



# Communications Unit Position Guidance State of Michigan

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Standard Operating Guidelines		State of Michigan	
Title/Subject	<b>Communications Unit Position-Specific Recognition Guidelines</b>	Effective Date <b>June 18, 2014</b>	Revision Date April 11, 2017





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## 1. Scope

This Standard Operating Guideline (SOG) applies to those individuals who meet the recommended Department of Homeland Security (DHS) guidelines for eligibility, training and experience for All-Hazards Communications Unit positions, and are requesting recognition within the State of Michigan.

This document references positions within the Communications Unit (e.g., Communications Unit Leader (COML), Communications Unit Technician (COMT)) as they pertain to All-Hazards emergency response classifications; such references are not intended to reflect Red Card positions, as recognized under National Wildfire Coordinating Group (NWCG) or other existing organizational guidelines.

## 2. Purpose

The purpose of this SOG is to describe the process for requesting recognition for position-specific roles within the Incident Command System (ICS) organization, specifically in the Communications Unit. The process described is specific to Communications Unit personnel within the State of Michigan.

The SOG defines the minimum standards for Communications Unit positions in the Michigan Communications Unit Recognition Program.

This SOG is not written for the purpose of establishing minimum personnel standards and qualifications to be used as a basis of asserting liability against any of the participating agencies or entities. It contains statements of best practices. In many cases, the best practices contained within this document strive to exceed and improve upon prevailing practices, standards and qualifications. This guidance document is not intended for use in a court of law to determine any applicable standard of care or, minimum qualifications for emergency response personnel.

The intent of this guidance is to define and develop human resources deemed by the state as qualified to fill a Communications Unit position.



## 2.1. Objectives

1. Establish minimum training and recognition standards for Communications Unit personnel working as part of a Local/Tribal Incident Management Team or as a single resource assignment within the State of Michigan.
2. Define the minimum required training and guide the development of skills and knowledge outside of the formal classroom environment for Communications Unit position-specific trainees to obtain recognition within the State of Michigan.
3. Define criteria to obtain and maintain recognition status for position-specific roles within the Communication Unit.
4. Retain the foundation of the performance-based qualification system established and implemented in the NWCG qualification system, and expand the performance-based evaluation process to include State recognition requirements.

## 3. Background

The National Incident Management System (NIMS) is a comprehensive, nationwide approach to incident management that provides a template to effectively and efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. It is applicable across functional disciplines at all jurisdictional levels.

A key feature of NIMS, the ICS, is a standardized, on-scene, all-hazards incident management approach that represents organizational best practices and has become the standard for emergency management across the country. Within the NIMS ICS organizational structure, the Communications Unit plays a critical role and is responsible for: developing plans for the use of incident communications personnel, equipment and facilities; coordinating, installing and testing communications equipment; supervision and operation of an Incident Communications Center (ICC) and; the distribution, maintenance, repair and recovery of incident communications equipment.

### 3.1. Communications Unit Positions

Positions within the Communications Unit may include:

- COML
- Incident Communications Center Manager (INCM)
- Radio Operator (RADO)
- COMT
- Technical Specialist (THSP)
- Auxiliary Communications (AUXCOMM)
- Communications Coordinator (COMC)
- Message Runner



The following duties are a sample listing of duties and are not all inclusive:

**COML**

1. Plans and manages the technical and operational functions of the Communications Unit during an incident or event
2. Supervises the Communications Unit. Manages Communications Unit personnel (INCM, RADO, COMT, THSP)
3. Participates in incident action planning.
4. Prepares the Incident Radio Communications Plan (ICS Form 205)

**INCM**

1. Establishes and manages an ICC
2. Supervises RADO positions
3. Assists the COML

**RADO**

1. Staffs positions in the ICC
2. Also referred to as “Incident Dispatchers” or “Tactical Dispatchers”
3. Receive specialized training to operate in an incident-based environment
4. Includes Telecommunicator Emergency Response Taskforce (TERT) resources

