



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

REVISED 2025



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

EXECUTIVE SUMMARY

The *State of Florida Instructor Requirements* document establishes the standardized framework for instructor qualification, certification, and delivery of emergency management and homeland security courses within the State of Florida. Developed by the Florida Division of Emergency Management (FDEM), Education and Training Development Section, this guidance ensures that all instructional personnel maintain the highest standards of professionalism, competency, and instructional integrity in alignment with FEMA's National Training and Education Division (NTED), Emergency Management Institute (EMI), and National Disaster Emergency Management University (NDEMU) guidelines.

This document serves as both a reference and procedural guide for current and prospective instructors who seek to deliver State-certified "FL" and "G" courses, FEMA-approved "L" courses, and consortium-sponsored offerings. It outlines the eligibility, submission, and evaluation process for instructor recognition within SERT TRAC, specifies education, operational, and training experience requirements, and defines the distinct roles and responsibilities of Lead Instructors, Assistant Instructors, Adjunct Instructors, and Course Managers.

By setting clear criteria for qualification, evaluation, and continuing engagement, the program ensures that Florida maintains a technically skilled and instructionally proficient cadre of educators capable of delivering consistent, high-quality training statewide. These standards reinforce the Division's mission to strengthen statewide preparedness, professionalize the instructor workforce, and support a culture of continuous improvement across all training disciplines.

INTENDED AUDIENCE

This document is intended for:

- Current and prospective instructors delivering emergency management, homeland security, or NIMS-related courses within Florida.
- Regional Training Managers and Course Managers are responsible for coordinating, reviewing, and maintaining instructor compliance within SERT TRAC.
- FEMA and State Training Officers (STOs) who oversee course approvals, evaluations, and instructor credentialing.
- Emergency management agencies, consortium partners, and educational institutions seeking clarity on instructor qualification, reciprocity, and instructional standards for state-supported courses.

PURPOSE

The purpose of this document is to:

- Establish a standardized instructor qualification and approval process statewide.
- Ensure compliance with FEMA and NIMS instructional standards and promote instructional excellence.
- Maintain a centralized instructor registry within SERT TRAC for credential tracking and accountability.
- Support professional development and succession planning within Florida's emergency management training system.



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PROGRAM OVERVIEW

The Florida Division of Emergency Management (FDEM) Instructor Training Program is designed to develop and maintain a qualified, professional cadre of instructors capable of delivering high-quality emergency management and homeland security training in alignment with FEMA, EMI/NDEMU, and NTED standards. The program supports statewide preparedness by ensuring instructors are technically competent, instructionally skilled, and able to represent the State of Florida Division of Emergency Management with integrity and consistency. FDEM, Education and Training Development Section certifies Lead Instructors based on completed training, experience, and evaluations.

PROGRAM OBJECTIVES

- Establish standardized instructor qualifications aligned with FEMA/NTED guidelines.
- Develop new instructors through structured onboarding and mentorship.
- Provide continuing education and professional development opportunities.
- Ensure instructional quality through evaluation, certification, and accountability.
- Maintain a statewide instructor registry within SERT TRAC for tracking qualifications, course delivery, and credentialing.

INSTRUCTOR EXPECTATIONS

- **Professionalism:** Represent FDEM with integrity and consistency; act as an ambassador for state training programs.
- **Preparedness:** Arrive fully prepared with current materials, course objectives, and an understanding of the audience.
- **Engagement:** Foster interactive, inclusive learning environments that support adult learning principles.
- **Compliance:** Deliver courses in accordance with the course instructor guide (IG) and evaluation standards.
- **Documentation:** Submit rosters, evaluations, and completion records within required timelines via SERT TRAC.
- **Improvement:** Participate in feedback loops, after-action reviews, and instructional coaching to improve delivery.
- **Availability:** Remain engaged in ongoing course delivery statewide and maintain an active status via continued participation.
- **Communication:** Articulate and present ideas and concepts clearly both in the classroom and virtually (if applicable).

