



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

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STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

EXECUTIVE SUMMARY

The *State of Florida Instructor Requirements* document establishes the standardized framework for instructor qualification, certification, and delivery of emergency management and homeland security courses within the State of Florida. Developed by the Florida Division of Emergency Management (FDEM), Education and Training Development Section, this guidance ensures that all instructional personnel maintain the highest standards of professionalism, competency, and instructional integrity in alignment with FEMA's National Training and Education Division (NTED), Emergency Management Institute (EMI), and National Disaster Emergency Management University (NDEMU) guidelines.

This document serves as both a reference and procedural guide for current and prospective instructors who seek to deliver State-certified "FL" and "G" courses, FEMA-approved "L" courses, and consortium-sponsored offerings. It outlines the eligibility, submission, and evaluation process for instructor recognition, specifies education, operational, and training experience requirements, and defines the distinct roles and responsibilities of Lead Instructors, Assistant Instructors, Adjunct Instructors, and Course Managers.

By setting clear criteria for qualification, evaluation, and continuing engagement, the program ensures that Florida maintains a technically skilled and instructionally proficient cadre of educators capable of delivering consistent, high-quality training statewide. These standards reinforce the Division's mission to strengthen statewide preparedness, professionalize the instructor workforce, and support a culture of continuous improvement across all training disciplines.

INTENDED AUDIENCE

This document is intended for:

- Current and prospective instructors delivering emergency management, homeland security, or NIMS-related courses within Florida.
- Regional Training Managers and Course Managers are responsible for coordinating, reviewing, and maintaining instructor compliance.
- FEMA and State Training Officers (STOs) who oversee course approvals, evaluations, and instructor credentialing.
- Emergency management agencies, consortium partners, and educational institutions seeking clarity on instructor qualification, reciprocity, and instructional standards for state-supported courses.

PURPOSE

The purpose of this document is to:

- Establish a standardized instructor qualification and approval process statewide.
- Ensure compliance with FEMA and NIMS instructional standards and promote instructional excellence.
- Maintain a centralized instructor registry for credential tracking and accountability.
- Support professional development and succession planning within Florida's emergency management training system.



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PROGRAM OVERVIEW

The Florida Division of Emergency Management (FDEM) Instructor Training Program is designed to develop and maintain a qualified, professional cadre of instructors capable of delivering high-quality emergency management and homeland security training in alignment with FEMA, EMI/NDEMU, and NTED standards. The program supports statewide preparedness by ensuring instructors are technically competent, instructionally skilled, and able to represent the State of Florida Division of Emergency Management with integrity and consistency. FDEM, Education and Training Development Section certifies Lead Instructors based on completed training, experience, and evaluations.

FLORIDA'S LEARNING EXCHANGE (FLEX)

Florida's Learning Exchange (FLEX) serves as the Division's Learning Management System (LMS) for supporting emergency management training administration, course delivery coordination, instructor records, attendance tracking, evaluations, and student credential documentation. FLEX provides a centralized platform for managing approved courses, instructor assignments, course rosters, completion records, and related training documentation. Throughout this document, references to FLEX describe the official system used to support training administration, instructor accountability, and course recordkeeping for applicable FDEM-supported training activities.

PROGRAM OBJECTIVES

- Establish standardized instructor qualifications aligned with FEMA/NTED guidelines.
- Develop new instructors through structured onboarding and mentorship.
- Provide continuing education and professional development opportunities.
- Ensure instructional quality through evaluation, certification, and accountability.
- Maintain a statewide instructor registry for tracking qualifications, course delivery, and credentialing.

INSTRUCTOR EXPECTATIONS

- **Professionalism:** Represent FDEM with integrity and consistency; act as an ambassador for state training programs.
- **Preparedness:** Arrive fully prepared with current materials, course objectives, and an understanding of the audience.
- **Engagement:** Foster interactive, inclusive learning environments that support adult learning principles.
- **Compliance:** Deliver courses in accordance with the course instructor guide (IG) and evaluation standards.
- **Documentation:** Submit rosters, evaluations, and completion records within required timelines.
- **Improvement:** Participate in feedback loops, after-action reviews, and instructional coaching to improve delivery.
- **Availability:** Remain engaged in ongoing course delivery statewide and maintain an active status via continued participation.
- **Communication:** Articulate and present ideas and concepts clearly both in the classroom and virtually (if applicable).

INSTRUCTOR REQUIREMENTS

Individuals who would like to be listed as state instructors must meet the minimum outline requirements. These requirements are discussed in the next sections.

1. Possess **operational** and **training experience**
2. Received a **passing** or **satisfactory score/certificate** for the course or series they would like to instruct
3. Completed the **education** and **training** requirements
4. Sign the **State of Florida Code of Conduct**



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Additional requirements may include the Train the Trainer course or practical application portions. If an instructor would like to teach multiple courses at a minimum, they must meet all of the above requirements to be considered an assistant instructors. Lead instructors must complete all components of the submission process.

COURSES DEFINED BY TYPE

The Florida Division of Emergency Management recognizes multiple course types within the emergency management training environment. Each course type is defined by the course owner, approving authority, delivery structure, and instructor management requirements. The table below provides a standardized reference for distinguishing Florida-certified courses, FEMA/NDEMU-supported courses, and consortium-developed training offerings.

