CISA Emergency Communications Annual Training Calendar – FY2019

Current as of: 10/12/2019

This document provides the latest information on regional training classes being offered directly through the U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA). This document describes seven practitioner courses and three train-the-trainer courses related to the NIMS ICS function, including the new offering, the "All- Hazards Information Technology Service Unit Leader" (ITSL). This training calendar will be updated on a weekly basis at https://www.dhs.gov/publication/ictapscip-resources, so please check periodically to see if your desired course is accepting applicants.

How to Register for a Course

Interested individuals may request classes by sending an email request to TrainingRequest@commscollabcenter.com. Please include the course title and desired location in the subject line. In the body of the email, include your phone number, government agency affiliation and documentation/certificates of completion for all prerequisites defined in the course overview. Submit one separate email for each course you want to apply for along with the appropriate documentation. Requests to attend any of these courses must be received no less than 30 days prior to the indicated start date (if one is posted below). As class dates are determined, they will be posted so you should check this calendar frequently for updates.

Invitational travel will be approved on a case-by-case basis for those selected to attend the ITSL and Train the Trainer (TtT) courses. Invitational travel is not authorized for Federal employees. Individuals chosen to attend a course will first be slotted for that course within their region. For other courses in this calendar, invitational travel will be approved if the candidates are recommended by their Statewide Interoperability Coordinator (SWIC). Such requests will be reviewed by the Emergency Communications Coordinators, SWICs and State Training Officers (STO). Each state's SWIC will be kept informed of people applying for course attendance.

Applicants to a course will be sent an email of acknowledgement verifying that their application was received. A final determination on who will be slotted in the course will not be made until approximately 30 days prior to the start of the course. After the final determination is made a second email will be sent to the applicant verifying whether or not they have been formally accepted into the class.

FY2019 Training Calendar

CISA ICS All-Hazards Information Technology Service Unit Leader (ITSL)
Course Overview:

This course trains IT professionals, who support public safety emergency responders, on the practices and procedures used to manage the IT Service Unit in an ICS structure at an All-Hazards event or an incident response. ISTL responsibilities might include developing plans for the effective use of on-site data networks and applications, managing the distribution of laptops and other technology equipment to incident personnel, and coordinating the installation and testing of applications. The ITSL supervises all members of the IT Service Unit including the IT Network Manager (NEMG), Infrastructure Manager (ITMG), and Unified Help Desk Manager (INCM), if filled during an incident. This class is five days in length.

Target Audience:

The ITSL class is targeted for IT professionals working for local, regional, state and federal emergency response agencies. Candidates should be members of a standing Incident Management Team or currently working in a position supporting voice and/or data communications for a local, state, or federal response agency. Candidates may also include IT professionals experienced in directly supporting state/local agencies such as police, fire and EMS agencies, even if employed by another local entity. Additionally,

candidates for this training should have 5-7 years' experience in an IT position and ideally have experience supporting an operational unit during a response.

Prerequisites:

- IS-100 Introduction to the Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- IS-700 National Incident Management System (NIMS), An Introduction
- IS-800 National Response Framework, An Introduction
- FedVTE Network Layer 1&2 Troubleshooting (recommended but not required)
- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS for Command and General Staff (recommended but not required)

Schedule:

Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com. Candidates should include in their email application package their agency name, point of contact (along with their contact information) and physical address.

Course	Location	Dates	Status
ITSL	Salt Lake City, UT	10-14 Dec 2018	Completed
ITSL	Nat. Capital Region #1	29 Jul – 2Aug 2019	Completed
ITSL	Nat. Capital Region #2	7 -11 Oct 2019	Completed
ITSL	Los Angeles, CA	Postponed	Pending
ITSL	Seattle, WA	29 Apr – 3 May 2019	Completed
ITSL	Dallas, TX	25 Feb – 1 Mar 2019	Completed
ITSL	New York, NY	10-14 June 2019	Completed
ITSL	Atlanta, GA	19-23 August 2019	Completed
ITSL	San Francisco, CA	15-19 July 2019	Completed
ITSL	Denver, CO	6-10 May 2019	Completed
ITSL	Chicago, IL	10-14 June 2019	Completed
ITSL	Chicago, IL (2)	23-27 Sept 2019	Completed
ITSL	Orlando, FL	24-28 June 2019	Completed
ITSL	Boston, MA	16-20 Sept 2019	Completed
ITSL	Charlotte, NC	29 Jul – 2 Aug 2019	Completed
ITSL	Lindenwold, NJ	8-12 July 2019	Completed
ITSL	Phoenix, AZ	29 Jul – 2 Aug, 2019	Completed

E/L-969 - NIMS ICS All-Hazards Type III Communications Unit Leader (COML)
Course Overview:

This course trains emergency responders on the practices and procedures used to manage the Communications Unit in an ICS structure at an All Hazards Event. COML responsibilities at an incident might include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment. The COML supervises all members of the

Communications Unit including the Communications Technician (COMT), Radio Operators (RADO), and Incident Communications Center Manager (INCM), if filled during an incident. This class is three days in length.

