



Douglas A. Ducey
GOVERNOR

STATE OF ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

EMERGENCY MANAGEMENT TRAINING BRANCH
5636 East McDowell Road, Building M5101, Phoenix, Arizona 85008-3495
(602) 464-6225



Major General Kerry L. Muehlenbeck
THE ADJUTANT GENERAL

DEMA ADJUNCT INSTRUCTOR PROGRAM

The Arizona Department of Emergency and Military Affairs (DEMA), Emergency Management Training Branch appreciates your interest in becoming an Adjunct Instructor for our state-delivered programs. Successful candidates—both new and returning—will become part of our cadre of instructors who will assist in providing training and exercise services in support of emergency management and hazardous materials programs delivered throughout the state. Considerations will be based on the current needs of our agency to provide instructors in support of training as requested by our state and local partners, as well as the need for local agencies to authorize their own personnel in order to provide DEMA/FEMA sponsored training within their agency. Requests to join our cadre that do not fall into one of these categories will be considered on a case-by-case basis.

Full Adjunct Instructors. These instructors will be authorized to deliver FEMA programs on behalf of DEMA under contract with our training office. Due to conflicts of interest, current State employees are not eligible for contract compensation, but may agree to teach on their agency's time. Instructors must pre-qualify for specific tracks of instruction, and will then be added to a "qualified bidder list" to receive solicitations on available training opportunities. Instructors will receive compensation for their time, along with travel expenses at state rates. Full Adjunct Instructors serve at the discretion of DEMA, and must also follow the provisions of "*Local Agency Adjunct Instructor*" below when teaching for, or on behalf of their agency.

Local Agency Adjunct Instructors. These instructors will be authorized to deliver FEMA programs on behalf of their own agency, to personnel within their agency. Under this status, instructors must pre-qualify for specific tracks of instruction, and will then be considered a *Local Agency Adjunct Instructor*, limiting them to instructing for, or on behalf of their agency those programs for which they have qualified. Local Agency Adjunct Instructors will not receive any compensation or course materials from DEMA, as they should be instructing on their agency's time at their agency's expense. DEMA will provide a means of registration and certificates for classes taught by Local Agency Adjunct Instructors that deliver training programs in accordance with our DEMA Training Standards. This program also helps DEMA avoid any potential conflicts of interest per funding agreements and state and federal regulations.

If selected, new applicants will be required to attend an initial interview with our training staff; and new and returning applicants will be required to attend an *Authorization Workshop*. The workshop will include information on our agency's training standards, financial compensation and contracts (if applicable), training liability, and our online registration system. Participants will be required to attend on their own time, and at their own travel expense, and locations may vary throughout the state depending on the geographic make-up of the instructors. Adjunct Instructors will also complete a re-authorization process every two years, or on a schedule prescribed by DEMA.

Completion of this application is required for both new and returning applicants in order to be considered for any instructor openings for which they may qualify. Within 30 days of DEMA receiving a completed packet, applicants will receive notice as to whether they will be invited to take the next steps.

The application consists of a *General Instructor Application* that must be completed by all candidates, and also includes attachments for various tracks of instruction. *Applicants must submit the General Instructor Application and at least ONE of the attachments for a specific track of instruction in order to be considered.* Applicants that have not fulfilled all requirements of a particular track of instruction may apply, and may be selected to join our team, but will not be able to begin instructing selected programs until all requirements have been met.

Submit all required documentation to:

Arizona Department of Emergency and Military Affairs
Emergency Management Training Branch
5636 E. McDowell Road, Building 5101
Phoenix, AZ 85008

Phone: 602-464-6225
Email: training@azdema.gov

Please direct any questions to Vanessa Moreno, 602-464-6306 or Vanessa.moreno@azdema.gov.

Katherine S. Hassett
Training Branch Manager

COVER SHEET
Arizona Department of Emergency and Military Affairs
Adjunct Instructor Application

Arizona Department of Emergency and Military Affairs

Adjunct Instructor General Application Cover Sheet

<i>Applicant First Name:</i>	<i>Applicant Last Name:</i>
------------------------------	-----------------------------

<i>Date submitted to DEMA:</i>	
--------------------------------	--

Instructor Category applicant is applying for – Refer to Program Overview for more information. Check one or both.

