



Professionalism in Emergency Management

The road to recognition as a
Certified Emergency Manager®

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Emergency Management Certification Programs

The CEM/AEM[®] Application

“A Survivors Guide”

Presentation Outline

Introduction/Purpose

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graph TD; A[Introduction/Purpose] --> B[Definition]; B --> C[Requirements]; C --> D[Application Pitfalls]; D --> E[Conclusion/Questions];
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Definition

Requirements

Application Pitfalls

Conclusion/Questions

Purpose of any Certification Program

- To elevate the visibility of the specific profession
- Encourage and mandate continued professional development, education and technical skills
- Ensure minimal criteria of the Knowledge, Skills and Abilities (KSAs) of the profession



Foundation of A Profession

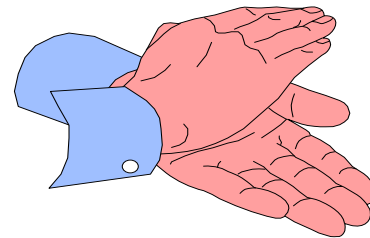
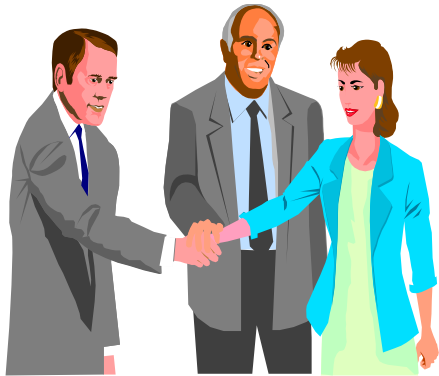
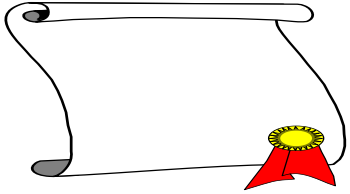


Experience

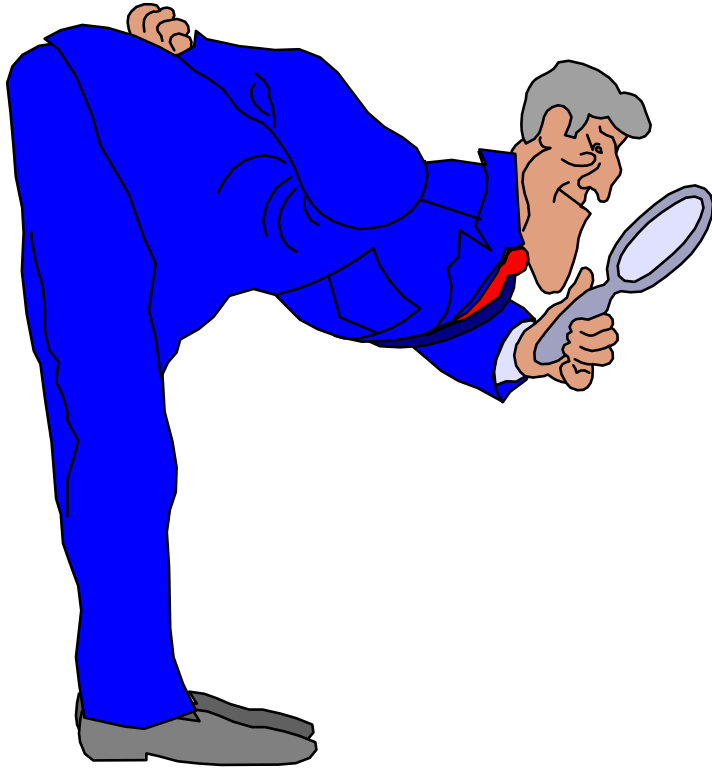
Education

Training

Why Get Certified?



What Does Certification Bring With It?



Development

Discovery

Maintenance of Skills

Education

Maturation

Lessons Learned

Benchmarking

Others?

What Do I Get With Certification ?



.... What you put into it!

What Can Certification Bring With It?



- **Growth**
- **Recognition**
- **Promotion**
- **Opportunities**

So What Do I Need To Demonstrate To Become A CEM



Definition of a CEM®

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

CEM[®] Definition (cont.)

It designates prescribed training and educational criteria plus a working knowledge of all the basic tenets in emergency management that are encompassed in the phases of Mitigation, Preparedness, Response and Recovery.

CEM[®] Definition (cont.)

In addition, Certified Emergency Manager clearly denotes interactive experience and knowledge of interagency as well as community-wide participation in planning, coordination, and management functions designed to improve emergency management capabilities.