**COMT**

1. Responsible for supporting the technical functions of the Communications Unit
2. Install, test, trouble shoot communications systems
3. Identify requirements for radio system coverage
4. Support battery needs
5. Resolve interference issues
6. Program radios
7. Maintain/repair equipment

**THSP**

1. Possesses expertise in specific types of communications technology Gateways, radio caches, telephone, data, mobile communications assets, Geographic Information System

**AUXCOMM**

1. Serve as a Technical Specialist in the Communications Unit
2. Provide communications support to public safety, emergency management, and other government/non-government agencies
3. Provides emergency, backup, or supplemental communications support during unexpected emergencies, planned events, or training exercises

**COMC**

1. Provides support to the Communications Unit and COML. Not technically a part of the Communications Unit





2. Responsibilities frequently performed by Emergency Support function (ESF) #2 representative or Public Safety Communications Center supervisor. May operate at the local, regional, state, or federal levels
3. Performs frequency coordination responsibilities within a region or a state during an incident or event
4. Reviews Incident Radio Communications Plans to ensure communications channels/talkgroups are allocated and used effectively. Works with the COML to assign channel/talkgroup resources in support of the Incident Radio Communications Plan
5. Coordinates among multiple incident sites, dispatch centers, incident command personnel, etc., to prevent or resolve interference issues

At smaller scale incidents or events (e.g., Type III, IV or V), the COML may be the only person within the Communications Unit; therefore, an individual serving as a COML must also have a working knowledge of the roles and responsibilities of the subordinate positions. During all-hazards emergency response operations, effective communications among multiple jurisdictions, disciplines, and agencies is critical. Ineffective or poorly coordinated on-scene communications can potentially compromise any and all essential operations.

The DHS has established all-hazards training curriculum for the following positions:

- COML
- COMT  
AUXCOMM

Following completion of the DHS-approved all-hazards training curriculum, it is the responsibility of each state to establish a process for recognition of qualified Communications Unit personnel.

#### **4. Guidance**

With the publication of this initial version of guidelines, the standards established are the minimum to be met by participating agencies, organizations, and individuals that choose to participate in the Michigan Communications Unit Recognitions Program. The Michigan Communications Unit Recognitions Program is a voluntary program implemented to provide guidance and minimum standards for the development of Communications Unit Positions.

Candidates applying for qualification under these guidelines must have a public safety agency sponsor. Candidates must be approved to participate by their primary or home public safety organization. Candidates who have begun the process of qualifying for a position under NWCG guidelines can continue to use those standards in parallel to the qualifications in this SOG.



#### 4.1. Document Terminology

The terms “shall,” “must,” “will,” and “required” are used throughout this document to indicate required parameters and to differentiate from recommended parameters. Recommendations are identified by the words “should,” “may,” “desirably,” and “preferably.”

The Emergency Management Assistant Compact (EMAC): EMAC is a state-to-state mutual aid compact that allows states to share resources (personnel, equipment, commodities) with another state during Gubernatorial declared disasters.

### 5. Categories for Response

In an effort to provide effective communications support during emergency incidents, planned events, or exercises, Michigan established five categories for response:

1. **Agency:** Deployment in support of home agency only
2. **County:** Deployment in support of any agency within county of home agency
3. **Regional:** Deployment in support of any agency within the home or adjacent EMHSD Region
4. **Statewide:** Deployment in support of any agency within the state (must have documented agency authorization to deploy statewide)
5. **Out-of-State/EMAC:** Deployment in support of out of state incidents following an EMAC or mutual aid request (must have documented agency authorization to deploy out-of-state)

### 6. Steps Required to Obtain Recognition

The steps listed below are required to obtain recognition within the State of Michigan for position-specific roles within the Communications Unit.

