



## IDAHO BUREAU of HOMELAND SECURITY (BHS)

### Application Instructions

The Idaho Bureau of Homeland Security (BHS) Training Program would like to thank you for your interest in applying as a BHS Instructor.

Instructor selection consists of multiple methods once an application is received and reviewed. Additional methods may include interviews, observing instructional skills, and reference checks. The minimum requirements for selection are described in the BHS Instructor Qualification Standards and Guidelines booklet.

#### **APPLICATION SUBMISSION:**

Please make sure the following is completed and submitted together for review:

- Applicant Information Form
- Applicant Experience Form
- Applicant Course Questionnaire Form
- Copy of Instructor Qualification Standards and Guidelines with each page initialed and final page signature.
- 1-2 page resume or curriculum vitae
- One Letter of Recommendation to instruct from the head of the agency/organization the applicant is or has recently been affiliated with.
- Copies and/or documentation of identified education degrees, training hours, or course completion certificates (attended as student or Train-the-Trainers).

*The instructor qualification process will be initiated through and reviewed by the BHS Training & Exercise Program. The application process is not complete until you are contacted and given written approval as a qualified instructor.*

#### **Submit your Instructor Application to:**

##### **Coleen Rice**

Idaho Bureau of Homeland Security  
State Training and Exercise Program Manager  
4040 Guard St. Building 600  
Boise, Idaho 83705

#### **For questions or assistance, please call or e-mail Coleen Rice at:**

Office 208-422-3095  
Cell 208-484-0785  
[crice@bhs.idaho.gov](mailto:crice@bhs.idaho.gov)



# **IDAHO BUREAU OF HOMELAND SECURITY**

## **Instructor Qualification Standards and Guidelines**



## IDAHO BUREAU OF HOMELAND SECURITY TRAINING Instructor Qualification Standards and Guidelines

*The objective of the Idaho Bureau of Homeland Security (BHS) Training instructor program is to produce a cadre of qualifiable temporary contract instructors through a process designed to meet state and national standards. This program is specifically designed for those who desire to instruct for BHS in the State of Idaho.*

*The BHS Instructor process consists of two phases; Selection and Qualification*

- For each applicant accepted as a qualified instructor, all application requirements and any additional identified documentation must be on file with the Idaho Bureau of Homeland Security Training & Exercise Program.
- Once BHS Instructor status is attained, instructor qualification will be valid for a period of two (2) years. At the end of the two-year period, instructors will be required to complete an instructor renewal.

### SELECTION:

Instructor selection consists of multiple methods once an application is received and reviewed. Additional methods may include interviews, observing instructional skills, and reference checks. The minimum requirements for selection are listed below.

#### Baseline Criteria:

In order to be considered for selection, an instructor candidate must:

- Demonstrate successful completion of an instructional methodology course (i.e. G265 Basic Instructional Skills) or its approved equivalent.

Additionally, instructor candidates must meet **one** of the following Baseline Criteria:

- Complete five (5) years of full-time paid, recent employment (within last 10 years of submitting application) related to the subject area(s) in which the applicant is seeking to instruct, **or**
- Complete five (5) years experience of any combination of full time, paid, non-paid or volunteer status (within last 10 years of submitting application) related to the subject area(s) in which the applicant is seeking to instruct, **and** eighty (80) hours of documented training in each subject area(s) in which the applicant is seeking to instruct, **or**
- Possess an Associate's Degree or higher in a relevant field (within last 10 years of submitting application), **and** two (2) years of experience of any combination of full time, paid, non-paid or volunteer status in each subject area(s) which the applicant is seeking to instruct, **or**
- Have three (3) years of experience of any combination of full time, paid, non-paid or volunteer status in each subject area(s) **and**
  - Have student taught (shadowed or involved in team teaching) a course with a qualified instructor in the subject area(s) in which the applicant is seeking to instruct,\* **or**
  - Successfully completed a "Train-the-Trainer" course in the subject area(s) in which the applicant is seeking to instruct.\*

*\*Successful completion of the instructional experience must be documented.*

\_\_\_\_\_ (Applicant's Initials) I have read, understood and will comply to the contents of this page.



