



Kentucky Division
of
Emergency Management
**Training & Exercise Section
Program Guide**



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Commonwealth of Kentucky

KYEM Training and Exercise Section Program Guidance Contents

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Kentucky Division of Emergency Management Training and Exercise Section Overview

Throughout the Commonwealth, the Kentucky Division of Emergency Management (KyEM) is responsible for coordinating emergency response/relief/recovery efforts for natural and manmade disasters such as tornadoes, storms, earthquakes, hazardous material incidents, as well as acts of terrorism involving weapons of mass destruction. By working seamlessly with state agencies, local public safety departments and volunteer organizations, KyEM can effectively respond to and coordinate the emergency needs of all 120 Kentucky counties in times of disaster.

To address the critical need of providing advanced, current educational offerings for Kentucky's public safety professionals, the Training and Exercise Section was established to provide innovative and professional training for:

- State and local emergency management personnel;
- Elected and appointed officials;
- Emergency responders;
- Members of volunteer organizations active in disasters; and
- Other professionals who prepare for and respond to emergencies.

The Kentucky Division of Emergency Management is not an accredited academic institution. However, some of the courses offered or endorsed by the agency involve college-level curricula. Individuals completing these courses may apply to colleges identified in the course offering for credit consideration.

Courses and activities listed in this publication may also be considered eligible for in-service or continuing education credit with the following agencies:

- Kentucky Division of Emergency Management (KyEM)
- Kentucky Law Enforcement Council (KLEC)
- Kentucky Board of Emergency Medical Services (KBEMS)
- Kentucky Fire Commission

Training Mission, Vision and Goals

Training and Exercise Section Mission

The Kentucky Division of Emergency Management Training and Exercise Section will develop a world class training delivery system and exercise evaluation program that will prepare emergency management personnel at all levels to support the overall mission of protecting the citizens and assets of the Commonwealth of Kentucky during natural or man-made disasters as well as during other large-scale emergencies.

Training and Exercise Section Vision

The vision of the Training and Exercise Section shall be to develop and implement progressive, comprehensive and high quality training on topics pertinent to the overall emergency management program that will support career building towards recognized levels of personnel credentialing. The Training and Exercise Section shall also provide support in exercise design, execution and evaluation for exercises conducted at all levels across the Commonwealth.

Training and Exercise Section Goals

The Training and Exercise Section shall assemble and develop a cadre of certified, competent instructors, including Master Exercise Practitioners, within the Kentucky Division of Emergency Management and its Training & Exercise Section to assist members of the emergency response community and other interested parties in obtaining:

- a. KyEM training & certification;
- b. HSEEP training & certification; and
- c. MEP training & certification.

The Section shall also work to improve the level of understanding and expertise among staff members of the Kentucky Division of Emergency Management to assure the delivery and availability of reasonably accessible and cost effective, professional training & exercise opportunities for staff and partners of the Division of Emergency Management.

The Section shall strive to improve the level of understanding regarding the availability of training opportunities and support for exercise design, execution and evaluation programs among emergency management professionals, both paid and volunteer, within local communities across Kentucky. This shall be accomplished through the publishing of a course catalog and training calendar on the KyEM website as well as distributing information through email distribution lists, routine media sources and other avenues as may be available to the emergency response and emergency management communities.

The Section shall also strive to increase the availability of professional development opportunities by communicating information regarding and coordinating the scheduling of professional curriculum course offerings that facilitate the ongoing professional development of individual KyEM team members and leads to recognized levels of certification or credentialing.

Concept of Operations for Training Planning and Budgeting

The obvious goal of the agency is to conduct quality training in accordance with Division guidelines that accomplish the Division vision of “World-Class Training”. In order that this goal be accomplished, the operation of the Training Section and every training opportunity must be planned in detail and maximize available resources, both personnel and money.

The overall responsibility for the management and coordination of the Training and Exercise Section as well as the oversight and conduct of training is the Training Section Supervisor.

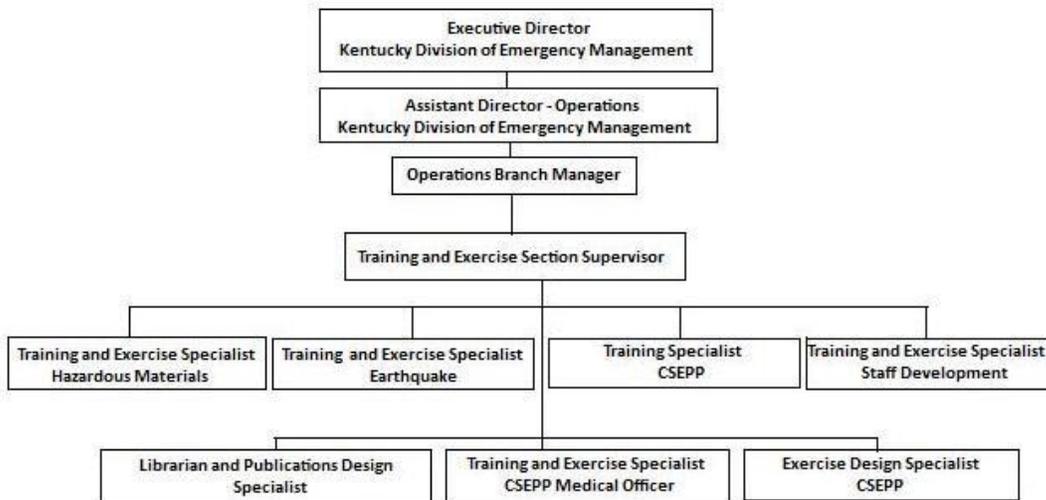
Within the Section, it is the responsibility of each Training Specialist (Program Lead) to develop a detailed training plan for the fiscal year relative to their area of responsibility. It is the responsibility of the Training Section Supervisor to assemble a detailed Training and Exercise Section budget that will support the proposed training plan.

The Kentucky Division of Emergency Management will proactively plan training for Search and Rescue, Emergency Management Leadership (including internal staff education), Hazardous Materials, Earthquake, Chemical Stockpile Emergency Preparedness Program (CSEPP), and LEPC needs. The Division will also adopt the following schedules and guidelines for planning and executing costs associated with supported exercises. The Division and the Training and Exercise Section more specifically must be committed to detailed planning, expense control, providing attention to detail and a disciplined approach to training and exercise planning if we are to achieve our goals.

Training and Exercise Section Management Structure

The Training and Exercise Section of the Kentucky Division of Emergency Management falls under the Operations Branch. The Section is led by a Section Supervisor and then staffed with a variety of training professionals who have primary responsibility for varying specialties within the training section. An organizational chart for the section is represented below.

***Kentucky Division of Emergency Management
Training and Exercise Section
Organizational Chart***



Roles and Responsibilities

Training and Exercise Specialist - Hazardous Materials

This individual focuses primarily on coordinating the delivery of the following training programs and offerings:

- Hazardous Materials Awareness;
- Hazardous Materials Operations;
- Hazardous Materials Technician; and
- CAMEO.

These programs are offered in conjunction with the Commonwealth Emergency Response Commission and are delivered through directly by KyEM and under contract with other agencies such as the Kentucky Fire Commissions' State Fire Rescue Training unit. Programs are compliant with NFPA 472 and 473 and OSHA 1910.120 requirements and enable an employer to credential the individual for hazardous materials response.

This individual also assists with the design and execution of exercises relating to hazardous materials. The individual may assist local emergency management agencies or Local Emergency Planning Committees (LEPC) upon request. They may also provide advice and expertise relative to hazardous materials to other agencies as they design exercises for their organization, business or community.

Training and Exercise Specialist – Earthquake

Even though no part of Kentucky is immune from the threat of an earthquake, this individual focuses primarily on working with those counties and communities in the New Madrid Seismic Zone to prepare for a community response to a catastrophic earthquake event. This individual works with the State Earthquake Program Manager to:

- Assist with and coordinate as necessary the development and delivery of training and training materials to schools and other concentrated populations on safety actions that should be taken during an earthquake;
- Attend meetings at the local, state and national level representing the Commonwealth and sharing our plans for earthquake response, training and recovery;
- Coordinate the collection of information pertaining to resource assets that are maintained by local emergency response and public service agencies and available for deployment in the event of a catastrophic earthquake event; and
- Assist with the development, design and deployment of earthquake drills and exercises at all levels including coordination for Central United States Earthquake Consortium exercises and federal level exercises, when conducted.

Training and Exercise Specialist – Staff Development

The Kentucky Emergency Management program is only as effective as the professionals who are employed by or volunteer for our agencies. This individual is responsible for developing a plan that delivers ongoing educational opportunities for our paid and volunteer staff. Other primary responsibilities include the coordination, scheduling and delivery of staff development opportunities that are relative to the “KyEM Staff Development and Credentialing Program” that can be found in another section of this document. This individual shall also serve as the depositor and records custodian for training records within KyEM. This individual shall maintain the forty (40) hour new local EM Director and Assistant Director basic training program. This responsibility shall include regular review of the document so as to assure that the most current information is made available to each new class.

This individual shall also develop, design, deploy and coordinate exercises that test staff functions including assistance with CSEPP CAIRA exercises conducted in the Emergency Operations Center.

Training and Exercise Specialist – CSEPP Medical Officer

The CSEPP Medical Officer shall take the primary role in providing direction and consultation to all Branches and Sections of the Kentucky Division of Emergency Management relating to medically oriented issues. This may include but not necessarily be limited to:

- Identifying medically related issues that are potential risks to Kentuckians in time of disaster and providing consult to the Planning Branch for the development of plans to address such risks;
- Making recommendations for medical treatment procedures relative to risks associated with the CSEPP program; and/or
- Assisting with identifying the need for and either coordinating or providing the direct delivery of medically based training for KyEM staff and volunteers.

This individual shall also coordinate the medically related components of exercise design related to the Exercise mission of the Branch. This may include, but not necessarily be limited to:

- The development of medically based scenarios for incorporation into disaster exercises;
- The development of patient specific injuries for individuals serving as “victims” for disaster exercises; and/or
- Serving as an evaluator for assessment of medical response on disaster exercises.

Training Specialist – CSEPP

The CSEPP Program has a wide variety of training needs that are focused around potential issues that could arise from an unplanned release of agents maintained at the Blue Grass Army Depot in Madison County. This individual will be primarily responsible for assuring that training requests from CSEPP counties are responded to in a timely manner. The training programs that are identified for delivery to response personnel in the CSEPP counties may also be highly beneficial to other responders across the Commonwealth. The CSEPP Training Specialist shall, whenever possible, share training opportunities with non-CSEPP counties.

Exercise Design Specialist – CSEPP

The CSEPP Program has an ongoing need for exercise design and coordination. From local county exercises, to CAIRA exercises, to CSEPP regional or national exercises, this individuals’ primary focus is to assure that the ongoing exercise needs for CSEPP are met. Their expertise may be shared across the agency for non-CSEPP projects as time allows.

Training Partners

The Kentucky Division of Emergency Management, as are many government agencies, is limited in financial and manpower resources. In order to deliver our training product to as many individuals as possible, KyEM regularly utilizes the talents of other agencies who partner with us to develop and deliver quality training products to the emergency management, search and rescue, and emergency response communities. These agencies include, but are not necessarily limited to:

- Kentucky State Fire Commission;
- Kentucky State Fire Rescue Training;
- Kentucky Department for Public Health;
- Kentucky Community and Technical College System; and
- Floyd County Emergency and Rescue Squad.

We appreciate the willingness of these and other agencies to assist in the delivery of quality training to responders across the Commonwealth.

Program Funding

The Training and Exercise Section is funded through a variety of sources. Primary funding comes from various grants and other non-general fund budget allocations that support specific disciplines including but not necessarily limited to:

- Hazardous Materials Emergency Preparedness (HMEP) Grant
- FEMA Earthquake Grants (Education and Exercise Funds)
- Commonwealth Emergency Response Commission (Funding for LEPC planning, training and exercises)
- CSEPP (Training and Exercise Funding)

In addition, there are general fund dollars made available through the KyEM budget that are allocated to the Training and Exercise Section specifically in support of Search and Rescue Training.

Program Budgeting

The training program budget is an integral part of the overall KyEM budget. Successful budgeting is largely dependent upon scheduling and calendaring of training opportunities. The budget must be prepared and submitted to the Finance Branch no later than March 1 of each calendar year. The budget request must be comprehensive in nature encompassing, but not necessarily limited to:

- Instructor Travel, Lodging, and Meal Expenses;
- Student Travel, Lodging, and Meal Expenses;
- Printing Costs;
- Training Materials;
- Postage Expense; and
- Capital Equipment Needs

The Finance Branch will provide documentation relative to the current year expenditure patterns for the Section and assign line item accounts for budget numbers to be placed.

