

KY-1 IMT Team Training



Training and Exercise Section Presentation



Ms. Jennifer Hitch and Dr. Charlie Harris

6-8 February 2024

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Presentation Agenda

1. Welcome, Review of Agenda, & Objectives – Ms. Jennifer Hitch, KYEM.
2. Training Update: What Courses Are Available? – Ms. Jennifer Hitch, KYEM
3. NQS & KQS Overviews – Dr. Charlie Harris, KYEM.
4. Getting Credentialed: PTBs and HR. – Dr. Charlie Harris, KYEM.
5. Questions and Answers Plus Summary – All Participants.

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Meeting Objectives

1. Provide Orientation to Available Training Facilitated by KYEM.
2. Help Participants Sign-up for the Classes They Need.
3. Provide Orientation to the Kentucky Qualification System (KQS).
4. Highlight the Paths to Certification and Credentialing.

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Required Courses for IMT Personnel

Position / Class	IS 100	G 191	ICS 200	ICS 300	O 305	ICS 400	IS 700	IS 800	IS 2200	G 2300	PSTN Specific
Unit Leader IMT PSTN	X		X	X		X	X	X	X		X
CMD & GEN Staff IMT PSTN	X	X	X	X	X	X	X	X	X	X	X
Unit Leader EOC Asst Team PSTN	X		X	X		X	X	X	X	X	X
CMD & GEN Staff EOC Asst Team PSTN	X	X	X	X	X	X	X	X	X	X	X

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Training and Exercise Section Website

https://kyem.ky.gov/training/Pages/default.aspx

Ky.gov An Official Website of the Commonwealth of Kentucky

Kentucky Emergency Management

Home / Training / Exercise

Training/Exercise

KYEM Training and Exercise Program

Throughout the Commonwealth, the Kentucky Division of Emergency Management (KYEM), as outlined in [KRS 39A](#) and [106 KAR 1:211](#) and [106 KAR 1:221](#), is responsible for coordination of emergency response/relief/recovery training and exercises in preparation for natural and manmade disasters such as tornadoes, storms, earthquakes, hazardous material incidents, as well as acts of terrorism involving weapons of mass destruction

Training listed by KYEM Area

- [ICS Only Training](#) ←
- [HazMat Only Training](#)

State Training Officer
Jennifer Hitch

State SAR Coordinator
Dustin Heiser

HazMat Emergency Preparedness

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What is the National Qualification System?

The National Qualification System (NQS) is a foundational guideline on the qualification of personnel resources within the National Incident Management System. It establishes guidance and tools to assist stakeholders in developing processes for **qualifying**, **certifying** and **credentialing** deployable emergency personnel.



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What is the Kentucky Qualification System?

Kentucky's implementation of NQS for the training and certification of Incident Management Teams (IMTs) and Emergency Operations Center (EOC) Assistance Teams is called the Kentucky Qualification System or KQS.



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The “Big Three”



Strategic Goal of KQS

The overall strategic goal of KQS is to establish and maintain credentialed personnel for IMTs and EOC Assistance Teams that can assist within the Commonwealth, or outside the state, in response to disasters, incidents, and planned events.

KQS Mission Statement

The Kentucky Qualification System (KQS) Validates Standardized Skills And Competencies For Individuals Managing Complex Incidents and Events.

