

IAEM 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

Note: Original application will be destroyed once the CEM Commission review is final.

ALL SUBMISSIONS MUST BE RECEIVED IN 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 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 is not establishing standards governing the conduct of any emergency managers, or establishing any set procedures for work performance. The program is designed to establish educational, training, and experience criteria relevant to disaster/emergency management, and to certify that an individual has met these criteria. You need not be a member of IAEM in order to be certified.

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[®]) and Associate Emergency Manager (AEM) 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[®]/AEM 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[®]/AEM 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.

MAINTAINING CERTIFICATION

The designations, Certified Emergency Manager[®] (CEM[®]) and Associate Emergency Managers (AEM) 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 CEMs and AEMs 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 9/93, recertification must be accomplished prior to 12/31/98). Recertification expires for those who fail to recertify every five years as required.

MAINTENANCE REQUIREMENTS

Beginning in 1998, CEMs and AEMs were required to take an examination as outlined above in addition to submitting an acceptable candidate packet in order to qualify for initial certification. Thereafter, recertification must be accomplished at five year intervals by submitting documentation which demonstrates a commitment to field of emergency/disaster management through continuing education and contributions to the profession since the date of last certification or re-certification.

Effective in September 2006, candidates must submit a recertification package that applies points to the continuing education and contributions in three major groups: Education & Training, Participation, and Service & Leadership. Candidates must accumulate 500 points over the five year period to recertify.

NOTIFICATION

IAEM staff will remind all CEMs and AEMs approaching recertification eligibility within 60 days after the fourth anniversary of a 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 reinitiate the application process after denial must again pay required fees.

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[®]/AEMs 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:

CEMs/AEMs do not demonstrate sufficient continued professional development for recertification by December 31, five years after certification.

CEMs/AEMs do not submit a maintenance application by the deadline required in the appropriate anniversary year.

CEMs/AEMs whose certification expires will no longer be permitted to use the CEM[®]/AEM designation nor will they be listed as CEMs/AEMs. After expiration of initial certification, candidates must certify again from scratch with another \$250 but they do not have to submit another application package — they need only pass the examination. Candidates are allowed two attempts per fee. If the candidate passes, then they become part of the current class of CEM[®]s/AEMs, not part of their original class cycle.

FEES

For a copy of the current fee schedule call IAEM headquarters at 703-538-1795.

Fees vary for CEM[®]/AEM maintenance and additional examination.

CEM[®]/AEM RECERTIFICATION APPLICATION COVER SHEET

Name/Current Position/Title:

Jurisdiction/Organization:

Address:

City/State/Zip:

Phone/Fax:

Email:

Years in Current Position:

Years in Disaster/Emergency Management:

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 give permission for verification of any information contained in this Package.

Further, I pledge to abide by the Code of Ethics and Professional Conduct published by IAEM. I understand violation is grounds for CEM[®] revocation.

Candidate's Signature: _____ (Date)

CONTENTS CHECKLIST

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

Documentation Materials Are Included

\$200 Application Fee Enclosed — THIS FEE IS NON-REFUNDABLE Check, money order, or credit cards accepted.

Charge my Mastercard/Visa/AmEx/Discover
(All Fields Required)

\$ _____

Account _____

Expiration Date _____

Security Code _____

Name on Credit Card _____

Billing Address _____

Signature _____

CEM RECERTIFICATION REQUIREMENTS

Please read and follow all instructions carefully.

General Instructions:

1. **ALL** submissions must be prepared using the materials provided. Submissions prepared on other forms will be sent back to the applicant.
2. **ALL** submissions must be dated following the last date of certification. Submissions dated prior to the 5 year cycle will be disregarded.
3. **ALL** submissions must be forwarded in a **loose leaf binder**.
4. Documentation and verification of submitted material is the responsibility of the applicant and must be included for each submission within the package. The Commission will not contact persons or agencies to verify any information. Incomplete packets will be returned.
5. The applicant must attain a total of 500 points for successful recertification. The applicant must attain a minimum of 100 points in each of the three groups: **Education & Instruction, Participation, Service & Leadership**. This insures a balanced approach to the contributions made in the field while giving them an opportunity to make more contributions in areas of their strengths. The remaining 200 points can be attained in any category of any group unless otherwise specified.

USER'S GUIDE FOR THE CEM© RE-CERTIFICATION SPREADSHEET.

This package includes an Excel spreadsheet that will be used to log your submissions. It will automatically calculate your points within a particular section and enter that number on the summary page.

The program will allow the user to maintain recertification data on a regular basis and make the resubmission process easier. The completed Excel spreadsheet must be forwarded to IAEM with ALL required documentation.

