



**PEMA Directive**

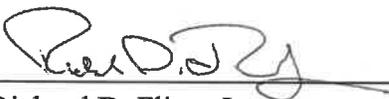
<b>Number:</b>	D2017-02
<b>Effective Date:</b>	August 15, 2017
<b>Termination Date:</b>	-----
<b>Rescinds Directive Number:</b>	2011-02

**Subject:**  
Emergency Management Certification and Training Requirements

**Scope:**  
This Directive affects appointed local and county emergency management coordinators, deputy coordinators, their staff, and personnel from other supporting agencies.

- Distribution:**
- www.pema.pa.gov
  - County and Local Coordinators
  - Keystone Emergency Management Association
  - PA County Commissioners Association
  - PA State Association of Boroughs
  - PA State Association of Township Supervisors

**By Direction of:**



Richard D. Flinn, Jr.  
Director, PA Emergency Management Agency

**I. PURPOSE**

The purpose of this Directive is to prescribe the training required to develop competency in individuals serving as county and local Emergency Management Coordinators (EMC), Deputy Coordinators, their staff, and personnel from other supporting agencies. The content of the certification program was reviewed by a panel of local, county, regional, and state-level emergency management personnel.

**II. TITLE 35 AUTHORITIES**

- A. Section 7502(b). County coordinator. – A coordinator shall be appointed in all counties with approval of the Director of the Agency. The executive officer or governing body of the county shall recommend a coordinator whose recommendation must be endorsed by the Director of the Agency prior to appointment by the Governor.
- B. Section 7502(c). Local level. – At the local level, the coordinator shall be appointed by the Governor upon recommendation of the executive officer or governing body of the political subdivision.

**Comments and Questions Regarding this Directive Should be Directed to:**  
Bureau of Planning, Training and Exercise, Bureau Director (717) 651-2723

- C. Section 7502(d). Qualifications. – The coordinator shall be professionally competent and capable of planning, effecting coordination among operations agencies of government, and controlling coordinator operations by local emergency preparedness forces.
- D. Section 7502(e). In-service training. – Each appointed coordinator shall:
  - 1. Attend and successfully complete the first phase of the career development program as prescribed by the agency within one year after appointment.
  - 2. Attend and successfully complete the second phase of career development program as prescribed by the agency within three years after appointment.
  - 3. Attend basic and advanced seminars, workshops and training conferences called by the State Director and/or official having responsibility for providing the coordinator with in-service training.
- E. Section 7502(f). Responsibility for training. – Responsibility for the professional in-service training of each coordinator rests with each successive higher political subdivision than the one in which the coordinator is functioning.

### **III. DEFINITIONS**

- A. **Advanced Certification:** The requirements prescribed by the Director of the Agency to satisfy the “second phase of the career development program.” Local and county coordinators and their deputies shall complete the appropriate program within three years after appointment. Attachment 1 provides the requirements for the Emergency Management Certification and Career Development Program.
- B. **Agency:** The Pennsylvania Emergency Management Agency (PEMA).
- C. **Appointed Coordinator:** An EMC appointed by the jurisdictional governing body.
- D. **Basic Certification:** The requirements prescribed by the Director of the Agency to satisfy the “first phase of the career development program.” Local and county coordinators and their deputies shall complete the appropriate program within one year after appointment. Attachment 1 provides the requirements for the Emergency Management Certification and Career Development Program.
- E. **County Coordinators:** EMC of one of the 67 counties in Pennsylvania.
- F. **Local Coordinators:** Coordinators in local or multiple-municipality regional emergency management organizations, other than the 67 counties in Pennsylvania.
- G. **Professional Certification:** The requirements prescribed by the Director of the Agency to satisfy the “third phase of the career development program.”

Attachment 1 provides the requirements for the Emergency Management Certification and Career Development Program.

- H. **Staff/Staff of Other Supporting Agencies:** Employees or volunteers of county or local emergency management agencies who are not the appointed county or local coordinators.
- I. **Training Records:** Documentation providing who was trained, when they were trained, and what skills they have mastered.

