



Application for Initial Certification Incident Command System Instructor

I am applying for certification as a: **Lead Instructor**
 Unit Instructor
 Adjunct Instructor

Name:	Social Security Number:
Complete Mailing Address:	Home Phone: Work Phone:
Gender (Optional) Male Female	Date of Birth:
LEPC Affiliation	E-mail Address

People with certain criminal convictions are not eligible to be certified as an Incident Command System Instructors under ___ (need AAC's) _____. If an applicant has criminal convictions, he or she must submit additional materials that can be used by the staff at DHS&EM to determine eligibility for certification.

CRIMINAL HISTORY QUESTIONS

These three questions must be completed by all applicants

Name:		
Yes*	No	Question
		Have you EVER been convicted of a felony violation of federal or state law?
		Have you been convicted of a misdemeanor violation of federal or state law, excluding minor traffic violations, within the last fifteen years ?
		Have you EVER been convicted of a violation of federal or state law pertaining to bribery or falsification of documents?

***IF ANY OF THE ABOVE QUESTIONS WERE ANSWERED "YES"
YOU MUST SUBMIT THE FOLLOWING REQUIRED MATERIALS:**

- An Affidavit;
- An Interested Persons Report (IPR).

FACTORS AFFECTING THE TIME FRAME FOR BARRIER CRIMES AND INELIGIBILITY

Crimes that may be a barrier to certification are listed in 7 AAC 26.950 (a) and (b). Crimes listed in 7 AAC 26.950 (a) are permanent barriers to certification. The duration of the applicant's ineligibility for certification due to a conviction for a crime listed in 7 AAC 26.950 (b) may be lengthened or shortened based on 7 AAC 26.950 (f). The factors which may be considered are:

- The seriousness or frequency of the offense;
- The length of time since the offense;
- Evidence of rehabilitation;
- The satisfactory completion of all sentencing requirements; and
- The potential danger posed to the public by an individual.

¹ See page 3 of this application.

² Available from the Alaska Department of Public Safety at <http://www.dps.state.ak.us/Statewide/background/index.asp>
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INSTRUCTIONS FOR AFFIDAVITS

An affidavit is a written declaration signed under oath before a notary public or other authorized officer. For an ICSI application, These authorized officers include: postmaster, clerk of court, judge, magistrate, state trooper, authorized state employee.

When applying for ICSI certification, an affidavit must include:

- the date of the conviction;
- the official name of the offense(s),
- the sentence or treatment requirements imposed;
- the status of the sentence or treatment required; and
- any other information you believe is relevant to your application for EMT certification, including statements about

Important Notes Regarding This Application

The information contained in this application for certification and in your permanent ICSI certification record at the State DHS&EM office is considered a "Public Record" and is not protected from disclosure by law. By completing this application and signing it in the presence of a Notary Public, Officer, or other authorized person you are confirming the accuracy of the information entered on the application.

Your DHS&EM certification records may be retained in electronic, paper, and/or microfilm formats. You have the right to request a copy of your records at any time. Any individual has the right to inspect and copy public records under reasonable rules and during regular office hours. All requests must be made in writing. Information which is non-disclosable will not be made available.

The Division may charge a fee for searching and copying its records in accordance with AS 40.25.110 and 6 AAC 96.130.

It is the responsibility of the applicant to keep the Division informed of his or her current mailing address.

The Division will send correspondence, including applications for recertification, to the address on file. If an individual believes information contained in his or her certification records is incorrect, the individual should notify the Division of Homeland Security and Emergency Management, in writing, of the perceived error.

More information about public records in Alaska can be obtained by reviewing AS 40.25.110 - 40.25.220 and 6 AAC 96.010 – 6 AAC 96.900.

Definitions:

Lead Instructor: Is certified by DHSEM to provide ICS instruction at the state level and has been observed by approved division instructors to meet this qualification.

Unit Instructor Is certified by DHS&EM to provide ICS instruction at the regional level.

Adjunct Instructor: Is certified by DHS&EM to provide ICS instruction at the local level.

RELEASE OF INFORMATION AND VERIFYING SIGNATURE

I, _____, residing at _____, authorize the Division of Homeland Security and Emergency Management, to examine my ICSI education records and any law enforcement records pertaining directly to this application for certification, and to discuss them with persons having possession of them. I also expressly permit and authorize release of such records pertaining directly to this application for certification to the Division of Homeland Security and Emergency Management.

