



Iowa All-Hazards Communications Unit and Credentialing Procedure

Iowa Statewide Interoperability Communications System Board (ISICSB)



Overview

This document provides procedure and guidance necessary to credential Communications Unit personnel within the state of Iowa.

EffectiveDate:12/12/2019

Distribution Statement:

This is a public document. The Point of Contact (POC) for this document is the Statewide Interoperability Coordinator (SWIC) in the State of Iowa

This document was prepared under the Interoperable Communications Technical Assistance Program (ICTAP) from the Office of Emergency Communication (OEC) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of OEC or the U.S. Department of Homeland Security. Arizona Public Safety Interoperable Communications Office (PSIC) Standard Operating Procedures was used as a template.

This page left blank intentionally.

Table of Contents

i.	Acronyms.....	5
1	Introduction	6
1.1	Background	6
1.2	Purpose.....	6
1.3	Scope.....	7
1.4	Definitions.....	7
1.5	References	11
1.6	Administration	11
1.7	Updates & Revisions.....	11
2	Credentialing Process Overview	11
2.1	Required Training	11
2.2	Agency Certification.....	13
3	Credentialing Application Process.....	13
3.1	Application Requirements	13
3.2	Position Task Book Requirements (PTB)	14
3.3	Review Process	14
3.4	Initial Credentialing.....	15
3.5	Credential Renewal.....	15
3.6	Agency Certification Changes	16
3.7	Removal of Credentialing.....	16
3.8	Appeals.....	17
3.9	Records	17
4	APPENDICES	17
	Appendix A.....	18

i. Acronyms

AUXCOMM	Auxiliary Communicator
AHIMT	All-Hazard Incident Management Team
CASM	Communications Assets Survey and Mapping Tool
COML	Communications Unit Leader
COMT	Communications Unit Technician
COMU	Communications Unit
DHS	Department of Homeland Security
ECD	Emergency Communications Division
FE	Functional Exercise
ICC	Incident Communications Center
ICS	Incident Command System
INCM	Incident Communications Center Manager
INTD	Incident Tactical Dispatcher
ISICSB	Iowa Statewide Interoperable Communications System Board
NIMS	National Incident Management System
ITSL	Information Technology Service Unit Leader
NFR	National Response Framework
NWCG	National Wildfire Coordinating Group
NQS	National Qualification System
PTB	Position Task Book
RADO	Radio Operator
SOP	Standard Operating Procedure
SWIC	Statewide Interoperability Coordinator
THSP	Technical Specialist
TICP	Tactical Interoperable Communications Plan

1 Introduction

1.1 Background

The State of Iowa and the Iowa Statewide Interoperable Communications System Board (ISICSB) recognizes the National Incident Management System (NIMS) as a comprehensive, national approach to incident management that provides a template to effectively and efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. It is applicable across functional disciplines at all jurisdictional levels.

A key feature of NIMS, the Incident Command System (ICS), is a standardized, on-scene, all hazards incident management approach that represents organizational best practices and has become the standard for emergency management across the country. Within the NIMS ICS organizational structure, the Communications Unit plays a critical role and is responsible for: developing plans for the use of incident communications equipment and facilities; coordinating, installing and testing communications equipment; supervision and operation of the Incident Communications Center (ICC); and the distribution, maintenance, repair and recovery of incident communications equipment.

Positions within the Communications Unit (COMU) may include:

- Communications Unit Leader (COML)
- Communications Technician (COMT)
- Incident Communications Center Manager (INCM)
- Radio Operator (RADO)
- Technical Specialist (THSP)
- Information Technology Service Unit Leader (ITSL)
- Incident Tactical Dispatcher (INTD)
- Auxiliary Communicator (AUXCOMM)

Specific qualifications and training requirements as well as duty specific operational requirements for these positions can be found in the Cybersecurity and Infrastructure Security Agency (CISA) Interoperable Communications Technical Assistance Program Service Offerings Guide.

Additional information and resources:

FEMA National Incident Management System (NIMS).

Homeland Security Presidential Directive 5 - Management of Domestic Incidents (HSPD-5).

Cybersecurity and Infrastructure Security Agency (CISA) Interoperable Communications Technical Assistance Program Service Offerings Guide.

