MICHIGAN ALL-HAZARDS INCIDENT MANAGEMENT TEAM PROGRAM

CERTIFICATION GUIDE

Published: May 2026

Approved By:

Capt. Kevin Sweeney

MSP/EMHSD Commander

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Definitions and Terms

AHIMT Credentialing Entity (ACE): Organizations, jurisdictions, teams, or combined groups thereof within the State of Michigan that have members who meet, or are working to meet, the Type III incident management position criteria.

Authority Having Jurisdiction (AHJ): The entities at all levels of government and organizations, private sector entities, and non-governmental organizations with incident management or support responsibilities. In relation to the State of Michigan All-Hazards Incident Management Team (MI-AHIMT) Program, AHJs sponsor incident management personnel or teams seeking ACE designation. Other AHJs include the entities that may elect to request, receive, or utilize MI-AHIMT designated personnel.

Certification: The final review process and official documentation indicating an individual possesses the minimum level of education, training, experience, physical and medical fitness, and capabilities to perform in a specified National Incident Management System (NIMS) position.

Credentialing: Providing documentation that identifies personnel and authenticates and verifies their qualifications for a particular position. Each ACE is responsible for providing or specifying credentials for their designated personnel.

Historical Recognition (HR): The process of recognizing an individual's prior qualifications as equivalent to the current criteria for a position or allowing an individual to transfer some or all credentials from another certification system to the MI-AHIMT Program.

National Qualifications System (NQS): A nationwide approach and best practices for AHJs to use in qualifying, certifying, and credentialing incident management and support personnel.

Position Performance Assignment: An incident, event, or exercise, that meets the criteria established for such, during which there is provided sufficient opportunity and an acceptable means for an evaluator to assess certain Position Task Book (PTB) tasks and the trainee's ability to perform in a position's roles and responsibilities.

Qualification: The process of enabling personnel to perform the duties of specific positions and documenting their demonstration of the capabilities and competencies those positions require. Also considered performance-based qualification.

Qualifications Review Board (QRB): A panel of subject-matter experts capable of evaluating an individual's ability to fulfill the duties of a specific position.

Recertification: The process of confirmation that an individual or team has maintained their qualifications for the position.

Recognition of Prior Learning (RPL): The process of recognizing an individual's prior experience, training, and/or education as a way of meeting some or all the current criteria to qualify for a position.

Revocation: The cancellation of certification and withdrawal of identification or credentials from personnel who are no longer certified.

Purpose

The purpose of the MI-AHIMT Program is to strengthen emergency response and preparedness throughout the state by providing guidance for the development, administration, implementation, and sustainment of the qualified incident workforce consisting of incident management, incident support, and emergency management personnel within the State of Michigan.

The mission of the MI-AHIMT Program is to improve state and local emergency incident management capabilities and provide specialized incident management expertise and resources across various emergency response disciplines. These specialized incident management resources are used to save lives, stabilize incidents, and protect property and the environment. They are capable of responding to all-hazards incidents, utilizing advanced levels of the Incident Command System (ICS), and providing technical assistance to disaster areas.

Scope

This document contains the processes and procedures that guide entities in building and maintaining deployable incident management resources. The MI-AHIMT Program primarily focuses on the Type III qualifications. The qualifications and credentialing processes described herein are consistent with the most recently published NIMS for the NQS. Additionally, this guide is informed by concepts and principles from the All-Hazards Incident Management Teams Association (AHIMTA) Interstate Incident Management Qualification System (IIMQS).

This guide applies to the participating emergency response and support organizations and augments the current Michigan Emergency Management Plan, standard operating procedures, and established training and exercise programs.

Background

The NIMS is the system adopted by Michigan and across the United States for managing emergency preparedness, response, mitigation, and recovery efforts, especially for those emergencies where multiple jurisdictions are involved or interstate mutual aid is required. The NQS supplements NIMS by establishing guidance and tools to assist stakeholders in developing processes for qualifying, certifying, and credentialing deployable emergency personnel. The NQS assists the AHJs with building or refining processes to increase effectiveness and remain consistent nationwide. The MI-AHIMT Program was developed to strengthen resource management capabilities and address standards included in the NIMS and NQS to establish an all-hazards incident management team qualification system. Adherence to and consistency with NIMS are achieved by following NQS concepts and principles of qualifications and credentialing found in Federal Emergency Management Agency (FEMA) documents and best practices from the AHIMTA's IIMQS templates.

The State of Michigan developed the MI-AHIMT Program to establish a consistent approach to certifying qualified incident management personnel for in-state and out-of-state disasters. The process of credentialing under NIMS guidelines is essential to the emergency management community in that it ensures and validates the identity and attributes (e.g. affiliations, qualifications, or privileges) of individuals through standards of capability and performance. While the State of Michigan separates the responsibilities of identification and attributions, this program is ultimately intended to expand the network of incident deployable personnel and Type III teams.

The MI-AHIMT Program assumes the overall responsibility to develop, implement, and maintain qualification processes sufficient to assure that individuals who are certified meet the standards described herein. The MI-AHIMT Program assigns responsibilities through a decentralized management approach. The individuals with oversight responsibilities have the obligation to make thoughtful and measured decisions regarding the readiness of the specific position candidate to progress through the established credentialing process. Each oversight role works collaboratively in the MI-AHIMT program to establish a performance-based qualification system individuals and teams can work through to gain Michigan recognition as incident management resources.

The formation of the MI-AHIMT Program does not preempt or invalidate other qualification systems that meet or exceed FEMA guidance requirements. This program guidance uses NQS documents, best practices, and grant requirements to establish a Michigan-based program for the preparedness and capability building benefits. Other organizations, jurisdictions, and/or specific disciplines have established credentialing systems or qualifications standards, and these systems and standards may be used by individuals seeking recognition or additional certifications as determined by the AHJ.

Through several collaborative workgroups and committees, the MI-AHIMT Program continues to be developed and improved. The individuals or teams seeking certification and the emergency management professionals who may utilize incident management personnel work towards building a network of qualified personnel and a seamless activation and deployment process.