### **Additional Categories:**

If you do not meet the Baseline Criteria listed above, but may fit in **one** of the following additional categories, please identify, provide documentation and submit for review.

**Specialty/Technical Expertise:**

Specialty instructor status may be granted when expertise to deliver specific curriculum does not exist among qualified instructors within the Idaho Bureau of Homeland Security Training System, **and/or**

**Special Qualifications:**

Individual may have unique or special experience relevant to the instructional assignment or the mission of BHS. Such qualifications may include, but are not limited to, unique event experience and or national prominence in an applicable field, **and/or**

**Certifications, Registrations or Licenses:**

Certifications, registrations, and licensures are occupation specific and vary by State. Therefore, there may be a minimum requirement for a specific instructional assignment (i.e. Emergency Medical Technician certification). The purpose of certification assessment is two-fold:

1. To ensure the individual meets the minimum standards to become an instructor for BHS.
2. To ensure that the individual sustains those standards over a period of time.

### **QUALIFICATION:**

Once an application has been reviewed, BHS will notify applicants regarding their status.

Applicants identified as a qualified instructor will receive an acceptance letter and additional instructions in order to finalize the BHS documentation requirements. Qualified instructors may also be asked to complete, provide or participate in any of the following: submit additional information, meet one-on-one with BHS, attend an instructor orientation, participate in course shadowing/mentoring, attend instructional training, observe or evaluate course curriculum and/or provide instructor process improvement feedback.

Once an applicant has attained instructor status with BHS, the qualification will be valid for a period of two (2) years. At the end of the two-year period, you will be required to complete an instructor renewal.

BHS encourages applicants that are accepted as qualified instructors to maintain personal files to keep track of all information pertaining to instructor status. Consider documenting information pertaining to instructing and/or attending courses. Basic information to record may include the name of the agency or organization that is providing the course, course code/titles, with date(s) attended and location(s) training took place.

### **REVOCAION of INSTRUCTOR STATUS:**

Instructors will maintain a high level of legal, moral, ethical, and professional standards. Bureau of Homeland Security (BHS) instructors will abide by, but not be limited to, the following expectations. Failure to meet any of the standards below may lead to revocation of instructor qualification.

#### ***Commitment to the Student***

The instructor strives to help each student realize his or her potential as a valuable community first responder. The instructor therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

\_\_\_\_\_ (*Applicant's Initials*) *I have read, understood and will comply to the contents of this page.*



In fulfillment of the obligation to the student, the instructor:

- Shall create a positive learning environment for all students.
- Shall encourage students to think and act independently in their pursuit of learning.
- Shall encourage critical thinking and expression of varying points of view.
- Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety.
- Shall not be under the influence of illicit drugs or alcohol during any portion of a class.
- Shall foster and support the diversity each student brings to the classroom.
- Shall treat all students with equal respect and provide equal opportunities.
- Shall establish and maintain the student/instructor professional relationship.
- Shall not intentionally expose the student to embarrassment or disparagement.
- Shall promote an environment that is free of inappropriate racial, ethnic, religious, political, or sexual comments.
- Shall not use profane or abusive language.
- Shall maintain each student's right to privacy and confidentiality.
- Shall do everything possible to impart knowledge relevant to student's success.