Full Adjunct Instructor. Provides FEMA training throughout Arizona as required by DEMA

Agency Adjunct Instructor. Provides DEMA/FEMA training on behalf of their agency

NOTE: All applicants should also apply as *Agency Adjunct Instructors* if teaching for their agency

<i>Track(s) applicant is applying for:</i>	
<input type="checkbox"/> Incident Command System	<input type="checkbox"/> Community Emergency Response Teams (CERT)
<input type="checkbox"/> Hazardous Materials Response	<input type="checkbox"/> Mass Care, Housing and Human Services
<input type="checkbox"/> Public Information, External Affairs	<input type="checkbox"/> School Safety
<input type="checkbox"/> Recovery and Mitigation	<input type="checkbox"/> All Hazards Incident Management Teams
<input type="checkbox"/> Continuity of Operations	<input type="checkbox"/> Weather/National Weather Service
<input type="checkbox"/> General Emergency Management	<input type="checkbox"/> All Hazards Communications
<input type="checkbox"/> Homeland Security Exercise and Evaluation Program; Exercise Support	

INSTRUCTIONS

Arizona Department of Emergency and Military Affairs Adjunct Instructor Application

Be sure to complete all elements of this packet, and submit the pages and attachments in the order requested below:

1) Cover Sheet.

- a. Type or print your name on the cover sheet
- b. Check whether you're applying for Full Adjunct Instructor, or Local Agency Adjunct Instructor. Full Adjunct instructors teach for DEMA under contract. Local Agency Adjunct Instructors teach on behalf of their agency with no compensation from DEMA. **Full Adjunct Instructor applicants should also complete the Local Agency Adjunct Instructor application if there is any possibility of teaching on behalf of their agency.**
- c. Check the boxes for the tracks of instructions you're applying for, and be sure to include the relevant attachments and requested documents with your application.

2) General Instructor Requirements. This portion of the application is required for all applicants. It lists the general requirements for all instructors, regardless of which track you're applying for. Include all requested documentation in the order provided.

- a. Pages 1 and 2 are required by all.
- b. Page 3 is required for those applying for Local Agency Adjunct Instructor status, and for those applying for Full Adjunct Instructor status who may be teaching on behalf of their agency.
- c. Page 4 is only required for current State of Arizona employees.
- d. Resume/Bio should detail adult learning and general experience in emergency response.
- e. Letter of recommendation should address general instructing abilities.
- f. Certificates. Should be the most current versions of the Independent Study programs.
- g. Additional Documentation. Provide anything else you feel is relevant to you role as an adult educator.

3) Attachments for Track-Specific programs. Each attachment list all of the programs we deliver to our emergency services community, along with the requirements instructors must complete to teach within the respective track. This is where you must include at least ONE primary track of instruction. Include all requested documentation in the order provided.

- a. Cover sheet for that track
- b. A short biography detailing your experience in this track/subject. Include all elements requested. If only applying for a single track, you can include this in your General Instructor resume and bio. Otherwise, include separate bios for each track.
- c. A Letter of Recommendation from your employer or team leader detailing your experience in this track/subject. If you're not currently employed, the letter should be from someone in the applicable industry or the emergency response community whom you've worked with. If only applying for a single track, you can include this in your General Instructor Letter of Recommendation. Otherwise, include separate letters for each track.
- d. Certificates. Each track has its own course requirements in addition to the General Instructor requirements. Be sure to provide all that's requested. If you have not yet completed the required programs, you may still submit your packet, and we will consider your experience in determining your eligibility to instruct.

4) Repeat #3 for each Track you're applying for.

5) Mail, fax or scan/email your completed packet to the address on the overview letter.

PAGE 1 – GENERAL INSTRUCTOR REQUIREMENTS

Arizona Department of Emergency and Military Affairs
Adjunct Instructor Application

**** REQUIRED FOR ALL APPLICANTS ****

Applicant First Name:	Applicant Last Name:	Phone number:
-----------------------	----------------------	---------------

This section includes the general requirements for all instructors who wish to join our cadre. Please indicate that all of these elements are included in the application packet by checking off the squares below. Applicants must also complete an attachment for each specific program they're applying for (Hazardous Materials, Incident Command, Public Information, etc).

