

The background features the official seal of the State of South Dakota, rendered in a light gray, semi-transparent style. The seal is circular with a serrated outer edge. It contains the text "STATE OF SOUTH DAKOTA" at the top, "UNDER GOD THE PEOPLE RULE" in a smaller arc below it, and "GREAT SEAL" at the bottom. The year "1889" is prominently displayed at the very bottom of the seal. The central image of the seal depicts a landscape with a river, a windmill, and a plow. Three vertical cyan stripes are positioned on the left side of the page, and three vertical cyan stripes are on the right side, partially overlapping the seal.

# **South Dakota Training Program**

**2014-2016**

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## **Background**

Starting with Fiscal Year 2013, the South Dakota Office of Emergency Management adopted a comprehensive training program for Emergency Management stakeholders. These requirements were adopted in response to changes in grant guidance from the United States Department of Homeland Security. The guidance calls for an increased number of trainings and exercises with a strong all-hazards focus.

In the Spring and Summer of 2011 the State of South Dakota experienced an unprecedented flood along the Missouri River. In the After Action Review of the event many shortfalls were noted in preparedness for such an event; specifically the need for additional training courses. The courses outlined in this document are the result of continued cooperation between the South Dakota Office of Emergency Management, South Dakota Office of Homeland Security, South Dakota Incident Management Assistance Team, and numerous local jurisdictions.

The following document will outline the training courses and training objectives for the next two years. The effective dates for this training plan will be from October 1, 2014 to September 30, 2016. Any course names, dates, or descriptions contained within this document are subject to change without notice per the discretion of the South Dakota Department of Public Safety.

## **Program Details**

As with any subject, mastery of emergency management requires a firm foundational knowledge base. This is accomplished, in part, by completion of the Federal Emergency Management Agency's Professional Development Series of courses. This series of courses consists of the following courses:

- a. IS-120.a: An Introduction to Exercises
- b. IS-230.d: Fundamentals of Emergency Management
- c. IS-235.b: Emergency Planning
- d. IS-240.a: Leadership and Influence
- e. IS-241.b: Decision Making and Problem Solving
- f. IS-242.b: Effective Communication
- g. IS-244.b: Developing and Managing Volunteers

Completion of these courses is a requirement of all SLA participating emergency managers, and state OEM staff within the State of South Dakota.

Individuals may also be required to take additional FEMA Independent Study Courses.

- a. IS-130: Exercise Evaluation and Improvement Planning
- b. IS-139: Exercise Design
- c. IS-630 or IS-634: Introduction to the Public Assistance Process
- d. IS-701: Multi-Agency Coordination System
- e. IS-775: Emergency Operations Center Management and Operations (G-775 can be substituted for IS-775)

It is also required that all emergency management personnel complete the following courses to comply with National Incident Management System standards:

- a. IS-100.b: (ICS 100) Introduction to Incident Command System
- b. IS-200.b: (ICS 200) Incident Command System for Single Resources and Initial Action Incidents
- c. ICS 300: Intermediate Incident Command for Expanding Incidents
- d. ICS 400: Advanced Incident Command for Complex Incidents
- e. IS-700.a: National Incident Management System (NIMS), An Introduction
- f. IS-800.b: National Response Framework, An Introduction

The following Independent Study courses are recommended by FEMA:

- a. IS-702.a: National Incident Management System (NIMS) Public Information Systems\*
- b. IS-703.a: National Incident Management System (NIMS) Resource Management Course
- c. IS-704: National Incident Management System (NIMS) Communications and Information Management
- d. IS-706: National Incident Management System (NIMS) Intrastate Mutual Aid

With the formation of a statewide Incident Management Assistance Team (IMAT); it becomes a top priority to ensure the State of South Dakota’s deployable resources are trained and able to function where ever they are needed. The following courses<sup>†‡</sup> will be offered to the IMAT personnel at least once over the five years:

- a. E-950: NIMS All-Hazards Position-Specific: Incident Commander Course
- b. E-952: NIMS All-Hazards Position-Specific: Public Information Officer Course
- c. E-954: NIMS All-Hazards Position-Specific: Safety Officer Course
- d. E-956: NIMS All-Hazards Position-Specific: Liaison Officer Course
- e. E-958: NIMS All-Hazards Position-Specific: Operations Section Chief Course
- f. E-960: NIMS All-Hazards Position-Specific: Division/Group Supervisor Course
- g. E-962: NIMS All-Hazards Position-Specific: Planning Section Chief Course
- h. E-964: NIMS All-Hazards Position-Specific: Situation Unit Leader Course
- i. E-965: NIMS All-Hazards Position-Specific: Resources Unit Leader Course
- j. E-967: NIMS All-Hazards Position-Specific: Logistics Section Chief Course
- k. E-969: NIMS All-Hazards Position-Specific: Communications Unit Leader Course
- l. E-970: NIMS All-Hazards Position-Specific: Supply Unit Leader
- m. E-971: NIMS All-Hazards Position-Specific: Facilities Unit Leader
- n. E-973: NIMS All-Hazards Position-Specific: Finance/Administration Section Chief Course
- o. E-975: NIMS All-Hazards Position-Specific: Finance/Administration Unit Leaders Course

The G Series courses are also an important part of any Emergency Management Training Program. These courses are recognized by FEMA, but are administered by state and local jurisdictions. The following G Series courses will be offered through September 30, 2016:

- a. G-775: Emergency Operations Center Management and Operations
- b. G-197: Emergency Planning for Access and Functional Needs Populations
- c. G-250.7: Rapid Needs Assessment Workshop
- d. G-393: Mitigation for Emergency Managers
- e. G-191: ICS/EOC Interface
- f. G-270.4: Recovery from Disaster, the Local Government Role
- g. G358: Evacuation and Re-Entry Planning Course

## **Recommended Courses**

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\* Course recommended for State and Local level PIO’s only.

† These courses are also open for all County Emergency Managers

‡ These courses are offered as a “Train the Trainer” at the Emergency Management Institute in Emmitsburg, MD. Anyone interested in attending a Train the Trainer should contact the State Training Officer with the South Dakota Office of Emergency Management.

Completion of the Advanced Professional Series (APS) of courses is recommended for any emergency management personnel within the State of South Dakota. Along with numerous mandatory trainings that will greatly strengthen the ability of the State of South Dakota to respond to any event; these recommended courses will be offered for individuals to take as they desire to further enhance their knowledge and abilities within the field of Emergency Management. The complete series of courses consist of five required courses and a total of five electives. The required courses for the APS are:

- a. G-775: EOC Management and Operations
- b. G-191: Incident Command System/Emergency Operations Center Interface
- c. G-557 (G-250.7): Rapid Assessment Workshop
- d. G-270.4: Recovery from Disaster, the Local Government Role
- e. G-393 or G-318: Mitigation for Emergency Managers or Local Mitigation Planning, either Mitigation course will satisfy the APS requirements

The elective courses are:<sup>§</sup>

- a. G-288: Donations Management Workshop
- b. G-364: Multi-Hazard Emergency Planning for Schools, or *L363 Multi-Hazard Planning for Higher Education\**
- c. IS703 - NIMS Resource Management, (Independent Study)
- d. G-202: Debris Management, **or** *E202 Debris Management Planning for State, Local and Tribal Officials\**
- e. G-386: Mass Fatalities
- f. G-361: Flood Fight Operations
- g. G-110: Emergency Operations Course for Local Governments, **or one of the following IEMC courses E900, E905, E910, E915, E920, E930, E945 and E947\***
- h. G-108: Community Mass Care and Emergency Assistance
- i. G-358: Evacuation and Re-Entry Planning
- j. G-290: Basic Public Information Officer Training, **or** *E388 Advanced Public Information Officer\**
- k. G-271: Hazardous Weather and Flood Preparedness or IS-271 - Anticipating Hazardous Weather and Community Risk, (Independent Study) **\*\***
- l. G-272: Warning Coordination
- m. E/L/G-146: Homeland Security Exercise and Evaluation Program **††**
- n. G-366: Planning for the Needs of Children in Disasters
- o. G235 - Emergency Planning

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<sup>§</sup> These courses are electives for the Advanced Professional Series Certificate program.

\* All substitute E or L courses are subject to the Approval of the State Training Officer.