1. Candidates must meet the prerequisites to attend all-hazards position-specific Communications Unit training.
2. Candidates must successfully complete all-hazards position-specific Communications Unit training.
3. Following training, candidates must complete the applicable Position Task Book (PTB) and other requirements listed in this SOG.
4. Candidates must submit request along with all required documentation described in this SOG to the Michigan Communications Unit Working Group (COMU WG) for review.
5. The COMU WG will review the candidate’s documentation to determine eligibility for recognition in accordance with this SOG. The candidate may be asked to provide additional information or documentation if necessary.
6. If eligibility is confirmed by the office or designee, the candidate’s application packet will be submitted to the Michigan Public Safety Communications Interoperability Board for consideration and recognition.
7. Once recognition is obtained, the candidate must comply with the provisions contained in this SOG to maintain and renew the recognition status for the desired Communications Unit positions (ever five years).

Each step listed above is described in further detail in the following sections of this SOG.



## 7. Position-Specific Communications Unit Training Prerequisites

Candidates wishing to complete all-hazards position-specific training must meet the prerequisites listed below prior to attending the desired course(s).

R = REQUIRED O = OPTIONAL, RECOMMENDED	COML	INCM	RADO	COMT	THSP	AUXCOMM	COMC
<b>PREREQUISITE COURSES:</b>							
IS-100(b)*	R	R	R	R	O	R	R
IS-200(b)*	R	R		R		R	
ICS-300*	R			O		O	
ICS-400*	O			O		O	
IS-700(a)*	R	R	R	R	O	R	R
IS-800(b)*	R			R		R	
OEC/EMI Communications Unit Leader Course*	R						
OEC Communications Technician Course*				R			
<b>PREREQUISITE DOCUMENTATION, EXPERIENCE:</b>							
Public safety background with experience in field operations	R						
Awareness of public safety communications technology	R			R			
Basic knowledge of local communications systems, frequencies and spectrum, technologies, local topography, system site locations including knowledge of local, regional, and State communication plans, and contacts	R			R			
Public safety background with technical experience in field communications (radio, telephone, data, SATCOM, etc.)				R			
General Class (or higher) Amateur Radio License						R	
Documented experience in Auxiliary Emergency Communications						R	

\*Applicants are required to submit course completion certificates with the application\*



**7.1. Additional Michigan Training Prerequisites**

In addition to the prerequisites listed in the table above, the following training, experience, and documentation requirements specific to Michigan also apply:

R = REQUIRED O = OPTIONAL, RECOMMENDED	COML	INCM	RADO	COMT	THSP	AUXCOMM	COMC
	<b>PRE-REQUISITE COURSES:</b>						

**8. Successful Completion of Training**

Candidates who successfully complete all-hazards position-specific training will receive a certificate of completion from the following agency(ies):

- COML:** DHS Federal Emergency Management Agency
- COMT:** DHS Office of Emergency Communications
- AUXCOMM:** DHS Office of Emergency Communications

Candidates successfully completing the above-listed courses within Michigan will also receive a certificate of completion from Michigan State Police- Emergency Management and Homeland Security Division.



## 9. Following Completion of Training

### 9.1. Introduction

The Michigan Communications Unit Recognition Program is a performance based credentialing system. In this system, the primary criterion for qualification and recognition is individual performance as verified by a qualified evaluator using approved standards. In a performance-based system, qualification is based upon demonstrated performance as measured on incidents, events, normal job activities, or during training/exercises.

As such, the criteria for Michigan specific qualification for regional or Communications Unit positions is based on successful completion of required training followed by observation and evaluation to confirm skill level and proficiency. The PTB serves as the instrument used to demonstrate the ability to perform the duties and responsibilities of the desired Communications Unit position.

### 9.2. PTB

- a. **Training:** Candidates must first successfully complete the required training course(s) prior to obtaining and initiating their PTB. The two positions that currently require the completion of a PTB are COML and COMT.
- b. **PTB Completion:** The candidate must initiate their PTB in accordance with the instructions in the PTB for the desired Communications Unit position. The PTB contains tasks designed to demonstrate proficiency and the ability to perform the roles and responsibilities required of the position PTB Tasks are completed and observed under the following circumstances:
  - i. **O:** Can be completed in any situation (simulation, classroom, daily job)
  - ii. **I:** Must be performed on an incident, planned event\*, or full scale exercise \*  
\*Must be preapproved by the Communications Unit Working Group (COMU WG).

