

**NATIONAL QUALIFICATION
SYSTEM**



**STATE QUALIFICATION
SYSTEM GUIDANCE**

2026

Letter of Adoption

The State Qualification System Guidance addresses how the state will credential individuals in Incident Command and Emergency Operations Center positions across Oregon.

This document supports Oregon's Revised Statute chapter 401 and is consistent with the National Qualification System published by the Federal Emergency Management Agency.

I have reviewed this updated version of the State Qualification System Guidance and am pleased to approve it as part of our ongoing commitment to develop and enhance capabilities to protect the lives, property, and environment of the whole community and to promote a ready and resilient Oregon.



Erin McMahon, Director

Oregon Department of Emergency Management

September 21, 2026

Date

Record of Document Changes

All updates and revisions to this guidance document will be tracked and recorded in the following table. This process will ensure that the most recent version of the document is distributed and implemented by AHJs and personnel. At a minimum, this plan will be reviewed and revised on a biennial basis.

Date	Change No.	Summary of Changes
6/1/2024	1.0	Initial publication of SQS Guidance Document
9/21/2026	2.0	Full revision of SQS Guidance, end of historical rec. period

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Overview

Purpose

To standardize the processes for qualifying, certifying and credentialing deployable emergency personnel. This program promotes interoperability nationwide by establishing a common language for defining job titles and by enabling jurisdictions and organizations to plan for, request and have confidence in the capabilities of personnel activated, mobilized and deployed for disasters and emergencies from other entities through mutual aid agreements and compacts.

Scope

The State Qualification System Guidance describes the basic principles of standard qualification, certification and credentialing processes and provides policies and procedures to ensure the state builds and maintains a workforce of qualified, certified and credentialed personnel to serve in [National Incident Management System](#) (NIMS) [Incident Command System](#) (ICS) positions, Emergency Operations Center (EOC) positions and additional positions requiring a statewide minimum standard for intrastate or interstate mobilization and deployment.

This guide sets standards for any Authority Having Jurisdiction (AHJ) within Oregon following National Qualification System (NQS), including all levels of local and state agencies, private sector entities and nongovernmental organizations (NGO) with incident management or support responsibilities. The nine federally recognized Tribes can choose to adopt SQS or establish their own implementation system. Any AHJ that receives funding from the Federal Emergency Management Agency (FEMA) [Emergency Management Performance Grant](#) is required to adopt and implement the Oregon State Qualification System. Additionally, this guide describes the ICS/EOC position credentialing process for individuals in Oregon. Individuals will be referred to as trainees, applicants and credentialed personnel as they move through the qualification, certification, and credentialing process.

Authority

Comprehensive policies to credential emergency responders and managers are important to Oregon's ability to respond to and recover from disasters. State law describes the authority and responsibility to develop, implement and administer these policies. [Oregon Revised Statute \(ORS\) 401.052\(2\)](#) charges the [Oregon Department of Emergency Management](#) (OEM) with the responsibility for:

- Coordinating and facilitating private sector and governmental efforts to prevent, prepare for, respond to, and recover from emergencies; and
- Coordinating exercises and training, planning, preparedness, response, mitigation, and recovery activities with state and local emergency services agencies and organizations.

State agencies and local governments are likewise charged with providing emergency program management functions, including establishment of an incident command structure for management of a coordinated response by all local emergency service agencies.

Oregon adopted NIMS as its incident management system through ORS 401.092. This adoption of NIMS includes the Command and Coordination (such as ICS and EOCs), Resource

Management, and Communications and Information Management components into the structure of activities to prevent, protect against, mitigate, respond to and recover from emergencies.

The [FEMA National Qualification System](#) supplements the Resource Management component of NIMS by establishing guidance and tools to assist AHJs in developing, implementing, maintaining and overseeing programs to qualify, certify and credential deployable emergency personnel. OEM is the State Administrative Agency for Oregon’s statewide implementation of NQS, hereinafter referred to as the “Oregon State Qualification System” or “SQS”.

The SQS’s qualification, certification and credentialing process should be consistent with the most recently published [NIMS Guideline for the National Qualification System](#). In the event of any inconsistency or conflict between the Oregon SQS and NQS, it is at the discretion of the SQS Governance Committee to reconcile or keep in its current state.

References

- [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#)
- [Homeland Security Presidential Directive \(HSPD\) 5](#)
- [Presidential Policy Directive \(PPD\) 8](#)
- [Post-Katrina Emergency Management Reform Act \(PKEMRA\)](#)
- [National Incident Management System \(NIMS\)](#)
- [NIMS Training Program](#)
- [NIMS Incident Complexity Guide](#)
- [NQS Implementation Objectives](#)
- [NIMS Guideline for the National Qualification System \(NQS\)](#)
- [NQS Emergency Operations Center Skillsets User Guide](#)
- [NQS Supplemental Documents](#)
- [FEMA Homeland Security Exercise and Evaluation Program \(HSEEP\)](#)
- [FEMA Resource Typing Library Tool \(RTLTL\)](#)
- [Oregon Revised Statute \(ORS\) Chapter 401: Emergency Management and Services](#)
- [Oregon SQS Webpage](#)
- [EOC Skillset to Position Crosswalk](#)

Note: The terms “should” and “shall” are applied meticulously in the guide, so that — when applied in phrases of direction — “should” indicates a recommended course of action, whereas “shall” indicates a mandatory course of action. Personnel shall consider the full contextual circumstances in any paragraphs that contain these words.

Committee Structures and Responsibilities

Governance Committee (GC)

Overview

The Governance Committee shall be composed of seven members, filled by a cross-section of individuals with expertise in incident command or EOC management. Each GC member shall

identify an alternate representative to serve in their absence. As the credentialing agency of this committee, the OEM State Training Officer (STO) or delegate will occupy one seat. The remaining six should be an even mix of state and local agency representation. The number of members from any one agency or organization shall be limited to help ensure a balanced and representative structure. The GC is responsible for formulating and revising SQS policy, which will be approved and executed by the Director of OEM.

The GC was established by the Oregon Statewide Qualification System Governance Committee Charter. Under authority of the charter, the GC will:

- Establish Qualification Review Boards (QRBs) and appoint members as needed.
- Establish and maintain the training, education and membership requirements for GC members.
- Establish an Appeals Subcommittee.

Nominations and Elections

The Governance Committee shall elect a chair and vice chair every even numbered year from the members of the committee. The chair may serve a second consecutive term as chair with consensus of the committee. At the end of the chair's term, the vice chair will automatically become the new chair, and a new vice chair will be elected by a quorum of the committee members. The vice chair shall not be from the same organization as the chair.

The nomination for the vice chair position will occur during the month of March with an election in April; unless the chair is serving a consecutive term as permitted above. A nomination or appointment will only be valid if the candidate declares verbally at the meeting, or in writing prior to the meeting, that they are willing to take office if elected or appointed.

The outgoing chair will brief the incoming chair on all pertinent matters and past and pending decisions. Appointment to a committee is for a period of three years or until resignation.

Committee Operations

A majority of the members of the committee constitute a quorum for the transaction of business. Official action by the committee requires the approval of a majority of the members of the committee. The committee shall adopt rules necessary for the operation of the committee.

Regular committee meetings will be held at least quarterly, or more frequently if deemed necessary. All meetings will be facilitated by the chair or vice chair. Representation from at least four of the member organizations and five members shall constitute a voting quorum. Voting by correspondence or by conference call is permissible if the subject(s) to be discussed and voted on, including accompanying background materials, are provided to the members by the chair.

Role and Responsibilities

The GC Chair will:

- Be responsible for administrative action to ensure mission attainment established for the committee; assign task groups as needed.
- Establish the time and place for all committee meetings. Virtual meetings are permissible.
- Request attendance of specially qualified individuals for any committee meeting

- Represent the committee in dealings with other SQS established committees.
- Assemble and prepare all material to be acted upon by the committee.
- Appoint a secretary for committee administrative duties outlined below.

The GC Vice Chair:

- Assumes the duties and responsibilities of the chair at the request of the chair, or in their absence.
- Acts as a clearinghouse for progress reports, recommendations and information on committee activities. Records, edits, files and distributes committee meeting notes.
- Will ensure that the charter is reviewed every three years by selected members of the Governance Committee.

The GC Secretary:

- Is responsible for taking official minutes of Governance Committee activities and meetings.
- Distributes agendas, minutes, and other communication items to committees and regional teams as necessary.
- May be staffed by either a member of the committee or a staff member from the committee agency or association elected to serve as secretary. If a staff member fills the position, they shall be a non-voting member of the committee.
- In the absence of a formal GC secretary, OEM will provide administrative support for official GC activities and meetings as needed.

GC Members:

- Give assistance as requested by the chair or vice chair and reviews information submitted by other group members.
- Check and report upon projects assigned.
- Regularly attend GC meetings and stay informed of meetings if unable to attend
- Serve as a conduit between the Governance Committee and agencies, informing them of group action and keeping them posted on current progress and new developments.
- Foster interagency cooperation.

Qualification Review Board (QRB)

The QRB is responsible for ensuring application packets meet the standards described in the Position Qualification Requirements (PQR)s. QRB membership shall include a broad cross-section of entities, individuals, and disciplines with ICS and EOC experience. Every QRB should have at least one member qualified as an ICS Section Chief (or above) and at least one member qualified in EOC Skillsets.

Qualification Review Board Members:

- May request additional information from any applicant or AHJ to assist in discharging the duties of the committee.
- May request to conduct an interview with the applicant.
- Shall document the reason(s) or cause(s) for disapproving of any applicant or request regarding qualifications and appeals.

Qualification Review Board Membership

QRBs should be composed of five members and should be comprised from a cross-section of disciplines, for example:

1. One fire agency representative
2. One local/tribal emergency management representative
3. One law enforcement representative
4. One public health representative.
5. One OEM representative.

