

State of Michigan
ICS 300 & ICS 400 course tracking and certificate process
Effective 10/1/2011

Purpose: To help local trainers facilitate the NIMS training process and to enable the State of Michigan to track recipients of the training, since the Department of Homeland Security (DHS), Center for Domestic Preparedness (CDP) is no longer providing course materials or course certificates.

- ____ 1. Course instructors will email the State of Michigan DHS Point of Contact at the Michigan State Police, Emergency Management and Homeland Security Training Center (MSP/EMHSTC) at the email address EMHSTC@michigan.gov with **all** of the following class information at least 45 days prior to class commencement.
 - a. Subject line shall read, ICS 300 or ICS 400
 - b. Class name
 - c. Class dates
 - d. Class start and end times for all days (*Minimum of 18 hours for ICS 300 and minimum of 14 hours for ICS 400 required, not including breaks/lunches*)
 - e. Class location with full address
 - f. Expected number of students (approximate)
 - g. Lead instructor name, phone number, email address, and mailing address
 - h. Additional instructor name(s) (*at minimum one additional instructor recommended*)
- ____ 2. The Michigan DHS Point of Contact will approve, or deny, the requested training after reviewing submitted information.
- ____ 3. The lead instructor will receive via US mail the course files if they have not previously been provided with them.
- ____ 4. EMHSTC will register the class on MI-TRAIN.
- ____ 5. EMHSTC will notify the course lead instructor when the course is activated on MI-TRAIN and the students are able to register for the class. (Student registration instructions will be included in the email to the course instructor. All students must have or obtain a MI-TRAIN account).
- ____ 6. EMHSTC will email a class roster to the lead instructor approximately two days prior to the scheduled class start date.
- ____ 7. Instructors must indicate on the class roster which students did or did not pass the class. If there are students added to the course, they shall be written on the class roster at this time. The class roster **and** completed student evaluations must be mailed to, MSP-EMHSTC, 7426 Osborn, Lansing, Michigan 48913 within 14 days following the completion of the class.
- ____ 8. EMHSTC will certify the course within one week of the official roster and evaluations being received. The certificates will be available to the students after certification as long as their MI-TRAIN account exists.