

NCBRT Instructor Application

Readiness: Training Identification and Preparedness Planning (RTIPP)

Important things to remember:

- This is a competitive process. Complete each answer thoroughly. "See Resume" or "See Previous Answer" are not acceptable.
- You must submit the application to apply@ncbrt.lsu.edu.

APPLICANT INFORMATION

Name: _____

Area of Expertise

Discipline/Background		Years of Experience
Primary		
Secondary		
Tertiary		

If "Other" selected as primary, secondary, or tertiary background, please specify: _____

- My current résumé, written in chronological order, is attached, beginning with most recent experience. (Note: Your résumé will be used to verify your professional certifications and experience.)

INSTRUCTOR QUALIFICATIONS

Please check whether you meet the following qualifications and have completed all of the independent study courses listed below. **Failure to meet any of the following requirements will result in disqualification. All indicated qualifications should be apparent in your resume.**

- Minimum of 10 years of experience in two or more professional emergency response disciplines
- In the past five years, worked with state and/or local jurisdictions or agencies to create and implement three-year training plans

Required Courses

IS 300: *Intermediate ICS for expanding Incidents*
IS 400: *Advanced ICS*

The certificate of completion is

- Attached On file at NCBRT
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PROFESSIONAL EXPERIENCE

1. Describe your roles, responsibilities, and experience creating and implementing a MYTEP. Be as specific as possible.

2. Describe experience using the following preparedness tools in daily activities: EOPs, AARs, THIRAs, SPRs, UASI strategies, the National Preparedness Goal, core capabilities, or the SNRA.

3. How might the use of RTIPP methodology influence grant awards in your community?

4. Describe your experience conducting multidisciplinary training or managing multidiscipline workgroups.

5. Describe your experience with gap analysis.

6. Describe the top three challenges of facilitating classroom activities and techniques you use to overcome them. Describe related experience by providing specific examples.

7. Why do you want to teach this course?

8. Please describe any additional experience you may have that is applicable to this course. Cite specific examples.

NEW HIRES ONLY

Only applicants **not currently employed by NCBRT** must complete the following section.

How did you hear about this opportunity?

- List Serve
- Website (please list): _____
- Recommended by a colleague/friend
 Name: _____
 Phone: _____
 Email: _____
- Other (please list): _____

References

	Reference Name	Title and Organization	Email Address	Phone Number
Primary				
Secondary				
Tertiary				

If "Other" selected as primary, secondary, or tertiary background, please specify: _____

Required Qualifications

In order to instruct for NCBRT, applicants must meet the following qualifications. All indicated qualifications should be apparent in your resume. Copies of IS course certificates or an official FEMA transcript must be attached to your application.

- Seven or more years of professional experience in your area of expertise as indicated above (Note: The requirements for this course exceed NCBRT’s minimum requirements.)
- Three or more years of experience teaching adult learners. Applicants may be asked to submit a video demonstrating instruction in a classroom setting.
- Completion of the following IS courses (Submit certificates or official FEMA transcript with application.):
 - IS 100: *Introduction to Incident Command System*
 - IS 200: *ICS for Single Resources and Initial Accident Incidents*
 - IS 700: *National Incident Management System (NIMS)*
 - IS 800: *National Response Framework, An Introduction*

Experience

9. Describe your experience training adult learners. (Provide relevant examples.)

10. Please describe the biggest challenge you've run into in a training environment and how you resolved it.

11. Describe your experience facilitating scenario-based activities, tabletop exercises, training games, and small group discussions. (Provide relevant examples.)

CERTIFICATION OF COMMITMENT

What is your availability to teach for NCBRT per quarter?

By submitting this application, and if employed by NCBRT as an instructor for this course, I agree to abide by the policies of NCBRT, including the NCBRT Instructor Code of Conduct and the Certification of Commitment as indicated above.

E-Signature: _____ Date: _____
MM/DD/YYYY

APPLICATION DEADLINE

This application, a current resume, and any training certificates must be submitted to apply@ncbrt.lsu.edu.

Contact Charles Phillips at cphillips@ncbrt.lsu.edu or 225-578-4087 with questions.