

**CERTIFIED EMERGENCY MANAGER  
ASSOCIATE EMERGENCY MANAGER**

# **RE-CERTIFICATION BOOKLET**



**International Association of Emergency Managers  
201 Park Washington Court  
Falls Church, VA 22046-4527  
703-538-1795 • Fax 703-241-5603  
Email: [info@iaem.com](mailto:info@iaem.com)**

**ALL SUBMISSIONS MUST BE RECEIVED IN APPROPRIATE PACKAGING SUCH AS A THREE-RING NOTEBOOK OR OTHER PROFESSIONAL BINDER, TYPED AND PROPERLY TABBED. IF NOT, YOUR SUBMISSION WILL BE RETURNED BY IAEM HEADQUARTERS.**



## PREFACE

A Certified Emergency Manager is an individual who possesses the knowledge, skills and abilities to effectively manage a comprehensive disaster/emergency management program. That program can be in, but not limited to, government, business and industry, military, health care facilities or educational institutions.

The term “Certified Emergency Manager” or “CEM®” designates prescribed training and educational criteria plus a working knowledge of all basic tenets in disaster/emergency management that are encompassed in the phases of mitigation, preparedness, response and recovery. In addition, “CEM®” clearly denotes interactive experience and knowledge of community-wide participation in planning, coordination and management functions designed to improve disaster/emergency management capabilities.

The term “Comprehensive Emergency Management” means integrating all actors, in all phases of emergency activity, for all types of disasters. The “comprehensive” aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all hazards — human-caused (accidental & intentional), technologically-caused (accidental & intentional), and natural — in a federal-state-local operating partnership.

The Certified Emergency Manager can effectively accomplish the goals and objectives of disaster/emergency management in all the environments listed above with little or no additional training or orientation.

## DISCLAIMER

**IAEM’s Certified Emergency Manager (CEM®) and Associate Emergency Manager (AEM<sup>SM</sup>) certifications are not in any manner intended to serve as a warranty, representation, guarantee, or promise with respect to the quality of performance of or procedures utilized by certified emergency managers in their work. The certification program is intended only to establish education, training and experience criteria relevant to emergency management, and to certify that the IAEM certified individual has met the established criteria. IAEM specifically disclaims any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses, or injuries or damages to persons or property arising out of or resulting from the services performed by or any errors or omissions on the part of any IAEM Certified Emergency Manager (CEM®) or Associate Emergency Manager (AEM<sup>SM</sup>).**



## INDEMNIFICATION

As a condition of my IAEM certification as a Certified Emergency Manager or Associate Emergency Manager, I hereby agree to indemnify and hold harmless the International Association of Emergency Managers (IAEM), its officers, directors, employees, volunteers and authorized agents/representatives from and against any and all third party claims, actions, causes of action, judgments, liabilities, monetary losses or damages, injuries or damages to persons or property and expenses (including, but not limited to reasonable attorneys' fees and court costs) made against IAEM arising out of or resulting from my performance of or failure to provide services as a Certified Emergency Manager or Associate Emergency Manager. This duty of indemnification shall survive the voluntary relinquishment of my certification or the termination of my certification by IAEM for any reason.

## IAEM CODE OF ETHICS AND PROFESSIONAL CONDUCT

The International Association of Emergency Managers (IAEM) is an international organization dedicated to promoting the goals of saving lives and protecting property by mitigating, preparing for, responding to, and recovering from disasters/emergencies. IAEM sponsors the Certified Emergency Manager (CEM<sup>®</sup>) and Associate Emergency Manager (AEM<sup>SM</sup>) Program to maintain professionalism through the certification process.

The Code of Ethics and Professional Conduct must be embraced and upheld by all individuals who are awarded the CEM<sup>®</sup>/AEM<sup>SM</sup> designation. The promise to uphold the Code signifies the assumption that the emergency manager will act prudently and responsibly beyond the requirements of law and codes.

The Code embodies the certification program philosophy and objectives. Each CEM<sup>®</sup>/AEM<sup>SM</sup> promises to:

- Foster excellence in disaster/emergency management by keeping abreast of pertinent issues;
- Enhance individual performance by attention to continuing education and technology;
- Practice integrity and honesty in matters dealing with the publics, one's peers and employer;
- Avoid conflict of interests resulting in personal gain or advantage;
- Conserve and protect resources through effective use of funds, accurate assessment of potential hazards, and timely decision making;
- Maintain confidentiality of privileged information; and
- Promote public awareness toward and understanding of emergency preparedness and public protection.

