West Virginia Emergency Management Division

National Qualification System

NQS Participant Procedure Guide

Version 1.0

Last Updated: January 2025

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VERSION HISTORY

Version	Date	Updates/Notes
1.0	1/13/25	Initial publication of NQS Participant Procedure Guide.

GENERAL INFORMATION

Background

"The National Qualification System (NQS) is a process that strengthens the Resource Management component of the National Incident Management System (NIMS). [...] Beginning in Fiscal Year (FY) 2022, [the Federal Emergency Management Agency] (FEMA) plans to leverage the Emergency Management Performance Grant (EMPG) Program to make the implementation of NQS a requirement for EMPG funding. [...] NQS will be required starting in FY22 for all EMPG-funded deployable personnel, as determined by each recipient organization and jurisdiction." [1]

"For FY23 and going forward [...] all Recipients in the 50 States and [the District of Columbia] must work toward achieving the [...] NQS Implementation Objectives... For all states and territories, the following requirements shall apply: 1) [...] EMPG Program-funded deployable personnel, as determined by each Recipient organization, will be required to meet NQS certification requirements; and 2) Recipients and Sub-Recipients will be considered in compliance with NQS requirements as long as they are working towards implementing [NQS]." [2]

"The Position Task Book documents the performance criteria a trainee must meet to be certified for a position within NQS. The performance criteria are associated with core NQS competencies, behaviors, and tasks." [3]

[1] FAQ: National Qualification System Process
[2] 2024 Preparedness Grants Manual
[3] NQS Position Task Book Template

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Why do I need to complete a Position Task Book?

FEMA requires all EMPG Recipients (including WVEMD and its EMPG subrecipients) to meet NQS requirements, which is accomplished through completion of Position Task Books (hereafter, "task books") by EMPG-funded personnel. Therefore, if your position is EMPG-funded and you are considered "Deployable," you are required to select a task book and work towards its completion.

The overall goal of NQS is to enhance the state's preparedness by ensuring emergency management personnel in West Virginia are held to the same standards for training and qualifications, thus increasing interoperability between all jurisdictions.

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WVEMD Qualification Review Board

Consisting of WVEMD staff members, representatives of the West Virginia Emergency Management Council, and other key personnel, the WVEMD Qualification Review Board – the governing body of NQS in West Virginia – makes decisions on NQS policies and procedures; reviews applications following task book completions; ratifies the issuance of credentials; and other relevant activities.

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SECTION 1: BEFORE STARTING YOUR TASK BOOK

State NQS Coordinator

The State NQS Coordinator is the staff member at WVEMD responsible for developing, implementing, and managing the NQS program within West Virginia. If you have questions or concerns about anything relevant to NQS, please contact the State NQS Coordinator.

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NQS Procedure Flowchart

Please view the "*NQS Procedure Flowchart*" on the WVEMD NQS Webpage for a helpful visual of the upcoming topics. See "**Appendix B**."

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Required Training for All EMPG-Funded Personnel

All EMPG-funded personnel (regardless of being "Deployable" or not) must complete the same required training, which consists of 11 FEMA Independent Study courses hosted by the National Disaster & Emergency Management University.

In addition to training activities aligned to and addressed in the IPP, all EMPG Program-funded personnel (including full- and part-time SLTT recipients and subrecipients) must complete the following training requirements and record proof of completion:

1. NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version)[2]; **and**
2. Professional Development Series (PDS) **or** the EMPP Basic Academy courses listed in the table below.

Table 10: PDS or EMPP Basic Academy Courses

PDS **Professional Development Series**	Basic Academy **Basic Academy Pre-requisites and Courses**
IS-120.a: An Introduction to Exercises	IS-100 (any version): Introduction to the Incident Command System
IS-230.d: Fundamentals of Emergency Management	IS-700 (any version): National Incident Management System (NIMS)-An Introduction
IS-235.b: Emergency Planning	IS-800 (any version): National Response Framework, An Introduction
IS-240.b: Leadership and Influence	IS-230.d: Fundamentals of Emergency Management
IS-241.b: Decision Making and Problem Solving	E/L101: Foundations of Emergency Management
IS-242.b: Effective Communication	E/L102: Science of Disasters
IS-244.b: Developing and Managing Volunteers	E/L103: Planning Emergency Operations
	E/L104: Exercise Design
	E/L105: Public Information & Warning

- **NOTE**: In lieu of the "Professional Development Series," you may complete the [National Emergency Management Basic Academy](#).

