



GUIDE TO ONLINE CAP EMERGENCY SERVICES TESTS

READING COMPOSITE SQUADRON 811

**Includes: CAPT 116 pt.1, Skills Evaluator Training (SET), CAPT 117 parts 1, 2, 3,
ICS 100, ICS 200, ICS 700, ICS 800**

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Reading Composite Squadron 811

1) E-Services Account

All Civil Air Patrol tests require that you have an E-Services account registered through the National Civil Air Patrol website. If you have not already done so, follow the instructions below to set up an account before continuing any further.

To register an account on e-services:

- Log onto www.gocivilairpatrol.com
- Select "Members" on top menu
- Select "eServices" on left-hand menu
- Click on "First time eServices users click here to activate your account"
- Enter your full social security number and e-mail address
- A username and password will automatically be sent to the e-mail address entered

2) General Emergency Services

This test is required to perform any training in Civil Air Patrol Emergency Services. The material that the test is based on is contained in the CAPR 60-3 and the CAPR 173-3. Links are provided to these materials when you reach question #1 of the test. This test should be taken consecutively with the ICS 100. Instructions to take the ICS 100 are contained in Section 4 of this handout.

To take the GES test:

- Log onto www.gocivilairpatrol.com
- Select "Members" on top menu
- Select "eServices" on left-hand menu
- Log into your eServices account
- On right-hand menu click on "CAP Online Exams"
- In the second blue box, select "CAPT 116 pt 2 (ICS 100)"
- In pull-down menu, select "CAPT 116 Part 1 – General Emergency Services – June 2004," input CAP ID and start test
- When finished, print off your certificate of completion and bring it with you to the next squadron meeting to hand into the Emergency Services Officer.

3) Skills Evaluator Training (SET)

This test allows you to sign-off other CAP members on qualifications that you have fully been trained in. For example, if you have a full Ground Team Member-Level Three certification that *shows up on your 101 card*, by taking this SET test you are then qualified to sign-off other members *in that same specialty only*. Speak with the Emergency Services Officer of your Squadron before you attempt to sign-off any member on any qualification.

To take the Skills Evaluator Training (SET):

- Log onto www.gocivilairpatrol.com
- Select "Members" on top menu
- Select "eServices" on left-hand menu
- Log into your eServices account
- On right-hand menu click on "CAP Online Exams"

- ➔ In the second blue box, select "Skills Evaluator Exam"
- ➔ In the pull-down menu, select "Skills Evaluator Training", input CAP ID and click "Start Test"
- ➔ At this point there will be a link above Question #1 that contains the material the test is on. This is an open-book test, therefore open the link and answer the questions accordingly.
- ➔ When finished, print off your certificate of completion and bring it with you to the next squadron meeting to hand into the Emergency Services Officer.

4) CAPT 117 (parts 1, 2, 3)

The part of this test that you take will depend on what specialty rating you are attempting to earn. The following outlines which part of the test relates to which specialties:

- Part 1 of the test is required for all Ground Team Members, Ground Team Leaders, Urban Direction Finding Team Members, and those Critical Incident Stress qualified.
- Part 2 of the test is required for all SAR/DR Mission Pilots, Transport Mission Pilots, Mission Scanners, Mission Observers, Flight Line Marshalls, and Flight Line Supervisors.
- Part 3 of the test is required for all Incident Commanders, Agency Liaisons, Planning Section Chiefs, Logistic Section Chiefs, Finance/Administration Section Chiefs, Air Operations Branch Directors, Ground Branch Directors, Information Officers, Communications Unit Leaders, Mission Radio Operators, Mission Safety Officers, Liaison Officers, Mission Chaplains, and Mission Staff Assistants.

Each part of the test is a total of 10 questions and is open-book.

To take the CAPT 117 (any part):

- ➔ Log onto www.gocivilairpatrol.com
- ➔ Select "Members" on top menu
- ➔ Select "eServices" on left-hand menu
- ➔ Log into your eServices account
- ➔ On right-hand menu click on "CAP Online Exams"
- ➔ In the second blue box, select "CAPT 117 pt 1, 2 & 3"
- ➔ In the pull-down menu, select which part of the test you would like to take (specifications outlined above.)
- ➔ Input your CAP ID and choose "Start Test"
- ➔ Follow the directions and complete the test. The test is considered open-book.
- ➔ When you are finished, print off your certificate of completion and bring it with you to the next squadron meeting to hand into the Emergency Services Officer.

5) ICS 100

This test, along with the General Emergency Services test, forms your first step in becoming qualified to operate on a search and rescue mission. This test, as well as the GES test, needs to be successfully taken in order to initiate your ES training.

To take the ICS 100:

- ➔ Log onto <http://training.fema.gov/IS/crslist.asp>
- ➔ Select the course titled "Introduction to Incident Command System, I-100"
- ➔ *Right* click on "Take Final Exam" and choose "Open in new window" – this is where you will input your answers to the questions.
- ➔ Go back to the home page of the course and choose "Interactive Web-Based Course". The questions for the test are based on the material in this course.

- The test is considered open-book, and you may go back and forth between the study material and the test if needed.
- When you are finished, print off your certificate of completion and bring it with you to the next squadron meeting to hand into the Emergency Services Officer.

6) ICS 200

This test is required by FEMA to serve in any Emergency Services specialty rating. Thus, in order to serve in any capacity on a ground team or air crew, this test needs to be successfully completed.

To take the ICS 200:

- Log onto <http://training.fema.gov/IS/crslist.asp>
- Select the course titled "ICS for Single Resources and Initial Action Incidents"
- *Right* click on "Take Final Exam" and choose "Open in new window" – this is where you will input your answers to the questions.
- Go back to the home page of the course and choose "Interactive Web-Based Course". The questions for the test are based on the material in this course.
- The test is considered open-book, and you may go back and forth between the study material and the test if needed.
- When you are finished, print off your certificate of completion and bring it with you to the next squadron meeting to hand into the Emergency Services Officer.

7) ICS 700

This test is required by FEMA to serve in any Emergency Services specialty rating. Thus, in order to serve in any capacity on a ground team or air crew, this test needs to be successfully completed.

To take the ICS 700:

- Log onto <http://training.fema.gov/IS/crslist.asp>
- Select the course titled "National Incident Management System (NIMS), An Introduction"
- *Right* click on either option 1 or 2 in the upper right-hand corner and choose to open it in a new window. Either of these presentations will provide you with the material that you will be tested on.
- On the home page of the course, open the "Final Exam Questions" in one window, and then choose to open "Take the Final Exam" in a second window, as you will need to go back and forth between these two things.
- The test is considered open-book, and you may go back and forth between the study material and the test if needed.
- When finished, print off your certificate of completion and bring it with you to the next squadron meeting to hand into the Emergency Services Officer.

8) ICS 800

This test is required by FEMA to serve in any Emergency Services specialty rating. Thus, in order to serve in any capacity on a ground team or air crew, this test needs to be successfully completed.

To take the ICS 800:

- Log onto <http://training.fema.gov/IS/crslist.asp>

- ➔ Select the course titled "National Response Framework, an Introduction"
- ➔ *Right* click on either option 1 or 2 in the upper right-hand corner and choose to open it in a new window. Either of these presentations will provide you with the material that you will be tested on.
- ➔ On the home page of the course, choose "Take Final Exam" and begin the test.
- ➔ The test is considered open-book, and you may go back and forth between the study material and the test if needed.
- ➔ When finished, print off your certificate of completion and bring it with you to the next squadron meeting to hand into the Emergency Services Officer.