Course Request/Approval Process and Course Instructor Requirements

Course Request/Approval Process

All entities or organizations wishing to sponsor or conduct a KyEM endorsed training program shall make application the Training and Exercise Section of the Division at least one hundred and twenty (120) days prior to the requested date of the course on the “KyEM Course Request Form”.

After receipt of a completed “KyEM Course Request Form”, the KyEM Training and Exercise Section Supervisor will review the application and determine if the course can be approved based on the following factors:

- Availability of budget funds to support the course;
- Availability of instructors to support the course;
- Consideration of appropriate geographic dispersion of available training resources;
- History of course sponsorship/administration by the requesting agency; and
- History of attendance at previous courses in that geographic area.

Within fourteen (14) calendar days of receipt of a “KyEM Course Request Form”, the Training and Exercise Section Supervisor shall advise the applicant as to whether their request has been approved or rejected. If the course is approved, a course number will be assigned by the Training and Exercise Section and included with the approval letter. All subsequent correspondence shall have the course approval number referenced in or on the document.

Due to limited resources, it is anticipated that the Training and Exercise Section will plan for more training than the agency can afford to support. Program Leads are responsible for detailed financial estimates needed to support summary budget lines for each training opportunity planned.

The Training Section Supervisor will coordinate both the review and approval processes with the appropriate branch managers. This task cannot be delegated. In the event the Training Section Supervisor is unable to complete a coordination step, it will be elevated to the Operations Branch

Manager or to the appropriate Assistant Division Director. The steps in the summary graph shown below are detailed as follows:

1. The Lead Instructor or a designated representative from the sponsoring entity or agency for the proposed training offering shall complete Form 308, the "KyEM Request to Host Training Form", and the "KyEM Course Budget Planning Document" (If KyEM funding support is being requested) and forward to the KyEM Training and Exercise Section no later than one hundred and twenty (120) days prior to the beginning date for the course.
2. The Training Section Supervisor receives the documents and reviews them to assure a solid plan of action and to determine whether or not KyEM will sanction or endorse the course and determine whether or not the course meets the criteria for KyEM funding support.
3. The Training Section Supervisor will submit the summary plan for the training opportunity, along with his recommendation, to the Operations Branch Manager for review and concurrence or comment.
4. If approved by the Operations Branch Manager, the Supervisor will assemble the summary training plan and assign it to a Program Lead for execution and development of the detailed budget. Once a detailed budget is prepared and an execution plan is developed, it shall be submitted to the Training Section Supervisor for the next step of the process. This must be accomplished no later than one hundred (100) days prior to the beginning date of the course.
5. The Training Section Supervisor shall then coordinate with the Administrative Branch Manager to determine if sufficient funding is available and, if so, from what funding source.
6. At this point, Form 308 shall be completed, submitted to the Operations Branch Manager for review and approval, with a copy forwarded to the budget and travel office if funding is approved.
7. The Training Section Supervisor assigns the training opportunity a Course ID Number. If preliminary number has been assigned, the preliminary status will be removed.
8. The Training Section Program Lead will assure that a "Course Planning Worksheet" is generated for the training opportunity and will assure that all steps are completed. This includes developing a Course Announcement at least ninety (90) days prior to the beginning date for the course and distributing the course announcement as may be appropriate.
9. The Lead Instructor for the Course shall coordinate with the Training Section Program Lead to assure that course materials have been ordered at least sixty (60) days prior to the course.
10. The Training Section Program Lead shall coordinate as frequently as necessary to assure that each step of the Course Planning Document is completed in a timely fashion.
11. The Lead Instructor, along with any Assisting Instructors or adjunct faculty shall be responsible for conducting the course. The Lead Instructor shall be responsible for coordinating instructor assignments for the course.
12. The Lead Instructor shall be responsible for assuring that each student completes all required paperwork, including the Student Roster. Each student must initial the roster daily to verify their attendance in the course.
13. The Lead Instructor shall also be responsible for assuring that all required documents are submitted to the KyEM Training and Exercise Section office within ten (10) days of course completion. They shall also ensure that a course evaluation form is completed by each attendee and that all evaluation forms are submitted to the KyEM Training Section office.
14. The Training Section Program Lead shall assure that the Electronic Course Critique document is emailed to each attendee having an email address within two (2) working days of the receipt of the training material package from the Lead Instructor. A five (5) day deadline will be established for the submission of the electronic course evaluation by the students to whom it

was emailed. The Training Section Program Lead will then compile the results and report them to the Training Section Supervisor and include them as a part of the Course Folder.

15. The Lead Instructor shall complete and submit an electronic AAR for the course to the designated Program Lead to include as a part of the Course Folder. The AAR should be submitted in the designated format as provided to the Lead Instructor. Assisting Instructors and Adjunct Faculty should also be invited to make comments separately from those submitted by the Lead Instructor.
16. The Training Section Program Lead shall issue certificates to individuals successfully completing the program within five (5) working days of the receipt of course materials from the Lead Instructors. The Program Lead shall also be responsible for entering course information into ITEAMS.
17. The Training Section Supervisor will review the final budget numbers for the course and assure that they are reported to the appropriate administrative branch personnel. This shall be accomplished within thirty (30) days of course completion.
18. The Training Section Supervisor and the Operations Branch Manager will review the Course Folder to assure that it is complete prior to its being closed and filed.
19. The Assistant Director for Operations will ensure that weekly and monthly reviews are completed and that the overall Training and Exercise budget is briefed on a monthly basis or more often as needed.

Steps for Training Budget Management and Execution

Action	Responsibility
1. Develop a detailed course plan including the planning document and budget worksheet	Lead Instructor; Sponsoring Entity or Agency; and/or KyEM Training and Exercise Event lead/POC
2. Review course planning document, budget plan; develop an internal summary plan	Training Section Supervisor
3. Review and approve the summary plan	Operations Branch Manager/Assistant Director for Operations
4. Assemble the detailed estimates	Lead Instructor/Training Section Supervisor
5. Determine the availability of KyEM Funding and Identify Funding Source Once Detailed Estimates Have Been Reviewed and Affirmed	Training Section Supervisor
6. Coordinate Review By Operations Branch Manager	Training Section Supervisor
7. Operations Branch Manager Review	Operations Branch Manager
8. Assign Course ID Number	Training Section Supervisor
9. Advertise 90 Days Out	Training Section Program Lead
10. Secure Course Materials 60 Days Out	Lead Instructor/Training Section Program Lead
11. Coordinate Training Details Lock-In	Lead Instructor/Training Section Program Lead
12. Conduct Course	Instructor(s)/Lead Instructor
13. Secure Attendees Roster and Submit to KyEM Training Section	Lead Instructor

14. Gather Course Critique and Submit to KyEM Training Section	Lead Instructor
15. Send Electronic Course Critique	Training Section Program Lead
16. Send an Electronic AAR to the KyEM Training Section	Lead Instructor
17. Prepare and Mail Course Certificates	Training Section Program Lead
18. Finalize and Update Budget Based on Actual Expenses	Training Section Supervisor
19. Review Budget/Training Execution	Operations Branch Manager/Training Section Supervisor
20. Provide Monthly Update	Assistant Director for Operations

Course Instructor Requirements

All entities or organizations shall assure that all instructional staff utilized in the delivery of any KyEM endorsed training program are currently certified by the Kentucky Division of Emergency Management as KyEM Provisional Instructors and/or KyEM Instructors. This will not prevent the entity or organization from utilizing adjunct faculty members who are certified by a state or federal agency to teach or perform subject matter relevant to a nationally recognized curriculum; certified by a nationally-recognized entity to provide Emergency Management, Incident Command, or Search and Rescue related training; the individual is a presenter at a State or National Symposium where the training has been accredited by a State Emergency Management Agency within or outside of the Commonwealth of Kentucky; or the individual is a presenter approved by the Training Section of KyEM as uniquely qualified by experience or education.

In addition, the entity or organization may utilize additional individuals not certified as KyEM Provisional Instructors or KyEM Instructors as skill instructors or field evaluators for classroom sessions where skills are practiced or field activities are conducted. Individuals assisting with these practice sessions shall be approved by the course Lead Instructor and shall at a minimum have completed the basic training for the course in which they are assisting.

Documents and Materials Required for/of All Training Programs

Student Required Materials

Either the instructor or the training entity or organization shall assure that each student in the course offering is provided with the following materials:

- (a) A textbook for the course in either printed or electronic format;
- (b) Paper and pencils for taking notes during the class;
- (c) A name tent for student identification;
- (d) A "KyEM Course Evaluation Form";
- (e) A "KyEM Student Registration Form"; and
- (f) A pre-test and post-test, written examination, or other assessment tool, if utilized by the program.

Instructor Required Materials

Each instructor serving as a part of the instructional staff for a KyEM endorsed training program shall have the following materials available for use during the course:

- (a) A “KyEM Course Roster”;
- (b) An instructor manual and materials for the course being offered;
- (c) Appropriate delivery materials for the instructor materials for the course (laptop computer, LCD projector, overhead projector, etc.); and
- (d) A student manual, either printer or electronic, which is identical to those being provided to each student.

Course Materials Required for Submission to the KyEM Training Section

The following materials must be submitted to the Training Section of the Kentucky Division of Emergency Management by the Course Lead Instructor within seven (7) days of the completion of the course:

- (a) The completed “KyEM Course Roster”;
- (b) A “KyEM Student Registration Form” for each student;
- (c) A “KyEM Course Evaluation Form” for each student;
- (d) A copy of the pre-test, written exam or student answer sheet for each student; and
- (e) Any other course paperwork that the Course Lead Instructor feels should be archived from the course along with the Course folder.

KyEM Retention of Course Records and Materials

Copies of course paperwork shall be maintained by the Division in either hard copy or electronic format for a period of five (5) years from the beginning date of the course.

General Course Administration

Student Eligibility

Emergency Management training courses are open to state and local emergency management personnel, elected/appointed officials, local and state emergency responders, representatives of federal agencies or organizations with emergency support roles, members of volunteer organizations active in disasters, and other professionals who prepare for and respond to emergencies or disasters. Some courses have prerequisites. If prerequisites exist, you will find them shown in the course description of the Course Catalog. If you are unsure if you qualify for admission to a course, you are welcome to contact KyEM’s Training & Exercise Section before you enroll.

Student Application

Students wishing to register for courses must complete a “KyEM Student Application Form”. A separate application must be completed for each course. Students must complete all applicable sections of the training application. Incomplete applications will be returned to the student for completion.

The “KyEM Student Application Form” is available on-line from the Kentucky Division of Emergency Management website at <http://kyem.ky.gov/training>. Applications may also be obtained by contacting KyEM’s Training and Exercise offices at (502) 607-5733 or at the course site.

Unless specifically exempted by the Training and Exercise Section, all students shall submit a completed “KyEM Student Application Form” to the Kentucky Division of Emergency Management’s Training and Exercise Section. The “KyEM Student Application Form” may be submitted by:

- Mail – Kentucky Division of Emergency Management
Training and Exercise Section
1025 Capital Center Drive, Suite 101
Frankfort, Kentucky 40601
- Fax - 502-607-5710
- Scan and email – KyEMTraining@gmail.com

Attendance Policies

Students participating in KyEM endorsed or sponsored training programs are expected to attend all sessions of the course. Credit for course completion will not be granted if more than 10% of the total program hours are missed. There will be no exceptions to this policy. Instructors may, at their discretion, arrange for make-up of missed material in order to allow students the opportunity to obtain course credentialing. Continuing education or participation credit may be awarded for the actual number of classroom hours attended by the student even if the student is not eligible for course credentialing.

Cancellations

Students unable to attend a course for which they have enrolled, should notify the Training and Exercise Section in writing via mail, fax, or email as shown in the Student Application Section above. Cancellations should be submitted at least seven (7) calendar days before the first day of the course. Many of our sponsored courses fill quickly and necessitate placing applicants on a waiting list. Your position in the course is reserved until such time as you notify the Training and Exercise Section you are unable to attend. Once a cancellation notice is received by the Section, we will then offer the seat to another student from the waiting list.

If a cancellation is necessary inside of the previously noted seven (7) day window, the student should notify the Kentucky Division of Emergency Management Training & Exercise Section by telephone at (502) 607-5733 or by fax at (502) 607-5710 or email at KyEMTraining@gmail.com.