Candidates may not initiate their PTB until they have successfully completed training. Once the PTB is initiated, the candidate has a time frame of 3 years to complete and submit their PTB and supporting documentation. All task must have occurred on or after the date the PTB is initiated.

Successful completion of all required tasks of the position, as determined by qualified evaluators, will be the basis for the candidate's application. Qualified evaluators include:

- The applicant's supervisor or sponsoring agency head may observe, evaluate and sign for PTB tasks for COML and COMT trainees.
- A recognized COML may observe, evaluate and sign for PTB tasks for COML or COMT trainees.



- In lieu of a COML a Recognized COMT may observe, evaluate and sign for PTB tasks for COMT trainees.

The PTB contains space to list four (4) qualified evaluators. If more than four evaluators observe tasks completed by the candidate, additional evaluator pages may be added to the PTB. Each qualified evaluator listed in the candidate's PTB must fully complete their Evaluator section, to include their recommendations.

The PTB is considered complete when:

- All tasks have been observed and signed off by a qualified evaluator.
- The person responsible for administratively reviewing the PTB has completed the final evaluator section
- The Applicants agency head signs the "Agency Head Recommendation for Certification" section confirming the candidate is recommended by the agency for recognition.

## 10. Request for Recognition

- a. **Application Process:** Prior to requesting recognition, candidates are responsible for ensuring they have completed the necessary requirements and have all appropriate documentation. Eligible candidates desiring recognition must submit the following documents to the Statewide Interoperability Coordinator Office, c/o Michigan Public Safety Communications System (MPSCS) Administration, 4000 Collins Road, Lansing, MI 48910. A separate application package is required for each Communications Unit position.
  - i. Certificate(s) which confirms completion of all-hazards position-specific training
  - ii. Fully completed PTB with all required signatures, and recommendations that the candidate has successfully performed all tasks for the position and should be considered for recognition
  - iii. Written letter of acknowledgement/endorsement from their agency head or agency command-level representative (COML/COMT applicants)
- b. **Candidate Application Review:** The application package will be forwarded to the COMU WG. The COMU WG provides administrative support to the Michigan Public Safety Communications Interoperability Board (MPSCIB) in performing a Quality Assurance review of the candidate's documentation, training records, PTB, qualifications, and other information to ensure the application package is complete and in compliance with this SOG, and to confirm the candidate is eligible for recognition before forwarding to the MPSCIB. The COMU WG may ask the candidate to provide additional information or documentation if necessary.



Following confirmation that the candidate's application package is complete, and the candidate meets the eligibility requirements, the COMU will forward it to the MPSCIB.

## 11. Review and Approval Process

- a. **Candidate Review:** The COMU WG will review the candidate's application package to consider approval for recognition in the desired Communications Unit position. They may also request an in-person interview with the candidate to obtain additional details. The COMU WG will forward the application package with their recommendation to the MPSCIB. The candidate will be given one of the following dispositions from the MPSCIB:
  - i. **Approved:** Candidate is approved for recognition for the requested Communications Unit position.
  - ii. **Disapproved:** The candidate's application package requesting recognition is not approved. The candidate will be informed of the reason for disapproval, and if applicable, a list of actions necessary if the candidate wishes to be reconsidered at a future date.
  - iii. **Additional Information Required:** The candidate must provide the MPSCIB with additional documentation or information as specified in correspondence. The candidate will be given a timeframe within which the requested information or documentation must be provided. If the candidate fails to provide the requested information, the application package will be disapproved.
- b. **Documentation/Credentials:** The MPSCIB will complete the following actions for approved candidates:
  - i. Issue a certificate reflecting recognition status for the applicable Communications Unit position.
  - ii. Notify the candidate's home agency of the recognition status in the applicable Communications Unit position.
  - iii. Add the candidate to the Communications Unit resource database.
  - iv. Notify the COMU WG.

## 12. Recognition Renewal Process

### 12.1. Expiration:

Recognition status will expire three (3) years from the date of issue. In order to maintain recognition, the candidate must complete 15 CEUs of continuing education in six categories to meet the necessary renewal requirements to demonstrate a continued degree of proficiency and skill level in the applicable Communications Unit position.