The package must be presented in the prescribed order. Documentation for each submission must be placed directly behind the appropriate worksheet in the order that each submission is listed on that sheet.

If you have no entry for a particular page, simply bypass that page and leave it blank. **Do not delete the page from the spreadsheet.**

NOTE:

THE WORKSHEETS ARE DESIGNED TO COMPILE AND TABULATE ALL REQUIRED DATA AND CANNOT BE ALTERED. ANY ATTEMPTS TO ALTER A WORKSHEET OR PERFORM ANY FUNCTION (SORT, FORMAT, ETC.) MAY RESULT IN THE LOSS OF ALL DATA.

CEM RECERTIFICATION

WORKSHEETS

Descriptions

Instructions

Documentation

SUMMARY

(Sheet 1 of 23)

The user only enters their name and the date (cells A1 and C1). This information then copies onto all other worksheets. **ENTER THE START DATE OF YOUR LAST CERTIFICATION OR RE-CERTIFICATION. SOME FIELDS WILL NOT CORRECTLY CALCULATE WITHOUT THIS DATE. THIS IS DONE BY HIGHLIGHTING THE SAMPLE DATE AND CHANGING IT TO THE CORRECT DATE.** No other data is directly entered on the "Summary" worksheet. Points will automatically tabulate as the other sheets are completed.

EDUCATION & INSTRUCTION GROUP

TRAINING TAKEN (a)

(Sheet 2 of 23)

Emergency Management Courses Taken – Any course, seminar or block of instruction that is listed in the CEM Training Allocation Chart or relates to a Disaster / Emergency Management subject and meet the education criteria including any course which falls within any of the criteria for "*Comprehensive Emergency Management*" phases of Mitigation, Preparedness, Response and or Recovery. Courses relating to technical areas such as EMS and HAZMAT must meet the requirements of comprehensive emergency management. A CEM Training Allocation Chart is enclosed to assist in the verification of courses. NOTE: One (1) college credit equals 15 hours and one (1) continuing education unit (CEU) equals 10 hours. Enter decimals for less than 1 CEU (Example – 0.3 CEUs = 3 hours)

General Management Training Courses Taken – Any course, seminar or block of instruction that is listed in the CEM Training Allocation Chart or relates to a General Management subject and meet the education criteria. A CEM Training Allocation Chart is enclosed to assist in the verification of courses. NOTE: One (1) college credit equals 15 hours and one (1) continuing education unit (CEU) equals 10 hours. . Enter decimals for less than 1 CEU (Example – 0.3 CEUs = 3 hours)

Instructions: Enter the appropriate data under the headings provided. Enter the direct number of training hours for each training event or class taken.

Documentation: Certificate or other proof of attendance is required for each class taken. Documentation must include the number of hours or CEUs and a course description if it is not a formal FEMA course. A copy of the course announcement or copy of the applicable page of course catalogue describing the course is acceptable.

TRAINING TAKEN (b and c)

(Sheet 3 of 23)

These sheets can be used if additional space is required for classes taken. The same instructions and documentation requirements apply.

COLLEGE CLASSES TAKEN

(Sheet 4 of 23)

Emergency Management College Courses Taken – Any college level course that relates to a Disaster / Emergency Management subject.

General Management College Courses Taken – Any college level course that relates to a General Management subject.

Instructions: Enter the appropriate data under the headings provided. Enter the direct number of class hours for each class taken. Enter the letter “S” for a course based on a semester and a “Q” for a course based on a quarter.

Documentation: A copy of the transcript or other proof of successful completion is required for each class taken. Documentation must include the number of class hours or college credits.

TRAINING PRESENTATIONS

(Sheet 5 of 23)

Teaching or instructing a course, seminar, or block of instruction related to disaster / emergency management that equals or exceeds three (3) hours of actual platform instruction. The emphasis is placed on teaching the concepts of Disaster/Emergency Management. Providing instruction of technical skills, such as PPE, decontamination, fire operations, self defense, or CPR to HazMat, fire, law enforcement, or EMS or other technical or professional personnel is NOT acceptable. Courses covering these fields at command or supervisory levels that meet the requirements of comprehensive emergency management are acceptable. Incident Command, NIMS, and all hazards planning are examples of acceptable training.

Instructions: Enter the appropriate data under the headings provided. Enter the direct number of class hours for each program presented.

Documentation: Certificate of instruction, brochure or booklet, class outline, pay stub, or letter from a supervisor must be provided for each class taught. Documentation must include the applicant’s name and date(s) of instruction. A copy of a power point slide with the instructor’s name is NOT acceptable documentation.