Iowa Code Chapter 29C Iowa Emergency Management and Security Act

1.2 Purpose

The purpose of this document is to align the request and matching process associated with mutual aid, national mobilization, and qualifying efforts, by outlining the process to qualify

individuals within their field of expertise, training, and experience level in relation to the All-Hazards Communications Unit. Any materials referenced by this guide are considered the minimum personnel qualifications (MPQ) that are established for intrastate mutual aid and national mobilization purposes under the National Incident Management System (NIMS) and the National Qualification System (NQS). The positions listed are frequently called upon during an emergency. This guide is a dynamic document, and it will be updated as needed. Ensure that the most recent version of this guide is being used as provided by the Training and Outreach Committee of the ISICSB. Instructions for submitting applications for Iowa credentialing or renewal of credentials, and the associated forms are available at <https://isicsb.iowa.gov>.

1.3 Scope

This procedure applies to those individuals who meet the recommended guidelines for eligibility, training, and experience for All-Hazards Communications Unit positions and are requesting Iowa credentialing in such positions.

This document references positions within the Communications Unit (e.g., COML, COMT) as they pertain to All-Hazards emergency response classifications; such references are not intended to reflect Red Card positions, as recognized under National Wildfire Coordinating Group (NWCG) guidelines.

1.4 Definitions

AGENCY HEAD/ AGENCY OFFICIAL: Responsible selecting trainees based on the needs of their organization and for initiating the PTB. The Agency Head/Agency Official of the PTB language may also be the Certifying /Official responsible for overseeing the certification process.

ALL-HAZARDS INCIDENT MANAGEMENT TEAM (AHIMT): TYPES 1, 2, AND 3: A Multiagency/Multijurisdictional Team available for complex and extended time incidents formed and managed at the State, Regional, Tribal or Metropolitan level. An AHIMT is deployed as a team of trained & qualified personnel to manage major or complex incidents requiring a significant number of local, state, regional resources, and has extended into multiple operational periods and requires a written Incident Action Plan (IAP). AHIMTs consist of personnel that are trained and qualified in the positions of the Incident Command System (ICS). These personnel may have a background in many disciplines which may include fire, rescue, emergency medical, hazardous materials, law enforcement, public health and public works, emergency management and others. They will perform the functions of Command, Operations, Planning, Logistics, and Administration/finance, as well as Safety, Public Information, and Liaison. Other ICS positions defined as Unit leaders, Managers and Technical Specialist may also accompany a team. Teams are typed at different levels according to their capability to handle different levels of incident complexity. The complexity of an incident may be used to help determine the IMT type (1, 2, or 3) that may be requested. (See Incident Complexity).

AUTHORITY HAVING JURISDICTION (AHJ): The Authority Having Jurisdiction (AHJ) is an organization, office, or individual having statutory responsibility for enforcing the requirements of a code, standard, or procedure, or for approving equipment, materials, and installation.

CERTIFYING OFFICIAL: A (CO) in the National Qualification System (NQS) is the individual who is

responsible for overseeing the certification process for emergency management, incident support, and incident management personnel. The CO is typically the person in charge of the entity that employs the certified personnel and oversees the certification process. For example, the Sheriff, 911 Director, or Emergency Manager of a county may also be the CO.

COACH/TRAINER/MENTOR: An individual that provides instructions and mentoring to a Trainee, whether in the classroom, on the job, planned event, or on an incident. The Coach/Trainer must be qualified in the position they are coaching or supervise that position in the ICS system. The coach should not perform the duties of the Evaluator at the same time, so the integrity of the qualification system is preserved.

COMMUNICATIONS UNIT CREDENTIALING SUBCOMMITTEE: A sub-committee under the Training and Outreach Committee established by the ISICSB and is responsible for the management of the process to ensure individuals meet nationally accepted standards for NIMS ICS positions. The communication unit credentialing subcommittee enhances the professional credibility of the position qualifications earned through the Iowa credentialing process. The committee has the authority for reviewing and evaluating documentation that confirms the completion of the relevant position requirements and makes the recommendation to the SWIC for credentialing of an individual.