Program Principles

For successful program implementation and ongoing management, the following guiding principles are identified:

1. The MI-AHIMT Program improves state responses to natural, man-made, and technological incidents with personnel and teams trained to nationally recognized standards.

2. The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Commander serves as the oversight authority for the MI-AHIMT Program through the MSP/EMHSD Operations Management Section (OMS) Logistics Analyst who serves as the State AHIMT Coordinator.

3. The MI-AHIMT Advisory Committee establishes and maintains standards to certify incident management personnel and teams within the state and makes recommendations to the State AHIMT Coordinator and the MSP/EMHSD Commander.

4. The MI-AHIMT Program requires all participants to operate using the ICS and be in alignment with the NIMS.

5. The MI-AHIMT Program adopts and uses the position qualifications and PTBs as established by the FEMA as the minimum performance criteria.

6. Though the MI-AHIMT Program may provide guidance and resources to assist entities within Michigan to establish Type IV IMTs, the primary focus of this program is to establish a process for teams and personnel to reach the Type III level.

7. All personnel certified under this program must be affiliated with an authorized ACE.

8. Participating ACEs manage and coordinate their personnel and maintain their contact information and qualifications in the state's personnel qualifications tracking system, currently known as D4H.

9. Personnel may be gathered from various participating ACEs to form or supplement an incident management team (IMT) to provide incident support when needed.

10. The MI-AHIMT personnel may be called upon to support local, state, and national disaster response operations.

11. Nothing in the MI-AHIMT Program authorizes any person or team to self-deploy to an incident or disaster.

Organization and Assignment of Roles and Responsibilities

The following represent the roles and responsibilities of personnel as they relate to the MI-AHIMT Program:

Emergency Management and Homeland Security Division Commander

The MSP/EMHSD, at the direction of the MSP/EMHSD Commander, serves as the oversight authority for all state-level matters related to the MI-AHIMT Program. The MSP/EMHSD Commander reviews recommendations for approval from the MI-AHIMT Advisory Committee and provides guidance. The MSP/EMHSD Commander serves as the Certifying Official, reviewing the QRB's recommendation to make a determination of certification.

MSP/EMHSD Operations Management Section

The MSP/EMHSD OMS manages the overall MI-AHIMT Program developing and maintaining program guidance and coordinating the activities. The MSP/EMHSD OMS is responsible for coordinating the administration, information sharing, and training initiatives relating to the MI-AHIMT Program. This includes but is not limited to coordinating meetings, maintaining liaison with ACEs, maintaining a personnel tracking system, oversight of documentation within the Michigan Critical Incident Management System (MI CIMS), developing Mission Ready Packages for designated members, and setting internal policies with approval of the MSP/EMHSD Commander.

MSP/EMHSD Training, Exercise and Preparedness Section

The MSP/EMHSD Training, Exercise and Preparedness Section's State Training Officer works with the State AHIMT Coordinator to evaluate needed trainings across the state for consideration in the state training schedules. The MI-AHIMT Program is incorporated into exercises by the State Exercise Officer as appropriate.

AHIMT Credentialing Entity

The ACEs are organizations, jurisdictions, teams, or combined groups thereof within the State of Michigan that have members who meet, or are working to meet, the Type III incident management positions criteria as established by this program guidance. Each ACE should appoint three (3) ACE Liaisons who act as the primary points of contact to the MI-AHIMT Program and coordinate program requirements for its members. There is no requirement for an ACE to form a full Type III AHIMT, only to have at least one individual seeking certification. The ACE determines how many credentials an individual can hold at one time. To be recognized as an ACE, the AHJ must submit the ACE application to the State AHIMT Coordinator.

The ACE is the entity with oversight responsibility over the identification, vetting, selection, qualification, and credentialing of incident management or support personnel. The ACEs are responsible for establishing internal processes for ensuring personnel meet the minimum qualification criteria that aligns with the FEMA's NIMS Position Qualifications, MI-AHIMT Program guidance, and organizational employment or affiliation requirements (i.e. background checks, criminal history, driving record, etc.). The ACE issues a trainee with the appropriate PTB and works with a trainee to document the knowledge, skills, and ability to perform the tasks required for the position. The ACE submits a member's completed application packet to the State AHIMT Coordinator for review by the QRB for certification consideration. The ACE may augment the NIMS Positions Qualifications minimum criteria to meet specific needs, hazards, or risk within their jurisdiction, discipline, or organization.

Each ACE is responsible for determining the kinds and amounts of liability, worker's compensation, and/or insurance coverage needed for its members. If MI-AHIMT members are deployed outside their normal jurisdiction, the enabling mutual aid agreement should address the specifics related to liability, immunity, and/or insurance coverage. The MI-AHIMT Program bears no responsibility or liability for actions of certified individuals or teams.

ACE Liaisons

The ACE Liaisons are the individuals appointed by an ACE and are responsible for executing the responsibilities of an ACE. Liaisons ensure their members maintain compliance with the requirements described in this program guidance and the ACE's internal processes. Liaisons serve as the point of contacts for the ACE and its members. Liaison contact information is made available to State Emergency Operations Center (SEOC) personnel and the MSP/EMHSD District Coordinators and may be shared with requesting agencies to coordinate activation requests. The ACE Liaisons are expected to attend at least seventy-five percent (75%) of scheduled ACE Liaison meetings each calendar year to enhance collaboration with other ACEs and MI-AHIMT Program initiatives.

MI-AHIMT Program Members

MI-AHIMT Program Members are the individuals seeking and/or receiving certification under the MI-AHIMT Program. All program members are required to maintain their position qualifications with their participating ACEs and participate in required activities. Members comply with all established policies and procedures as directed by their ACE leadership, MSP/EMHSD OMS, or the MSP/EMHSD Commander to remain eligible for activation under the MI-AHIMT Program. All members are responsible for ensuring they have liability coverage during operations and activation and have continuing authorization from their ACE.

MI-AHIMT Advisory Committee

The MI-AHIMT Advisory Committee is responsible for advising the MSP/EMHSD Commander on the development of guidance, directives, and operational procedures for the selection, training, activation, and mobilization/demobilization of the AHIMTs.