Course Type	Definition	Approval / Oversight Authority	Key Notes
Florida Certified "FL" Course	FL courses are developed, designed, and approved through the Florida Division of Emergency Management.	Florida Division of Emergency Management	These courses are Florida-specific and are certified through the State's training governance process.
Florida Certified "G" Course	G courses are state-delivered courses that are part of the Federal Emergency Management Agency's National Disaster Emergency Management University curriculum.	State Training Office / Florida Division of Emergency Management	Delivery and management of the course curriculum are supported and governed by the State.
NDEMU Certified "L" Course	L courses are resident courses conducted offsite from EMI/NDEMU at local facilities.	FEMA / NDEMU / EMI, coordinated through the State Training Office	These deliveries must be requested and approved through the STO. Course approvals and confirmations are sent directly from the Course Manager to the applicant. This includes FEMA Regional deliveries and State-delivered L courses. L course instructors are approved and managed by NDEMU/EMI.
Consortium Courses	Consortium courses are owned by a college or university entity approved by the National Education Directorate through the National Training & Education Division.	National Education Directorate / National Training & Education Division	The owning entity determines what may be instructed and who is qualified to instruct the course, consistent with NTED approval.

Table 1: Emergency Management Course Types and Oversight Authorities.



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"G" & "FL" COURSE QUALIFICATION

At least two, and preferably three, instructors, including one designated Lead Instructor, are required to facilitate lectures, discussions, and practical activities for all "G" and "FL" courses. Each course delivery incorporates practical applications, student participation, and assessments to ensure instructional objectives are met through measurable learning outcomes.

As part of the initial instructor application process, each applicant must submit **two (2) Lead Instructor Letters of Recommendation**. These letters must come from currently approved Lead Instructors who can verify the applicant's instructional competence, subject matter expertise, and professional readiness to represent the State of Florida's training standards.

SUBMISSION PROCESS

Florida does not approve companies or organizations as instructors; only individual applicants are eligible for Florida Instructor recognition.

NEW INSTRUCTORS

New applicants seeking approval must submit all required materials through the **FTEM State Instructor Application Smartsheet form**. SERT TRAC is no longer used as the intake location for new instructor applications.

Application Form: [FTEM State Instructor Applications](#)

ACTIVE INSTRUCTORS

To assign the correct permissions, active instructors should complete the instructor orientation as follows:

1. Enroll within the instructor orientation
2. Upload any supporting information to validate approval to instructor (documents can include Train the trainer certificates, evaluations, etc)

Applicants must ensure all supporting documentation is complete, accurate, and uploaded at the time of submission. Incomplete applications may delay reviewing or be returned for correction.

Required Material	Submission Requirement	Notes / Expectations
Resume with Cover Letter	Upload through the FTEM State Instructor Application Smartsheet form.	The cover letter must specify the course or courses the applicant is requesting approval to instruct. The resume and cover letter should be uploaded as one combined document.
Two Lead Instructor References ¹	Provide reference information through the Smartsheet application form.	References should come from qualified Lead Instructors familiar with the applicant's instructional abilities. A letter from a county emergency management director may satisfy one of the two required references.
Instructor Evaluations ²	Upload instructor evaluations through the Smartsheet application form.	Evaluations must demonstrate that the applicant successfully instructed at least 30% of the course hours .
Course Certificates / Transcripts	Upload all applicable course completion certificates or	Documentation must verify that the applicant meets all course prerequisites and, if applicable, Train-the-



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	transcripts through the Smartsheet application form.	Trainer requirements for each course they wish to instruct.
Instructor Methodologies / Skills Course Documentation	Upload proof of completion through the Smartsheet application form, if applicable.	Applicants must provide documentation showing completion of an acceptable instructor methodologies or instructor skills course, as outlined in the Education and Training Requirements.

Table 2: Required Application Materials for Florida Instructor Recognition.

¹A letter from a county emergency management director can satisfy for one of the two required references.

²Please note, for individuals who do not pass the evaluations, the lead instructor may request an additional instructor after communicating with the STO.

INSTRUCTOR EVALUATION EXAMPLE:

For a 4-, 6-, or 8-hour course, a minimum of **one unit and one activity** should be evaluated per day, per offering.

EVALUATION NOTE:

For individuals who do not successfully pass the instructor evaluations, the Lead Instructor may request an additional instructor evaluation opportunity after communicating with the State Training Office.

REQUIRED MATERIALS BY APPLICANT TYPE

The required materials for Florida Instructor recognition may vary based on the applicant's background, instructional experience, and whether the applicant is seeking initial approval, adding a new course, or requesting reciprocity from another state. The table below outlines the documentation and submission expectations for each applicant type to support a consistent and complete application review process.

