

# INCIDENT MANAGEMENT



## Certification Application Office of Training & Certification

1. Social Security Number: \_\_\_\_\_

DFSID Number: \_\_\_\_\_

2. Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephones: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### For Official Use Only

Received: \_\_\_\_\_

Problem: Returned \_\_\_\_\_

Received \_\_\_\_\_

Date Approved: \_\_\_\_\_

By: \_\_\_\_\_

Please attach a photocopy of course completion certificates and/or other documents which verify that you satisfy the certification requirements identified for Incident Management Level 1, 2 or 3 Certification. You may use this form to apply for all three certifications at one time. Please follow the Application Form Instructions on the back of this page.

3. Applying for:

Level 1

#### Incident Management Certification Requirements:

Level 1: a. Be at least 21 years of age;  
b. Have obtained Firefighter I certification per N.J.A.C. 5:73-4;  
c. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-200 ICS for Single Resources and Initial Action Incidents"; and  
d. Have been a member of a fire department who has been qualified and performed as a "structural firefighter" for at least three years prior to application. Proof of structural firefighter experience shall be verified in writing by the chief of department on fire department letterhead. *Note: Experience as a junior firefighter shall not count for structural firefighter verification.*

Level 2

Level 2: a. Possess a certification for Incident Management Level 1 issued by the Office of Training and Certification in accordance with N.J.A.C. 5:73-3; and  
b. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-300 Intermediate ICS for Expanding Incidents."

Level 3

Level 3: a. Possess a certification for Incident Management Level 2 issued by the Office of Training and Certification in accordance with N.J.A.C. 5:73-3; and  
b. Have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-400 Advanced ICS for Command and General Staff."

4. I do hereby certify that the documentation submitted with this application is accurate and is true. I am aware that if any of the documentation is willfully false, I am subject to punishment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Incident Management Certification Application Form Instructions

Please type or print clearly on the application form.  
Certification will not be issued unless documentation is received and validated.

## Section

1. Enter your Social Security Number (SSN) and six digit DFSID number previously issued to you. The collection of the SSN is **mandatory**, and is collected under authority of N.J.S.A. 54:50-24 et seq. and Administrative Rule N.J.A.C. 5:3-1.2. The mandatory provision requires the collection of your SSN which enables both the Division of Fire Safety within the Department of Community Affairs and the Division of Taxation within the Department of Treasury to conduct more efficiently, the necessary background check before issuance, denial, renewal, suspension or revocation of a certification.
2. Provide your name, home address, contact phone numbers and email address. Note: Do not use your fire department address.
3. Incident management certification requirements are found in N.J.A.C. 5:73-3. Note that the I-200, I-300 and I-400 programs completed for credentialing must be classroom instructor-led programs. On-line programs submitted will **NOT** be accepted.

### Level 1

- a. Attach a photocopy of your **drivers license or birth certificate** to prove your age;
- b. Attach a photo copy of your **NJ Firefighter I certification**;
- c. Provide a copy of a your **I-200 course completion certificate**. You must have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-200 ICS for Single Resources and Initial Action Incidents"; and
- d. Provide a **letter from your fire department** verifying your structural firefighter experience. The applicant must have been a member of a fire department who has been qualified and performed as a "structural firefighter" for at least three years prior to application. Proof of structural firefighter experience shall be verified in writing by the chief of department or training officer on fire department letterhead. *Note: Experience as a junior firefighter shall not count for structural firefighter verification.*

### Level 2

- a. Attach a photocopy of your **Incident Management Level 1 Certification**; and
- b. Provide a copy of your **Intermediate Incident Management System I-300** course completion certificate. You must have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-300 Intermediate ICS for Expanding Incidents."

### Level 3

- a. Attach a photocopy of your **Incident Management Level 2 Certification**; and
  - b. Provide a copy of your **Advanced Incident Management System I-400** course completion certificate. You must have satisfactorily completed a classroom instructor-led program of the Federal Emergency Management Agency (FEMA) course titled "I-400 Advanced ICS for Command and General Staff."
4. The application form must be signed and dated. Forward the application form and supportive documentation to:

**Attn: Incident Management Certification  
Office of Training & Certification  
Division of Fire Safety  
P.O. Box 809  
Trenton, NJ 08625-0809**

### Office Staff Contact Information

Questions about Incident Management certification requirements and procedures should be directed to the staff of the Office of Training and Certification at **(609) 777-3552** from 8:30 a.m. to 4:00 p.m., Monday through Friday.