The MI-AHIMT Advisory Committee has two members who serve as co-chairpersons for the committee. The State AHIMT Coordinator serves as one co-chair and the second is an individual selected by the MSP/EMHSD Commander. The co-chairs are responsible for the management of the MI-AHIMT Advisory Committee.

The co-chairs of the MI-AHIMT Advisory Committee appoint members to fill vacant seats on the committee from local jurisdictions. At a minimum, the MI-AHIMT Advisory Committee consists of the following representatives:

- MSP/EMHSD OMS Manager
- MSP/EMHSD OMS Emergency Operations Unit Manager
- MSP/EMHSD State Training Officer
- MSP/EMHSD State Exercise Officer
- Representatives from the Michigan Mutual Aid Box Alarm System
- President of the Michigan Emergency Management Association or designee
- State agency IMT representatives, appointed by respective agency
- MSP/EMHSD District Coordinators
- Emergency Management Representative from each of the eight MSP/EMHSD districts
- An IMT Representative from each of the eight MSP/EMHSD districts

MI-AHIMT Qualifications Review Board

The QRB is responsible for maintaining standards for Type III AHIMT personnel and teams, through a consistent, effective, and unbiased process that examines the individual's performance-based evidence. The MI-AHIMT Advisory Committee Co-Chairs oversee the QRB and convene meetings of the board as needed. The QRB is responsible for reviewing a qualified member's application and supporting documentation packets recommended for Type III Certification by their ACE(s). The QRB reviews application packets, validates the evidence of a member's qualification, and makes a recommendation to the Certifying Official. Additionally, the QRB is responsible for conducting evaluations under the HR and RPL processes.

Members of the QRB are appointed by the co-chairs of the MI-AHIMT Advisory Committee. In addition to the MI-AHIMT Advisory Committee Co-Chairs, the QRB consists of the following representatives:

- MSP/EMHSD OMS Manager
- MSP/EMHSD OMS Emergency Operations Unit Manager
- MSP/EMHSD State Training Officer
- Four (4) additional members who have experience and expertise in IMTs

The four members appointed to the QRB are appointed for two-year terms, with two having terms ending in odd-numbered years and two having terms ending in even-numbered years. Members may be re-appointed at the end of their terms as determined by the MI-AHIMT Advisory Committee Co-Chairs. Preference is given to subject-matter experts who are already credentialed in the position being applied for or have substantial incident management experience. To maintain an unbiased and effective process, members of the QRB shall not be allowed to have an affiliation or connection to the applicant that may have the potential for favoritism and/or unequal treatment. The QRB members must disclose any conflict of interest, previous supervision or evaluation of the applicant, and/or a personal connection prior to evaluating the member's application and supporting documentation packet.

ACE Application Process and Responsibilities

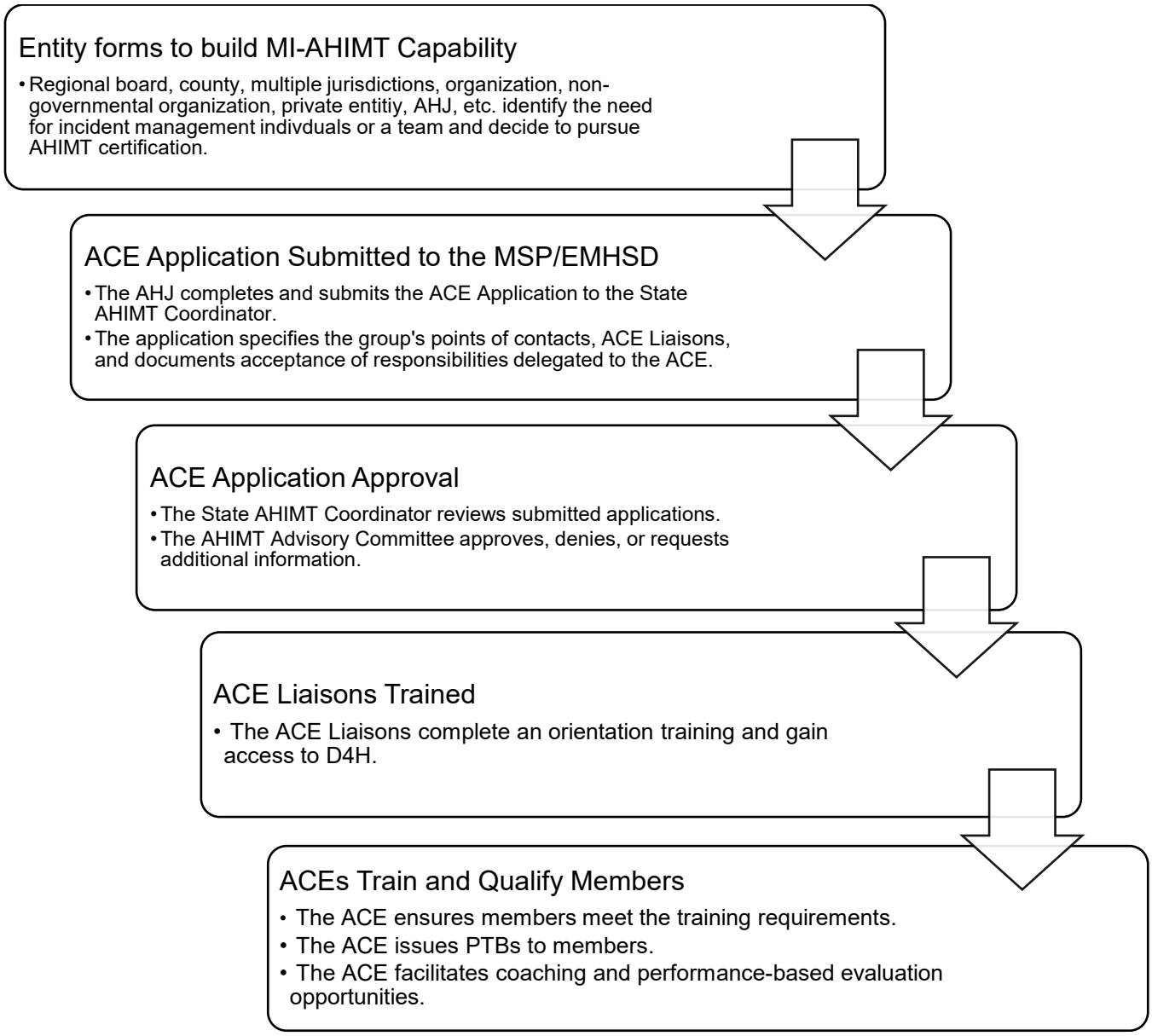
Organizations, jurisdictions, teams, or combined groups thereof, seeking to become an ACE under the MI-AHIMT Program should review the responsibilities and qualification requirements described in this program guidance to ensure the proposed ACE can fulfill the requirements. Additionally, the group seeking to become an ACE should establish internal procedures for the identification, selection, qualification, credentialing, and general oversight of the individuals who will become MI-AHIMT Program Members through the ACE. These standards must meet or exceed the minimum requirements enumerated in this program guidance.