Requirement	Traditional Applicant 3–5 Years in Emergency Management	Experienced Emergency Management Professional 10+ Years, New Instructor	Experienced Instructor Adding New Courses	Out-of-State Applicant Reciprocity
Resume with Cover Letter	Required; must specify courses requested to instruct.	Required; should highlight extensive emergency management experience.	Required; update resume and cover letter to include the new courses requested.	Required; include proof of current instructor qualification in another state.
Two Lead Instructor References	Required.	Required; may include senior peers, program managers, or qualified Lead Instructors.	May use existing references unless course-specific subject matter expertise references are needed.	May submit equivalent out-of-state references, subject to STO review.
Instructor Evaluations	Required; must demonstrate successful instruction of at	Required as part of instructor onboarding.	Submit at least one evaluation for each new course	May substitute equivalent out-of-state approved



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	least 30% of course hours.		requested, unless otherwise approved.	evaluations, subject to STO review.
Course Prerequisites and Train-the-Trainer Requirements	Must complete all prerequisites and Train-the-Trainer requirements before approval.	Must complete all prerequisites and Train-the-Trainer requirements for the requested course.	Must meet prerequisites and Train-the-Trainer requirements for each added course.	Must provide proof of equivalent prerequisites and Train-the-Trainer completion, subject to STO review.
Submission Location	Submit through the FTEM State Instructor Application Smartsheet form.	Submit through the FTEM State Instructor Application Smartsheet form.	Submit through the FTEM State Instructor Application Smartsheet form.	Submit through the FTEM State Instructor Application Smartsheet form.

Table 3: Required materials for Florida Instructor recognition by applicant type.

INSTRUCTOR'S OPERATIONAL AND TRAINING EXPERIENCE

The following are the general qualifications of instructors delivering NIMS ICS curriculum. Instructors must be experienced in emergency management, first responder or other related functional areas with expertise in the subject matter they are expected to instruct. Experience and prior learning may include:

- Prior completion of the course they will be teaching.
- Recent, relevant, and response-focused service.
 - Relevant - related to the course they will be instructing.
 - Recent – preferably within the past five years.
 - Response Focused – experience is during real-world incidents, planned events, or accredited exercises that required a written incident action plan (IAP) and/or went more than one operational period.
- All instructors must possess a thorough knowledge and understanding of the ICS to include:
 - ICS Command, General Staff, and Unit Leader functions.
 - National Incident Management System (NIMS).
 - National Response Framework (NRF) concepts and principles.
 - Local, State, Tribal, and Federal interagency cooperation and coordination.
 - Incident Management Team organization, roles, and responsibilities.

Applicants must refer to the specific operational experience requirements within the functional areas.

- ICS Core Instructor specifics found in Appendix A of this document.
- All Hazard Position Specific Instructor specifics found in Appendix B of this document.

EDUCATION & TRAINING REQUIREMENTS

To ensure Florida maintains a qualified and experienced instructor cadre, applicants must successfully complete all applicable course requirements, including the Train-the-Trainer course when required. Applicants must use the most current published version of the course when submitting for approval to instruct. Applicants must also complete at least one approved instructor methodology, instructional skills, or equivalent education requirement. Acceptable examples include:

- National Fire Academy educational methodology course
- National Wildfire Coordinating Group Facilitative Instructor Course, M-410
- State-certified Level II or higher fire, rescue, or EMI instructor course, such as NFPA 1041 Level II
- FEMA EMI E/L/G0141, Instructional Presentation and Evaluation Skills



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- U.S. Army Small Group Instructor Training Course, Army Basic Instructor Course, or other formal military instructor course
- National EMS Level 1 Instructor Course
- Florida Department of Law Enforcement Florida General Instructor Techniques
- Current State Teaching Certificate
- Advanced degree in education, educational psychology, technical education, or a related field
- Current FEPA Master Instructor status, which FDEM may recognize for qualified Lead Instructor approval for specified courses

Equivalent courses or credentials not listed above may be approved at the discretion of the State Training Officer.

INSTRUCTOR DELIVERY TIMELINE (BEFORE, DURING, AND AFTER COURSE)

Florida's instructor requirements are designed to ensure that all courses delivered under the Florida Division of Emergency Management (FDEM) meet consistent standards of quality, professionalism, and instructional excellence. To maintain statewide alignment with FEMA, EMI/NDEMU, and NTED expectations, instructors are required to meet distinct standards **before, during, and after** course delivery.

These requirements apply to all **Lead Instructors, Assistant Instructors, and Course Managers**, ensuring accountability across each stage of training – from course preparation to post-course reporting.

BEFORE COURSE DELIVERY

Prior to any course offering, instructors must complete all administrative, logistical, and instructional readiness tasks to ensure compliance with FDEM standards. This includes verifying course approval through the FTEM State Instructor Application form, ensuring completion of all prerequisites, and preparing instructional materials. Instructors must coordinate with the Course Manager and Regional Training Manager to confirm all course logistics, review student eligibility, and ensure all course documentation is properly established in FLEX.

KEY REQUIREMENTS:

FLEX Preparation

- Confirm course approval and posting within FLEX.
- Verify course title, location, and schedule are accurate.
- Review and update instructor profiles, resumes, and certifications.

Course Prerequisites

- Ensure all personal and course-related prerequisites are met (Train-the-Trainer, Instructor Methodology, NIMS Core courses, etc.).
- Verify student prerequisites through FLEX or direct communication.

Course Coordination

- Conduct calls or meetings with the Course Manager and co-instructors.
- Review course materials, student manuals, and instructor guides.
- Develop or finalize the instructional agenda and assign teaching units.

Preparation & Professionalism

- Review all updated course materials (slides, handouts, activities).
- Confirm audio/visual and facility needs.