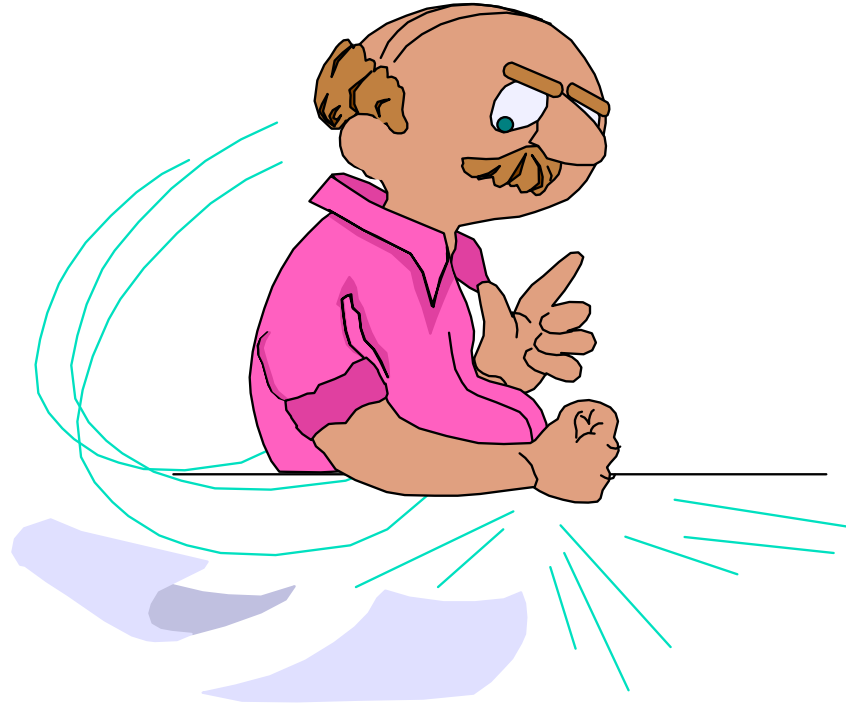
CEM[®] Definition (cont.)

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

So Where Can I Get Started?



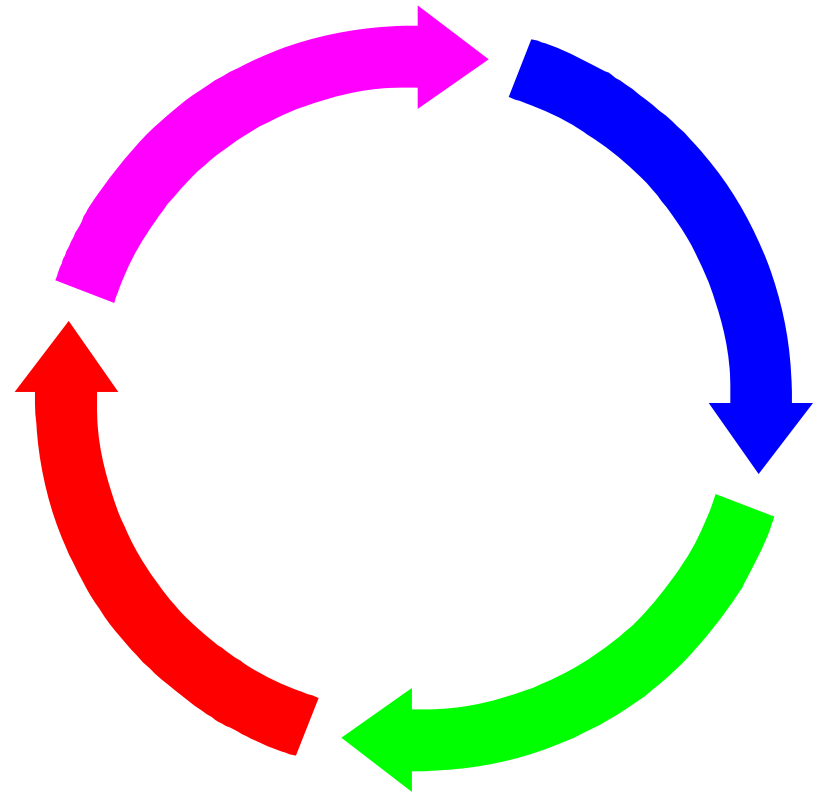
So Where Can I Get Started?



Enroll!