The group shall then complete and submit an MI-AHIMT Program ACE Application to the State AHIMT Coordinator. The State AHIMT Coordinator reviews the ACE Application and then presents it to the MI-AHIMT Advisory Committee to approve or deny the application. If the MI-AHIMT Advisory Committee requests additional information regarding the ACE application, the State AHIMT Coordinator will follow up with the applicant.

The appointed ACE Liaisons, from the ACE Application or subsequent appointment, must complete the ACE Liaison Orientation within six (6) months of appointment. The MI-AHIMT Advisory Committee Co-Chairs are responsible for developing an orientation program that provides an overview of the ACE responsibilities under the MI-AHIMT Program, the processes and steps under the program's qualifications system, and learn how to use the state's personal qualifications tracking system for recording their personnel's qualifications.

Each ACE is responsible for issuing PTBs and assisting their personnel with completing their training according to their internal processes. The MSP/EMHSD may help facilitate some training, but it is ultimately the responsibility of the ACE. Once the training requirements are met, the ACE ensures the individual has an opportunity for the completion of the PTBs through coaching and evaluation. The MI-AHIMT Program may help facilitate coaching and evaluation opportunities, but it is the ACE's responsibility to facilitate the qualification process for its members.

Visual: Summary of ACE Application Process



MI-AHIMT Qualification Standards

Each ACE is required to uphold qualification standards for all personnel. Though there is flexibility to incorporate additional locally derived criteria, when necessary, ACEs must demonstrate that all personnel credentialed through this program meet the minimum criteria listed below in addition to their assigned position-specific requirements as established by the FEMA's NIMS NQS Job Titles/Position Qualifications standards. Individual ACEs who deem a different qualification standards system (i.e., United States Geological Survey (USGS), National Wildfire Coordinating Group (NWCG), U.S. Department of Interior (DOI), or AHIMTA) more applicable to their AHIMT capabilities may submit a request to the MI-AHIMT Advisory Committee to utilize a different qualifications system for the purposes of qualifying their members.

MI-AHIMT Certification Positions

The MI-AHIMT Program recognizes the vast range of positions available under various different certification and credentialing programs. For the purposes of Michigan's certification program, only specific positions are recognized and available to be reviewed for certification. Positions not listed below will not be reviewed or certified by the QRB. The following positions are available for certification at the Type III or Single-Type level as appropriate:

- Incident Commander
- Public Information Officer (PIOs)
- Liaison Officer
- Safety Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance Section Chief
- Situation Unit Leader
- Resources Unit Leader
- Communications Unit Leader
- Information Technology Support Unit Leader

Communications Unit Leader Special Requirements

Individuals interested in the Communications Unit Leader (COML) shall follow the standard process as defined by the Michigan Communications Unit Work Group to complete their COML training and PTBs. Individuals who are associated with an ACE can then complete the other required training and submit an application to also be granted Type III Certification for the communications-related positions. Communications-related certifications will not be granted without completion of the Communications Unit Work Group process.

MI-AHIMT Additional Training Requirements

In addition to the training requirements listed within a PTB and Position Qualification, the MI-AHIMT Program requires the following training courses for all members:

- ICS-300: Intermediate Incident Command System for Expanding Incidents
- ICS-400: Advanced Incident Command System for Command & General Staff – Complex Incidents
- E/G/L 0191: Emergency Operations Center/Incident Command System Interface
- MI CIMS End User Training
- United States Fire Administration (USFA) O-0305 AHIMT Introduction, or equivalent.
- PIOs may use the L-105 Public Information Basics course as their position-specific training requirement. The E/L 952 All-Hazards PIO course is also acceptable.

Physical and Medical Fitness Criteria

Each ACE is responsible for ensuring members can perform the duties assigned to each assigned incident management position. These duties include operating for long periods of time in disaster areas that may have limited facilities or commodities and primitive living conditions. The NIMS Guideline for the NQS describe physical and medical considerations that, when applied, help to ensure safe performance in potentially hazardous environments. Each ACE determines the method for evaluating physical fitness levels.

The NIMS Guideline for the NQS and the corresponding position qualifications categorize physical fitness into four levels:

- Arduous: Duties involve fieldwork requiring physical performance, calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time.

- Moderate: Duties involve fieldwork requiring complete control of all physical faculties. Occasional demands may be required for moderately strenuous activities in emergencies over long periods.

- Light: Duties mainly involve office-type work with occasional field activity characterized by light physical exertion requiring basic good health. Personnel shall be capable of spending six or more hours on their feet in reasonable conditions and may encounter uneven ground in and around working areas.

- None Required: Positions that do not require a physical fitness level.

The MI-AHIMT Program requires all members seeking Type III Certification to minimally meet the “Light” Fitness level, regardless of position. Each ACE is responsible for determining its own process for evaluating this requirement and must provide evidence of this process upon the request of the MI-AHIMT Advisory Committee or QRB. The ACEs may choose to institute more stringent requirements on certain positions but may not have requirements less than this for Type III Certification.

Position Task Book Evaluation Requirements

To ensure all performance-based qualification criteria have been evaluated in a consistent and standardized method, the MI-AHIMT Program has established specific criteria for the number of Position Performance Assignments (PPA) and the qualifications necessary for individuals to serve as evaluators.