COMPETENCY: A broad description that groups together the behaviors necessary to perform a specific function. Competencies are a national benchmark and are agreed to by major ICS training organizations. These competencies form the basis for position-specific training, Position Task Books (PTBs), job aids, and other performance-based documents.

CREDENTIALING AUTHORITY: The person or organization that has the authority to credential personnel for a specific entity or organization.

CRITERIA: A listing within the position qualifications that includes the minimum criteria that a trainee must meet for qualification.

DECERTIFICATION: A process whereby an individual's position(s) qualifications or credentials are removed, making them ineligible for deployment in that position.

DIRECT ENTRY: ICS positions that have no requirements for gaining qualification in a subordinate position are referred to as "Direct Entry" positions. The Direct Entry process permits personnel to be qualified for certain supervisory positions without previously obtaining any subordinate position qualifications.

ENTITY (or ENTITIES): All-encompassing terms used to describe the various types of political sub-operations, Divisions (Local, State, Tribal, Territorial, Insular Area, Territories, Provinces, Parishes, and Federal Government) or non-governmental and private-sector companies that may have NIMS ICS-qualified individuals or sponsor an AHIMT.

EVALUATOR: An individual that is responsible for evaluating a trainee using a position task book (PTB). The Evaluator must be qualified in the position they are evaluating or be qualified in a position that supervises the trainee's position in the ICS.

EVENT: Wherever referred to in this documentation, an EVENT is a planned occurrence that requires the use of the Incident Command System in managing resources. The event must meet the

same organizational and complexity requirements as for an "incident". Event examples include largescale parades, sporting events, festivals, conferences, conventions, and fairs.

FULL-SCALE EXERCISE (FSE): Typically, the most complex and resource-intensive type of exercise, full-scale exercises involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System or Unified Command.

FUNCTIONAL EXERCISE (FE): Designed to validate and evaluate capabilities, multiple functions, subfunctions, or interdependent groups of functions; functional exercises are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity at the management level. A FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

INCIDENT: An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war- related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

INCIDENT COMMAND SYSTEM (ICS): Is a standardized, on-scene, all-hazards incident management approach that:

1. Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
2. Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
3. Is flexible and can be used for incidents of any type, scope, and complexity.
4. Allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

INCIDENT COMPLEXITY: The incident criteria determined by the level of difficulty, severity, or overall resistance to control, that incident management personnel face while managing an incident to a successful and safe conclusion or to manage one type of incident compared to another type as defined by The NIMS Guideline for the National Qualification System. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing.

IOWA AGENCY: Any Iowa law enforcement, fire, Emergency Medical Service (EMS), municipal, county, and State, Tribal, or Federal Agency, or Non-Governmental Organization (NGO) performing public safety or public service activities.

OPERATIONAL PERIOD: The period established for execution of a given set of operational actions as specified by the Incident Commander. Operational Periods can be of various lengths, although usually not more than 24 hours.

PARTICIPATING AGENCY: An entity (State, Local, Tribal, nonprofit, or private organization) that has executed an agreement with a Sponsoring Agency to participate in an AHIMT.

POSITION TASK BOOK (PTB): Describes the minimum competencies, behaviors, and tasks required

to qualify or recertify for a position and documents a trainee's performance of given tasks. The use of the NQS PTB is incorporated into the IEMA POSITION TASK BOOKS.

POSITION TASK BOOK INITIATION: The action of formally issuing a PTB to a trainee is identified under the guidelines in the NQS.

PREREQUISTE TRAINING: Training an individual must be complete before they can be certified in a position. (Training may be completed before a PTB is initiated or during the PTB evaluation process.)

QUALIFICATION: Required qualification(s) that an individual must possess or obtain before a PTB can be initiated.

QUALIFYING INCIDENT, EXERCISE OR EVENT: An incident, exercise, or event that the AHJ determines meets the incident complexity, duration of time, and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling.

RECOMMENDED TRAINING: Training that is not required to be completed in order to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge or skills. This may be acquired through on-the-job training, work experience, or training. This is a means by which personnel can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the ISPTB.

REVOCAION: The cancellation of certification and withdrawal of credentialing documents from personnel no longer authorized to possess them.

SHADOW OPPORTUNITY: An opportunity for an individual on an incident or qualifying exercise to only observe an individual or team to gain experience and knowledge in an IMT operation or position specific operation. The individual is not performing thus is not accomplishing any work towards completion of a position task book.