Appeals Subcommittee

The Appeals Subcommittee is a three-member ad-hoc subcommittee appointed by the GC chair for the purpose of reviewing appeals from trainees whose position certifications were not forwarded to the Credentialing Official (CO); or for individuals who have had their credentials revoked or decertified. Members of the Appeals Subcommittee are appointed from the roster of the GC as needed and shall include at least one member qualified in the position being appealed. The Appeals Subcommittee may consult subject matter experts and other relevant bodies to aid in final decision making, such as State Agency Training Consortium (SATC).

Components of Position Qualifications

Incident Command System Positions

Standardized roles used to manage on-scene incident response, with responsibilities, qualifications, and reporting relationships that are defined by NIMS. When a subordinate ICS position is not filled in an ICS organization, the supervisor of that position assumes all functional responsibilities of the unfilled subordinate position.

Many ICS Positions are assigned a resource type level (Type 1 through Type 5), indicating the level of qualification and incident complexity level that the position can manage or support. For those ICS positions with multiple complexity levels (Types), the individual shall qualify at the lowest complexity level in that position, then work toward the next-higher complexity level.

Some positions use the same qualification criteria across all incident complexities and are considered single-typed. SQS credentials Type 3, or equivalent, positions using the nationally recognized NQS position qualification requirements.

Emergency Operations Center Positions

Roles used to support incident coordination, information sharing, and resource management in an EOC. Unlike ICS positions, there is no nationwide structure like ICS guiding all EOCs. Instead, each AHJ defines their own EOC's positions, processes, and structures.

ICS Positions and EOC positions are discretely different from each other, with different responsibilities, competencies, behaviors and tasks that reflect the different, complementary missions of these two command and coordination structures. Likewise, the qualification, certification and credentialing processes are separate.

Additional SQS Positions

There may be additional positions requiring statewide minimum qualification, certification, and credentialing standards for intra- or inter-state mobilization and deployment. To be adopted and recognized by the SQS, these positions must go through the process outlined in Appendix D.

Position Qualification Requirements (PQRs)

The minimum standards of training, experience, fitness, education, currency and other requirements necessary for individuals to become qualified for a specific position that can collectively be found in a Position Qualification. Based on the needs of the position, PQRs may include:

Education

Formal instruction based on a curriculum that prepares an individual with the core knowledge, skills, and abilities to enter a discipline and perform job functions.

Training

Standardized courses that must be completed prior to becoming qualified in a position. For many positions these include foundational ICS courses, as well as relevant position-specific and all-hazard incident management courses. Training requirements for EOC Skillsets can be found in Appendix C.

Experience

Being qualified for and serving in subordinate and other pertinent positions, measured in terms of time spent applying the specific skills associated with the position. One common component to measure this PQR is a task book.

Currency

Demonstrated performance in a position within the required timeframe. To maintain certification and prevent skill degradation, personnel shall demonstrate performance in the designated position, or in a supervisory position within the ICS or EOC structure as specified in the position's currency PQR, or at least once every five years in a qualifying incident, event, function or full-scale exercise, whichever interval is shorter.

Physical and Medical Fitness

The level of fitness or medical readiness that responders are required to meet to be deployable.

NQS position qualifications describe certain position-specific physical and medical fitness requirements categorized into four levels:

- Arduous: Duties involve fieldwork requiring physical performance calling for above average endurance and superior conditioning.
- Moderate: Duties involve fieldwork requiring complete control of all physical faculties.
- Light: Duties mainly involve office-type work with occasional field activity
- characterized by light physical exertion requiring basic good health.
- None Required: Positions that do not require a physical fitness level.

SQS delegates physical and medical fitness evaluations to the AHJ. Fitness testing should be applicable to expected incident conditions for the specific position. AHJs should evaluate personnel using validated, commonly used fitness tests such as the Oregon Physical Abilities Test, the Work Capacity Test, the Candidate Physical Abilities Test or other similar assessments.

Augmentation of PQRs

The Oregon SQS GC may augment a position's PQRs if circumstances exist that justify such a modification. If this modification is an additional requirement that had not previously existed, the GC may require currently certified individuals to complete additional training or gain additional experience to meet the position's updated PQRs.

In the event this occurs, personnel certified in a position before the implementation of an SQS revision shall retain their certification and shall not result in the immediate suspension or revocation of a certification. Instead, the GC will set a reasonable timeline for the completion of the augmented requirements and communicate this to all impacted credentialed individuals. If a previously certified individual does not complete the augmented requirements during that grace period, only then will their certification be revoked.

Trainees who have made significant progress through their PQRs under previous editions of SQS can continue to use those standards, providing they can prove their existing progress at the publication date when submitting their application and complete the new requirements before any deadlines noted in the most recent revision of SQS. To qualify in any subsequent position, the individual shall meet the newly implemented SQS standards identified in the current edition.

Like the SQS augmentation of the NQS PQRs, AHJs may augment SQS PQRs within their jurisdiction with unique ICS positions or tasks for incident personnel, however these shall only be utilized with the AHJ and not credentialed through SQS. If AHJ identifies a need for these augmentations to be implemented statewide, they shall go through the process outlined in Appendix D to be adopted and recognized by the SQS. State agencies and other local AHJs shall not require these internally augmented standards when requesting assistance, unless actual or anticipated conditions at an incident or event require augmented standards.

Performance Criteria

A position's experience qualification requirement is measured by various performance criteria including competencies, behaviors, and tasks personnel must demonstrate to qualify for specific incident-related positions. Under Oregon SQS, the successful completion of these performance criteria is documented using task books.

Competency

The highest-level performance criteria that describe an observable, measurable pattern of knowledge, skills, abilities, or other characteristics that an individual needs to perform the behavior/activity and associated tasks. A competency specifies what skillset the person needs to possess to do the task(s) successfully.

Behavior

A general description of an observable work activity or action demonstrated by an individual in a particular context that groups similar tasks necessary to perform the specific activity.

Task

A specific demonstrable action or unit of work activity that is a logical and necessary action in the successful performance of a behavior; how the behavior is demonstrated or performed in a particular context.

Performance Assignments

A performance assignment is any qualifying incident, event, or exercise that provides either:

- A trainee the opportunity to gain experience, demonstrate proficiency in performance criteria, receive evaluation and endorsement while filling a formal position; or
- Credentialed personnel the ability to maintain currency in a position for which they are currently certified.

A trainee shall complete and be evaluated on at least two performance assignments before receiving certification. The amount of experience needed and the number of performance assignments required to complete a task book are directly related to a position's role in managing safe operations and level of involvement with major management decisions. As an example, it is likely that a Situation Unit Leader trainee can complete their task book with less incident experience and fewer performance assignments than a Type 3 Incident Commander would take to complete their task book.

The trainee can use each performance assignment for only one task book, unless the trainee fills a different position than the original assignment and it is documented on a subsequent Evaluation Form with supporting documentation.

An individual who is a trainee during a performance assignment, regardless of other qualifications they may hold, shall not coach or evaluate another trainee on the same qualifying incident, event, or exercise.

Qualifying Incident and Events

For an incident or event that is used in the completion of a trainee's task book, or to maintain currency for an existing certification, it shall:

- Be managed under NIMS.
- Be of equal or greater complexity level than the complexity level of an individual's task book or existing certification level.
- For single-typed positions, tasks can be completed at any complexity level.
- Be of sufficient length to provide adequate opportunities to demonstrate the knowledge, skills, and abilities necessary to learn, practice, and eventually be evaluated on the tasks in question or practice. At a minimum, must be one full operational period.

The [NIMS Incident Complexity Guide](#) describes characteristics for incident complexity levels, including Incident Effect and Incident Management Indicators which provide guidance to help determine incident complexity level.

Qualifying Exercises

For an exercise that is used in the completion of a trainee's task book, or to maintain currency for an existing certification, it shall:

- Be designed and conducted in alignment with [Homeland Security Exercise and Evaluation Program \(HSEEP\) Doctrine](#).
- Be of sufficient length to provide adequate opportunities to demonstrate the knowledge, skills, and abilities necessary to learn, practice, and eventually be evaluated on tasks in question or practice. **At a minimum, must be at least four hours in duration.**

The only qualifying exercise types that can be used to maintain currency for certification are functional or full-scale exercises.

Additionally, functional and full-scale exercises shall:

- Simulate an environment managed under NIMS.
- Be of equal or greater incident complexity level than that of the individual's task book or existing certification level.
- Fill appropriate Command and General Staff positions.
- To be considered as a qualifying exercise for Unit Leader positions, the Section Chief and at least two of the section's Unit Leader positions should be filled.
- Require a significant level of coordination between functional areas and the establishment or maintenance of positive and productive working relationships necessary on an actual incident or event.
- Provide a sufficient number and quality of injects to implement the plans, policies, procedures and protocols that require testing during the exercise and fully engage the trainee and immerse them in the ongoing simulated incident response.
- Use a resource ordering process that either uses or simulates the AHJs processes and procedures
- Involve significant multi-agency participation from the AHJ or incorporate a multijurisdictional response (preferred).
- Fill all Unified Commander positions during the exercise if the scenario involves Unified Command.

Discussion-Based Exercises

These types of exercises familiarize players with or develop new plans, policies, procedures, and agreements. Discussion-based exercises focus on strategic, policy-oriented issues, and facilitators or presenters lead the discussion, keeping participants moving towards meeting the exercise objectives. This includes the following exercise types:

- **Seminar:** A discussion-based exercise that orients participants to or provides an overview of authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. Can be used to fulfill tasks denoted with a "C" task code.
- **Workshop:** A discussion-based exercise often employed to develop policy, plans, or procedures. Can be used to fulfill tasks denoted with a "C" task code.
- **Tabletop Exercise (TTX):** A discussion-based exercise in response to a scenario, intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths and areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures. Can be used to fulfill tasks denoted with a "T" task code.
- **Game:** A discussion-based exercise that is a structured form of play designed for individuals or teams in a competitive or noncompetitive environment. It is an event players take part in and are guided by clear rules, data, and procedures for its execution. Games cannot be used to fulfill any task codes.