Target Audience:

The COML class is targeted for all local, regional, state and federal cross-disciplinary emergency response professionals and coordination/support personnel with a communications

background. Candidates should be members of a standing Incident Management Team or currently working in a position supporting communications for a local, state, or federal response agency.

Additionally, candidates for this training should have knowledge of: local communications processes and technologies; available communications systems; and regional, State, and local communications plans.

Prerequisites:

- IS-100 Introduction to the Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- IS-700 National Incident Management System (NIMS), An Introduction
- IS-800 National Response Framework, An Introduction
- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS for Command and General Staff (recommended but not required)

Schedule:

Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com.

Course	Location	Dates	Status
E/L-969 – COML	Denver, CO	TBD	Pending
E/L-969 – COML	Omaha, NE	TBD	Pending

CISA All-Hazards Type III Communications Technician (COMT)
Course Overview:

The All-Hazards Communications Technician (COMT) course trains emergency responders on the practices and procedures common to radio communication technicians during all-hazards emergency operations. It will help communications technicians to work within the Incident Command System (ICS) organizational structure with standardized operational and technical procedures. The skills gained in this class will enable responders to plan, deploy, and provide technical support for the communications solutions used by the other organizations in the ICS. This class is five days in length

Target Audience:

The COMT class is targeted for all local, regional, state and federal cross-disciplinary emergency response professionals and coordination/support personnel with a communications background. Candidates should be members of a standing Incident Management Team or currently working in a position supporting communications as a technician for a local, state, or federal response agency. Additionally, candidates for this training should have knowledge of: wired and wireless public safety communication technologies including radio, telephone, satellite, and data; basic knowledge of communications and communication systems, frequencies spectrum, local topography, and system site locations including knowledge of local, regional, and state communication plans, and communications and resource contacts.

Prerequisites:

- [IS-100 Introduction to the Incident Command System](#)
- [IS-200 ICS for Single Resources and Initial Action Incidents](#)
- [IS-700 National Incident Management System (NIMS), An Introduction](#)
- [IS-800 National Response Framework, An Introduction](#)
- ICS-300 Intermediate ICS for Expanding Incidents (recommended but not required)
- ICS-400 Advanced ICS for Command and General Staff (recommended but not required)

Schedule:
Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com.

Course	Location	Dates	Status
COMT	Bismarck, ND	9-13 Sept 2019	Completed
COMT	Middlesex, VT	18-22 Nov 2019	Closed
COMT	Kapolei, HI	29 July – 2 Aug	Completed

CISA All-Hazards Incident Communications Center Manager (INCM)
Course Overview:
The All-Hazards Incident Communications Center Manager course is designed to prepare Communication Unit Leaders, Dispatch Supervisors and public safety communication professionals for managing all functions in the Incident Communications Center. The curriculum provides a realistic, hands-on approach to mastering the skills needed to establish the ICC and manage the Radio Operators and Incident Tactical Dispatchers staffing the site. This class is three days in length.

Target Audience:
The INCM class is targeted for all local, regional, state and federal cross-disciplinary emergency response professionals and coordination/support personnel with a communications background. Candidates should be members of a standing Incident Management Team or currently working in a position supporting communications for a local, state, or federal response agency as a COML or Dispatch Supervisor. Additionally, candidates for this training should have basic knowledge of public safety communications technologies; available communications systems; and regional, State, and local communications plans.

Prerequisites:
- [IS-100 Introduction to the Incident Command System](#)
- [IS-200 ICS for Single Resources and Initial Action Incidents](#)
- [IS-700 National Incident Management System (NIMS), An Introduction](#)
- [IS-800 National Response Framework, An Introduction](#)
- IS-144 Telecommunicators Emergency Response Taskforce (TERT) Basic Course
- ICS-300 Intermediate ICS for Expanding Incidents (recommended but not required)

Schedule:
Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com.