TECHNICAL SPECIALISTS: Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training to use their specialized skills in the incident environment.

TRAINEE (INDIVIDUAL): An individual, approved by their Employing/Sponsoring Organization, who is preparing to qualify for a COMU position and for whom the position task book (PTB) has been initiated. A Trainee is eligible for formal, on-the-job training.

TRAINEE ASSIGNMENT: An assignment of an individual on an incident or qualifying exercise that is working as a trainee with an open Position Task Book in the position the individual is working towards credentialing. The Trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the position task book and being evaluated for the required experience to become credentialed. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate in a position performance assignment.

1.5 References

This document references:

The authority of the ISICSB as contained in Iowa Code 80.28 and 80.29.

The National Incident Management System(NIMS):

<https://www.fema.gov/emergency-managers/nims>

The National Qualification System (NQS):

<https://www.fema.gov/emergency-managers/nims/components#nqs>

1.6 Administration

The Statewide Interoperability Coordinator (SWIC), with guidance from the ISICSB is responsible for administering this procedure.

1.7 Updates & Revisions

This document will be reviewed every three years and updated as needed. To suggest revisions or additions to this document submit feedback electronically to SWIC Haley Nichols at nichols@dps.state.ia.us or in writing to the Iowa Statewide Interoperable Communications System Board, Attn: SWIC, 215 E. 7th St., Des Moines, IA 50319-1902.

Revisions to this document will be reviewed by the SWIC and the Training and Outreach Committee, who will recommend all substantive changes to the ISICSB.

Individuals requesting Iowa credentialing for a communications position within the All-Hazards Communications Unit are responsible for checking the ISICSB website at <https://isicsb.iowa.gov> to obtain the current release of this document.

2 Credentialing Process Overview

The Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) developed the National Incident Management System (NIMS) Guideline for the Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. As referenced by DHS/FEMA, this Standard refers to the definition of credentialing in 6 United States Code (U.S.C.) § 311, which provides that: "The terms 'credentialed' and 'credentialing' mean having provided, or providing, respectively, documentation that identifies personnel, and authenticates, and verifies the qualifications of such personnel by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position..." This procedure describes the processes used by the State of Iowa to qualify individuals within their field of expertise, training, and experience level.

2.1 Required Training

Each All-Hazard Incident Management Team with responsibility under the National Response Framework (NRF) is required to ensure that the incident management personnel, emergency

response providers, and other personnel and resources (including temporary personnel) likely needed to respond to a natural disaster, act of terrorism, or other manmade disaster, are fully qualified to respond and perform competently; or are currently in the process of completing a task book.

All-Hazards Communications Unit personnel are trained communications professionals that work to achieve operability and interoperability through the ICS and among all responding agencies. Credentialing of these individuals entails the process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Requirements for credentialing for All-Hazards Communications Unit personnel must, at a minimum:

1. **Meet the federally required All-Hazards Training course prerequisites for the position.**
- **Basic NIMS and ICS Training:**
 - **IS-100:** Introduction to the Incident Command System
 - **IS-200:** Basic Incident Command System
 - **IS-700:** An Introduction to the National Incident Management System
 - **IS-800:** National Response Framework, An Introduction
 - **ICS-300:** Intermediate Incident Command System for Expanding Incidents (currently only required for COML credentialing)
2. **Complete the Department of Homeland Security (DHS) approved, NIMS-compliant, position-specific All-Hazards training course.**
3. **Submit the All-Hazards Position Task Book (PTB) documenting satisfactory completion of tasks during appropriate qualifying incidents, events, repetitive job activities (not-one-time events), qualifying exercises, and/or classroom activities as permitted within the PTB documentation. (see Section 3.2)**

The Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA) Emergency Communications Division (ECD) works with emergency responders to develop a series of federally required training courses for All-Hazards Communications Unit positions. The training courses are led by federally recognized instructors and provide NIMS compliant instruction to establish core competencies and train qualified personnel to serve in specific positions during all-hazards emergency operations.

