

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 complete the [online course request form](https://survey.vovici.com/se/6CAB81310E385FB5) at least 45 days prior to class commencement. <https://survey.vovici.com/se/6CAB81310E385FB5>
- ____ 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 email a link and registration code to download the course files via MI-TRAIN.
- ____ 4. EMHSTC will register the session on MI-TRAIN.
- ____ 5. EMHSTC will notify the course lead instructor when the session 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 business 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 and they **must** have or create a MI-TRAIN account. 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, and certificates will be available to the students after certification, if their MI-TRAIN account exists.