



Colorado Incident Management Position Certification Crosswalk Application Submission Instructions

To submit an IMT Position Certification Application please follow the below steps:

1. Ensure all position requirements as outlined in the Position Description Qualification Tables of the [AHIMTA's Incident Management Qualification Systems Guide](#) are met.
2. Complete the IMT Position Certification Application for your certification scenario. Ensure the application is complete and all requested information is included in the application packet. **Please do not include any extraneous documentation;** it creates confusion and slows the process down. Additional documentation will be requested, if needed.

Your application should be in a single PDF file or meticulously organized file share folder. In either case, **please make sure all pages are right side up.** If you use a fileshare, you can use your own platform or you may request a file share by emailing COIMT_Position_Application@state.co.us. A file share can also be used/requested for a single PDF that is too large to email. If the state provides the file share, it will be Google Drive based. We will grant your reviewer(s) access too.

3. If you are on an IMT, **submit your application to your team coordinator for review.** It must be fully reviewed, approved, and signed by a team coordinator or training officer.

If you are not on an IMT, submit your application to your agency's executive or training official for review. It must be fully reviewed, approved, and signed by this official.

4. Your application reviewer should submit a single page PDF containing the application and all supporting documentation to COIMT_Position_Application@state.co.us or if you used a file share, please have your reviewer state in the email that your application is ready for submission and provide the file share link.
5. DHSEM Staff will respond that your application has been received within five business days. If you used a file share provided by the state, you will lose access at this point. If you use your own file share platform, we will copy the data from it to the state system.

If you use a file share, files must be named/organized similar to the following example:

- {Applicant's Last Name} SOF3 - 01 - Application - signed
- {Applicant's Last Name} SOF3 - 02 - Current Position Certification
- {Applicant's Last Name} SOF3 - 03 - Completed Task Book from Other Certifying Entity
- {Applicant's Last Name} SOF3 - 03 - Master Record
- {Applicant's Last Name} SOF3 - 03 - {Incident 1 Name} ICS-225
- {Applicant's Last Name} SOF3 - 04 - {Incident 2 Name} ICS-225
- {Applicant's Last Name} SOF3 - 05 - L954 SOF Certificate
- {Applicant's Last Name} SOF3 - 06 - O305 T3 IMT SOF Certificate ...



Colorado Incident Management Position Crosswalk Application

Colorado allows individuals credentialed in recognized incident management positions obtained through national qualification systems. Only recognized position-for-position requests at a Type-3 level are considered. Individuals with Type-2 or Type-1 credentials may receive a Colorado Type-3 certification; at this point in time, Colorado does not have higher-level certifications. Individuals requesting a crosswalk must meet all Colorado position qualification requirements including prerequisite and experience requirements.

Section I: Applicant Contact Information

Colorado Crosswalk Credentials For: _____
(Separate applications must be submitted for each position)

Applicant Name: _____

Sponsor Agency or Employer: _____
(Not team affiliation)

Mobile Phone Number: _____ Email Address: _____

Mailing Address: _____

City, State, Zip: _____

Current ICS Position Credential _____ Type _____

Certifying Entity (Nationally recognized system with position task book and certification process)

- NWCG
- USEPA
- IIMQS State of _____
- USCG
- USPHS
- Other _____

Section II: Incident Management Team Affiliation

Current IMT Affiliation (if applicable): _____

Team Coordinator(s) or Verifying Official*: _____

*A Team Coordinator or Training Officer. If not on a team, then an agency executive or training official.

Colorado Incident Management Position Position Crosswalk Application

Section III: Applicant Qualification Review Checklist

Application and Task Book

- Application (This document)
- Position Certification, may be Task Book Certification
- Copy of completed and signed Task Book from recognized qualification system
- Cover letter (optional), needed only for missing or unclear documentation.

Experience and Training Records

- Copy of Master Exercise/Training Record, i.e., IQS record, state record and/or training record.
- ICS-225 or 226 from the last two qualifying events (incidents, events, and exercises).
All sections must be complete and signed.

In lieu of an ICS-225 or 226, include an Incident Action Plan cover page and ICS-203, plus supporting forms with the applicant shown in the position they are seeking. OR, if not listed in the ICS-203, include relevant documents such as a Crew Time Record (CTR), time sheets, or other documents that show participation, position, and dates served.

Record of Last Two Qualifying Events

Event Name	Event Kind	Event Type	Position Filled	Dates Engaged

Prerequisite Training Records (copies of all records required)

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Position Specific Course (S or G/E/L) <input type="checkbox"/> Hazardous Materials Awareness (4 hours minimum) <input type="checkbox"/> O-305, L-381, S-420, or L-481 (C&G only) <input type="checkbox"/> G-191 IMT/EOC (C&G, DIVS, TFLD, RESL, SITL) | <ul style="list-style-type: none"> <input type="checkbox"/> IS/ICS-100 (all positions) <input type="checkbox"/> IS/ICS-200 (all positions) <input type="checkbox"/> ICS-300 (C&G, DIVS, TFLD, Unit Leaders) <input type="checkbox"/> ICS-400 (C&G) <input type="checkbox"/> IS-700 (all positions) <input type="checkbox"/> IS -800 (all positions) |
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Section IV: Signatures and Submission Information

Signature of Applicant

I verify that my application, position task book, and associated documents are organized and complete. They have been reviewed and meet all Colorado Position Qualification Requirements as stated in the Colorado adopted AHIMTA Interstate Incident Management Qualification System Guide.

APPLICANT SIGNATURE

DATE

Signature of Verifying Official

I verify that I have reviewed this application, position task book and associated documentation. It is complete and meets all Colorado Position Qualification Requirements, as stated in the Colorado adopted AHIMTA Interstate Incident Management Qualification System Guide.

VERIFYING OFFICIAL NAME AND TITLE*

SIGNATURE

DATE

*A Team Coordinator or Training Officer. If not on a team, an agency executive or training official.

Submission Instructions

1. Applications must be submitted by the first of the month in which a State Qualification Review Committee (SQRC) meeting is occurring, or other deadline, whichever is later.
2. Candidates shall submit their complete application (which includes supporting documentation), **to their IMT Coordinator or verifying official.**
3. The IMT Coordinator or verifying official is responsible for conducting the final review for accuracy, quality, and completeness; and ensures that the application meets all requirements. The Coordinator's signature certifies that the above review is complete and that they endorse the candidate for qualification.
4. The IMT Coordinator or verifying official should email the completed submission to COIMT_Position_Application@state.co.us. Within five (5) business days of receipt, the candidate will be notified via email that their application has been received and will be distributed to the SQRC for their next session.