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Determining If You Are "Deployable"

WVEMD recognizes the flexibility and fluidity of the term "Deployable." Therefore, rather than establishing a set definition of "Deployable," WVEMD developed three questions to help EMPG-funded personnel determine whether they're "Deployable" or not:

1. During any emergency or disaster in West Virginia, does your position require you to perform tasks relevant to incident management, incident response, or incident support?
2. Does your agency have mutual aid agreements that require your position to perform tasks relevant to incident management, incident response, or incident support?
3. During any incident, does your position require you to integrate with an Emergency Operations Center (in-person or virtual; Federal, State, or Local)?

If "**Yes**" to any of these questions, then you are "Deployable," and, therefore, are required to select a task book and work towards its completion. If "**No**" to all three questions, you are not required to complete a task book – you must still complete the training required of all EMPG-funded personnel.

- **NOTE**: "Deployable" does **not** infer WVEMD will forcibly send personnel to a given location during an event – WVEMD does not possess that authority. Rather, WVEMD encourages NQS participants to view "Deployable" as "*having the capacity to successfully perform a specific Incident Command System role when requested to assist during an event*."
- **NOTE**: Any revisions made to the aforementioned three questions will be communicated to all NQS participants as information becomes available.

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Selecting Method for Task Book Completion

Each individual participant must select one of the following methods for task book completion:

1. Recognition of Prior Learning (RPL)
    i. Uses your past experiences to sign off on task books.
    ii. You will **not** be assigned a Task Book Evaluator; you will interact directly with the WVEMD Qualification Review Board.
    iii. If applicable, you will **not** have the option to follow your agency's locally developed NQS Procedures or use your agency's custom task books.
2. Standard
    i. Uses your future experiences to sign off on task books.
    ii. You will be assigned a Task Book Evaluator.

Each individual participant of the NQS program must inform the State NQS Coordinator of their decision on method of task book completion.

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Selecting NQS Procedures for "Standard" Method

Local emergency management agencies participating in the NQS program must also select one of the following options for NQS procedures for the "Standard" method of task book completion:

1. Follow WVEMD NQS Procedures.
    i. WVEMD will manage all NQS administration for the local agency.
    ii. Local agencies must follow all internal NQS procedures developed by WVEMD.
    iii. Local agencies must have access to Google Drive.
2. Develop their own NQS Procedures.
    i. Local agencies must manage all NQS administration for their locality (except for the Issuance of Credentials); give WVEMD access to all NQS management systems; and attend quarterly meetings with the State NQS Coordinator.
    ii. Local agencies are permitted to create their own custom task books.
    iii. See "**Appendix C**."

Local emergency management agencies must inform the State NQS Coordinator of their decision for NQS procedures for the "Standard" method of task book completion.
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Selecting Your Task Book

Each individual participant of the NQS program must select at least one task book and work towards its completion. WVEMD and FEMA task books are found on the WVEMD NQS Webpage.

- **NOTE**: Participants are free to select any task book. **Exception**: If you are assigned to the WVEMD State Emergency Operations Center (SEOC), you will first be assigned a task book. SEOC-assigned personnel may pursue further task books after the first is completed.
- **NOTE**: Due to reciprocity established with the State Interoperable Radio Network (SIRN), all NQS participants who select Communications- or SIRN-related task books must also comply with the training and certification standards set forth by SIRN.

Each individual participant of the NQS program must inform the State NQS Coordinator of their selected task book [and any further tasks books following completion of their first task book].
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Reciprocity with Other Credentialing Programs

WVEMD recognizes the existence of other credentialing programs in West Virginia. Therefore, the WVEMD Qualification Review Board may, after a thorough programmatic assessment, establish reciprocity between the NQS Program and other credentialing programs. Reciprocity allows all personnel, regardless of funding source, to complete task books and required training in other credentialing programs to meet NQS program requirements. See "**Appendix D**."