Substitution Policies

If a student is unable to attend a course after being accepted and scheduled for a course, the student’s organization may request a substitution be made for the student that is unable to attend. The request for substitution must be made in writing and accompanied by a “KyEM Student Application” for the substitute student.

Costs and Tuition

Tuition costs are assessed by the training entity or organization sponsoring the course. The Kentucky Division of Emergency Management makes every effort to provide training to its staff and partners at as little cost as possible. Students should check the course announcement to determine what, if any, direct cost to the student may be involved. Students may also be required to have certain equipment for use during the course such as fire fighting turnout clothing or search and rescue equipment.

Travel, room and per diem expenses are the responsibility of the student. If travel, room and per diem are being provided for students, specific instructions will be provided to the students along with

their notice of acceptance into the training offering. This information will provide specific guidance relative to expenditure limitations and the making of hotel/motel reservations.

Examinations

Many of the courses offered in the KyEM Course Catalog require students to complete a written examination at the conclusion of the course. Most of these examinations have a minimum score for successful course completion. It is not the intent of the Kentucky Division of Emergency Management to create an environment that would prevent a student from attending or completing any of the courses offered in the KyEM Course Catalog. Examinations are included as a part of the course to ensure that all of the instructional material has been adequately presented during the course and also to assess the student's ability to understand the information presented during the course.

Every effort will be made to score examinations prior to the conclusion of the course. Students who receive a score less than that required for successful completion of the program will be provided the opportunity to re-test after remediation by the Course Lead Instructor. In some cases, students will be provided with a different set of questions, covering the same topics as the original examination.

Students who have documented learning disabilities that might impact their ability to successfully complete written examinations should notify the Training & Exercise Section Supervisor, prior to attending the course. Efforts will be made, but cannot be guaranteed, to arrange for an alternative testing method.

Issuing of Certificates

Certificates will be issued to individuals that meet the attendance, participation and testing requirements of courses approved and endorsed by the Training and Exercise Section of the Division. Course certificates will be issued by the Training and Exercise Section of the Division only after all required course materials are submitted to the Section by the entity or organization hosting the course or by the Course Lead Instructor. In addition, all administrative processes at the Section level shall be completed prior to the issuance of certificates. The Training and Exercise Section shall issue certificates for each course participant within five (5) working days of the receipt of course materials. Certificates shall reflect the current approved certificate format for the Division and may be issued in any of the following methods:

- Certificates may be emailed to course participants as a .pdf file for printing by the participant;
- Certificates may be emailed to the course instructor as a .pdf file for printing and distribution by the instructor;
- Certificates may be printed and mailed in bulk to the instructor or entity or organization sponsoring the course for distribution; or
- Certificates may be printed and mailed to individual course participants by the Training and Exercise Section of the Division.

Student Transcripts

Student transcripts are available for courses taken through the Kentucky Division of Emergency Management upon request. Students who complete independent study courses, Emergency Management Institute resident courses, or other recognized training courses may submit a copy of certificates of completion obtained from other sources to KyEM's Training and Exercise Section for inclusion in the student transcript.

Course Numbering and Tracking

Each course tentatively scheduled, endorsed or approved by the KyEM Training and Exercise Section shall be issued a course number. The number shall consist of five (5) digits in the following format – “xx-xxx”. The first two (2) digits shall represent the final two (2) digits of the current calendar year. (i.e. – 10 for 2010) The second three (3) digits shall be sequentially issued based on the order in which the class was approved beginning with “001”. Thus the first course endorsed in 2010 would be “10-001”.

The number shall be preceded by an abbreviation for the Program Specialist which is overseeing the course offering.

SAR – Search and Rescue

HZT – Hazardous Materials

CSD – Career and Staff Development

EQK – Earthquake

CSEPP – Chemical Stockpile and Emergency Preparedness Program

LEPC – Local Emergency Planning Committee

Other abbreviations may be developed in the future should course offerings expand and require additional detail. Using this formula the first Search and Rescue course offering conducted in 2010, once the course offering has been scheduled and authorized by the Training Section Supervisor would be listed as “SAR-10-001”.

All preliminary training class numbers will begin with the letter “P”. Preliminary is defined as any course that has been scheduled for conduct but has not completed the review and approval process. For example; PSAR-10-001 would be a preliminary search and rescue class scheduled in fiscal year 10 and is the first one planned.

Once a training class has been sufficiently planned with enough detail for final budgeting, it will be reviewed by the operations branch manager and approved by the administrative branch manager. At that time the Training section chief will remove the P and announced a plan in accordance with the operations and training SOP. Only the Training Section Supervisor can assign a final number to a training class.

Each course will be tracked through “ITEAMS”. The course will be traceable, at a minimum, through the following fields: course number, participant’s name, course location, course name, and beginning course date. All required course information shall be entered into “ITEAMS” prior to certificates being issued to course participants.

Instructor Expense Reimbursement

The Kentucky Division of Emergency Management recognizes the valuable contributions that are made by our volunteer instructors. Every effort will be made to reimburse the following expenses, at the prevailing state rates, for volunteer instructors that are teaching KyEM sponsored courses:

- Mileage;
- Meals; and
- Overnight accommodations.

Volunteer instructors that are teaching KyEM courses for agencies other than KyEM may be eligible for reimbursement; subject to available funds and only if travel reimbursement has been approved by the Training and Exercise Section Supervisor prior to the beginning of the course and prior to the instructor incurring the expense. If instructor reimbursement is approved, it should be so noted on Form 308, “Request to Host Training”, budget funds should be identified for the reimbursement and a copy of Form 308 should be provided to the travel office to be attached to the instructors request for

reimbursement. The submission to the Travel Office should take place no later than thirty (30) calendar days prior to the beginning date of the course so as to allow the staff in the Travel Office sufficient time to process a TE for anticipated travel expenses.

Instructors seeking reimbursement should maintain copies of hotel receipts and track vehicle mileage for their travel. Within fourteen (14) calendar days of the completion of the course, the instructor should submit the following documents to the KyEM travel office:

- Hotel receipt; and
- A signed Travel Voucher (eMars 34 Form).

The travel office will coordinate the processing of the instructors' travel reimbursement request. Once processed, the Travel Office staff shall notify the instructor by telephone or email that the travel reimbursement request has been processed and reimbursement should be received shortly. An instructor that does not receive reimbursement within thirty (30) days of submission should contact the Travel Office for follow-up.

Budgeting for Courses, Revocation of Training Funds

Planning a Course Budget

Delivering training cost money and in government budgets, money is a precious commodity. When possible, KyEM will provide financial support for educational offerings in an effort to offset the costs to the student and the expenses of the Instructor. In order to appropriately plan for the specific costs associated with an educational offering, the course Lead Instructor or sponsoring entity should download and complete the "KyEM Course Budget Planning Document". Regardless of whether KyEM is being asked to provide funding support for the program, the Budget Planning Document can be of great assistance to those that are financially responsible for supporting the training program in assessing the financial needs of the course and determining the tuition structure for the course, if any. The Budget Planning Document lists many, but not all of the costs that potentially exist for a training program.

Any request for funding assistance from KyEM must be received at least ninety (90) days prior to the planned starting date of the training program.

Revocation of Training Funds

Receiving KyEM financial support for training programs is a privilege, not a right for entities sponsoring or conducting KyEM training programs. As such, KyEM retains the right to withdraw financial support for any individual, entity, or organization that fails to meet the standards for training delivery expected by the Division. Some, but not all, of the reasons for withdrawal of training funds may include:

- Failing to maintain a safe and orderly classroom environment;
- Failing to Provide an Adequately Equipped Facility or Classroom Conducive to Learning;
- Failing to provide training as required by the course curricula relative to:
 - Course Length;
 - Course Materials; and/or
 - Course Didactic or Skill Content;
- Failing to Professionally Represent the Division in the Classroom or Field Environments;
- Failing to Provide the Required Materials to the Division in a Timely Fashion; and/or
- Other Issues Which Negatively Impact Course Delivery or Student Performance.

Training funds may be withheld upon recommendation of the Training and Exercise Section Supervisor and approval of the Assistant Director – Operations. The decision of the ADO may be appealed to the Division Director but the decision of the Division Director shall be final. Any individual, entity, or organization that is subject to having training funds revoked or withheld shall be notified of such action in writing and of the reasons for the revocation or withholding of training funds.

KyEM Instructors

Instructor Expectations

Quality instruction is the *key* to a successful emergency management training program and the safety of its participants. Whether instructors teach at their own agency, or around the region and state, they have the responsibility to ensure that quality instruction is presented. Regardless of where the course is presented and whether it is presented for five or fifty participants, the responsibility of the instructor remains the same. The responsibilities for a KyEM Instructor include, but are not limited to:

- Maintaining an safe and organized classroom setting;
- Maintaining instructional quality for every course presented;
- Ensuring current, recognized subject matter/curriculum is being taught;
- Advising participants on techniques and skills that make classroom performance safe and effective;
- Conducting field and/or practical exercises that test classroom learning under appropriate supervision;
- Ensuring proper testing procedures are followed and student exams are appropriately proctored;
- Ensuring accurate documentation is completed for all training sessions and submitted in a timely fashion to the Training and Exercise Section; and
- Providing a safe learning environment for the students whether in the classroom or in the field.

Instructor Application Process

An applicant for certification as an Instructor for the Kentucky Division of Emergency Management shall:

- Complete the Kentucky Division of Emergency Management Instructional Methodology training program or other Methods of Instruction program, which is comparable in hours and content of the KyEM course that may be conducted by an entity other than KyEM. All comparable courses must be approved by the Assistant Director for Operations of KyEM. A list of approved, comparable courses shall be posted on the Training Section page of the KyEM website;
- Show evidence of having completed NIMS compliant mandatory training (IS-700, IS-800, ICS-100, ICS-200)
- Provide evidence of having completed the basic training program for which instructor credentialing is sought;
- Provide evidence of completion of a KyEM curriculum orientation program for the program for which instructor credentialing is being sought;
- Submit a completed "KyEM Application for Instructor Credentialing" which includes the recommendation of the County Emergency Management Director and Regional Response Manager;

- Submit for a criminal background check (local, state, or federal) as may be required by the Division;
- Not be an individual who has been convicted of, entered a guilty plea or Alford plea to a felony offense, or has completed a diversion program for a felony offense;
- Not have been disciplined or ever subject to discipline pursuant to any KRS that would cause a certificate or license of any type to be denied, limited, suspended, or probated by a certifying or licensing entity in Kentucky or other state or territory under the jurisdiction of the United States;
- Be twenty-one (21) years of age;
- Have a high school diploma or GED;
- Hold a valid motor vehicle operator’s license from a state or territory in the United States, and
- Pay any fees that may be required by regulation.

Levels of Instructor Credentialing

Instructor applicants may be certified as:

- KyEM Provisional Instructor
 - Provisional Instructor Certification qualifies an individual to teach under the supervision of a KyEM Instructor for the purpose of being evaluated in the classroom setting prior to receiving full credentialing as a KyEM Instructor.
 - The Provisional Instructor credential shall be issued for a period of one year. During the one year period, the Provisional Instructor shall administer and teach one course, for the course for which the provisional instructor credential was issued, under the supervision of a KyEM fully credentialed instructor. Upon completion of the supervised teaching opportunity and upon the completion of a “Mentor Evaluation Form” and the recommendation of the supervising instructor, the Provisional Instructor credential may be replaced by a KyEM Instructor credential.
 - A Provisional Instructor who does not receive the recommendation of a supervising instructor after the completion of a student teaching opportunity shall complete any remedial training recommended by the supervising instructor and may have one additional student teaching opportunity within the one year Provisional Instructor credentialing period.
 - A Provisional Instructor that either fails to obtain the recommendation of the supervising instructor after the second student teaching opportunity or that fails to take advantage of the second student teaching opportunity within the one year credentialing period shall not be eligible to reapply for Provisional Instructor credentialing for two (2) years following the expiration date of their current credential.
- KyEM Instructor
 - A KyEM Instructor may serve as the Lead Instructor and/or the Supervising Instructor or Assisting Instructor for any KyEM course offering for the course for which they have been certified.
 - The KyEM Instructor shall be certified for a period of three years. The Instructor credential shall expire on the last day of the month following the three year anniversary of issue.

Restricted Activities of Individuals Not Appropriately Credentialed

No individual shall hold themselves out to be credentialed as a KyEM Instructor unless they hold a current credential issued by the Kentucky Division of Emergency Management. No individual shall hold themselves out to be credentialed as a KyEM Provisional Instructor or Instructor for an individual course other than those for which they are credentialed.

