

Date: January 7-9, 2026 (3 days)

Time: 8:00 am to 4:00 pm each day

Location: Training, Innovation and Leadership Institute
297 Cowesett Avenue, West Warwick RI

Course Description:

The goal of this professional development course, E/L0973 Finance/Administration Section Chief, is to provide Federal, State, and local-level emergency responders with an overview of key duties and responsibilities of a Finance/Administration Section Chief in a Type III All-Hazards Incident Management Team (AHIMT).

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. These criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 1

Course Objectives:

At the end of this course, participants will be able to:

- Explain the information collection and distribution methods of an effective Finance/Administration Section Chief.
- Explain the roles and responsibilities of a Finance/Administration Section Chief as they apply to planning, supervision, and coordination.
- Identify key strategies for interacting with personnel internal and external to the Incident Management Team.
- Explain the Finance/Administration Section Chief's responsibilities in relation to development, review, and implementation of the Demobilization Plan.

Mandatory Prerequisites:

The required prerequisites to this course are:

- IS-0100: An Introduction to the Incident Command System
- IS-0200: Basic Incident Command System for Initial Response
- E/L/G0300: Intermediate Incident Command System for Expanding Incidents
- E/L/G0400: Advanced Incident Command System for Command and General Staff - Complex Incidents
- IS-0700: An Introduction to the National Incident Management System (NIMS)
- IS-0800: National Response Framework (NRF), An Introduction

Other recommended (not required) courses:

- G0191: Emergency Operations Center/ Incident Command System Interface (Emergency Management Institute)
- O305: Type 3 AHIMT Training Course (U.S. Fire Administration)
- O337: Command & General Staff Functions for Local Incident Management Team (National Fire Academy)

If interested in attending, you MUST do the following:

Register via the Wufoo link <https://riema.wufoo.com/forms/l0973-nims-financeadministration/>

1. This does not mean you have a seat in the training.
2. You will be notified should I need your prerequisite certificates.

If accepted into the training, you will be required to complete the FEMA Application which will be sent to you along with a Coupon Code for the training. You will also be required to download the course materials and bring an electronic device to the training.