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- Maintain a professional and organized presentation style in alignment with FDEM standards.

DURING COURSE DELIVERY

Instructors are expected to demonstrate professional conduct, instructional proficiency, and adherence to approved curriculum during delivery. The focus is on student engagement, learning outcomes, and maintaining the integrity of the course content. Lead Instructors are responsible for facilitating coordination between instructional staff, ensuring compliance with attendance policies, and documenting participation through FLEX.

KEY REQUIREMENTS:

Instructional Delivery

- Deliver assigned modules in accordance with the official Instructor Guide (IG).
- Apply adult learning principles to promote engagement and retention.
- Ensure activities and group exercises are properly facilitated and aligned with learning objectives.

Professional Conduct

- Represent FDEM with integrity and consistency throughout the course.
- Maintain a respectful and inclusive learning environment.
- Uphold the instructor-to-student ratio of 1:15 for optimal learning outcomes.

Attendance and Evaluation

- Take attendance daily and record in FLEX.
- Enforce the attendance policy (students missing more than 10% of the course are ineligible for certification).
- Administer and proctor any assessments or exams as required.
- Conduct on-the-spot evaluations for assistant or new instructors (as applicable).

Communication and Adaptability

- Collaborate closely with the Course Manager and supporting instructors.
- Adjust instructional delivery as needed to meet audience experience levels or course pacing.
- Address classroom issues, technical difficulties, or student concerns promptly and professionally.

AFTER COURSE DELIVERY

Upon course completion, instructors must ensure that all administrative actions, evaluations, and documentation are properly completed and submitted. This ensures accurate tracking of credentials, student records, and course outcomes in FLEX. Lead Instructors and Course Managers share accountability for finalizing records, resolving discrepancies, and participating in after-action reviews to improve program delivery continuously.

KEY REQUIREMENTS:

Documentation & Submission

- Update all attendance records, and rosters into FLEX within 72 hours.
- Course evaluations will be submitted to the **FTEM State Instructor Application form**.
- Submit any required instructor evaluations (for assistant or new instructors) to support credentialing review.
- Ensure all students complete the post-course evaluation prior to closing the course in FLEX.

After-Action and Feedback

- Participate in a debrief or After-Action Review (AAR) with co-instructors and Course Manager.
- Provide constructive feedback on course content, logistics, and instructional improvements.
- Identify potential improvements for future deliveries or update requests for course materials.



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Recordkeeping & Continued Engagement

- Maintain copies of evaluations, rosters, and instructional notes for professional records.
- Continue active engagement by instructing or assisting at least once every two years to remain current.
- Update personal credentials and teaching logs.
- Certificates history will be updated in FLEX (keep a personal record for back-up).



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TYPES OF INSTRUCTORS

FDEM recognizes three types of instructors – Lead, Assistant and Adjunct. During course planning and facilitation, at the course manager should clearly select the lead instructor within the learning management system along with any additional assistant instructors. Adjunct instructors will be listed within FLEX, they should be selected and notified prior to the start of the course. Inclusion of adjuncts are at the discretion of the lead instructor.

At least two, and preferably three, instructors (at least one lead) are required to support the lectures, discussions, and activities of courses. Each type of instructor has a set list of responsibilities that should be reviewed and adjusted accordingly depending on the level of support needed.

LEAD INSTRUCTOR(S)

Lead Instructors are responsible for the overall coordination and successful delivery of a course in collaboration with the course manager, supporting instructors and students. Their duties begin prior to the course start date and include obtaining information about course attendees from the course manager and FLEX and disseminating it to all instructional staff. They must confirm that all course materials and handouts are available, either reproduced or ready for download, and provide input to the course agenda, ensuring it is finalized in coordination with the course manager and fellow instructors. Participation in pre-course meetings and post-course debriefings is expected when applicable. Lead Instructors must review all background materials provided in the Instructor Guide and Student Manuals and are required to be prepared to emphasize key points during instruction and activities.

To ensure instructional continuity, Lead Instructors must possess the experience and readiness to substitute for any assistant instructor at a moment's notice. Lead Instructors are also responsible for maintaining student accountability and must deliver assigned units, facilitate or support all classroom activities, and establish a safe, respectful, and supportive learning environment. A critical function includes evaluating learning outcomes, whether written, observed, or applied, to demonstrate that knowledge transfer has occurred.

Additionally, Lead Instructors must possess expertise in adult learning principles and instructional methodologies.

- Responsible for taking attendance in FLEX.
- Enforcing attendance and participation policies (students may not miss more than 10% of the course to receive a certificate).
- Completing attendance records promptly, ideally on the same day the course concludes, in alignment with FDEM best practices.
- Proctoring exams while providing remediation as needed.
- Completing Evaluations for Assistant Instructors to aid in their professional development toward becoming Lead Instructors.

The required instructor-to-student ratio is 1:15, and adherence to this standard must be maintained throughout course delivery.

Instructor Debrief:

Following each course, the Lead Instructor shall conduct a meeting with all Assistant Instructor(s) and Adjunct Support(s) to review **course evaluations, student scores, and performance ratings**. This debrief serves to identify instructional strengths, discuss opportunities for improvement, and ensure consistency in course delivery statewide. Notes from this meeting should be summarized in the post-course documentation or included in the course's After-Action Review (AAR) when applicable.