#### **IV. GENERAL INFORMATION**

- A. The Director of the Agency, authorized under section 7502(e), prescribes the career development programs described herein for appointed local and county coordinators, deputy coordinators, and staff to develop key competencies in emergency management.
- B. Comprehensive emergency management involves an integrated all-hazards and all-risks approach to planning, response, recovery, and mitigation. The career development programs for the Pennsylvania emergency management community present similar material in classroom and self-study formats for both county and local coordinators and staff.
- C. The State Training Officer (STO) shall review and recommend program changes to the PEMA leadership on an annual basis. Any questions or suggestions should be addressed through the appropriate Area Office to the STO.
- D. This Directive is effective on the date of issue and applies to all newly recommended coordinators, their deputies, and staff. Certifications granted under previous Directives will bear the same status as equivalent levels of certification under this Directive. Individuals currently working toward the next higher certification level shall have 12 months from the date of this Directive to complete their certification under existing criteria.
- E. The appropriate Area Office Director shall certify the applicant has completed all required activities for certification and recommend the applicants for certification.
- F. The STO will review applications for completion. Those not complete will be returned to the applicant for completion. Those that are complete will be reviewed and validated. The STO will provide a recommendation to the Director.
- G. Requirements established under federal grant guidance shall be separate and distinct from this certification program.

#### **V. RESPONSIBILITIES**

- A. **Area Office Directors**  
The PEMA Area Office Directors are responsible for initial review and concurrence with requests for certification and forwarding to the Training and

Exercise Division for further review. The Area Offices shall maintain a training record for appointed county coordinators and facilitate the public presentation of certification plaques to awardees.

- B. **Appointed Coordinators**  
Appointed Coordinators, at both the county and local levels, shall comply with the requirements of this Directive and complete the basic and advanced levels of certification. Appointed Coordinators shall complete basic certification within one year of appointment and advanced certification within three years of appointment.
- C. **County Deputy Coordinators and Staff**  
County emergency management personnel should complete basic, advanced, and professional levels of certification. County emergency management staff may be required to complete their county requirements in addition to PEMA's. The certification program for staff personnel is the same for appointed County Coordinators, except that staff shall not complete the certification exercise, exam, or the program review.
- D. **Local Deputy Coordinators and Staff**  
Local emergency management staff personnel are encouraged to complete the basic, advanced, and professional levels of certification. Local emergency management staff may be required to complete requirements established by their municipality. Staff personnel desiring certification shall complete the same requirements as the appointed local coordinators.
- E. **Training and Exercise Division**  
The Training and Exercise Division shall receive requests for certification from the Area Office Directors. All applicant's qualifications will be reviewed for certification within 30 days. The STO will make recommendations on the applicants to the Director. Program changes will be recommended by the STO to the Director.
- F. **PEMA Director**  
The PEMA Director shall issue certification as recommended by the STO.

## **VI. CERTIFICATION COURSES**

- A. Courses for the various certification levels come from the FEMA Independent Study (IS) program; the Federal Emergency Management Agency (FEMA) G-Series program (state delivery of FEMA programs); PEMA-developed curricula; and Incident Command System (ICS) training programs, which are a combination of IS delivery and classroom delivery.
- B. Courses with the "IS" prefix are part of the FEMA Emergency Management Institute (EMI) Independent Study (IS) program. FEMA EMI and IS program courses can be found at [www.fema.gov](http://www.fema.gov). The current course numbers are shown below. FEMA occasionally updates the IS program courses; when this occurs, the



Deputy Director for 9-1-1  
Chief Counsel's Office  
Legislative Affairs/Policy Office  
Special Assistant to the Director  
External Affairs  
Bureau/Office Directors  
Area Offices