A PTB may not be completed on less than three (3) PPAs (i.e., incident, event, exercise) per the prescribed codes within the PTB.

At least two PPAs must be an incident or event managed under ICS that has the characteristics of a Type 3 incident or event. Each PPA must be conducted and reviewed by an individual with sufficient qualification and proficiency in the evaluated position or in a position within the ICS organizational structure that supervises the position being evaluated.

Due to the constraints of having credentialed evaluators available at all qualifying evaluation periods, members should attempt to locate the most qualified evaluator possible along a progressive scale as provided below:

Evaluator Proficiency Levels	*Experience/Proficiency Example*	*Documentation of Evaluator's Experience/Proficiency*
Good	Local emergency responder with substantial experience in incident management who directly delegated tasks and provided evaluation and oversight of the individual completing the task. Individuals should have documented complex incident management experience and formal incident command training.	– 10+ years of public safety leadership experience. – Resume or letter detailing incident experience from the evaluator. – Incident Action Plan (IAP) or documentation that demonstrates the evaluator's assignment to an IMT role.
Better	Local emergency responder that has incident management team experience or training above basic requirements.	– Completed position-specific training course certificates. – ICS Trainer Certification.
Best	Incident management personnel have a certification or credential from any authority.	– Current certification or credential.

Final Evaluator Requirements

The final evaluator is the individual who conducts the final evaluation of the trainee's performance. A final evaluator must be proficient (see table below) in the same position as the qualification being sought. This difference is necessitated due to the increased responsibility of the final evaluator and the increased depth of knowledge and understanding of the position being evaluated that only a certified individual may possess. The final evaluator is responsible for completing the Final Evaluator Verification portion within the PTB.

Evaluator Proficiency Levels	*Experience/Proficiency Example*	*Documentation of Evaluator's Experience/Proficiency*
Better	Local emergency responder with incident management team experience or training (i.e., position-specific training) above basic requirements.	– Completed position-specific training course certificates. – ICS Trainer Certification.
Best	Incident management personnel who have a certification or credential from any authority.	– Current certification or credential.

Use of the State's Personnel Qualification Tracking System

The State of Michigan maintains a statewide personnel qualification tracking system. D4H is the current software system the MI-AHIMT Program utilizes to facilitate personnel qualifications tracking. Individual ACEs can utilize the system to communicate and manage their personnel's training at their discretion; however, at a minimum, all credentialed personnel's information must be entered into the system and updated at least quarterly. Appointed ACE Liaisons are given access to D4H and are responsible for ensuring documentation for their credentialed personnel and/or team is complete and current.

Adoption of Code of Conduct

The MSP EMHSD reserves the right to set ethical and behavioral standards for MI-AHIMT Program Members while deployed through state-coordinated deployments. Team members represent their ACE, the EMHSD, and the State of Michigan and thus are held to the highest standards of ethical and moral conduct. A MI-AHIMT Program code of conduct form for deployments is available.

Each ACE is encouraged to incorporate a code of conduct and ethical standards into their internal member selection and vetting process.

MI-AHIMT Qualification System Process

The process for an individual member to become a credentialed Type III incident management resource is a multi-phased review approach between the ACE and the MI-AHIMT Program. The qualification process maintains the performance-based evaluation process and promotes greater confidence in the capabilities credentialed within the State of Michigan. The individual evaluators must adhere to the established standards within the PTB and document an assessment of the individual's skills and competencies. The MI-AHIMT program's QRB completes the certification process by reviewing an applicant's training, qualifications, and supporting documentation to ensure the applicant meets the established criteria.

The process begins with an ACE facilitating the qualification activities by providing training, initiating a PTB for the desired position, and allowing performance evaluation opportunities to their members. Once the training and performance-based qualifications have been satisfactorily completed, the ACE reviews the appropriate documentation and MI-AHIMT Certification Application. The ACE reviews the application packet for completeness and forwards it to the MI-AHIMT Program for review by the QRB. The QRB ensures the resource's capability to perform the position's responsibilities outside of the ACE's jurisdiction and maintains a statewide standard of qualifications. The QRB recommendation for certification or no certification is forwarded to the Certifying Official for final review. Upon successful certification by the QRB, the ACE is then able to issue a credential or identification in accordance with its established policy and/or standards. If the QRB denies the certification, the appeals process may be followed for additional review.

Visual: Overview of Qualifications System Process

While the MI-AHIMT program focuses on the Type III qualification process, some ACEs may operate at the Type IV level. Type IV AHIMT individuals and teams help provide baseline experience and training as personnel work towards a Type III certification. The local AHJ, such as a county, municipality, agency, or ACE, directs and guides the Type IV AHIMT teams and personnel. As such, they self-certify their team and/or personnel without the involvement of the MI-AHIMT program. To assist jurisdictions interested in the Type IV level, the MI-AHIMT Advisory Committee has developed a set of Type IV PTBs. These task books are not mandated but are provided solely as guidance for local teams to adapt to their local needs.

Individual Member Certification Process

All MI-AHIMT members must be affiliated with an ACE to pursue certification. Upon affiliating with an ACE, these steps should be followed to achieve certification and eventual credential:

1. The individual member shall review the position qualifications for the desired position, according to the FEMA Resource Typing Definition, at https://rtlt.preptoolkit.fema.gov/Public/Combined, to ensure they will be able to meet the established requirements.

2. The ACE shall initiate the requested Type III PTB. The current version of the PTBs can be found at https://rtlt.preptoolkit.fema.gov/Public/Combined?s=&a=&q=PTB+%28type+3%29+incident

3. The ACE creates a profile for the individual in the state's personnel qualifications tracking system, D4H. This helps add the individual to a list of trainees for identifying gaps in training or experience other ACEs can help fill.

4. After issuing a PTB, the trainee shall complete the PTB within five years of completing the first PPA.

    a. If the individual wishes to apply the HR or RPL processes towards the completion of their PTB, they may submit documentation to the QRB with their application packet.