Course	Location	Dates	Status
INCM	Worcester, MA	TBD	Pending
INCM	Fairfax, VA	TBD	Pending
INCM	Cheyenne, WY	April 7-9, 2020	Open
INCM	Seattle, WA	TBD	Pending
INCM	Las Vegas, NV	TBD	Pending

CISA All-Hazards Auxiliary Communications (AUXCOMM)
Course Overview:
This class is designed for auxiliary communicators and groups who volunteer to provide backup radio communications support to public safety agencies. This course focuses on auxiliary communications interoperability, the relationship between the COML and the volunteer, emergency operations center (EOC) etiquette, on-the-air etiquette, Federal Communications Commission (FCC) rules and regulations, auxiliary communications training and planning, and emergency communications deployment. It is intended to supplement and standardize an operator's experience and knowledge of emergency amateur radio communications in a public safety context. This class is two days in length.

Target Audience:
The AUXCOMM class is targeted for amateur radio operators affiliated with a local, regional, state, or federal governmental emergency response organization. Candidates for this training should have knowledge of: local communications processes and technologies; available communications systems; and regional, State, and local communications plans.

Prerequisites:
- Active FCC Amateur Radio License
- IS-100 Introduction to the Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- IS-700 National Incident Management System (NIMS), An Introduction
- IS-800 National Response Framework, An Introduction

Schedule:
Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com.

Course	Location	Dates	Status
AUXCOMM	Manchester, CT	TBD	Pending
AUXCOMM	Baltimore, MD	TBD	Pending
AUXCOMM	Puerto Rico/USVI	TBD	Pending

CISA All-Hazards Incident Tactical Dispatch (INTD)
Course Overview:
This course trains qualified dispatchers to operate away from the dispatch center in a command post, base camp, or incident scene. Attendees will be provided with a basic understanding of the roles and responsibilities of a tactical dispatcher working in a tactical environment. This class is four days in length.

Target Audience:
The INTD class is targeted for telecommunicators working in dispatch operations across all local, regional, state and federal agencies. Candidates should be working in a dispatch position with at least 3 years of experience. Additionally, candidates for this training should have knowledge of local communications processes and technologies; available communications systems; and regional, State, and local communications plans.

Prerequisites:
- IS-100 Introduction to the Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- IS-700 National Incident Management System (NIMS), An Introduction
- IS-800 National Response Framework, An Introduction

- IS-144 Telecommunicators Emergency Response Taskforce (TERT) Basic Course
- ICS-300 Intermediate ICS for Expanding Incidents (recommended but not required)
- ICS-400 Advanced ICS for Command and General Staff (recommended but not required)

Schedule:
Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com.

Course	Location	Dates	Status
INTD	Harrisburg, PA	TBD	Pending
INTD	Sacramento, CA	TBD	Pending

CISA All-Hazards Radio Operator (RADO)
Course Overview:
This course introduces public safety professionals and support personnel to a variety of Radio Operator concepts including radio etiquette, interoperable communications, dispatch operations and emergency communications procedures. Participants will develop the essential core competencies used during incident response and planned events to perform the duties of the RADO in an all-hazards environment including communications support for public safety, wildland fire, marine, and aviation. This class is two days in length.

Target Audience:
The RADO class is targeted for all local, regional, state and federal cross disciplinary emergency response professionals and coordination/support personnel. Candidates for this training should have a basic knowledge of public safety communications technology.

Prerequisites:
- IS-100 Introduction to the Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- IS-700 National Incident Management System (NIMS), An Introduction
- IS-800 National Response Framework, An Introduction
- ICS-300 Intermediate ICS for Expanding Incidents (recommended but not required)
- ICS-400 Advanced ICS for Command and General Staff (recommended but not required)

Schedule:
Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com.

Course	Location	Dates	Status
RADO	New Jersey	17-18 Sept 2019	Completed

E/L-949 - NIMS ICS All-Hazards Type III Communications Unit Leader Train-the-Trainer (COML TtT)
Course Overview:
This course prepares a qualified COML to teach the Communications Unit Leader course to other emergency responders. The curriculum provides a realistic, hands-on approach to mastering the skills needed for delivering the COML course. Attendees will develop the essential core competencies required to teach the COML course to others. This class is three days in length.

Target Audience:
The COML TtT class is targeted for experienced and qualified COMLs who have been recognized by

their respective state's SWIC. Candidates should be members of a standing Incident Management Team or currently working in a position supporting communications for a local, state, or federal response agency. Additionally, candidates for this training should have a strong technical background and experience in delivering adult education.

