

State of Michigan
ICS 300 & ICS 400 course tracking and certificate process
Effective 10/1/2011

Purpose: To help local trainers facilitate the NIMS training process and to enable the State of Michigan to track recipients of the training, since the Department of Homeland Security (DHS), Center for Domestic Preparedness (CDP) is no longer providing course materials or course certificates.

- ____ 1. Course instructors will e-mail the State of Michigan DHS Point of Contact at the Michigan State Police, Emergency Management and Homeland Security Training Center (MSP/EMHSTC) at the e-mail address EMHSTC@michigan.gov with the following class information at least 45 days prior to class commencement.
 - a. Subject line shall read, ICS 300 or ICS 400
 - b. Class name
 - c. Class date
 - d. Class time
 - e. Class location
 - f. Expected number of students (approximate)
 - g. Instructor's name(s)
 - h. Mailing address for lead instructor
- ____ 2. The Michigan DHS Point of Contact will approve, or deny, the requested training after reviewing submitted information.
- ____ 3. Instructors and students may download the student manuals from the EMHSTC website (www.michigan.gov/emhsd-training) and print out the manuals as needed. A CD with the revised course materials will be sent via US Mail to the lead instructor for use during the course.
- ____ 4. EMHSTC will register the class on MI-TRAIN.
- ____ 5. EMHSTC will notify the course instructor when the course is activated on MI-TRAIN and the students are able to register for the class. (Student registration instructions will be provided by e-mail to the course instructor. All students must have or obtain a MI-TRAIN account).
- ____ 6. EMHSTC will e-mail a class roster to the instructor approximately 2 days prior to the scheduled class start date.
- ____ 7. Instructors must indicate on the class roster which students did or did not pass the class. If there are students added to the course, they shall be written on the class roster at this time. The class roster and completed student evaluations must be mailed to MSP-EMHSTC, 7426 Osborn, Lansing, MI 48913 within 14 days following the completion of the class.
- ____ 8. EMHSTC will notify the instructor the class has been certified within one week of the official roster and evaluations being received. The certificates will be available to the students after certification as long as their MI-TRAIN account exists.