5. When all training and qualification requirements are completed, the individual submits all necessary documentation (i.e., training certificates, completed PTB, performance evaluations, incident documentation) and an MI-AHIMT Certification Application to their ACE.

6. The ACE reviews the application and supporting documentation to ensure all documentation requirements are met to a satisfactory level. Specific procedures for application review may be established by the ACE to ensure a consistent and unbiased review.

7. Upon a satisfactory review, the ACE ensures the individual's documentation is uploaded to the state's personnel qualifications tracking system, D4H.

8. The ACE signs the individual's MI-AHIMT Certification Application and forwards it to the State AHIMT Coordinator via email.

9. The MI-AHIMT Advisory Committee Co-Chairs review the submitted application and supporting documentation for completeness prior to convening a QRB meeting.

10. The MI-AHIMT Advisory Committee Co-Chairs identify and assemble the appropriate QRB members and schedule a meeting. The QRB members are given the MI-AHIMT Certification Application packet at least 15 days prior to a scheduled meeting for review.

11. The MI-AHIMT Program QRB examines the applicant's information and determines if the individual meets the criteria for certification.

a. If QRB members identify a need for additional information, the MI-AHIMT Advisory Committee Co-Chairs makes arrangements to obtain that information or schedules the participation of the evaluator.

12. Upon satisfactory recommendation by the QRB, the State AHIMT Coordinator prepares an MI-AHIMT Certification Letter for the Certifying Official's approval.

13. The State AHIMT Coordinator forwards the approved MI-AHIMT Certification Letter to the ACE and individual members and moves them to the deployable list in the state's personnel qualifications tracking system, D4H.

14. The Documentation of Agency Certification within the PTB is completed by the State Certifying Official, or designee.

15. The ACE then issues a credential or identification to the individual for the approved position. The ACE bears all responsibility for ensuring the issuance of credentials or identification complies with all applicable standards.

Type III Team Recognition Process

All individuals listed on the team's roster must have already completed the certification process.

A Type III IMT, as defined by FEMA's NIMS Resource Typing Library Tool , includes the following required positions and staffing:

- One (1) Incident Commander (IC)
- One (1) Safety Officer
- One (1) Liaison Officer
- One (1) PIO
- Two (2) Operations Section Chiefs
- One (1) Logistics Section Chief
    - One (1) Communications Unit Leader
- One (1) Planning Section Chief
    - One (1) Situation Unit Leader
    - One (1) Resources Unit Leader
- One (1) Finance/Administration Section Chief

When an ACE, or combination of ACEs, is able to roster an entire Type III team, they may submit the personnel roster to the State AHIMT Coordinator. All individuals listed on the Team's roster must have already completed the entire qualifications system process and possess a valid credential. The State AHIMT Coordinator reviews the roster and verifies all listed personnel have current certifications listed in the state's personnel qualifications tracking system. Once the rostered personnel are verified, the State AHIMT Coordinator informs the MI-AHIMT Advisory Committee and appropriate MSP/EMHSD personnel of the additional resource capability.

Additionally, the team may pursue additional industry standards for affiliation and/or certification for listing as a nationally available team.

Maintaining Certification and Recertification Process

The ACEs are responsible for ensuring their personnel meet all recurrent training, certification, and currency standards as established by FEMA's NIMS Position Qualifications and this program guidance. The ACEs are responsible for ensuring their personnel's documentation is current within the state's personnel qualifications tracking system, D4H, and should develop internal procedures for tracking. The ACEs are allowed to add or augment the minimum program requirements for their members; however, additional standards will not be a consideration during activation requests. The MI-AHIMT Advisory Committee Co-Chairs periodically audit personnel records in the state's personnel qualifications tracking system, D4H, to ensure personnel maintain qualification system standards. In addition to the FEMA's NIMS Position Qualifications, the MI-AHIMT program requires all credentialed members to meet the following requirements annually:

- Complete eight (8) hours of relevant disaster response or emergency management training each calendar year.

AND at least one (1) of the below:

- Participate in a minimum of one (1) state or county-level exercise (functional or full-scale level) each calendar year,

  OR

- Respond to an incident that meets or exceeds the Type III Incident Complexity

  OR

- Operate as part of a planned event that meets or exceeds the Type III Incident Complexity

Annually, the MI-AHIMT Advisory Committee Co-Chairs administer a survey to all certified members to verify their maintenance of the recertification requirements. The ACEs and/or members are expected to be able to provide documentation to meet the above continuing education requirements at the request of the State AHIMT Coordinator if chosen for an audit. Supporting documentation shall include proper documentation, such as a written IAP or Exercise Plan, that records the individual's participation and the role they filled.

Appeals and Dispute Process

If a member wishes to dispute the QRB recommendation or appeal an impending decertification, they may send written documentation to the State AHIMT Coordinator explaining their rationale. The member must provide additional documentation and/or justifications for their dispute or appeal, such as a description of circumstances leading to the appeal, the reason for the appeal, and the appellant's requested outcome. This information, along with the original QRB recommendation or notice of impending decertification, is provided to the Certifying Official. The Certifying Official decides if a secondary QRB should be convened to re-evaluate the MI-AHIMT Certification Application packet or decertification documentation. All disputes or appeals must be made within 60 days of notification of decision.

Removal of Certification

Continued participation with the MI-AHIMT Program is not guaranteed. It is at the discretion of the Certifying Official with input from the MI-AHIMT Advisory Committee and applicable ACE leadership. Only individuals who maintain affiliation with an ACE may continue to participate in the MI-AHIMT Program. For professional and quality representation of the MSP/EMHSD and the State of Michigan, members and teams must conduct themselves in a professional and safe manner.

If an MI-AHIMT program member fails to meet certification and/or maintenance requirements, as determined by the ACE or through a program audit, the individual will be decertified, and any subsequent credentials issued by the ACE, based upon that certification, shall be returned, removed, and/or canceled immediately. The ACE must update the individual's status within the state's personnel qualifications tracking system, D4H, within five (5) business days.

