

	<h1>IAEM's AEM/CEM</h1> <h2>Information Session</h2>
	<h3>Basic 101</h3>
	<p>USA Student Region International Association of Emergency Managers</p>

	<h2>Welcome</h2>
	<ul style="list-style-type: none"> ■ Introductions ■ Please use the mute button on your phone if the feature is available. ■ Please do not place the conference call on hold if music plays in the background. Its difficult to be on a conference call when hold music is serenading the group in the background.

	<h2>AEM/CEM Overview</h2>
	<p>The AEM/CEM are the recognized credentials needed for Emergency Management.</p> <p>The AEM is the Associate Emergency Manager designation.</p> <p>The CEM is the Certified Emergency Manager designation.</p> <p style="text-align: center;">WHATS THE DIFFERENCE??????</p>

	Associate Emergency Manager
	<ul style="list-style-type: none"> ■ Designed for students still completing their undergraduate degree ■ Limited work experience in Management and Emergency Management ■ Have enough General Management and Emergency Management courses to meet the requirements. ■ Students who have the AEM can elevate to the CEM. However, there are IMPORTANT changes that may impact you.

	Certified Emergency Manager
	<ul style="list-style-type: none"> ■ Designed for graduate students or students with an undergraduate degree. ■ Have 2-3 years of work experience in Emergency Management ■ Have actual disaster/contingency experience or played a substantial role in managing a full-scale exercise. ■ Have made significant contributions to the Emergency Management profession.


	Presentation Outline
	<pre> graph TD A[Certification Basics] --> B[Requirements] B --> C[Application Pitfalls] C --> D[CEM® Exam Basics] D --> E[Conclusion/Questions] </pre>

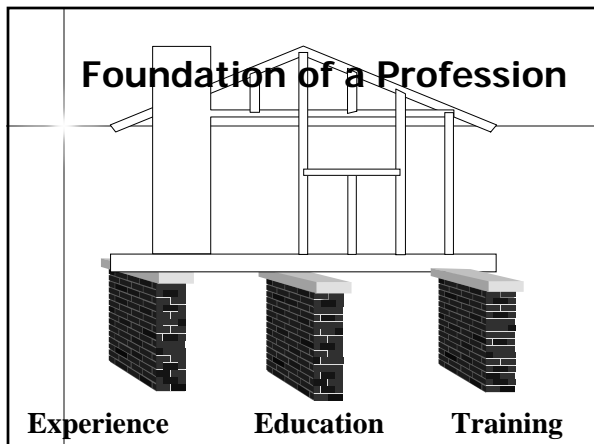


Certification Basics

Purpose of IAEM's Certification Program

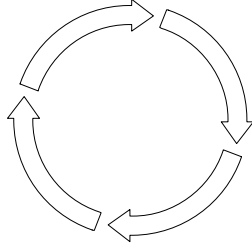
- Elevate the visibility of emergency managers
- Encourage and mandate continued professional development, education and technical skills
- Ensure minimal Knowledge, Skills and Abilities (KSAs)





Certification Process

- Application
- Credential Process
- Testing
- Re-Certification



CEM® Commission



Federal Government
State Government
Local Government
Private Industry
Education
Military



Certification Requirements


	<p>CEM® Requirements – Application Packet</p>
	<ul style="list-style-type: none"> ■ Emergency management experience <ul style="list-style-type: none"> – 3 years FTE comprehensive EM – 2 years FTE with 4-year EM degree ■ Three professional references <ul style="list-style-type: none"> – One must be current supervisor – Include job descriptions, not resume ■ Actual disaster/contingency experience or substantive role in managing a full-scale exercise


	<p>CEM® Requirements – Application Packet</p>
	<ul style="list-style-type: none"> ■ Education <ul style="list-style-type: none"> – Any 4-year college degree ■ Emergency management training <ul style="list-style-type: none"> – 100 contact hours – 25 hours or less per topic ■ General management training <ul style="list-style-type: none"> – 100 contact hours – 25 hours or less per topic

