



RPL Checklist

1. Contact Information

- Name, Email, Phone
- ICS Position Applying For
- Current Assignment (Position)

2. Incident management Team Affiliation

- IMT Member
- Team Type (I, II, III, Etc)
- Position on Team (Type)

3. Training Certificates/Equivalencies

- All training certificates present
- Relevant equivalencies approved

4. Relevant experience

- Relevant job experience and time included in position or narratives
- Historical recognition documented as necessary
- Recognition of Prior Learning (RPL) documented as necessary

5. Additional Documentation

- Incident Experience Narrative, Performance Rating(s) (ICS Form 225), Activity Log (ICS Form 214) included
- Incident Action Plans list name, position, and incident
- Other documents included [please list below]

Note: The Application for Recognition of Prior Learning must be submitted with the Position Task Book for which you are requesting certification and line item task must be referenced to the appropriate documented evidence that satisfies the task.