Certification Process

- Enrollment
- Application
 - Credentialing Process
 - Testing
- (Re-Certification)



CEM[®] Credential Requirements

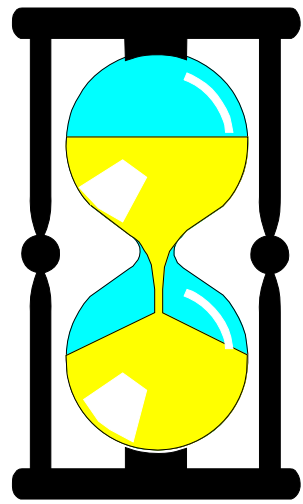
- **Emergency Management Experience**
(3 years full-time equivalent minimum)
- **Three Professional References**
- **Actual Disaster/Contingency Experience or Substantive Role in Managing a Full-Scale Exercise**
- **Education (*any* 4-year BA/BS degree)***
** (2 additional years of “applicable” full-time job experience may be substituted for each year of college education)*

CEM[®] Credential Requirements (cont.)

- 100 hours of Emergency Management Training and 100 hours of General Management Training
(No more than 25 hours in any one subject matter area, and needs to show training in all phases of CEM)
- Contributions to the Profession
(minimum of 6 out of 12) *Examples include speaking, teaching, publishing, service on a Board, Commission, leadership role, memberships, etc...*
- Comprehensive Management Essay

CEM[®] Certification Requirements

- Comprehensive 100-question Multiple-Choice Examination
- Recertification Requirement every 5 years.



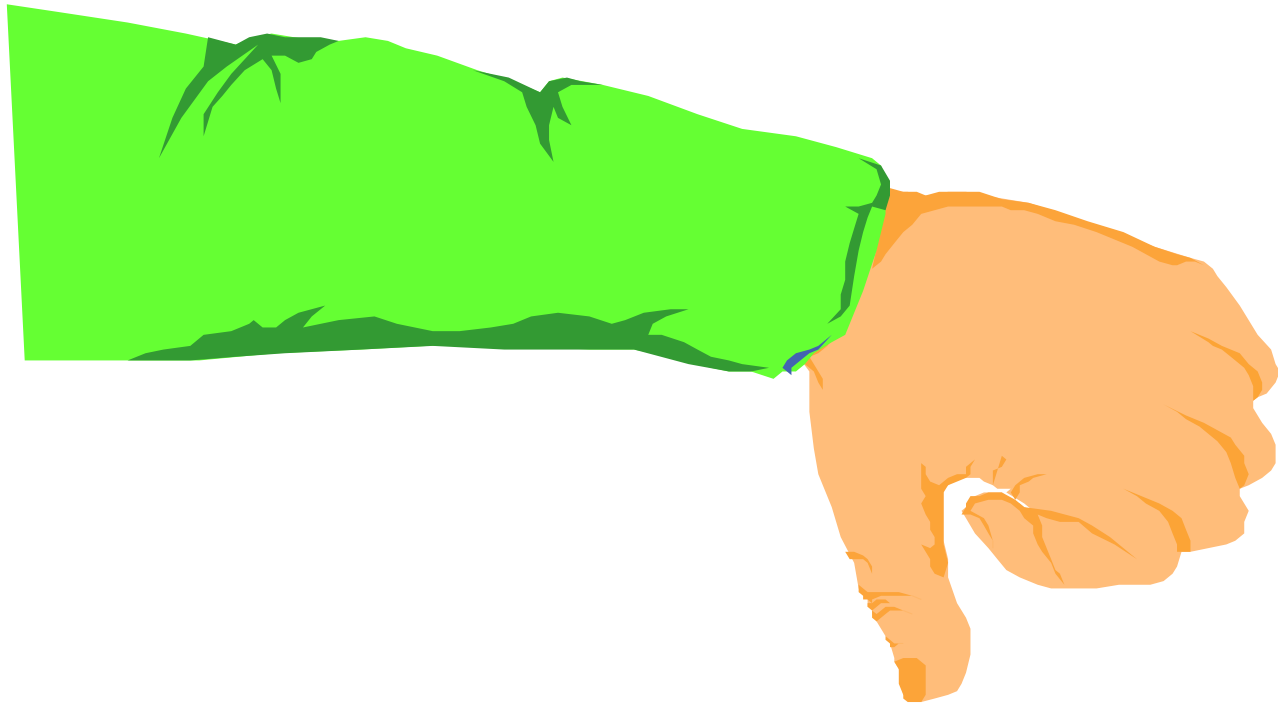
AEM Requirements

- All the same requirements as the CEM[®] program,

except

that applicants need not have a baccalaureate degree or any formal college education or lack sufficient time on the job to meet the educational waiver