## ATTACHMENT 1

### CERTIFICATION LEVELS AND PROGRAM DESCRIPTION

#### I. EMERGENCY MANAGEMENT CERTIFICATION AND CAREER DEVELOPMENT PROGRAM

##### A. County EMC, Deputy Coordinator and Staff Certification Levels and Program Description

###### 1. County Basic certification requires:

- a. Successful completion of the following coursework:
  - i. PEMA Duties and Responsibilities/Area Office Orientation
  - ii. PEMA Headquarters Orientation. Required for coordinators and deputies. County staff may attend at the county's discretion.
  - iii. Initial Damage Reporting
  - iv. IS - 3 Radiological Emergency Management
  - v. IS - 5 An Introduction to Hazardous Materials
  - vi. IS - 100 Introduction to Incident Command System, ICS - 100
  - vii. IS - 120 An Introduction to Exercises
  - viii. IS - 200 ICS for Single Resources and Initial Action Incidents
  - ix. IS - 230 Fundamentals of Emergency Management
  - x. IS - 235 Emergency Planning
  - xi. IS - 240 Leadership and Influence
  - xii. IS - 241 Decision Making and Problem Solving
  - xiii. IS - 242 Effective Communication
  - xiv. IS - 244 Developing and Managing Volunteers
  - xv. IS - 700 National Incident Management System: An Introduction
  - xvi. IS - 800 National Response Framework: An Introduction
  - xvii. G - 191 ICS/EOC Interface Workshop
- b. Coordinators and Deputy Coordinators must attend one In-Service Training (IST) session provided by your Area Office and one emergency management related conference. Staff must attend two of the four county quarterly trainings.
- c. Achievement of a passing score on written exam (appointed Coordinator and Deputy Coordinator).
- d. Successful completion of a functional exercise (appointed Coordinator); which is comprised of a full activation of the emergency operations center, as documented in the county's emergency operations plan.
- e. Written endorsement by the PEMA Area Director.

## ATTACHMENT 1

- f. Submission of Basic County Certification Checklist (See Attachment A).
2. County Advanced certification requires:
    - a. Successful completion of the following coursework:
      - i. IS - 130 Exercise Evaluation and Improvement Planning
      - ii. IS - 393 Introduction to Mitigation or
      - iii. G - 318 Local Hazard Mitigation Planning
      - iv. IS - 547 Introduction to Continuity of Operations
      - v. IS - 775 EOC Management and Operations
      - vi. G - 235 Emergency Planning
      - vii. G - 271 Hazardous Weather and Flooding Preparedness
      - viii. G - 289 Public Information Officer Awareness
      - ix. K/L - 0146 Homeland Security Exercise Evaluation Program (HSEEP)
      - x. ICS 300 or G-300 Intermediate ICS for Expanding Incidents
    - b. Service at the basic certification level for one year.
    - c. Coordinators and Deputy Coordinators must attend one In-Service training session provided by your Area Office and one emergency management related conference. Staff must attend two of the four county quarterly trainings.
    - d. Written endorsement of PEMA Area Director. Completion of all requirements no later than three years following appointment (appointed coordinator).
    - e. Submission of Advanced County Certification Checklist (See Attachment B).
  3. County Professional certification requires:
    - a. Successful completion of the following coursework:
      - i. IS - 15 Special Events Contingency Planning
      - ii. IS - 366 Planning for the Needs of Children in Disasters
      - iii. IS - 703 NIMS Resource Management
      - iv. G - 205 Recovery from Disaster, the Local Government Role
      - v. G - 290 Basic Public Information Officer
      - vi. G - 386 Mass Fatalities Incident Response
      - vii. G - 393 Mitigation for Emergency Managers
      - viii. G - 557 Rapid Needs Assessment
      - ix. ICS - 400 or G-400 Advanced Incident Command Systems
    - b. Service at the advanced certification level for one year.
    - c. Written endorsement of PEMA Area Director.