Renewal of Instructor Credentialing

Re-credentialing Requirements

A person certified by the Division as a KyEM Instructor shall be eligible to renew their KyEM Instructor credential if the person:

- During the preceding three (3) year credentialing period, has served as the Lead Instructor, Assistant Instructor or Adjunct Faculty for at least one course in each of the subject areas for which they are credentialed.
- Obtains a minimum of four (4) contact hours on topics related to methods of instruction (MOI);
- Is not an individual who has been convicted of, entered a guilty plea or Alford plea to a felony offense, or that has completed a diversion program for a felony offense;
- Has not been disciplined pursuant to any KRS that would prevent renewal certification, or has any action pending against or had any other certificate or license denied, limited, suspended, or probated by a certifying or licensing entity in Kentucky or other state or territory under the jurisdiction of the United States;
- Pays any fee required by regulation;
- Submits to a criminal background check (local, state, or federal) as may be required by the Division; and
- Submits to the Training Section within the Division a completed “KyEM Application for Instructor Credentialing” that shall:
 - Be signed by the applicant; and
 - Include a statement in which the applicant certifies the truth of the information supplied in the application for re-credentialing.

Reasons for Ineligibility for Re-credentialing

An application for renewal of credentialing as a KyEM Instructor shall not be considered if:

- The application is postmarked to the Training Section of the Division after the expiration date of the applicant’s current credential; or
- Prior to the expiration date of the current credential, the KyEM Instructor has not met the re-credentialing requirements of this administrative regulation.

Restricted Activities of Individuals Failing to Re-Credential

Upon expiration of a credential as a KyEM Instructor, the individual may not serve as a Lead Instructor or Assistant Instructor for any KyEM sponsored or endorsed course offering and may not hold themselves out to be a KyEM Instructor.

Complaints against an Individual Credentialed as a KyEM Provisional Instructor or KyEM Instructor

(1) In accordance with the provisions of KRS Chapter 13B, all discipline for which the Division is authorized to conduct investigations, hold hearings, and impose punishments is delegated to the Director of the Division.

(2) Any person may make a complaint to the Division that an individual credentialed by the Division as a KyEM Provisional Instructor or KyEM Instructor has violated a provision listed in Section 5 of this Administrative Regulation or other violation for which the complainant feels warrants investigation by the Division.

(3) Each complaint shall:

(a) Be in writing;

(b) Identify specifically the person against whom the complaint is made;

(c) Set forth the facts relating to the violation alleged and any other supporting information which may have a bearing on the matter;

(d) Contain the name, address, telephone number, facsimile number, and e-mail address, if available, of the complainant;

(e) Be subscribed and sworn to as to the truth of the statements contained in the complaint by the complainant; and

(f) Be notarized.

(4) A complaint which is unsigned shall not be acted upon by the Division Director. A complaint which is not subscribed and sworn in the manner specified shall be returned to the complainant for completion.

(5) The Division Director may, based on knowledge available to the Director, make a complaint against any person credentialed by the Division.

(6) Upon receipt of a properly completed complaint, the Division Director shall assign the complaint to a staff member of the Division of Emergency Management, whom has no personal involvement with either the complainant or the individual against whom the complaint is made. The staff member shall investigate the complaint and shall make findings of fact and recommendations to the Division Director who shall then submit their findings to the Division Director.

(7) When the Division Director assigns a complaint to a staff member of the Division for the purpose of conducting an investigation, they shall notify the person against whom the complaint has been filed that a complaint has been filed against them and the basis for the complaint.

(8) The notification shall also notify the individual against whom the complaint has been filed of:

(a) The fact that the complaint shall be answered in writing, the steps for answering the complaint, and the action to be taken if the complaint is not answered;

(b) The time frame and steps in the proceedings of a complaint;

(c) The rights of the parties, including the right to counsel; and

(d) The right to testify at any hearing that might be conducted as a result of the investigation.

(9) Upon the failure of a credentialed KyEM Provisional Instructor or KyEM Instructor to respond to a written accusation, the accused shall be considered to have admitted the truth of the facts and the circumstances in the allegation and appropriate action may be taken by the Division Director.

(10) After reviewing the complaint and results of any investigation conducted on behalf of the board, the Division Director shall consider whether the accusation is sufficient to revoke the credential of the KyEM Provisional Instructor or Instructor. The Division Director shall notify all of the parties involved of his decision in writing following his review of the facts of the investigation.

(11) The decision of the Division Director may be appeal by the credentialed individual through a hearing as provided for in KRS Chapter 13B. The request must be provided in writing within fourteen (14) days of the receipt of the Director's decision.

(12) Each proceeding to consider the imposition of any penalty which the Division is authorized to impose pursuant to Kentucky Revised Statutes and Kentucky Administrative Regulation shall be conducted in accordance with KRS Chapter 13B.

(13) Any hearing officer assigned to a hearing request under KRS Chapter 13B may issue subpoenas to compel the attendance of witnesses and the production of documents in the conduct of an investigation. The subpoenas may be enforced by any Circuit Court for contempt. Any order or subpoena of the court requiring the attendance and testimony of witnesses and the production of documentary evidence may be enforced and shall be valid anywhere in this state.

(14) At all hearings the attorney for the Department of Military Affairs or at the request of The Adjutant General, the Attorney General of this state or one (1) of the assistant attorneys general designated shall appear and represent the Division.

(15) The person credentialed by the Division as a KyEM Provisional Instructor or KyEM Instructor may appear and testify in the matter at any deposition or hearing on the matter and may propose conclusions of law, findings of fact, and penalties to the hearing officer.

(16) To make a finding or recommend discipline, the two (2) members of a hearing panel who are not the hearing officer shall agree on the finding. In the event of a tie vote, the hearing officer shall cast the deciding vote.

(17) The final order in any disciplinary proceeding shall be prepared by the Division Director and sent to all parties in the manner prescribed by law.

(18) Any person or entity aggrieved by a final order of the Division may appeal to the Franklin Circuit Court in accordance with the provisions of KRS Chapter 13B.

Revocation of KyEM Provisional Instructor or Instructor Credentialing

A person certified by the Division as a KyEM Instructor may have their Provisional Instructor or Instructor credential revoked by the Division if the person:

- Falsifies any course record or document;
- Fails to submit required course records to the Training Section of the Division within seven (7) calendar days of the completion of any course;
- Fraudulently issues course completion documents to any individual;
- Consistently performs poorly in the classroom setting as documented by Course Evaluation documents completed by course participants;
- Has a complaint filed against them for misconduct in the classroom setting and is found to be guilty of the allegations made in the complaint; or
- Commits any act which potentially compromises the individual's ability to represent the Division or compromises the integrity or credibility of the Division.

Temporary Suspension of KyEM Provisional Instructor or Instructor Credentialing

The Director of the Kentucky Division of Emergency Management, may determine that an immediate temporary suspension of a KyEM Provisional Instructor or KyEM Instructor credential is warranted against a natural person with whom an investigation is pending when it is determined that

such action is necessary in order to protect the public. When a temporary suspension is deemed necessary, the Director, in writing, shall issue an emergency order suspending the credential. An individual that has been served with a temporary suspension may appeal such action within seven (7) calendar days of the action. Upon receipt of a duly authorized request for appeal, a hearing shall be conducted in accordance with KRS 13B.125 within ninety (90) days of the receipt of an appeal, unless the individual filing the appeal requests an extension of time. Under no circumstances shall the hearing date be extended beyond one hundred and fifty (150) days of the date of the request for the appeal. An order of Temporary Suspension, once issued, shall remain in effect until either retracted or superseded by final action of the Director of the Division.

Credentialing of Instructors Previously Recognized by the Division

The Division Director may grant KyEM Provisional Instructor or KyEM Instructor Status to individuals that have been previously recognized or utilized by the Kentucky Division of Emergency Management as instructors for their course materials.

Individuals credentialed by the Division Director under the authority granted by (1) of this section shall meet the following criteria:

- Show evidence of having completed the Kentucky Division of Emergency Management Instructional Methodology training program or other Methods of Instruction program, which is comparable in hours and content of the KyEM course that may be conducted by an entity other than KyEM;
- Provide documentation of current membership, in good standing, of a Rescue Squad holding a current affiliation agreement with KyEM;
- Provide evidence of having previously instructed the course for which Instructor credentialing is being granted;
- Submit a completed "Application for KyEM Instructor Initial Certification";
- Submit for a criminal background check (local, state or federal) as may be required by the Division;
- Not be an individual who has been convicted of, entered a guilty plea or Alford plea to a felony offense, or has completed a diversion program for a felony offense;
- Not have been disciplined or ever subject to discipline pursuant to any KRS that would cause a certificate or license of any type to be denied, limited, suspended, or probated by a certifying or licensing entity in Kentucky or other state or territory under the jurisdiction of the United States;
- Be twenty-one (21) years of age;
- Hold a valid motor vehicle operator's license from a state or territory in the United States, and
- Pay any fees that may be required by regulation.

Any individual credentialed under this section shall be credentialed for a period of three years. The Instructor credential shall expire on the last day of the month following the three year anniversary of issue. All individuals credentialed under this section shall be required to meet all of the requirements for re-credentialing outlined in Section 3 of this regulation.

Course Calendar

KyEM will maintain a master listing of courses being offered by the agency. The calendar will project out training for a period up to thirty-six (36) months. Courses that are tentatively scheduled may not include a course location or other specifics. Offerings will indicate whether the training opportunity

is restricted to KyEM State Staff; KyEM Staff and County Directors or Assistant Directors; or whether the course is open to all. Courses inside of a twelve (12) month window shall have available, at a minimum, the following information:

- The name of the training opportunity;
- The Sponsoring Agency for the training opportunity;
- The physical location for the training opportunity; and
- The Point of Contact and contact information for the training opportunity.

Course offering information on courses being conducted by KyEM will be disseminated no later than ninety (90) days from the date of the course offering.

Course offerings from outside the agency may be posted to the KyEM Training Calendar by submitting them to the Training and Exercise Section Supervisor for review. Requests for postings of outside course offerings must be received no later than one hundred (100) days prior to the date of the course.

Course Catalog

The KyEM Course Catalog is a document that is somewhat fluid in design in that courses routinely are added, modified or removed as training needs and standards are revised or identified. The current version of the course catalog is maintained as a SharePoint document under the Training Section. If assistance is needed in locating the Course Catalog, please contact the Training and Exercise Section by telephone or email. A copy of the course catalog, current as of the date of the publication of this document, is attached and referenced as Addendum A.

Credit for Training Courses Provided Outside of the Agency

There are training courses that are provided by entities other than KyEM that are pertinent and relative to Emergency Management skills, operations and procedures. KyEM maintains a listing of courses that have been previously approved for EM Training Credit on the KyEM SharePoint site under "Training". These courses still require submission of a KyEM Form 300 along with a copy of the course completion certificate in order for the individual to be given credit for completion of the course.

In meeting the annual emergency management training requirement specified in Section 2(4)(d) or 3 of 106 KAR 1:210, a local director or local staff member may request credit for training not conducted or sponsored by the division. In order to request credit for training not conducted or sponsored by the division, a local director or local staff member shall:

- Complete a KyEM Form 300, "Request for Training Credit" for each training course or instructional offering for which credit is requested;
- Submit a copy of the course outline or agenda;
- Submit a copy of the Course Completion Certificate or other document verifying successful completion of the training program; and
- Submit a completed KyEM Form 300, "Request for Training Credit", to an area manager for transmittal to the director.

A local director or local staff member may be eligible to receive emergency management training credit under this provision if:

- A completed KyEM Form 300, "Request for Training Credit" is approved, in writing, by the director; and
- The training approved for credit is successfully completed.

The Emergency Manager Credentialing Program

Purpose

The purpose of the Kentucky Emergency Management Credentialing Program is to establish common levels of training and experience for emergency management professionals within the state.

Credentialing Process Overview

The Local Directors Credentialing Program shall utilize the building block approach for training Local Directors. There shall be three levels of training, each building on the previous level's skill set allowing team members to acquire nationally recognized certifications. Additionally there shall be an annual training requirement that must be maintained to remain KYEM Credentialed. The three levels and a brief description follow:

Level 1 – Emergency Manager I – The local director, assistant director and other emergency management professional shall meet all requirements of KAR 1:210. As part of the training requirements set by KAR the Emergency Management staffer, whether paid or volunteer, shall also meet the requirements for FEMA's Professional Development Series (PDS) thereby gaining a national recognized training and certification. Once KAR and PDS requirements have been met, an application for credentialing, along with supporting documentation, may be submitted to the KyEM State Training Officer for review and consideration. Once credentialed the emergency management professional must obtain an additional 16 hours of KyEM approved training annually in order to maintain their credential.