Current Reciprocities:

- State Interoperable Radio Network (SIRN)

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SECTION 2: WORKING ON YOUR TASK BOOK

Your NQS Folder

All NQS participants will be shared a Google Drive folder titled "***WVEMD, NQS – [Your Name].***"
This will be your primary site for all NQS activities. Therefore, all your task book-related activities are done electronically; aside from a consent form, no paper is involved. Your folder will contain:

- Your Selected Task Book
- "Records of Experience"
- Supporting Documentation (Subfolder)
- Training Certificates (Subfolder)
- "Application for Position Certification"
- "Credentials Card, Consent Form"

Only you, your assigned Task Book Evaluator (if applicable), the State NQS Coordinator, and some WVEMD IT personnel can access your folder. Your folder is stored on a secured WVEMD server.

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Editing Documents in Your NQS Folder

The State NQS Coordinator will share your NQS Folder with your primary email address; again, this folder **will be your primary site for all NQS activities**. To edit documents in your NQS Folder, right click on the document, hover over "Open With," and left click on the option for "Adobe."
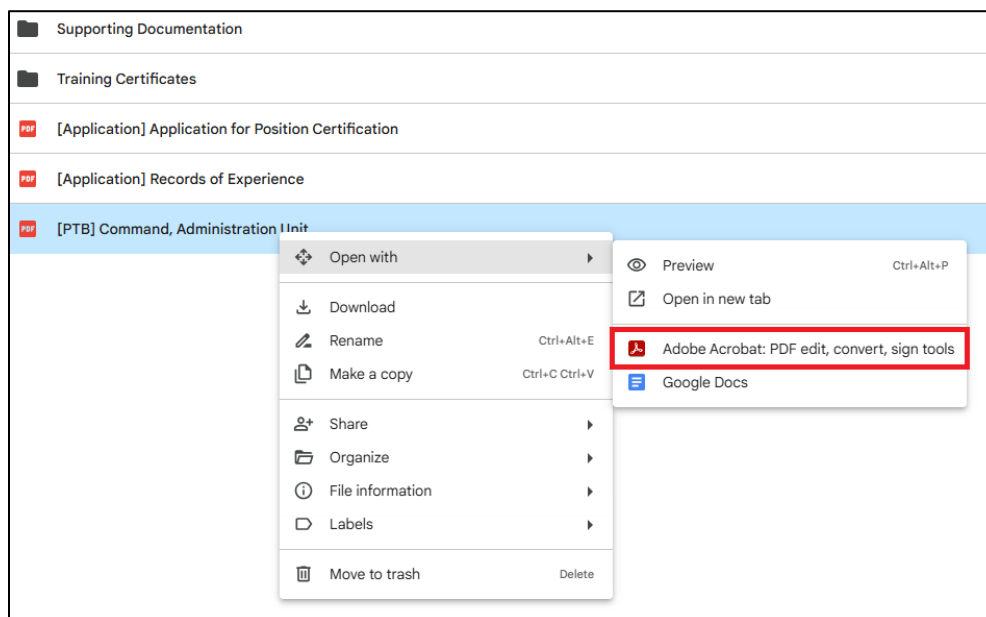
- **NOTE**: If your computer is not compatible with Adobe, left click on the option for "Google Docs." This will create a Google Docs version of the file in your NQS Folder – this is fine as idea is to have a document you are able to access electronically so no paper is needed.

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"Records of Experience"

You must use the "Records of Experience" to list all experiences you are utilizing to complete tasks on your task book. Pay close attention to the "Evaluation Record #" column, as this will correspond with your "Supporting Documentation" subfolder.

Evaluation Record #	Name of Event	Date(s) of Event	Position or Role	Brief Details of Your Participation
1	WV High Winds/Tornado (Severe Weather)	4/2/24 - 4/4/24	Situational Awareness Specialist	Served as the Situational Awareness Specialist; drafted and distributed SitReps each day the SEOC was active. Also drafted and distributed day roll-ups per request of WVEMD Director.
2	Hurricane Helene	9/26/24	Situational Awareness Specialist	Served as the Situational Awareness Specialist; drafted and distributed SitReps each day the SEOC was active.
3	G191 Course	4/16/24	Student	Attended and completed G191 (EOC/ICS Interface) course.
4	L2300 Course	10/8/24 - 10/10/24	Student	Attended and completed L2300 (Intermediate EOC Functions) course.