Required Documents (please submit your package in this order):

- Cover Sheet** – *DEMA Adjunct Instructor Application Packet*
- Page 1** – *General Instructor Requirements*
- Page 2** – *Applicant Information Sheet*
- Page 3** – *Local Agency Adjunct Instructor Authorization*
- Page 4** – *State Employee Certification* – ****Complete only if you're a current STATE employee****
- Resume** describing your **background and experience in emergency response**, as well as your **experience as an instructor of adult-level courses**.
- Letter of Recommendation** from your employer, vouching for your experience and qualifications as an adult educator. *NOTE: Each specific track of instruction requires a separate recommendation (see attach).*
- Certificates of Completion** for the most current version of following FEMA classes.
Note: These classes can be completed at www.training.fema.gov/IS. All certificates must be the most current version of the indicated course, and must have been completed within the past 10 years.
- IS-100 - Introduction to the Incident Command System
- IS-200 - Incident Command System for Single Resources & Initial Action Incidents
- IS-700 - National Incident Management System, An Introduction
- IS-800 - National Response Framework, An Introduction

Additional Documents - Highly Desired:

- Proof of completion of an adult teaching methodology course, or other experience as an adult educator
- Bachelor's Degree in a related field
- Other emergency response certifications (i.e., CEM[®], PDS, APS, etc.)

Attachments for Specific Tracks of Instruction: ATTACH along with all requested documentation.	
<input type="checkbox"/> Incident Command System	<input type="checkbox"/> Community Emergency Response Teams (CERT)
<input type="checkbox"/> Hazardous Materials Response	<input type="checkbox"/> Mass Care, Housing and Human Services
<input type="checkbox"/> Public Information, External Affairs	<input type="checkbox"/> School Safety
<input type="checkbox"/> Recovery and Mitigation	<input type="checkbox"/> All Hazards Incident Management Teams
<input type="checkbox"/> Continuity of Operations	<input type="checkbox"/> All Hazards Communications
<input type="checkbox"/> Homeland Security Exercise and Evaluation Program; Exercise Support	

PAGE 2 - APPLICANT INFORMATION
 Arizona Department of Emergency and Military Affairs
 Adjunct Instructor Application

**** REQUIRED FOR ALL APPLICANTS ****

Personal Information (please check your preferred contact method)				
First Name	Last Name	User ID (DEMA Use Only)		
Home Street Address		City	State	Postal Code
Home Phone <input type="checkbox"/>	Cell Phone <input type="checkbox"/>	Fax	Personal Email (optional): <input type="checkbox"/>	
Employment Information (please check your preferred contact method)				
Agency			Position/Title	
Agency Street Address		City	State	Postal Code
Office Phone <input type="checkbox"/>	Cell Phone <input type="checkbox"/>	Fax	Agency Email: <input type="checkbox"/>	
Affiliations. Do you have an Emergency Services Agency affiliation? <input type="checkbox"/> No If "Yes", check below:				
<input type="checkbox"/> I am currently employed by an Emergency Services Agency (same as above, skip to next question)				
<input type="checkbox"/> I was formerly employed by an Emergency Services Agency (list agency below)				
<input type="checkbox"/> I am/was not employed by an Emergency Services Agency, but have an affiliation (list agency below)				
Organization:			Your Position/Title/Role:	
<i>Do you have a Tribal affiliation?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No				
If "Yes", name of Tribe:			Position/Title/Role/Relationship:	
<i>Do you offer training or consulting services through a private business?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No				
If "Yes", name of company:				
Objective. What is your motivation for becoming an Adjunct Instructor with our division?				
<input type="checkbox"/> <i>Local Agency Adjunct Instructor.</i> Provides DEMA/FEMA sponsored training within their own agency.				
NOTE: Should also apply as <i>Local Agency Adjunct Instructors</i> if teaching for their agency				
Your agency POC that has asked you to instruct:		Their phone number:	Their email address:	
<input type="checkbox"/> Other reason for wanting to join our instructor cadre:				
BRIEF reason. You may give a more detailed reason in your resume/bio:				

PAGE 3 – LOCAL AGENCY ADJUNCT INSTRUCTOR AUTHORIZATION

Arizona Department of Emergency and Military Affairs
Adjunct Instructor Application

**** APPLICANTS FOR LOCAL AGENCY ADJUNCT INSTRUCTOR ****

Complete this form if you are applying to instruct DEMA/FEMA approved programs for, or on behalf of your agency.