KQS Vision Statement

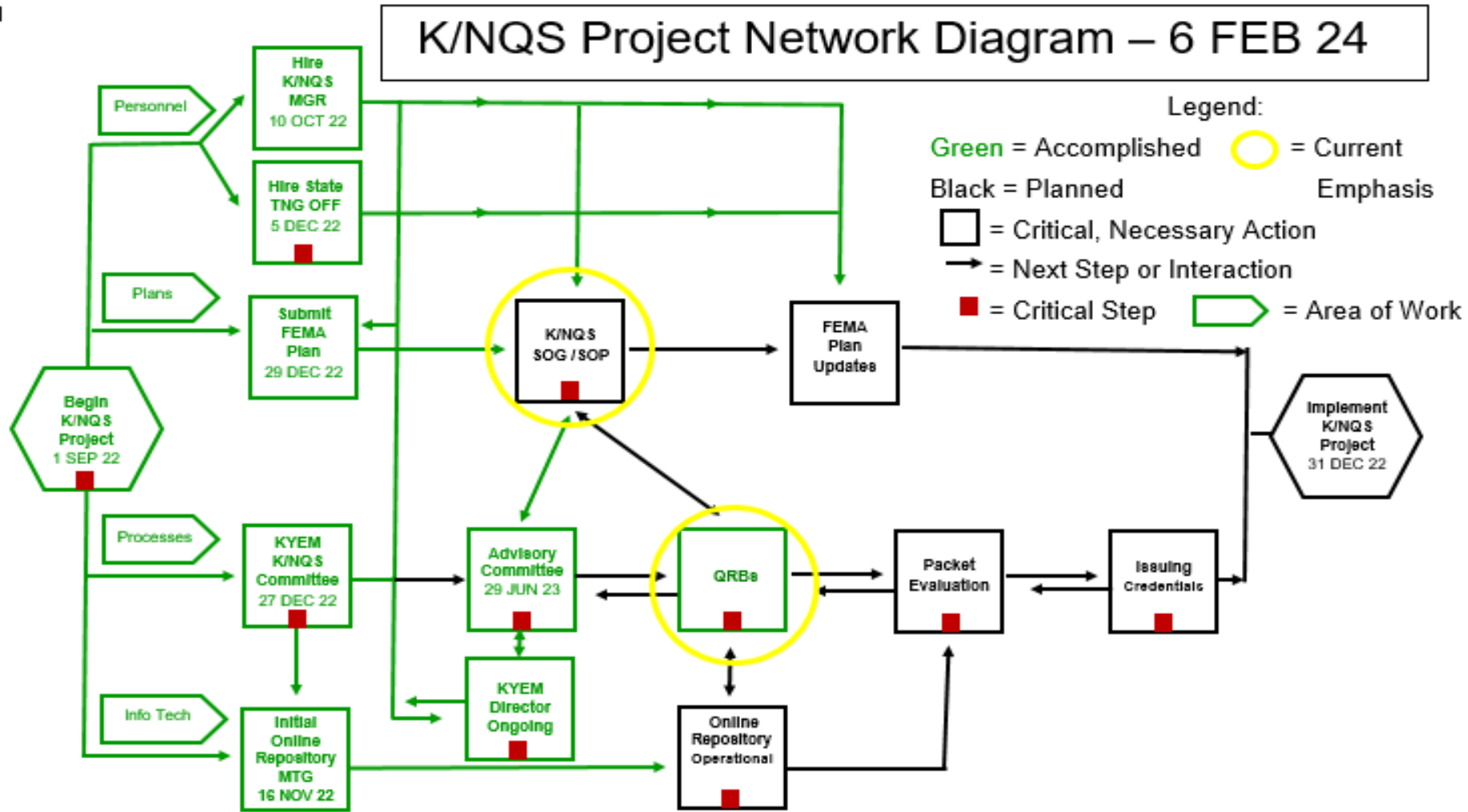
Credentialing The Professionals of Today For The Incidents and Events of Tomorrow.

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Project Status



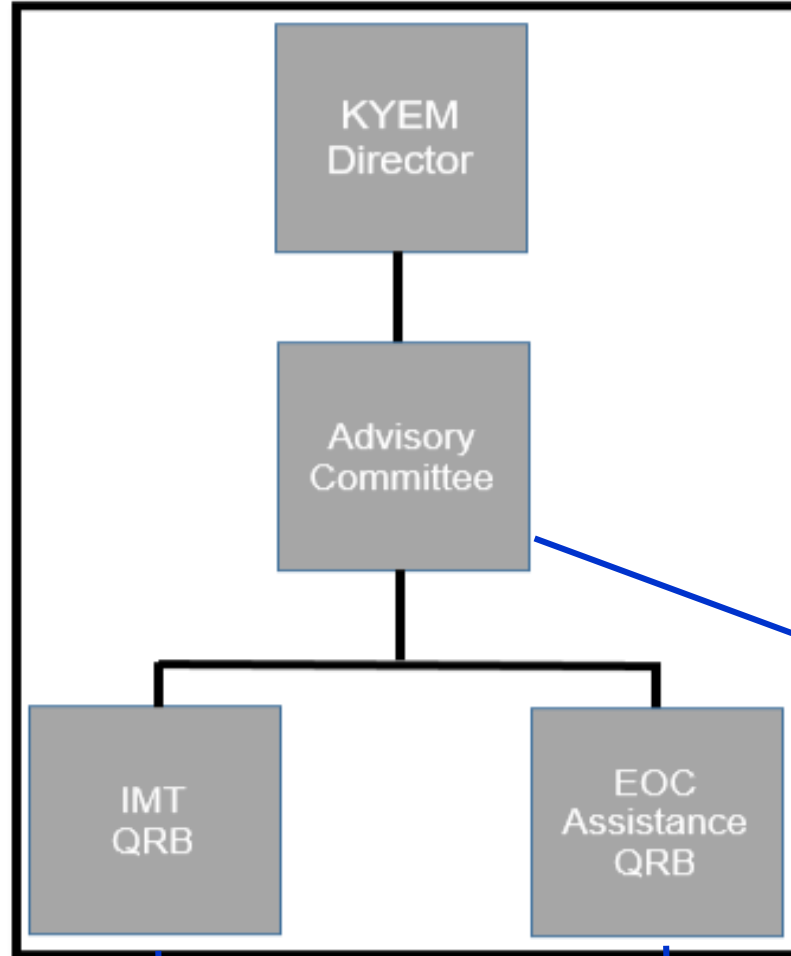
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KQS Committee Structure

