

**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](mailto: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 dates
  - d. Class start and end times for all days
  - e. Class location with full address
  - f. Expected number of students (approximate)
  - g. Lead Instructor name and e-mail address
  - h. Addition Instructor names
- \_\_\_\_ 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 Web site ([www.michigan.gov/emhsd-training](http://www.michigan.gov/emhsd-training)) and print out the manuals as needed. An e-mail will be sent to the lead instructor with a download site link and password to retrieve the revised course materials for use during the course.
- \_\_\_\_ 4. EMHSTC will register the class on MI-TRAIN.
- \_\_\_\_ 5. EMHSTC will notify the course lead 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 lead 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.