Model Qualifications System Information

The files included in the US Fire Administration (USFA) Model Qualifications System (MQS) package are provided to assist an Authority Having Jurisdiction (AHJ) or jurisdiction in implementing and operating a qualifications program based on the Federal Emergency Management Agency (FEMA) National Qualification System (NQS).

The nine folders and nineteen (19) files included in this package are zipped into a compressed format (Zip file) to simplify file transfer while retaining the organization of the folders and the files within the folders. Before any documents can be opened and used the zipped file needs to be extracted (decompressed) using any compatible file compression/extraction software and saved to a location you choose.

The folder structure of the extracted files consists of:

Name	Date modified	Type
Forms and Letters used in the program	2/27/2022 7:52 AM	File folder
Model Qualifications Guide	2/27/2022 7:52 AM	File folder
Sample Enabling Charter	2/27/2022 7:52 AM	File folder

The names of the folders and the purpose of the files are explained below. Each folder contains two identically named files but in different file formats. One file format is a Microsoft Word document (ends in ".docx") and the second format is the same document saved as a MS Word template (ends in ".dotx"). The reason for supplying one file as a template is that when you open a template document it forces you to save the document with a new name, so it protects the original document from inadvertent alteration or accidently being destroyed.

Each model document or model form includes numerous notes and comments in the margin from the USFA editor. The notes and comments guide the person editing and tailoring the document for the AHJ. Once the indicated changes have been made, the notes and comments in the margin should be deleted.

Each AHJ or jurisdiction presents unique characteristics that the US Fire Administration (USFA) could not anticipate when developing the MQS. It is important that the AHJ make any necessary edits and changes to meet their AHJs unique characteristics, structure, and governance.

❯ Folder: 01-SAMPLE ENABLING CHARTER

File: MQG Sample Charter V-1

- This document contains suggested and sample language that an AHJ or jurisdiction can use to notify affected personnel that that a credentialing program has been developed and a Recognition of Prior Learning phase will begin.

File: Sample AHIMT Charter Final 2019.pdf

- This Adobe PDF document is a copy of the charter that developed by the Tennessee Emergency Management Agency (TEMA) to enable the development of the necessary

committees and the structure to develop and maintain a qualifications system in the state of Tennessee. It is included only as an example of what one AHJ enacted to enable a state-wide qualifications process and the language should not be construed as either required or an endorsement.

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❯ Folder: 02-MODEL QUALIFICATIONS GUIDE

File: Model Qualifications Guide V-1
- This document contains suggested and sample language that an AHJ or jurisdiction can use to notify affected personnel that that a credentialing program has been developed and a Recognition of Prior Learning phase will begin.

❶ Subfolder: Charts and Graphs used in the MQG

File: MQG Sample Letter to Field V-1
- This document contains suggested and sample language that an AHJ or jurisdiction can use to notify affected personnel that that a credentialing program has been developed and a Recognition of Prior Learning phase will begin.

❯ Folder: 03-FORMS AND LETTERS USED IN THE PROGRAM

❶ Subfolder: Letter for RPL

File: MQG Sample Letter to Field V-1
- This document contains suggested and sample language that an AHJ or jurisdiction can use to notify affected personnel that that a credentialing program has been developed and a Recognition of Prior Learning phase will begin.

❷ Subfolder: RCCS Form

File: MQG RCCS Form V-1
- The Request for Change of Credentialing Status (RCCS) form is the primary method participants and committee's use to inform and document changes in a participant's credentialing status.

❸ Subfolder: RPL App Instructions

File: MQG RPL App Inst V-1
- This document contains the instructions for completing the Recognition of Prior Learning Application.

❹ Subfolder: RPL Application

File: MQG RPL App V-1
- This is the Application for Recognition of Prior Learning (RPL). The application is completed and submitted by participants who want to have their previous Incident Command System (ICS) experience recognized during implementation of the qualifications process. Its use is explained in the Model Qualifications Guide Section V, Initiating the Qualification Process – Recognition of Prior Learning (RPL).

❺ Subfolder: RPL Application Review Form

File: MQG RPL App Rvw Form V-1

- The application review form is used by the Credentialing and Qualifications Committee (CQC) to document and assist in their decision of whether or not the candidate has met the criteria for having their previous experience and training qualify them for an ICS position.