Level 2 – Emergency Manager II – After the local director, assistant director or other emergency management professional completes their KAR requirements they should be encouraged to complete the necessary G series FEMA courses to gain the Advanced Professional Series (APS) Certification. Classes may be offered by the state in order to meet the annual requirement for continuing education training for emergency management professionals. These courses may be offered at both regionally and statewide KyEM sponsored conferences. Once KAR and APS requirements have been met, an application for credentialing, along with supporting documentation, may be submitted to the KyEM State Training Officer for review and consideration. Once credentialed the emergency management professional must obtain an additional 40 hours of KyEM approved training annually in order to maintain their credential.

Level 3 -Certified Emergency Manager- CEM certification represents the pinnacle of training and Professionalism. The previous two levels at the stepping stones to this achievement while not required KyEM should endeavor to provide support to any Emergency Management Personnel that wish to achieve this distinction. Once credentialed the emergency management professional must continue to obtain an additional 40 hours of KyEM approved training annually in order to maintain their status with KyEM.

Credentialing Review Committee

The Credentialing Review Committee shall consist of the following five (5) individuals:

- The Supervisor for the Training and Exercise Section
- A County Emergency Management Director, chosen by the Assistant Director – Operations
- A KyEM Regional Manager, chosen by the Assistant Director – Operations
- The KyEM Public Information Officer

- A staff member from the Training and Exercise Section, chosen by the Section Supervisor

Appointments to positions chosen by the Assistant Director and Section Supervisor shall be made on the first workday following January 1 of each calendar year. Appointees shall serve one year terms and are eligible for reappointment. The Director of the Division of Emergency Management shall be notified in writing of the committee appointments no later than January 15 and the committee appointments shall be posted to the KyEM Website Training Page.

Review Process

The KYEM Credentialing Review Committee (CRC) shall be charged with validating and maintaining the official record of KYEM Credentialed EM Personnel.

Responsibilities of the State Training Officer include:

- Receipt of the applicant's package
- Review of the applicant's package
- Submit completed packages to TRC
- Maintain and ensure the availability of applicable courses

Responsibilities of the CRC include:

- Review of the applicant's credentialing package
- Approval or denial of the applicant's credentialing package
- Review and approve or deny requests for extensions

KYEM shall be the repository of all records

Application Package

A complete application package consists of:

- A letter from the applicants' supervisor verifying the required emergency management work experience;
- Other documentation as may be required by the review committee. This may include but not necessarily be limited to:
 - Work performance plans; and/or
 - Personal resume';
- Completed certification application form indicating the credentialing desired,
- Copies of training certificates documenting the educational requirements.

Completed credentialing packages should be submitted to:

KYEM
Attn: State Training Officer
1025 Capital Center Drive, Suite 101
Frankfort, KY 40602

The deadline for submitting packages is July 1st in order for the application to be considered for the current year. This allows adequate time for the CRC to check the package, validate training and experience, and ask for any further documentation from the applicant if needed. The credentialing application form are a part of this package and are available via the Kentucky Division of Emergency Management Website <http://KyEM.ky.gov>

Approval or Denial of Package

The CRC shall notify the applicant in writing that an application package has been reviewed and either approved or denied. In the event the application is denied, the CRC will return the applicant's package and annotate the rationale for the denial. The applicant may follow the appeals process and/or contact the State Training Officer for consultation or recommendation on how the applicant can improve the package. Credentialing packages that meet the standards for approval will be processed and a certificate of credentialing for the appropriate level issued. The KyEM Public Information Officer will coordinate the scheduling of a local presentation and press releases for media sources in the applicants' city and/or county. Formal recognition of the applicant will take place at either a Governor's Emergency Management Workshop or Kentucky Emergency Management Association conference.

Appeals

If an application package for credentialing is denied, the applicant may appeal the decision of the CRC to the Director of the Kentucky Division of Emergency Management. The decision of the Director is considered final.

Extensions

If an individual is unable to complete the training required to maintain their credential within the specified time frame, a one (1) time, six (6) month extension may be requested from the CRC. Extension requests shall be submitted in writing to:

KYEM
Attn: State Training Officer
1025 Capital Center Drive, Suite 101
Frankfort, KY 40602

Extension requests shall include the following:

- Cover letter requesting extension and the reason(s) for the request;
- Copy of their current credential (if any);
- Copy of certificates for courses that have been completed towards meeting the training requirement for that calendar year;
- A written plan for completing the training requirement.

The CRC shall review extension requests and notify all applicants of the final disposition of their request. Extensions shall only be issued to the applicant if the required information is submitted prior to December 31 of the year for which the extension is required.

Questions and Clarifications

Any questions or clarifications regarding this document should be directed to:

Kentucky Division of Emergency Management
1025 Capital Center Drive, Suite 101
Frankfort, Kentucky 40601
Phone: 502-607-5733
Fax: 502-607-5710
Email: KyEMTraining@gmail.com

Forms Included as Attachments to this Document as Reference

- KyEM Course Catalog
- KyEM Application for Instructor Credentialing
- KyEM Course Evaluation Form
- KyEM Student Registration Form
- KyEM Course Reporting Form
- KyEM Course Planning Worksheet
- KyEM Course Budget Planning Document
- KyEM Emergency Manager Credentialing Application
- KyEM Form 309 – “KyEM Course Roster”
- KyEM Form 300 – “Request for Training Credit”
- KyEM Form 308 – “Request to Host Training” Form
- KyEM Certificate of Completion – Sample Copy
- eMARS Form 34 – “Travel Voucher” – Page 1
- eMARS Form 34B – “Travel Voucher” – Page 2
- eMARS Form 35 “Travel Voucher Continuation”

EM Hours	Contact Hours	CHEMICAL AWARENESS (CHEM AWARE)
8	8	<p>COURSE DESCRIPTION: This is a basic information course required for all CSEPP responders and planners. This session will describe the types of chemical agents stored in each location, the major emergency planning steps for protecting people in the event of a chemical incident, how to avoid contact with chemical agents, and the effects of weather and terrain on the movement of chemical agents.</p> <p>STUDENT CRITERIA: No prerequisites. Open to all.</p>
EM Hours	Contact Hours	WebPuff Training for Off-Post Hazard Analysts
4	4	<p>COURSE DESCRIPTION: The purpose of this class is to teach state/local CSEPP response personnel the fundamentals required to model downwind chemical hazards using the D-2 Puff. D2-Puff is a software algorithm (method or formula) used to make predictions concerning the dispersion pattern, dispersion timing, and concentration levels o an accidental release of a chemical agent into the atmosphere.</p> <p>STUDENT CRITERIA: Students must have an assigned role or an anticipated role in chemical agent emergency response.</p>
EM Hours	Contact Hours	WebPuff Training for General Users
4	4	<p>COURSE DESCRIPTION: The purpose of WebPuff Training for General Users is to make a sufficiently detailed and reliable prediction of the effects of an accidental toxic chemical agent release so that informed decisions can be made as to whether the surrounding population should seek shelter, evacuate, or do nothing in response to the event.</p> <p>STUDENT CRITERIA: Students must have an assigned role or an anticipated role in chemical agent emergency response. Prerequisites: A basic proficiency in Microsoft Windows and the use of a mouse.</p>
EM Hours	Contact Hours	JOINT INFORMATION TECHNOLOGY COURSE
24	24	<p>COURSE DESCRIPTION: This course expands on the JIC/JIS functional performance foundation and incorporates ways to use available technologies to enhance JIC/JIS operations. Students learn the unique requirements for a press release to be posted on a Web page. Learn to use tools that quickly develop Web-destined press releases. Use an Internet-based sharing tool to coordinate the development of press releases from remote locations. Other objectives of the course are Writing for the Web, Technology-Assisted Web Press Releases, and Developing Press Releases Using Net Meeting.</p> <p>STUDENT CRITERIA: This course is a three-day course for Chemical Stockpile Emergency Preparedness Program Public Information Officers and Public Affairs Officers who have taken the CSEPP JIC/JIS Course and have experience as a member of an emergency public information team.</p>
EM Hours	Contact Hours	KyCSEPP ORIENTATION
2	2	<p>COURSE DESCRIPTION: Defines the U.S. Chemical Stockpile, defines the stockpile stored at the Blue Grass Army Depot, discusses the National CSEP Program, defines KyCSEPP jurisdictions, discuss the role of CSEPP in preparedness, defines the categories of events, describes the KyCSEPP planned response, and gives a brief discussion of protective action decisions. Includes 13:30 minute <i>“Residential Shelter-in-Place”</i> Video.</p> <p>STUDENT CRITERIA: No pre-requisite. This is the basic class for all other CSEPP courses. Everyone is welcome to include the public.</p>

EM Hours	Contact Hours	SPOKESPERSON TRAINING
8	8	<p>COURSE DESCRIPTION: This 8-hour course is designed to develop in nonpublic affairs personnel the ability to successfully convey accurate and concise information to the media in a chemical (CSEPP) emergency. The class covers: The function of the media today, Media concerns, Broadcast vs. print, Being part of the message and message content, On-camera actions and appearance, Spokesperson responsibilities, and News conferences. The program consists of classroom instruction, group instruction, and one-on-one on-camera training. Portions of the class also focus on the relationship of the Joint Information Center and System to the successful dissemination of information during an emergency.</p> <p>STUDENT CRITERIA: CSEPP specific. Funded by the U.S. Army Soldier and Biological Chemical Command (SBCCOM).</p>
EM Hours	Contact Hours	BATTELLE
VARIES	VARIES	<p>COURSE DESCRIPTION: This course is also called “Hospital Provider Training” and “Medical Support Training.” This course describes measures for improving off-post medical preparedness, the signs and symptoms of chemical agent exposure, triage, and medical treatment, the decontamination of patients and medical equipment and facilities, the personal protective equipment for medical personnel, the agent detection capabilities, and the methods of estimating downwind toxicity. This course is presented to hospital and field personnel using the individual perspective of the agency/hospital being taught.</p> <p>STUDENT CRITERIA: Students must have an assigned role or an anticipated role as a medical provider or responder in chemical agent emergency response.</p>
EM Hours	Contact Hours	POWERED AIR PURIFYING RESPIRATOR (PAPR)
4	4	<p>COURSE DESCRIPTION: This course is to teach individuals the proper operation, use, maintenance and storage of the Powered Air Purifying Respirator (PAPR) that is approved by the Army and the Federal Emergency Management Agency (FEMA) for use by the Chemical Stockpile Emergency Preparedness Program (CSEPP) as part of the Personal Protective Equipment ensemble.</p> <p>STUDENT CRITERIA: Targeted to emergency response personnel responding to a chemical warfare agent accidental release.</p>
EM Hours	Contact Hours	Personal Protective Equipment Training
4	4	<p>COURSE DESCRIPTION: The purpose of Personal Protective Equipment Training is to teach individuals the proper operation, use, maintenance, and storage of the approved PPE. The Army and FEMA have approved this PPE for the Chemical Stockpile Emergency Preparedness Program (CSEPP) that may be worn to protect people from harmful contaminants in the environment. This PPE also meets OSHA requirements.</p> <p>STUDENT CRITERIA: Targeted to emergency response personnel responding to a chemical warfare agent accidental release.</p>

EM Hours	Contact Hours	CEOC 101
3	3	<p>COURSE DESCRIPTION: This course is an introduction and overview of the Commonwealth Emergency Operations Center. This course will allow EM personnel and ESF partners who may work in the CEOC during exercises and disasters a chance to gain guidance in how KYEM operates.</p> <p>STUDENT CRITERIA: This course is open to all local and state emergency management personnel, elected officials and emergency service leaders</p>
EM Hours	Contact Hours	Damage Assessment
3	3	<p>COURSE DESCRIPTION: This is the damage assessment course required for all local emergency management directors, paid and volunteer. Session will prepare participants to lead and/or conduct disaster damage assessments as part of a local government damage assessment team. Course includes reference to the Kentucky Emergency Operations Plan.</p> <p>STUDENT CRITERIA: No prerequisites. Students should have an existing or potential assignment as part of the local government damage assessment or disaster recovery plan.</p>
EM Hours	Contact Hours	Disaster Recovery
5	5	<p>COURSE DESCRIPTION: This is the disaster recovery course required for all local emergency management directors, paid and volunteer. Session covers the basics of state and federal disaster recovery programs, both for public damages and individual and family assistance. Course manager will be KyEM Recovery Section Supervisor Charlie Winter.</p> <p>STUDENT CRITERIA: No prerequisites. Students should have an existing or potential assignment as part of the local government damage assessment or disaster recovery plan.</p>
EM Hours	Contact Hours	Donations Management
6	6	<p>COURSE DESCRIPTION: The purpose of this Donations Management Workshop is to help communities develop a system for managing goods and volunteers, requested <i>and</i> unsolicited, following major emergencies and disasters.</p> <p>STUDENT CRITERIA: This course is open to all emergency management, emergency services, voluntary agency and civic group personnel interested in building an effective disaster donations management system at the community or regional level.</p>
EM Hours	Contact Hours	Emergency Planning
		<p>COURSE DESCRIPTION: This Federal Emergency Management Agency course satisfies the emergency planning course training requirement listed in 106 KAR 1:210. Key concepts include official adoption process, development, organization, enhancement and maintenance of a local emergency operations plan, including criteria for SARA Title III fixed facility plans and local search and rescue plans.</p>