Due to conflicts of interest, I understand that my services as a *Local Agency Adjunct Instructor* for my agency will be conducted at my agency's expense. I understand that I will receive no compensation from DEMA for any programs delivered as a *Local Agency Adjunct Instructor* for DEMA/FEMA approved courses. This includes (but is not limited to) instructing fees, travel, books and supplies, and facility rentals. I understand that being a *Local Agency Adjunct Instructor* for my agency authorizes me to provide no-cost training only to members of my agency, or to other agencies on behalf of my agency at no cost. I shall not use my status as a DEMA instructor to advertise or promote services for commercial benefit concerning DEMA sponsored programs, I also understand that in order to receive State Certificates ("FEMA Credit") for training programs, all courses shall:

- Be coordinated through the DEMA Event Request process (forwarded through the County or Tribal emergency management office for coordination);
- Be managed through the Acadis Learning Management System;
- Have all students registered in the Acadis Student Portal prior to the start of the class;
- Be conducted in accordance with the curriculum guidelines (instructor/student ratio, curriculum hours, appropriate exercises and course materials);
- Have course documentation turned in to the DEMA training coordinator immediately following the class. Completion certificates will be available once DEMA receives the documentation (signed rosters, tests (where applicable), evaluations);

I will immediately notify DEMA if there is any change in my employment status that affects my standing as a Local Agency Adjunct Instructor.

Applicant Acknowledgement

First Name	Last Name	Position/Title
State Agency or University at which you are currently employed		
I understand the conditions above, and, schedule permitting, agree to instruct DEMA/FEMA sponsored programs on behalf of my agency in accordance with the provision outlined by DEMA. I will not seek compensation from DEMA or other entities for delivery of these programs.		
Signature	Date	

Agency Sponsor Acknowledgement (Department Head/Training Manager/Supervisor)

First Name	Last Name	Position/Title
I understand the conditions above, and, schedule permitting, approve of this individual to instruct DEMA/FEMA sponsored programs on behalf of our agency, with standard compensation provided through our agency.		
Signature	Date	

PAGE 4 – STATE EMPLOYEE CERTIFICATION
Arizona Department of Emergency and Military Affairs
Adjunct Instructor Application

**** CURRENT STATE OF ARIZONA EMPLOYEES ONLY ****

Complete this form if you are a current employee of the State of Arizona, to include National Guard or Reserves, or a reservist for the State.

As a current State employee, due to conflicts of interest, I understand that the Arizona Department of Emergency and Military Affairs (DEMA) is not permitted to engage in State contracts with State employees, and my services as an Adjunct Instructor when providing DEMA training programs will be conducted at my agency's expense. I understand that I will receive no additional compensation, other than my normal rate of pay received from my employing Agency/University. However, my agency may seek reimbursement for my travel expenses at current state rates (with prior coordination). I will immediately notify DEMA if there is any change in my State employment status.

State Employee Acknowledgement

First Name	Last Name	Position/Title
State Agency or University at which you are currently employed		
Signature	Date	

Supervisor Acknowledgement

First Name	Last Name	Position/Title
I understand the conditions above, and, schedule permitting, approve of this individual to instruct programs for the Arizona Department of Emergency and Military Affairs with standard compensation provided through our agency.		
Signature	Date	

Applicant's Human Resource Department Acknowledgement

First Name	Last Name	Position/Title
I understand the conditions above, and, schedule permitting, approve of this individual to instruct programs for the Arizona Department of Emergency and Military Affairs with standard compensation provided through our agency.		
Signature	Date	