Members may have their certification revoked for documented poor performance in their position, including, but not limited to noncompliance with established policies, incompetence in the performance of their assigned duties, gross negligence, misconduct, and/or breach of the code of conduct. Reports of poor performance must be thoroughly investigated by the ACE and/or State AHIMT Coordinator. Results of the investigation are forwarded to the Certifying Official for a final decision on revocation. Members who have their certification revoked are not permitted to re-apply for certification for a period of one (1) year.

Dismissal from the MI-AHIMT Program

Members whose certification has been revoked for reasons other than failure to meet or maintain qualifications standards will be dismissed from the MI-AHIMT Program for the period of one (1) year. After such time, the individual may re-apply to an ACE to requalify for an incident management position. In such cases, the individual is disqualified from pursuing certification utilizing the HR or RPL processes for activities prior to the date of dismissal.

Recognition of Prior Learning and Historical Recognition Processes

An HR or RPL process provides a means for members to apply previous activities to the MI-AHIMT qualifications system. An ACE may establish a more stringent timeframe during which individuals who have not been previously credentialed under another qualifications program may apply prior experience to position criteria. An ACE may also limit the number of positions an individual may utilize the HR or RPL processes for accomplishing qualification requirements.

The RPL process is the process of recognizing an individual's prior experience, training, and/or education as a way of meeting some or all of the current criteria to qualify for a position. The HR is the process of recognizing an individual's prior qualifications as equivalent to the current criteria for a position or allowing an individual to transfer some or all credentials from another certification system to this program. These processes may be used when new positions are adopted or when an individual affiliates with an ACE and possesses existing applicable experience. An individual who becomes affiliated with an ACE that is currently certified or credentialed under a different qualifications system, may use the RPL process to gain certification through the MI-AHIMT Program. Neither the HR or RPL processes apply to the physical/medical fitness or maintaining certification requirements.

Evaluating competence based on prior learning or experience involves collecting evidence and/or making judgements on a candidate's ability to perform in a position during an incident. Assessors will expect to see how the candidate performed in this position and completed the job requirements satisfactorily in the past. The HR process assumes a candidate has already performed in the position at a Type III or greater level. The HR does not recognize candidates who had existing completed task books but had never performed in the role. During the review process, the QRB evaluates all evidence submitted to be valid, current, sufficient, and authentic, and the material provided by the candidate applies to the competencies of the position they are applying for.

The HR and RPL processes do not eliminate the need for candidates to have completed the required training as defined in this program guidance. All required training and associated certificates must be completed and provided as part of the application packet for certification.

A candidate's experience will also be judged based on the time elapsed since they last served in the role. Candidates with experience of up to eight (8) years ago will be reviewed, but those who do not have any experience within the past four (4) years will be required to submit additional documentation detail for evaluation of past experiences or demonstrate skills at a more recent qualifying evaluation period. Candidates whose experience is greater than eight (8) years old will not be considered in the HR and RPL processes.

The first step in the HR and RPL processes is by the individual completing a self-assessment and gathering supporting documentation. The self-assessment begins with an honest, supportable appraisal of the candidate's abilities and experience with regard to the competencies specified for the desired position. The individual must complete the HR/RPL Self-Assessment and Portfolio Worksheet and upload the worksheet and supporting documentation to the state's personnel qualifications tracking system, D4H. Documentation must provide supportive evidence to the information provided on the worksheet, such as performance evaluations, incident products like an IAP with the individual's name listed as filling a position, records of training or exercise participation, after-action reports, or written statements from co-workers or other members who can attest to the individual's performance. All documentation submitted must be verifiable and is subject to verification by the State AHIMT Coordinator and/or the QRB.

The individual must submit a minimum of three (3) different qualifying evaluation periods (i.e. incident, event, or operations-based exercise) for evaluation by the QRB. At least one submission must be for an actual incident at the complexity level being applied for. If a submitted period is not adequately documented, the QRB may withhold qualification for those competencies.

Recognition of Prior Learning Process

1. The individual completes the HR/RPL Self-Assessment and Portfolio Worksheet and compiles the supporting documentation to prove prior experience, training and/or education.

2. The individual submits the worksheet and documentation portfolio to the ACE for review.

3. The ACE ensures the documentation is uploaded to the state's personnel qualifications tracking system, D4H, and sends the completed worksheet to the State AHIMT Coordinator.

4. The State AHIMT Coordinator reviews the provided documentation and conduct reference checks with the information provided or arrange for the references to speak with the QRB.

5. The QRB determines if the information provided meets the requirements of the position's qualifications, PTB, or the MI-AHIMT Program guidance.

6. The State AHIMT Coordinator documents the QRB's recommendations by sending a letter to the ACE and completing the evaluation documentation portions of the PTB for the competencies met by the RPL Process.

7. Once the individual completes any remaining ACE or MI-AHIMT Program requirements, the individual may submit a MI-AHIMT Certification Application packet to the QRB, following the established process within the MI-AHIMT Program guidance.

Historical Recognition Process

1. The individual completed HR/RPL Self-Assessment and Portfolio Worksheet.

2. The individual provides documentation of previous certification or a crosswalk of current certification to new position's competencies to the ACE.

3. The ACE reviews and uploads documentation to the state's personnel qualifications tracking system, D4H, and sends the completed worksheet to State AHIMT Coordinator.

4. The QRB reviews the submitted Worksheet and supporting documentation.

    a. If the application is to transfer a previous certification to the MI-AHIMT Program, the QRB reviews previous certification documentation and decides if the other certification system meets the requirements of the MI-AHIMT Program.

    b. If the application is to apply current certifications to the competencies/requirements of a new position, the QRB reviews the current certification's PTB and evaluations and assess correlation to the new position's qualification requirements.