- **NOTE**: You are required to list at least three experiences per task book.
- **NOTE**: You are permitted to use an experience for multiple task books.
- **NOTE**: The "Records of Experience" have enough room for 20 experiences. If you need more space, please contact the State NQS Coordinator.

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Supporting Documentation

The "Supporting Documentation" subfolder contains further subfolders titled "Evaluation Record #"; these correspond with the "Evaluation Record #" numbers on the "Records of Experience."

Name ↑
📁 Evaluation Record #1
📁 Evaluation Record #2
📁 Evaluation Record #3
📁 Evaluation Record #4
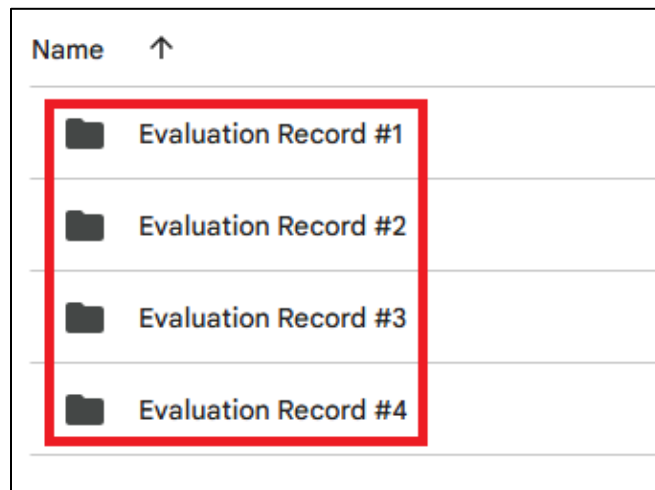
Each further "Evaluation Record #" subfolder must contain the supporting documentation proving you actively participated in the corresponding event you listed on the "Records of Experience."

Evaluation Record #	Name of Event	Date(s) of Event	Position or Role	Brief Details of Your Participation
1	WV High Winds/Tornado (Severe Weather)	4/2/24 - 4/4/24	Situational Awareness Specialist	Served as the Situational Awareness Specialist; drafted and distributed SitReps each day the SEOC was active. Also drafted and distributed day roll-ups per request of WVEMD Director.
2	Hurricane Helene	9/26/24	Situational Awareness Specialist	Served as the Situational Awareness Specialist; drafted and distributed SitReps each day the SEOC was active.
3	G191 Course	4/16/24	Student	Attended and completed G191 (EOC/ICS Interface) course.
4	L2300 Course	10/8/24 - 10/10/24	Student	Attended and completed L2300 (Intermediate EOC Functions) course.

··· > Supporting Document... > Evaluation Record #1 ▾

[Type ▾] [People ▾] [Modified ▾]

Name ↑

PDF IAP, Severe Weather (4.2.24).pdf

PDF IAP, Severe Weather (4.3.24).pdf

PDF IAP, Severe Weather (4.4.24).pdf

All experiences listed in your "Records of Experience" must be accompanied by supporting documentation. Here is a non-exhaustive list of acceptable supporting documentation:

- Incident Action Plans (IAPs) or After Action Reports (AARs)
- Situation Reports (SitReps) or Activity Logs
- Incident Command System (ICS) Forms
- Training Certificates & Transcripts
- Signed Official Memos
  - "Signed Official Memos" can be used if you do not have supporting documentation of a given event, but someone (i.e. previous supervisor or colleague) can attest to your role, participation, performance, and competence during said event.

If you are unsure of the acceptability of a supporting document, please contact the State NQS Coordinator for confirmation.

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Completing Tasks on Your Task Book

Once you listed an experience on your "Records of Experience" and ensured it is accompanied by an acceptable supporting document, you may use it to complete tasks on your task book. On your task book, scroll down to your tasks and input the "Evaluation Record #" number within the correct "Evaluation Record #" cell that corresponds with the task you want to complete.