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ASSISTANT INSTRUCTOR(S)

Assistant Instructors are a vital part of the facilitation of training courses. Assistant instructors have met the minimum requirements to include subject matter expert/experience, taken the course, and have taken an instructor development or equivalent course, but have no experience with facilitating the course.

These instructors are responsible for preparing and delivering their assigned units of instruction and activities, including the following tasks:

- Review information about course attendees and participate in discussions with the course manager and lead instructor.
- Provide input to the course agenda.
- Attend a pre-course meeting with the course manager, lead instructor, and other instructors, if applicable.
- Attend a post-course meeting or debriefing with the course manager, lead instructor, and other instructors.
- Read the background information provided in the Instructor Guide and Student Manuals. Be prepared to highlight key points during class.
- Deliver assigned units of instruction and lead or assist with all activities.
- Needs to prove that learning has occurred; that is done by evaluating knowledge. Learning can be written, observable, or applied.
- Must also have experience in training methodologies and working with adult learners.

ADJUNCT SUPPORT(S)

Adjunct Support(s) are individuals who do not meet the requirements to be an assistant instructor. These individuals may possess knowledge and experience; however, they have not taken an approved instructor development course. These individuals are not listed as instructors in the course; however, they are under the oversight of a lead instructor. These individuals can assist with the administrative aspects of the course; however, they are not evaluated because they do not facilitate. Adjuncts are added to assist with the student-to-instructor ratio and are at the discretion of the lead instructor.

COURSE MANAGER

Regional Training Managers and Emergency Management directors can assign designated county trainers as *Course Managers* within FLEX to manage their local training. Course Managers are responsible for the administrative and logistical oversight of course delivery at FLEX.

THEIR DUTIES INCLUDE:

Attendance Management

- Ensure that student attendance is accurately recorded in FLEX prior to the Lead Instructor's departure from the hosting facility.
- Verify that any attendance discrepancies are resolved in coordination with the Lead Instructor.
- Approve student attendance

Course Evaluations

- Confirm that all enrolled students complete the required course evaluations in FLEX.
- Ensure evaluations are submitted.

Standby Student Verification

- Verify that "standby students" provide documentation of all required course prerequisites prior to participation and approval authorities.



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- Maintain proper records in FLEX to ensure compliance with State and FEMA training requirements.

General Course Oversight

- Coordinate with Lead Instructors and regional training staff to ensure all course information (e.g., roster, materials, facility details) is accurate in FLEX.
- Monitor course progress and ensure all State Training policies and procedures are followed.

NATIONAL INCIDENT COMMAND SYSTEM (NIMS) QUALIFICATIONS

For state, territorial, tribal, and local deliveries of the NIMS ICS core curriculum, Authorities Having Jurisdiction (AHJs) determine if their instructors must have qualifications, certifications, or other requirements above those listed in the NIMS Training Program and this document.

For the All-Hazards Position Specific (AHPS) courses, FEMA NDEMU/EMI, the certifying authority for the AHPS curriculum (i.e., FEMA NDEMU/EMI issues the training certificate), partners with AHJs to ensure compliance with FEMA instructor qualifications.

FEMA recommends that instructors hold certification from a recognized program of instruction or hold a recognized qualification in techniques of instruction and adult education methodologies. Some instructor qualifications and courses include:

- National Fire Academy (NFA) educational methodology course
- National Wildfire Coordinating Group (NWCG) Facilitative Instructor Course (M-410)
- State-certified Level II (or higher) fire, rescue, or EMI instructor course (for example, NFPA 1041 Level II)
- FEMA EMI E/G/K0141, Instructional Presentation and Evaluation Skills
- US Army Small Group Instructor Training Course (SGITC), Basic Instructor Course (ABIC) (formerly called the Total Army Instructor Training Course (TAITC), or other US Military Formal Instructor Course
- National EMS Level 1 Instructor Course
- Current State Teaching Certificate
- Advanced degree in education, educational psychology, technical education, or a related programs
- If the applicant is a current Master Instructor through FEPA, FDEM will recognize the applicant as a qualified Lead Instructor for the specified course

**Any courses not listed above are approved at the discretion of the STO.*



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APPENDIX A – NIMS ICS CORE INSTRUCTOR QUALIFICATIONS & STATE DELIVERED L COURSE GUIDANCE

The courses below have specific requirements that require separate explanation.

It is required that all NIMS ICS core instructors maintain a minimum of the latest versions of the IS 100, IS 200, IS 700, IS 800, G 300, G 400, and G 0191.

The Division's efforts are to ensure we (FDEM) are producing and partnering with the highest quality instructors.

E/L0449 ICS CURRICULA TRAIN-THE-TRAINER (TTT) COURSE

The recommendation for students applying for the L-449 is to demonstrate a working knowledge of ICS principles. They must have worked as an Incident Commander, in a Command or General Staff position(s) on incidents, planned events, or exercises that went longer than one operational period or involved a written incident action plan and involved multiple agencies and/or jurisdictional coordination.