		STUDENT CRITERIA: No prerequisites. Students should be affiliated with a state or local emergency management agency, a local disaster and emergency services organization or a Local Emergency Planning Committee.
24	24	
EM Hours	Contact Hours	Exercise Design
		<p>COURSE DESCRIPTION: This course satisfies the exercise design, assessment, delivery and evaluation requirement listed in 106 KAR 1:210. Students will form teams to actually develop and evaluate an Emergency Operations Center functional exercise.</p> <p>STUDENT CRITERIA: FEMA’s Independent Study Course “<i>An Orientation to Community Disaster Exercises (IS-120)</i>” is a prerequisite. Students will be mailed the workbook to complete before arriving at the course. Students should be affiliated with a state or local emergency management agency, a local disaster and emergency services organization or a Local Emergency Planning Committee. Students are expected to serve on exercise design teams within their respective jurisdictions upon completion of this course.</p>
24	24	
EM Hours	Contact Hours	Exercise Evaluation
		<p>COURSE DESCRIPTION: This a companion course to KyEM’s Exercise Design course. This course is not, however, required by KAR. Students will design evaluation methods and tools and apply them in a hands-on session.</p> <p>STUDENT CRITERIA: FEMA’s Independent Study Course, “An Orientation to Community Disaster Exercises (IS-120),” is a prerequisite. Students will be mailed the workbook to complete before arriving at the course. Students should be affiliated with a state or local emergency management agency, a local disaster and emergency services organization or a Local Emergency Planning Committee. Students are expected to serve on exercise evaluation teams within their respective jurisdictions upon completion of this course. Students who have completed this training within the past five years should not apply.</p>
12	12	
EM Hours	Contact Hours	Instructor Methodology
		<p>COURSE DESCRIPTION: The purpose of this Federal Emergency Management Agency course is to enable the participants to prepare to use and present course materials and to be able to incorporate the needs of their training participants in training presentations.</p> <p>STUDENT CRITERIA: This course is open to Kentucky Division of Emergency Management (KyEM) and Kentucky Emergency Response Commission (KyERC)-approved trainers, including prospective KyEM and KyERC trainers.</p>
24	24	

EM Hours	Contact Hours	ICS 300
21	21	<p>COURSE DESCRIPTION: This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). The target audience includes all individuals who may assume a supervisory role in expanding incidents. This course expands upon information covered in ICS 100 and 200 courses. (Both are pre-requisites for ICS 300.) The course also allows those identified personnel, including public health personnel, to comply with ICS level 300 training. This is a requirement for those jurisdictions that choose to comply with the National Incident Management System (NIMS) to ensure they continue receiving their federal preparedness funding grants. We are recommending that jurisdictions identify middle management who are going to be acting in the role of incident commander or section chief during an event to take the IS 300 course.</p> <p>STUDENT CRITERIA: This course provides training on and resources for personnel who require advanced application of the Incident Command System(ICS). The target audience includes all individuals who may assume a supervisory role in expanding incidents. This course expands upon information covered in ICS 100 and 200 courses.</p>
EM Hours	Contact Hours	ICS 400
16	16	<p>COURSE DESCRIPTION: The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-agency Coordination Entity. This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS-100 through ICS-300 courses. This course will include but not be limited to: major and/or complex incident/event management, area command, and multi-agency coordination. This course is designed to provide overall management skills rather than tactical expertise.</p> <p>STUDENT CRITERIA: Persons who will serve as command or general staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.</p>
EM Hours	Contact Hours	Legal Issues for Emergency Management
4	4	<p>COURSE DESCRIPTION: This newly created course covers key aspects of state law and administrative regulations relating to the emergency management profession.</p> <p>STUDENT CRITERIA: Recommended for elected officials, emergency management personnel and emergency service agency leaders</p>
EM Hours	Contact Hours	New Directors Orientation
8	8	<p>COURSE DESCRIPTION: This session satisfies the 106 KAR 1:210(2)(1) for requirement for a new emergency management director orientation. The course is most commonly delivered by the KyEM Area Manager, on a one-on-one basis, but may be delivered to several new local directors in a group session.</p> <p>STUDENT CRITERIA: New local directors are required to complete this training within 30 days following official appointment.</p>
EM Hours	Contact Hours	Principles of Emergency Management
24	24	<p>COURSE DESCRIPTION: Introduces participants to fundamental principles of emergency management in an integrated system. The perspective of the local community, officials and citizens is emphasized within the context of multiple hazards and potential resources from various sources.</p> <p>STUDENT CRITERIA: This course is open to all local and state emergency management personnel, elected officials and emergency service leaders.</p>

EM Hours	Contact Hours	Public Information Officer I Course
6	6	<p>COURSE DESCRIPTION: The purpose of this workshop is to improve the community's public information systems for all four phases—preparedness, mitigation, response and recovery--of emergency management. Students will learn how to best integrate local public information efforts with the state's plans and procedures. Lecture, group discussion case study and hands-on activities are included. This course is recommended, but not required, for those persons planning to attend the Public Information Officer II course. The KyEM Public Information Officer typically instructs the course.</p> <p>Student Criteria: This course is open to all local, state and federal emergency management and emergency services personnel and elected officials involved in emergency management or emergency services public information efforts.</p>
EM Hours	Contact Hours	Public Information Officer II Course
24	24	<p>COURSE DESCRIPTION: This course prepares emergency management and emergency services officials to effectively work with the media and the public to provide timely, accurate information in time of emergency. Course also covers strategies for effective emergency preparedness campaigns. Students will be evaluated in practical sessions involving news release writing, speech writing and delivery and on-camera television interview skills. Course is delivered each August at the Kentucky Broadcasters Association headquarters in Frankfort.</p> <p>Student Criteria: No prerequisites. Students should be affiliated with a state or local emergency management agency, a local disaster and emergency services organization or a Local Emergency Planning Committee, with responsibility for emergency public information and/or emergency preparedness public information campaigns.</p>
EM Hours	Contact Hours	WEB EOC training
3	3	<p>COURSE DESCRIPTION: This course is designed to give new users an overview of WEB EOC's functions and capabilities. This course is designed to allow users to log on and gain hands on training.</p> <p>STUDENT CRITERIA: This course is open to all local and state emergency management personnel, elected officials and emergency service leaders</p>

EM Hours	Contact Hours	ICAMEO – Introduction to Computer Aided Management of Emergency Operations
		<p>COURSE DESCRIPTION: This is an interactive course designed to prepare emergency responders to instruct and/or understand the CAMEO suite of computer programs. The course provides an overview of the fundamental elements of the CAMEO suite of programs as they apply to WMD threats. It includes detailed information as well as hands-on practice of critical elements of the CAMEO system and its associated programs (ALOHA, MARPLOT, LandView, and Tier II Submit). To better understand how the programs interface, participants are provided opportunities to practice key CAMEO procedures that allow users to enhance planning and response activities associated with WMD threats. These exercises clarify the connections between the programs and how they can enhance emergency planning and response to WMD hazards activities. The course will prepare individuals representing state and local emergency response agencies to conduct CAMEO WMD workshops for those involved in WMD emergency planning or response.</p> <p>STUDENT CRITERIA: Course is recommended for Local Emergency Planning Committee members, emergency communications center personnel, incident management personnel and others involved with hazardous materials response or planning. Basic computer knowledge is recommended.</p>

		HAZARDOUS MATERIALS FIRST RESPONDER AWARENESS (HAZMAT AWARENESS)
	Contact Hours	
8	8	<p>COURSE DESCRIPTION: This course introduces the student to the principles of recognizing hazardous materials presence, protecting themselves from hazardous materials and calling for training/personnel, and securing the area safety.</p> <p>STUDENT CRITERIA: No prerequisites. Course is intended for all public sector employees including environmental response, fire, rescue, EMS and hospital, emergency management, law enforcement and public works personnel whose jobs require response to chemical emergencies in a defensive fashion.</p>
EM Hours	Contact Hours	HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONS (HAZMAT OPS)
12	12	<p>COURSE DESCRIPTION: This course involves training to meet federal Occupational Safety and Health Administration (OSHA), local occupational health and safety regulations, and U.S. Environmental Protection (EPA) requirements.</p> <p>STUDENT CRITERIA: This course is primarily intended for public sector personnel who respond to hazardous materials emergencies in a defensive posture, to control releases from a safe distance. Prerequisite training is successful completion of a first responder awareness course within the last two years or current awareness certification per OSHA 29 CFR 1910.120(q).</p>
EM Hours	Contact Hours	HAZARDOUS MATERIALS TECHNICIAN (HAZMAT TECH)
40	40	<p>COURSE DESCRIPTION: Hazardous Materials Technician This course provides the required training for Federal Occupational Safety and Health Administration (OSHA), Kentucky Occupations Health and Safety regulation and U.S. Environmental Protection Agency (EPA) requirements. The course will cover responding to releases or potential releases of hazardous materials for the purpose of controlling the release and using specialized chemical-protective clothing and specialized control equipment.</p> <p>STUDENT CRITERIA: This course is primarily intended for public safety personnel who respond to hazardous materials emergencies in an offensive posture, to stop releases at the source. Other public sector personnel may be admitted based on space availability. Private industry personnel may participate if the industry has a documented (e.g. mutual aid agreement, listed in the local Emergency Operations Plan, letter of agreement) role in the community's emergency response system, responding with either personnel or equipment at no charge to government. Prerequisite training is successful completion of a first responder operations course within the last two years or current operations certification per OSHA 29 CFR 1910.120(q).</p>
EM Hours	Contact Hours	HAZARDOUS MATERIALS TANK TRUCK (CARGO TANK)
		<p>COURSE DESCRIPTION: This course is dedicated to tank truck emergency response and designed with the fire service and emergency response community in mind.</p> <p>The goal of the course is to provide the student with the technical knowledge necessary to manage a hazardous materials incident involving tank trucks. Emphasis will be placed on:</p>

16	16	<p>How to determine the correct specification of a cargo tank.</p> <p>Understanding the basic construction features of cargo tanks.</p> <p>Understanding the purpose and functions of safety devices associated with cargo tanks.</p> <p>Understanding the operating principals of cargo tanks.</p> <p>Understanding the normal loading and unloading process.</p> <p>Familiarity with basic containment techniques for cargo tank spills and leaks.</p> <p>Understanding critical elements of Cargo Tank Emergency Management.</p> <p>STUDENT CRITERIA: Hazardous materials first responder awareness training is a prerequisite.</p>
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EM Hours	Contact Hours	BASIC SEARCH AND RESCUE (BSAR)
24	24	<p>COURSE DESCRIPTION: This course is designed to provide guidance to SAR field responders on the best practices and techniques. Information about the duties and tasks of SAR field responders, current information on SAR field responder clothing and equipment. As well as details on the latest search techniques, information on SAR specialties such as hasty search, grid search, utilizing specialty teams subject packaging and transport.</p> <p>STUDENT CRITERIA: This course is open to rescue, fire, emergency medical, and law enforcement personnel or any organization having responsibility for searching for missing or lost persons.</p>
EM Hours	Contact Hours	SEARCH MANAGEMENT FOR INITIAL RESPONSE INCIDENT COMMANDER
20	20	<p>COURSE DESCRIPTION: This course is designed to be of vital interest to any agency or organization, whether professional or volunteer, who have emergency interests, responsibilities, or capabilities. This is an ideal orientation training program on emergency management for any first responder, public officials, private and public agencies or any organization involved in some aspect of disaster response. As well as professionals that want reminders or refresher courses as a part of a continuing education or self improvement program.</p> <p>STUDENT CRITERIA: This course is open to rescue, fire, emergency medical, and law enforcement personnel or any organization having responsibility for searching for missing or lost persons.</p>
EM Hours	Contact Hours	MANAGING SEARCH OPERATIONS (MSO)
32	32	<p>COURSE DESCRIPTION: This course is designed to improve emergency management awareness, capabilities, coordination, communications, and planning. This is a Management oriented course, as well as a "hands on" skills course. The course is designed to be of vital interest to any agency or organization, whether professional or volunteer, who have emergency interests, responsibilities, or capabilities. Teaching techniques maximize the use of case histories and practical problem solving exercises.</p> <p>STUDENT CRITERIA: This course is open to rescue, fire, emergency medical, and law enforcement personnel or any organization having responsibility for searching for missing or lost persons.</p>
EM Hours	Contact Hours	MAN TRACKING
		<p>COURSE DESCRIPTION: This course is designed to give you the best techniques using a logical, practical, and effective approach to man tracking. Tracking is a valuable and effective method of enhancing the operation and management of any SAR situation. This course is a valuable tool to help each SAR responder become aware of tracks or signs and how to utilize your SAR and tracking techniques to quickly and efficiently find someone or something. The basics of tracking are broken down into simple, clear concepts that can be utilized by any SAR or law enforcement worker.</p>