INSTRUCTOR REQUIREMENTS

Individuals who would like to be listed as state instructors must meet the minimum outline requirements. These requirements are discussed in the next sections.

1. Possess **operational** and **training experience**
2. Received a **passing** or **satisfactory score/certificate** for the course or series they would like to instruct
3. Completed the **education** and **training** requirements
4. Sign the **State of Florida Code of Conduct**

Additional requirements may include the Train the Trainer course or practical application portions. If an instructor would like to teach multiple courses at a minimum, they must meet all of the above requirements to be considered an assistant instructors. Lead instructors must complete all components of the submission process.



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CODE OF CONDUCT

All instructors operating under the Florida Division of Emergency Management (FDEM) Instructor Training Program are required to adhere to the **State of Florida Instructor Code of Conduct**, which establishes a safe, professional, and inclusive environment for all participants. This Code reflects FDEM's commitment to respect, professionalism, and the highest instructional standards statewide.

Core Principles:

- **Professionalism:** Demonstrate professionalism in attire, communication, and conduct.
- **Respect:** Treat all students, staff, and colleagues with respect and dignity.
- **Integrity:** Maintain honesty and transparency in all interactions and evaluations.
- **Confidentiality:** Protect student and instructor privacy.
- **Inclusivity:** Promote a learning environment that values diversity and accessibility.
- **Responsibility:** Support student learning and uphold accountability.
- **Safety:** Ensure the safety and well-being of all participants during training.
- **Ethical Standards:** Maintain professional boundaries and avoid conduct that could compromise instructional integrity.

All instructors must review, sign, and submit the **State of Florida Instructor Code of Conduct** to maintain an active instructor status in SERT TRAC.

Signature Required:

- Lead Instructor(s)
- Assistant Instructor(s)
- Course Manager(s) (if also serving in an instructional capacity)

Failure to adhere to the Code of Conduct may result in suspension or dismissal from the State Instructor Training Program.



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COURSES DEFINED BY TYPE

FLORIDA CERTIFIED “FL” COURSE

FL courses are developed, designed and approved through the Florida Division of Emergency Management.

FLORIDA CERTIFIED “G” COURSE

G courses are state-delivered courses that are part of the Federal Emergency Management Agency’s (FEMA) National Disaster Emergency Management University (NDEMU) curriculum. Delivery and management of the course curriculum are supported and governed by the State.

NDEMU CERTIFIED “L” COURSE

L courses are requested resident courses conducted offsite from EMI/NDEMU, at local facilities. These deliveries must be requested and approved through the STO. L course approvals and confirmations are sent directly from the Course Manager to the applicant; this includes FEMA Regional deliveries and State-delivered L courses. L Course instructors are approved and managed by NDEMU/EMI.

CONSORTIUM COURSES

A college/university entity that owns the course and is approved by the National Education Directorate (NED) through the National Training & Education Division (NTED) regarding what they can instruct and who is qualified to instruct.

“G” & “FL” COURSE QUALIFICATION

At least two, and preferably three, instructors, including one designated Lead Instructor, are required to facilitate lectures, discussions, and practical activities for all “G” and “FL” courses. Each course delivery incorporates practical applications, student participation, and assessments to ensure instructional objectives are met through measurable learning outcomes.

As part of the initial instructor application process, each applicant must submit **two (2) Lead Instructor Letters of Recommendation**. These letters must come from currently approved Lead Instructors who can verify the applicant’s instructional competence, subject matter expertise, and professional readiness to represent the State of Florida’s training standards.

