



# Nevada Emergency Management

## Instructor Application

### Applicant Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Personal Email Address \_\_\_\_\_

Work Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ FEMA SID # \_\_\_\_\_

### Education and Experience

Name of current organization or agency you are employed by: \_\_\_\_\_

What is your title? \_\_\_\_\_

Major duties? \_\_\_\_\_

Please briefly describe your experience delivering training and/or any NIMS courses you currently instruct.

  

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Please list all the courses you are qualified to teach and attach certifications (attach additional sheet, if needed):

Course Number	Course Name	TtT Completed (Y/N)	Additional Information:

### Additional Information

Please select the box(s) you're able to travel to instruct:      Statewide      Western NV      Eastern NV      Southern NV

Please select the instructor type and level you are applying for:      Lead      Assistant      Adjunct      Partner

### Signature

I certify that my answers are true and complete to the best of my knowledge. I certify I have attached all relevant documents and I also agree to follow all policies, procedures and processes set forth by the Agency Training Division.

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Signature of Applicant

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Date

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Signature of Agency Approval

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Date



## Instructor Levels

**Lead Instructor** – An experienced professional who has successfully completed **E/L 449 OR a recognized equivalent** and has first-hand emergency response experience as a member of the **Incident Command System (ICS) command or general staff**. Lead Instructors must have completed the most recent version of the course they intend to teach, ensuring up-to-date knowledge and instruction and must have accumulated 40 teaching hours with the state of Nevada as an assistant instructor.

**Assistant Instructor** – A qualified trainer who has completed **E/L/K/G 141 or a recognized equivalent Train the Trainer** program. They must also have completed the most recent version of the course they wish to teach to ensure familiarity with current standards and best practices. Assistant Instructors will co-teach with Lead Instructors.

## Instructor Types

**Partner Instructor** - An instructor who is employed by a partnering public safety or critical infrastructure agency and will be paid for instruction through that agency. Partner Instructors must have taken the most recent version of the course they plan to teach to ensure their expertise aligns with current instructional material and methodologies.

**Adjunct Instructor** – A **Subject Matter Expert (SME)** in the specific field they wish to instruct. Adjunct Instructors will be paid by the State of Nevada. Adjunct Instructors must have taken the most recent version of the course they plan to teach to ensure their expertise aligns with current instructional material and methodologies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Policy Against Double Dipping**

In accordance with **NRS 281.127**, employees, officials, and contractors are prohibited from engaging in **double dipping**, which refers to receiving compensation from multiple public sources for overlapping work hours or duties.

This policy ensures transparency and accountability in public service by preventing individuals from unlawfully collecting multiple salaries or benefits from government entities for the same period of work. Violations may result in disciplinary action, financial restitution, or legal consequences as outlined in Nevada law.

Employees and officials are responsible for adhering to this policy and reporting any potential conflicts. If clarification is needed, please consult with the appropriate legal or administrative authority.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Attachments**

**Please attach** all relevant documents with your application, including your resume, applicable certificates, and any other materials you would like us to review.