### 12.2. Requalification Process:



Individuals must apply to renew recognition before the expiration of their current recognition by submitting:

- Completed Michigan COMU Position Recognition-Renewal Form (**Appendix D**).
- Written letter of acknowledgement/endorsement from their agency head or agency command-level representative.
- Failure to reapply within two years or less following the expiration of current recognition will require the candidate to complete a new PTB and submit a new application package for the desired Communications Unit position as described in Section 10 of this SOG.

**12.3. Recognition Renewal Requirements:** (complete one of the following)

- Participate (in desired Communications Unit position) in at least one incident or event which lasted at least one operational period and required a written ICS Form 201 or an Incident Action Plan (IAP) and ICS Form 205 Communications Plan.
- Participate (in desired Communications Unit position) in at least one full-scale exercise which required the development of an ICS Form 201 or IAP and ICS Form 205 Communications Plan for an operational period lasting longer than 6 hours.
- Complete a new PTB over the period of three (3) years.

**12.4. Recognition Renewal Process**

- Complete and submit the application contained in Appendix D to the COMU WG for approval by the Michigan SWIC.
- If you participated in an exercise or incident to meet the requirements, the candidate must complete the Renewal Form and also send any supporting documents.
- If completing a new PTB to meet the renewal requirements, the completed PTB must be submitted with the application.
- All documentation listed above must be submitted to the COMU WG which will review for completeness and accuracy and forward to the Michigan SWIC and MPSCIB respectively for consideration.

## **13. Change in Status or Withdrawal of Recognition**

- a. **Change in status:** If an individual moves to a different agency, he/she must submit a revised recognition application with approval from the new agency head or designee within 90 days. The change of affiliation will not affect the recognition renewal date.
- b. **Withdrawal:** Recognition status may be withdrawn by the individual, the individual's agency, or by the COMU WG.
  - i. If withdrawn by the individual, or the individual's agency, written notice of the withdrawal will be provided to the MPSCIB, MPSCS and the COMU WG.
  - ii. If recognition is withdrawn by the MPSCIB the individual will receive written notice copied to the individual's agency, Michigan Public Safety Communications System (MPSCS), and the COMU WG. The individual will be provided with the reason for withdrawal, and may be required to return any





issued credentials if applicable. If they are considered eligible to reapply for recognition on a future date, details will be provided.

- iii. In all cases where an individual's recognition status is withdrawn, The COMU WG and MPSCS will remove the individual from the Communications Unit resource database.

**c. Reinstatement:**

- i. Following a voluntary withdrawal, an individual requesting reinstatement within the Three (3) year recognition period must submit a letter of explanation accompanied by the application to MPSCIB the ICSG via the COMU WG.



#### 14. Administration and Record Keeping

Centralized record keeping for personnel with recognition for Communications Unit positions in Michigan is provided by the MPSCS at the direction of the MPSCIB.



**15. Appendix A: Recognition Application**

Initial Application     Renewal / Change in Status     Reinstatement

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_

(Note: Separate applications must be submitted for each position applied for)

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

EMHSD REGION \_\_\_\_\_ COUNTY \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_ 24 / 7 PHONE \_\_\_\_\_

CONTACT E-MAIL ADDRESS \_\_\_\_\_

APPLICANT'S RANK/TITLE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

=====

I approve the applicant's participation in the Michigan Communications Unit Program in the following response areas.

AGENCY     COUNTY     REGION     STATEWIDE     EMAC/OUT-OF-STATE

AGENCY HEAD OR DESIGNEE SIGNATURE AND TITLE \_\_\_\_\_ DATE \_\_\_\_\_

AGENCY HEAD OR DESIGNEE NAME (printed) \_\_\_\_\_ AGENCY \_\_\_\_\_



### 16. *Appendix B: Incident/Event/Exercise Experience Record*

#### Experience Record (LAST 3 YEARS)

Incident Name	Location	Date	Position	Incident Type	Duration

Attach the following:	
○	Copy of ICS 201 Briefing Form or IAP
○	Copy ICS 205 Incident Radio Communications Plan