Evaluation Record #	Name of Event	Date(s) of Event	Position or Role	Brief Details of Your Participation
1	WV High Winds/Tornado (Severe Weather)	4/2/24 - 4/4/24	Situational Awareness Specialist	Served as the Situational Awareness Specialist; drafted and distributed SitReps each day the SEOC was active. Also drafted and distributed day roll-ups per request of WVEMD Director.
2	Hurricane Helene	9/26/24	Situational Awareness Specialist	Served as the Situational Awareness Specialist; drafted and distributed SitReps each day the SEOC was active.
3	G191 Course	4/16/24	Student	Attended and completed G191 (EOC/ICS Interface) course.
4	L2300 Course	10/8/24 - 10/10/24	Student	Attended and completed L2300 (Intermediate EOC Functions) course.

Task Category: **Complete common coordination and accountability tasks associated with all positions within the EOC**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Demonstrate understanding of EOC activation and operations, including how your function relates to other incident support activities: • Demonstrate general awareness of local risks and hazards	C, E, F, I, T	3	BB 4/16/24
4. Maintain positive, calm demeanor to promote a positive work environment.	E, F, I	2	BB 9/26/24
5. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	E, F, I, J	1	BB 4/4/24
6. Comply with relevant health and safety requirements.	E, F, I	1	BB 4/4/24
7. Demonstrate understanding of EOC Continuity of Operations (COOP), succession, emergency procedures, and safety guidelines.	C, E, F, I, T	4	BB 10/10/24
8. Participate in the EOC planning process.	E, F, I	2	BB 9/26/24
9. Participate in appropriate EOC meetings and briefings related to your assigned function.	E, F, I	2	BB 9/26/24
10. Follow general internal and external information flow processes: • Demonstrate knowledge of information management systems, such as incident management software	E, F, I		

On your task book, you will see a column titled "**CODE**" – this refers to "Task Completion Codes":

- (C) – Task performed in a classroom or training setting.
- (E) – Task performed during full-scale exercise.
- (F) – Task performed during a functional exercise.
- (T) – Task performed during a tabletop exercise.
- (I) – Task performed during a real-life incident or event.
- (J) – Task performed during day-to-day job duties.
- (A) – Task may be endorsed at any time.

These "Task Completion Codes" indicate the situations in which the task is **_ideally_** completed in. However, if you can demonstrate competency in the completed task through acceptable supporting documentation, you are **_not_** required to abide by these "Task Completion Codes."

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Evaluating Tasks

If you have selected the "Standard" method of task book completion, you will be assigned a Task Book Evaluator. Once you complete a task in your task book, inform your Task Book Evaluator. Your evaluator will review the tasks in question; if acceptable, your evaluator will input accordingly into the "Evaluator Initials & Date" column.

Task Category: Perform action tracking

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Collect and track open tasks, issues and action items through resolution.	E, F, I	1	BB 4/4/24
2. Communicate about tasks, issues, and action items horizontally and vertically as necessary to create awareness and ensure completion.	E, F, I	1	BB 4/4/24

- **NOTE**: If you have selected the "Recognition of Prior Learning" method of task book completion, you will **_not_** be assigned a Task Book Evaluator. Instead, you will interact directly with the WVEMD Qualification Review Board for your task book's evaluation.

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Training Certificates

You must deposit certificates of all training required by your task book into your "Training Certificates" subfolder; transcripts are acceptable. Required training is listed in the task book itself (WVEMD task books) or in the accompanying "Position Qualification" page (FEMA task books).

- **NOTE**: If you are EMPG-funded, you must also deposit all training certificates of the 11 FEMA Independent Study courses required of all EMPG-funded personnel.

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SECTION 3: AFTER COMPLETING YOUR TASK BOOK

"Application for Position Certification"

Once you have completed your task book, fill out the "Application for Position Certification" – the formal document used to certify you have successfully completed all tasks and required training of your task book – in your NQS Folder. Also ensure your folder contains the following:

- Completed Task Book
- Completed "Records of Experience"
- All supporting documentation corresponding to your "Records of Experience" (deposited into your "Supporting Documentation" subfolder).
- Certificates or transcripts of all required training (deposited into your "Training Certificates" subfolder).

