

National Threat Evaluation and Reporting Master Trainer Program - Candidate Application



Thank you for your interest in the **National Threat Evaluation and Reporting (NTER) Master Trainer Program (MTP)**. This form is one of three required documents for your application (Candidate Application, Resume, and Supervisor Endorsement Form). Please note that **all three** documents are required to complete your application. Please complete and submit this form, along with your resume using the Submit button. In addition, please have your supervisor complete the Supervisor Endorsement Form, which should be submitted directly by your supervisor using the Submit button on that form. If you have any questions, please email **(b)(6)(b)(7)(e)@hq.dhs.gov**.

APPLICANT INFORMATION

First Name:		Phone:	
Middle Name:		Email Address:	
Last Name:		Organization:	
Preferred Name:		Directorate or Office:	

Are you a U.S. Citizen? (This program is open only to U.S. Citizens)

Yes ☐ No ☐

How did you first learn about the Master Trainer Program?

PERSONAL STATEMENT:

Please describe why you want to participate in the NTER MTP. How do you believe this program could benefit your community?



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Terms and Conditions

Program Expectations

- a. All individuals selected to be Master Trainer (MT) candidates are expected to conduct themselves with integrity during their participation in the National Threat Evaluation and Reporting (NTER) Program Master Trainer Program (MTP). Engaging in discriminatory behavior, harassment, or other forms of unlawful or unethical conduct is grounds for separation from the MTP. Such misconduct includes, but is not limited to:
 - i. Acts of dishonesty, such as:
 - 1. Furnishing false information.
 - 2. Forgery, alteration, or misuse of any document, record or instrument of identification.
 - ii. Conduct that threatens or endangers the health, safety, or well-being of any person.
- b. DHS expects NTER MT candidates to work proactively with partners in their jurisdictions, taking into account their partners' competencies and workload. Similarly, DHS expects NTER MT candidates to balance their schedules to ensure normal duty requirements can be completed while participating in the NTER MTP.
- c. All MT candidates are expected to engage in open communication with the NTER staff and to maintain records using the Learning Management System on completed trainings and training audits.
- d. MT candidates may not use the NTER MTP to market services and/or other products and must avoid the appearance of promoting their participation in the NTER MTP for personal gain.

Applicants

- a. All applicants to the NTER MTP must be United States citizens
- b. Each application to the NTER MTP must be accompanied by an endorsement from the applicant's supervisor.

Participation

- a. For programmatic purposes, individuals selected to participate in the MTP will be referred to as MT candidates until they obtain the full designation of Master Trainer.
- b. All MT candidates are expected to respond to NTER staff communications and return required documents in a timely manner.
- c. All MT candidates must notify the NTER staff of changes to their employment status and provide updated contact information, as appropriate.



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Participation

- d. To become a certified National Threat Evaluation and Reporting (NTER) Master Trainer, a Master Trainer candidate must complete the following requirements:
 - i. Have a Master Trainer Application Request on file with the NTER Program Management Office (PMO). This will include a current resume, application, and supervisor endorsement form.
 - ii. Create or maintain an active Homeland Security Information Network (HSIN) account.
 - iii. Complete Threat Evaluation and Reporting Course (TERC) Prerequisite Readings.
 - iv. Complete Suspicious Activity Reporting (SAR) Fundamentals and Processes e-Learning Course on HSIN-Learn at the following link: (b)(7)(e). Additionally, submit a copy of the course certificate to the NTER PMO.
 - v. Attend the NTER Master Trainer Orientation Webinar.
 - vi. Complete all sections of the Instructor Development TERC (ID-TERC).
 - vii. Participate in the initial ID-TERC training audit by the NTER PMO, to include a feedback session, and received a passing grade.
 - viii. Submit a certificate of completion for the Transportation Security Administration (TSA) Instructor Development Course, Louisiana State University's National Center for Biomedical Research and Training (NCBRT) Instructor Development Workshop, or a previously attended Instructor Certification course.
 - ix. Complete a tentative training plan for the first year as a Master Trainer in coordination with the NTER PMO, including a planned audit, the number of trainings, and the TERC variation to be trained during each session with estimates of classroom size and audience scope.
 - x. Complete an NTER Master Trainer certification application and submit for approval to the NTER PMO.
- e. To maintain certification annually, Master Trainers must continue to perform the duties and responsibilities of a Master Trainer. To ensure that these duties are performed, and these responsibilities are upheld, the NTER PMO will require the following steps on a yearly basis:
 - i. Master Trainers must attend any NTER-led webinars/meetings designated as mandatory by the NTER PMO throughout the year. (It is recommended that Master Trainers attend ALL meetings, even those deemed non-essential.)
 - ii. Master Trainers must attend at least two behavioral threat assessment or targeted violence-related seminars, meetings, and/or trainings per year to ensure Master Trainers are abreast of the latest information in the field and/or best practices can be exchanged with other subject matter experts. These events may be in-person or attended virtually.
 - iii. Master Trainers must attend any follow-on trainings provided by the NTER PMO related to new TERC modules or materials that may be developed subsequent to the ID-TERC.
 - iv. Master Trainers must complete a minimum of four TERC trainings annually; this includes any combination of the three TERC variations. All trainings taught by Master Trainers must be approved by the NTER PMO in advance of training delivery.
 - v. After obtaining certification, Master Trainers must ensure that training courses are available for audit by the NTER PMO once per year. These audits may be conducted in-person or virtually.

