

KQS Historical Recognition Card Procedure B - "Portfolio"

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.
- Personal Narrative for Each Task. A personal narrative must be developed for each task that clearly shows competency in the given PTB. The narrative for each task must at least show competency from at least two events in the SOG "PTB Qualifying Events Chart".
- Inclusion of Artifacts to Substantiate Personal Narratives. For each task an artifact must be presented in addition to the personal narrative. The possible list of artifacts includes but is not limited to:
(1) Incident Action Plans/Event Action Plans.
(2) Incident Personnel Performance Rating(s) (ICS 225) or Equivalent(s) Covering Each Operational Period. (3) Memorandums from Event or Incident Period Leadership Detailing the Tasks Performed by the Applicant and the Quality of Performance. (4) ICS 203 Organization Assignment List, ICS 204 Assignment List, or Equivalent. (5) Example Products and Reports.
- 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.

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