Operations-Based Exercises

These exercises validate plans, policies, procedures, and agreements; clarify roles and responsibilities; and identify resource gaps. Operations-based exercises include a real-time response such as initiating communications or mobilizing personnel and resources. This includes the following exercise types:

- **Drill:** An operations-based exercise often employed to validate a single operation or function. Drills cannot be used to fulfill any task codes.
- **Functional Exercise:** An operations-based exercise designed to test and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated. Can be used to fulfill tasks denoted with a “F” task code.
- **Full-Scale Exercise:** An operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions/organizations, and real-time movement of resources. Can be used to fulfill tasks denoted with a “E” task code.

Exercise Participants

Any individual involved in the conduct of an exercise including:

- **Players:** An individual who actively performs a role and its responsibilities in the given scenario during the exercise.
- **Controllers:** An individual who manages exercise play and monitors the pace of the exercise. Controllers may prompt or initiate certain player actions to maintain exercise pace and flow.
- **Evaluators:** An individual chosen based on their expertise in relevant functional areas to observe and collect exercise data and analyze results. May or may not be certified.

Prerequisite Training for Qualified Exercise Participation

To ensure an appropriate level of foundational knowledge and preparation before exercise participation, there are certain required training courses an individual must take before they can be signed off on any task performed during an operation-based exercise. Exercise players should not be thrown into an exercise unprepared, especially trainees. Exercises are not where the fundamentals are learned, nor are they the appropriate venue for demonstrating performance without adequate preparatory learning and practice opportunities.

Before participation in a qualifying operation-based exercise can result in “F” or “E” task code evaluation, a trainee for an exercise shall have a foundational understanding of the position that they are performing and have complete the required prerequisite training below.

- For all positions
 1. IS-100: An Introduction to the Incident Command System, or equivalent ICS-100 level training
 2. IS-700: An Introduction to the National Incident Management System
 3. IS-800: National Response Framework, An Introduction
- For ICS positions
 1. IS-200: Basic Incident Command System for Initial Response, equivalent ICS-200 level training
 2. E/L/K/G0300: ICS-300: Intermediate Incident Command System for Expanding Incidents, or equivalent ICS-300 level training

- For EOC positions
 1. IS-2200: Basic Emergency Operations Center Functions

Recommended preliminary training includes:

- For all positions
 1. IS-120: An Introduction to Exercises
 2. E/L/K0146: Homeland Security Exercise and Evaluation Program (HSEEP) Training Course
 3. Position-specific training appropriate to the position to be played
- For ICS positions
 1. E/L/K/G0400: ICS-400: Advanced Incident Command System for Complex Incidents, or equivalent ICS-400 level training
 2. Relevant E/L/K09XX-Series All-Hazard Position Specific Course
- For EOC positions
 1. E/L/K/G0191: Emergency Operations Center/Incident Command System Interface (for EOC positions)
 2. E/L/K/G2300: Intermediate Emergency Operations Center Functions (for EOC positions)
 3. Relevant E/L/K/G23XX Series EOC Skillset Course

Task Books

Overview

Task books are standardized performance evaluation tools for observing and documenting a trainee's successful performance of the specific tasks that they are required to perform to qualify for a particular position. A task book should be completed and receive final evaluation for each position except when the historical recognition process is used for newly adopted positions.

All task books include the following components:

- Cover sheet describing the position title, position type, trainee, and initiator
- Final Evaluator Verification
- Documentation of Agency Certification
- Task book overview and instructions
- Evaluation Record Form(s)
- Task Book Performance Criteria (Competencies, Behaviors, and Tasks)
- Each task will have a description and examples, task codes, a space to write the evaluation record number to specify the performance assignment the task was completed, and the evaluator's initials and date.
- Bulleted statements under a task serve as guidelines or examples to help evaluators confirm the task's intent. Not every bullet must be completed if the intent of the task is met.

To avoid confusion, under SQS, task books associated with ICS positions and other standardized SQS positions are referred to as position task books (PTBs) and task books associated with EOC positions are referred to as EOC skillset task books.

A trainee shall not have multiple task books for the same position at different incident complexity types open simultaneously. Additionally, a trainee cannot use the same task book they completed for qualification at one complexity level (e.g., for a Type 3 position) in place of completing a new task book for the next-highest complexity level (e.g., a Type 2 position), regardless of the complexity of the performance assignment that the task was completed.

Task Codes

For each task listed in a task book, there are single letter codes indicating the circumstances in which a trainee can perform and be evaluated for that task.

- Code C: Task performed in training or classroom setting, including HSEEP-aligned seminars and workshops.
- Code E: Task performed on a qualifying HSEEP-aligned full-scale exercise.
- Code F: Task performed on a qualifying HSEEP-aligned functional exercise.
- Code I: Task performed on a qualifying incident or event managed under NIMS.
- Code J: Task performed as part of day-to-day job duties.
- Code T: Task performed during an HSEEP-aligned tabletop exercise.
- Code R: Task performed very rarely and required only if applicable to the performance assignment being evaluated

To be qualified as a coach or evaluators for tasks, an individual shall meet the following criteria based on the corresponding task code:

- Code C: Be a credentialed instructor, exercise controller, or certified exercise evaluator.
- Code E and F: Be a certified exercise evaluator, be qualified in the position being coached or evaluated, or be qualified in a supervisory position within the ICS or EOC structure to supervise the position being coached or evaluated.
- Code I: Be qualified in the position being coached or evaluated or be qualified in a supervisory position within the ICS or EOC structure to supervise the position being coached or evaluated.
- Code J: Be the trainee's supervisor, or an equivalent supervisor
- Code T: Be an exercise controller or certified exercise evaluator.
- Code R: Be qualified in the position being coached or evaluated or be qualified in a supervisory position within the ICS or EOC structure to supervise the position being coached or evaluated.

The OEM State Training Officer and OEM Exercise Officer may evaluate Task Codes C, E, F, J and T at their discretion. For EOC Skillsets, see Appendix A for additional guidance.

Completion Timeframe

A task book shall be valid for five calendar years from the day it is initiated or retroactively from the date of the first evaluation record. If the task book is not completed within five calendar years from the date of the task book initiation, the task book expires. A new task book may be initiated. Evaluation records and tasks completed more recently than five years in the expired task book may be carried over to a new PTB, however the start date of the new task book is tied to the earliest evaluation record date, limiting how much time the trainee has to complete the rest of the PTB. For example, a task book initiated in 2020 with tasks completed in 2024 expires in 2025, a trainee can re-initiate a new task book and use their 2024 experience, but their new

PTB will expire again in 2029 instead of 2030. If a new task book is initiated, it must be the most recent edition of the task book and it must adhere to SQS standards.

ICS Position Task Books

SQS Task books for ICS Positions shall use the NQS Position Task Books (PTBs) that are provided in the [FEMA Resource Typing Library Tool \(RTLTL\)](#), an online catalog within FEMA's [PrepToolKit](#) website. This is where you can also find ICS Position Qualification sheets. An ICS position's PTB tasks are the same at different complexity levels, the difference between PTBs is the complexity level of the qualifying incident, event, or exercise scenario in which those tasks are performed.

SQS adopts the ICS Positions defined by NQS and shall credential positions equivalent to a Type 3 incident complexity.

EOC Skillsets

EOC positions do not have pre-defined task books because each AHJ defines their own EOC's positions, processes, and structures. This diversity is necessary, given the unique missions, authorities, and resources of EOCs, but it can create challenges for EOC leaders in requesting and sending personnel through mutual aid. FEMA developed the EOC Skillsets to help relieve these challenges.

These are modular sets of EOC tasks that establish minimum performance criteria for EOC Positions, organized into twenty total skillsets – three based on a position's level of responsibility and seventeen based on a position's functions. These are building blocks that are then assembled by each AHJ into EOC Skillset Task Books for each position within their EOC.

The SQS adopts the EOC Skillsets defined by FEMA that are provided in the FEMA RTLTL.

EOC Skillset Task Books

Each AHJ should assemble the twenty EOC Skillsets into EOC Skillset Task Books for their personnel. PQRs for EOC positions are custom-tailored to the unique needs of an AHJ but shall, at a minimum, include:

- The successful completion of minimum training requirements outlined in Appendix C
- An EOC Skillset Task Book comprised of the "Coordination and Individual Contribution" skillset and at least two EOC Skillsets.

The GC has established an [EOC Skillset to Position Crosswalk](#) of minimum recommendations for various EOC Command and General positions under both the ICS and Incident Support Model EOC Structures. Specific guidance for the tailoring of EOC Skillset Task Books can be found in the [NIMS Emergency Operations Center Skillsets User Guide](#).

To maintain consistency across Oregon and the country, individuals will only be certified and credentialed in the individual standardized EOC Skillsets that their EOC Skillset Task Book is composed of and not the EOC position itself. This supports standardized qualifications for EOC personnel, while remaining flexible enough to accommodate EOCs of all types and sizes.

If an individual is currently certified in an EOC Skillset that is part of a new EOC position they are pursuing, this carries over and they do not need to re-complete it.

Establishing New Task Books

If a position is adopted that does not have an established NQS PTB, the GC shall first seek to modify an existing PTB from a nationally recognized qualification system such as the United States Coast Guard (USCG) or National Wildfire Coordinating Group (NWCG). When a nationally recognized system PTB is used in an all-hazard position in SQS, hazard-specific tasks (wildfire, maritime, etc.) should be modified to apply to the all-hazard environment.

New PTBs shall only be written following an exhaustive search of existing PTBs from nationally recognized systems. If a new PTB must be written, the GC shall document the reasons for writing the new PTB and affirm that a search of nationally recognized systems was conducted with unsatisfactory results.