	<p>Management Training</p>
	<p>Graduate classes = 15 contact hours per credit hour</p> <p>4 credit hours = 60 hours = 25 max.</p> <p>FEMA IS courses usually = 10 contact hours</p> <p>0.3 CEU = 3 hours</p> <p>1.0 CEU = 10 hours</p>

	<p>CEM® Requirements – Application Packet</p>
	<ul style="list-style-type: none"> ■ Six of 14 contributions to the profession <ul style="list-style-type: none"> – Professional membership – Professional conference attendance – Leadership – Service – Special assignment – Speaking – Teaching

	<p>CEM® Requirements – Application Packet</p>
	<ul style="list-style-type: none"> ■ Six of 14 contributions to the profession <ul style="list-style-type: none"> – Course development – Publication – Audiovisual or interactive product – Awards, honors, or special recognition – State/Province certifications – Legislative contact – Research

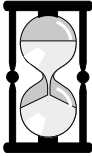
	<p>AEM® Requirements – Application Packet</p>
	<ul style="list-style-type: none"> ■ The same requirements as the CEM® <i>except</i> ■ No education requirement <ul style="list-style-type: none"> – No degree! – No college! – No experience substitution! – No Contributions – Elevate to CEM** <div style="text-align: right;">  </div>

	<p>AEM® Requirements – Application Packet</p>
	<ul style="list-style-type: none"> ■ Three professional references <ul style="list-style-type: none"> – One must be current supervisor – Two other references that can speak to your capabilities a current or future emergency manager <div style="text-align: right;">  </div>

	<p>AEM® Requirements – Application Packet</p>
	<ul style="list-style-type: none"> ■ Emergency management training** <ul style="list-style-type: none"> – 100 contact hours – 25 hours or less per topic ■ General management training** <ul style="list-style-type: none"> – 100 contact hours – 25 hours or less per topic <p>**Management training use for CEM</p>


	<p>Management Training</p>
	<p>Undergraduate classes = 15 contact hours per credit hour</p> <p>3 credit hours = 45 hours = 25 max.</p> <p>FEMA IS courses usually = 10 contact hours</p> <p>0.3 CEU = 3 hours</p> <p>1.0 CEU = 10 hours</p>

	<p>AEM/CEM® Requirements Application Packet</p>
	<ul style="list-style-type: none"> ■ Emergency management essay <ul style="list-style-type: none"> – Scenario-based – 1,000 or so words – 12 Knowledge, Skills & Abilities Criteria – 24 out of 41 points (59%) – Signed verification statement

	<p>AEM/CEM® Requirements Application Packet</p>
	<ul style="list-style-type: none"> ■ Comprehensive EM exam <ul style="list-style-type: none"> – 100 multiple choice questions – Passing score is 75% <p>_____</p> <div style="display: flex; align-items: center; justify-content: center;">  </div> <ul style="list-style-type: none"> ■ Recertification every 5 years

	<p>Application Complete</p>
	

	<h2>Preparation</h2> <p>The Packet</p>
	<ul style="list-style-type: none"> ■ Packet is complete in 3-Ring binder with the necessary tabs. ■ Documentation is clear, concise, and orderly. ■ All claims can be validated and backed up!!! ■ All required forms and signatures are present

	
	<h1>Application Pitfalls</h1>

	<h2>Application Pitfalls - General Considerations</h2>
	<ul style="list-style-type: none"> ■ Application Packet Killers <ul style="list-style-type: none"> - Incompleteness - Sloppiness - Lack of order - Lack of documentation - Missing information/signatures - Invalidated claims

	<p>Application Pitfalls - Work History and Experience</p>
	<ul style="list-style-type: none"> ■ Application Packet Killers <ul style="list-style-type: none"> – Lack of comprehensive emergency management experience – <u>Official</u> job description missing – Unaccounted employment periods – Lack of volunteer hours' documentation – Missing documentation showing relationship or % of time in emergency management

