

ICS Alberta

Instructor Application 2023



Section 1: Personal Information

Surname:	First Name:	Middle Name:
Mailing Address:		
Email Address:		
Work Phone:	Other Email or Phone:	

Section 2: Qualification You Are Applying For

Select only ONE qualification per instructor application.

<input type="checkbox"/> ICS I-200 and I-100 Basic Instructor	<input type="checkbox"/> Instructor Trainer – to teach the Basic Instructor
<input type="checkbox"/> ICS I-300 and I-400 Advanced Instructor	<input type="checkbox"/> Instructor Trainer – to teach the Advanced Instructor
<input type="checkbox"/> ICS Position-Specific (specify up to two ICS positions):	
<input type="checkbox"/> Other Request:	

FOR INTERNAL USE (AUTHORITY HAVING JURISDICTION)

Committee Members (Initials):	Review Date:	#: <small>from the 6 available spaces in the Train the Trainer</small>
Status (Approved to):	Restrictions:	
<input type="checkbox"/> Instructor Committee:	Date:	By:
<input type="checkbox"/> Application Notification:	Date:	By:
<input type="checkbox"/> Train the Trainer Loading:	Date:	By:
<input type="checkbox"/> Co-Teach Evaluation (1):	Date:	By:
<input type="checkbox"/> Co-Teach Evaluation (2):	Date:	By:
<input type="checkbox"/> ICS Canada Access:	Date:	By:
<input type="checkbox"/> Applicant Notified:	Date:	By:

Submit complete ICS Alberta instructor applications to aema.training@gov.ab.ca.

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Section 3: Prerequisites

Completion Certificates

You MUST attach copies of your prerequisite certificates to your instructor application.

<input type="checkbox"/> I-200/I-100 Basic:	I-100, I-200 in-class*, and I-300*
<input type="checkbox"/> I-300/I-400 Advanced :	I-100, I-200 in-class, I-300, I-400, and Basic or I-200 Train the Trainer
<input type="checkbox"/> ICS Position-Specific:	At least one of I-300/I-400 Advanced Train the Trainer, I-300 Train the Trainer (module instructor), or I-400 Train the Trainer (lead instructor)

***AEMA only accepts in-class or instructor-led video delivery. On-line or self-study not accepted.**

Active Lead Instructor at Current Level

For I-300/I-400 Advanced and ICS Position-Specific applicants only. This is not required for I-200 applicants.

<input type="checkbox"/> Proof of completion of FOUR courses at the current level of instruction:		
Course #	Organization	# Students
Course #	Organization	# Students
Course #	Organization	# Students
Course #	Organization	# Students
In addition to these four courses, how many more ICS courses have you taught? (approx.)		
If no course number was issued, provide the date of the course:		
If you have not taken the position-specific course that you want to teach, provide an explanation of what experience would make you an appropriate instructor.		

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Section 4: Adult Education / Classroom Experience

For the level you are applying for, provide a description of key experience, activities, courses, or other relevant information that would make you suitable at the position being applied for.

Note: The ICS Alberta Instructor Committee may request additional verification, proof and/or documentation to substantiate the experience indicated. If you have documentation, please attach.

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Section 5: Incident Command Knowledge and Experience

For the level you are applying for, provide a description of experience, activities, courses, or other relevant information which would make you suitable for the position being applied for. We are looking for experience in a Command or General Staff or Unit role on a multi-operational period incident. In the absence of that experience, we will consider exercises, creation of plans, research, higher-level courses.

Note: The ICS Alberta Instructor Committee may request additional verification, proof and/or documentation to substantiate the experience indicated. If you have documentation such as a 201/IAP, please attach.

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Section 6: Additional Information

Provide any additional relevant information for the level you are applying for. Examples would include working in an ICS environment such as municipal emergency management, Emergency Social Services or as part of a Canada Task Force or Incident Management Team, experience in emergencies not involving ICS, experience with other command systems such as Bronze/Silver/Gold or use of ICS concepts for a pre-planned event.

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Section 7: References

Please provide THREE references to support your instructor application for the specified purposes.

Reference #1 – Training Experience

Name	
Organization	Years Known
Email Address	Phone Number

Reference #2 – ICS Knowledge

Name	
Organization	Years Known
Email Address	Phone Number

Reference #3 – Emergency Management Knowledge/Experience

Name	
Organization	Years Known
Email Address	Phone Number

Section 8: Verification by Applicant's Supervisor

Please print clearly. If you are self-employed, sign as both applicant and supervisor.

I, (supervisor name) _____ confirm that (applicant name) _____ has been designated to fill the role of ICS instructor with (organization name) _____.	
Signature of Supervisor:	Date:

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Section 9: Attestation of Accuracy

<input type="checkbox"/> I hereby certify that all statements on this application are true and complete in all respects and no relevant information has been withheld.	
Signature of Applicant:	Date:

The collection of this personal information is necessary for operating and administering the Incident Command System Alberta program. The information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be managed in accordance with the provisions of the Act.

Questions about the collection of this information can be directed to the Training, Certification, and Standards section, Alberta Emergency Management Agency at aema.training@gov.ab.ca.

Please scan and email your complete ICS instructor applications (including supporting documentation) to aema.training@gov.ab.ca.

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