### ***Commitment to the Training and Education Profession***

The training and education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In fulfillment of the obligation to the profession, the instructor:

- Shall be honest and above reproach when presenting their instructional qualifications by giving only accurate information.
- Shall maintain classroom integrity by allowing only authorized instructors to teach.
- Shall disclose information obtained in the course of professional service only when disclosure serves a compelling professional purpose or is required by law.
- Shall maintain professional integrity by not accepting any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

### ***Commitment to the Idaho Bureau of Homeland Security Training & Education Program***

In the belief that the quality of the services of the education profession directly influences the State and its citizens, the instructor shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the instructor:

- Shall maintain exam integrity by not distributing old or new exams for student review.
- Shall teach the course to meet the course objectives and course goals set by BHS.
- Shall adhere to the policies and procedures of BHS.
- Shall monitor student attendance daily and document the approval of any absences.
- Shall keep up-to-date on the topics they are approved to teach.
- Shall not teach to the exam.
- Shall adhere to all copyright laws.
- Shall meet or exceed the course content requirements.
- Shall use, at a minimum, the course materials identified by BHS as required for the course.

\_\_\_\_\_ (*Applicant's Initials*) I have read, understood and will comply to the contents of this page.



- Shall verify/request course instructing approval prior to course delivery in accordance with BHS policy/guidelines.
- Shall return all BHS class materials/equipment promptly and in accordance with BHS policy/guidelines.
- Shall submit final temporary job completion paperwork when obligated.
- Shall confirm with BHS Training prior to course delivery that all students meet the course prerequisites.
- Shall ensure the student/instructor ratio is maintained at all times.
- Shall inform BHS Training on any issues found with the curriculum or course delivery.
- Shall report to BHS Training information about classes and/or instructors that do not meet the standards required by BHS Training.
- Shall teach only a class or portions of class for which they are qualified.
- Shall report to BHS Training any negative or harmful classroom dynamics that occurred during the delivery of a BHS Training class.
- Shall not make false or malicious statements about BHS.
- Shall support the mission of BHS at all times and assume the responsibility of an ambassador.

## Instructor Policies and Guidelines

The Idaho Bureau of Homeland Security (BHS) offers a wide variety of training throughout the State of Idaho. Training is either direct delivery with Idaho instructors or consortium delivery using State and National Department of Homeland Security (DHS) approved providers and their instructors. Instructor pay is set by BHS and reimbursements for expenses are subject to BHS policies and procedures.

To standardize programs on a statewide basis, BHS uses the following guidelines to coordinate instructors.

- BHS instructors are contracted on a course by course basis.
- Instructors conducting BHS courses in their own organization will **NOT** be compensated. Instructors may only be compensated from one organization at a time when contracted to teach for BHS.
- **WITH PRIOR APPROVAL OF BHS**, additional qualified instructors may be utilized to provide courses. Factors to be considered are: number of students, type of course content or equipment utilized, type of testing, and SAFETY of all personnel.
- BHS instructors do not handle fees or monies. The hosting department/agency will be billed from BHS as necessary for any amounts due.
- Instructor compensation is determined by course contact hours, plus an additional two hours for course set-up and clean-up. Compensation must be pre-approved before the beginning of the course. Request for additional preparation time must be approved by BHS **PRIOR** to the beginning of the course.
- In order for instructors to receive compensation and/or travel reimbursements, they must submit their final timesheet and/or any related travel reimbursement requests within 14 days of the completed course date.
- If a course is cancelled after instructors have agreed to the Scope of Work for the scheduled course, BHS will reimburse instructors for any non-recoverable cost incurred prior to the cancellation. Instructor compensation will not be provided.
- Instructors in training/shadowing are not eligible for compensation, but may be reimbursed for travel expenses when approved by BHS **IN ADVANCE**.
- When compensation is approved by BHS **IN ADVANCE**, instructors may be reimbursed for travel expenses and potential miscellaneous expenses (copies, handouts, supplies, etc.) in accordance with the State of Idaho Travel Policies. Publicly owned vehicles do not qualify for mileage reimbursement.

\_\_\_\_\_ (Applicant's Initials) I have read, understood and will comply to the contents of this page.