	<p>Application Pitfalls - Professional References</p>
	<ul style="list-style-type: none"> ■ Application Packet Killers <ul style="list-style-type: none"> – Missing three professional references – References not familiar with candidate's work history – Missing or inaccurate contact numbers – After-work and weekend contact numbers helpful


	<p>Application Pitfalls - Actual Disaster or Exercise Experience</p>
	<ul style="list-style-type: none"> ■ Application Packet Killers <ul style="list-style-type: none"> – Significant role not explained – Significant role not documented – Tangential roles too often claimed

	<p>Application Pitfalls - Education</p>
	<ul style="list-style-type: none"> ■ Application Packet Killers <ul style="list-style-type: none"> – Official or notarized transcripts best – Copy of official transcript OK – Transcript provided does not list degree conferred – Graduate transcripts OK. They usually show BA/BS degree earned

	<p>Application Pitfalls - Management Training</p>
	<ul style="list-style-type: none"> ■ Application Packet Killers <ul style="list-style-type: none"> – General management training claimed for emergency management training – Emergency management training claimed for general management training – More than 25 hours per topic area claimed – Graduate classes = 15 contact hours per credit hour – FEMA IS courses usually = 10 contact hours

	<p>Application Pitfalls - Contributions to the Profession</p>
	<ul style="list-style-type: none"> ■ Application Packet Killers <ul style="list-style-type: none"> – Cannot be required by job – Six different contributions – Missing documentation or documentation does not prove claim of contribution – Contribution did not meet requirements – Missing signatures or contact information – Must be a contribution and not an attribution

	<p>Application Pitfalls - Emergency Management Essay</p>
	<ul style="list-style-type: none"> ■ Application Packet Killers <ul style="list-style-type: none"> - Required statement not provided and signed - Did not solve the problem statement - Did not cover the KSAs - Difficult to read - Too many grammar and spelling errors - Not double spaced - This is an essay, not a book, not a report, or not a magazine article

	
	<p style="text-align: center;">CEM Exam Basics</p>

	<p>CEM® EXAM Basics</p>
	<ul style="list-style-type: none"> ■ 100 Questions ■ 60% - 80% Core Questions ■ 20% - 40% Country-Specific Questions ■ 75% to Pass ■ Pass Exam BEFORE or AFTER Packet Submission

	Understand the Questions
	<ul style="list-style-type: none"> ■ NFPA 1600 standards ■ Hazard Identification, Risk Assessment ■ Impact Analysis ■ Mitigation ■ Resource Management ■ Planning ■ Direction, Control and Coordination ■ Communication ■ Operations

	Understand the Questions
	<ul style="list-style-type: none"> ■ Logistics and Facilities ■ Training ■ Exercise, Evaluation, Correction Actions ■ Crisis Communication and Public Information ■ Finance and Administration ■ Robert T. Stafford Act ■ National Response Framework ■ Homeland Security PD 5 & 7

	Understand the Questions
	<ul style="list-style-type: none"> ■ Resource Management ■ Mutual Aid ■ NIMS and ICS ■ Command Structure (Unified vs. Unity) ■ Operations ■ Planning ■ Logistics ■ Finance and Administration

	Review Process
	<ul style="list-style-type: none"> ■ IAEM ■ CEM Commission ■ Sharon Kelly, Membership Director 703-538-1795 ■ http://www.iaem.com/certification/CEMCommission/intro.htm

	Application and Membership Costs
	<p>Application Fee</p> <ul style="list-style-type: none"> ■ \$450.00 Non-members ■ \$325.00 Members <p>IAEM Dues</p> <ul style="list-style-type: none"> ■ Student Membership Fee \$25.00 ■ Individual Membership Fee \$170.00

	Moving Forward
	<ul style="list-style-type: none"> ■ July 13, 2009 1:30 (1330 hrs) EDT ■ August 13, 2009 1:30 (1330 hrs) EDT ■ September 8, 2009 1:30 (1330 hrs) EDT ■ \$100.00 Reimbursement