- Successful completion of most current version of:
 - IS 100.c: An Introduction to the Incident Command System (ICS) (ICS 100)
 - IS 200.c: Basic Incident Command System for Initial Response (ICS 200)
 - v2019 E/L/G 300: Intermediate Incident Command System for Expanding Incidents (ICS-300)
 - v2019 E/L/G 400: Advanced Incident Command System for Complex Incidents (ICS 400)
 - v2019 G0191 Emergency Operations Center/ Incident Command System Interface
 - Adult Instructional Delivery Course such as E/G/K0141 Instructional Presentation and Evaluation Skills, or equivalent.
- Service in an incident management position with five years of experience is preferred
- Required real-world incidents, planned events, or accredited exercises that required a written IAP or encompassed more than one operational period
- Upon completion of the E/L0449 an individual is qualified to co-instruct the G 300, G 400, and G 191.

E/L0146 HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM

To teach L146 HSEEP, you need to be both an experienced exercise practitioner and a trained instructor, then go through your state and FEMA approval process to join the instructor cadre. FEMA has specific expectations for instructors of L146/K146/E146 since it is an official NDEMU/EMI-delivered course:

Instructor Qualifications

- Must be an **experienced exercise practitioner**, with documented experience **designing, conducting, and evaluating exercises** under HSEEP methodology.
- Must have **completed the L146 course** as a student.
- Must meet **FEMA Instructor Requirements**, which often include:
 - Formal instructor training (e.g., EMI's *E/L0141 – Instructional Presentation and Evaluation Skills*, or equivalent such as NFPA 1041 Level II Instructor, military instructor certification, or higher-ed teaching credentials).
 - Demonstrated instructional experience (evaluations from prior teaching).

Instructor Approval Process

- Instructors are approved at the **national level by FEMA's National Exercise Division (NED)**.
- To be recognized as an HSEEP instructor, you typically need to:
 - Apply through your **State Training Officer (STO)** or FEMA Region Training Manager.
 - Provide a **resume and documentation of**:
 - Prior HSEEP exercise experience (design/evaluation roles).



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- Completion of required instructor methodology courses.
- Recommendation or endorsement from your State or Regional Training Manager.
- Your application is reviewed by FEMA/EMI. If approved, you may be added to the **national instructor cadre**.

Co-Teach / Evaluation Requirement

- New instructors must **co-teach with a state-approved Lead Instructor** for L146 at least once.
- You'll be evaluated during delivery to ensure you meet FEMA's quality standards.
- After successful evaluation, you may be designated as a **Lead Instructor**.

Maintain Instructor Status

- Remain active by teaching at least once every 2 years.
- Stay current with updates to the HSEEP doctrine (FEMA releases periodic revisions).
- Upload certificates, resumes, and instructor evaluations into the [FTEM State Instructor Applications](#) form.
 - **Step 1:** Take IS-120 and L146 as a student.
 - **Step 2:** Complete a recognized instructor methodology course (E/L0141 or equivalent).
 - **Step 3:** Build your HSEEP exercise portfolio (serve as planner, controller, evaluator on exercises).
 - **Step 4:** Coordinate with your **State Training Officer (STO)** to express interest in becoming an HSEEP instructor.
 - **Step 5:** Apply to FEMA's instructor pool with your resume, instructor certifications, and HSEEP experience.
 - **Step 6:** Co-teach with a state-approved Lead Instructor until fully approved.

G0402: NIMS OVERVIEW FOR SENIOR OFFICIALS (EXECUTIVES, ELECTED & APPOINTED)

The intent for the G402 instructor is for Emergency Management Directors and Deputies to engage their senior and elected officials. Recommendation for instructors:

- Instructors are mid- or senior-level emergency management and incident response practitioners with experience in utilizing ICS in real-world incidents, planned events, or accredited activities.
- It is recommended that instructors who have completed ICS 100 through ICS 400, ICS 700, ICS 800, and E/L/G0191
- Recommended: E/L0449



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

APPENDIX B – NIMS ICS AHPS INSTRUCTOR QUALIFICATIONS

In addition to the General ICS Instructor Training, instructors in the All-Hazards Position-Specific (AHPS) program must:

- Be fully qualified in the position they seek, the TtT qualification, and have completed the Position Task Book (PTB).
- Lead instructors must have 5 years' documented experience serving in the position on Type III, Type II or Type I Incident Management Team (IMT). Have completed the Train-the-Trainer (TtT).
- Unit / Support instructors must have 3 years of documented experience serving in the position on Type III, Type II, or Type I IMT. Note: Unit / Support instructors are not required to complete the TtT but must be otherwise fully qualified in the position.

PREREQUISITES

Completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, and the most current versions of:

- ICS 100 through ICS 400
- ICS 700 and ICS 800



Figure B-1: How to Become an Instructor



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

APPENDIX C – EVALUATION AND CODE OF CONDUCT VIOLATION POLICY

EVALUATION OVERVIEW

Evaluations are used to confirm that instructors are performing baseline duties and maintaining the standards established by the Florida Division of Emergency Management (FDEM). Completed evaluations must be signed by at least one (1) Lead Instructor and any additional evaluators. Failure to submit complete evaluations will delay instructor approval.

All evaluations must be uploaded to [FTEM State Instructor Applications](#) from under the applicable course record.

