Course: *K0949 (Virtual) Communications Unit Leader (COML) Train-the-Trainer (TtT)*

Virtual Course Dates: August 15-19, 2022

Course Length:
This course is 5 days in length.
Class times are 8:00 am to 3:00 pm (CDT)

Location
This will be conducted on WebEx for Training in collaboration with Cybersecurity and Infrastructure Security Agency (CISA), Emergency Communications Division (ECD).

Course Goal
The NIMS ICS All-Hazards Position Specific (AHPS) Train-the-Trainer (TtT) course is designed to assist the student in his or her preparation to function effectively as a COML instructor.

Personnel selected to serve as students for this course will be expected to teach in the field to personnel representing the Nation's First Responders and allied professions from various Federal, state, and local organizations.

Course Description
This course expands and improves a student's ability to deliver the Communications Unit Leader (COML) course using the National Incident Management System (NIMS) curriculum.

Emphasis is placed on classroom-based deliveries. This includes compliance with the NIMS Training Program, adult education methodologies, deployment of course activities, pre- and post-course testing, and ICS training program management.

Technology Requirements
Students and instructors must have the capability to use video (webcam), audio (headset with microphone or earbuds with microphone), Adobe, and Microsoft Word. Students and instructors are expected to broadcast audio and video during all portions of the course. *Students must attend a familiarization session the week prior to the start of the course to ensure familiarity with the delivery platform and to address any technological issues.*

Target Audience
The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified COML with a minimum of 3 years of experience and have a significant instructional delivery background.

Selection Criteria
For admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program, all applicants must:

- Have completed the E/L0969 COML course prior to applying for acceptance into the Train-the-Trainer program
- Be a fully qualified COML; completed/signed off COML Position Task Book (PTB)
- Have documented experience serving as a COML on Type 3, Type 2 or Type 1 AHIMT(s) during the past three years

Prerequisites
- FEMA COML Course Completion certificate
- Agency Certification signature page from the COML Position Task Book

The most current version of the following courses are required:

- IS 100.c – Introduction to the Incident Command System, ICS-100
- IS 200.c – Basic Incident Command System for Initial Response
- E/L/G 0300 – Intermediate ICS for Expanding Incidents, ICS-300 taken May 2019 or after
- E/L/G 0400 – Advanced Incident Command System for Complex Incidents, ICS-400 taken May 2019 or after
- IS 700.b – An Introduction to the National Incident Management System
- IS 800.d – National Response Framework, An Introduction

Formal instructor training is required such as one of the courses in the list below or an equivalent training course:

Instructor Training Prerequisite (continued from previous page)
- M-410
- National Wildland Coordinating Group Facilitative Instructor
- Fire Instructor 1 or 2
- College, private industry
- E-141 Instructional Presentation and Evaluation Skills
- Center for Domestic Preparedness Instructor Course
- Valid teaching certificate, or equivalent
- A written letter of recommendation from the Statewide Interoperability Coordinator (SWIC) or the State Training Officer (STO)

Application and Review Process
In order to be evaluated for admission into this course, a copy of the current prerequisites listed above must be sent to trainingrequest@commscollabcenter.com and received by ECD **prior to 22 July 2022**. Prospective students will receive an email indicating the status of their application. If accepted into the course, the student will be sent a FEMA General Admissions Application form and requested to complete and return it by 5 August 2022. Questions concerning the application process or status of applications can be directed to Jolene Hollingshead at 619-553-4440. **Applications without proper documentation will be returned to the prospective attendee.**

Attendance Requirements
- Students may not miss more than a total of 10% of the instruction and course activities to receive a certificate (this is no more than 2 hours and 30 minutes as determined by the instructors of the course).
- Absences, including technology issues that are beyond the student's control, will be considered part of the 10% standard for missed participation.
- Roll will be taken at the beginning of each unit, and at the beginning of each breakout session to validate ongoing student participation.
- Exams will be administered remotely and must be completed within the allotted time. Any issue preventing the completion will be considered as not completing the course and the student will have to re-register for a future delivery.
- Students will be required to attend a Pre-course familiarization Webinar for technical checks and course information.
- Students will perform a teach-back of an assigned unit from the COML curriculum as part of the course. Teach-backs are conducted as part of the assessment of instructor competence.

Remediation Policy
- Students not meeting a minimum score of 80% but scoring at least 75% on the COML exam will have the opportunity for remediation with an instructor immediately after the exam is returned.
- Students who do not score at least 75% on the COML exam will be required to enroll in a later course.
- Instructor remediation will consist of a review of those items the student failed to answer correctly and reference to the applicable learning objective and course materials that are related to the question.
- Students will be given one opportunity to retake the exam after remediation.
- A second instance of a student not meeting the 80% minimum exam requirement will result in the student not successfully passing the course and having to register for a future delivery.

Special Note:
There must be a minimum of 8 certified/ECD verified COML personnel signed up by the designated deadline for this course to be conducted.

States are required to have a minimum of two qualified state-sponsored instructors for them to conduct their own state classes in the future.