\*\* IS-271 Anticipating Hazardous Weather and Community Risk can be substituted for G-271.

†† E/L/G-147: HSEEP Train the Trainer can be substituted for E/L/G-146

## **Scheduling of Courses**

The State Training Officer will place all courses sponsored by the South Dakota Office of Emergency Management on the OEM Training Website at least 45 days before the date of the course, unless a course is canceled or rescheduled. Training announcements will be sent, to the appropriate audience, via email. The recipients could include, but are not limited to: all OEM staff, County Emergency Managers, the Sheriff's Association, Police Chiefs Association, Fire Marshall's Office, Emergency Medical Services, Municipal League, and Voluntary Organizations Active in Disasters (VOAD), and the County Commission Association (EM101 course offerings only) no less than two weeks prior to the start of the course. To register for available courses, applicants must fill out the online training registration form located at: Eventbrite.com.

Course materials will be provided for all courses that are funded by the South Dakota Office of Emergency Management. Students will be expected to return all books unless stated otherwise. All students will be required to complete a course evaluation form and return the form to the course manager on the last day of the class unless other arrangements were made in advance. If a student is unable to make the course for any reason, they must notify the course manager immediately so another student can be placed in the class. All courses will be scheduled Monday through Friday between the hours of 8:00AM and 5:00PM, excluding state holidays, unless stated otherwise. All information contained on the State Training Website and/or calendar is subject to change without notice. For additional course offerings; check <http://training.fema.gov>.

Every effort is made to ensure that the information contained on the website, flyers, and/or emails is correct, but it is the responsibility of the student to verify the course information. The South Dakota Office of Emergency Management will not be responsible for hotel arrangements for classes that require an overnight stay.

The South Dakota Office of Emergency Management will utilize the FEMA NIMS Training Program, the most current manual will be used as a guide for instructor qualifications. Instructors will ultimately be approved by SDOEM for classes recognized under SDOEM programs. The instructor will call the State Training Officer with notification of the class and will also fill out an SDOEM Course Instructor Application and email to the State Training Officer along with all the Certificates required to teach the class. The application and certificates will be required for EVERY class instructed. The class instructor will also be required to use the most recent curriculum. The instructor will be required to maintain class rosters for a period of one year from the final date of the course offering. If these terms are NOT met by the instructor, certificates for that class will NOT be issued and/or the rosters will not be uploaded in individuals transcripts maintained by SDOEM. If a county emergency manager sponsors the course, this individual will also maintain a copy of the roster for a period of one year SDOEM will issue course certificates for classes paid for by SDOEM. The South Dakota Office of Emergency Management will NOT issue certificates for courses the office does not sponsor. Independent Contractors will need to utilize their own materials and issue their own certificates if South Dakota Office of Emergency Management is not the sponsor.

### **SDOEM Instructor Qualifications for ICS 300 and ICS 400**

SDOEM Training Course Instructor Application and Certificates **MUST** be provided to the SD Office of Emergency Management (SDOEM) Training Officer for the following courses in order to be approved to instruct a SDOEM recognized ICS 300 or ICS 400 course. This is necessary prior to any of IS or ICS courses being instructed.

- IS 100
- IS 200
- ICS 300
- ICS 400
- IS 700
- IS 800
- An Adult Education Class
- The G265 Course is a required course as of August 2013. Instructors will need to have had this course within the past 5 years of instructing the course to meet the adult education requirement. SDOEM will provide periodic training opportunities for the G265.
- ICS 400 FEMA recommends at least two instructors-DHS may make this a federal requirement in the next year. If needed SDOEM will make this a requirement.

The above certifications will be reviewed by the SDOEM Training Officer for any instructor wishing to teach ICS courses which are recognized and/or funded by SDOEM.

- Must be an SDOEM approved instructor.
- Each class must have a minimum of 15 students to qualify if the course is to be reimbursed by OEM.
- Each course offering must follow the required course hours outlined by FEMA.
- All classes must be listed on the Eventbrite web-based system for registration and open to any participant.
- Evaluation sheets from all class participants must be sent to SDOEM immediately following the course offering
- A typed roster with name and emails of who attended the class must be provided immediately to the SDOEM Training Officer. The Eventbrite roster can be utilized for this and will be provided to the instructor and/or county Emergency Manager by the Training Officer prior to the course.
- Instructor must keep a roster of class for one year and provide a copy to the county emergency manager. The county emergency manager will also maintain a copy for one year.