		STUDENT CRITERIA: This course is open to rescue, fire, emergency medical, and law enforcement personnel or any organization having responsibility for searching for missing or lost persons.
EM Hours	Contact Hours	HASTY SEARCH AND RESCUE
		COURSE DESCRIPTION: Under Development STUDENT CRITERIA:
EM Hours	Contact Hours	URBAN SEARCH AND RESCUE (USAR)
		COURSE DESCRIPTION: Under Development STUDENT CRITERIA:
EM Hours	Contact Hours	INLAND SEARCH AND RESCUE
		COURSE DESCRIPTION: Under Development STUDENT CRITERIA:
EM Hours	Contact Hours	DIVE RESCUE AND RECOVERY
		COURSE DESCRIPTION: Under Development STUDENT CRITERIA:
EM Hours	Contact Hours	SWIFT WATER RESCUE
		COURSE DESCRIPTION: Under Development STUDENT CRITERIA:

Kentucky Division of Emergency Management

Instructor Application Form



This application is for: Initial Credentialing Re-Credentialing (Please check one)

Personal Information:

<p>1. SSN Number: _____</p> <p>2. Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone – Home: _____</p> <p>Telephone – Work: _____</p> <p>Telephone – Cell: _____</p>	<p>For Official Use Only</p> <p>Received: _____</p> <p>Problem: _____</p> <p>Returned: _____</p> <p>Received: _____</p> <p>Approved: _____</p> <p>By: _____</p>
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Organization Information:

<p>3. Organization Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone – Business: _____</p> <p>Telephone – Fax: _____</p>	<p>KyEM Region: _____</p> <p>County: _____</p> <p>Supervisor: _____</p> <p>Current Position: _____</p> <p>Time in Position: _____</p>
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Indicate category for which you desire instructor credentialing:
(A separate application must be submitted for each category requested.)

<input type="checkbox"/> LEPC Orientation	<input type="checkbox"/> Damage Assessment	<input type="checkbox"/> Principles of EM
<input type="checkbox"/> Exercise Design and Evaluation	<input type="checkbox"/> Emergency Planning	<input type="checkbox"/> NIMS/ICS 100, 200, 700, 800
<input type="checkbox"/> NIMS/ICS 300	<input type="checkbox"/> NIMS/ICS 400	<input type="checkbox"/> Basic Emergency Ops Center
<input type="checkbox"/> EM Director Orientation	<input type="checkbox"/> Emergency Response Guidebook	<input type="checkbox"/> Haz-Mat Awareness
<input type="checkbox"/> Haz-Mat Ops	<input type="checkbox"/> Man-tracking	<input type="checkbox"/> Fundamentals of SAR
<input type="checkbox"/> Search Management	<input type="checkbox"/> Other: Name of Course: _____	

Please provide copies of the following documents if this is an application for initial credentialing:

- A copy of the Kentucky Division of Emergency Management Instructional Methodology training program or other Methods of Instruction program, which is comparable in hours and content of the KyEM course that may be conducted by an entity other than KyEM and the Train-The-Trainer program for that discipline if required by the training program.
- Show evidence of having completed NIMS compliant mandatory training (IS-700, IS-800, ICS-100, ICS-200)
- A copy of a letter from a Rescue Squad Chief on official Squad letterhead documenting your having been an active member of a Rescue Squad for a minimum of three (3) years;
- A copy of the certificate verifying that you have completed the basic training program for the discipline in which you are seeking instructor credentialing;
- A copy of a certificate verifying that you have completed of a KyEM curriculum orientation program for the program for which instructor credentialing is being sought;
- Submit a criminal background check (state, or federal) that is no more than six (6) months old;
- A copy of a college degree, high school diploma or GED.

Please provide copies of the following documents if this is an application for re-credentialing:

- Please provide the course numbers for course(s) in which you have served as the Lead Instructor, Assistant Instructor or Adjunct Faculty during the past three (3) year period.
- Provide a copy of a certificate or other verification that you have obtained a minimum of four (4) contact hours on topics related to methods of instruction (MOI) during the previous three (3) year period;
- Submits to a criminal background check (state, or federal) that is no more than six (6) months old.

All of the following questions must be answered. Failure to respond to any or all of these questions shall be reason for the application to be denied and returned to the sender as incomplete. If you answer 'Yes' to any question, you must attach an explanation as to why on a separate sheet. You should also include copies of court documents, disciplinary actions, or physician's statements, if applicable. Please circle your answers.

1. Have you ever been convicted of a felony, pled guilty to a felony, entered into an Alford Plea to a felony, or participated in a diversion program for a felony? No Yes
2. Have you ever been convicted of a misdemeanor or DUI? (If yes, please provide a written explanation and a certified copy of court records). No Yes
3. Are you currently in default on any school loans? (If yes, please provide a written explanation). No Yes
4. Have you at any time had any license, certification or registration, restricted, revoked, denied, or suspended for any reason?No Yes
5. Do you use drugs, alcohol, or other controlled substances to the extent that it may affect your ability to perform the duties of a classroom or field instructor? No Yes
6. Are you at least twenty one (21) years of age..... No Yes
7. Do you hold a valid motor vehicle operator's license from a state or territory in the United States..... No Yes

Instructor Responsibilities

Quality instruction is the *key* to a successful emergency management training program and the safety of its participants. Whether instructors teach at their own agency, or around the region and state, they have the responsibility to ensure that quality instruction is presented. Regardless of where the course is presented and whether it is presented for five or fifty participants, the responsibility of the instructor remains the same. The responsibilities for a KyEM Instructor include, but are not limited to:

- Maintaining an safe and organized classroom setting;
- Maintaining instructional quality for every course presented;
- Ensuring current, recognized subject matter/curriculum is being taught;
- Advising participants on techniques and skills that make classroom performance safe and effective;
- Conducting field and/or practical exercises that test classroom learning under appropriate supervision;
- Ensuring proper testing procedures are followed and student exams are appropriately proctored;
- Ensuring accurate documentation is completed for all training sessions and submitted in a timely fashion to the Training and Exercise Section; and
- Providing a safe learning environment for the students whether in the classroom or in the field.

I hereby certify that I have read and understand the responsibilities of an instructor, as shown above and agree to maintain the standards set forth. I further certify that the information provided on this application is complete and true to the best of my knowledge. I understand that knowingly supplying false information on this application shall be reason for denial of the application or suspension or revocation of my Instructor Credential in the future, should it be issued.

Legal Signature of the Applicant

Date Signed

I recommend this applicant for credentialing as a KyEM Instructor for the discipline checked above.

Rescue Squad Chief (If Applicable)

Date Signed

Local Emergency Management Director

Date Signed

Regional Response Manager

Date Signed

**Kentucky Division of Emergency Management
Training and Exercise Branch**



Course Evaluation

Instructor Name: _____ Agency: _____

Course: _____ Location: _____ Date: ___/___/___

Please circle the appropriate numbers and return evaluation to the instructor.

	Low		Avg.		High
1. Were the facilities adequate for this class?	1	2	3	4	5
2. Was the course material adequate for this class?	1	2	3	4	5
3. Was there enough time for the presentation for this class?	1	2	3	4	5
4. Was the instructor knowledgeable of the material?	1	2	3	4	5
5. Did the instructor present the material in an effective and professional manner?	1	2	3	4	5
6. Would you recommend this course to others?	1	2	3	4	5
7. Were the course objectives presented clearly?	1	2	3	4	5
8. What would you do to improve the course?	_____ _____				
9. What did you like/dislike about this course?	_____ _____				
10. Additional Comment?	_____ _____				

Thank you for participating in the Kentucky Division of Emergency Management Training!



Kentucky Emergency Management
Training and Exercise Section
1025 Capital Complex East – Suite 101
Frankfort, KY 40601

Print Form

**TRAINING REGISTRATION
APPLICATION**

Course Information

Course Name	<input type="text"/>		
Date Start	<input type="text"/>	Date End	<input type="text"/>
Location of Class	<input type="text"/>		
Registration Deadline	<input type="text"/>		

Student & Agency Information

Agency	<input type="text"/>	Unique ITEAMS #	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Years at Agency	<input type="text"/>
Street	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip Code	<input type="text"/>
Daytime Phone	<input type="text"/>	Cell Phone	<input type="text"/>
		Fax	<input type="text"/>
Email	<input type="text"/>		

Special Considerations

Briefly describe any special accommodations required due to disabilities (including allergies or medical conditions):

- Required:** I agree to provide copies of any prerequisite documentation prior to my participation in the course for which I am registering.

For More Information Contact:

Ms. Sherion Roberts, Training Development Specialist
KYEM Region 2 Office (502) 607-3237
KYEM Region 2 Fax (502) 607-3235 Sherion.Roberts@us.army.mil

NOTE: Submission of this form from your email address indicates that you have certified the above information is correct to the best of your knowledge. Please fax any attachments necessary with this form. Your local Emergency Manager and Regional Office will be notified of your submission.

Two ways to submit this form:

1. Click the Submit Button.
2. Go to FILE/ATTACH TO EMAIL.

Submit

Kentucky Division of Emergency Management
Course Reporting Form



**This document must be included sent with required course materials
Must be mailed no more than 10 days after the concluding date of the course**

Course Title: _____

Course Date: _____ Course Location: _____ Course Number: _____

Lead Instructor: _____

_____ Street Address

_____ City, State, Zip

Home Phone #: _____ Work Phone #: _____

Email Address: _____

Please List

- Assisting Instructors:
1. _____
 2. _____
 3. _____
 4. _____

The following items are included with this document:

1. Completed Course Roster _____
2. Completed Course Evaluation Forms _____
3. Completed Student Registration Forms _____
4. Completed Instructor Travel Documents *(if being reimbursed by KyEM)* _____
5. Excess Training Materials _____

If the Training Trailer was utilized, please provide the following:

Name of person with whom it was left: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Please mail this document, with required submission materials and any excess course materials to:
Kentucky Division of Emergency Management
Training and Exercise Branch
1025 Capitol Center Drive Suite 101
Frankfort, Kentucky 40601

FOR OFFICE USE ONLY

Paperwork received: _____ By: _____

Kentucky Division of Emergency Management COURSE PLANNING WORKSHEET



COURSE TITLE: _____

COURSE DATE: _____ LEAD INSTRUCTOR: _____

LOCATION: _____

I. NINETY (90) DAYS PRIOR TO THE COURSE **DONE**

- A. Prepare budget _____
- B. Request endorsement of course from KyEM _____
- C. Identify and confirm _____
 - Instructors _____
 - Course Assistants, Evaluators _____
- D. Arrange course facilities _____
 - Course location _____
 - Lodging recommendations for students _____
(If lodging is not being provided for the students)
 - Refreshments for Breaks _____
 - Contact caterer for meals for students during class _____
 - Course equipment _____
 - AV equipment _____
 - Screen _____
 - Podium _____
 - Skill station or field exercise equipment _____
 - Reserve Training Trailer (if needed) _____
- F. Set tentative course agenda _____
- G. Create and distribute training announcement _____

II. SIXTY (60) DAYS PRIOR TO THE COURSE

- A. Order textbooks and other printed materials _____
- B. Assure arrangements are made for out of classroom training _____
(Search/drill/exercise areas, etc.)

