



# North Carolina Department of Public Safety

## Emergency Management

Pat McCrory, Governor  
Kieran J. Shanahan, Secretary

H. Douglas Hoell, Jr., Director

### General Instructor Applicants:

Thank you for your interest in teaching for the North Carolina Division of Emergency Management. We strive to provide the best training available to our State and rely on our instructors to achieve this goal. In order to assure the best instruction is provided, certain requirements have been established for one to become an instructor for us. We hope the following information is helpful and we look forward to working with you in the future.

All Instructors wishing to teach for Emergency Management must submit a General Instructor application and proof of completion of the minimum requirements. The minimum requirements for General Instructors are as follows:

- Course completion of course wishing to instruct
- Formal adult instructor training (40 hour minimum) through accredited agencies and or institutions (college courses, NWCG Facilitative Instructor M-410 course, EMI Master Trainer Program, DHS OGT Instructor Training Certification Course, or an equivalent such as OSFM Level II Instructor).
- Instructional Prerequisites per individual course

A course may have prerequisites other than the minimum requirements. Those prerequisites are usually found in the Instructor Guide for the individual course.

*For those wishing to teach ICS classes, a separate ICS application must be filled out.*

Please fill out the corresponding application, and attach proof of completion of course, proof of methodology and proof of any other prerequisites and send to your county Emergency Management office who, after approval, will in turn send the application to your state area coordinator.

**For additional questions, please contact NCEM Training at [training@ncem.org](mailto:training@ncem.org)**

**MAILING ADDRESS:**  
4713 Mail Service Center  
Raleigh NC 27699-4713  
[www.ncem.org](http://www.ncem.org)



**OFFICE LOCATION:**  
1636 Gold Star Drive  
Raleigh, NC 27607-3371  
Telephone: (919) 825-2500  
Fax: (919) 825-2685