#### Student Requirements:

- If the date on the certificates for the IS 100, IS 200, and IS 700 are dated **AFTER** the date of the ICS 300 no credit for the ICS 300 will be given and a certificate for the ICS 300 will not be issued.
- If the certificates for the IS 100, IS 200, IS 700, and ICS 300 are submitted after attending the ICS 400 and the date on the certificates for the IS 100, IS 200 and IS 700 and ICS 300 are **AFTER** the date of the ICS 400 no credit for the ICS 400 course will be given and a certificate for the ICS 400 will not be issued. The course will not be uploaded into the students training transcript if these requirements are not met.
- The South Dakota Office of Emergency Management will NOT issue certificates for courses the office does not sponsor. Independent Contractors will need to utilize their own materials and issue their own certificates if South Dakota Office of Emergency Management is not the sponsor.
- For any other courses where there are prerequisites for the course and those prerequisites are taken after the course date, then no certificates will be issued by SDOEM.
- The instructor needs to collect and keep copies of all the prerequisites for each class they teach for a period of 1 year.

**SDOEM Training  
Course Instructor Application**

<b>Course Title:</b> _____				Course Code*: _____		Dates: _____	
Class Day 1 – Start Time _____	End Time _____	Class Day 2 – Start Time _____	End Time _____	Class Day 3 – Start Time _____	End Time _____	Class Day 4 – Start Time _____	End Time _____

Maximum # Students: _____	List all prerequisites for this course here: _____	By Invitation Only/Closed, etc? _____
Who is completing the student certificates? _____	Who is doing invites? _____	

Note: The South Dakota Office of Emergency Management will NOT issue certificates for courses the office does not sponsor. Independent contractors will need to utilize their own materials and issue their own certificates if South Dakota Office of Emergency Management is not the sponsor. See attached for additional instructor information. Courses not preapproved via this application will not be recognized within the SDOEM training transcripts.

<b>Lead Instructor:</b>	Phone: _____	Cell: _____	Email: _____
Address: _____	City: _____		Zip: _____
<b>Additional Instructors:</b>	Phone: _____	Cell: _____	Email: _____
Address: _____	City: _____		Zip: _____
<b>Others (Opt.):</b>	Phone: _____	Cell: _____	Email: _____

Instructors must submit current qualifications & certificates to SDOEM for approval prior to the course being offered. This is required for each course instructed.

**Training Facility:**

Facility Name/County _____	Phone: _____	Fax: _____	Email: _____
Point of Contact _____	Address: _____		City/Zip: _____

Material Name: _____	Materials Date: _____
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**Other Arrangements Needed or Arranged:**


Person Completing Form: \_\_\_\_\_ Phone and/or Extension: \_\_\_\_\_

<b>State Training Officer Acknowledgement</b> Date: _____ Sign: _____	<b>Entered/Filed:</b> _____	<b>By:</b> _____

\* - The course code will be either G, ICS, IS or L followed by a number. i.e. G610, IS-100, L449

## **SDOEM All Hazards Position Specific Courses Instructor Qualifications**

The following are the requirements taken from the: November 2012 NIMS ICS All-Hazards Position Specific Training Program for Incident Management Teams. The entire document can be viewed on-line at [fema.gov](http://fema.gov). These requirements must be met in order for a person to qualify to be an instructor of the All Hazards Courses. If you have interest in being recognized as an instructor for OEM for one or more of these courses please carefully read these requirements and submit the required information and certificate copies illustrating your qualifications to the State Training Officer. The State Training Officer will then forward applicant information to the National Emergency Training Center for final approval. It is important that all information and requirements of the November 2012 NIMS ICS All-Hazards document be met, appropriately documented, and submitted for review.