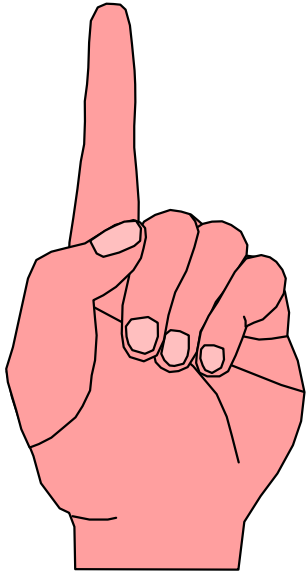
Application Pitfalls



Application Pitfalls

General Considerations

What Will Kill You First



- **Must be in 3-ring binder**
- **Incompleteness**
- **Sloppiness**
- **No order**
- **Lack of documentation**
- **Missing Info**
- **Invalidated Claims**

Application Pitfalls

Work History & Experience

- No Official Job Description with Application
- Unaccounted Periods of Employment
 - Especially for Volunteer and Part-time Credit
- Letter Showing Relationship or % of Time in Emergency Management
- Failure to show full-spectrum of experience in Comprehensive Emergency Management

Application Pitfalls

Three Professional References

- Actual Points Of Contact
- Weekend/After-work Phone Numbers Helpful
- Brief Who You List Beforehand

Application Pitfalls

**Actual Disaster/Contingency
Operational Experience or
Substantive Role in Managing a
Full-Scale Exercise**

- Significant Role Must Be Documented
- Tangential Roles Too Often Shown

Application Pitfalls

Education

- Official and/or Notarized Transcripts
- Transcript Must State Degree Conferred
- Send In Graduate Level Transcripts Even If No Degree Conferred Yet

Application Pitfalls

100 hours of Emergency Management Training and 100 hours of General Management Training

- Biggie is No More Than 25 Hours in Specific Area (300 Hours of HAZMAT is Very Impressive...but Doesn't Fill Square)
- Can't Count Under-graduate Work....But Can Count Graduate Work (15 Hr/Sem Hr)
- Don't Forget EMI Independent Study (IS) Courses (usually about 10 Hrs each)

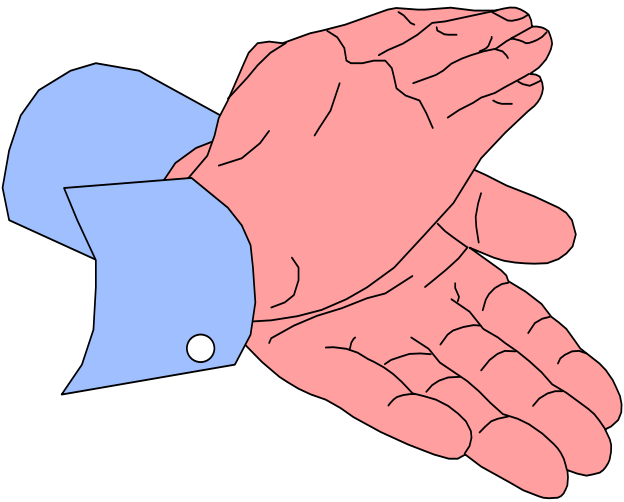
Application Pitfalls

■ Contributions to the Profession

Membership
Service Role
Leadership Role
Special Assignment
Speaking
Teaching
Publication

Application Pitfalls

Contributions to the Profession Cont.



Course Development
Audio Visual and Interactive Products
Awards and Special Recognition
State Certification
Legislative Contact
Other