Position Endorsements

The SQS Governance Committee may establish Position Endorsements that could be added to personnel credentialing to recognize certification of specific performance criteria, knowledge, skills, or abilities that go beyond the minimum PQRs and performance criteria for a given position. To be adopted and recognized by the SQS, these endorsements must go through the process outlined in Appendix D.

AHJs may also establish specific performance criteria, knowledge, skills, or abilities beyond the minimum PQRs and performance criteria for a given position, however these are to only be recognized within the AHJ and will not be evaluated or credentialed by SQS.

Qualification

Overview

Qualification is the process of enabling personnel to perform the duties of specific positions and documenting their demonstration of the capabilities and competencies that those positions require. The processes in this section apply to individuals seeking to become qualified, certified, and credentialed in a position.

During the qualification phase, trainees complete the PQRs for their desired position concurrently including the formal training and experience requirements, often measured with a task book. The trainee goes through the initiation, training, coaching, evaluation, and final evaluation qualification phases and then assembles and submits their SQS application.

This application shall include all required training, incident, and event records and documentation as directed in the application instructions. This combined documentation as an application packet. Trainees shall retain a copy of the application packet for their records. The application packet is sent to OEM and forwarded to the appropriate QRB for review. Trainees who have submitted their application packet to OEM are identified as “applicants”.

Initiation

An individual with a desire to be credentialed in a new or higher-level position begins the process by discussing their desire with their employing or sponsoring AHJ. Their AHJ works with them to create a pathway to meeting all the PQRs for the desired position.

The individual begins by applying for and attending any prerequisite training courses and attains any prerequisite qualifications. Some positions will require performance or certification in a subordinate or lower complexity typed position in their PQRs.

Upon completion of all prerequisites, the individual's employing or sponsoring AHJ initiates the desired task book for the individual. It is the responsibility of the initiating AHJ to notify the GC of the name of the individual, position they are working towards, and task book initiation date. Individuals who have initiated task books are identified as "trainees" for the position and are permitted to function in the position on qualifying incidents and events, beginning in a supervised training role before being evaluated on the position's performance criteria.

Training

When a trainee needs to learn new knowledge, skills, or abilities, the trainee should be paired with a coach. The coach instructs and trains the trainee in the position's performance criteria. During the training phase, the trainee's role is to observe the coach performing the tasks associated with the position. The coach and trainee discuss the tasks and the coach's actions. The number of times the trainee observes the coach depends on the complexity, risk and the trainee's experience with the task.

Coaching

During the coaching phase, the trainee practices the skill or task under the guidance and observation of a coach. Coaching consists of the coach observing the trainee performing tasks, assessing the trainee's performance and providing feedback. It also provides the coach with an opportunity to correct any problems and ensure the task is performed safely.

Coaches should have previously performed successfully as a fully qualified individual on two separate performance assignments in the position being coached, or a supervisory position within the ICS or EOC structure, prior to serving as a coach.

Evaluation

When the trainee is ready to perform the task(s) to be assessed, the trainee asks an evaluator to assess his or her competency with a single or multiple tasks during a qualifying performance assignment. The evaluator may be the same individual as the trainee's coach; however, these shall be discretely separated phases, performed in sequence, to preserve the integrity of task evaluation. The evaluator observes, evaluates and records performance. Only when the trainee is performing a task that may endanger the trainee or others does the evaluator typically step in to offer corrective guidance.

Evaluators should have previously performed successfully as a fully qualified individual on two separate performance assignments in the position being evaluated, or a supervisory position within the ICS or EOC structure, prior to serving as an evaluator.

A trainee shall be evaluated on at least two performance assignments. There should be one fully completed Incident Evaluation Record Form in the task book with accompanying signoffs completed by the trainee's evaluator on relevant tasks for each performance assignment. If the trainee had multiple supervisors on an extended performance assignment, evaluations from

each supervisor are recommended. There are advantages in using a variety of evaluators from different agencies throughout the evaluation phase, however it is not required.

For situations where a trainee successfully performed a task under the supervision of someone not eligible to be an evaluator, the supervisor may provide an attestation to document the trainee's successful completion of a task to be reviewed by an eligible evaluator. This third-party process is outlined in Appendix E and should only be performed when an eligible evaluator is not available.

A trainee's supervisor should also complete an ICS 225: Incident Personnel Performance Rating Form to provide feedback for each performance assignment that tasks were evaluated. If a trainee receives one or more "unacceptable" ratings on the ICS 225, Incident Personnel Performance Rating, the supervisor should provide a copy of the rating to either the Incident Commander—if on an incident—or the exercise controller for the qualifying operations-based exercise.

The evaluation process shall remain free from bias and shall not give preferential or discriminatory treatment to any organization or individual. Successful completion, as determined by a qualified evaluator, of all required tasks is the basis for the trainee's final evaluation.

Final Evaluation

When the trainee has had all performance criteria evaluated and initialed in their task book, the final step is to receive a final evaluation. This is to be performed by a final evaluator, or by the State Training Officer, ensuring that all tasks have been completed.

Due to the increased responsibility of this role, a final evaluator shall be certified in the same position, or in a supervisory position that has a similar skillset that directly provides the final evaluator with an in-depth knowledge and understanding of the performance criteria of the position that is being evaluated. The final evaluator should be different than the evaluator. If no final evaluators are available within an AHJ, a neighboring AHJ or OEM should be contacted for assistance in supplying a final evaluator.

If the final evaluator recommends the trainee for certification, they complete and sign the final evaluation verification portion of the task book and return to the trainee.

Certification

Application Packet Submission

Upon receiving a signed final evaluation verification, the trainee should submit their application packet to the Governance Committee for review from a Qualification Review Board, becoming an applicant. This application packet shall include documentation that clearly shows all PQRs for the position have been met. This shall include, but is not limited to:

- An SQS application cover sheet and narrative
- Formal training course certificates, transcripts, or evidence of completion
- A task book that has received a final evaluation verification
- Any additional supporting documentation, such as:

- Additional training records
- Additional task books
- Documentation of experience (IAPs, ICS-204s, AARs, products created, etc.)
- Incident, event, or exercise personnel performance evaluations (ICS 225s, Incident Personnel Performance Ratings, or equivalent from qualified evaluators)
- Documentation from sponsoring AHJ indicating any medical and physical requirements are met

An application packet shall only include documentation for a single position. If the trainee is applying for multiple, they shall submit separate packets. Multiple EOC skillsets may be submitted in a single application as part of a combined EOC skillset task book associated with an AHJ-defined EOC position. Upon submission of their application packet, the individual shall be referred to as an applicant.

Historical Recognition

Upon the implementation of Oregon State Qualification System, there was a two-year period of historical recognition for ICS and EOC positions, beginning June 1, 2024, and ending June 1, 2026. This window enabled the recognition of individuals with documentation of certifications, qualifications, education, training, and experience gained in specific ICS and EOC Positions.

During this period, applicants were thoroughly reviewed by a QRB against all position qualification standards. In lieu of formal PTB or EOC Skillset Task Book completion, applicants were required to submit clear incident and exercise documentation equivalent to the completion of each task. All training and currency requirements were enforced.

Moving forward, when a new position is adopted by the Oregon SQS, there will be a one-year period of historical recognition permitted from the date of official adoption.

An individual seeking historical recognition in this newly adopted position can submit an application packet comprised of documentation of their completion of the position's PQRs including, but not limited, prior education, training, and experience demonstrating equivalence to the position's performance criteria, rather than a task book that has received a final evaluation verification.

QRB Review

Once the GC has received and screened the applicant's application packet, it is forwarded to the chair of a QRB. The QRB chair ensures all members have received the application packets. The QRB, with assistance from any necessary subject-matter experts, assesses the application packet and determines if the applicant is eligible for qualification based on which PQRs the applicant has met, and which may still need to be met. Based on its assessment, the QRB may conclude that the individual's prior education, training, and experience provided in the application packet:

1. Does not enable the individual to meet any of position qualification requirements.
2. Enables the individual to meet some but not all position qualification requirements.
3. Enables the individual to meet all position qualification requirements.

The QRB may conclude that additional documentation, an interview, or a practical evaluation is necessary to help determine their qualification. In such cases, this will be documented and the applicant will be contacted to fulfil this additional request.

Upon submission or conduct of any potential requests, the QRB shall come to and document their conclusion, forwarding to the certifying body for certification.

Certifying Body Approval

The GC acts as the SQS Certifying Body. If the QRB concludes the applicant's application packet meets the criteria on the Application Review Checklist, the QRB documents that the applicant is qualified and recommends the applicant be certified. Upon receipt of the endorsed application and evaluation packet, the certifying body reviews the evaluations to verify the QRB's conclusion. If there are any questions or discrepancies, the GC confers with the QRB and comes to a consensus. If the applicant is certified, the certifying body completes the Documentation of Agency Certification section in the applicant's task book, the applicant's status is updated in the SQS tracking system and submits the approval to the CO for credentialing.

If the QRB concludes the applicant's application packet does not meet the criteria on the Application Review Checklist, the QRB documents the reason(s) on the checklist. If this conclusion was reached between the GC and QRB, this will be documented as well. The certifying body will contact the applicant and their AHJ to inform them of their denial. This communication shall include a formal denial letter outlining the reasons that the applicant did not meet the criteria for qualification and may inform them of the necessary steps or development opportunities to meet the qualification standard.

Reciprocal Certification

Reciprocal Certification for Other Implementations of NQS

Each AHJ has the authority to implement their own version of NQS, which should closely mirror the credentialing standards adopted by the SQS. If an individual is actively credentialed under a different implementation of NQS from outside of Oregon, they may receive reciprocal credentialing under SQS if their current certification criteria are equivalent to, or supersedes, the SQS position's Position Qualification Requirements (PQRs). Personnel certified under other NQS implementations may submit their certifications to the certifying body for review and approval.

