National Qualification System

Recognition of Prior Learning

Application

Recognition of Prior Learning (RPL) is a process that evaluates an individual's formal and non-formal learning through training and experience to determine the extent to which that individual has already acquired and performed the required competencies of an emergency response position. RPL is a more robust, performance-based evaluation and enhancement of traditional Historical Recognition processes. The RPL process measures an individual's demonstrated knowledge, skills and experience against the national standard competencies as established in the specific position task book. The measurement process focuses on evaluation of the candidate's acquisition of the skills described in the prescribed standards, rather than the manner or procedure under which the skills were acquired. For instance, skills may have been acquired in the military, growing up on a farm, or managing a bakery. A candidate will not be judged on where he/she learned to do a job, but rather on the current ability to do the job. Evaluators will expect to see how the candidate performs in this position and completes the job satisfactorily.

Recognition of Prior Learning Process

1. The first step in the RPL process is self-assessment. A candidate will complete the **Recognition of Prior Learning Application** for the position in which he/she is interested. The application instructions are outlined in the document and candidates must provide all the required information to include listing past training and experience to assist the QRB in evaluating whether he/she has successfully performed the duties of the position desired. The evaluation is not based on "what the candidate thinks he/she can do", but rather is based on "I have already successfully performed this function".

2. The second step of the RPL process is compiling convincing evidence of the past training and experiences that documents the candidate has performed the job and completed it successfully. In brief, the portfolio or resume is a collection of certificates, letters, photographs, and other documentation the candidate can provide to support the self-assessment.

3. The third step is a comprehensive review of the self-evaluation and portfolio by the Qualification Review Board (QRB). A person may be asked to coordinate the process, assist in facilitating any needed clarification of the documentation supplied, and arranging interviews. The QRB will first thoroughly review the self-evaluation and the documentation within the candidate's portfolio that has been previously submitted. If the QRB needs clarification or additional information, they will then invite the candidate to an evaluation interview (in person or via conference call) where he/she will be asked questions about the portfolio and experiences that relate to performing the desired position.

4. After the interview is concluded (if required) the QRB will confer and then decide about the candidate's competency. The candidate will be evaluated as "competent" or "not yet competent" dependent on the information provided. If the candidate is deemed to be "competent", it is reported to the state's Certifying Official (CO) that the minimum competencies to perform in that position have been met. If the candidate is deemed "not yet competent", the CO will make recommendations to the candidate and the sponsoring agency for training and development opportunities.

Recognition of Prior Learning Application

SECTION I: CONTACT INFORMATION:

ICS Position applying for: _____

Name (last, first, middle initial): _____

Email address: _____

Phone: _____

Current position/title: _____

SECTION II: INCIDENT MANAGEMENT TEAM AFFILIATION:

Are you, or have you been qualified* in any specific Incident Management Team position?	YES	NO
If yes, which position(s)?		
Are you currently affiliated with an established Incident Management Team?	YES	NO
If yes, indicate the team's name and location:		

SECTION III: RELEVANT HISTORICAL EXPERIENCE AND DOCUMENTATION:

The information in this section (3) indicates your participation in any of the following: multi-operational period incidents; evaluated exercises (Functional or Full Scale) that follow HSEEP guidelines; and/or any planned events where you were assigned the specific All-Hazards position for which you are applying. You must include at minimum one actual, unplanned, emergent, multi-operational incident occurring within the last ten (10) years.

You must use the Position Task Book (PTB) as a guide to match relevant historical data to the line item in the task book for which you are requesting credit.

Note: Number each page in the record for reference purposes.

Example:

Emergency Operations Center (EOC) Skillset: Information Technology

Task Categories: Operate Information Technology
Systems in the State Emergency Operations Center

Task Category: **Perform EOC functions using IT Systems**

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. EMIS: Log on to the Emergency Management Information System	C, E, F, (I) J, R	**Record A-Pg.1**	
2. Use all available technology to create a Common Operating Picture (COP)	C, E, F, (I) J, R	**Record A-Pg.1**	
3. Use current available technology to create executive briefs for current operations	C, E, F (I) J, T, R	**Record A-Pg.1**	

PTB Task Codes
Each task in the PTB model has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all of the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

Example:

RPL Incident/Event Record A

Name/Location	Ice Storm Zebra
Position	SEOC Situational Awareness Unit
Date of participation	Jan 01, 2023
Incident Type/Complexity	Winter Storm
Details of Participation	Member of SEOC Watch Team - Log Clerk

Note: All supporting documents must be attached to the Record Cover Sheet.

Information Technology - Record A, Page 1, Incident Action Plan (IAP)

REQUIRED DOCUMENTATION FOR EACH INCIDENT/EVENT LISTED MUST BE INCLUDED IN YOUR APPLICATION (List a minimum of 3 Maximum of 5).

RPL Incident/Event Record A

Name/Location	
Position	
Date of participation	
Incident Type/Complexity	
Details of Participation	

Note: All supporting documents must be attached to the Record Cover Sheet.

RPL Incident/Event Record B

Name/Location	
Position	
Date of participation	
Incident Type/ Complexity	
Details of Participation	

Note: All supporting documents must be attached to the Record Cover Sheet.

RPL Incident/Event Record C

Name/Location	
Position	
Date of participation	
Incident Type/ Complexity	
Details of Participation	

Note: All supporting documents must be attached to the Record Cover Sheet.

SECTION IV: RELEVANT TRAINING:

All training associated with the position is listed in the Resource Training Library Tool (RTLT) located on the FEMA website: https://rtlt.preptoolkit.fema.gov/Public

It is recommended that you obtain your most current transcript from the Emergency Management Institute (EMI). Transcript requests are available at the EMI website: https://training.fema.gov/emi.aspx

For additional transcripts and training documentation contact the WVEMD Training Officer.

Include copies of certificates for any relevant training courses you have taken. Training certificates can be from any verifiable source if it relates to the position applying for, including any recommended prerequisite courses.

SECTION V: REQUIRED SIGNATURES:

I hereby CERTIFY that the information recorded on this application is true and correct. I agree that I have reviewed, and will comply with, all state requirements identified by the WV NQS Guidelines.

PRINTED NAME AND TITLE	SIGNATURE	DATE
Applicant:		
Section Chief/Supervisor:		
Certifying Official:		