Subject:
Emergency Management Certification and Training Requirements

Scope:
This Directive affects appointed local and county emergency management coordinators, deputy coordinators, their staff, and personnel from other supporting agencies.

Distribution:
- www.pema.pa.gov
- County and Local Coordinators
- Keystone Emergency Management Association
- PA County Commissioners Association
- PA State Association of Boroughs
- PA State Association of Township Supervisors

By Direction of:

Richard D. Flinn, Jr.
Director, PA Emergency Management Agency

I. PURPOSE

The purpose of this Directive is to prescribe the training required to develop competency in individuals serving as county and local Emergency Management Coordinators (EMC), Deputy Coordinators, their staff, and personnel from other supporting agencies. The content of the certification program was reviewed by a panel of local, county, regional, and state-level emergency management personnel.

II. TITLE 35 AUTHORITIES

A. Section 7502(b). County coordinator. – A coordinator shall be appointed in all counties with approval of the Director of the Agency. The executive officer or governing body of the county shall recommend a coordinator whose recommendation must be endorsed by the Director of the Agency prior to appointment by the Governor.

B. Section 7502(c). Local level. – At the local level, the coordinator shall be appointed by the Governor upon recommendation of the executive officer or governing body of the political subdivision.

Comments and Questions Regarding this Directive Should be Directed to:
Bureau of Planning, Training and Exercise, Bureau Director (717) 651-2723
C. Section 7502(d). Qualifications. – The coordinator shall be professionally competent and capable of planning, effecting coordination among operations agencies of government, and controlling coordinator operations by local emergency preparedness forces.

D. Section 7502(e). In-service training. – Each appointed coordinator shall:

1. Attend and successfully complete the first phase of the career development program as prescribed by the agency within one year after appointment.

2. Attend and successfully complete the second phase of career development program as prescribed by the agency within three years after appointment.

3. Attend basic and advanced seminars, workshops and training conferences called by the State Director and/or official having responsibility for providing the coordinator with in-service training.

E. Section 7502(f). Responsibility for training. – Responsibility for the professional in-service training of each coordinator rests with each successive higher political subdivision than the one in which the coordinator is functioning.

III. DEFINITIONS

A. **Advanced Certification:** The requirements prescribed by the Director of the Agency to satisfy the "second phase of the career development program." Local and county coordinators and their deputies shall complete the appropriate program within three years after appointment. Attachment 1 provides the requirements for the Emergency Management Certification and Career Development Program.

B. **Agency:** The Pennsylvania Emergency Management Agency (PEMA).

C. **Appointed Coordinator:** An EMC appointed by the jurisdictional governing body.

D. **Basic Certification:** The requirements prescribed by the Director of the Agency to satisfy the "first phase of the career development program." Local and county coordinators and their deputies shall complete the appropriate program within one year after appointment. Attachment 1 provides the requirements for the Emergency Management Certification and Career Development Program.

E. **County Coordinators:** EMC of one of the 67 counties in Pennsylvania.

F. **Local Coordinators:** Coordinators in local or multiple-municipality regional emergency management organizations, other than the 67 counties in Pennsylvania.

G. **Professional Certification:** The requirements prescribed by the Director of the Agency to satisfy the "third phase of the career development program."
Attachment 1 provides the requirements for the Emergency Management Certification and Career Development Program.

H. **Staff/Staff of Other Supporting Agencies:** Employees or volunteers of county or local emergency management agencies who are not the appointed county or local coordinators.

I. **Training Records:** Documentation providing who was trained, when they were trained, and what skills they have mastered.

### IV. GENERAL INFORMATION

A. The Director of the Agency, authorized under section 7502(e), prescribes the career development programs described herein for appointed local and county coordinators, deputy coordinators, and staff to develop key competencies in emergency management.

B. Comprehensive emergency management involves an integrated all-hazards and all-risks approach to planning, response, recovery, and mitigation. The career development programs for the Pennsylvania emergency management community present similar material in classroom and self-study formats for both county and local coordinators and staff.