SUBMISSION PROCESS

Florida does not approve companies or organizations as instructors; only individual applicants are eligible for recognition. All applicants seeking Florida Instructor recognition must submit the following materials through their SERT TRAC Profile:

- **Resume with Cover Letter** – Specify the courses you wish to instruct. Applicants must upload one document containing all elements of the resume in My Profile > Resume.
- **Two Lead Instructor References¹** – Provide references from qualified Lead Instructors familiar with your instructional abilities.
- **Instructor Evaluations²** – Demonstrate proficiency by submitting evaluations showing that you have successfully instructed at least 30% of the hours of the course. Applicants must upload evaluations to SERT TRAC Certificates page (see Appendix C – State Instructor Evaluation Form).
 - **Example:** For a 4/6/8-hour course a minimum of 1 unit and 1 activity will be evaluated per day per offering.

¹A letter from a county emergency management director can satisfy for one of the two required references.



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² Please note, for individuals who do not pass the evaluations, the lead instructor may request an additional instructor after communicating with the STO.

- **Course Certificate/Transcript Submission** – Applicants must upload all course completion certificates or transcripts into SERT TRAC as verification of meeting all course prerequisites and, if applicable, Train-the-Trainer (TtT) requirements for any course they wish to instruct.
 - Completion of an acceptable Instructor methodologies/skills course (see Education and Training Requirements)

Requirement	Traditional Applicant (3-5 Years in EM)	Experienced Emergency Management (10+ Years, New Instructor)	Experienced Instructor – Adding New Courses	Out-of-State (Reciprocity)
Resume with Cover Letter (specify courses to instruct)	Upload in SERT TRAC Profile (Resume Section)	Highlight extensive EM experience	Update resume to include new courses	Include proof of current instructor qualification in another state
Two Lead Instructor References	Required	May include senior peers or program managers	May use existing references unless course-specific SME references are needed	May submit equivalent out-of-state-level references
Instructor Evaluations	Upload in SERT TRAC Certificates	Must complete as part of instructor onboarding	Submit 1 evaluation/new course	May substitute with equivalent out-of-state approved evaluations (subject to STO review)
Meet all prerequisites and Train-the-Trainer (if applicable)	Must complete all prerequisites and Train-the-Trainer before approval	Must complete all prerequisites and Train-the-Trainer for new course	Must meet prerequisites and Train-the-Trainer for added courses	Proof of equivalent prerequisites and Train-the-Trainer (subject to STO review)

Table 1: Outline of required materials needed.

INSTRUCTOR'S OPERATIONAL AND TRAINING EXPERIENCE

The following are the general qualifications of instructors delivering NIMS ICS curriculum. Instructors must be experienced in emergency management, first responder or other related functional areas with expertise in the subject matter they are expected to instruct. Experience and prior learning may include:

- Prior completion of the course they will be teaching
- Recent, relevant, and response-focused service
 - Relevant - related to the course they will be instructing



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- Recent – preferably within the past five years
- Response Focused – experience is during real-world incidents, planned events, or accredited exercises that required a written incident action plan (IAP) and/or went more than one operational period
- All instructors must possess a thorough knowledge and understanding of the ICS to include:
 - ICS Command, General Staff, and Unit Leader functions
 - National Incident Management System (NIMS)
 - National Response Framework (NRF) concepts and principles
 - Local, State, Tribal, and Federal interagency cooperation and coordination
 - Incident Management Team organization, roles, and responsibilities

Applicants must refer to the specific operational experience requirements within the functional areas.

- ICS Core Instructor specifics found in Appendix A of this document.
- All Hazard Position Specific Instructor specifics found in Appendix B of this document.

EDUCATION & TRAINING REQUIREMENTS

To ensure that Florida partners with the most qualified and experienced instructors, the following requirements are established as the standard to instruct. The most current published versions of the courses should be used to submit for approval to instruct. Successful completion of all course requirements as reflected in SERT TRAC, to include the Train-the-Trainer Course, if applicable. The successful completion of one of the following educational requirements or equivalent, at the discretion of the STO:

- National Fire Academy (NFA) educational methodology course
- National Wildfire Coordinating Group (NWCG) Facilitative Instructor Course (M-410)
- State-certified Level II (or higher) fire, rescue, or EMI instructor course (for example, NFPA 1041 Level II)
- FEMA EMI E/L/G0141, Instructional Presentation and Evaluation Skills
- US Army Small Group Instructor Training Course (SGITC), Basic Instructor Course (ABIC) (formerly called the Total Army Instructor Training Course (TAITC), or other US Military Formal Instructor Course
- National EMS Level 1 Instructor Course
- Florida Department of Law Enforcement (FDLE) Florida General Instructor Techniques
- Current State Teaching Certificate
- Advanced degree in education, educational psychology, technical education, or a related program
- If the applicant is a current Master Instructor through FEPA, FDEM will recognize the applicant as a qualified Lead Instructor for specified courses.

**Any courses not listed above are approved at the discretion of the STO.*



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INSTRUCTOR DELIVERY TIMELINE (BEFORE, DURING, AND AFTER COURSE)

Florida's instructor requirements are designed to ensure that all courses delivered under the Florida Division of Emergency Management (FDEM) meet consistent standards of quality, professionalism, and instructional excellence. To maintain statewide alignment with FEMA, EMI/NDEMU, and NTED expectations, instructors are required to meet distinct standards **before**, **during**, and **after** course delivery.

These requirements apply to all **Lead Instructors**, **Assistant Instructors**, and **Course Managers**, ensuring accountability across each stage of training – from course preparation to post-course reporting.

BEFORE COURSE DELIVERY

Prior to any course offering, instructors must complete all administrative, logistical, and instructional readiness tasks to ensure compliance with FDEM standards. This includes verifying course approval through SERT TRAC, ensuring completion of all prerequisites, and preparing instructional materials. Instructors must coordinate with the Course Manager and Regional Training Manager to confirm all course logistics, review student eligibility, and ensure all course documentation is properly established in SERT TRAC.

Key Requirements:

- **SERT TRAC Preparation**
 - Confirm course approval and posting within SERT TRAC.
 - Verify course title, location, and schedule are accurate.
 - Review and update instructor profiles, resumes, and certifications.
- **Course Prerequisites**
 - Ensure all personal and course-related prerequisites are met (Train-the-Trainer, Instructor Methodology, NIMS Core courses, etc.).
 - Verify student prerequisites through SERT TRAC or direct communication.
- **Course Coordination**
 - Conduct calls or meetings with the Course Manager and co-instructors.
 - Review course materials, student manuals, and instructor guides.
 - Develop or finalize the instructional agenda and assign teaching units.
- **Preparation & Professionalism**
 - Review all updated course materials (slides, handouts, activities).
 - Confirm audio/visual and facility needs.
 - Maintain a professional and organized presentation style in alignment with FDEM standards.

DURING COURSE DELIVERY

Instructors are expected to demonstrate professional conduct, instructional proficiency, and adherence to approved curriculum during delivery. The focus is on student engagement, learning outcomes, and maintaining the integrity of the course content. Lead Instructors are responsible for facilitating coordination between instructional staff, ensuring compliance with attendance policies, and documenting participation through SERT TRAC.

Key Requirements:

- **Instructional Delivery**
 - Deliver assigned modules in accordance with the official Instructor Guide (IG).
 - Apply adult learning principles to promote engagement and retention.
 - Ensure activities and group exercises are properly facilitated and aligned with learning objectives.
- **Professional Conduct**
 - Represent FDEM with integrity and consistency throughout the course.



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- Maintain a respectful and inclusive learning environment.
 - Uphold the instructor-to-student ratio of 1:15 for optimal learning outcomes.
- **Attendance and Evaluation**
 - Take attendance daily and record in SERT TRAC.
 - Enforce the attendance policy (students missing more than 10% of the course are ineligible for certification).
 - Administer and proctor any assessments or exams as required.
 - Conduct on-the-spot evaluations for assistant or new instructors (as applicable).
- **Communication and Adaptability**
 - Collaborate closely with the Course Manager and supporting instructors.
 - Adjust instructional delivery as needed to meet audience experience levels or course pacing.
 - Address classroom issues, technical difficulties, or student concerns promptly and professionally.

AFTER COURSE DELIVERY

Upon course completion, instructors must ensure that all administrative actions, evaluations, and documentation are properly completed and submitted. This ensures accurate tracking of credentials, student records, and course outcomes in SERT TRAC. Lead Instructors and Course Managers share accountability for finalizing records, resolving discrepancies, and participating in after-action reviews to improve program delivery continuously.

Key Requirements:

- **Documentation & Submission**
 - Upload all attendance records, rosters, and course evaluations into SERT TRAC within 72 hours.
 - Submit any required instructor evaluations (for assistant or new instructors) to support credentialing review.
 - Ensure all students complete the post-course evaluation prior to closing the course in SERT TRAC.
- **After-Action and Feedback**
 - Participate in a debrief or After-Action Review (AAR) with co-instructors and Course Manager.
 - Provide constructive feedback on course content, logistics, and instructional improvements.
 - Identify potential improvements for future deliveries or update requests for course materials.
- **Recordkeeping & Continued Engagement**
 - Maintain copies of evaluations, rosters, and instructional notes for professional records.
 - Continue active engagement by instructing or assisting at least once every two years to remain current.
 - Update personal credentials, certificates, and teaching logs in SERT TRAC.



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TYPES OF INSTRUCTORS

FDEM recognizes three types of instructors – Lead, Assistant and Adjunct. During course planning and facilitation, at the course manager should clearly select the lead instructor within the learning management system along with any additional assistant instructors. Adjunct instructors will not be listed within SERT TRAC however, they should be selected and notified prior to the start of the course. Inclusion of adjuncts are at the discretion of the lead instructor.

At least two, and preferably three, instructors (at least one lead) are required to support the lectures, discussions, and activities of courses. Each type of instructor has a set list of responsibilities that should be reviewed and adjusted accordingly depending on the level of support needed.

LEAD INSTRUCTOR(S)

Lead Instructors are responsible for the overall coordination and successful delivery of a course in collaboration with the course manager, supporting instructors and students. Their duties begin prior to the course start date and include obtaining information about course attendees from the course manager and SERT TRAC and disseminating it to all instructional staff. They must confirm that all course materials and handouts are available, either reproduced or ready for download, and provide input to the course agenda, ensuring it is finalized in coordination with the course manager and fellow instructors. Participation in pre-course meetings and post-course debriefings is expected when applicable. Lead Instructors must review all background materials provided in the Instructor Guide and Student Manuals and are required to be prepared to emphasize key points during instruction and activities.

To ensure instructional continuity, Lead Instructors must possess the experience and readiness to substitute for any assistant instructor at a moment's notice. Lead Instructors are also responsible for maintaining student accountability and must deliver assigned units, facilitate or support all classroom activities, and establish a safe, respectful, and supportive learning environment. A critical function includes evaluating learning outcomes, whether written, observed, or applied, to demonstrate that knowledge transfer has occurred.

Additionally, Lead Instructors must possess expertise in adult learning principles and instructional methodologies.

- Responsible for taking attendance in SERT TRAC.
- Enforcing attendance and participation policies (students may not miss more than 10% of the course to receive a certificate).
- Completing attendance records promptly, ideally on the same day the course concludes, in alignment with FDEM best practices.
- Proctoring exams while providing remediation as needed.
- Completing Evaluations for Assistant Instructors to aid in their professional development toward becoming Lead Instructors.

The required instructor-to-student ratio is 1:15, and adherence to this standard must be maintained throughout course delivery.

Instructor Debrief:

Following each course, the Lead Instructor shall conduct a meeting with all Assistant Instructor(s) and Adjunct Support(s) to review **course evaluations, student scores, and performance ratings**. This debrief serves to identify instructional strengths, discuss opportunities for improvement, and ensure consistency in course delivery statewide. Notes from this meeting should be summarized in the post-course documentation or included in the course's After-Action Review (AAR) when applicable.



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ASSISTANT INSTRUCTOR(S)

Assistant Instructors are a vital part of the facilitation of training courses. Assistant instructors have met the minimum requirements to include subject matter expert/experience, taken the course, and have taken an instructor development or equivalent course, but have no experience with facilitating the course.

These instructors are responsible for preparing and delivering their assigned units of instruction and activities, including the following tasks:

- Review information about course attendees and participate in discussions with the course manager and lead instructor.
- Provide input to the course agenda.
- Attend a pre-course meeting with the course manager, lead instructor, and other instructors, if applicable.
- Attend a post-course meeting or debriefing with the course manager, lead instructor, and other instructors.
- Read the background information provided in the Instructor Guide and Student Manuals. Be prepared to highlight key points during class.
- Deliver assigned units of instruction and lead or assist with all activities.
- Needs to prove that learning has occurred; that is done by evaluating knowledge. Learning can be written, observable, or applied.
- Must also have experience in training methodologies and working with adult learners.

ADJUNCT SUPPORT(S)

Adjunct Support(s) are individuals who do not meet the requirements to be an assistant instructor. These individuals may possess knowledge and experience; however, they have not taken an approved instructor development course. These individuals are not listed as instructors in the course; however, they are under the oversight of a lead instructor. These individuals can assist with the administrative aspects of the course; however, they are not evaluated because they do not facilitate. Adjuncts are added to assist with the student-to-instructor ratio and are at the discretion of the lead instructor.

COURSE MANAGER

Regional Training Managers and Emergency Management directors can assign designated county trainers as **Course Managers** within SERT TRAC to manage their local training. Course Managers are responsible for the administrative and logistical oversight of course delivery at SERT TRAC. Their duties include:

- Attendance Management
 - Ensure that student attendance is accurately recorded in SERT TRAC prior to the Lead Instructor's departure from the hosting facility.
 - Verify that any attendance discrepancies are resolved in coordination with the Lead Instructor.
 - Approve student attendance
- Course Evaluations
 - Confirm that all enrolled students complete the required course evaluations in SERT TRAC.
 - Ensure evaluations are submitted.
- Standby Student Verification
 - Verify that "standby students" provide documentation of all required course prerequisites prior to participation and approval authorities.
 - Maintain proper records in SERT TRAC to ensure compliance with State and FEMA training requirements.
- General Course Oversight



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- Coordinate with Lead Instructors and regional training staff to ensure all course information (e.g., roster, materials, facility details) is accurate in SERT TRAC.
- Monitor course progress and ensure all State Training policies and procedures are followed.



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NATIONAL INCIDENT COMMAND SYSTEM (NIMS) QUALIFICATIONS

For state, territorial, tribal, and local deliveries of the NIMS ICS core curriculum, Authorities Having Jurisdiction (AHJs) determine if their instructors must have qualifications, certifications, or other requirements above those listed in the NIMS Training Program and this document.

For the All-Hazards Position Specific (AHPS) courses, FEMA NDEMU/EMI, the certifying authority for the AHPS curriculum (i.e., FEMA NDEMU/EMI issues the training certificate), partners with AHJs to ensure compliance with FEMA instructor qualifications.

FEMA recommends that instructors hold certification from a recognized program of instruction or hold a recognized qualification in techniques of instruction and adult education methodologies. Some instructor qualifications and courses include:

- National Fire Academy (NFA) educational methodology course
- National Wildfire Coordinating Group (NWCG) Facilitative Instructor Course (M-410)
- State-certified Level II (or higher) fire, rescue, or EMI instructor course (for example, NFPA 1041 Level II)
- FEMA EMI E/G/K0141, Instructional Presentation and Evaluation Skills
- US Army Small Group Instructor Training Course (SGITC), Basic Instructor Course (ABIC) (formerly called the Total Army Instructor Training Course (TAITC), or other US Military Formal Instructor Course
- National EMS Level 1 Instructor Course
- Current State Teaching Certificate
- Advanced degree in education, educational psychology, technical education, or a related programs
- If the applicant is a current Master Instructor through FEPA, FDEM will recognize the applicant as a qualified Lead Instructor for the specified course

**Any courses not listed above are approved at the discretion of the STO.*



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APPENDIX A – NIMS ICS CORE INSTRUCTOR QUALIFICATIONS & STATE DELIVERED L COURSE GUIDANCE

The courses below have specific requirements that require separate explanation.

It is required that all NIMS ICS core instructors maintain a minimum of the latest versions of the IS 100, IS 200, IS 700, IS 800, G 300, G 400, and G 0191.

The Division's efforts are to ensure we (FDEM) are producing and partnering with the highest quality instructors.

E/L0449 ICS CURRICULA TRAIN-THE-TRAINER (TTT) COURSE

The recommendation for students applying for the L-449 is to demonstrate a working knowledge of ICS principles. They must have worked as an Incident Commander, in a Command or General Staff position(s) on incidents, planned events, or exercises that went longer than one operational period or involved a written incident action plan and involved multiple agencies and/or jurisdictional coordination.

- Successful completion of most current version of:
 - IS 100.c: An Introduction to the Incident Command System (ICS) (ICS 100)
 - IS 200.c: Basic Incident Command System for Initial Response (ICS 200)
 - v2019 E/L/G 300: Intermediate Incident Command System for Expanding Incidents (ICS-300)
 - v2019 E/L/G 400: Advanced Incident Command System for Complex Incidents (ICS 400)
 - v2019 G0191 Emergency Operations Center/ Incident Command System Interface
 - Adult Instructional Delivery Course such as E/G/K0141 Instructional Presentation and Evaluation Skills, or equivalent.
- Service in an incident management position with five years of experience is preferred
- Required real-world incidents, planned events, or accredited exercises that required a written IAP or encompassed more than one operational period
- Upon completion of the E/L0449 an individual is qualified to co-instruct the G 300, G 400, and G 191.

E/L0146 HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM

To teach L146 HSEEP, you need to be both an experienced exercise practitioner and a trained instructor, then go through your state and FEMA approval process to join the instructor cadre. FEMA has specific expectations for instructors of L146/K146/E146 since it is an official NDEMU/EMI-delivered course:

Instructor Qualifications

- Must be an **experienced exercise practitioner**, with documented experience **designing, conducting, and evaluating exercises** under HSEEP methodology.
- Must have **completed the L146 course** as a student.
- Must meet **FEMA Instructor Requirements**, which often include:
 - Formal instructor training (e.g., EMI's *E/L0141 – Instructional Presentation and Evaluation Skills*, or equivalent such as NFPA 1041 Level II Instructor, military instructor certification, or higher-level teaching credentials).
 - Demonstrated instructional experience (evaluations from prior teaching).

Instructor Approval Process

- Instructors are approved at the **national level by FEMA's National Exercise Division (NED)**.
- To be recognized as an HSEEP instructor, you typically need to:
 - Apply through your **State Training Officer (STO)** or FEMA Region Training Manager.
 - Provide a **resume and documentation** of:
 - Prior HSEEP exercise experience (design/evaluation roles).



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- Completion of required instructor methodology courses.
 - Recommendation or endorsement from your State or Regional Training Manager.
- Your application is reviewed by FEMA/EMI. If approved, you may be added to the **national instructor cadre**.

Co-Teach / Evaluation Requirement

- New instructors must **co-teach with a state-approved Lead Instructor** for L146 at least once.
- You'll be evaluated during delivery to ensure you meet FEMA's quality standards.
- After successful evaluation, you may be designated as a **Lead Instructor**.

Maintain Instructor Status

- Remain active by teaching at least once every 2 years.
- Stay current with updates to the HSEEP doctrine (FEMA releases periodic revisions).
- Upload certificates, resumes, and instructor evaluations into SERT TRAC (for Florida) or FEMA's systems.
 - **Step 1:** Take IS-120 and L146 as a student.
 - **Step 2:** Complete a recognized instructor methodology course (E/L0141 or equivalent).
 - **Step 3:** Build your HSEEP exercise portfolio (serve as planner, controller, evaluator on exercises).
 - **Step 4:** Coordinate with your **State Training Officer (STO)** to express interest in becoming an HSEEP instructor.
 - **Step 5:** Apply to FEMA's instructor pool with your resume, instructor certifications, and HSEEP experience.
 - **Step 6:** Co-teach with a state-approved Lead Instructor until fully approved.

G0402: NIMS OVERVIEW FOR SENIOR OFFICIALS (EXECUTIVES, ELECTED & APPOINTED)

The intent for the G402 instructor is for Emergency Management Directors and Deputies to engage their senior and elected officials. Recommendation for instructors:

- Instructors are mid- or senior-level emergency management and incident response practitioners with experience in utilizing ICS in real-world incidents, planned events, or accredited activities.
- It is recommended that instructors who have completed ICS 100 through ICS 400, ICS 700, ICS 800, and E/L/G0191
- Recommended: E/L0449



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APPENDIX B – NIMS ICS AHPS INSTRUCTOR QUALIFICATIONS

In addition to the General ICS Instructor Training, instructors in the All-Hazards Position-Specific (AHPS) program must:

- Be fully qualified in the position they seek, the TtT qualification, and have completed the Position Task Book (PTB).
- Lead instructors must have 5 years' documented experience serving in the position on Type III, Type II or Type I Incident Management Team (IMT). Have completed the Train-the-Trainer (TtT).
- Unit / Support instructors must have 3 years of documented experience serving in the position on Type III, Type II, or Type I IMT. Note: Unit / Support instructors are not required to complete the TtT but must be otherwise fully qualified in the position.

PREREQUISITES

Completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, and the most current versions of:

- ICS 100 through ICS 400
- ICS 700 and ICS 800



Figure 1: How to Become an Instructor



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

APPENDIX C – EVALUATION AND CODE OF CONDUCT VIOLATION POLICY

EVALUATION OVERVIEW

Evaluations are used to confirm that instructors are performing baseline duties and maintaining the standards established by the Florida Division of Emergency Management (FDEM). Completed evaluations must be signed by at least one (1) Lead Instructor and any additional evaluators. Failure to submit complete evaluations will delay instructor approval.

All evaluations must be uploaded to **SERT TRAC** under the applicable course record.

Evaluation Forms can be found at: [Training and Exercise | Florida Disaster](#)

EVALUATION & CODE OF CONDUCT VIOLATION POLICY

To ensure professionalism and accountability, the State of Florida maintains a structured disciplinary process for instructor performance or behavioral violations, including Code of Conduct infractions. Infractions may be identified through course evaluations, complaints, or observed conduct inconsistent with established standards.

PROGRESSIVE DISCIPLINARY ACTIONS

Infraction	Action	Responsible Authority	Outcome / Documentation
First Infraction	Informal conversation with Regional Training Manager (RTM)	RTM	Counseling and documented conversation outlining expectations for correction.
Second Infraction	Formal written warning and coaching session	State Training Officer (STO) with RTM present	Written correspondence sent to instructor; documented in personnel file.
Third Infraction	Escalated discussion and temporary suspension (3–6 months)	STO and Bureau Leadership	Written notification of suspension; instructor removed from SERT TRAC active status.
Fourth Infraction	Revocation of State Instructor Approval	STO and FDEM Education & Training Development Manager	Official revocation letter issued; instructor status marked as “Revoked” in SERT TRAC.

DOCUMENTATION AND REPORTING

- All communications related to violations must be retained in the instructor’s FDEM Education and Training record.
- The instructor must be informed in writing of any corrective actions, expected improvements, and re-evaluation timelines.
- Regional Training Managers are responsible for initiating documentation; the STO oversees final decisions for suspension or revocation.