

**START**



Last Updated August 2024

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

**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?

Does your agency have mutual aid agreements that require your position to perform tasks relevant to incident management, incident response, or incident support?

During any incident, does your position require you to integrate with an Emergency Operations Center (in-person or virtual; Federal, State, or Local)?

Are you assigned to the WVEMD State EOC?

**You're "Deployable"**

**You're required to complete a PTB**

You're not required to complete a PTB, but WVEMD encourages your participation in NQS to enhance West Virginia's preparedness. Additionally, completion of a PTB results in issuance of Credentials.

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

**Prepare your RPL application:**  
\* Application Page  
\* Records of Experience  
\* Selected PTB  
\* Supporting Documentation  
**Submit completed application to WVEMD QRB for review.**

Was your RPL application approved by the WVEMD QRB?

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

Would you like to participate in NQS?

Do you want WVEMD to manage all NQS administration for your agency?

**Your agency must:**  
\* Abide by all NQS requirements determined by FEMA and WVEMD.  
\* Follow all internal NQS procedures determined by WVEMD.  
\* Use OneResponder (accessed through the FEMA PrepToolkit) as its NQS tracking system.  
\* 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 progress.

**Prepare your NQS Procedures packet, which, at a minimum, must include or address the following:**  
\* General NQS Policies  
\* Appointment of Sub-QRB; justification of all Sub-QRB members' positions and qualifications.  
\* Applications for Position Qualification  
\* All systems used for NQS.  
\* How PTB progression and evaluation will be accomplished. Explanation of how PTB Evaluators will be identified and designated.  
\* Coordination with WVEMD for issuance of Credentials.  
\* Coordination with WVEMD for potential situations of decertification and appeals.  
**Submit completed packet to WVEMD QRB for review.**

You must select either an official FEMA PTB or WVEMD PTB

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

Were your NQS Procedures approved by the WVEMD QRB?

Are you creating a Custom PTB?

Was your Custom PTB approved by the WVEMD QRB?

**Format your PTB**  
Ensure your Custom PTB is accessible on all systems you're using for NQS.

**Create a your Custom PTB**  
Custom PTBs can either be made using the FEMA EOC Skillsets, or from scratch using FEMA's PTB template. You must identify PTB-specific required training.  
**Submit your Custom PTB to WVEMD QRB for review.**

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

**Work on your PTB**  
Proceed once you've completed all PTB tasks and PTB-specific required training.  
**Submit completed PTB to WVEMD QRB for review.**

Was your completed PTB approved by the WVEMD QRB?

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

**Final procedures by WVEMD QRB**

**Issuance of Credentials**

**END**