Please note that acceptance into the program will not automatically denote an individual as a Master Trainer; additional steps and trainings must be completed after acceptance into the program to be certified as a Master Trainer in the NTER MTP. By checking below and submitting this application, you acknowledge acceptance of the terms and conditions found below.

I accept the terms and conditions of the National Threat Evaluation and Reporting Master Trainer Program.



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SUBMIT

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National Threat Evaluation and Reporting Master Trainer Program - Supervisor Endorsement



Please fill out the form below to provide your endorsement of the applicant's participation in the **National Threat Evaluation and Reporting (NTER) Master Trainer Program (MTP)**. Supervisor endorsements must be submitted to complete the candidate's application package. The Supervisor Endorsement Form can be submitted directly using the Submit button on the form. If you have any questions, please email [\(b\)\(6\)\(b\)\(7\)\(e\)@hq.dhs.gov](mailto:(b)(6)(b)(7)(e)@hq.dhs.gov).

APPLICANT INFORMATION

Name: (Last, First, MI):
Organization:
Directorate or Office:

SUPERVISOR INFORMATION

Name: (Last, First, MI):
Organization:
Directorate or Office:
Title/Position:
Phone:
Email Address:

ENDORSEMENT OF APPLICANT

Do you endorse/approve of the applicant's participation in the program?

Yes ☐ No ☐

ADDITIONAL INFORMATION

Why do you think the applicant would be a good candidate for this program?



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National Threat Evaluation and Reporting Master Trainer Program - Supervisor Endorsement



Roles and Expectations of NTER Master Trainers

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2. Create or maintain an active Homeland Security Information Network (HSIN) account.
3. Complete Threat Evaluation and Reporting Course (TERC) Prerequisite Readings.
4. Complete Suspicious Activity Reporting (SAR) Fundamentals and Processes e-Learning Course on HSIN-Learn at the following link: (b)(7)(e). Additionally, submit a copy of the course certificate to the NTER PMO.
5. Attend the NTER Master Trainer Orientation Webinar.
6. Complete all sections of the Instructor Development TERC (ID-TERC).
7. Participate in the initial ID-TERC training audit by the NTER PMO, to include a feedback session, and received a passing grade.
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To maintain certification annually, **Master Trainers** must continue to perform the duties and responsibilities of a Master Trainer. To ensure that these duties are performed, and these responsibilities are upheld, the **NTER PMO** will require the following steps on a yearly basis:

- A. Master Trainers must attend any NTER-led webinars/meetings designated as mandatory by the NTER PMO throughout the year. (It is recommended that Master Trainers attend ALL meetings, even those deemed non-essential.)
- B. Master Trainers must attend at least two behavioral threat assessment or targeted violence-related seminars, meetings, and/or trainings per year to ensure Master Trainers are abreast of the latest information in the field and/or best practices can be exchanged with other subject matter experts. These events may be in-person or attended virtually.
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- D. Master Trainers must complete a minimum of four TERC trainings annually; this includes any combination of the three TERC variations. All trainings taught by Master Trainers must be approved by the NTER PMO in advance of training delivery.
- E. After obtaining certification, Master Trainers must ensure that training courses are available for audit by the NTER PMO once per year. These audits may be conducted in-person or virtually.

I have read and understand the requirements of the National Threat Evaluation and Reporting Master Trainer Program and nominate the applicant for admission into the program.



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