I request that, upon presentation of this release, or a true copy, that you provide copies of those records to the Division of Homeland Security and Emergency Management, or representatives of the office of the Attorney General of the State of Alaska.

I authorize the Division of Homeland Security and Emergency Management to discuss my records with persons or organizations which are considered appropriate by the Division in connection with an official investigation, and to provide copies of my records to those persons or organizations, if appropriate.

I understand that records disclosed to the department may become part of a public record and may not be protected from further disclosure by law.

This authorization is given expressly in connection with my application for certification as an Incident Command System Instructor

This authorization expires one year form the date of my signature or at the expiration of my certification, whichever is last.

I acknowledge that I have read and understand the entire application for certification. I further certify, under penalty of perjury, that the foregoing is complete, true and accurate.

Signature of Applicant Date

1. (IN THE PRESENCE OF A NOTARY PUBLIC, POSTMASTER, CLERK OF COURT, JUDGE, MAGISTRATE, STATE TROOPER OR AUTHORIZED STATE EMPLOYEE, IF SUCH OFFICIAL IS AVAILABLE, THE APPLICANT MUST SIGN ABOVE AND THE SIGNATURE MUST BE VERIFIED IN THIS SPACE.)

THIS IS TO CERTIFY that on this _____ day of _____, _____, before me appeared _____ to me known and known to me to be the person named in and who executed the foregoing instrument and acknowledged voluntarily signing and sealing the same.

_____ My Commission Expires _____

Use of Social Security Numbers in Certification of EMS Personnel under AS 18.08

Introduction and Overview: The Privacy Act of 1974, as amended, 5 U.S.C. § 552a (1994) prohibits a federal, state or local government from denying an individual any right, benefit or privilege provided by law because of the individual's refusal to disclose his Social Security numbers (SSN). This section does not apply to any disclosure which is required by federal statute. The law further requires agencies collecting Social Security numbers to provide information about how the information will be used. This document provides information about the collection and use of Social Security numbers by the Division of Homeland Security and Emergency Management (DHSEM) for the purposes of certifying individuals under Alaska Statute 18.08.010 —18.08.090.

Under What Authority Does DHSEM Collect SSNs? Federal and state laws regarding child support enforcement and federal debt collection require state agencies to deny licenses to those who are significantly delinquent in paying their child support or student loan obligations. (See Personal Responsibility and Work Opportunity Reconciliation Act of 1996 - 42 USC 666(a)(13); Debt Collection Improvement Act of 1996 - 31 USC 7701(c) for more information).

Child Support. AS 25.27.244 (a) (Adverse Action Against Delinquent Obligor's Occupational License), requires the Child Support Enforcement Agency to provide a list of delinquent obligors to DHSEM each month and DHSEM must take action to withhold the occupational license of each identified delinquent obligor. The definition of "license" includes authorization under AS 18.08 to perform emergency services. AS 25.27.244(s)(2)(A)(iv). Under AS 18.08.082, the division certifies Incident Command System Instructors dispatchers. AS 18.05.030 compels the department to cooperate with the federal government and provide information it requires.

Student Loans. AS 14.43.148(a) (Nonrenewal of License) allows the nonrenewal of occupational license for a person who is in default on a loan made by the Commission on Postsecondary Education. AS 14.43.148 (h)(1)(A) (iv) defines "license" to include authorization under AS 18.08 to perform emergency services.

How the SSN is used? To comply with federal and state laws, we use our certification data to confirm if licensees are in default of their child support and postsecondary education loans, based on the lists of defaulted obligors which are provided to DHS&EM. DHS&EM may provide limited certification data to the other agencies to clarify an ambiguous entry on the lists. SSNs are not used for other purposes and are not displayed on certification materials. Adverse actions against ICS instructors, e.g. revocation of certification, are required to be reported to the federal government. The provider's SSN will be reported as part of this required report.

Is Providing Your SSN Mandatory? Yes, for the reasons cited above, we are required to collect SSNs. Applications on which the SSN is not provided will be considered incomplete. The application will not be processed and no certificate will be issued until the SSN is provided. It should be noted that Social Security numbers can be assigned, by the Social Security Administration, to foreign workers who are authorized to work in the United States.

Summary: In order to become certified to provide Incident Command System Instruction under AS 18.08, a person must disclose their Social Security number. The Division of Homeland Security and Emergency Management uses the number for purposes required by statute and internally to match test scores with certification records. SSNs are not disclosed except as required by law and efforts are made to maintain the security and privacy of personal information.