



STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

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## Florida Citizen Corps Instructor Standards

### **A. Instructor Qualifications and Certification:**

Instructors/Trainers must, at a minimum, have ten (10) years experience as a practitioner within the specific discipline of subject matter and meet the qualifications outlined in the "Instructor Certification for DHS Office of State and Local Government Coordination and Preparedness (SLGCP) Training Partners."

### **B. Subject Matter Expert:**

Emerging trends, threats, technologies or incidents may at times require the use of non-traditionally credentialed trainers. This would include individuals who though absent the aforementioned instructor credentials possess certain technical or educational expertise, or whose life experience, incident experience or association provide them a unique and distinct perspective or degree of knowledge in a specific subject area, so as to render them exclusively qualified to deliver explicit information or training due to its significant and intrinsic value to responders or the community.

### **C. Facility Requirements:**

In order for an organization or institution to be designated as an approved training provider by the State, the organization must certify that its' training facility:

- Meets Occupational Safety and Health Administration (OSHA) requirements for the training offered;
- Meets all applicable Federal, State and local certification and regulatory requirements;
- Has sufficient equipment and media support as required; and
- Has identified a Master Trainer who meets or exceeds the Instructor Certification requirements (or identified equivalencies) to provide oversight of instructional quality and evaluation in alignment with (SLGCP) training doctrine.

The SLGCP Instructor Certification Program has three phases: 1) Selection, 2) Certification, and 3) Sustainment. It also includes training and professional development opportunities to ensure a consistent approach by all Training Partners toward delivering quality training by certified instructors. As part of this program, each instructor is assessed on an annual basis to ensure the standards for certification are sustained.

## **I. Selection**

This phase involves submission of a **resume** or **curriculum vitae** to the Florida Division of Emergency Management. The information is then evaluated against a combination of the following five criteria:

1. Education: Each training institution determines its minimum educational requirements.
2. Experience: An individual must have a minimum of ten years experience combination of the following areas. Only in exceptional cases may certain specialized experience be accepted to meet this minimum requirement.
  - a. Chemical, Biological, Radiological, Nuclear, and Explosives
  - b. Mass Casualty Incidents
  - c. Anti-terrorism
  - d. Counter-terrorism
  - e. Adult education and or training experience
  - f. Professional experience in one of the following disciplines as referenced by HSPD-8:
    - i. Emergency Management
    - ii. Emergency Medical Services
    - iii. Fire Service
    - iv. Governmental Administrative
    - v. Hazardous Materials
    - vi. Health Care
    - vii. Law Enforcement
    - viii. Public Health
    - ix. Public Safety Communications
    - x. Public Works
3. Technical Expertise: This experience is function specific (task oriented). It encompasses the unique and/or specific knowledge, skills, and abilities that are associated with a task as it relates to an instructional assignment. For example, “technical expertise” could include the experience of a firefighter who has been trained in HazMat procedures or an RN who has been trained in emergency response procedures.
4. Special Qualifications: The individual may have unique and or special experience relevant to the instructional assignment or the mission of the Department of Homeland Security. Such qualifications may include, but are not limited to, unique event experience and or national prominence in an applicable field.
5. **Certifications, Registrations, or Licenses: Certifications, registrations, and licensures are occupation specific and vary by State.** Therefore, there may be a minimum requirement for a specific instructional assignment (i.e. Emergency Medical Technician certifications). The purpose of certification assessment is two-fold:
  - a. The first is to ensure that the individual meets the minimum standards to become an instructor of ODP curriculum.
  - b. The second is to ensure that the individual sustains those standards over a period of time.

Instructor Candidate Review or Assessment: Instructor Candidate Review/Assessment consists of multiple methods to determine whether an individual has the potential to be a successful instructor. The methods include interviews, background and reference checks, and institutional requirements.

- Interviews: Each training institution conducts interviews according to its established policies and practices.

- Background and reference checks: Each training institution will conduct background and reference checks. These checks will be in compliance with the training institution's policies and practices.
- Institutional requirements: Each training institution may establish other requirements as it deems appropriate.

## II. Certification

The minimum steps for instructor certification include completing an instructor application, attending instructional training, and Instructor Assignments.

- **Instructor Application:** This application can be located on the Florida Disaster Website under the Register section. (<http://www.floridadisaster.org/CitizenCorps/Index.htm>)
- **Instructional Training:** CERT Training includes the delivery of the CERT basic Training Course, supplemental training for CERT members who have completed the basic training, the CERT Train-the-Trainer Course, and the CERT Program Manager Course. Any CERT Basic training conducted by State or local entities must: 1) include the topics covered in the FEMA CERT Basic Training Course; 2) be instructor-led; and 3) classroom-based, using lecture, demonstration, and hands-on practice throughout. Note that the Independent Study course, "Introduction to CERT" (IS 317) must not be substituted for classroom delivery of CERT Basic Training.
  - Supplemental training for CERT members who have completed the basic training includes modules available on the national CERT website, as well as other supplemental training that meets the following criteria.
- **Instructor Assignments:** These assignments will be given as deemed relevant. Such assignments may consist of, but are not limited to, modules and/or courses that the instructor will be certified to instruct.

## III. Sustainment

Sustainment of instructional qualifications is based on recertification of instructors every five years, taking into account the results of an annual instructor review. Ongoing instructor professional development is also an important component of sustaining and continuing development of an instructor's skills.

The program ensures that all individuals will continue to meet the minimum standards for certification. Because instructors may be at different developmental stages in their teaching ability, this phase provides them the opportunity to improve their instructional competencies and knowledge.

- **Renewal/Revocation:** These evaluations will be used by the State Citizen Corps Coordinator to assess performance as well as identify areas in which coaching/counseling/training is needed and/or areas which demonstrate excellence. (An example of an "informal evaluation" would occur when a mentor "drops in" on an instructor to offer additional guidance and performance feedback.)

When deficiencies are identified, the instructor will be assisted and encouraged to remedy the problem. In any case, the training provider has a responsibility to ensure that each instructor meets and sustains the competencies and that corrective actions are taken as necessary. Prior to the end of the fifth year of certification, the State Citizen Corps Coordinator will review the instructor's performance for renewal of certification. Certification

may be revoked or not renewed at the discretion of the training provider and the State Citizen Corps Coordinator.

- Professional Development: It is expected all instructors will seek opportunities to enhance, improve, and develop their teaching/training skills and/or technical expertise. Each training institution has a responsibility to provide appropriate professional development for its certified instructors. Instructors who take it upon themselves to show initiative in related professional development will be looked upon favorably.

*This information is contained in IB 193, issued October 20, 2005. Additional information can be obtained at [http://www.fema.gov/good\\_guidance/download/10146](http://www.fema.gov/good_guidance/download/10146).*

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