## **CEM®/AEM<sup>SM</sup> APPLICANT WARRANTY**

I hereby warrant and represent that I have not been previously adjudged or determined by IAEM or any IAEM Council to have violated or breached any tenet of the IAEM Code of Professional Conduct and subsequently pronounced ineligible to be or remain certified.

**By checking this box, I have read and understand the above CEM®/AEM<sup>SM</sup> Applicant Warranty**

## **ACKNOWLEDGEMENT**

I hereby acknowledge and agree that in the event IAEM determines that I have breached the above warranty or been found to have provided any information on the CEM® /AEM<sup>SM</sup> application or supporting documentation that is materially false or misleading, that IAEM and/or the IAEM CEM® Commission has the authority to prohibit me from reapplying for Certified Emergency Manager/Associate Emergency Manager certification and/or to summarily deny any previously submitted application containing such false or misleading information or documentation.

**By checking this box, I have read and understand the above Acknowledgement**

## MAINTAINING CERTIFICATION

The designations, Certified Emergency Manager (CEM®) and Associate Emergency Managers (AEM<sup>SM</sup>) are recognized nationally as marks of distinction within the emergency management profession. It is incumbent upon those so designated to make every effort to remain current with rapidly changing technological advances and resultant administrative requirements. Certification maintenance provides CEM®s & AEM<sup>SM</sup>s with an opportunity to demonstrate that they have kept up with these advances and reinforces their commitment to professionalism as emergency managers.

## CERTIFICATION DURATION

Certification is effective for a period of five years. In order to recertify, candidates must meet recertification requirements before the last day of the fifth full year following the year in which they were last certified (i.e., if certified 9/08, recertification must be accomplished prior to 12/31/13). Recertification expires for those who fail to recertify every five years as required.

## MAINTENANCE REQUIREMENTS

Re-certification must be accomplished at five year intervals by submitting documentation which demonstrates completion of 100 classroom hours of continuing education (75 hours in emergency management and 25 hours in general management training) and confirms contributions to the emergency management profession in six different categories since the date of last certification or re-certification.

## NOTIFICATION

IAEM staff will remind all CEM®s and AEM<sup>SM</sup>s approaching recertification eligibility within 60 days after the fourth anniversary of the candidate's last certification.

## INCOMPLETE APPLICATIONS

Candidates whose maintenance applications are found to be incomplete will be allowed one chance to correct and resubmit required materials to the Commission. Candidates who fail to make required corrections or fail to resubmit prior to the deadline established by the Commission will be denied Certification. All fees accompanying applications denied by the Commission are forfeited. Candidates who wish to reinstate the application process after denial must again pay the required certification application fee, complete a new CEM® or AEM<sup>SM</sup> application packet, and retake and pass the exam.

## MAINTENANCE WAIVERS

Recertification may be delayed for up to one year upon approval of the CEM® Commission. **Requests for waiver must be submitted in writing to the Commission postmarked no later than March 1st of the year in which a CEM®/AEM<sup>SM</sup> is to recertify.** Requests will be evaluated on a case by case basis. This waiver should be limited to those with true personal or professional, unanticipated and documentable emergencies.

## CERTIFICATION EXPIRATION

Certification expires if:

- CEM<sup>®</sup>/AEM<sup>SM</sup> does not demonstrate sufficient continued professional development for recertification by December 31, five years after certification or recertification.
- CEM<sup>®</sup>s/AEM<sup>SM</sup>s do not submit a maintenance application by the deadline required in the appropriate anniversary year.

CEM<sup>®</sup>s/AEM<sup>SM</sup>s whose certification expires will no longer be permitted to use the CEM<sup>®</sup>/AEM<sup>SM</sup> designation nor will they be listed as CEM<sup>®</sup>s/AEM<sup>SM</sup>s. After expiration of initial certification, candidates must certify again from scratch by submitting the certification application fee, completing the CEM<sup>®</sup> Application Booklet and passing the examination. Candidates are allowed two attempts per fee. If the candidate passes, then he/she becomes part of the current class of CEM<sup>®</sup>s/AEM<sup>SM</sup>s, not part of his/her original class cycle.

## FEES

The maintenance fee for re-certification is \$200.