Recognition of Other Qualification Systems

Some AHJs use other established qualification standards, such as the National Wildfire Coordinating Group PMS 310-1 Wildland Fire Qualification System Guide to qualify and certify emergency response and management personnel. Entities using other established qualification standards should use SQS unless precluded by law or regulation or if transitioning to SQS would inhibit the AHJs operational effectiveness. Entities that continue to use other established qualification standards should use them in conjunction with the Oregon SQS.

Personnel with certifications obtained from other ICS-compliant qualification systems, such as NWCG or U.S. Coast Guard, are eligible for credentialing under Oregon SQS if their certification is current and is equivalent to, or supersedes, the SQS position's Position Qualification

Requirements (PQR). Personnel with current certifications under other qualifications systems may submit their certifications to the certifying body for review and approval.

Appeals

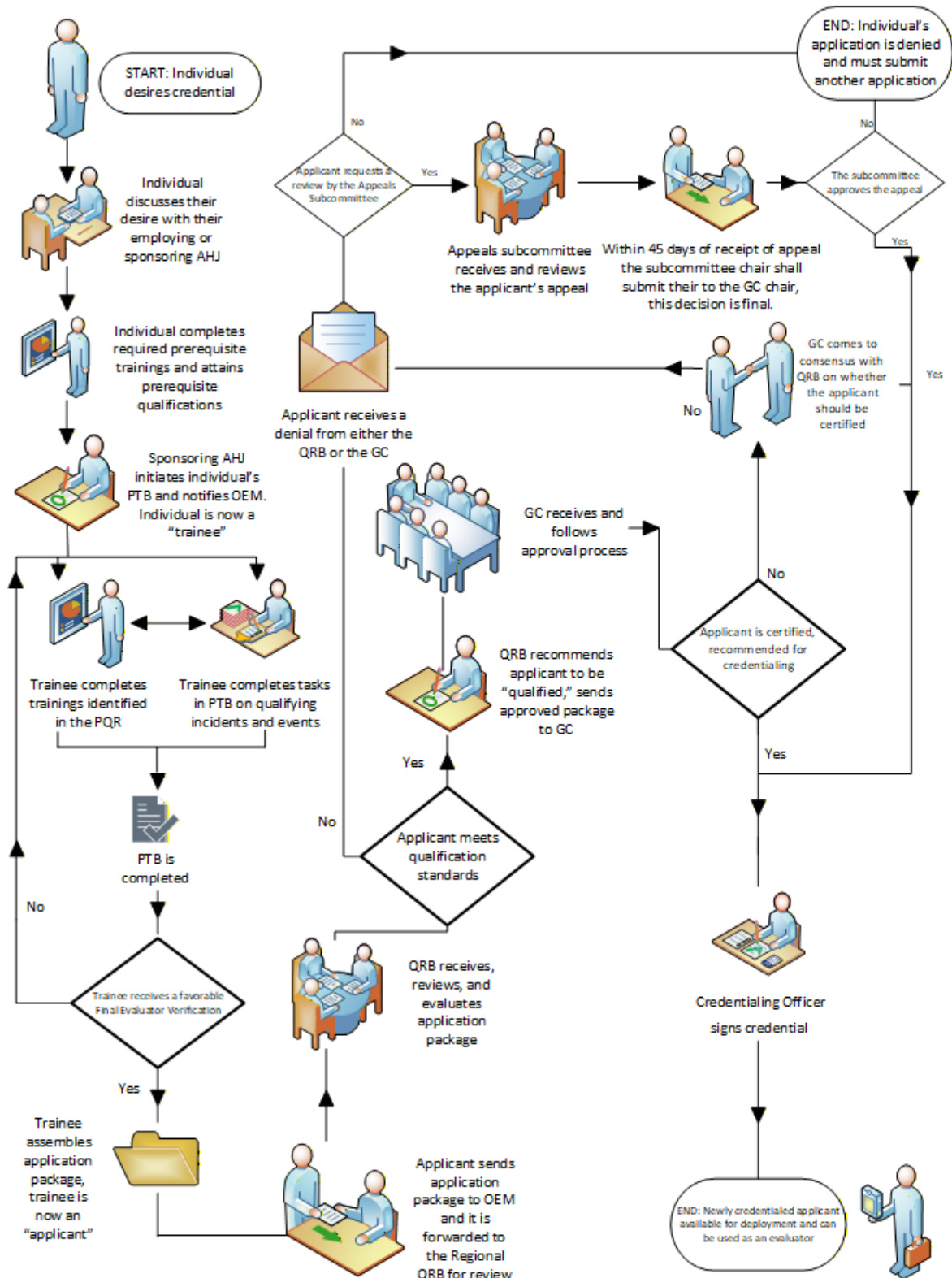
Appeals of certification denial shall be made in writing by the applicant and should be emailed to the GC no later than 30 days after notification of denial.

Appeals shall contain:

- A description of the reason for, or circumstances, leading to the appeal.
- Supporting documentation.
- Description of the desired outcome.

The GC shall appoint an Appeals Subcommittee within 30 days of receipt of the appeal. The Appeals Subcommittee chair shall render their written decision to the GC chair within 45 days of the GC's receipt of appeal. The decision of the Appeals Subcommittee chair shall be final.

State Qualification System (SQS) Credentialing Process



V-4: 2026

Credentialing

Credentialing Official Review

If certification is approved, the certifying body sends the approved application package to the CO. The OEM Director has the sole authority of the CO under SQS. The authority of the CO can be delegated with a formal delegation of authority. All delegations will be maintained by the STO. The CO performs a final review of the application packet, QRB evaluations, certifying body approval and decides whether to credential.

If approved, the STO generates the credential, the CO signs, and the applicant is issued a new/revised credential. This shall at a minimum include the name of the credentialed personnel, their employing or sponsoring organization, the position(s) or EOC skillset(s) that they are credentialed in, the start and expiration dates of all credentials, and the CO's signature.

The CO or certifying body notifies the applicant of their certification and credentialing status via email. Upon notification, the applicant is now an SQS-credentialed personnel member. The awarded credential shall last five calendar years from the credentialing date, expiring after final day of the fifth calendar year. For example, if a credential was issued on July 12, 2026, it shall expire after December 31, 2031. Both credentialed personnel and the STO retain the application package and credential for archiving.

If denied, the CO may discuss with the certifying body on the decision. This denial will be communicated to the applicant following the process above, however this decision is final and cannot be appealed.

Credentialed Personnel

The primary purpose of SQS is to enable the development of a workforce of personnel credentialed in consistently defined positions to be activated, mobilized, and deployed for disasters and emergencies. By making it through the SQS credentialing process, individuals help promote nationwide interoperability and enable AHJs to plan for, request, and have confidence in the capabilities of personnel they receive from other entities through mutual aid agreements and compacts.

To facilitate this, SQS credentials are Oregon's minimum standard for intra- and inter-state activation, mobilization, and deployment; meaning personnel mobilized for intra- and inter-state deployment by AHJs in Oregon should be credentialed through SQS. However, SQS credentialing does not replace any existing processes for mutual aid, such as the Emergency Management Assistance Compact (EMAC), or state requests for any partial or full IMT.

Being credentialed is not permission to self-deploy. Any credentialed personnel shall only be activated/deployed on behalf of or with the authorization of their AHJ. SQS Credentialing does not automatically qualify an individual for membership of an Incident Management Team (IMT) or for intra- or inter-state mutual aid deployments. These each may have their own additional requirements and application processes.

Maintenance of Certification

To maintain certification, credentialed personnel shall stay proficient and current in their positions. To prevent skill degradation, personnel shall demonstrate performance in the designated position, or in a supervisory position within the ICS or EOC structure, as specified in the position's currency PQR, or at least once every five years in a qualifying incident, event, function or full-scale exercise, whichever interval is shorter.

Credentialed personnel may resign their credentialing at any point by submitting a written request to the certifying body. They will maintain their qualification and certification status until the expiration date of the credential and may re-establish their credential up until this point.

Recertification

An individual shall submit a complete recertification packet to the certifying body between 60-120 days prior to the expiration of their current credential. This recertification packet will resemble an application packet and shall include, but is not limited to:

- An SQS recertification cover sheet and narrative that includes a summary of performance assignments such as:
 - Performance assignment type
 - Name of performance assignment
 - Dates
 - Location
 - Number of operational periods
 - Complexity level
 - Location
 - OERS number, if applicable
- Any additional supporting documentation, such as:
 - Additional training records
 - Additional task books
 - Documentation of experience (IAPs, ICS-204s, AARs, products created, etc.)
 - Incident, event, or exercise personnel performance evaluations (ICS 225s, Incident Personnel Performance Ratings, or equivalent) from qualified evaluators

If there has been any augmentation to a position's PQRs, an individual may need to complete additional PQRs to be recertified in the position. If this is the case, it will be well communicated to all individuals credentialed in the affected position.

Expiration of Credential

Individuals are responsible for tracking the currency of their credentials. The awarded credential shall last five calendar years from the credentialing date, expiring after final day of the fifth calendar year. For example, if a credential was issued on July 12, 2026, it shall expire after December 31, 2031. Failure to reapply prior to expiration of the position credential shall result in the expiration of credential.

Loss of Certification

Upon the expiration of a credential, individuals are given a 12-month period to submit a complete recertification packet, following the instructions above, no later than the final day of the calendar year. If successfully recertified after the expiration of a credential, the credential shall last five calendar years from the previous date of expiration, regardless of when the individual was re-certified. For example, if an individual's credential expired after December 31, 2031, and they were re-certified and credentialed on May 23, 2031; their next credential shall expire December 31, 2035.

Failure to re-certify prior to the end of this 12-month period shall result in loss of certification. An individual who has lost their certification and desires reinstatement may only do so by reinitiating a new task book and completing all PQRs to requalify in the position. Upon completion of all PQRs, the individual shall reapply for consideration of certification and credentialing.

