

State of Michigan ICS 300 & ICS 400 Course Request and Certificate Process

Effective 10/1/2011 (Updated 1/4/22)

READ CAREFULLY to fully understand the requirements, process, and responsibilities.

BEFORE REQUESTING:

1. Desired course date shall be requested via the online form at least **45 days prior to class commencement**.

BEFORE HOSTING:

2. The Michigan DHS Point of Contact will approve or deny the requested training after reviewing submitted information.
3. If approved, the Emergency Management and Homeland Security Training Center (EMHSTC) will register the session on MI-TRAIN.

BEGIN REGISTRATION:

4. The EMHSTC will notify the Course Manager and Lead Instructor when the session is activated on MI-TRAIN and the students are able to register for the class along with all pertinent deadlines. (Student registration instructions will be included in the email. All students are required to have a MI-TRAIN account and register for the course in MI-TRAIN, regardless of any other entity requirements).
5. It is the responsibility of the Course Manager to promote the class and validate that all students are registered, and prerequisites are uploaded. Prior to the registration deadline, send an email request to EMHSTC@michigan.gov for a course roster. *No student will be allowed to attend the course unless they are both:
 - a. Registered in MI-TRAIN
 - b. And, all course prerequisites are uploaded into MI-TRAIN by the deadline identified in the email from the EMHSTC.*EMHSTC will drop any student with an incomplete registration out of the class.
6. There shall be a minimum of 8 students completely registered in order to hold the class. The only exception to this would be if a private entity is paying for an ICS 300 class, then they can have a minimum of 6 students to run that class. Never will a class be approved with less than 8 students for local offerings or 6 students for private offerings.

BEFORE THE START OF THE CLASS:

7. EMHSTC will email a class roster to the Course Manager and Lead Instructor approximately two business days prior to the scheduled class start date. This roster will be used for daily attendance and tracking scoring (pass/fail) on the final exam.
8. Due to the prerequisite validation, no walk-ins are allowed.

AT THE CONCLUSION OF CLASS:

9. Instructors must indicate on the class roster which students did or did not pass the class. The class roster and completed student evaluations must be mailed to, MSP-EMHSTC, 7426 Osborn, Lansing, Michigan 48913 within 14 days following the completion of the class.
10. EMHSTC will certify the course, and certificates will be available to the students to print on MI-TRAIN after certification.

If your request and course date is at least 45 days from commencement and you agree to all process details and responsibilities identified above, please click to register your class now:

COURSE REQUEST FORM
<https://www.research.net/r/MTSQ5XN>