At the conclusion of each training course, DHS, their designee, or the SWIC will log each student who successfully completed the course into the ECD managed Communications Assets Survey and Mapping Tool (CASM) database and mail a Certificate of Completion to each student. PTBs are an integral part of the "performance based" system Federal agencies have adopted for emergency response training. Each All-Hazards PTB provides a method to document satisfactory completion of tasks during appropriate qualifying incidents, events, repetitive job activities (not one-time events), qualifying exercises, and/or classroom activities as permitted within the PTB documentation. Trainees must demonstrate or perform successfully all tasks listed in the PTB to become credentialed in the All-Hazards position to which they aspire.

Candidates are required to complete the PTB within the guidelines set forth in the most current PTB of the training course. The PTB may only be initiated once the student has completed the position specific All-Hazards formal classroom training. However, a trainee may include prior experience achieved in the 36 months prior to PTB submission for application, within the parameters set in the most current PTB. The PTB must be completed within 36 months of initiation. The evaluation and confirmation of the trainee's ability to perform all required tasks may involve multiple evaluators and can take place during incidents, classroom simulations, planned events, exercises, or other work-related scenarios. Successful demonstration of all tasks, as observed and documented by one or more qualified evaluators, will result in a recommendation that the trainee be credentialed in that specified position.

Individuals who have completed the qualification process described in Section 2 for an All-Hazards Communications Unit position may seek Iowa credentialing. To be considered, individuals must be certified by an Iowa Agency in the position in which they are requesting credentialing and are required to submit documentation to the SWIC confirming their certification, as described in the application process in section 3.

2.2 Agency Certification

A key component of the credentialing process is the evaluation by the agency Certifying Official of an individual's capability to perform in the position. Individuals seeking credentialing in an All-Hazards Communications Unit position should follow the certification process established by their agency. In relation to the PTB, the trainee's Agency Certifying Official is responsible for assuring that documentation is proper and complete. The Agency Certifying Official will then indicate qualification for the position by signing the PTB before submission to the Communications Unit Credentialing Subcommittee.

3 Credentialing Application Process

3.1 Application Requirements

Individuals seeking credential in an All-Hazard Communications Unit position must provide the following application materials by submitting via online format, fully legible and complete copies of all the following:

- One (1) signed copy of the Iowa All-Hazards Communications Unit Credentialing Agency Certification Form with Certifying Official's Signature (see Appendix A)
- Supporting documentation, as identified in the application checklist, that all prerequisite training for the All-Hazards position training course has been completed.
- One (1) copy of the Certificate of Completion from the DHS approved All-Hazards position training course.
- One (1) copy of the completed All-Hazards PTB (as described in Section 3.2)
 - Separate application materials (i.e., Submission Checklist, complete PTB, etc.) must be submitted for each position for which an individual desires consideration for credentialing.

All required application materials must be submitted online at

<https://form.jotform.com/isicsb/request-for-comu-credentialing>.

It is the recommendation that submission of electronic and/or copied documents be supplied to the communications unit credentialing subcommittee and the original be kept by the trainee.

3.2 Position Task Book Requirements (PTB)

To be considered for Iowa credentialing, the All-Hazards PTB must be legible and submitted with careful consideration to include all of the following completed elements (please take time to review the available training module on PTB submissions on the ISICSB website under the education tab)

- A. Each page of the PTB must have the trainee initials or name on the top corner and each evaluation record must be fully completed with no blank spaces or lines.
- B. Each numbered task in the PTB must be initialed by a qualified evaluator who was present at the incident/event/qualifying exercise. Qualified experience that occurred in the three (3) years prior to application may be submitted for consideration for approval.
- C. Contact information for each evaluator must be provided in the evaluator information section of the PTB.

Appropriate evaluators for All-Hazards PTB tasks include individuals who are credentialed in the position being evaluated, or in a higher position, such as: Incident Commanders; Logistics and Operations Section Chiefs; and supervisory personnel or other individuals with relevant experience who are qualified to evaluate the task being reviewed for approval.

- D. Final Evaluator's Verification is signed verification by a qualified evaluator that all tasks in the PTB have been performed and are appropriately documented, and that the candidate has adequately performed all required tasks as a trainee.

