

## **Instructions**

To complete the form, please type or print all information.

Any ICS training (ICS 100 to ICS 400) taken after April 1, 2012 must be ICS Canada approved ICS training.

BCERMS, FEMA and CIFFC Train the Trainer courses will be accepted as equivalent until April 13, 2014.

Please submit all completed applications for review to:

ICS Alberta  
c/o Training Coordinator  
Municipal Affairs  
Alberta Emergency Management Agency  
14515 122 Avenue  
Edmonton, AB T5L 2W4

Email: [aema@gov.ab.ca](mailto:aema@gov.ab.ca)

Please ensure that all copies of required documentation including certificates and proof of experience are attached. Incomplete packages, e.g. missing signatures or missing documentation will be returned to applicant.

## Section 1 – Personal Information

<b>Surname</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Mailing Address</b>		
<b>Email Address</b>		<b>Work Phone Number</b>

## Section 2 – References

Provide a minimum of 3 instruction-related references from agencies or companies for whom you have worked or trained within the last five years.

<b>Name</b>	<b>Agency/Company</b>
<b>Phone Number</b>	<b>Email</b>
<b>Course(s) Instructed</b>	

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**Section 3– Training Background/ Experience** Complete a teaching or instructional commitment in an adult education related field.

<b>Date of Activity</b>	<b>Location of Activity</b>
<b>Sponsoring Organization</b>	
<b>Target Audience</b> (e.g.. <i>high school, technical school, college, industry, other</i> )	<b>Number of Years</b>
<b>Individual who can verify your assignment/role (list name and telephone number)</b>	
<b>Brief description of teaching assignment</b>	

## Section 4 – ICS Experience Part I

Demonstrate participation in an incident response, a planned event or exercise applying ICS (within the last five years).

<b>Date</b>	<b>Incident</b>
<b>Role</b>	
<b>Individual who can verify your assignment/role</b> (list name and telephone number)	
<b>Description of assignment/role</b>	
<b>Description of your contribution</b>	
<b>Brief description of lessons learned or the recommendations for future mitigation activities</b>	

## Section 4a – ICS Experience

Please provide proof of experience (within previous five years) as an Incident Commander, EOC Director or in the Command or General Staff position at an incident or in an Emergency Operations Centre in an incident that went beyond one operational period or required a written Incident Action Plan (IAP). Examples of proof include, a copy of the IAP with name of applicant, After Action Report mentioning applicant, Position Activity Log.

**Section 5a – For Current ICS Instructors**

**What level of ICS Training do you have?** *(Check all that apply) (Copies of all ICS certificates must be attached.)*

- ICS 100
- ICS 200
- ICS 300
- ICS 400
- Other:

**What level of ICS Training do you currently teach?** *(Check all that apply).*

	Target Audience	Location
<input type="checkbox"/> ICS 100		
<input type="checkbox"/> ICS 200		
<input type="checkbox"/> ICS 300		
<input type="checkbox"/> ICS 400		
<input type="checkbox"/> ICS Train the Trainer		
<input type="checkbox"/> Other:		

**What level of ICS Training do you plan on teaching in the future?** *(Check all that apply).*

- ICS 100
- ICS 200
- ICS 300
- ICS 400
- Other:

**What course material do you require?**

- ICS 100
- ICS 200
- ICS 300
- ICS 400
- Other:

**Have you taken an ICS Instructor course?** *(Please attach a copy of the certificates.)*

- Yes      If Yes, what level?
- No

## Section 5b – New Instructor Applicants

**What level of ICS Training do you have?** *(Check all that apply) (Copies of all ICS certificates must be attached.)*

- ICS 100
- ICS 200
- ICS 300
- ICS 400
- Other:

**What level of ICS Training do you plan on teaching in the future?** *(Check all that apply)*

- ICS 100
- ICS 200
- ICS 300
- ICS 400
- Other:

**What course material do you require?**

- ICS 100
- ICS 200
- ICS 300
- ICS 400
- Other:

**Have you taken an ICS Instructor course?\*** *(Attach certificates).*

- Yes      If Yes, what level?
- No

\*As of April 1, 2013, anyone wanting to be an ICS Instructor in Alberta will have to take the ICS Canada Instructor training.

## Section 6 – Any Other Relevant Information

Please provide and/or comment on any other information or combination of training and experience that you feel would make you qualified to instruct ICS courses, e.g. other emergency management courses such as Basic Emergency Management or Emergency Operations Centre Management.

## Section 7 – All Applicants\*

**The following information is to be filled out by the Supervisor of the Applicant:**

I, \_\_\_\_\_ confirm that \_\_\_\_\_ has been designated to fill the role of  
(Supervisor, Title) (Name of Applicant)

ICS instructor with \_\_\_\_\_.  
(Name of Department/Agency)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\*If you are self-employed, please provide the name of the company and sign as applicant and supervisor.

## Section 8 – Declaration

I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The collection of this personal information is necessary for operating and administering the program and will be protected under the provisions of the *Alberta Freedom of Information and Protection of Privacy Act*.