## REQUIREMENTS FOR DEMONSTRATING CONTINUED PROFESSIONAL DEVELOPMENT

Both CEM<sup>®</sup>s and AEM<sup>SM</sup>s are required to complete 100 classroom hours of continuing education as well as six professional contribution categories during the five year period since the last certification in order to maintain certification.

**CONTINUING EDUCATION.** 75 of the 100 classroom hours required for continuing education must be in emergency management related subjects. The remaining 25 hours must be in general management courses that contribute to or complement emergency management tasks. No more than 25 hours credit will be granted for any one topic. All continuing education submissions must be since the last date of either certification or re-certification. **See Sample Training Allocation Chart for acceptable training and their allocations.**

**PROFESSIONAL CONTRIBUTIONS.** Each candidate must satisfy the requirement for six separate categories of contributions in a five-year period. Accomplishments that are part of a candidate's job responsibilities, can be credited as professional contribution *except* for C. Service Role and D. Leadership Role which must be *beyond the scope of your normal job responsibilities*. **Contributions must clearly demonstrate a commitment to the emergency management profession.** Contributions submitted for credit must include the date(s) and be verified by adequate documentation. All professional contribution submissions must be since the last date of either certification or re-certification.

# CRITERIA FOR DEMONSTRATING CONTINUED PROFESSIONAL DEVELOPMENT

## I. CONTINUING EDUCATION

### A. EMERGENCY MANAGEMENT TRAINING AND EDUCATION

Emergency management training and education improves knowledge, skills and abilities specific to the emergency management function. Examples include, but are not limited to: incident command, mitigation planning, radiological monitoring and detecting, search and rescue, emergency operations centers, fire technology, and criminal justice and law enforcement. Training submissions must be within the last five years of the candidate's last date of certification or re-certification. If the training certificate does not include hours, then it is the candidate's responsibility to provide independent verification (i.e. copy of training catalogue or a letter from the organization teaching the course) of training hours for the courses they are seeking credit. Otherwise, one full day of training will equal 6-hours of credit. FEMA independent study courses which list a range (i.e. 10-12 hours) the Commission will take the minimum amount of hours as a maximum amount allowed unless the certificate states a different number of hours.

Candidates must complete the Summary of Training forms (separate forms for Disaster/Emergency Management Training and for General Management Training) that reflect the total training courses submitted for qualification. These forms show Title and Total Classroom Hours (limit of 25) and must be grouped under topic or subject areas. These will help the candidate and the Commission to summarize his/her training and ensure that the training does not exceed 25 classroom hours for each of the areas. **See Sample Training Allocation Chart for acceptable training and their allocations. Note: a course syllabus or curriculum outline is required as part of the training documentation for courses not listed on Sample Training Allocation Chart.**

### B. GENERAL MANAGEMENT TRAINING AND EDUCATION

General management training and education contributes to and compliments emergency management tasks, and/or improves an individual's ability to function as an effective emergency manager. Courses are usually designed for a broader audience than emergency management or its allied professions. Examples are principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth. Training submissions must be within the last five years of the candidate's last date of certification or re-certification. If the training certificate does not include hours then it is the candidates responsibility to provide independent verification (i.e. copy of training catalogue or a letter from the organization teaching the course) of training hours for the courses they are seeking credit. Otherwise, one full day of training will equal 6-hours of credit. FEMA independent study courses which list a range (i.e. 10-12 hours), the Commission will take the minimum amount of hours as a maximum amount allowed unless the certificate states a different number of hours.

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### **C. SOURCES FOR TRAINING AND EDUCATION (through courses, workshops or conferences)**

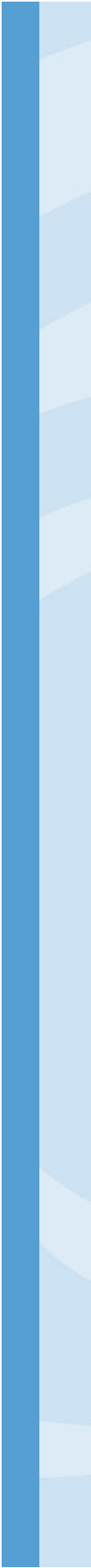
- Regionally accredited college or university classroom or independent study courses (one semester hour = 1.5 quarter hours = 15 classroom hours toward recertification; one official continuing education unit (CEU) = 10 classroom hours toward recertification)
- Teaching may be substituted for attending courses for Continuing Education/Training credit, as long as you do not “double dip” for teaching credit under the Professional Contributions sections.
- Federal agencies, to include the Federal Emergency Management Agency (FEMA) and the Federal Emergency Management Institute (FEMI)
- State emergency management agencies
- Federal, state and local jurisdictional authorities
- Various branches of the Armed Forces
- Private or industrial emergency management organizations