Individuals who lose their certification(s) should not be available for assignment in the decertified and non-qualified position(s) outside their local AHJ. A local AHJ can determine how the individual may perform within their AHJ irrespective of their SQS qualification or certification status.

Decertification

Decertification is the process the GC may invoke to remove an individual's position(s) credentialing and certification at any time. The GC will make a formal recommendation for decertification to the CO for final decision-making. Personnel may be decertified when it is documented that the individual:

- Has documented poor performance at an incident or event.
- Demonstrates non-compliance with this guide.
- Performed in a fraudulent, unsatisfactory manner.
- Acted in an unsafe manner.
- Misrepresented attendance or participation in the PTB process.
- Took insubordinate actions that led to unsafe conditions on the incident.
- Intentionally misrepresented incident qualifications or currency.
- Deliberately disregarded identified safe practices.
- Is no longer employed or sponsored by the participating AHJ.
- The GC may decertify personnel for other reasons after an investigation of the facts surrounding the circumstances that raised the issue of decertification to begin with.

Decertified personnel shall surrender their credential for the decertified position. An acknowledgement in writing of decertification by the individual should be emailed to the certifying body no later than 30 days after notification of decertification.

Decertification only applies to performance in the NIMS position or EOC Skillset the person was deployed for or was performing; it is not intended to affect other certifications or regular job-related duties. Individuals who are decertified are not available for assignment in the decertified/non-qualified position(s) outside their local AHJ. A local AHJ can determine how the individual may perform within their AHJ irrespective of their SQS qualification status.

Incident Commanders (ICs) and EOC Managers, or similar, do not have the authority to decertify the qualifications of an individual. A qualified person may be demobilized from an incident by the IC and EOC Manager, or similar. ICs and EOC Managers, or similar, are responsible for providing documented reasons for relieving an individual and forwarding the information to the Governance Committee. ICs and EOC Managers, or similar, shall include a copy of the individual's Incident Personnel Performance Rating Form (ICS 225) or similar personnel performance documentation in the documentation package.

The Governance Committee has established processes to evaluate and prescribe the steps required to regain certification on a case-by-case basis for an individual who has been decertified for reasons described above. Recertification may include, as appropriate, training outlined in the PQR or training relevant to the reason(s) for decertification, additional shadowing, coaching, or evaluation on performance assignments. Recertification of a decertified individual should, in most cases, include performance of the duties of the position for at least two operational periods under the supervision of an evaluator before recertification is granted.

Appeals

Appeals of decertification shall be made in writing by the individual and should be emailed to the certifying body no later than 30 days after notification of decertification.

Appeals shall contain:

- A description of the reason for, or circumstances, leading to the appeal.
- Supporting documentation.
- Description of the desired outcome.

The GC shall appoint an Appeals Subcommittee within 30 days of receipt of the appeal. The Appeals Subcommittee chair shall render their written decision to the GC chair within 45 days of the GC's receipt of appeal. The decision of the Appeals Subcommittee chair shall be final.

Revocation and Transferring Credentials

Revocation

Only individuals who maintain employment or sponsorship with an AHJ and whose qualifications are current should possess SQS credentials. When an individual's employment or sponsorship with an AHJ is terminated, the employing or sponsoring AHJ should retrieve SQS credentials from the individual and notify the GC within 15 days. The individual maintains their certification in the role but loses their credential until re-established with another employing or sponsoring AHJ.

Transferring Qualifications (Portability)

SQS is designed to ensure that a credential is applicable regardless of the nature of the hazard, employer or sponsor. Individuals who are qualified under SQS and change their employment or sponsorship shall be allowed to transfer their qualifications to their new employer or sponsor. The new employer or sponsor may impose augmented requirements on the individual, but the individual shall not be required to re-qualify in a position in which they are currently certified.

The new employing or sponsoring AHJ may verify an individual's qualifications by requesting documentation from the STO. The new employing or sponsoring AHJ shall specifically describe the requested documentation in writing. After receiving a signed request, the CO shall provide documentation to the AHJ and provide a copy to the individual.

Training Course Equivalency

NQS allows for equivalent courses to take the place of certain specified training. SQS sets standards in Oregon for determining course equivalency, applying to in-person, hybrid and online training. An equivalent course must, at minimum, provide some measurable benefits to the training program, such as:

- Increased number of trained personnel.
- Cost savings through reduced training costs.
- Broadened target audience.
- Enhanced learning experience for students.
- Improved learning outcomes for students and the AHJ.

The State Training Officer will determine course equivalency after considering whether the proposed course:

- Meets or exceeds all learning and performance objectives of the original course. The presentation of the learning and performance objectives must be adequate to reasonably ensure a trainee who completes the training will be successful as a trainee.
- Meets or exceeds the instructor's qualification requirements of the original course.
- Meets or exceeds student prerequisite position qualification or training requirements of the original course.
- Does not conflict or contradict established SQS, NQS, or NIMS guidelines or standards.
- Curriculum and delivery meet or exceed the NIMS curriculum's baseline standards.
- Tests and assessments are similar in scope to those of the original course.

When the State Training Officer determines course equivalency, OEM will publish guidance allowing the equivalent course to be used for qualification (see Appendix B).

Glossary

Appeal: A formal written request made by an individual whose application was denied or who was decertified to the SQS Governance Committee.

Appeals Subcommittee: A three-member ad-hoc subcommittee appointed by the GC chair for the purpose of reviewing appeals from trainees whose position certifications were not forwarded to the Certifying Official for credentialing, or from credentialed personnel who have had their credentials revoked or decertified

Applicant: The title given to an individual who has submitted a formal application packet for consideration, depending on the circumstances, this may be done through the standard qualification process, historical recognition, or reciprocal certification.

Authority Having Jurisdiction: The official organization, political subdivision, office, or individual charged with the responsibility for administering and enforcing the provisions of the SQS. This is often an individual's employing or sponsoring organization.

Behavior: An observable work activity or action demonstrated by an individual in a particular context that groups similar tasks necessary to perform the specific activity.

Certification: The process of authoritatively attesting that individuals meet qualifications established for key incident management or support functions and are, therefore, qualified for specific positions.

Certifying Body: The body authorized by OEM, as the SAA administering SQS, to certify the qualifications of personnel applying for SQS-recognized positions. Under SQS, this is the Governance Committee, or their designee.

Coach: An individual possessing specific job skills and experience who provides instructions and mentoring to help guide a trainee in applicable practices, methods, and skills that can result in task completions in a task book. Coaches should have previously performed successfully as a fully qualified individual on two separate qualifying incidents or exercises prior to serving as a coach.

Coaching: The third phase of qualification where the trainee practices the skill or task under the guidance and observation of the coach.

Competency: The highest-level performance criteria that describe an observable, measurable pattern of knowledge, skills, abilities, or other characteristics that an individual needs to perform the behavior/activity and associated tasks. A competency specifies what skillset the person needs to possess to do the task(s) successfully.

Credential: The formal credentialing documentation. This shall at a minimum include the name of the credentialed personnel, the positions or EOC skillsets that they are credentialed in, the start and expiration dates of all credentials, and the CO's signature.

Credentialed Personnel: The title given to an individual who has been formally credentialed by the CO.

Credentialing: The formal process of providing documentation that identifies personnel and authenticates and verifies their certification for a particular position or EOC skillset.

Credentialing Official: The individual that has the authority to officially credential personnel for a specific jurisdiction or organization. Under Oregon SQS, this is the Director of OEM, or their designee.

Currency: Successfully performing in a position for which the individual has qualified within a specified timeframe. To prevent the degradation of knowledge, experience, training, and capabilities required to successfully carry out the responsibilities of a position, a person needs to perform that function or position at least once every five years.

Decertification: The process the GC may invoke to remove an individual's position(s) certification at any time. Decertification of a certification only applies to performance in the NIMS position or EOC Skillset the person was deployed for or was performing; it is not intended to affect other certifications or regular job-related duties.

Discussion-Based Exercise: An exercise that familiarizes players with or develops new plans, policies, procedures, and agreements. Discussion-based exercises focus on strategic, policy-oriented issues, and facilitators or presenters lead the discussion, keeping participants moving towards meeting the exercise objectives.

Documentation of Agency Certification: The section of a task book completed by the certifying body upon approval of an applicant's application packet.

Drill: An operations-based exercise often employed to validate a single operation or function.

Education: Formal instruction based on a curriculum that prepares an individual with the core knowledge, skills, and ability to enter a discipline and perform job functions.

Emergency Management Assistance Compact: The national disaster relief mutual aid compact that allows all states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states.

Emergency Management Performance Grant: A FEMA grant program, administered by OEM, that provides state, local, and tribal agencies with the resources for the implementation of emergency management programs and projects.

Emergency Operations Center: A NIMS Command and Coordination Structure where staff from multiple agencies come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs through information sharing, resource coordination, and determining current and future needs.

Emergency Operations Center Position: A role used to support incident coordination, information sharing, and resource support with responsibilities, qualifications, and reporting relationships defined by each AHJ.

Emergency Operations Center Skillset: A modular set of EOC tasks that establish minimum performance criteria for EOC Positions, organized into twenty total skillsets – three based on a position's level of responsibility and seventeen based on a position's functions.

EOC Skillset Task Book: A task book assembled by each AHJ using the EOC Skillsets, custom-tailored for the unique responsibilities of a position within their EOC. At a minimum, it shall be comprised of at least three EOC Skillsets, including the "Coordination and Individual Contribution" skillset.

Evaluation Record: A form within every task book for an evaluator to record the details of the qualifying incident, event, or exercise that they observed the trainee perform in the designated position.

Experience: Being qualified for and serving in subordinate and other pertinent positions, measured in terms of time spent applying the specific skills associated with the position. One common component to measure this PQR is a task book.

Evaluation: The fourth phase of qualification where the trainee is ready to perform the task(s) to be assessed, the trainee asks an evaluator to assess their competency.

Evaluation Record Form: The section of a task book completed by the trainee's evaluator(s) on each performance assignment.