## ATTACHMENT 1

- d. Submission of Professional County Certification Checklist (See Attachment C).
  - e. Professional certification is voluntary and does not have a timeline associated with the requirements.
- B. Local (EMC) and Staff Certification Levels and Program Description
- 1. Local Basic certification requires:
    - a. Successful completion of the following coursework:
      - i. County program orientation/Duties and Responsibilities
      - ii. Initial Damage Reporting
      - iii. IS - 100 Introduction to Incident Command System
      - iv. IS - 200 ICS for Single Resources and Initial Action Incidents
      - v. IS - 700 National Incident Management System: An Introduction
      - vi. IS - 775 EOC Management and Operations
      - vii. IS - 800 National Response Framework: An Introduction
      - viii. IS - 230 Fundamentals of Emergency Management
      - ix. IS - 235 Emergency Planning Course
      - x. IS - 240 Leadership and Influence Course
    - b. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.
    - c. Written endorsement of jurisdiction's County Coordinator.
    - d. Submission of Basic Local Certification Checklist (See Attachment D).
  - 2. Local Advanced certification requires:
    - a. Successful completion of the following coursework:
      - i. IS - 3 Radiological Emergency Management
      - ii. IS - 5 An Introduction to Hazardous Materials
      - iii. IS - 241 Decision Making and Problem Solving
      - iv. IS - 242 Effective Communication
      - v. IS - 244 Developing and Managing Volunteers
      - vi. IS - 271 Anticipating Hazardous Weather and Community Risk
      - vii. IS - 547 Introduction to Continuity of Operations
      - viii. IS - 702 National Incident Management Systems (NIMS) Public Information Systems *or* G-289 Public Information Officer Awareness
      - ix. G-191 I9CS/EOC Interface Workshop

## ATTACHMENT 1

- x. ICS 300 or G-300 Intermediate ICS for Expanding Incidents
  - b. Service at the basic certification level for one year.
  - c. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.
  - d. Written endorsement of jurisdiction's County Coordinator.
  - e. Submission of Advanced Local Certification Checklist (See Attachment E).
3. Local Professional certification requires:
- a. Successful completion of the following coursework:
    - i. IS - 15 Special Events Contingency Planning *or*
    - ii. IS - 120 An Introduction to Exercises
    - iii. IS - 366 Planning for the Needs of Children in Disasters
    - iv. IS - 703 NIMS Resource Management
    - v. G - 235 Emergency Planning
    - vi. G - 290 Basic Public Information Officer
    - vii. ICS - 400 or G-400 Advanced Incident Command Systems
  - b. Written endorsement of jurisdiction's County Coordinator.
  - c. Submission of Professional Local Certification Checklist (See Attachment F).
  - d. Professional certification is voluntary and does not have a timeline associated with the requirements.
- C. The Training and Exercise Division may make modifications to the course listing as necessary.
- D. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.

## II. SCHEDULES AND ANNOUNCEMENT OF COURSES

Course schedules are available on the PEMA homepage, through the PEMA learning management system (TRAIN PA), and the Training and Exercise Plan (TEP).



# CHECKLIST

ATTACHMENT A

## COUNTY BASIC CERTIFICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

FEMA SID# \_\_\_\_\_

Applicant Position:  Appointed Coordinator  Deputy Coordinator  Staff

Course	Date Completed	Certificate Enclosed
1. PEMA Area Office Orientation including Duties & Responsibilities Course		
2. PEMA HQ Orientation – Required for Coordinators and deputies. County staff may attend at the county’s discretion.		
3. Initial Damage Reporting		
4. IS - 3 Radiological Emergency Management		
5. IS - 5 An Introduction to Hazardous Materials		
6. IS - 100 Intro to Incident Command System, ICS 100		
7. IS – 120 An Introduction to Exercises		
8. IS - 200 ICS for Single Resources & Initial Action Incidents		
9. IS - 230 Fundamentals of Emergency Management		
10. IS - 235 Emergency Planning		
11. IS - 240 Leadership and Influence		
12. IS - 241 Decision Making and Problem Solving		
13. IS - 242 Effective Communication		
14. IS - 244 Developing and Managing Volunteers		
15. IS - 700 National Incident Management System: An Intro		
16. IS - 800 National Response Framework: An Intro		
17. G - 191 ICS/EOC Interface Workshop		
18. Successful completion of functional exercise (Coordinator Only)		
19. Passing score on written exam (Coordinator and Deputy Coordinator Only)		
20. Attend one of the In-Service training sessions provided by your Area Office and one emergency management related conference. Staff must attend two of the four county quarterly trainings.		