Then contact the State NQS Coordinator, who will compile a packet for the WVEMD Qualification Review Board to assess.

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Assessment by the WVEMD Qualification Review Board

The WVEMD Qualification Review Board will assess all applications to determine if NQS participants have demonstrated competence to successfully perform the tasks in NQS task books.

In addition to WVEMD staff members and representatives from the West Virginia Emergency Management Council, the WVEMD Qualification Review Board also contains an ad hoc member, which will vary depending on the task book in review. The ad hoc member can be:

- Your respective WVEMD Area Liaison.
- A subject matter expert relevant to your task book.
- An emergency management official from another jurisdiction.

To maintain neutrality and the integrity of the NQS program, the ad hoc member will not be from the same agency, entity, or organization of the applicant under review.

- ❖ If your application is not approved, the WVEMD Qualification Review Board will propose corrective actions and suggest reapplying for another assessment.
- ❖ If your application is approved, the WVEMD Qualification Review Board will certify your "Application for Position Certification," then forward your application to the State NQS Coordinator to begin the Issuance of Credentials.

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"Credentials Card, Consent Form"

The "Credentials Card, Consent Form" document is currently a work in progress. Please note that Credentials Cards cannot be issued to any personnel until this document becomes official.

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Issuance of Credentials

Once your "Credentials Card, Consent Form" is complete and you provide a copy of your Driver's License, WVEMD will issue you a Credentials Card – the back side contains a QR Code that, when scanned, displays a page listing all task books and required training you have completed.

- **NOTE**: If you lose or misplace your Credentials Card, contact the State NQS Coordinator, who will deactivate your previous QR Code's page, then issue you a new card.
- **NOTE**: Credentials Cards issued by WVEMD are free of charge to all personnel.

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Final Actions

After receiving your Credentials Card, you may pursue another task book – you are permitted to complete as many task books as desired. If you decide to pursue another task book, contact the State NQS Coordinator for further instructions.

But as of the latest version of this document, all EMPG-funded personnel are only required to complete at least one task book to maintain compliance with EMPG. However, WVEMD asks all EMPG-funded personnel to remain flexible as EMPG requirements are subject to change.

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APPENDICES

Appendix A: Abbreviations & Acronyms

AAR --- After Action Report

EMPG -- Emergency Management Performance Grant

EOC --- Emergency Operations Center

FEMA -- Federal Emergency Management Agency

FY --- Fiscal Year

IAP -- Incident Action Plan

ICS -- Incident Command System

NQS --- National Qualification System

PTB -- Position Task Book

QR Code -- Quick Response Code

QRB --- Qualification Review Board

RPL -- Recognition of Prior Learning

SEOC -- State Emergency Operations Center

SIRN --- Statewide Interoperable Radio Network

SitRep --- Situation Report

WVEMD -- West Virginia Emergency Management Division

Appendix B: NQS Procedure Flowchart (Visual)

Last Updated Dec 2024

START

Is your position fully or partially paid with EMPG funding from WVEMD? — Yes →

You must complete the Required Training for EMPG-funded personnel:

IS-100 IS-120 IS-200
IS-230 IS-235 IS-240
IS-241 IS-242 IS-244
IS-700 IS-800

During any emergency or disaster in West Virginia, does your position require you to perform tasks relevant to incident management, incident response, or incident support? — Yes / No

Does your agency have mutual aid agreements that require your position to perform tasks relevant to incident management, incident response, or incident support? — Yes / No

During any incident, does your position require you to integrate with an Emergency Operations Center (in-person or virtual; Federal, State, or Local)? — Yes / No

You're "Deployable"

You're required to complete a Task Book.

Are you assigned to the WVEMD State EOC? — Yes / No

You're not required to complete a task book, but WVEMD encourages your participation in NQS to support the goal of increasing interoperability between all jurisdictions.