## **II. CONTRIBUTIONS TO THE EMERGENCY MANAGEMENT PROFESSION**

The concept of professionalism is ultimately defined as one’s contributions to the profession. Candidates can list any and all activities giving special consideration to the most current activities. Specific verification documenting activity is required such as a letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Commission’s discretion.

All information must be submitted on the appropriate forms, contribute to and support the field of Disaster/ Emergency Management, have occurred during the last five years since original CEM®/AEM<sup>SM</sup> certification date and/or last re-certification date, and can be part of the scope of your normal job responsibilities **EXCEPT** for C. Service Role and D. Leadership Role which must be *beyond the scope of your normal job responsibilities*.

- A. MEMBERSHIP:** Member for three years in a disaster/emergency management-related organization.
- B. PROFESSIONAL CONFERENCE:** Participation in a disaster/emergency management-related workshop or conference for at least a cumulative total of 40 contact hours.
- C. SERVICE ROLE:** Voluntarily serve on a board of directors, committee, task force or special project for a professional, or jurisdictional organization contributing to or supporting emergency management (must not be part of the applicant’s *required* job duties). LEPC service may not qualify.
- D. LEADERSHIP ROLE:** Voluntarily serve as an elected officer or in leadership position on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting disaster/emergency management (must not be part of the applicant’s *required* job duties). LEPC service may not qualify.
- E. SPECIAL ASSIGNMENT:** Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession.
- F. SPEAKING:** Develop and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the past five years since last certification date related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.
- G. TEACHING:** Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction.
- H. COURSE DEVELOPMENT:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.

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- I. PUBLICATIONS:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the candidate's control (i.e. staff documents and internal reports do not qualify). Candidate must validate primary or secondary authorship. Publication in online periodicals qualifies (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.
  - J. AUDIO-VISUAL AND INTERACTIVE PRODUCTS:** Personally develop content for distributed emergency management video, computer software product or other audio-visual tool. Candidate must validate participation and significant development role.
  - K. AWARDS OR SPECIAL RECOGNITION:** Receive an award for disaster/emergency management-related activities.
  - L. STATE OR PROVINCE EMERGENCY MANAGEMENT CERTIFICATION OR REGISTRATION:** Earned certification or registration as an emergency manager through a government agency, or state/province association (the CEM®/AEM<sup>SM</sup> certification designation the candidate received previously or the FEMA PDS certificate do not qualify under this category).
  - M. LEGISLATIVE CONTACT:** Contact an elected representative at the national or state level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy the reply from the elected official.
  - N. CONDUCTING RESEARCH:** Play a significant role in the development and execution of an emergency management research project. For example: producing professor-supervised graduate-level research for graduate thesis or dissertation, developing a project under the Natural Hazards Centers' Quick Response program, publishing research that updates previous research projects with new data, producing independent analysis for government or non-government interest groups (ex. Congressional Research Service, IAEM, Rand Corporation), or research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils). Producing after action reviews, local hazards analyses, and regular school reports and papers do not qualify under this contribution. Being an interview subject for a research project does not qualify either. Candidate must validate role and provide a copy of final research.
  - O. MENTORING/PROCTORING EXAMS:** Mentoring involves guiding the CEM®/AEM<sup>SM</sup> candidate through the process. Proctoring the exam involves receiving the exam, administering it and returning it to IAEM headquarters. Proctor/venue guidelines are outlined in the Study Guide Brochure. Both require prior approval from the CEM® Commission before being conducted. You must include a copy of the authorization with your submission.
  - P. OTHER:** Other contributions may be recognized. An example is volunteering to go on a disaster assignment not in your jurisdiction, if they do not apply to one of the other established categories.