## 17. *Appendix C: Glossary of Terms and Acronyms*

<b>Definition</b>	
AUXCOMM	Auxiliary Communications
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Communications Unit Technician
COMU WG	Communications Unit Working Group
DEM	Division of Emergency Management
EMHSD	Emergency Management and Homeland Security Division
EMAC	Emergency Management Assistance Compact
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
IAP	Incident Action Plan
ICC	Incident Communications Center
ICS	Incident Command System
INCM	Incident Communications Center Manager
L/T IMT	Local / Tribal Incident Management Team
MPSCIB	Michigan Public Safety Communications Interpretability Board
MPSCS	Michigan Public Safety Communications System
NIMS	National Incident Management System
NWCG	National Wildfire Coordinating Group
OEC	Office of Emergency Communications
PS Tools	Public Safety Tools
PTB	Position Task Book
QA	Quality Assurance
RADO	Radio Operator
SATCOM	Satellite Communications
SOG	Standard Operating Guidelines
SWIC	Statewide Interoperability Coordinator
TERT	Telecommunicator Emergency Response Taskforce
THSP	Technical Specialist
MI	Michigan



# Michigan Communications Unit COML - COMT

## Renewal Process & Form

COML       COMT       BOTH

Applicant Name: \_\_\_\_\_

Applicant e-mail address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Sponsoring Agency Name: \_\_\_\_\_

Sponsoring Agency Supervisors Name: \_\_\_\_\_

Sponsoring Agency Supervisors Telephone Number: \_\_\_\_\_

Sponsoring Agency Supervisors e-mail: \_\_\_\_\_

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All recognized Michigan-COML/COMT's will maintain a continuing education program, within a three (3) year period based on the requirements noted below;

The Michigan SWIC may renew MI-COML/COMT credentials every three years if all requirements are met.

If said requirements are not met, the MI-COML/COMT's credentials will expire, and the individual recognized as a COML/COMT will be removed from the Michigan Database.

Re-issuing of MI- COML/COMT requires approval of the MI-SWIC and MI-COMU Working Group.

The Michigan COML/COMT Database will be audited/scrubbed every three years.

### **CONTINUING EDUCATION REQUIREMENTS**

In order to maintain a current and consistent skill-set for a MI-COML/COMT, there is a continuing education requirement for the maintenance of MI-COML/COMT;

- Every three (3) years, 15 continuing education points will be required for MI-COML/COMT's.
- Points can be awarded in six categories defined below. No duplications and or accrual multiple points of same events.



# Michigan Communications Unit COML - COMT

## Renewal Process & Form

Categories	Date	Point/s
<b><u>Attend MI Interop Conference or Communications Related Course:</u></b>		
MI Interop Conference = (1) Point		
Communications Course = (1) Point		
ICS Course = (1) Point		
<b>COMU Related Presentation or Outreach Program = (3) Points</b>		
<b>Complete ICS 205 from an actual event or exercise = (1) Point</b>		
<b>Instruct a Communications Course: COML/COMT/Auxcomm/800 MPSCS = (5) Points</b>		
<b><u>Exercise:</u></b>		
Assist or Plan a Communications Exercise = (3) Points		
Serve as a COML/COMT/ Locally in an actual event or exercise = (3) Points		
Lead a Communications exercise = (5) Points		
<b>Participate successfully in a Commex Exercise = (5) Points</b>		

A MI-COML/COMT may participate in an approved classroom or online training, communications exercise (functional or full-scale), planned event, or actual incident to receive continuing education points. Participation in an exercise, planned event or actual incident must be in the role of a Communications Unit Leader / Communications Unit Technician to qualify for this renewal. Completion of verified continuing education in 3 of the 4 quarters, within each year, will serve as adequate for renewal of COML/COMT for an additional three years.



# Michigan Communications Unit COML - COMT

## Renewal Process & Form

- Additional renewal documentation shall include = required sign-in sheets, accompanying ICS205 forms from exercises or classes. It shall be the individual COML/COMT's responsibility to communicate this information to the Michigan COMU Work Group in a timely fashion. The Michigan SWIC may approve the renewal of a COML/COMT for three years, and will confirm via reporting to the Michigan's Public Safety Communications Interoperability Board.