Prerequisites:
- FEMA COML Course Completion Certificate
- Completed COML Position Task Book signed by the state SWIC

The most current versions of :
- IS-100.c Introduction to the Incident Command System
- IS-200.c ICS for Single Resources and Initial Action Incidents
- IS-700.b National Incident Management System (NIMS), An Introduction
- IS-800.c National Response Framework, An Introduction
- ICS-300 Intermediate ICS for Expanding Incidents (2019)
- ICS-400 Advanced ICS for Command and General Staff (2019)
- FEMA EMI Master Trainer Program Certificate or equivalent
- E/L 449 Incident Command System (ICS) Curricula Train-the-Trainer (TtT) (recommended)

Schedule:
Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com.

Course	Location	Dates	Status
E/L-949 – COML TtT	Kansas City, MO	18-21 Nov 19	Closed
E/L-949 – COML TtT	Charlotte, NC	17-19 Jun 19	Completed
E/L-949 – COML TTT	Austin, TX	20-22 Aug 19	Completed

OEC All-Hazards Communications Technician Train-the-Trainer (COMT TtT)
Course Overview:
This course prepares a qualified COMT to teach the Communications Technician course to other emergency responders. The curriculum provides a realistic, hands-on approach to mastering the skills needed for delivering the COMT course. This class is five days in length.

Target Audience:
The COMT TtT class is targeted for experienced and qualified COMTs who have been recognized by their respective state's SWIC. Candidates should be members of a standing Incident Management Team or currently working in a position supporting communications for a local, state, or federal response agency. Additionally, candidates for this training should have a strong technical background and experience in delivering adult education.

Prerequisites:
- CISA COMT Course Completion Certificate
- Completed COMT Position Task Book signed by the state SWIC

The most current versions of:
- IS-100.c Introduction to the Incident Command System
- IS-200.c ICS for Single Resources and Initial Action Incidents
- IS-700.b National Incident Management System (NIMS), An Introduction

- [IS-800.c National Response Framework, An Introduction](#)
- ICS-300 Intermediate ICS for Expanding Incidents (2019)
- ICS-400 Advanced ICS for Command and General Staff (2019)
- FEMA EMI Master Trainer Program Certificate or equivalent
- E/L 449 Incident Command System (ICS) Curricula Train-the-Trainer (TtT)(recommended)

Schedule:
Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to TrainingRequest@commscollabcenter.com.

Course	Location	Dates	Status
COMT TtT	Oriskany, NY	16-20 Dec 2019	Open
COMT TtT	Dallas, TX	18-22 Nov 2019	Open

CISA All-Hazards Auxiliary Communications Train-the-Trainer (AUXCOMM TtT)
Course Overview:
This course prepares a qualified AUXCOMM to teach the Auxiliary Communications course. The curriculum provides a realistic, hands-on approach to mastering the skills needed for delivering the AUXCOMM course. This class is two in length.

Target Audience:
The AUXCOMM TtT class is targeted for experienced and qualified AUXCOMMs who have been recognized by their respective state's SWIC. Candidates should be members of a standing Incident Management Team or currently working in a position supporting communications for a local, state, or federal response agency. Additionally, candidates for this training should have a strong technical background and experience in delivering adult education.

Prerequisites:
- CISA AUXCOMM Course Completion Certificate
- Completed AUXCOMM Position Task Book signed by the state SWIC
- Active FCC General Class Amateur Radio License

The most current versions of:
- [IS-100.c Introduction to the Incident Command System](#)
- [IS-200.b ICS for Single Resources and Initial Action Incidents](#)
- [IS-700.b National Incident Management System (NIMS), An Introduction](#)
- [IS-800.c National Response Framework, An Introduction](#)
- ICS-300 Intermediate ICS for Expanding Incidents (2019)
- ICS-400 Advanced ICS for Command and General Staff (2019)
- FEMA EMI Master Trainer Program Certificate or equivalent
- E/L 449 Incident Command System (ICS) Curricula Train-the-Trainer (TtT)(recommended)

Schedule:
Candidates interested in attending this should send an email with the course title, location, and completion certificates for the prerequisites to [TrainingRequest@commscollabcenter.com](#).

Course	Location	Dates	Status
AUXCOMM TtT	Charlotte, NC	20-21 Jun 2019	Completed
AUXCOMM TtT	Portland, OR	TBD	Pending