The qualification process in Kentucky consists of a performance-based system. Qualification is based upon completing all of the criteria set forth for a specific position in an IMT or an EOC Assistance Team. To properly manage the qualification process of KQS, the Commonwealth employs two separate qualification boards. One board handles IMT personnel, while the other focuses upon EOC Assistance Team members.

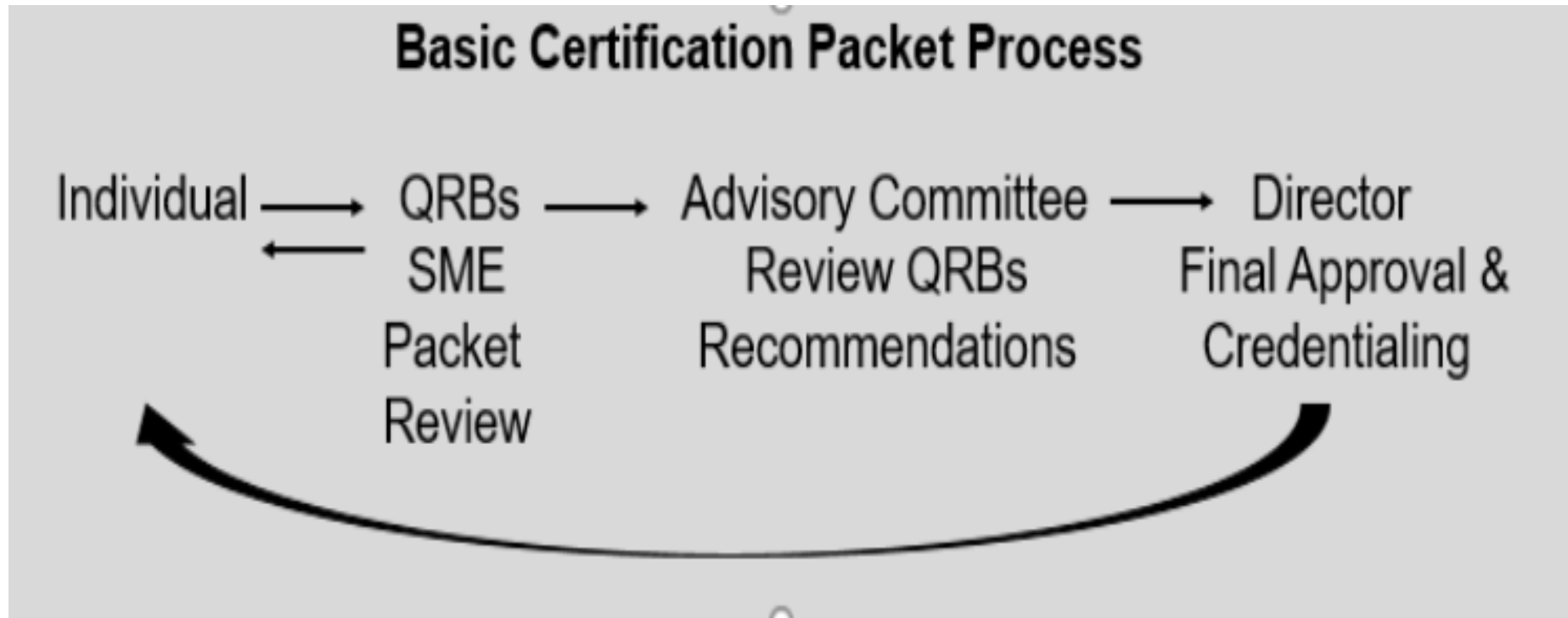


The Advisory Committee directly advises and assists the Director of Emergency Management with development of the Kentucky Qualification System or KQS as its primary mission.

