

# Managing Officer Program Course Completion Checklist and Graduate Certificate Information Sheet



**Name/Rank:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Chief of Department:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Department Address:** \_\_\_\_\_

\_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

You must complete and attach certificates for the following items:

	Item	Date Completed
	"Introduction to Emergency Response to Terrorism" (Q0890)	
	ICS-100, "Introduction to ICS for Operational First Responders" (Q0462)	
	ICS-200, "Basic NIMS ICS for Operational First Responders" (Q0463)	
	IS-700.a, "National Incident Management System (NIMS), An Introduction"	
	IS-800.c, "National Response Framework, An Introduction"	
<b>Option 1</b>	"Leadership in Supervision" (R/N0645) (6-Day)	
	<b>or</b>	
<b>Option 2</b>	"Leadership in Supervision: Creating Environments for Professional Growth" (F/W0646) (dated May 2016 or later)	
	"Leadership in Supervision: Perspectives in Thinking" (F/W0647) (dated May 2016 or later)	
	"Leadership in Supervision: Frameworks to Success" (F/W0648) (dated May 2016 or later)	
	<b>or</b>	
<b>Option 3</b>	"Leadership I for Fire and EMS: Strategies for Company Success" (F/W/D/H/O0803) (dated November 2011 to April 2018)	
	"Leadership II for Fire and EMS: Strategies for Personal Success" (F/W/D/H/O0804) (dated November 2011 to April 2018)	
	"Leadership III for Fire and EMS: Strategies for Supervisory Success" (F/W/D/H/O0805) (dated November 2011 to April 2018)	
	"Shaping the Future" (F/W/O0602) (dated June 2011 or later) or "Introduction to Fire and EMS Supervision and Management" (Q0426) (FY 2020)	
	Complete and attach Capstone Project and certification form.	

Please email this form to the National Fire Academy (NFA) Managing Officer Program manager at [john.carnegis@fema.dhs.gov](mailto:john.carnegis@fema.dhs.gov).