# CHECKLIST

ATTACHMENT A

## COUNTY BASIC CERTIFICATION

### County Agency Recommendation

**Signature:** \_\_\_\_\_  
**Name,**  
**Title**  
**(Print):** \_\_\_\_\_  
**Agency:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### PEMA Area Office Recommendation

**Signature:** \_\_\_\_\_  
**Name, Title**  
**(Print):** \_\_\_\_\_  
**Area Office:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### PEMA State Training Officer

Verified

**Signature:** \_\_\_\_\_  
**Name (Print):** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Signed Certificate:** \_\_\_\_\_



# CHECKLIST

ATTACHMENT B

## COUNTY ADVANCED CERTIFICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

FEMA SID# \_\_\_\_\_

Applicant Position:  Appointed Coordinator  Deputy Coordinator  Staff

Course	Date Completed	Certificate Enclosed
1. IS - 130 Exercise Evaluation and Improvement Planning		
2. IS - 393 Introduction to Mitigation or G - 318 Local Hazard Mitigation Planning		
3. IS - 547 Introduction to Continuity of Operations		
4. IS - 775 EOC Management and Operations		
5. K/L - 146 Homeland Security Exercise Evaluation Program (HSEEP)		
6. G - 235 Emergency Planning		
7. G - 271 Hazardous Weather and Flooding Preparedness		
8. G - 289 Public Information Officer Awareness		
9. ICS - 300 or G - 300 Intermediate ICS for Expanding Incidents		
10. Service at the basic certification level for one year.		
11. Coordinators and deputy coordinators must attend one In-Service training sessions provided by your Area Office and one emergency management related conference. Staff must attend two of the four county quarterly trainings.		
12. Successful program review by the requisite PEMA Area Office		

### County Agency Recommendation

Signature: \_\_\_\_\_

Name, Title \_\_\_\_\_

(Print): \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

### PEMA Area Office Recommendation

Signature: \_\_\_\_\_

Name, Title \_\_\_\_\_

(Print): \_\_\_\_\_

Area Office: \_\_\_\_\_

Date: \_\_\_\_\_

### PEMA State Training Officer

Verified

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signed Certificate: \_\_\_\_\_



# CHECKLIST

ATTACHMENT C

## COUNTY PROFESSIONAL CERTIFICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

FEMA SID# \_\_\_\_\_

Applicant Position:  Appointed Coordinator  Deputy Coordinator  Staff

Course	Date Completed	Certificate Enclosed
1. IS - 15 Special Events Contingency Planning		
2. IS - 366 Planning for the Needs of Children in Disasters		
3. IS - 703 NIMS Resource Management		
4. G - 205 Recovery from Disaster: The Local Government Role		
5. G - 290 Basic Public Information Officer		
6. G - 386 Mass Fatalities Incident Response		
7. G - 393 Mitigation for Emergency Managers		
8. G - 557 Rapid Needs Assessment		
9. ICS - 400 or G - 400 Advanced ICS		
10. Service at the advanced certification level for one year		
11. Written endorsement of PEMA Area Director		

### County Agency Recommendation

### PEMA Area Office Recommendation

Signature: \_\_\_\_\_  
 Name, Title (Print): \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name, Title (Print): \_\_\_\_\_  
 Area Office: \_\_\_\_\_  
 Date: \_\_\_\_\_

### PEMA State Training Officer

Verified

Signature: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signed Certificate: \_\_\_\_\_



# CHECKLIST

ATTACHMENT D

## LOCAL BASIC CERTIFICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

FEMA SID# \_\_\_\_\_

Applicant Position:  Appointed Coordinator  Deputy Coordinator  Staff

Course	Date Completed	Certificate Enclosed
1. County Program Orientation Including Duties and responsibilities		
2. Initial Damage Reporting		
3. IS - 100 Intro to Incident Command System, ICS 100		
4. IS - 200 ICS for Single Resources & Initial Action Incidents		
5. IS - 230 Fundamentals of Emergency Management		
6. IS - 235 Emergency Planning Course		
7. IS - 240 Leadership and Influence Course		
8. IS - 700 National Incident Management System: An Introduction		
9. IS - 775 EOC Management and Operations		
10. IS - 800 National Response Framework: An Introduction		
11. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.		
12. Written Endorsement of jurisdiction's county coordinator		