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What is the Basic Process?



2 Pathways: Position Task Books (PTBs) or Historical Recognition of Prior Learning and Experience (HR)

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PTBs Vs. HR

- For many persons seeking certification, **particularly those learning to perform in a position or positions**, on an IMT or EOC Assistance Team, the main vehicle to achieve this will be a Position Task Book (PTB). The PTB serves as a document to evaluate the performance of a person in a specific position in an IMT or EOC Assistance Team.
- HR provides an option for persons with existing positional experience with IMTs and EOC Assistance Teams. **With HR, a person need not perform, again, in positions in which they have already successfully demonstrated competence.**
- **The Commonwealth must conduct HR first, before PTBs, in order to build a pool of evaluators and mentors.**

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Where to Get PTBs?

A screenshot of a web browser displaying the FEMA website. The address bar shows the URL "https://www.fema.gov/emergency-managers/nims/components/position-task-books" circled in red. The page header includes the FEMA logo, a search bar, and navigation links: "Disasters & Assistance", "Grants", "Floods & Maps", "Emergency Management", "About", and "Work With Us". A button labeled "Apply for Assistance" is also visible. The main content area features a sidebar with "National Incident Management System (NIMS)" and "Components - Guidance and Tools", with "Position Task Books" selected. The main heading is "Position Task Books" and the text below states: "This collection contains a set of **NQS Position Task Books (PTBs)**, which identify the competencies, behaviors, and tasks that personnel should demonstrate to become qualified for a defined incident management and support position."

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HR – Procedure A - PTB

With Procedure A, a person uses PTBs, filled out after the conclusion of events or incidents, to demonstrate their competency for specific position. Here, the evaluator(s) for the PTB(s) must be someone who currently enjoys credentialing in the evaluated position by a recognized AHJ and was also present at the specific event or incident. Persons may draw upon events and incidents up to 5 years prior to the year of the submitted packet to the QRB and may show as many incidents and events as needed to cover all the enumerated tasks of the PTB.

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HR – Procedure B - Portfolio



While Procedure A provides a way forward for those persons who have worked an incident or event with a credentialed person, Procedure B gives an option to those persons who have not. By its very nature, Procedure B constitutes the most challenging and time consuming of the three HR options. With Procedure B, a person must construct a portfolio that discusses all of the tasks of a given PTB.

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HR – Procedure C – Hybrid

Procedure C provides a middle option for persons seeking certification and credentialing through HR. Procedure C allows a person to combine Procedure A with Procedure B to address all of the tasks in a given PTB and to submit a complete packet.

A person may not be able to find enough qualified persons to evaluate their prior work, on an IMT or EOC during an incident or event, to cover all of the tasks in a PTB. Procedure C allows the individual to combine portfolio and PTBs to effectively address all of the enumerated tasks of a position.

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Qualifying Events Chart



PTB Qualifying Events Chart

A **Minimum of One** Type 3, or Above, Exercise and **One** Type 3, or Above, Incident / Event Per Task.

or

Two or More Type 3, or Above, Incidents / Events Per Task.

Persons may draw upon events and incidents up to **5 years prior to the year of the submitted packet** to the QRB and may show as many incidents and events as needed to cover all the enumerated tasks of the PTB.

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Procedure A, B or C?

- A person seeking HR for a specific IMT position should first review the associated PTB. Taking into account their **experiences** and the position's **Competencies, Behaviors and Tasks**, the person should decide which Procedure works best to highlight their work, A, B, or C.
- After determining which procedure to use, the person next works on **acquiring information** that illustrates their competency in the specific tasks. This step differs with each procedure. For example, with Procedure A it involves a PTB, and with Procedure B the personal narrative is key, along with artifacts.

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Submission Information

- Signatures Must Be “Wet” and “Scanned”.
- The applicant should submit the completed packet to the KYEM Training Section at Training@ky-em.org. The Training Section will acknowledge receipt of the packet, and give updates, to the individual and provide the packet to the appropriate QRB.
- IMT QRB may ask for an interview.

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Questions & Answers Plus Summary

- KQS affords those that participate in it with a process for certification and credentialing in specific IMT and EOC Assistance Team Positions.
- Currently, KYEM emphasizes HR due to the lack of credentialed personnel in the Commonwealth. “We need to build the bench” and avoid “fruit from a poisoned tree”.
- We will be here all three days to assist as needed with your questions.

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