Evaluator: An individual qualified to observe, evaluate, and record a trainee's performance. The criteria for who is qualified is dependent on the task code being used to complete the task. Generally, evaluators should have previously performed successfully as a fully qualified individual on two separate qualifying incidents or exercises prior to serving as an evaluator.

Exercise Controller: An individual who manages exercise play and monitors the pace of the exercise. Controllers may prompt or initiate certain player actions to maintain exercise pace and flow.

Exercise Evaluator: An individual chosen based on their expertise in relevant functional areas to observe and collect exercise data and analyze results. May or may not be certified.

Exercise Officer: The OEM employee responsible for leading the state emergency management exercise program.

Exercise Participant: Any individual involved in the conduct of an exercise, including players, controllers, and evaluators.

Exercise Player: An individual who actively performs a role and its responsibilities in the given scenario during the exercise.

Expiration of Credential: The process that occurs if credentialed personnel fail to submit currency documentation to maintain certification and credential.

Federal Emergency Management Agency: An agency of the United States Department of Homeland Security whose mission is helping people before, during, and after disasters.

Final Evaluation: The final phase of qualification where a final evaluator reviews the trainee's entire task book and, ensuring that all tasks have been completed and verified, completes and signs the final verification portion of the task book.

Final Evaluator: An individual credentialed in the same position as the one receiving final evaluation, who reviews the trainee's entire complete task book.

Final Evaluator Verification: The section of a task book completed by the trainee's final evaluator.

Full-Scale Exercise: An operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies,

jurisdictions/organizations, and real-time movement of resources. Can be used to fulfill tasks denoted with a “E” task code.

Functional Exercise: An operations-based exercise designed to test and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated. Can be used to fulfill tasks denoted with a “F” task code.

Game: A discussion-based exercise that is a structured form of play designed for individuals or teams in a competitive or noncompetitive environment. It is an event players take part in and are guided by clear rules, data, and procedures for its execution.

Governance Committee: A group composed of seven individuals with expertise in incident or EOC management charged by OEM with running SQS, including formulating and revising policy and guidance, establishing QRBs and an Appeals Subcommittee, and acting as the SQS certifying body.

Historical Recognition: Recognition of an individual’s past experience or qualifications as equivalent to the current criteria found in the position qualification criteria for a position.

Homeland Security Exercise and Evaluation Program: A document that provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

Incident Command System: A NIMS Command and Control Structure that provides a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective.

Incident Command System Position: A standardized role used to manage on-scene incident response with responsibilities, qualifications, and reporting relationships that are defined by NIMS.

Incident Complexity: The incident level determined by the level of difficulty, severity or overall resistance the incident or event presents to incident management or support personnel as they work to manage it; a categorization that helps leaders compare one type of incident or event to another.

Incident Management Team: A rostered group of ICS-qualified personnel consisting of an IC, Command and General Staff and personnel assigned to other key ICS positions.

Initiation: The initial phase of qualification where an individual initiates the process by complete prerequisite training and qualifications and has their task book initiated by their employing or sponsoring AHJ

Loss of Certification: The process that occurs when an individual fails to submit a recertification package within the given timeframe. Individuals who lose their certification may only become re-certified by reinitiating the entire qualification process with a new task book and completing all PQRs

Mutual Aid: The process of sharing resources and services between jurisdictions or organization, often through memoranda of understanding, agreements, and compacts.

National Incident Management System: A systematic, proactive approach designed to guide all levels of government, NGOs and the private sector to work together to prevent, protect against, mitigate, respond to and recover from the effects of incidents.

National Qualification System: A nationwide approach and best practices for AHJs to use in qualifying, certifying, and credentialing incident management and support personnel.

Operations-Based Exercise: An exercise that validates plans, policies, procedures, and agreements; clarifies roles and responsibilities; and identifies resource gaps. Operations-based exercises include a real-time response such as initiating communications or mobilizing personnel and resources.

Oregon Department of Emergency Management: The department responsible for coordinating and maintaining a statewide emergency services system for emergency and disaster communications as defined and authorized in Oregon Revised Statute 401. Its mission is to lead collaborative, statewide efforts to support Oregon's communities before, during and after emergencies to create a ready and resilient Oregon.

Performance Assignment: Any qualifying incident, event, or exercise that an individual is assigned to perform in a designated position.

Performance Criteria: The various competencies, behaviors, and tasks a trainee must demonstrate to qualify for specific incident-related positions

Physical and Medical Fitness: The level of fitness or medical readiness that responders are required to meet to be deployable.

Position Qualification Requirement: The minimum standards of training, experience, fitness, education, currency and other requirements necessary for individuals to fill a specific position.

Position Task Book: Task books associated with ICS positions and other standardized SQS positions

Qualification: The process of enabling personnel to perform the duties of specific positions and documenting their demonstration of the capabilities and competencies that those positions require.

Qualification Review Board: A five-member body comprised of a cross-section of disciplines responsible for ensuring application packets meet the standards described in the PQRs.

Qualifying Exercise: An exercise that is designed and conducted in alignment with HSEEP and of sufficient length to provide an individual opportunity to demonstrate successful performance in their position. Note: only qualifying functional and full-scale exercises can be used to maintain currency in a position.

Qualifying Incident or Event: An incident or event that is managed by NIMS, and of the sufficient incident complexity and length to provide an individual opportunity to demonstrate successful performance in their position.

Recertification: The process that an individual shall go through to retain or reinstate their certification by submitting a recertification packet.

Recertification Packet: The packet that an individual shall submit to retain or reinstate their certification including a cover sheet and supporting documentation to the certifying body for evaluation.

Reciprocal Certification: The process that occurs when the certifying body approves an individual has been certified under another implementation of NQS or other qualification system with equivalent, or superseding, certification criteria compared to the SQS position's PQRs.

Resignation of Credential: The process that occurs if credentialed personnel no longer wish to be credentialed. A formal written request shall be made to the SQS Governance Committee.

Resource Type: The way of categorizing personnel, equipment, teams, supplies and facilities available or potentially available for assignment to incident operations based on incident complexity.

Resource Typing Library Tool: The online FEMA catalog of all NIMS resource typing definitions, job titles/position qualification sheets, and position task books.

Seminar: A discussion-based exercise that orients participants to or provides an overview of authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. Can be used to fulfill tasks denoted with a “C” task code.

Shall: Indicates a mandatory course of action

Should: Indicates a recommended course of action

State Administrative Agency: The official state-level entities recognized and authorized by FEMA to coordinate emergency management programs within their state.

State Agency Training Consortium: An interagency forum to collaborate and align statewide training initiative between training program professionals from State of Oregon executive branch agencies.

State Training Officer: The OEM employee responsible for leading the state emergency management training program.

State Qualification System: The State of Oregon's formal implementation of NQS, administered by OEM and guided by the SQS Governance Committee

Tabletop Exercise: A discussion-based exercise in response to a scenario, intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths and

areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures. Can be used to fulfill tasks denoted with a “T” task code.

Task: A specific demonstrable action or unit of work activity that is a logical and necessary action in the successful performance of a behavior; how the behavior is demonstrated or performed in a particular context.

Task Book: A standardized performance evaluation tool for observing and documenting a trainee’s successful performance of the specific tasks that they are required to perform to qualify for a particular position.

Task Code: A single letter denoted next to a task in a task book that indicates the circumstance in which a trainee can perform and be evaluated for that task.

Trainee: Individuals who have initiated task books for an ICS or EOC position and perform in the position on qualifying incidents, events, and exercise. In this time, they are trained, coached, and evaluated on the performance criteria of the position.

Training: Courses that must be completed prior to becoming qualified in a position.

Training (Qualification Phase): The second phase of qualification where the trainee observes the coach performing the tasks associated with the position.

Workshop: A discussion-based exercise often employed to develop policy, plans, or procedures. Can be used to fulfill tasks denoted with a “C” task code.

Appendix A: Interim Guidance for EOC Skillset Coaches, Evaluators and Final Evaluators

Emergency management agency heads are granted interim authority to act as coaches, evaluators and final evaluators for EOC Skillset task books. An agency head, or their designee, has authority; however, the agency head retains responsibility for ensuring compliance with SQS. This authority shall be reevaluated every two years by the State Training Officer to determine if there are enough personnel in Oregon credentialed in EOC Skillsets to serve as coaches, evaluators and final evaluators.

Federal guidance on EOC skillsets continues to be updated. Changes will be considered by the SQS GC.

This provision does not extend to ICS PTBs. It is applicable only to EOC Skillsets.

No individual shall sign off on their own task books.

