



**Inside this issue:**

- How to Request a Course through IEM 2
- New Staff at IEM 3
- How to Print a Training Certificate or Transcript from the LMS 4

**About SWAT Training...**

- SWAT III training was created in response to the federal SWAT Team Typing System
- Idaho State University offers 4 undergraduate college credits for the SWAT III course
- Office of Grants & Training recently approved SWAT II and I training curriculum

**GTI and ISU Join Forces to Train America's SWAT Teams**

Fifteen days. One-hundred forty hours of intense training. That's how the first graduates of the *Operations in Terrorist and CBRNE Environments: Type III Advanced SWAT* course were prepared to perform tactical missions as a member of a Type III Swat Team.

The Government Training Institute (GTI) partnered with Idaho State University's Institute of Emergency Management (IEM) to provide a new SWAT Type III course curriculum that's been reviewed and approved by the US Department of Homeland Security, Office of Grants & Training.

The first class was held at the GTI's Boise Headquarters May 15-29, 2006. Since then, requests for mobile trainings at locations around the country have poured in and the GTI mobile training unit has spent time in Hawaii and other states before returning to Idaho for a second SWAT III class in August.

Type III SWAT was created to standardize SWAT training throughout the United States and to define asset capabilities and resources for Incident Commanders during a crisis. This program is the first of its kind for



*"Students are tested daily in this demanding course through written and practical application formats."*

— Chadd Harbaugh, GTI President

nationwide SWAT team classifications and is the most comprehensive SWAT program ever to be offered to state and local agencies.

The program covers 47 separate modules in 15 days. Students are issued a 800-page training manual, and a progress book that includes copies of all of the student's written exams. Through practical applications, they are familiarized and work with the latest technologies in SWAT tactics.

"Students who successfully graduate from the Type III SWAT Operator's Course will have earned it," says Chadd Harbaugh, GTI President. For more information, visit [www.gtitraining.org](http://www.gtitraining.org).

## How to Request a Course from IEM

### 1. Consider your compliance requirements.

In deciding to request a course for your agency, county or area, it's important to take a moment to consider the NIMS training compliance requirements for FY '06. The goal is that everyone with a direct role in emergency preparedness; incident management or response must complete:

- IS-700 NIMS: An Introduction**
- ICS-100: Introduction to ICS**

Additionally, all first line supervisors, single resource leaders and field supervisors are required to complete:

- ICS-200: Basic ICS**

Beyond that, all middle management, including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff are required to complete:

- IS-800: National Response Plan** in FY'06
- ICS-300: Intermediate ICS** in FY '07

And command and general staff personnel are required to complete:

- ICS-400: Advanced ICS** in FY '07.

The Idaho Bureau of Homeland Security strongly encourages that 75% of all Idaho First Responders take one of the following Awareness-level classes:

- IEM-102: WMD Basic Awareness**
- IEM-160: WMD Awareness Level**
- IEM-180: HazMat Awareness**

Every individual, agency, county and area should assure that these goals have been met before requesting other,

optional training courses. You can browse IEM's Course Catalog on our website: <http://www.isu.edu/idiem/> under "Additional Resources."

### 2. Secure your County Emergency Manager's approval.

If you are thinking of requesting a course to be taught in your community, the first step is to talk to your county's emergency manager to make sure that the course you are considering is included in your county's training plan. Any course delivered by IEM, and paid for through county training funds, must have the approval of the county emergency manager.

### 3. Contact the Institute of Emergency Management at ISU.

Once you have discussed your request with your county manager and secured his/her approval, the next step is to contact the **IEM Training Coordinator** (Ellen Jones) by phone (208) 373-1760 or email: [joneelle@isu.edu](mailto:joneelle@isu.edu). You will be sent a copy of our Course Request form to complete and return. Requests should be submitted at least one month before the class delivery date; if requesting a course with non-IEM instructors, allow 6-8 weeks.

You will need to have the name of the course, the date(s) and time(s) for the class, the location where the course will be taught, and information about equipment available at the course site. The Training Coordinator will assign an instructor to teach the course, based on area of the state, discipline and specific experience.

**"Every individual, agency, county and area should assure that these goals have been met before requesting other, optional training courses."**

## How to Request a Course, contin.

### 4. What IEM provides.

The IEM staff will post the course offering on the Idaho Prepares website ([www.idahoprepares.com](http://www.idahoprepares.com)). They will provide or ship all course materials, class roster and evaluation forms, including equipment, if necessary. IEM will also promote classes offering in the area where the course is being held through emailed flyers, to local area first responders in the database.