Evaluation Forms can be found at: [Training and Exercise | Florida Disaster](#)

INSTRUCTOR EVALUATION SCORING AND OUTCOME RUBRIC

Instructor evaluations are used to assess instructional readiness, delivery effectiveness, professionalism, subject matter knowledge, classroom management, and adherence to approved course materials. To be considered for instructor approval or continued instructional status, instructors must receive an evaluation score of **75 or higher**. Scores below 75 indicate that the instructor did not meet the minimum performance threshold and may require additional mentorship, coaching, observation, or re-evaluation before being approved or scheduled for future instructional assignments.

TABLE FORMAT

Score Range	Performance Rating	Outcome / Recommended Action
90–100	Excellent	The instructor demonstrates exceptional teaching performance. No corrective action is needed. The instructor may be considered for recognition, future Lead Instructor roles, or advanced instructional opportunities.
85–89	Very Good	The instructor is highly effective. Minor adjustments may enhance delivery. Continue scheduling as a Lead Instructor, where applicable, and consider mentorship opportunities.
80–84	Satisfactory	The instructor meets expectations. Course delivery is solid, though some areas may need refinement. Informal feedback or brief coaching may be provided.
75–79	Marginal Pass	The instructor meets the minimum requirements but demonstrates room for improvement. Follow-up is required, which may include coaching, observation, or additional training. Future evaluations should be monitored.
Below 75	No Pass	The instructor did not meet the minimum requirements needed to serve as an instructor. Additional mentorship, coaching, and/or re-evaluation is required before the instructor may be approved or scheduled for future instructional assignments.

Table C-1: Instructor Evaluation Scoring and Outcome Rubric



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

EVALUATION & CODE OF CONDUCT VIOLATION POLICY

To ensure professionalism and accountability, the State of Florida maintains a structured disciplinary process for instructor performance or behavioral violations, including Code of Conduct infractions. Infractions may be identified through course evaluations, complaints, or observed conduct inconsistent with established standards.

PROGRESSIVE DISCIPLINARY ACTIONS

Infraction	Action	Responsible Authority	Outcome / Documentation
First Infraction	Informal conversation with Regional Training Manager (RTM)	RTM	Counseling and documented conversation outlining expectations for correction.
Second Infraction	Formal written warning and coaching session	State Training Officer (STO) with RTM present	Written correspondence sent to instructor; documented in personnel file.
Third Infraction	Escalated discussion and temporary suspension (3–6 months)	STO and Bureau Leadership	Written notification of suspension; instructor removed from FLEX active status.
Fourth Infraction	Revocation of State Instructor Approval	STO and FDEM Education & Training Development Manager	Official revocation letter issued; instructor status marked as "Revoked" in FLEX.

Table C-2: Progressive Disciplinary Action Framework for State Approved Instructors

DOCUMENTATION AND REPORTING

- All communications related to violations must be retained in the instructor's FDEM Education and Training record.
- The instructor must be informed in writing of any corrective actions, expected improvements, and re-evaluation timelines.
- Regional Training Managers are responsible for initiating documentation; the STO oversees final decisions for suspension or revocation.



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

APPENDIX D – FTEM STATE INSTRUCTOR APPLICATION FORM GUIDE

OVERVIEW

The FTEM State Instructor Application Form is used to collect applicant information, course requests, instructor evaluation details, supporting documentation, and applicant acknowledgments for individuals seeking approval to serve as instructors for FDEM-supported training courses. This form replaces the previous SERT TRAC-based instructor application intake process and serves as the official submission method for instructor recognition review.

Applicants should review the State of Florida Instructor Requirements before completing the application. Submission of the form does not guarantee approval, course assignment, or instructor recognition. All applications are subject to review by the FDEM Training Unit, and additional documentation may be requested to verify qualifications, instructional experience, course prerequisites, or Train-the-Trainer requirements.

APPLICATION LINK

Applicants must complete the FTEM State Instructor Application Form using the following link:

[FTEM State Instructor Application Form](#)

FTEM INSTRUCTOR APPLICATION PROCESS

To be considered for instructor approval under the FDEM Training Program, applicants must complete the following steps:

Step	Action	Description
1	Review the State of Florida Instructor Requirements	Applicants should review the full instructor requirements, qualification criteria, course prerequisites, and documentation expectations before submitting an application.
2	Complete the Application Form	Applicants must complete all required fields in the FTEM State Instructor Application Form. Incomplete submissions may delay review or result in denial.
3	Upload Supporting Documentation	Applicants must upload all required supporting documents at the bottom of the form, including the resume with cover letter, references, instructor evaluations, certificates, transcripts, and applicable Train-the-Trainer documentation.
4	Submit Alternate Documentation, if Needed	If files are too large or become corrupted during upload, applicants should email the documents to FTEMSupport@em.myflorida.com and copy FDEM.STO@em.myflorida.com .
5	Await Review by the FDEM Training Unit	The FDEM Training Unit will review the submission and may request additional documentation or verification before a final determination is made.

Table D-1: FTEM State Instructor Application Process Overview



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

APPLICATION SECTION GUIDANCE

APPLICANT CONTACT INFORMATION

Applicants must provide current and accurate contact information. This information is used for communication during the review process and for future instructor recordkeeping.