# REQUEST FOR MAINTAINING CERTIFICATION

Name: \_\_\_\_\_

Date of Initial Certification: \_\_\_\_\_ Date of Last Recertification (If Applicable): \_\_\_\_\_

Job Title \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Years in Current Position: \_\_\_\_\_ Years in Disaster/Emergency Management: \_\_\_\_\_

## ADDRESS FOR DATABASE IF DIFFERENT FROM ABOVE

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**This form must be received by the IAEM Certification Commission postmarked no later than December 31 of the fifth year after initial certification. The certification date for each CEM®/AEM<sup>SM</sup> is 31 December of the year certified. The first recertification date for each CEM®/AEM<sup>SM</sup> is the January 1st following the fifth year appearing on the certification certificate.**

## CONTENTS CHECKLIST

**All Materials Are Typed** (unless otherwise specified, such as a signature.)

**Candidate Signature Page**

**Copy of Candidate's Signature**

Please include a second copy of the following:

- Candidate Signature Page

**Training**

Training Component summary sheets for both emergency and general management training, plus individual Training Submission Forms for each training activity with appropriate documentation attached.

**Contributions to Profession**

Includes documentation or contact information where requested.

**Return of Application**

Your recertification package will be destroyed once the CEM® Commission review is final. Please retain a copy for your records.

**Submission Address**

Unless otherwise noted, all submissions should be sent to IAEM Headquarters at 201 Park Washington Court, Falls Church, VA 22046

**Maintenance Fee**

**Please enclose \$200 USD maintenance payment with your application. IAEM will not bill you. Payment must be received in advance and is not refundable.**

Check, money order, or credit cards accepted.

(All fields required)

My check is enclosed.

Charge my credit card:

MasterCard  Visa  AmEx  Discover

\$ \_\_\_\_\_ Account No.: \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

## CANDIDATE SIGNATURE PAGE

I understand that re-certification is subject to Certification Commission approval, and if granted, is current for a five year period. I will execute the necessary documents and supply further information as determined by the Commission. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation. I hereby voluntarily and knowingly consent and grant permission to IAEM or its authorized agent(s) to conduct a verification of the accuracy and authenticity of any information or documentation I submit in connection with or support of this application package.

I pledge to abide by the Code of Ethics and Professional Conduct published by IAEM. I understand violation is grounds for potential CEM<sup>®</sup>/AEM<sup>SM</sup> revocation.

Further, I have read and acknowledge the Disclaimer, Indemnification Information, Applicant Warranty and Acknowledgement as published by IAEM.

Candidate's Signature: \_\_\_\_\_ (Date)

# SUMMARY OF TRAINING HOURS FORM

## Emergency Management Training

Requirement: 75 classroom hours of emergency management training, not more than 25 hours in a particular subject area. Examples of disaster/emergency management training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, and so forth. Please see application brochure for more information. This list is NOT inclusive; other training may meet the disaster/emergency management training requirement. Note: One semester hour of college credit equals 15 classroom hours; one continuing education unit (CEU) equals 10 classroom hours. Complete a Training Submissions Form for each item on this sheet. Remember each entry requires proof of attendance, which includes training hours and must have occurred during the last five years since original CEM®/AEM<sup>SM</sup> certification date and/or last re-certification date.

	TITLE OF TRAINING COURSE	TOTAL HOURS
SUBJECT AREA 1 _____		
SUBJECT AREA 2 _____		
SUBJECT AREA 3 _____		
SUBJECT AREA 4 _____		
SUBJECT AREA 5 _____		
SUBJECT AREA 6 _____		
<b>TOTALS:</b>		

- Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented. If you are using courses from a second college degree (different than the one that fulfills the Education Requirement) and obtained within the last five years of the candidate's last date of certification or re-certification, attach a transcript.
- You may duplicate this form if necessary.

# SUMMARY OF TRAINING HOURS FORM

## General Management Training

Requirement: 25 classroom hours of continuing education must be general management and must have occurred during the last five years since original CEM®/AEM<sup>SM</sup> certification date and/or last re-certification date. Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth. Complete a Training Submissions Form for each item on this sheet and provide proof of attendance which includes training hours.