Courses which fall into this category are:

E/L-958: Operations Section Chief (OSC) Course– 4 Days  
E/L-962: Planning Section Chief (PSC) Course – 4 Days  
E/L-973: Finance/Administration Section Chief (FSC) Course- 3 Days  
E/L-967: Logistics Section Chief (LSC) Course – 5 Days  
E/L-950: Incident Commander (IC) Course- 5 Days  
E/L-956: Liaison Officer (LOFR) Course – 2 Days  
E/L-954: Safety Officer (SOFR) Course- 4 Days  
E/L-952: Public Information Officer (PIO) Course – 5 Days  
E/L-965: Resources Unit Leader (RESL) Course – 4 Days  
E/L-964: Situation Unit Leader (SITL) Course – 5 Days  
E/L-960: Division/Group Supervisor (DIVS) Course – 3 Days  
E/L-971: Facilities Unit Leader (FACL) Course – 5 Days  
E/L-975: Finance/Administration Unit Leaders (FAUL) Course – 3 Days  
E/L-970: Supply Unit Leader (SPUL) Course – 4 Days  
E/L-969: Communications Unit Leader (COML) Course– 4 Days  
E/L-984: Task Force/Strike Team Leader (TF/ST) Course – 3 Days

### **Instructor Qualifications:**

The following requirements must be met:

- Must meet all General Position Specific Instructor Guidelines (see November 2012 NIMS ICS All-Hazards Position Specific Training Program for Incident Management Teams document for more information).
- FEMA recommends that at least two instructors be used to teach all Positions Specific courses.
- Must have successfully completed accredited IS 100, IS 200, ICS 300, ICS 400, IS 700, and IS 800 courses.
- All instructor candidates are required to complete a train-the-trainer (TtT) course for each All-Hazards Position Specific course they desire to teach.

- Must have served in an incident management position within five years in real-world incidents, planned events, or accredited exercises that required a written Incident Action Plan and/or went more than one operational period.
- Instructors should hold certification as instructors from a recognized program of study such as State Fire Instructor (NFPA 1041, Level II or above); EMI Master Trainer Program; or other recognized qualifications in techniques of instruction and adult education methodologies.
- In order to be selected to attend Position Specific train-the-trainer classes, instructor applicants must submit resumes to the State Training Officer, Teresa Tople, who can be reached at: [Teresa.tople@state.sd.us](mailto:Teresa.tople@state.sd.us)

Effective October 1, 2013, all applicants for admission into the All-Hazards Position Specific train-the-trainer program must have previously completed the class that they wish to teach before being accepted into the train-the-trainer program. Exceptions will be made for those instructors who are currently qualified to teach Command & General Staff courses (including those who were historically recognized) and desire teaching Unit Leader courses in their area of expertise. Example: an instructor who is currently qualified to teach the Operations Section Chief class and desires to apply for a train-the-trainer class to teach either the Division/Group Supervisor or the Task Force/Strike Team leader class will be allowed to do so without having to first take the Division/Group Supervisor or Task Force/ Strike Team leader class.

As noted, students completing the All-Hazards Operations Section Chief TtT would also be authorized to teach the Division/Group Supervisor Course; students completing the Planning Section Chief TtT would also be authorized to teach the Situation and Resource Units Leader Courses; students completing the All-Hazards Logistics Section Chief TtT would also be authorized to teach the Supply Unit Leader and Facilities Unit Leader courses, etc. However, instructors should ensure they're thoroughly familiar with Unit Leader Course materials prior to attempting to teach these classes, as the course materials are highly technical in nature and require an in-depth knowledge of the subject matter. To help resolve this issue, train-the-trainers for Unit Leader classes were added to the EMI on-campus schedule of classes in FY 2012.

Additionally, all students who apply for admission into the Communications Unit Leader (COML) train-the-trainer class (E/L-949) must have completed the COML class prior to being allowed to register for the train-the-trainer, effective October 1, 2012. Potential students who wish to apply for COML TtT classes should contact their state's Statewide Interoperability Officer (SWIC) and STO, as those classes are scheduled and conducted within the states. Note: The State Training Officer can notify the South Dakota SWIC on your behalf.

In conjunction with the above noted requirement, future applicants for admission into the All-Hazards Position Specific TtT program must have completed the course as a prerequisite.