Application Pitfalls

■ Contributions to the Profession

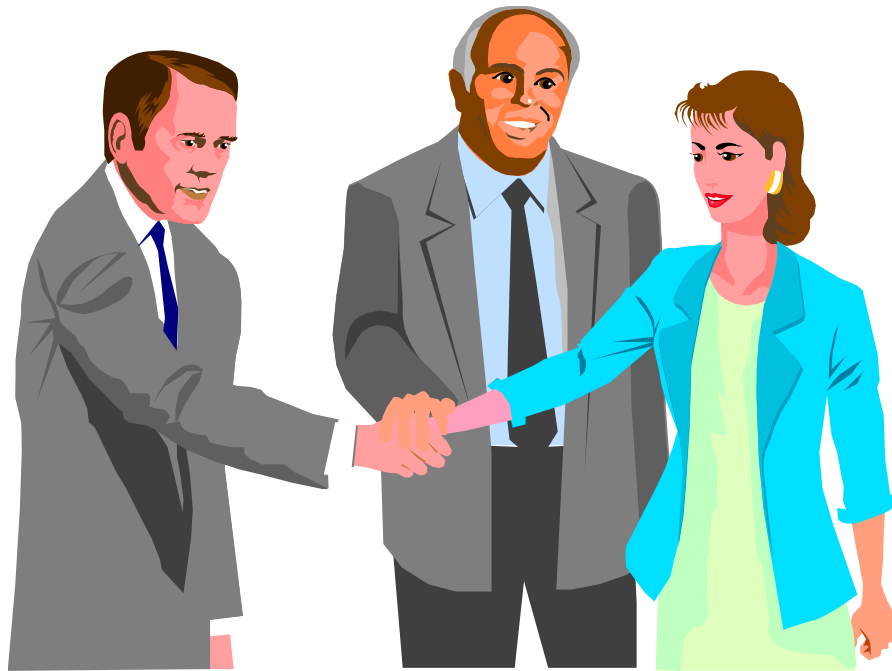
- Cannot Be Job Related
- Highlight Yourself
- Talk to a Mentor
- Contributions...Not Just Attributions
- We Need to See the Documentation
- Letters Will Suffice for Tapes/Videos
- We Normally Can See Through Smoke

Application Pitfalls

■ Comprehensive Management Essay

- Tells More About You ...Than You Think!
- Professional Writing/Communication Skills
- Demonstrated Knowledge Of CEM Components/Phases
- Ability to Display Your KSAs
- Spelling and Grammar Do Count
- *"First it should weigh enough...Two double spaced pages wouldn't be enough for Hemingway!"*

Who Makes Up The CEM Commission?



Federal Government
State Government
Local Government
Private Industry
Education
Military

CEM Factoids

As of February 1, 2005

- 543 current CEMs
- Four current AEMs
- In 48 states and two countries
- 386 have been certified more than 5-years
- 72 have been certified more than 10-years
- \$450 total fee for enrollment, application and exam (\$325 for IAEM members)

Are There Other Certifying Agencies With Which I Can Affiliate?





Other Affiliations

And Certifications

- *American College of Contingency Planners* of the American Academy of Medical Administrators

Certification: **CEM Recognized**

- *American Society of Professional Emergency Planners (ASPEP)* requires CEM or similar professional certification as a criteria for membership.

Certification: **CEM Recognized**

Other Affiliations

And Certifications Continued

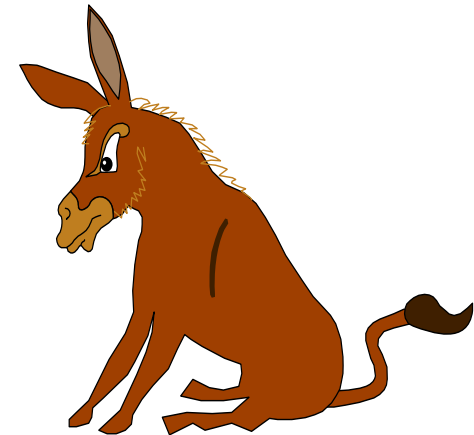
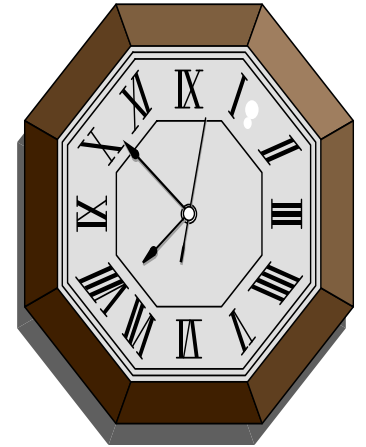
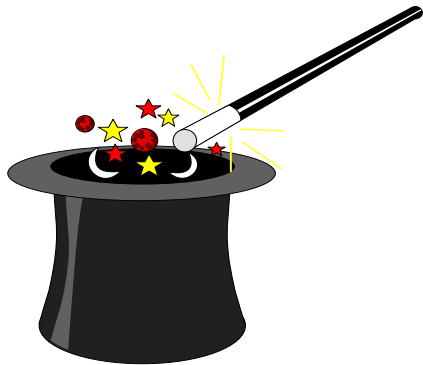


- **Department of Defense** - *Defense Activity for Non-traditional Education Support (DANTES) offers the IAEM certification exam to military personnel. Check their website www.voled.doded.mil/dantes/cert/*

Certification: CEM Recognized

**CONCLUSION
and
QUESTIONS**

The Effort Is Real





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