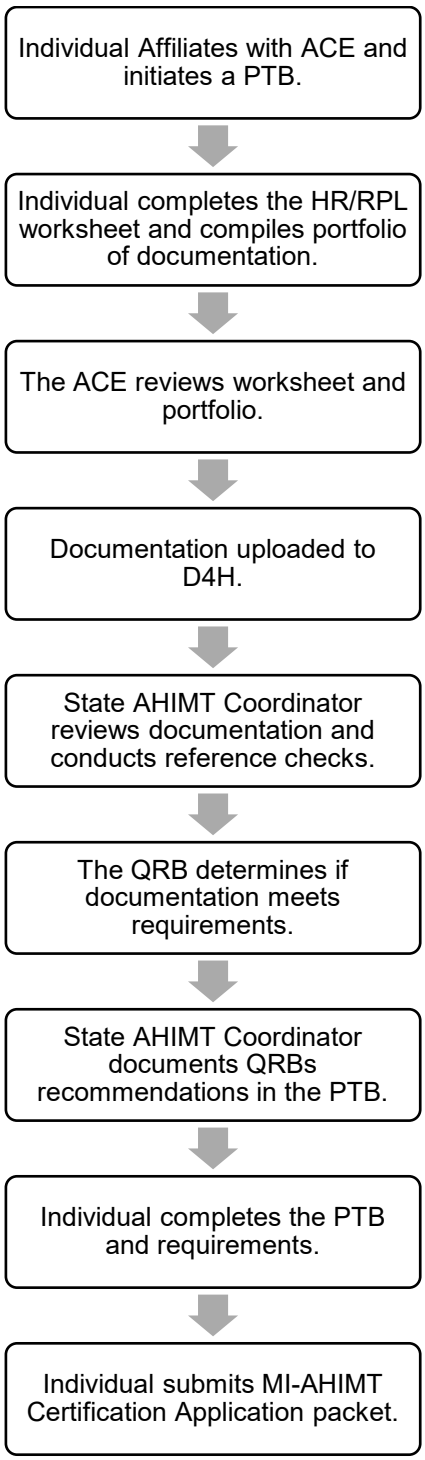
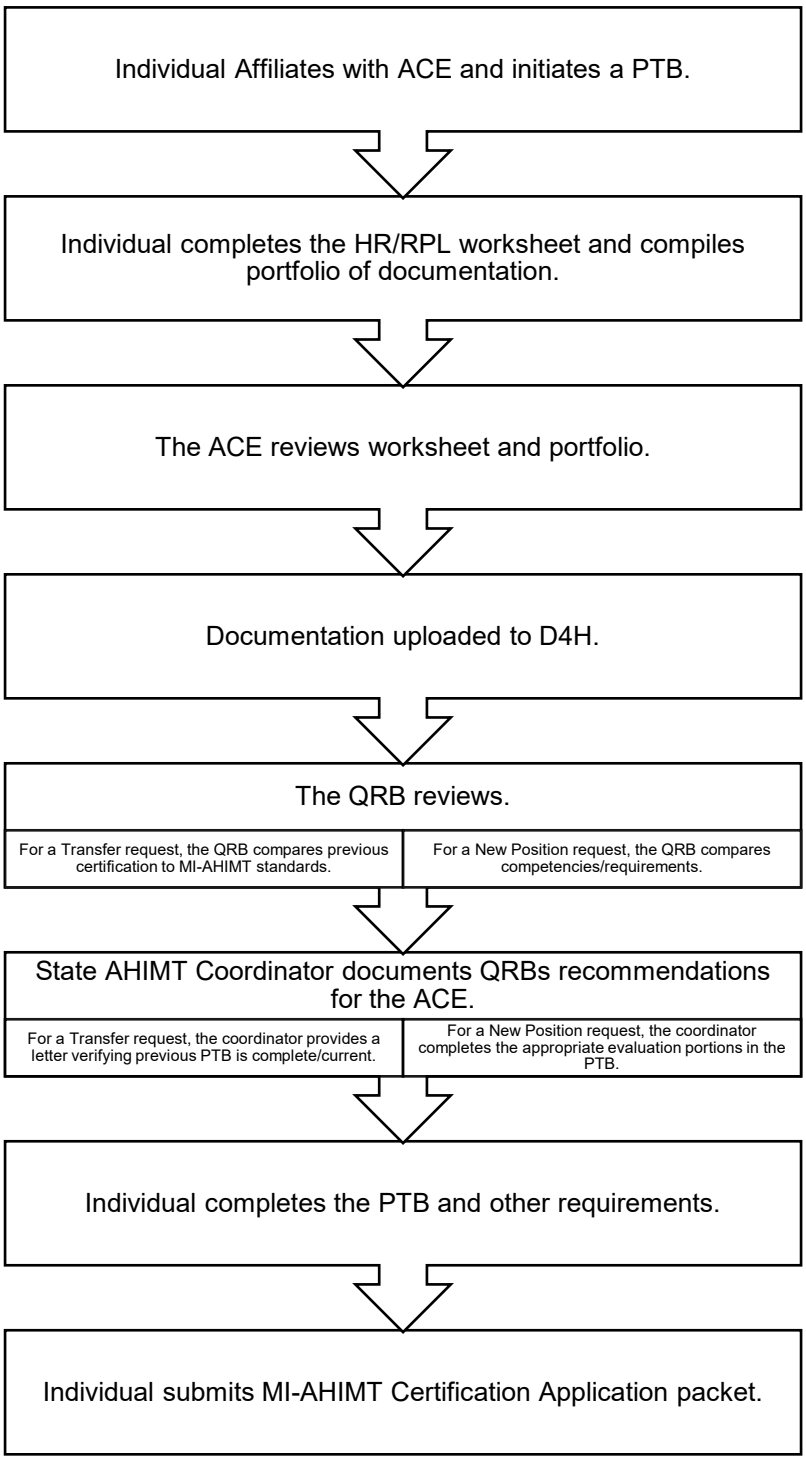
5. The State AHIMT Coordinator provides the QRB's recommendations to the ACE.

    a. For requests to transfer previous certifications, the requested position's task book, will be considered complete. The State AHIMT Coordinator provides a letter documenting the QRB's recommendation to attach to the previous certification's PTB.

    b. For requests to apply current certification to a new position, the State AHIMT Coordinator completes the evaluation documentation portions for the approved competencies within the individual's PTB to record the QRB's decisions.

6. Once the individual completes any remaining ACE or MI-AHIMT Program requirements, the individual may submit a MI-AHIMT Certification Application packet to the QRB, following the established process within this program guidance.

Visual: Recognition of Prior Learning Process



Visual: Historical Recognition Process