A recognized MI-COML/COMT will be responsible to submit their continuing education renewal information to the MI-COMU Workgroup before December 31<sup>st</sup> of their third (last year) continuing education period. Any individual COML/COMT renewal information submitted and or received after the December 31<sup>st</sup> date deadline as defined previously, shall be considered late, and not meeting the time requirements as noted within the COML/COMT renewal process.

### Expiration and Re-Application for MI-COML/COMT

If the Michigan SWIC has not received adequate continuing education renewal information from a COML/COMT via the MI-COMU Workgroup, the COML/COMT will be properly notified at least one month prior to the expiration of his or her recognition expiration date. If the Michigan SWIC Office has not received adequate information prior to the expiration date of a COML/COMT, the previously noted recognition/status will thus expire and the COML/COMT will be removed from the active Michigan COML/COMT list.

After expiration, an applicant must re-apply via the methods provided within the Michigan Communications Unit Position Specific Recognition Guidelines for re-accreditation. If the expiration has been two years or less, (consistent with COML/COMT Task Book time requirements), completion of the reevaluation exercise, along with approvals by the Michigan SWIC and COMU Working Group will be required. If the expiration has exceeded three years, completion of the entire COML/COMT training and application program is required for renewal.

Once retraining is complete, the MI-SWIC will submit the COML/COMT-candidate to the Michigan's Public Safety Communications Interoperability Board for approval. Upon approval of the Michigan's Public Safety Communications Interoperability Board the COML/COMT will be recertified for three years in good standing, and is required to maintain normal continuing education requirements as defined within the Michigan Communications Unit Position Specific Recognition Guidelines.

I hereby affirm that the information contained in this renewal package is correct and acknowledge that if a violation is discovered, my application may be rejected or Credentialing/Recognition revoked.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ authorize the individual named above as an active member of this agency and meets all outline requirements for renewal as a Mi.-COML/COMT.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_





## Michigan's Public Safety Communications Interoperability Board

### Michigan Communications Unit Work Group

## OEC - Michigan COMU Program Instructor Certification Policy / 9-2018

### INSTRUCTOR QUALIFICATIONS

The following are the general qualifications required of **ALL** instructors in the Michigan COMU Program. Applicants will be vetted by Michigan COMU Work Group to ensure qualifications are satisfactory.

1. Successful completion of the course(s) for which application is being submitted to instruct. This is documented by training certificates and there are no substitutes for classes.
2. Successful completion of a formal instructor training or instructional skills course, possession of an instructing certificate or degree from an accredited college or university, or documented experience successfully instructing adult learners, this would also include MFFTC Michigan Firefighters Training Council Qualification for Instructors, and EMS IC Instructor Certification. This is validated and documented by training certificates, diplomas, or a brief resume providing an explanation of experience in delivering adult education.
3. Successful completion of a course train-the-trainer if applicable; Michigan COMU may waive this requirement for courses that do not have a train-the-trainer course available.
4. Operational experience in the subject matter of the course taught; the instructor's resume or curricula vitae that can document this experience.
5. Successfully completed NIMS IS-100, 200, 300, 400, 700 and 800 Courses as a minimum. (*Use current NIMS versions*) For classes requiring completion of FEMA online Independent Study (IS) courses they may be found at: <http://training.fema.gov/IS/crslst.aspx?all=true>
6. Instructors should be extremely proficient in use of course materials and curriculums, and capable of using audio visual equipment or other class presentation delivery media.

In addition to the general instructor qualifications listed above, instructors desiring to teach Michigan COMU Program courses may also have meet the specific instructional requirements as defined by the course developer if applicable.

The OEC - Michigan COMU Program Instructor Certification Policy will be updated as instructional requirements for classes change. Please check the Michigan COMU Work Group website for updates at; <http://www.michigan.gov/comuwg> Instructors will be notified of changes when they are made.