

Part-Time Auxiliary and/or Refresher Course Guide for Training Supervisors

First, your portal administrator should complete the F-1 hire process and request a portal account for the new hire.

Only employed candidates who are sponsored by an agency are eligible for enrollment.

New hire's first steps are to complete the FEMA courses NIMS ICS100, ICS 700 and TIMS prerequisites. You will need to attach the certificate for each course when you enroll them. To locate these courses on the CLEST website choose the resources box to access the links.

Portal admin and/or training supervisor can then pre-enroll your new hire in course 20xx-1007. We clear those enrollments each morning so they would be ready to access the online course within 48 business hours.

Training supervisor or instructor may access the pre-approved lesson plan for practical portions using the attached forms/lesson plans. This coursework can be done at any point as decided by your agency. After his completion of your practical courses, submit his scores through the portal webform for practical scores and we will import them to the student's course.

The student will work through the 45 modules and then complete an online final assessment which he will schedule by emailing or calling us. We try to test 4 to 5 times each month.

We will be glad to assist you all through the process. If you or your officer have any concerns or questions, please feel free to call me at the number below or if I am unable, call the Education Specialist or Education Coordinator.