### Local Agency Recommendation

Signature: \_\_\_\_\_

Name, Title (Print): \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

### County Agency Recommendation

Signature: \_\_\_\_\_

Name, Title (Print): \_\_\_\_\_

Area Office: \_\_\_\_\_

Date: \_\_\_\_\_

### PEMA Area Office Recommendation

Signature: \_\_\_\_\_

Name, Title (Print): \_\_\_\_\_

Area Office: \_\_\_\_\_

Date: \_\_\_\_\_

### PEMA State Training Officer

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Verified  Signed Certificate \_\_\_\_\_



# CHECKLIST

ATTACHMENT E

## LOCAL ADVANCED CERTIFICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

FEMA SID# \_\_\_\_\_

Applicant Position:  Appointed Coordinator  Deputy Coordinator  Staff

Course	Date Completed	Certificate Enclosed
1. IS - 3 Radiological Emergency Management		
2. IS - 5 An Introduction to Hazardous Materials		
3. IS - 241 Decision Making and Problem Solving		
4. IS - 242 Effective Communication		
5. IS - 244 Developing and Managing Volunteers		
6. IS - 271 Anticipating Hazardous Weather and Community Risk		
7. IS - 547 Introduction to Continuity of Operations		
8. IS - 702 NIMS Public Information Systems or G - 289 Public Information Officer Awareness		
9. G - 191 ICS / EOC Interface Workshop		
10. ICS - 300 or G-300 Intermediate ICS for Expanding Incidents		
11. Service at the basic certification level for 1 year		
12. Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.		
13. Written Endorsement of jurisdiction's county coordinator		

### Local Agency Recommendation

Signature: \_\_\_\_\_

Name, Title

(Print): \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

### County Agency Recommendation

Signature: \_\_\_\_\_

Name, Title

(Print): \_\_\_\_\_

Area Office: \_\_\_\_\_

Date: \_\_\_\_\_

### PEMA Area Office Recommendation

Signature: \_\_\_\_\_

Name, Title

(Print): \_\_\_\_\_

Area Office: \_\_\_\_\_

Date: \_\_\_\_\_

### PEMA State Training Officer

Signature: \_\_\_\_\_

Name

(Print): \_\_\_\_\_

Date \_\_\_\_\_

Verified  Signed Certificate \_\_\_\_\_



# CHECKLIST

ATTACHMENT F

## LOCAL PROFESSIONAL CERTIFICATION

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**FEMA SID#** \_\_\_\_\_

**Applicant Position:**     Appointed Coordinator     Deputy Coordinator     Staff

Course	Date Completed	Certificate Enclosed
1. <b>IS - 15 Special Events Contingency Planning or IS - 366 Planning for the Needs of Children in Disasters</b>		
2. <b>IS - 130 Exercise Evaluation and Improvement Planning</b>		
3. <b>IS - 703 NIMS Resource Management</b>		
4. <b>G - 235 Emergency Planning</b>		
5. <b>G - 290 Basic Public Information Officer</b>		
6. <b>ICS - 400 or G - 400 Advanced ICS</b>		
7. <b>Written Endorsement of jurisdiction's county coordinator</b>		
8. <b>Coordinators, Deputy Coordinators, and staff must attend two of the four county quarterly trainings.</b>		

### Local Agency Recommendation

**Signature:** \_\_\_\_\_  
**Name, Title**  
**(Print):** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### County Agency Recommendation

**Signature:** \_\_\_\_\_  
**Name, Title**  
**(Print):** \_\_\_\_\_

**Area Office:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### PEMA Area Office Recommendation

**Signature:** \_\_\_\_\_  
**Name, Title**  
**(Print):** \_\_\_\_\_

**Area Office:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### PEMA State Training Officer

**Signature:** \_\_\_\_\_  
**Name**  
**(Print):** \_\_\_\_\_

**Date** \_\_\_\_\_

**Verified**  **Signed Certificate:** \_\_\_\_\_