

# ICS Overview for Executives and Senior Officials - V402-018

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## Brief Description

Virtual Delivery - Online Only

## Full Description

**\*\*This 4-hour course will be delivered online.\*\***

Course Date: May 11, 2026

Course Times: 9:00AM-1:00PM

\*\*\* We will be conducting a tech-check from 8:00 AM to 9:00 AM prior to the start of the class which will allow participants the opportunity to join the video conference, verify access, and resolve any potential technical issues to ensure a smooth start.\*\*\*

This course provides executives and senior officials (including elected officials, city/county managers, agency administrators, etc.) an orientation to the Incident Command System (ICS). Participants will become familiarized with Incident Command System (ICS) principles and their role in supporting incident management. Topics covered include: ICS definition and description, ICS organization and features, unified and area command, coordination and incident management assessment and ICS preparedness.

Target Audience: Senior officials including elected officials, city/county managers, agency administrators, etc.

## Training Dates

05/11/2026 - 05/11/2026

## Training Times

09:00 AM - 01:00 PM

## Prerequisites

None Specified

## Registration Dates

11/12/2025 - 05/12/2026

## Available Seats

41

## Hours

4h 0m

## Fee

None Specified

## Training Location

Online Only

## Resources Required

This course will be delivered online.

- A link to the course will be sent to you in a separate email a few days before the start date.

- Students are required to use an electronic device that has a speaker, microphone and camera, as well as internet connection capable of streaming video and audio.

#### Reporting Instructions

None Specified

#### Signup Details

\*Enrollment Policy: Students must have the status of “Enrolled” to attend any class or event. Students who are “Waitlisted” or “Pending Approval” will not be allowed to attend the class. If a student needs to cancel enrollment, please do so as early as possible to allow someone on the waitlist to be enrolled.

\*Attendance Policy: Students must attend at least 90% of the class to be able to receive credit. Should a student need to miss any portion of the class, they must contact the DEMA Training Branch beforehand for further information.

### Acadis Registration Instructions

- 1. To register for an event**, visit [dematraining.az.gov](http://dematraining.az.gov). This is a self-enrollment system. Participants must have their own account and self-enroll for training.
- 2. To create a new account**
  - a. Click on the “WebForms” link under the resources section on the right side of the page.
  - b. Click “Request DEMA Training Portal Account”, complete the form and click submit. Your request will be reviewed within one to two business days. Once your account is approved, you will receive a welcome email with instructions for completing the setup process and accessing your account.
- 3. If you have an existing Acadis Portal Account**
  - a. Log in with your email address and password.
  - b. If you have forgotten your password, click on the “Reset your password” link under the password field. You will need to enter the email address associated with your account. If you have forgotten your login email address, please contact us at 602-464-6225 or [training@azdema.gov](mailto:training@azdema.gov) for assistance.
- 4. Search for an event**
  - a. Once logged in, click on or hover over “Training & Events” (left navigation pane) and click “Available Training”.

- b.** You will see a list of all currently available training events. Click on the course name for details.
- c.** Using the “Filters” button toward the top right of the screen, you may search by keyword, course number or other criteria.
- d.** To the right of each course there will be a button to register or join the waitlist (if the class is full).
- e.** Be sure to view and note the training event details by clicking on the event name.

## **5. Two ways to register**

- a.** From the Training Event Details screen click on “Request Enrollment” on the bottom right. You will be brought to a screen that will confirm the event name and your contact information. To enroll, click “Submit Request” on the bottom right corner.
- b.** From the List of Available Training screen, click the link that says, “Register” on the right side of the event. You will be brought to a screen that will confirm the event name and your contact information. To enroll, click “Submit Request” on the bottom right corner.
- c.** If the class has mandatory prerequisites, you will be asked to upload documentation to fulfill the requirement. Once complete, click “Submit Request”.

## **6. To cancel your registration**

- a.** Log in to your account and click “Home” tab (left navigation pane). Scroll down to the “Training History” section. All requested training will be listed in that area, along with completed training.
- b.** For training events that you have a “Pending” status for, click “Cancel Request” next to the event you wish to cancel. You’ll be asked to confirm your cancellation, and then will receive an email confirmation of your cancellation.
- c.** Training events that you have an “Enrolled” status for cannot be self-cancelled. Please call 602-464-6225 or email [training@azdema.gov](mailto:training@azdema.gov) to cancel.