### **Train-the-Trainer Prerequisite Requirements:**

All applicants for acceptance into the All-Hazards Position Specific train-the-trainer program are expected to possess a thorough knowledge and understanding of the Incident Command System (ICS) to include:

- ICS Command, General Staff, and Unit Leader functions National Incident Management System (NIMS)
- National Response Framework (NRF) concepts and principles
- Local, State, Tribal, and Federal interagency cooperation and coordination
- Incident Management Team organization, roles, and responsibilities

Lead instructors for All-Hazards Position Specific training courses must have a minimum of 10 years of operational field experience at the Command and/or General Staff level with an emergency response discipline (i.e. fire, emergency medical service, law enforcement, public works, public health, etc. or a wildland fire agency). In addition, lead instructors must have a minimum of 5 years' experience delivering emergency management training to target audiences comprised of incident management and/or emergency response personnel.

Support instructors must have a minimum of 3 years of operational field experience in a Command, General Staff, or Unit Leader position. A Support instructor automatically becomes a Lead instructor for all All-Hazards Position Specific classes he or she is qualified to teach upon meeting all of the listed qualifications in both training and experience for Lead instructors as listed in the November 2012 NIMS ICS All-Hazards Position Specific Training Program for Incident Management Teams document.

Lead and Support instructors must have successfully completed the following training requirements:

1. IS-701, *Multi-Agency Coordination Systems* (MACS) or M-480 Mac Group
2. IS-100, IS-200, IS-700.a and IS-800.b
3. ICS-300 and ICS-400

Lead and Support instructors must have served and/or currently be serving as a member of a Type I, Type II, or Type III incident response team in the functional area for which he/she desires to instruct. Support instructors may substitute actual service as a unit leader for membership on a Type I, II or III team. Note: in states that do not currently recognize Type III teams, membership on a Type IV team will be considered as an equivalent for this requirement.

Lead and Support instructors must also provide documentation that supports successful completion of formal adult education and/or training to include at least one of the following:

1. Emergency Management Institute's (EMI) Master Trainer Program.
2. National Fire Academy's (NFA) Educational Methodology Course
3. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) Course.
4. Center for Domestic Preparedness (CDP) Instructor Training Certification Course.
5. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.).
6. State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II).
7. State Certified Teaching Certificate.
8. Advanced degree in education, educational psychology, technical education, or a related program.

**Recommended Additional Requirements:**

Lead instructors should have successfully completed one or more additional courses or exercises that require the application of ICS knowledge under monitored conditions such as:

1. National Wildfire Coordinating Group (NWCG) S-420 or S-520.
2. Integrated Emergency Management Course (IEMC).
3. National Association of State Foresters (NASF) Complex Incident Management Course (CIMC).
4. The position specific course for which they are applying or equivalent (i.e. NWCG, USCG or EPA position specific courses).
5. NFA Command and Control or Command and Control of Natural and Manmade Disasters.
6. NFA 337 Command & General Staff Course

## Completion of Courses/Certificates

All students completing courses sponsored by the South Dakota Office of Emergency Management will be issued certificates from the South Dakota Office of Emergency Management.<sup>‡‡</sup> These certificates will be finalized after an initialed roster is collected on the last day of class. The students must ensure they provide a working email address is on each course roster. Course certificates will be sent to their email address in .pdf format. For students who request copies of the course materials, a disc containing the appropriate materials can also be mailed. All records for training courses sponsored by SD OEM & FEMA online courses (IS Independent Study) will be kept in the State's training database indefinitely (subject to change) and full transcripts can be produced by request.

Every course that is not held at a state facility will have a contract for use of a meeting room in place no less than 60 days prior to the event. This contract will specify room configuration, materials required, and refreshments provided. It is the responsibility of the course participant to make their own hotel room reservations. If a state facility is being used, rosters will be provided to employees at the entrance to each facility to accommodate individuals entering the building.

The course training record files (rosters, evaluations, certificates and invoices) will be kept for five years. Tests will be kept on file for one year.

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<sup>‡‡</sup> The NIMS Position Specific Courses are sponsored by the Emergency Management Institute and FEMA. Certificates for these courses will come to the student directly from FEMA within 30-90 days.

**The South Dakota Office of Emergency Management will NOT issue certificates for courses the office does not sponsor. Independent Contractors will need to utilize their own materials and issue their own certificates if South Dakota Office of Emergency Management is not the sponsor.**

