



Colorado Incident Management Position Certification Initial Application Submission Instructions

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

1. Complete all position requirements as outlined in the Position Description Qualification Tables of the [AHIMTA's Incident Management Qualification Systems Guide](#).
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 - Task Book - signed by final evaluator
{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
{Applicant's Last Name} SOF3 - 07 - ICS100 Certificate ...



Colorado Incident Management Position Certification Initial Certification Application

Section I: Applicant Contact Information

Colorado Position Applying 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: _____

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.

Are you currently qualified in any IMT Positions? Yes No

("Qualified" by a recognized qualification program, i.e., AHIMTA, NWCG, USCG, other state program)

What are your current IMT Qualifications: _____

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Section III: Applicant Qualification Review Checklist

All items must be submitted. **Missing or incomplete items will be considered an invalid submission.**

Application and Task Book

- Signed Application (This document)
- Task Book
 - At least two incidents, events, or exercises must be included in the task book evaluations. **One of these must be a qualifying incident.**
See Table 3 in the Colorado Incident Management Certification Administration Plan.
 - Evaluations are **completely** filled out. Evaluation numbers match and be sequential.
 - Documented task completion must be appropriate for each task and task code.
 - All qualifying incidents, events, and exercises must meet attributes of the current Colorado adopted IIMQS Standard.
 - Final evaluation is complete and certified by evaluator's signature.
 - Proof of the final evaluator's certification or qualification, unless they have a Colorado position certification or an NWCG qualification and live in Colorado.
- Cover letter (optional), needed only for missing or unclear documentation.

Final Evaluators must be fully qualified in the same position for which the trainee is being evaluated, or have a higher qualification in the **same section**. Incident commanders can only perform final evaluations for command staff, if they are also qualified in the position for which they are evaluating.

Prerequisite Training Records (copies of all records are required)

- | | |
|---|--|
| <input type="checkbox"/> Position Specific Course (S or G/E/L) | <input type="checkbox"/> IS/ICS-100 (all positions) |
| <input type="checkbox"/> Hazardous Materials Awareness
(4 hours minimum) | <input type="checkbox"/> IS/ICS-200 (all positions) |
| <input type="checkbox"/> O-305, L-381, S-420, or L-481 (C&G only) | <input type="checkbox"/> ICS-300 (C&G, DIVS, TFLD, Unit Leaders) |
| <input type="checkbox"/> G-191 IMT/EOC (C&G, DIVS, TFLD, RESL,
SITL) | <input type="checkbox"/> ICS-400 (C&G) |
| | <input type="checkbox"/> IS-700 (all positions) |
| | <input type="checkbox"/> IS-800 (all positions) |

Applicants must meet all Colorado adopted IIMQS and state standards for the incident management position. This includes the position prerequisite training, qualifications, and experience requirements. FEMA EMI Transcripts are accepted as a substitute for certificates.

Incident, Event, or Exercise Evaluations

- ICS-225 or ICS-226 for each event (incident, planned event, or exercise).
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.

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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.