III. THIRTY (30) DAYS PRIOR TO THE COURSE

- B. Assemble pre-course packets _____
 - 1. Mail or Email Student Packets containing the following: _____
 - a. Introductory letter _____
 - b. Hotel accommodation information _____
 - c. Textbook _____
 - d. Pretest _____
 - e. Course agenda _____
 - f. Map to the class location _____
 - 2. Mail or Email Instructor Packets containing the following: _____
 - a. Introductory letter with assignments _____
 - b. Hotel accommodation information _____

- c. Lecture slides/PowerPoint/outline _____
- d. Course agenda _____
- e. Map to the course location _____

III. FOURTEEN (14) DAYS PRIOR TO THE COURSE

- A. Confirm Assistant Instructors/Evaluators/Field Assistants _____
- B. Assemble Course Packets for Students _____
 - 1. Nametag _____
 - 2. Name Tent _____
 - 3. Final Course Agenda _____
 - 4. Faculty List _____
 - 5. Student List _____
 - 6. Ink Pen/Highlighter _____
 - 7. Course Handout Material _____
 - 8. Student Registration Form _____
 - 9. Course Evaluation Form _____
- C. Assemble Course Packets for Faculty _____
 - 1. Nametag _____
 - 2. Final Course Agenda _____
 - 3. Faculty List _____
 - 4. Student List _____
 - 5. Ink/Pen Highlighter _____

IV. ONE (1) DAY PRIOR TO THE COURSE

- A. Equipment placed in staging area _____
- B. Pre-course faculty meeting (*in person or teleconference*) _____
- C. Arrange tables and seating in the training facility _____
- D. Purchase drink and snack materials for breaks _____

V. ON THE DAY OF THE COURSE

- A. Arrive early to confirm seating, room temperature, refreshments and registration area setup. _____
- B. Register students (*Course roster and student registration forms*) _____
- C. Introduce faculty as they arrive onsite _____
- D. Conduct any faculty meetings that may be necessary _____
- E. Answer pre-course questions from students _____
- F. Collect course training material from instructors _____

VI. POST COURSE

- A. Thank-you letters to faculty, facility, sponsoring agency, etc. _____
- B. Submit required course materials to KyEM Training Section _____
 - 1. Completed Course Roster _____
 - 2. Completed Course Evaluation Forms _____
 - 3. Completed Student Registration Forms _____
 - 4. Completed Instructor Travel Documents (*If being reimbursed by KyEM*) _____
- C. Return Training Trailer or Borrowed Training Materials to Designated Location/Person _____

KyEM Training and Exercise Section Budget Planning Document



Course Title: _____ Lead Instructor: _____

Course Location: _____ Course Date: _____

Is Tuition or a Fee Being Charged of Each Student: ___ Yes ___ No

If yes, budget for "RECEIPTS"

Tuition: _____ Participants @ \$ _____

Vendor Contributions: \$ _____

Scholarships/Donations \$ _____

TOTAL RECEIPTS \$ _____

DISBURSEMENTS

I. Travel Expenses / Subsistence *(Travel estimates may not exceed state reimbursable limits)*

A. Faculty and Staff Expenses

1. _____

Total Travel \$ _____

Lodging: _____

Meals: _____

Mileage: _____

2. _____

Total Travel \$ _____

Lodging: _____

Meals: _____

Mileage: _____

3. _____

Total Travel \$ _____

Lodging: _____

Meals: _____

Mileage: _____

4. _____

Total Travel \$ _____

Lodging: _____

Meals: _____

Mileage: _____

Total Staff/Instructor Travel Expense: \$ _____

II. Course Equipment/Material

A. Material

Textbooks _____ @ _____ = \$ _____

B. Office Supplies/ Services

Kentucky Division of Emergency Management

Emergency Manager Credentialing Application Form



This application is for: Emergency Manager I Emergency Manager II
 Emergency Manager – CEM Training Extension

(Please check one)

Personal Information:

<p>1. SSN Number: _____</p> <p>2. Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone – Home: _____</p> <p>Telephone – Work: _____</p> <p>Telephone – Cell: _____</p>	<p>For Official Use Only</p> <p>Received: _____</p> <p>Problem: _____</p> <p style="padding-left: 40px;">Returned: _____</p> <p style="padding-left: 40px;">Received: _____</p> <p>Approved: _____</p> <p>By: _____</p>
---	--

Organization Information:

<p>3. Organization Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone – Business: _____</p> <p>Telephone – Fax: _____</p>	<p>KyEM Region: _____</p> <p>County: _____</p> <p>Supervisor: _____</p> <p>Current Position: _____</p> <p>Time in Position: _____</p>
--	---

Please provide copies of the following certificates if this is an application for Emergency Manager I:

- KyEM New Director Forty (40) Hour Basic Training Program
- FEMA Professional Development Series
- KAR Required Training
 - Internet training -ICS ICS-100
 - Internet Training – Mitigation Benefits, Methods, Resources and Planning ICS-200
 - 4 Hours EOC Basic Concepts IS-700
 - Rapid Damage Assessment and Reporting IS-800
 - Hazardous Material Awareness Level FEMA G-318
 - FEMA G-275
 - FEMA G-250
 - OSHA Compliant

Please provide copies of the following certificates if this is an application for Emergency Manager II:

- FEMA Advanced Professional Series KyEM BSAR
- Basic Search and Rescue Course OSHA Compliant
- Hazardous Materials Operations Level FEMA G-191
- Course on IMTs KyEM
- Development of a Local Emergency Operations Plan HSEEP
- ours exercise design KyEM
- LEPC Orientation FEMA G-275 or
- Incident Command ICS 300
- Hazardous Materials Incident Command OSHA compliant
- Disaster Assistance FEMA G-270.4

Please provide copies of the following certificates if this is an application for Emergency Manager -CEM:
 International Association of Emergency Managers – Certified Emergency Manager

Please provide the following documents if you are applying for a training extension:

- Cover letter requesting extension and the reason(s) for the request;
- Copy of your current Emergency Manager credential (if any);
- Copy of certificates for courses that have been completed towards meeting the training requirement for the current calendar year;
- A written plan for completing the training requirement.

Applicants should remember that a one (1) time, six (6) month extension may be granted by the CRC. The CRC shall review extension requests and notify all applicants of the final disposition of their request. Extensions shall only be issued to the applicant if the required information is submitted *prior to December 31 of the year for which the extension is being requested.*

I hereby certify that the information provided on this application is complete and true to the best of my knowledge. I understand that knowingly supplying false information on this application shall be reason for denial of the application or suspension or revocation of my Emergency Manager Credential in the future, should it be issued.

Legal Signature of the Applicant

Date Signed

I recommend this applicant for credentialing as :

Emergency Manager I:

Emergency Manager II

Emergency Manager – CEM

I recommend a training extension for this applicant.

Regional Response Manager

Date Signed

Please mail the completed form along with the requested documents to:
Kentucky Division of Emergency Management
Training and Exercise Section
Attn: State Training Officer
1025 Capital Center Drive, Suite 101
Frankfort, KY 40601

TRAINING ROSTER

Name of Course: _____ Class Start Date: _____

Location: _____ Class Completion Date: _____

Address: _____ Instructor(1) _____

City/Community: _____ Zip: _____ Instructor(2) _____

Training Hours _____

Please write your name legibly. The name you write will appear on your certificate.

	First Name	Last Name	Email Address	Agency	Address	City	ST	Zip	Region	Day 1	Day 2	Day 3	Day 4	Day 5	Test Score
										Date	Date	Date	Date	Date	(KyEM use)
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
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23															
24															
25															



Kentucky Division of Emergency Management
Request for Training

Organization Requesting Course:

Agency Name: _____ Area #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Number: () _____

Email Address: _____

Course Name: _____	Instructor: _____
Instructor Type:	Other: _____
KCTCS	KyEM
<input type="checkbox"/>	<input type="checkbox"/>
Date(s) of Course: _____	
Class Location: _____	
Course to be Taught in a:	Other: _____
Classroom	Meeting Room
<input type="checkbox"/>	<input type="checkbox"/>
Anticipated Number of Students: _____	Maximum Classroom Capacity: _____

I have reviewed this application and I am in agreement with the information listed.

Local EMA Director's Signature

Date

Area Manager's Signature

Date

KyEM Program Staff Signature

Date



Please submit all requests for training to:
Local Programs & Training Branch
Capital City Complex East
1025 Capital Center Drive, Suite 101
Frankfort, Kentucky 40602
Fax: (502) 607-5710

1. Postage	\$ _____
2. Duplicating	\$ _____
3. _____	\$ _____
4. _____	\$ _____
C. Expendable Equipment	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
D. Nonexpendable Equipment	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
E. Facilities/Services	
1. Room Rental	\$ _____
2. Audio-Visual Rental	\$ _____
3. Break Snacks and Drinks	\$ _____
4. Meal Expense for Students	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
Total Course Equipment/Material Expense:	\$ _____

III. Indirect Costs

A. Program Fees (Certification, Royalty, etc.)
 Paid To: _____
 Participants @ \$ _____ each = \$ _____
Total Indirect Cost Expense: \$ _____

TOTAL EXPENSES	\$ _____
TOTAL REVENUE	\$ _____
TOTAL NET GAIN OR LOSS	\$ _____

Total Funding Requested From KyEM: \$ _____

KyEM Use Only

<input type="checkbox"/> Request Approved - Amount: \$ _____ Account String: _____	<input type="checkbox"/> Request Denied Reason: _____
Signature of Reviewer: _____	Date: _____

CERTIFICATE OF COMPLETION

PRESENTED TO:

JOHN DOE

For the Successful Completion
of

xx Hours

Number & Name of ICS or Other Course Taken



**Brigadier General John W. Heltzel, Director
Kentucky Emergency Management**



DATE

Travel Voucher

Page _____ of _____ Date _____ Acct Period _____ Budget FY _____ New Modification
 Line _____ Invoice Number _____ Template ID _____

Fund	Dept	Unit	Func	S Func	App Unit	Object	Dept Obj	Program	Program Period
Activity		S Activity	Location	S Loc	Rep Code	S Rep Code	Task	S Task	Task Order

Check One: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease		Description:			
Traveler ID				Single Check <input type="checkbox"/> Yes <input type="checkbox"/> No	
Traveler Name				Chk Category	
Department Name				EFT <input type="checkbox"/> Yes <input type="checkbox"/> No	
Traveler's Work Station				App Type	
Traveler's Residence				Scheduled Pay Date	
Agency Reference Data					

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
		Departure	Return	From	To					
									B	\$0.00
									L	
									D	

Purpose:

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
		Departure	Return	From	To					
									B	\$0.00
									L	
									D	

Purpose:

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
		Departure	Return	From	To					
									B	\$0.00
									L	
									D	

Purpose:

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence	Totals
		Departure	Return	From	To					
									B	\$0.00
									L	
									D	

Purpose:

If mileage claimed was a state car available?		Totals for this page	0	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Yes <input type="checkbox"/> No		Enter Mileage from all pages _____ Miles x _____ ¢ per mile				\$0.00	
Rode with another state employee				Total Other expenses		\$0.00	
<input type="checkbox"/> Yes <input type="checkbox"/> No				Totals from all continuation pages		\$0.00	
				Grand Total		\$0.00	

By signing, I hereby certify, subject to the provisions of KRS 523:100(unsuorn falsification to authorities), that the above are proper charges in the discharge of official business and that all data furnished herewith are true and correct to the best of my knowledge.

Traveler's Signature	Date		
Supervisor's Signature	Date		
Agency Head or Authorized Agency's Signature	Date	Cabinet Head's Signature if required	Date

TRAVEL VOUCHER CONTINUATION

Traveler ID: _____ Traveler Name: _____ Date: _____ Page _____ of _____

Mo	Day	Time of		Location		Private Auto Mileage	Tolls and/or parking	Lodging	Subsistence		Totals
		Departure	Return	From	To				B*	L*	
									B*		\$0.00
									L*		
									D**		
Purpose:											
									B*		\$0.00
									L*		
									D**		
Purpose:											
									B*		\$0.00
									L*		
									D**		
Purpose:											
									B*		\$0.00
									L*		
									D**		
Purpose:											
									B*		\$0.00
									L*		
									D**		
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									B*		\$0.00
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									D**		
Purpose:											
									B*		\$0.00
									L*		
									D**		
Purpose:											
									B*		\$0.00
									L*		
									D**		
Purpose:											



Totals for this page 0 \$0.00 \$0.00 \$0.00 \$0.00

*A traveler must have an overnight stay and be in travel status the entire meal period to claim breakfast and lunch. 200KAR 2:006 Sect 7(3)(d)(e)

**An overnight stay is not required for a traveler to claim dinner if the traveler is more than 40 miles from home or workstation and is in travel status during the entire dinner period. However, dinner reimbursement without an overnight stay is W2 reportable per SSA.200KAR 2:006 Sect 7(3)(b)