- The instructor is responsible for coordinating his or her own travel arrangements.
- BHS instructors will abide by the BHS Instructor Guidelines and Qualification Standards, applicable State of Idaho Travel Policies.
- All instructors are expected to conduct themselves in a professional, respectful and organized manner during their entire duration of work (this includes travel time, during the instructional event and until they have returned to their original home station or arranged ending point) while representing BHS.

As outlined and requested, I have submitted the information required for review to be an instructor candidate representing the State of Idaho, Bureau of Homeland Security, Training and Exercise Program. I understand and agree to all of the information presented in the Instructor Qualification Standards and Guidelines.

**Agreed to by:**

\_\_\_\_\_  
Applicant (Print Full Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ (*Applicant's Initials*) I have read, understood and will comply to the contents of this page.



# IDAHO BUREAU of HOMELAND SECURITY (BHS)

## Applicant Information Form

Please print legibly

<b>Full Name:</b> (Last, First M.)	<b>Birth Date:</b> (mm/dd/yy)
<b>Residential Address:</b> (address/city/state/zip)	<b>Home phone:</b>
	<b>Work phone:</b>
	<b>Cell phone:</b>
<b>Mailing Address:</b> (if different than above)	<b>E-mail Address:</b>
	<b>Current Employer:</b>
	<b>Employment Length:</b> (mm/yy to mm/yy)

**Identify EMPLOYMENT history/experience as applicable to instructor application.**

From: (mm/yy)	To: (mm/yy)	Job Title:	Employer/Agency Name & Phone #:

**EDUCATION / INSTRUCTOR COURSES background applicable as a BHS instructor in Emergency Management.**

College/Agency/Company:	Subject Area/Course Code:	Degrees or Hours Completed: (Attach Documents and Certifications)	Date(s) Attended: (mm/yy)

DO YOU HAVE ANY DISABILITIES (*Including special allergies or medical disabilities*) WHICH WOULD REQUIRE SPECIAL ASSISTANCE?  YES    NO (*If yes, describe & indicate any special assistance required on a separate sheet*)



# IDAHO BUREAU of HOMELAND SECURITY (BHS)

## Applicant Experience Form

<b>Full Name:</b> (Last, First M.)			
<b>Identify the DISCIPLINE AREA(S) you have experience in by checking the boxes. For disciplines identified, list the length of time you have been involved, the type of involvement/status and the job title.</b>			
Discipline Areas:	Length of Time: (months or years)	Status: Full Time, Part Time paid or non-paid, Volunteer or Combination	Job Title:
<input type="checkbox"/> Animal Health			
<input type="checkbox"/> Community Emergency Response Team			
<input type="checkbox"/> Elected Official			
<input type="checkbox"/> Emergency Management			
<input type="checkbox"/> Emergency Medical Services			
<input type="checkbox"/> Fire			
<input type="checkbox"/> Government Administrative			
<input type="checkbox"/> Hazard Mitigation			
<input type="checkbox"/> Hazardous Materials			
<input type="checkbox"/> Health Care			
<input type="checkbox"/> Hospital			
<input type="checkbox"/> Incident Management			
<input type="checkbox"/> Industry			
<input type="checkbox"/> Law Enforcement			
<input type="checkbox"/> Military			
<input type="checkbox"/> Non-Governmental Organization			
<input type="checkbox"/> Public Health			
<input type="checkbox"/> Public Works			
<input type="checkbox"/> RACES			
<input type="checkbox"/> School			
<input type="checkbox"/> Search & Rescue			
<input type="checkbox"/> Tribal			
<input type="checkbox"/> Others: (Please list)			
<b>Date Application Completed:</b>			
<b>Signature of Applicant attesting that the Information is Correct:</b>			
<b>BHS OFFICE USE ONLY</b>			
<b>Date Reviewed:</b>		<b>Subject/Courses Qualified:</b>	
<b>Approval of BHS T&amp;E Program Coordinator:</b>		<b>Date of Confirmed Qualification:</b>	



# IDAHO BUREAU of HOMELAND SECURITY (BHS)

## Applicant Course Questionnaire Form

**INSTRUCTIONS:**

The first two sections list BHS courses that may be delivered in Idaho. Please identify the requested information for each course listed. Place an **X** in the box if you have; successfully completed the course as a student, completed the course Train-the-Trainer (TTT), taught (either instructor led, shadowed or co-instructed) the course, if you are interested in teaching the course and if you have experience in the course subject area. Attach supporting documentation (e.g. certificates).