	TITLE OF TRAINING COURSE	TOTAL HOURS
SUBJECT AREA 1 _____		
SUBJECT AREA 2 _____		
SUBJECT AREA 3 _____		
SUBJECT AREA 4 _____		
SUBJECT AREA 5 _____		
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# TRAINING SUBMISSIONS FORM

*Please check one:*

Disaster/Emergency Management

General Management

A) Training title and number (number where applicable): \_\_\_\_\_

B) Training source: \_\_\_\_\_

C) Training date: \_\_\_\_\_

D) Training length (in hours): \_\_\_\_\_

E) Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

## REMEMBER:

- Attach to this form a college or FEMA transcript or certificate of completion OR final class roster with your name OR other acceptable documentation from the institution that conducted the training.
- Documentation must show the number of classroom hours, CEUs, or college credits for a college course.
- One full day of training receives 6-hours credit per day, unless otherwise documented.
- Candidate should duplicate this form as often as necessary to fulfill the 100 classroom hours continuing education (75 Emergency Management Training/25 General Management Training).
- Supporting documentation should be available if the Commission requests more information.

— **REPRODUCE THIS FORM AS OFTEN AS NECESSARY** —

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Disaster/Emergency Management

General Management

A) Training title and number (number where applicable): \_\_\_\_\_

B) Training source: \_\_\_\_\_

C) Training date: \_\_\_\_\_

D) Training length (in hours): \_\_\_\_\_

E) Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

## REMEMBER:

- Attach to this form a college or FEMA transcript or certificate of completion OR final class roster with your name OR other acceptable documentation from the institution that conducted the training.
- Documentation must show the number of classroom hours, CEUs, or college credits for a college course.
- One full day of training receives 6-hours credit per day, unless otherwise documented.
- Candidate should duplicate this form as often as necessary to fulfill the 100 classroom hours continuing education (75 Emergency Management Training/25 General Management Training).
- Supporting documentation should be available if the Commission requests more information.

— **REPRODUCE THIS FORM AS OFTEN AS NECESSARY** —

# TRAINING SUBMISSIONS FORM

Please check one:

Disaster/Emergency Management

General Management

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B) Training source: \_\_\_\_\_

C) Training date: \_\_\_\_\_

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## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**A. Membership** — Member for three years in a disaster/emergency management related organization. The basis of qualification for this contribution is the organization's mission, which should be concerned about one or more phases of emergency management and consistent with the protection of life and property from disaster. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization's web site). The scope of the organization should be state/provincial, national or international. Examples include professional organizations such as IAEM, Association of Contingency Planning, State Emergency Management Association, NEMA, Canadian Emergency Association, British Institute of Civil Defense and Disaster Studies, etc.

To satisfy this requirement, a candidate may list one single membership organization for three years or any combination of organizations. **While multiple organizations may be used, documentation of three different years must be provided. Documentation such as a membership card or copy of roster/directory page may be provided for all three years.**

Organization: \_\_\_\_\_

Membership Years: \_\_\_\_\_

Organization official who can verify membership (list name and telephone number): \_\_\_\_\_

\_\_\_\_\_

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**B. Professional Conference** — Participation in a disaster/emergency management related workshop or conference for at least a cumulative total of 40 contact hours within the last five years since original CEM®/AEM<sup>SM</sup> certification date and/or last re-certification date. A one or two day meeting on a single topic is considered a workshop. Acceptable conferences may be hosted by national, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role. Training (how to) workshops do not fulfill this requirement.

To satisfy this requirement, candidate must document attendance with copies of certificate of attendance, conference badge, etc. A conference agenda is not adequate documentation. Unless otherwise noted on certificate of attendance, candidate will receive six contact hours per conference day.

Name or Conference: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Verification Contact/Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Describe something you learned:

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**C. Service Role** — Serve on a board of directors, a committee, task force or special project for a professional or a jurisdictional organization contributing to or supporting emergency management. This service should not be one of the core duties of employment. For example, being a member of a Local Emergency Planning Committee (LEPC) is usually a requirement of employment, but being on a multi-jurisdictional committee/task force where the individual is asked to serve because of his/her emergency management knowledge is acceptable.

Documentation substantiating the service role(s), such as a letter of appointment, meeting minutes showing the candidate's attendance and participation, etc., must be provided. Additionally, the candidate must complete the following items.

Committee/task force title: \_\_\_\_\_

Sponsoring organization (be specific): \_\_\_\_\_

Time frame/length of service: \_\_\_\_\_

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**D. Leadership Role** — Serve voluntarily as an officer or in leadership position on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession above and beyond that normally expected from completion of an individual's job responsibilities. Any assignment indicated in the candidate's job description does not meet the criteria for a leadership role contribution. (i.e. A contribution that does not meet the criteria is a leadership or service role on a Local Emergency Planning Committee (LEPC) or a task force or committee that is identified in your job or part of the mission of your organization.)