Would you like to participate in NQS? — Yes / No

Select a method for task book completion:
1) Recognition of Prior Learning (RPL)
2) Standard

RPL →

Prepare your RPL application.
* Task Book
* Records of Experience
* Supporting Documentation
* Training Certificates

Submit to State NQS Coordinator.

Was your RPL application approved by the WVEMD QRB? — Yes / No

Review and make adjustments based on WVEMD QRB's recommendations.

Do you want WVEMD to manage all NQS administration for your agency? — Yes / No

Your agency must:

* Abide by all NQS requirements determined by FEMA and WVEMD.

* Follow all internal NQS procedures determined by WVEMD.

* Have access to Google Drive, which serves as the primary site for NQS activity and management.

* Use all other systems WVEMD utilizes for NQS.

Your agency must:

* Abide by all NQS requirements determined by FEMA and WVEMD.

* Develop its own NQS procedures, which must be reviewed and approved by the WVEMD QRB.

* Ensure WVEMD has access to all systems your agency utilizes for NQS.

* Attend quarterly meetings with the State NQS Coordinator to review NQS implementation and alignment.

Locally developed NQS procedures must, at a minimum, include or address the following:

* General NQS Policies
* Appointment of Local QRB and Local NQS Coordinator.
* How the local NQS program will be developed, implemented, and maintained.
* How task book progression and evaluation will be accomplished.
* How Task Book Evaluators will be designated.
* If applicable, how custom task books are developed and the justification for required training.
* Coordination with WVEMD for Issuance of Credentials.
* Coordination with WVEMD for potential situations of decertification and appeals.

Submit to State NQS Coordinator.

Review and make adjustments based on WVEMD QRB's recommendations.

Were your NQS procedures approved by the WVEMD QRB? — No / Yes

You must select either an official WVEMD or FEMA task book.

Are you creating a custom task book? — No / Yes

Create your Custom Task Book.

Custom task books can either be made using the FEMA EOC Skillsets, or from scratch using FEMA's task book template. You must identify and justify required training.

Submit to State NQS Coordinator.

Was your custom task book approved by the WVEMD QRB? — Yes / No

Review and make adjustments based on WVEMD QRB's recommendations.

Format Task Book

Ensure your task book is accessible on all systems you're using for NQS.

Work on your Task Book.

Proceed once you've completed all tasks, required training, and "Records of Experience." Ensure "Supporting Documentation" is acceptable.

Submit to State NQS Coordinator.

Was your application approved by the WVEMD QRB? — Yes / No

Review and make adjustments based on WVEMD QRB's recommendations.

Final procedures by WVEMD QRB

Issuance of Credentials → END

Appendix C: Locally Developed NQS Procedures & Task Books

WVEMD respects the authority and autonomy of local emergency management agencies, other state agencies, and stakeholders. Therefore, the WVEMD Qualification Review Board allows said entities to develop their own NQS procedures.

However, in support of the aforementioned goal of increasing interoperability between all jurisdictions, entities developing their own NQS procedures must:

- Abide by all NQS requirements determined by WVEMD and FEMA.
- Ensure locally developed NQS procedures include or address the following (at a minimum):
  - General NQS Policy
  - Appointment of a Local Qualification Review Board
  - Appointment of a Local NQS Coordinator
  - How the local NQS program will be developed, implemented, and maintained.
  - How task book progression and evaluation will be accomplished.
  - How Task Book Evaluators will be identified and designated.
  - If applicable, how custom task books are developed and the justification for required training.
    - **NOTE**: If your entity does not develop custom task books, your NQS participants must select either an official WVEMD or FEMA task book.
  - Coordination with the WVEMD Qualification Review Board for the Issuance of Credentials and maintenance of Credentials Cards.
    - **NOTE**: Entities are welcome to develop their own credentialing program, but WVEMD encourages adoption of and integration with WVEMD's "Issuance of Credentials" procedures. Therefore, entities developing their own credentialing program are expected to coordinate closely with the State NQS Coordinator to ensure program alignment.
  - Coordination with the WVEMD Qualification Review Board for potential situations of decertification and appeals. See "**Appendix E**."
- Ensure WVEMD has access to all systems your entity utilizes for NQS.
- Attend quarterly meetings with the State NQS Coordinator to review NQS implementation progress and ensure congruency with WVEMD NQS procedures.

