



# CHECKLIST

## BASIC COUNTY CERTIFICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

Last Four of SSN: XXX-XX-\_\_\_\_\_ FEMA SID# \_\_\_\_\_

Applicant Position:  Appointed Coordinator  Deputy Coordinator  Staff

Course	Date Completed	Certificate Enclosed
1. <b>PEMA Area Office Orientation</b> including Duties & Responsibilities Course		
2. <b>PEMA HQ Orientation</b> - Review of PEMA Handbook		
3. <b>Initial Damage Reporting</b>		
4. <b>IS - 3</b> Radiological Emergency Management		
5. <b>IS - 5.a</b> An Introduction to Hazardous Materials		
6. <b>IS - 100.b</b> Intro to Incident Command System, ICS 100		
7. <b>IS - 200.b</b> ICS for Single Resources & Initial Action Incidents		
8. <b>IS - 700.a</b> National Incident Management System: An Intro		
9. <b>IS - 800.b</b> National Response Framework: An Intro		
10. <b>G - 191</b> ICS/EOC Interface Workshop		
11. <b>IS - 130</b> Exercise Evaluation and Improvement Planning <b>or</b> <b>IS - 139</b> Exercise Design and Evaluation (PDS) <i>(no longer available as of 02/26/2015 via FEMA IS)</i>		
12. <b>IS - 230.d</b> Fundamentals of Emergency Management (PDS)		
13. <b>IS - 235.b</b> Emergency Planning (PDS)		
14. <b>IS - 240.b</b> Leadership and Influence (PDS)		
15. <b>IS - 241.b</b> Decision Making and Problem Solving (PDS)		
16. <b>IS - 242.b</b> Effective Communication (PDS)		
17. <b>IS - 244.b</b> Developing and Managing Volunteers (PDS)		
18. <b>Successful completion of functional exercise</b> (Appointed Coordinator Only)		
19. <b>Passing score on written exam</b> (Appointed Coordinator and Deputy Coordinator Only)		

### County Agency Recommendation

Signature: \_\_\_\_\_  
Name, Title (Print): \_\_\_\_\_  
Agency: \_\_\_\_\_  
Date: \_\_\_\_\_

### PEMA Area Office Recommendation

Signature: \_\_\_\_\_  
Name, Title (Print): \_\_\_\_\_  
Area Office: \_\_\_\_\_  
Date: \_\_\_\_\_

### PEMA State Training Officer

Approved  Signature: \_\_\_\_\_  
Denied  Name (Print): \_\_\_\_\_  
Date: \_\_\_\_\_