



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

July 10, 2020

Dear Instructor:

The following is being sent to you on behalf of Kevin Sehlmeyer, Bureau of Fire Services (BFS), State Fire Marshal, and Capt. Kevin Sweeney, Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) commander.

The MSP has been given the authority, through the Federal Emergency Management Agency (FEMA), to coordinate instruction of the ICS-300 and ICS-400 programs in Michigan in conjunction with our federal partners. The premise is to provide similar training courses across the nation, supplying students with successful completion certificates. This allows for consistency when courses are taken at the national level, which also require the ICS-300 and ICS-400 courses as prerequisites. FEMA currently requests certificates come from one recognized state training entity. The Michigan State Police is the recognized entity for the state of Michigan.

In April 2019, FEMA updated the material for both the ICS-300 and ICS-400 courses. All eligible instructors were given the opportunity to recertify to instruct these classes via a FEMA webinar and testing process. The process was closed by FEMA in December 2019. Many ICS-300 and ICS-400 instructors on the BFS list may not have received notification to complete the updates to remain current in teaching these curricula. Recognizing this, the Emergency Management and Homeland Security Training Center (EMHSTC) reached out to the BFS, offering to provide the updated training and testing, allowing the BFS ICS instructors to be added to the EMHSTC statewide list of ICS instructors. This training process will allow BFS instructors to maintain current ICS-300 and ICS-400 certification and receive updated instructor/curriculum materials. Our goal is to offer dual certification to the BFS instructors and provide both instruction and certificates through the MSP/EMHSD that will be recognized by FEMA.

Instructors seeking to take advantage of this opportunity will need to perform the following:

- Attend a 4-hour workshop or complete comparable virtual training, as provided by the EMHSTC, where updates to the curriculum will be explained and the recertification tests provided by FEMA for both ICS-300 and ICS-400 will be administered.
- Instructors shall agree to follow MSP and BFS guidance, policies, and procedures to include registering their ICS-300 and ICS-400 courses in both SMOKE and MI-TRAIN; complete required paperwork in both SMOKE and MI-TRAIN, etc.

Upon completion of the FEMA ICS-300 and ICS-400 certification course, instructors will be added to the current MSP/EMHSTC instructor list as a recognized Intermediate and Advanced ICS instructor. Per FEMA, even though the national window for recertification has closed, independent states may provide their own updates for provision of ICS training at the state level. The EMHSTC recognizes the importance of ICS-300 and ICS-400 instructors in the field and is eager to provide the updates, as well as add BFS instructors to the MSP/EMHSTC instructor list.

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We hope you will take advantage of this opportunity. If you are interested in attending a workshop, please email at **EMHSTC@michigan.gov** or contact Lt. Michele Sosinski at **Sosinskim1@michigan.gov** with any questions.

Sincerely,

Kevin Sehlmeyer, State Fire Marshal
Bureau of Fire Services



Capt. Kevin Sweeney, Commander
Michigan State Police, Emergency Management
and Homeland Security Division