.)

NOTE: It is the responsibility of the instructor to keep copies of all paperwork and send in all paperwork in a timely manner.

- Treat each course separately. Students are not required to attend both the ICS 300 and ICS 400 courses.
- All registrations/enrollments will be handled by the local point of contact or the requesting agency. IDHS will not preregister for any ICS courses. **Please do not use the IDHS Training Application as a preregistration form.**
- In the event a course is cancelled, rescheduled or moved to a different location, notify IDHS via email at least 3 days before the event. It will be the instructor or requesting agency's responsibility to contact students concerning the course changes.
- A CD of course materials, including the test and answers sheets, will be provided by IDHS to IDHS sanctioned instructors only. Please request these at least 30 days in advance of any scheduled course. *The CD contains sensitive information. Any instructor sharing the tests or answers will no longer receive IDHS support.*
- Please allow 4-6 weeks for IDHS to process the paperwork and issue student certificates once final paperwork has been received

For questions about conducting courses, paperwork, and certificates, please contact:

Denise Clarke
Training Registration
(317) 234-4286
declarke@dhs.in.gov

Shipping Address:
Indiana Department of Homeland Security
Training Registration/Denise Clarke
302 West Washington Street, Room E-239
Indianapolis, Indiana 46204

For NEXS questions or access, please contact:

Meghan Luke
State Exercise Training Manager
(317) 234-4788
mluke@dhs.in.gov