Appendix B: Equivalent Courses

NQS (NDEMU¹, NFA²)	NWCG³	USCG⁴
E0949: NIMS ICS All-Hazards Communications Unit Leader Train-the-Trainer		
E0950: NIMS ICS All-Hazards Incident Commander Course	S-300, Extended Attack Incident Commander (ILT)	ICS-410 Incident Commander, Course Code 502320
E0951: NIMS ICS All-Hazards Incident Commander Train-the-Trainer		
E0952: NIMS ICS All-Hazards Public Information Officer Course		
E0953: NIMS ICS All-Hazards Public Information Officer Train-the-Trainer		
E0954: NIMS ICS All-Hazards Safety Officer Course	S-404, Safety Officer	ICS-404 Safety Officer, Course Code 501384
E0955: NIMS ICS All-Hazards Safety Officer Train-the-Trainer		
E0956: NIMS ICS All-Hazards Liaison Officer Course		ICS-402 Liaison Officer, Course Code 100330
E0957: NIMS ICS All-Hazards Liaison Officer Train-the-Trainer		
E0958: NIMS ICS All-Hazards Operations Section Chief Course	S-430, Operations Section Chief	ICS-430 Operations Section Chief, Course Code 502321
E0959: NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer		
E0960: NIMS ICS All-Hazards Division/Group Supervisor Course	S-339, Division/Group Supervisor	ICS-339 Division Group Supervisor, Course Code 501388
E0962: NIMS ICS All-Hazards Planning Section Chief Course	S-440 Planning Section Chief	ICS-440 Planning Section Chief, Course Code 502322
E0963: NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer		
E0964: NIMS ICS All-Hazards Situation Unit Leader Course		ICS-345 SITL/RESL/DEMOB Unit Leaders, Course Code 100180
E0965: NIMS ICS All-Hazards Resources and Demobilization Unit Leaders Course		ICS-345 SITL/RESL/DEMOB Unit Leaders, Course Code 100180
E0967: NIMS ICS All-Hazards Logistics Section Chief Course		ICS-450 Logistics Section Chief, Course Code 100461
E0968: NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer		
E0969: NIMS ICS All-Hazards Communications Unit Leader	S-358, Communications Unit Leader	ICS-358 Communications Unit Leader, Course Code 502331
E0970: NIMS ICS All-Hazards Supply Unit Leader Course		

E0971: NIMS ICS All-Hazards Facilities Unit Leader Course	S-354, Facilities Unit Leader	
E0973: NIMS ICS All-Hazards Finance/Administration Section Chief Course		ICS-460 Finance Section Chief, Course Code 100460
E0974: NIMS ICS All-Hazards Finance/Administration Train-the-Trainer		
E0975: NIMS ICS All-Hazards Finance/Administration Unit Leader Course		
E0978: NIMS ICS All-Hazards Situation Unit Leader Train-the-Trainer		
E0984: NIMS ICS All-Hazards Task Force/Strike Team Leader	S-330, Task Force/Strike Team Leader	
E0986: NIMS ICS All-Hazards Air Support Group Supervisor Course	S-375, Air Support Group Supervisor	
E0987: NIMS ICS All-Hazards Introduction to Air Operations	S-270, Basic Air Operations	
E0988: NIMS ICS All-Hazards Air Group Supervisor Train-the-Trainer		
E0989: NIMS ICS All-Hazards Introduction to Air Operations Train-the-Trainer		
		ICS-344 Marine Transportation Safety and Recovery Unit Leader, Course Code 100337
	S-620, Area Command	ICS-620 Area Command, Course Code 501380
O305: Type 3 All-Hazards Incident Management Team (NFA)	S-420, Command and General Staff	

- 1: FEMA National Disaster Emergency Management University (NDEMU)
- 2: U.S. Fire Administration National Fire Academy (NFA)
- 3: National Wildfire Coordinating Group
- 4: U.S. Coast Guard

The information in this table may not be the most up-to-date resource, please reference applicable resources for most up to date information. Not all equivalences are identified in this document. Future decisions of other equivalences will be at the discretion of the OEM State Training Officer.

Appendix C: EOC Skillset Requirements

All EOC Skillset task books must include one of the following “Level of Responsibility” Skillsets:

- Coordination and Individual Responsibility (every EOC position).
- Leadership (supervisory EOC positions).
- Policy and Direction (elected/appointed officials, MAC Group, etc.).

All independent study training listed below must be the most recent version or completed within the last five years.

In alignment with the EOC Training Progression outlined in the [NIMS Training Program](#), the table below describes the required training associated with the Level of Responsibility Skillsets:

Coordination and Individual Contribution	Leadership	Policy and Direction
IS-100	E/L/K/G0191	G0402*
IS-700	E/L/K/G2300	
IS-800		
IS-2200		

*This course is the minimum for Policy and MAC Group representatives, this skillset can also be attained by completing the Leadership skillset training requirements.

Public Information Officers have additional, position-specific training requirements. EOC personnel who are assigned the Public Affairs Coordination Skillset shall complete the following training:

Public Affairs Coordination	Public Affairs Coordination and Leadership
IS-29	E/L/K/G0191
	E/L/K/G2300
	E/L/K0105, or equivalent

As the number of EOC Skillset-credentialed personnel grows, the required training associated with certain EOC Skillset task books will increase. AHJs should consider implementing additional requirements at the local level, such as E/L/K/G2302, 2304, 2306, 2308; and IEMC to further develop their EOC workforce ahead of SQS requirements planned in future versions of the guide.

Further recommended EOC training can be found listed on the [OEM Training webpage](#).

Appendix D: Position Adoption and Augmentation

For any changes to the list of positions adopted by SQS, or those positions' PQRs, the GC may review proposals, address issues, and make changes at any time as needs dictate following the process outlined in this Appendix. The SATC, AHJs, QRB members, credentialed personnel, subject-matter experts, and additional partners may be requested to review and provide input for the proposed adoption and augmentation to by the SQS GC. Any decisions made by the GC will be documented and are final.

Adoption of New SQS Position

For a new position to be adopted into the SQS, the GC must receive a proposal packet that includes:

- A memo from the individual submitting the proposal outlining:
 1. Their name, organization, and contact information.
 2. Any currently held SQS credential, or credentials from other qualification systems.
 3. A title and description for the proposed position, including any potential typing or additional endorsements.
 4. A narrative describing the need for this position to have a statewide standard through SQS and mobilization statistics demonstrating position need and use.
- A draft position qualification sheet listing the PQRs for the position, which must at minimum specify the training, experience, and currency requirements.
- A draft position task book including:
 1. A cover sheet
 2. A final evaluator verification and documentation of agency certification sheet
 3. Evaluation record forms
 4. Task book performance criteria
 5. A task description, examples, and task codes for each task.
- Draft transition plan for position implementation in SQS.
- Training development and maintenance plan, if applicable.
- Any additional supporting documentation.

The following criteria must be met for a position to be considered for inclusion in the SQS, as determined by GC:

- The position supports the SQS mission and is needed for statewide mobilization
- The position is interagency in scope and is supported by the interagency community
- The proposed position has been submitted by a Tribal, State, or local agency, or identified non-profit or private sector entity
- A demonstrated recurring need for standardized position qualification requirements has been identified
- No other position exists that can accomplish these tasks
- The primary position qualifications are not addressed or supported by industry standards and training

The packet will be reviewed by OEM Training and vetted through the SQS GC to assess any impacts and gain approval by OEM and the GC. The requesting party will be notified through official correspondence of the outcome of the request and, if accepted, the timeframe for

implementation. If adopted, will be included in next update to SQS. Exceptions may be made for critical health and safety issues that need to be addressed immediately.

If a position is adopted that does not have an established NQS PTB, the GC shall first seek to modify an existing PTB from a nationally recognized qualification system such as the USCG or NWCG. When a nationally recognized system PTB is used in an all-hazard position in SQS, hazard-specific tasks (wildfire, maritime, etc.) should be modified to apply to the all-hazard environment.

New PTBs shall only be written following an exhaustive search of existing PTBs from nationally recognized systems. If a new PTB must be written, the GC shall document the reasons for writing the new PTB and affirm that a search of nationally recognized systems was conducted with unsatisfactory results.

Augmentation of Adopted Position

For the augmentation of a position to be adopted into the SQS, the GC must receive a proposal packet that includes:

- A memo from the individual submitting the proposal outlining:
 1. Their name, organization, and contact information.
 2. Any currently held SQS credential, or credentials from other qualification systems.
 3. The title of the position to be augmented and description of the proposed changes.
 4. A narrative describing the need for the change to be implemented and statistics demonstrating position need.
- A draft position qualification sheet with any applicable changes to the position's PQRs.
- A draft position task book with any applicable changes:
 1. A cover sheet
 2. A final evaluator verification and documentation of agency certification sheet
 3. Evaluation record forms
 4. Task book performance criteria
 5. A task description, examples, and task codes for each task.
- Draft endorsements for the augmented position, if applicable.
- Draft transition plan for position augmentation implementation in SQS.
- Training development and maintenance plan, if applicable.
- Any additional supporting documentation

The packet will be reviewed by OEM Training and vetted through the SQS GC to assess any impacts and gain approval by OEM and the GC. The requesting party will be notified through official correspondence of the outcome of the request and, if accepted, the timeframe for implementation. If adopted, will be included in next update to SQS. Exceptions may be made for critical health and safety issues that need to be addressed immediately.

Appendix E: Third Party Evaluation Attestation and Signoffs

For situations where a trainee successfully performed a task under the supervision of someone not eligible to be an evaluator, the supervisor may provide an attestation to document the trainee's successful completion of a task to be reviewed by an eligible evaluator. It is at the discretion of the evaluator whether to sign the trainee's task book for this performance assignment.

The process to successfully complete a third-party evaluation is outlined below.

1. A trainee performs the duties of the position that they have an open task book for while another individual with understanding of the competencies, behaviors, and tasks required for the trainee's position witnesses them successfully perform tasks specified in the trainee's task book.
2. The trainee confirms with the witness that they saw them perform specific tasks and asks them to complete the ICS 225 form.
3. The witness completes and signs the form and returns it to the trainee.
4. At the earliest available point, both the trainee and witness go to a qualified evaluator with the completed form and describe how the trainee completed the indicated task(s).
5. Based on the documented evaluation in the form, and the conversation with both the trainee and witness, they may decide to complete an evaluation record form and sign off the specified tasks.
 - a. The evaluator must indicate in the "Evaluation Record Number" box of the form that this is a third-party evaluation
 - b. In "Evaluator's Name", "Incident/office title and agency" and "Evaluator's home jurisdiction address and phone" the evaluator should also make note of the witness's information in addition to their own.
6. It is the responsibility of the trainee to maintain a copy of the ICS 225 form with their task book and submit it in their completed application packet.

A trainee shall be directly evaluated by an eligible evaluator at least once, meaning that they are not able to utilize this process for all evaluation records. The QRB evaluating a trainee who utilizes this process may request a follow up or interview with the trainee, witness, or evaluator. Any questions and concerns can be raised to the SQS Governance Committee through the OEM Training email address (oem.training@oem.oregon.gov) for any decision-making.