OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

State Qualification System Application Packet Guidance

A complete application must include the following documents and be submitted in this order:

If applying for Historical Recognition for Type 3 Position

1. Completed Application Cover Sheet
    - The narrative on your cover sheet should give support to overall experience, and education, specifically over the last 5 years in the EOC position you are applying for.
2. Digital Image/Photocopy of any specific pages/forms of IAP's or equivalent that show proof experience in that position (example ICS225, ICS205A, Signature page that shows your name in the desired position.) Do not attach full IAP's, if a single page or 2 can show proof of you in your activated position.
3. Attach a completed SQS Incident/Event Experience Tracker Template identifying experience in position you are applying for.
4. Copies of training certificates that support your request (example L0962: Planning Section Chief Training) Note, you must completed all training requirements listed in the FEMA RTLT Position Qualification.

After June 1, 2026, the Historical Recognition period will be closed. All SQS Type 3 Position Credentialling will require Type 3 PTB to be completed prior to application consideration.

If applying for EOC Skillset Checklists

1. Completed Application Cover Sheet
    - The narrative on your cover sheet should give support to overall experience, and education, specifically over the last 5 years in the EOC position you are applying for.
2. Photocopy of any specific pages/forms of IAP's or equivalent that show proof experience in that position (example ICS225, ICS205A, Signature page that shows your name in the desired position.) Do not attach full IAP's, if a single page or 2 can show proof of you in your activated position.
3. Copies of training certificates that support your request. Note: EOC Skillset training requirements can be found in Appendix D of the SQS Guidance Document.