Application for Position Task Book Credentialing

What Position are you applying for? Each position requires a separate application. *(Select Position Typing if known)*:	
Position:	Position Type:
If Other, specify below:	

Your Name:	***Current Title or Rank:***
Agency or Department:	***Phone:***
Address:	***City, State, Zip:***
Email:	

SIGNATURE

By signing below, I hereby certify that the information recorded on this application is true and correct. I understand that intentionally providing false or inaccurate information may result in rejection of this application and future applications may not be considered. I have read and understand the physical/medical fitness levels required for this position and will follow the NIMS guidance and MT All-Hazard Resource Qualifications System Guide for evaluation and maintenance.

Applicant Signature	**Date**

INSTRUCTIONS

Use this application to describe your relevant experience and training in support of your PTB. Prior to submitting, use the checklist below to ensure the application is complete and filled out correctly. Direct any application-related questions to: **mtdesprep@mt.gov**

PTB Submission Requirements: (*for more information see the Qualifications Guide*)

Should have a minimum of 5 "activities" (incidents, events, or exercises). Two (2) of the 5 should be a real-world, type 3 incident or above.

Qualifying Incident Requirements:

A. Must have an ICS or EOC structure (*full C&G*) and an Org Chart
B. Must have multiple operational periods
C. Must have signed IAP by command positions that are filled for the incident
D. Must have signed incident eval form by the IC/Supervisor (ICS 225)

Qualifying Exercise Requirements:

A. Must have an ICS or EOC structure documented
B. Must have a sign-in sheet for participants
C. Must have simulated multiple operational periods
D. Must have a Situation Manual or Exercise Plan
E. Must be consistent with Homeland Security Exercise and Evaluation Program

Applicant Checklist:

- ☐ **Applicant Information Form**
- ☐ **Section 1: Completed Experience Narrative** - *Describes your involvement in the incidents, planned events, exercises listed in Section 1, or any other work you have done that is relevant to the position being applied for. Describes how your experience addresses the broader competencies of the PTB for the position that is being applied for.*
- ☐ **Section 2: Record of Training** – Lists all relevant training courses attended. Certifications for each, or transcripts are attached in Section 6.
- ☐ **Section 3: Recommendations** – Lists three references that can support your experience and qualifications for the position applied for.
- ☐ **Section 4: Supporting Documentation:** Provides all supporting documentation for listed experience or training.
    - Includes copy of completed and signed Position Task Book
- ☐ **Submit completed documentation via email to: mtdesprep@mt.gov**
    - or via hardcopy to:
      MTDES
      ATTN: State Qualifications Review Committee
      1956 Mt. Majo St.
      Ft. Harrison, MT 59636

SECTION 1: EXPERIENCE NARRATIVE

Provide a brief appraisal (below or as an attachment) as to how your experience and training is sufficient to make you a qualified candidate for the desired position(s). Describe how you have successfully performed the duties and functions of the desired position, as listed within your respective Position Task Book. Applicants may include additional attachments, such as certificates, letters, performance evaluations, IAPs, or other documentation to support the self-assessment.

SECTION 2: TRAINING RECORD

An official transcript or scanned certificates also accepted

Training Course	Location	Dates

SECTION 3: RECOMMENDATIONS

Name and Title:	Phone Number:	Email:
Reference relates to:		
Name and Title:	**Phone Number:**	**Email:**
Reference relates to:		
Name and Title:	**Phone Number:**	**Email:**
Reference relates to:		

SECTION 4: SUPPORTING DOCUMENTATION

Include a copy of your fully completed and signed Position Task Book and any documentation that supports the experience and training you have listed in earlier sections.