To satisfy this requirement, a candidate must document being an actual Officer or Board member, utilizing one single service role or any combination of organizations. **Documentation must be provided.** (i.e. Documentation may be a list of the Board/Officer members with their assignment, copy of meeting minutes listing your leadership position, etc.)

Time frame/length of service: \_\_\_\_\_

Committee/task force title: \_\_\_\_\_

Sponsoring organization (be specific): \_\_\_\_\_

Individual who can verify your leadership role (list name and telephone number): \_\_\_\_\_

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**E. Special Assignment** — Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession.

To satisfy this requirement, a candidate must describe special assignment service on a jurisdictional or governmental committee or task force addressing a specific disaster/emergency management issue. The candidate must demonstrate that the resulting product or decisions make a significant contribution or impact. **Verification of assignment must be attached.**

There needs to be documentation that this assignment is more of an individual accomplishment, rather than a position requirement. A special assignment is not something that is a core part of your job, however, a positive response doesn't necessarily disqualify, but it probably does require further explanation, (a letter from either the appointing authority or the committee/task force chair) describing the non-routine and special professional contribution made by the candidate on this special assignment. The applicant should provide documentation that this assignment fits under this category rather than under the categories "service role or in some cases leadership role".

Time frame/length of service: \_\_\_\_\_

Committee/task force title: \_\_\_\_\_

Sponsoring organization (be specific): \_\_\_\_\_

Individual who can verify your service on the special assignment (list name and telephone number): \_\_\_\_\_

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**F. Speaking** — Develop and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the past 5 years since last certification date related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

**To satisfy this requirement, candidate must attach verification of presentation such as thank you letter from the sponsor or manager from the organization for which you spoke. Copies of agendas, PowerPoint slides, or email from individuals who heard you speak do not qualify.**

Location and date of activity: \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Description and length of engagement:

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**G. Teaching** — Complete a teaching or instructional commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction. The emphasis of this area is teaching the concept of Disaster/Emergency Management. Providing training technical skills (HAZMAT, Fire, Law Enforcement or EMS) to technical or professional people is not teaching professional disaster or emergency management. Examples of teaching under this category include teaching a course on emergency management at a college or university, teaching professional development course of three hours or more related to Emergency Management, or similar instructional commitment where the emphasis is on professional emergency management topics. Teaching is intended to educate about the profession of emergency management, not teach technical skills. Teaching ICS or All Hazards Planning would be acceptable under this contribution. Teaching how to wear PPE or decontaminate people would be examples of training people in technical skills and is not acceptable.

**You must attach verification of teaching or instructional commitment. Copies of agenda, PowerPoint slides, or email from individuals who attended the course of instruction do not qualify.**

Location and date of activity: \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Contact phone number/name (list name and telephone number of individual who can verify service): \_\_\_\_\_

Description and length of engagement:

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**H. Course Development** — Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.

To satisfy this requirement, a candidate should attach a copy of the lesson plan and other documents that demonstrate his/her role in developing the course and/or provide other means of verification. A set of PowerPoint slides does not demonstrate the candidate's role in developing or revising a course of instruction

Title/Length of course: \_\_\_\_\_

Host organization: \_\_\_\_\_

Audience: \_\_\_\_\_

Date: \_\_\_\_\_

Description of course content (if lesson plan not attached):

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**I. Publications** —Publish a substantive article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the candidate's control. The candidate must validate primary or secondary authorship. A published byline is acceptable validation. Announcements, flyers and documents written as work projects will not be considered under this category. Publication in online periodicals qualifies for this category (peer review publication and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.

To satisfy this requirement, a candidate must provide the following information. Additionally, the candidate must provide verification such as a copy of the article, the title page, and an abstract or other short copy, which briefly describes the article.

Title: \_\_\_\_\_

Publication Source: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Check one:  Primary Authorship — **OR** —  Secondary Authorship

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**J. Audio-Visual and Interactive Products** — Personally develop content for distributed emergency management video, computer software product or other audio-visual tool. PowerPoint presentations are not applicable. Candidate must validate participation and role. Contributions must clearly demonstrate a commitment to the emergency management profession.

Validation of participation and role must be provided at time of submission.