### 5. Your responsibilities.

The course requester will provide information on the anticipated audience, by discipline and number; assist in promoting the course to local first responders; work with local responders to get them registered and enrolled on the Idaho Prepares website; arrange for refreshments, meals, etc. if desired and budgeted in the training plan; consult with the assigned instructor prior to the class on facility/audience issues; and assure that a facility host is available to open doors, set up the classroom and assist the instructor, as needed.



## IEM Welcomes New Staff

### IEM Program Coordinator

Michael Mikitish's 23 year military career encompassed increasingly responsible management positions with a focus on operations management, administration, program management, staff training and professional development, and human resources for large-scale, often geographically dispersed organizations in the U.S. Army. He has been consistently recognized for building and leading top-performing teams, improving quality and organizational performance, and effectively managing programs that involve diverse organizations and resources. His educational background includes a BS in Public Administration - Criminal Justice Major, an MS degree in Business Administration and a Masters of Public Administration. Some of his previous jobs include: Platoon Leader,

Battalion Fire Support Officer, Battery Commander, Observer Controller, Instructor/Doctrine Writer, Battalion Executive Officer, Division Deputy Fire Support Coordinator, Training Support Battalion Commander, and Professor of Military Science. Mike can be reached at (208) 373-1763 or [mikimich@isu.edu](mailto:mikimich@isu.edu).

### IEM Training Coordinator

Ellen Jones brings to IEM a strong background in adult education and agency administration. She has held positions in program coordination and public relations at institutions of higher education and with nonprofit organizations. She holds a BA in Psychology and an M.Ed and an Ed.S. in Counseling with a specialization in higher education. Ellen can be reached at (208) 373-1760 or [joneelle@isu.edu](mailto:joneelle@isu.edu).

Suzanne Shemwell is the IEM Administrative Assistant responsible for LMS site administration and county training reports. She can be reached at 373-1764 or [shemsuza@isu.edu](mailto:shemsuza@isu.edu).

Connie Meier is the IEM Finance Technician responsible for reimbursements and county financial reports. She can be reached at 373-1759 or [meieconn@isu.edu](mailto:meieconn@isu.edu).

## New on the IDAHO Preparedness Learning Management System (LMS)

### *How to Print Your Training Certificate or Transcript*

Individuals may have registered themselves as a user on the Idaho Preparedness Learning Management System (LMS) or they may have been registered by a LMS administrator and have an established Login ID and password.

1. If you know your login ID and password, please log into the Idaho Preparedness Learning Management System at <https://www.idahoprepares.com>. (Please note your Login ID and password is case sensitive). If you do not know your Login ID or Password, go to step 8 and follow the instructions.

2. Once you are logged into the system and from the home page there are two (2) places on the LMS that you can go to view/print your transcript. Under Student Records in the “**Administration**” area or from “**My Training Plan**.”

3. If you chose to click on Administration, then click on Student Records next. If you chose to click on My Training Plan, click on Transcript link. The viewing /printing instructions are the same for steps 5-7.

4. Then click on Student Transcript.

5. If you want to print a copy of the transcript, right click your mouse and select print. If you want to print a certificate, locate the class that you want to view/print the certificate link. If your training transcript has been updated and you’ve successfully passed the class, a [certificate](#) link will be displayed.

6. Click on the Certificate link and a new window will be displayed and then a second window (Adobe Acrobat) will open and display your certificate in PDF form. If you wish to print a copy of this certificate for documentation purposes, just click on the printer icon.

7. A printer dialogue box will open. Select the printer and then click on Print. The certificate will print Landscape.

8. If any of the three conditions listed below exist, follow the instructions for resolution.

**UNKNOWN LOGIN ID & PASSWORD:** Please contact the LMS Help Desk at 208-373-1764.

**FORGOT LOGIN ID:** If you have forgotten your Login ID, but know your Password, click on the [Forgot LoginID?](#) link on the main login page. After you click on the [Forgot LoginID?](#) link, you will get a Login Assistance screen asking for your First and Last name. Enter your first and last name, click submit and follow the instructions.

**FORGOT PASSWORD:** If you know your Login ID but have forgotten your password, please click on [Forgot Password?](#) the link on the main log in page. After you click on the [Forgot Password?](#) link, you will get a Password Assistance screen asking for your Login ID and Email address. Enter your Login ID and Email address (the email you enter must match the email in your user profile on the LMS), click submit and follow the instructions.

“If you want to print a certificate, locate the class that you want to view/print the certificate link. If your training transcript has been updated and you’ve successfully passed the class, a certificate link will be displayed.”



**ISU—Boise Center  
Institute of Emergency  
Management**  
12301 W. Explorer Drive  
Boise, Idaho 83713  
  
(208) 373-1758  
[www.isu.edu/idiem](http://www.isu.edu/idiem)