C. The State Training Officer (STO) shall review and recommend program changes to the PEMA leadership on an annual basis. Any questions or suggestions should be addressed through the appropriate Area Office to the STO.

D. This Directive is effective on the date of issue and applies to all newly recommended coordinators, their deputies, and staff. Certifications granted under previous Directives will bear the same status as equivalent levels of certification under this Directive. Individuals currently working toward the next higher certification level shall have 12 months from the date of this Directive to complete their certification under existing criteria.

E. The appropriate Area Office Director shall certify the applicant has completed all required activities for certification and recommend the applicants for certification.

F. The STO will review applications for completion. Those not complete will be returned to the applicant for completion. Those that are complete will be reviewed and validated. The STO will provide a recommendation to the Director.

G. Requirements established under federal grant guidance shall be separate and distinct from this certification program.

### V. RESPONSIBILITIES

A. **Area Office Directors**
   The PEMA Area Office Directors are responsible for initial review and concurrence with requests for certification and forwarding to the Training and
Exercise Division for further review. The Area Offices shall maintain a training record for appointed county coordinators and facilitate the public presentation of certification plaques to awardees.

B. Appointed Coordinators
Appointed Coordinators, at both the county and local levels, shall comply with the requirements of this Directive and complete the basic and advanced levels of certification. Appointed Coordinators shall complete basic certification within one year of appointment and advanced certification within three years of appointment.

C. County Deputy Coordinators and Staff
County emergency management personnel should complete basic, advanced, and professional levels of certification. County emergency management staff may be required to complete their county requirements in addition to PEMA’s. The certification program for staff personnel is the same for appointed County Coordinators, except that staff shall not complete the certification exercise, exam, or the program review.

D. Local Deputy Coordinators and Staff
Local emergency management staff personnel are encouraged to complete the basic, advanced, and professional levels of certification. Local emergency management staff may be required to complete requirements established by their municipality. Staff personnel desiring certification shall complete the same requirements as the appointed local coordinators.

E. Training and Exercise Division
The Training and Exercise Division shall receive requests for certification from the Area Office Directors. All applicant’s qualifications will be reviewed for certification within 30 days. The STO will make recommendations on the applicants to the Director. Program changes will be recommended by the STO to the Director.

F. PEMA Director
The PEMA Director shall issue certification as recommended by the STO.

VI. CERTIFICATION COURSES

A. Courses for the various certification levels come from the FEMA Independent Study (IS) program; the Federal Emergency Management Agency (FEMA) G-Series program (state delivery of FEMA programs); PEMA-developed curricula; and Incident Command System (ICS) training programs, which are a combination of IS delivery and classroom delivery.

B. Courses with the “IS” prefix are part of the FEMA Emergency Management Institute (EMI) Independent Study (IS) program. FEMA EMI and IS program courses can be found at www.fema.gov. The current course numbers are shown below. FEMA occasionally updates the IS program courses; when this occurs, the
numbering scheme following the course name is also updated. Courses that have been updated are identifiable by the `.a,’ `.b,’ (etc.) at the end of the course number. It is conceivable that the alphanumeric appendage to the course number will progress alphabetically as FEMA updates the courses. All iterations will be accepted for certification (e.g., IS-100.a, ICS-100.b, IS-100.HC, IS-100.LE, etc).

C. Courses with the “E/G/K/L” prefix are FEMA programs delivered at the state level. In Pennsylvania, the “G” courses are taught by PEMA-approved instructors. All E/G/K/L courses may be requested through PEMA Training and Exercise Division.

D. The following PEMA-developed courses are available to support coordinator training. Courses may be online or obtained from PEMA Area Offices:

1. Duties and Responsibilities

2. Emergency Management for Elected Officials

3. Initial Damage Reporting

E. Credit for Training and Experience
Written justification must be provided for equivalency and/or experience credit. The STO can approve other equivalent courses and/or actual experience on a case-by-case basis after review by appropriate subject matter expert(s) and PEMA leadership.

VII. TRAINING RECORDS

A. PEMA Area Offices shall maintain training records for programs conducted for county and local coordinators and their respective staff. The Area Offices shall maintain training profiles for appointed county coordinators.

B. County EMCs shall maintain rosters of all classes conducted by their agency, and maintain a training profile for their deputies, local coordinators, and staff.

C. Transcripts from FEMA NETC are an acceptable form of documentation in lieu of certificates.

Attachment 1 Certification Levels and Program Description

Carbon Copy: Office of the Director
Office of the State Fire Commissioner
Executive Deputy Director
Deputy Director for Preparedness
Deputy Director for Response
Deputy Director for Administration
Deputy Director for 9-1-1
Chief Counsel's Office
Legislative Affairs/Policy Office
Special Assistant to the Director
External Affairs
Bureau/Office Directors
Area Offices
ATTACHMENT 1

CERTIFICATION LEVELS AND PROGRAM DESCRIPTION

I. EMERGENCY MANAGEMENT CERTIFICATION AND CAREER DEVELOPMENT PROGRAM

A. County EMC, Deputy Coordinator and Staff Certification Levels and Program Description

1. County Basic certification requires:

   a. Successful completion of the following coursework:
      i. PEMA Duties and Responsibilities/Area Office Orientation
      ii. PEMA Headquarters Orientation. Required for coordinators and deputies. County staff may attend at the county’s discretion.
      iii. Initial Damage Reporting
      iv. IS - 3 Radiological Emergency Management
      v. IS - 5 An Introduction to Hazardous Materials
      vi. IS - 100 Introduction to Incident Command System, ICS - 100
      vii. IS - 120 An Introduction to Exercises
      viii. IS - 200 ICS for Single Resources and Initial Action Incidents
      ix. IS - 230 Fundamentals of Emergency Management
      x. IS - 235 Emergency Planning
      xi. IS - 240 Leadership and Influence
      xii. IS - 241 Decision Making and Problem Solving
      xiii. IS - 242 Effective Communication
      xiv. IS - 244 Developing and Managing Volunteers
      xv. IS - 700 National Incident Management System: An Introduction
      xvi. IS - 800 National Response Framework: An Introduction
      xvii. G - 191 ICS/EOC Interface Workshop

   b. Coordinators and Deputy Coordinators must attend one In-Service Training (IST) session provided by your Area Office and one emergency management related conference. Staff must attend two of the four county quarterly trainings.

   c. Achievement of a passing score on written exam (appointed Coordinator and Deputy Coordinator).

   d. Successful completion of a functional exercise (appointed Coordinator), which is comprised of a full activation of the emergency operations center, as documented in the county’s emergency operations plan.

   e. Written endorsement by the PEMA Area Director.
ATTACHMENT 1

f. Submission of Basic County Certification Checklist (See Attachment A).

2. County Advanced certification requires:

   a. Successful completion of the following coursework:
      i. IS - 130 Exercise Evaluation and Improvement Planning
      ii. IS - 393 Introduction to Mitigation or
      iii. G - 318 Local Hazard Mitigation Planning
      iv. IS - 547 Introduction to Continuity of Operations
      v. IS - 775 EOC Management and Operations
      vi. G - 235 Emergency Planning
      vii. G - 271 Hazardous Weather and Flooding Preparedness
      viii. G - 289 Public Information Officer Awareness
      ix. K/L - 0146 Homeland Security Exercise Evaluation Program (HSEEP)
      x. ICS 300 or G-300 Intermediate ICS for Expanding Incidents

   b. Service at the basic certification level for one year.

   c. Coordinators and Deputy Coordinators must attend one In-Service training session provided by your Area Office and one emergency management related conference. Staff must attend two of the four county quarterly trainings.

   d. Written endorsement of PEMA Area Director. Completion of all requirements no later than three years following appointment (appointed coordinator).

   e. Submission of Advanced County Certification Checklist (See Attachment B).

3. County Professional certification requires:

   a. Successful completion of the following coursework:
      i. IS - 15 Special Events Contingency Planning
      ii. IS - 366 Planning for the Needs of Children in Disasters
      iii. IS - 703 NIMS Resource Management
      iv. G - 205 Recovery from Disaster, the Local Government Role
      v. G - 290 Basic Public Information Officer
      vi. G - 386 Mass Fatalities Incident Response
      vii. G - 393 Mitigation for Emergency Managers
      viii. G - 557 Rapid Needs Assessment
      ix. ICS - 400 or G-400 Advanced Incident Command Systems

   b. Service at the advanced certification level for one year.

   c. Written endorsement of PEMA Area Director.
ATTACHMENT 1

d. Submission of Professional County Certification Checklist (See Attachment C).

e. Professional certification is voluntary and does not have a timeline associated with the requirements.

B. Local (EMC) and Staff Certification Levels and Program Description

1. Local Basic certification requires:

a. Successful completion of the following coursework:

   i. County program orientation/Duties and Responsibilities
   ii. Initial Damage Reporting
   iii. IS - 100 Introduction to Incident Command System
   iv. IS - 200 ICS for Single Resources and Initial Action Incidents
   v. IS - 700 National Incident Management System: An Introduction
   vi. IS - 775 EOC Management and Operations
   vii. IS - 800 National Response Framework: An Introduction
   viii. IS - 230 Fundamentals of Emergency Management
   ix. IS - 235 Emergency Planning Course
   x. IS - 240 Leadership and Influence Course

b. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.

c. Written endorsement of jurisdiction's County Coordinator.

d. Submission of Basic Local Certification Checklist (See Attachment D).

2. Local Advanced certification requires:

a. Successful completion of the following coursework:

   i. IS - 3 Radiological Emergency Management
   ii. IS - 5 An Introduction to Hazardous Materials
   iii. IS - 241 Decision Making and Problem Solving
   iv. IS - 242 Effective Communication
   v. IS - 244 Developing and Managing Volunteers
   vi. IS - 271 Anticipating Hazardous Weather and Community Risk
   vii. IS - 547 Introduction to Continuity of Operations
   viii. IS - 702 National Incident Management Systems (NIMS) Public Information Systems or G-289 Public Information Officer Awareness
   ix. G-191 I9CS/EOC Interface Workshop

A1-3
ATTACHMENT 1

x. ICS 300 or G-300 Intermediate ICS for Expanding Incidents

b. Service at the basic certification level for one year.

c. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.

d. Written endorsement of jurisdiction’s County Coordinator.

e. Submission of Advanced Local Certification Checklist (See Attachment E).

3. Local Professional certification requires:

a. Successful completion of the following coursework:
   i. IS - 15 Special Events Contingency Planning or
   ii. IS - 120 An Introduction to Exercises
   iii. IS - 366 Planning for the Needs of Children in Disasters
   iv. IS - 703 NIMS Resource Management
   v. G - 235 Emergency Planning
   vi. G - 290 Basic Public Information Officer
   vii. ICS - 400 or G-400 Advanced Incident Command Systems

b. Written endorsement of jurisdiction’s County Coordinator.

c. Submission of Professional Local Certification Checklist (See Attachment F).

d. Professional certification is voluntary and does not have a timeline associated with the requirements.

C. The Training and Exercise Division may make modifications to the course listing as necessary.

D. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.

II. SCHEDULES AND ANNOUNCEMENT OF COURSES

Course schedules are available on the PEMA homepage, through the PEMA learning management system (TRAIN PA), and the Training and Exercise Plan (TEP).
<table>
<thead>
<tr>
<th>Applicant Position:</th>
<th>□ Appointed Coordinator</th>
<th>□ Deputy Coordinator</th>
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<tr>
<th>Course</th>
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<td>1. PEMA Area Office Orientation including Duties &amp; Responsibilities Course</td>
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<td>2. PEMA HQ Orientation – Required for Coordinators and deputies. County staff may attend at the county’s discretion.</td>
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<td>3. Initial Damage Reporting</td>
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<td>15. IS - 700 National Incident Management System: An Intro</td>
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<td>16. IS - 800 National Response Framework: An Intro</td>
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<td>17. G - 191 ICS/EOC Interface Workshop</td>
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<tr>
<td>18. Successful completion of functional exercise (Coordinator Only)</td>
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<td>19. Passing score on written exam (Coordinator and Deputy Coordinator Only)</td>
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<tr>
<td>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.</td>
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## County Agency Recommendation

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## PEMA Area Office Recommendation

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## PEMA State Training Officer

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<td>11. Coordinators and deputy coordinators must attend one 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.</td>
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<td>12. Successful program review by the requisite PEMA Area Office</td>
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**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: 

Revised 7/19/2017
### County Professional Certification Checklist

**Name:**

**Title:**

**Agency:**

**Email Address:**

**FEMA SID#**

**Applicant Position:**
- [ ] Appointed Coordinator
- [ ] Deputy Coordinator
- [ ] Staff

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### FEMA Area Office Recommendation

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**Area Office:**

**Date:**

### PEMA State Training Officer

**Verified [ ]**

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**Date:**

**Signed Certificate:**

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Revised 7/19/2017

AC-1
# LOCAL BASIC CERTIFICATION

**Name:**

**Title:**

**Agency:**

**Email Address:**

**FEMA SID#:**

**Applicant Position:**
- [ ] Appointed Coordinator
- [ ] Deputy Coordinator
- [ ] Staff

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**Local Agency Recommendation**

- **Signature:**
- **Name, Title (Print):**
- **Agency:**
- **Date:**

**County Agency Recommendation**

- **Signature:**
- **Name, Title (Print):**
- **Area Office:**
- **Date:**

**PEMA Area Office Recommendation**

- **Signature:**
- **Name, Title (Print):**
- **Area Office:**
- **Date:**

**PEMA State Training Officer**

- **Signature:**
- **Name (Print):**
- **Date:**
- **Signed**
- **Verified**
- **Certificate**

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Revised 7/19/2017
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<td>9. G - 191 ICS / EOC Interface Workshop</td>
<td></td>
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<tr>
<td>10. ICS - 300 or G-300 Intermediate ICS for Expanding Incidents</td>
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<tr>
<td>11. Service at the basic certification level for 1 year</td>
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<tr>
<td>12. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.</td>
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<tr>
<td>13. Written Endorsement of jurisdiction's county coordinator</td>
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**Local Agency Recommendation**

<table>
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<tr>
<th>Signature:</th>
<th>Name, Title (Print):</th>
<th>Agency:</th>
<th>Date:</th>
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**County Agency Recommendation**

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<th>Date:</th>
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**PEMA Area Office Recommendation**

<table>
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<th>Name, Title (Print):</th>
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<th>Date:</th>
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**PEMA State Training Officer**

<table>
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<tr>
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<th>Certificate</th>
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</table>

Revised 7/19/2017

AB-1
Name: 
Title: 
Agency: 
Email Address: 

FEMA SID# 

Applicant Position:  □ Appointed Coordinator  □ Deputy Coordinator  □ Staff

<table>
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<tr>
<th>Course</th>
<th>Date Completed</th>
<th>Certificate Enclosed</th>
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<tbody>
<tr>
<td>1. IS - 15 Special Events Contingency Planning or IS - 366 Planning for the Needs of Children in Disasters</td>
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<td>2. IS - 130 Exercise Evaluation and Improvement Planning</td>
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<td>3. IS - 703 NIMS Resource Management</td>
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<td>5. G - 290 Basic Public Information Officer</td>
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<tr>
<td>6. ICS - 400 or G - 400 Advanced ICS</td>
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Local Agency Recommendation

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Agency: ____________________________
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County Agency Recommendation

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Date: ____________________________

PEMA Area Office Recommendation

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

PEMA State Training Officer

Signature: ____________________________
Name (Print): ____________________________
Date: ____________________________
Verified □
Certificate: ____________________________

Revised 7/19/2017