Title: \_\_\_\_\_

Date of production: \_\_\_\_\_

Sponsoring organization (be specific): \_\_\_\_\_

Description of product: (insert URL if a web site):

Description of its significant contribution(s) to the emergency management field (include reference to product audience):

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**K. Awards or Special Recognitions** — Receive an award for disaster/emergency management related activities.

To satisfy this requirement, a candidate may submit any award, honor, or special recognition received within the disaster/emergency management community or in conjunction with an emergency preparedness activity. The award, honor or special recognition must be personalized (i.e. addressed, inscribed or whatever) and refer directly to the candidate. Recognition from a source external to your own organization is more within keeping with the intent of professional contribution is more notable than from within.

An award from the City/County Administrator or Board, state or federal agencies for disaster/emergency management related activities to the individual are an example of the type of recognition envisioned. Awards for longevity (25 years of service) or routine performance awards are normally not adequate for inclusion under this category. Routine, mass mailed thank you letters or certificate of participation is acceptable provided the applicant adequately describes why the award is unique or special.

Any proof documenting award and date is suitable to verify.

Date of award/honor: \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Describe the Award/Honor *and* your role and contribution that led to your selection as the recipient (be specific):

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**L. State/Province Certification** — Earned certification or registration as an emergency manager through a government agency or state /province association. (Not available in all states/provinces). The following certifications are also acceptable: the Certified Business Continuity Professional and the Master Business Continuity Professional certifications developed by DRII; the R Prefix and Special Experience Identifier for the Air Force Contingency Planners. The IAEM CEM®/AEM<sup>SM</sup> certification designation you received previously or the FEMA PDS certificate do not qualify.

To fulfill this requirement, documentation must be provided such as copy of certificate or letter from the proper authority notifying you of this achievement.

Certifying organization: \_\_\_\_\_

Date first earned: \_\_\_\_\_

Is Re-certification/maintenance required?    YES    NO

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**M. Legislative Contact** — Contact an elected representative at the national or state level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy of the reply or e-mail receipt from the elected official. The Commission cannot award credit without both pieces of documentation.

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

**N. Conducting Research** — Play a significant role in the development and execution of an emergency management research project. For example: producing professor-supervised graduate-level research for graduate thesis or dissertation, developing a project under the Natural Hazards Centers' Quick Response program, publishing research that updates previous research projects with new data, producing independent analysis for government or non-government interest groups (ex. Congressional Research Service, IAEM, Rand Corporation), or research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils). Producing after action reviews, local hazards analyses, and regular school reports and papers do not qualify under this contribution. Being an interview subject for a research project does not qualify either.

Candidate must validate role and provide a copy of final research.

Title: \_\_\_\_\_

Date(s) of research: \_\_\_\_\_

Sponsoring organization (be specific): \_\_\_\_\_

Description of its significant contribution(s) to the emergency management field:

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**O. Mentoring/Proctoring Exams** — Upon approval of the CEM® Commission, an individual CEM® may be allowed to mentor a new CEM®/AEM<sup>SM</sup> candidate or proctor the certification exam per the proctor/venue guidelines outlined in the Study Guide Brochure. Mentoring involves guiding the CEM®/AEM<sup>SM</sup> candidate through the process. Proctoring the exam involves receiving the exam, administering it and returning it to IAEM headquarters. Both require prior approval from the CEM® Commission before being conducted. You must include a copy of the authorization with your submission.

Name of candidate mentored or proctored: \_\_\_\_\_

If exam was proctored, location where exam was given: \_\_\_\_\_

Dates mentored or date of exam: \_\_\_\_\_

*(Example of dates mentored May 19, 2009 to July 25 2009)*

## V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

**P. Other** — Other contributions may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction. Contributions must clearly demonstrate a commitment to the emergency management profession.

Candidates are *encouraged* to be creative in submissions with this category; Verification must be attached. Submitted documentation can be a set of orders listing you as someone deployed to a disaster site outside of your jurisdiction, etc.

Describe activity or program specifically providing dates, name of association or program sponsor, program audience and any other pertinent description:

Describe your role or involvement as it relates to one or more phases of emergency management:

Identify why this activity makes a contribution to the field of emergency management and is therefore applicable to this portion of the CEM<sup>®</sup>/AEM<sup>SM</sup> process:

Describe your role or involvement:

Identify why this activity makes a contribution to the field of emergency management and is therefore applicable to this portion of the CEM<sup>®</sup>/AEM process: