

**KQS Historical Recognition Card  
Procedure A - "PTB"**

Side 1 – Submission Checklist

- Statement from the person stating why they seek certification and credentialing. The statement should also state that it is a HR submission at the beginning and also designate the type of HR submission, in this case a Procedure A.
- Completed PTB(s) with supporting documents, such as Incident Personnel Performance Rating(s) (ICS 225) or equivalent(s) covering each of the operational periods and Incident/Event Action Plans. Additionally, the person must attach to the PTB(s) a copy of the credentialing documents for the PTB evaluator(s) and include their contact info.
- Certificates showing completion of required training.
- Professional resume.
- Agreement to a national or state-wide Background Check completed within 6 Months of HR packet submission. Applicant may provide explanation of issues found on their record other than minor traffic violations.
- Other artifacts showing competence may be included, such as Letter(s) of Support for Certification from IMT Leadership.

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