COMMON COURSES						
Course Title:	Completed Course	Completed TTT	Taught Course	Interested Teaching Course	Experience in subject area	BHS Office Use ONLY
Basic Instructional Skills-G265						
Basic Public Information Officer-G290						
Community Emergency Response Team (CERT)-G317						
Continuity of Operations (COOP) Program Manager-G549						
EOC Management & Operations-G775						
Evacuation & Re-Entry Planning-G358						
Expedient Flood Training-G270.3						
Flood Fight Operations-G361						
ICS 100, Intro-IS100.a						
ICS 200, Single Resource & Initial Action Incidents-IS200.a						
ICS 300, Intermediate-G300						
ICS 400, Advanced-G400						
ICS Overview for Executives & Senior Officials-G402						
Incident Command System/Emergency Operations Center Interface-G191						
Mass Fatalities Incident Response-G386						
Mitigation Planning Workshop for Local Governments-G318						
Multi-Hazard Emergency Planning for Schools-G362						
National Incident Management System (NIMS)-IS700.a						
Resource Management-G276						
Who's in Charge Here? Leadership-G351						
OTHER COURSES						
Course Title:	Completed Course	Completed TTT	Taught Course	Interested Teaching Course	Experience in subject area	BHS Office Use ONLY
Benefit-Cost-Analysis: Entry Level-G278						
Community Mass Care Management-G108						
Debris Management Planning for State, Tribal and Local Officials-G202						
Emergency Management Operations-G110						
Emergency Planning & Special Needs Populations-G197						
Emergency Planning-IS235						



## IDAHO BUREAU of HOMELAND SECURITY (BHS)

<b>OTHER COURSES Continued</b>						
Course Title:	Completed Course	Completed TTT	Taught Course	Interested Teaching Course	Experience in subject area	BHS Office Use ONLY
Exercise Control/Simulation-G135						
Exercise Design-IS139						
Exercise Evaluation-G130						
Exercise Program Manager/Management-G137						
Hazardous Materials Contingency Planning-G311						
Hazardous Weather and Flood Preparedness-G271						
Intro to Hazardous Materials Preparedness-G301						
Joint Information System/Center Planning for Tribal, State and Local PIO's-G291						
Local Floodplain Manager Roles and Responsibilities-G194.1						
Local Volunteer and Donations Management-G288						
Managing People in Disasters: A Local Perspective-G249						
Multiagency Coordination (MAC)-IS701.a						
Public Information Officer Awareness Training-G289						
Public Policy in Emergency Management-G280						
Rapid Assessment-G250.7						
Recovery from Disaster: The Local Government Role-G270.4						
Special Events Contingency Planning-G15.a						
Warning Coordination-G272						

**INSTRUCTIONS:**

This section requires the applicant to list courses he/she has been approved to instruct for other agencies/organizations that relate to any BHS affiliated courses. Please provide the full course code and title, the agency or organization that granted instructor status and the date which approval was given. If you need more space, please attach an additional sheet to this questionnaire.

<b>APPLICANT COURSES CERTIFIED TO INSTRUCT</b>			
Full Course Code & Title:	Coordinating Agency/Organization Name: <small>(i.e. Idaho State University, Emergency Management Institute, Center for Domestic Preparedness etc.)</small>	Certification Date: <small>(mm/yyyy)</small>	BHS Office Use ONLY