Position Task Books are to be submitted via the online portal found under the "education" tab on the ISICS website at <https://isicsb.iowa.gov> or by mail or in person to the ISICSB, Attn: SWIC, Oran Pape Building, 215 E. 7th St., Des Moines, IA 50319-1902.

No PTB will be accepted unless all required elements are included with the submission, any missing elements will require the application to be fully re-submitted and will cause a delay in the review process. Electronic submissions are delivered to the SWIC and ISICSB's COMU Credentialing Subcommittee for review as described in the next section.

3.3 Review Process

Application materials received by the SWIC will be reviewed by the Communications Unit (COMU) Credentialing Subcommittee of the ISICSB in accordance with this guide, as specified in this section. It is imperative there is a designated COMU Credentialing Subcommittee convened to review submitted materials in a timely manner.

The ISICSB's COMU Credentialing Subcommittee will be comprised of:

1. Statewide Interoperability Coordinator whose responsibility is to facilitate the process, collect and organize submission materials and documents, and prepare for COMU Credentialing Subcommittee meetings. The SWIC will act in a non-voting member capacity unless there is

- an inability of 3 COMU Credentialing Subcommittee members to convene.
2. The Deputy Statewide Interoperability Coordinator (Deputy SWIC)
 3. The Training and Outreach Committee Chair and/or designee.
 4. One additional Credentialing COMU personnel qualified or appointed by the SWIC to evaluate PTB documentation as approved by the ISICSB.
 5. An alternate Credentialing COMU personnel that meets the qualifications above. The alternate will only be called upon in those instances where another committee member is unable to fulfill the duties for consideration of a PTB(s), or in the event of a conflict of interest.

The ISICSB's COMU Credentialing Subcommittee will review each candidate's submitted application materials at a regularly scheduled meeting and may make additional inquiries if more information is needed from the candidate, incident/event/qualifying exercise personnel, and/or the candidate's Agency to ensure completion. Any missing elements from submission documents will delay the review process.

As needed, the COMU Credentialing Subcommittee will conduct application reviews to consider each candidate's application on its own merits and submitted documentation of training, exercises, incidents and/or events will be evaluated based on number, depth and complexity.

A minimum of three (3) COMU Credentialing Subcommittee members must actively participate in each candidate-related action. COMU Credentialing Subcommittee members unable to attend may provide their recommendations regarding specific candidates to the SWIC and request the SWIC, another COMU Credentialing Subcommittee member, or an ISICSB member speak on their behalf at the meeting; however, this will not be considered active participation.

COMU Subcommittee members must abstain from any processing of their own application materials or where there may be a conflict of interest.

The ISICSB has final authority to approve/deny all applications.

3.4 Initial Credentialing

Candidates granted credentials by the ISICSB will be issued a document by the ISICSB confirming their designation and will be added to the CASM database. The designation will remain current for five (5) years after the date the individual is credentialed by the ISICSB, unless terminated or renewed.

If a candidate is not granted credentials, a document will be sent to the candidate with the COMU Credentialing Subcommittee's recommendations for additional training and/or experience needed for the candidate to be re-considered for credentialing at a later date.

3.5 Credential Renewal

The Iowa designation is effective for five (5) years from the date credentials are granted by the ISICSB. Within ninety (90) days prior to the end of each five (5) year period following initial credentialing, individuals seeking renewal of their Iowa designation must request renewal by providing the following renewal application materials to the SWIC (both a and b):

- a. One (1) copy of the Iowa All-Hazards Communications Unit Credentialing Agency Certification Form (see Appendix A:) with certification by an Iowa Agency affirming that they continue to meet all requirements for qualification in the All-Hazards

position and that such qualification has been issued [**Note:** This is required, even if the credentialed individual has not moved to another agency.]

b. Documentation of experience in formalized and recognized communications training, or a qualifying exercise, incident or event within the five (5) year credentialing period to demonstrate active participation in an ICS Communications Unit Position Specific Role. Proof of these trainings must accompany the request.

Examples of acceptable documents and continuing education include: Incident Action Plans, Organizational Charts, Communications Plans, Agency Certifying Official verification letter, communications training Certificates of Completion, development of a Tactical Interoperable Communications Plan (TICP), PTBs, and Communications Assets and Survey Mapping Tool (CASM). [**Note:** Incident/event/qualifying exercise documentation should indicate that the individual served in the credentialed position.]