Locally developed NQS procedures and custom task books must be reviewed and approved by the WVEMD Qualification Review Board. View FEMA's National Qualification System Supplemental Documents webpage for information on the development of NQS procedures and task books.

All local emergency management agencies, other state agencies, and stakeholders interested in developing their own NQS procedures must contact the State NQS Coordinator.

Appendix D: Reciprocity with Other Credentialing Programs (Memo)

State of West Virginia
Emergency Management Division
1700 MacCorkle Avenue, SE, 6th Floor
Charleston, WV 25314
(304) 558-5380 / Fax: (304) 766-2605

G.E. McCabe
Director

Matt Blackwood
Deputy Director

Memorandum for Record

To: Whom It May Concern
From: Lonnie Bryson, Preparedness & Response Chief, NQS Authority Having Jurisdiction (AHJ)
Subject: NQS Program, Reciprocity with Other Credentialing Programs
Date: November 8th, 2024

WVEMD is a recipient of the FEMA Emergency Management Performance Grant (EMPG). For FY2023 moving forward, all recipients are required to work toward achieving the Implementation Objectives of the National Qualification System (NQS), which supports the Resource Management component of the National Incident Management System.

WVEMD acknowledges the existence of other credentialing programs that EMPG-funded personnel (both State and Local) may have already completed or are currently participating in. In support of the overall goal of NQS in West Virginia – to increase interoperability between all jurisdictions – WVEMD will openly consider reciprocity between the NQS program and other credentialing programs, thus allowing EMPG-funded personnel to meet NQS requirements through completion of other credentialing programs approved by the WVEMD Qualification Review Board.

To be approved by the WVEMD Qualification Review Board, other credentialing programs must, at a minimum, include the following to ensure alignment with the NQS program:

- Official Policy or Standing Operating Procedures
- Task Books with Evaluator Inputs
- Requirements for Support Documentation
- Establishment of a Governing Board/Body

To maintain the integrity of the NQS program, the WVEMD Qualification Review Board reserves the right to not approve other credentialing programs for reciprocity, in addition to terminating established reciprocity following a thorough programmatic assessment.

Any inquiries can be directed to Lonnie Bryson (lonnie.r.bryson@wv.gov), WVEMD NQS AHJ.

If you are familiar with existing credentialing programs with possible reciprocity with the WVEMD NQS program, please contact the State NQS Coordinator.

Appendix E: Decertification & Appeals

Decertification

The WVEMD Qualification Review Board may decertify NQS participants who have already received their Credentials Card for the one or more of the following reasons:

- Discovery of falsified information provided by the NQS participant.
- Discovery of egregiously inappropriate behavior performed by the NQS participant.
- The NQS participant no longer wishes to be associated with the NQS program and voluntarily surrenders their Credentials Card.

Decertifications occur after a thorough investigation by the WVEMD Qualification Review Board. If decertification is voted unanimously by the WVEMD Qualification Review Board and approved by the Authority Having Jurisdiction of the NQS program, the following occurs:

- The decertified NQS participant's Credentials Card shall be suspended and their respective QR Code will become non-functional.
- The page linked to their respective QR Code will become inaccessible.
- The decertified NQS participant's completed task books [and task books currently in-progress] will be rendered invalid.

If a decertified NQS participant wants to become recertified through the NQS program, they must 1) demonstrate successful remediation of the offending reasons for decertification; 2) receive and document approval from their respective supervisor(s) and/or county commission; and 3) select a new task book other than those rendered invalid.

NQS participants wanting to recertify will work closely with the State NQS Coordinator. Additionally, NQS participants may appeal decertifications by the WVEMD Qualification Review Board by pursuing the appeals process.

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Appeals

An NQS participant may appeal decisions by the WVEMD Qualification Review Board if said participant 1) believes an error has been made while reviewing participant requests; or 2) wants to dispute decertification. The WVEMD Qualification Review Board will review all evidence provided and consider corrective actions, but the assigned Authority Having Jurisdiction of the NQS program will make the final decision. NQS participants wanting to pursue the appeals process must contact the State NQS Coordinator.

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