Field	Guidance
Applicant Name	Enter the applicant's first and last name.
Applicant Email	Enter the email address that should be used for official instructor application correspondence.
Applicant Phone Number	Enter the applicant's best contact number.
Address	Enter either a work or personal mailing address.
State	Enter the applicant's state of residence or primary work location.
County	Enter the county the applicant represents or primarily serves.
Zip Code	Enter the applicable zip code.

Table D-2: Applicant Contact Information Field Guidance

PROFESSIONAL INFORMATION

Applicants must provide professional and organizational information to help determine regional representation, training affiliation, and instructor readiness.

Field	Guidance
Willing to Travel	Indicate whether the applicant is willing to travel to support course deliveries outside their immediate area.
FEMA SID	Enter the applicant's FEMA Student Identification Number.
Organization	Enter the organization, agency, or jurisdiction the applicant represents.
Position	Enter the applicant's current position title.
Region	Select the FDEM region the applicant represents. If the applicant is willing or eligible to support multiple regions, select the most appropriate option provided in the form.

Table D-3: Professional Information Field Guidance



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

COURSE REQUEST INFORMATION

Applicants must identify the course or courses they are requesting approval to instruct. Course titles should be entered clearly and completely to avoid delays in review.

Field	Guidance
Course Title	Enter the full course title, including the course number when available. Applicants should avoid acronyms-only entries.

Table D-4: Course Request Information Field Guidance

EXAMPLES:

Course Number	Course Title
G-318	Mitigation Planning Workshop for Local Government
L-950	NIMS ICS All-Hazards Incident Commander
AWR-213	Critical Infrastructure Security and Resilience Awareness
O-305	All-Hazards Incident Management Team
FL-391	Local Mitigation Strategy Update Manual Workshop

Table D-5: Course Title Entry Examples

COURSE EVALUATION INFORMATION

Applicants must provide evaluation information from a qualified evaluator who can validate instructional performance. Evaluations are used to confirm that the applicant has demonstrated instructional readiness, subject matter knowledge, classroom management, and the ability to deliver course content effectively.

Field	Guidance
Evaluator Name	Enter the name of the Lead Instructor, primary evaluator, supervisor, or qualified training official who observed the applicant's instructional delivery.
Evaluator Email	Enter the evaluator's email address.
Evaluator Phone Number	Enter the evaluator's phone number.

Table D-6: Course Evaluation Information Field Guidance



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

ACCEPTABLE EVALUATORS MAY INCLUDE:

Acceptable Evaluator Type	Description
Approved Lead Instructor	A Lead Instructor approved to instruct the requested course or related curriculum.
State-Recognized Instructor or Training Coordinator	An individual recognized by the State or training program who can validate instructional performance.
Supervisor or Program Manager	A supervisor or program manager with direct oversight of the applicant's instructional delivery or training responsibilities.

Table D-7: Acceptable Evaluator Types for Instructor Applications

APPLICANT ACKNOWLEDGMENT

Applicants must acknowledge that they have reviewed the State of Florida Instructor Requirements and understand the expectations associated with serving as an instructor for FDEM-supported training courses.

By completing the acknowledgment, the applicant confirms the following:

Acknowledgment Item	Description
Review of Requirements	The applicant has reviewed the State of Florida Instructor Requirements.
Understanding of Expectations	The applicant understands the expectations associated with serving as an instructor.
No Guarantee of Approval	The applicant understands that submission of the form does not guarantee course approval or instructor assignment.
Subject to Review	The applicant understands that all submissions are subject to review and approval by the FDEM Training Unit.
Additional Documentation May Be Requested	The applicant understands that additional documentation or verification may be required during the review process.
Certification of Accuracy	The applicant certifies that the information provided is true and accurate to the best of their knowledge.

Table D-8: Applicant Acknowledgment Requirements



STATE OF FLORIDA INSTRUCTOR REQUIREMENTS

REQUIRED FILE UPLOADS

Applicants must upload all required documentation through the FTEM State Instructor Application Form. Florida does not approve companies or organizations as instructors; only individual applicants are eligible for recognition.

Required Document	Guidance
Resume with Cover Letter	The resume and cover letter should be uploaded as one document. The cover letter must specify the course or courses the applicant is requesting approval to instruct.
Two Lead Instructor References	References should come from qualified Lead Instructors familiar with the applicant's instructional ability. A letter from a county emergency management director may satisfy one of the two required references.
Instructor Evaluations	Evaluations must demonstrate that the applicant successfully instructed at least 30% of the course hours.
Course Certificates / Transcripts	Applicants must upload certificates or transcripts verifying course completion, prerequisites, and any required Train-the-Trainer coursework.
Instructor Methodology / Skills Course Documentation	Applicants must provide documentation showing completion of an acceptable instructor methodology or instructor skills course, when applicable.

Table D-9: Required File Uploads for Instructor Application Submission

INSTRUCTOR EVALUATION EXAMPLE:

For a 4-, 6-, or 8-hour course, a minimum of one unit and one activity should be evaluated per day, per offering.

EVALUATION NOTE:

For individuals who do not successfully pass the evaluations, the Lead Instructor may request an additional instructor evaluation opportunity after communicating with the State Training Officer.

QUESTIONS OR ASSISTANCE

Applicants who have questions regarding the application, supporting documentation, or instructor approval process should contact:

FTEMSupport@em.myflorida.com

The FDEM Education and Training Development Section responds to all inquiries in the order received.