The credentials of those individuals who fail to provide the required renewal request documentation prior to the expiration of the five (5) year term will be considered expired and their status noted in the CASM database. The ISICSB may grant a limited extension. Expired applicants must submit a new PTB with tasks completed within the past three (3) years and follow the initial application process.

Individuals who submit renewal request documentation prior to the expiration of the five (5) year term will remain credentialed until their renewal application is acted upon by the ISICSB. Renewal applications will be evaluated by the COMU Credentialing Subcommittee as noted in Section 3.3. Candidates whose credentials are renewed by the ISICSB will be issued a document confirming their continued Iowa designation for an additional five (5) year term. Candidates whose credentials are not renewed will be sent a document with the COMU Credentialing Subcommittee's explanation. Consideration for minor variances will be reviewed on a case-by-case basis.

3.6 Agency Certification Changes

Credentialing status is dependent upon continued affiliation with an appropriate Iowa Agency, and the Agency's concurrence that the individual continues to be qualified in the All-Hazards position.

An Iowa Agency Certifying Official may withdraw certification of an individual by formal written notice of such withdrawal using the Iowa All-Hazards Communications Unit Credentialing Agency Certification Form (Appendix A).

If a credentialed individual moves to a different Agency, they must provide Agency Certification from the new Agency using the Iowa All-Hazards Communications Unit Credentialing Agency Certification Form (Appendix A). When received, the change of affiliation will be reviewed and records updated accordingly, but the credentialing renewal date will remain unchanged.

3.7 Removal of Credentialing

The ISICSB is ultimately responsible for de-recognition (revoking an individual's position recognition and credentials). An individual may lose his or her qualification by becoming

expired, by voluntarily withdrawing, or for other reasons the ISICSB deems appropriate. The ISICSB may consider de-recognition when an individual:

- Takes actions that lead to unsafe conditions on an incident
- Misrepresents incident qualifications
- Fails to follow delegation of authority
- Disregards identified safe practices
- Receives one or more “unacceptable” or equivalent performance rating(s)

An official complaint shall be filed with the ISICSB for review.

3.8 Appeals

In circumstances where a trainee feels the qualifying authority made an error in evaluating his or her qualifications, or an individual receives notice of impending de-recognition, the ISICSB may establish an appeals process. The qualifying authority reserves the right to review each appeal on a case-by-case basis.

3.9 Records

Centralized record keeping for the Iowa All-Hazards Communications Unit Program will be provided by the SWIC in compliance with Iowa state document retention requirements.

4 APPENDICES



APPENDIX A

Iowa All-Hazards Communication Unit Credentialing Agency Certification

AGENCY CERTIFICATION

NAME: _____
First Name Middle Name Last Name

ADDRESS: _____
Agency Name Address City Zip

Contact: _____
Cell phone Work phone Email

Rank (working Title): _____ **Position applying (COMT, COML, INTD etc):** _____

Note: (Requirements for qualification are described in the Iowa All-Hazards Communications Unit Credentialing Procedure - <https://isicb.iowa.gov>)

Position Renewal: Required every 5 years as described in the Iowa All Hazards Communication Unit Credentialing procedure

>> I CERTIFY THAT THE INDIVIDUAL NAMED ABOVE HAS MET ALL REQUIRMENTS FOR QUALIFICATION IN THE ALL-HAZARDS COMMUNICATIONS UNIT POSITION SPECIFIED AND THAT SUCH QUALIFICATION HAS BEEN ISSUED.

Certifying Official's Signature: _____
Signature Date

NAME: _____
Print: First Name Middle Name Last Name

ADDRESS: _____
Agency Name Address City Zip

Contact: _____
Cell phone Work phone Email

Rank (working Title): _____

REMOVAL OF AGENCY CERTIFICATION

PLEASE REMOVE OUR AGENCY'S CERTIFICATION FROM THE RECORD OF THE INDIVIDUAL NAMED ABOVE.

Authorizing Official's Signature: _____
Signature Date

NAME: _____
First Name Middle Name Last Name

ADDRESS: _____
Agency Name Address City Zip

Contact: _____
Cell phone Work phone Email

Rank (working Title): _____