



You can either complete these and turn them in with your application  
OR if you are hired, **you have 90 days to do so.**

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## NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

### NIMS Instructions for Prospective Employees

Go to the FEMA website by clicking here: <http://training.fema.gov/IS/NIMS.asp>

**Click on NIMS course on the left** and complete the following:

IS-700.a [National Incident Management System \(NIMS\) An Introduction](#)

IS-800.b [National Response Framework, An Introduction](#)

IS-100.b [Introduction to Incident Command System, ICS-100](#)

IS-200.b [ICS for Single Resources and Initial Action Incidents](#)

Take the “final exam” on each course, and you will get a certificate by e-mail if you pass.

Forward that **e-mail** to me at [desotoems@bellsouth.net](mailto:desotoems@bellsouth.net) , fax a copy to 318-872-5339  
or make a copy and include it with your application.

**YOU CANNOT APPLY WITHOUT NIMS CERTIFICATIONS!**

## ETHICS TRAINING

Public servants and elected officials are required to take **one hour** of training per  
calendar year on the Code of Governmental Ethics pursuant to LA R.S.42:1170A

Go to this website by clicking on the link below: <http://ethics.la.gov/SeminarRegistration/>

Then, located the following at the top of the page, you will see this:

### Online Ethics and Campaign Finance Training Seminars

Elected officials, public employees, and members of the general public are welcome to create a  
login and complete the available online ethics training. A certificate of completion will be  
available for printing upon conclusion of the online session.

**For your first online training session,** [click here to Register with the training system](#) .

**If you have already registered,** [click here to Log In to the training system](#) .

When you have completed the training – be sure to click **SUBMIT**, you can print your certificate.

E-mail it to [desotoems@bellsouth.net](mailto:desotoems@bellsouth.net) **OR** you can print it and include it with your application.