TEACHING (COLLEGE LEVEL)

(Sheet 6 of 23)

Teaching or instructing all or part of an approved college course related to disaster/emergency management that equals or exceeds one (1) semester. The emphasis is placed on teaching the concepts of Disaster/Emergency Management. Providing instruction in CORE credits for English, history, or math is NOT acceptable. Emergency planning, hazard mitigation, and disaster recovery are examples of acceptable courses.

Instructions: Enter the appropriate data under the headings provided. Enter the direct number of classroom hours for the class taught.

Documentation: Certificate of instruction, brochure or booklet, class outline, pay stub, or letter from a supervisor must be provided for each class taught. Documentation must include the applicant's name and date(s) of instruction. A copy of a power point slide with the instructor's name is NOT acceptable documentation.

COURSE DEVELOPMENT

(Sheet 7 of 23)

Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.

Instructions: Enter the appropriate data under the headings provided. Enter the length of the presentation in hours or fractions thereof.

Documentation: Copy of the lesson plan and other documents that demonstrate the applicant's role in developing the course and a supervisor's letter or other definitive means of verification.

AUDIO VISUAL PROGRAM DEVELOPMENT

(Sheet 8 of 23)

Personally develop content for distributed emergency management DVD, video, computer software product or other audio-visual tool. Contributions must clearly demonstrate a commitment to the emergency management profession beyond what is normally expected from the individual's job responsibilities. Any assignment that is part of the candidate's job description is NOT an acceptable contribution.

Instructions: Enter the appropriate data under the headings provided. Enter the length of the presentation in hours or fractions thereof.

Documentation: Validation of the role in the program development and a supervisor's letter or other definitive means of verification. Enclose a copy of your job description and

verification from your supervisor that the contribution is not part of the job responsibilities.

PUBLICATIONS

(Sheet 9 of 23)

Emergency Management Article – Publish a substantive disaster/emergency management article, or other publication relating to the emergency management field. The publication must have an independent editorial review and be published in a document that is beyond the control of the candidate. Staff documents, internal reports, announcements, and flyers are NOT acceptable. Any publication that is part of the candidate’s job description is NOT an acceptable contribution.

Thesis or Research Paper – Author a thesis or equivalent research paper relating to the emergency management field.

Full Length Book – Publish a full length book relating to the emergency management field. The book must be a reference or factual account of a disaster or incident that identifies vulnerabilities and provides solutions. A novel or fictional account of an event is NOT acceptable.

Instructions: Enter the appropriate data under the headings provided. Enter the number 1 in the column to the right for each publication. The spreadsheet will calculate the correct number of points.

Documentation: Proof of primary or secondary authorship such as a copy of the article, the title page, or chapter and an abstract which briefly describes the article. Enclose a copy of your job description and verification from your supervisor that the contribution is not part of the job responsibilities.

SPEAKING

(Sheet 10 of 23)

Develop and participate in three (3) presentations or panels that relate to disaster/emergency management. These may include educational, seminars, radio, television, and video. The audience may be a community, civic, or professional group. The applicant’s actual presentation time cannot be less than twenty (20) minutes each.

Instructions: Enter the appropriate data under the headings provided. Enter the length of the presentation in hours or decimal fractions thereof in the column to the right. The spreadsheet will calculate the correct number of points.

Documentation: Validation of speaking engagement such as a program, an agenda, a supervisor’s letter or other definitive means of verification. Enclose a copy of your job description and verification from your supervisor that the contribution is not part of the job responsibilities.

PARTICIPATION GROUP

MEMBERSHIP

(Sheet 11 of 23)

Membership in a disaster/emergency management related organization for a period of three (3) years. The applicant may be a member of a single organization for three years or multiple organizations that total three years. The organization(s) must promote public/private emergency management as a profession. Membership in organizations interested primarily in other supportive disciplines such as Fire, EMS, HazMat, etc., while encouraged, do not meet this criteria and are NOT acceptable unless the applicant can demonstrate that its main goal is the improvement of emergency management as a profession. IAEM, the Association of Contingency Planning, state emergency management associations, NEMA, Canadian Emergency Association, and the British Institute of Civil Defense and Disaster Studies are examples of acceptable organizations.

Instructions: Enter the appropriate data under the headings provided and within the appropriate year. Enter the number 1 in the column to the right. You may enter more than three organizational memberships, but the spreadsheet will only calculate a maximum of three per year. The spreadsheet will calculate the correct number of points.

Documentation: A membership card, dues card, copy of a roster or other official documentation from the organization. A mission statement that supports one or more of the phases of comprehensive emergency management may be provided.

CONFERENCES

(Sheet 12 of 23)

Participation in disaster/emergency management related conference(s), seminar(s), or workshop(s) that meet a cumulative total of forty (40) contact hours. Workshops are defined as one or two day meetings on a single topic. Acceptable conferences may be hosted by national, state, regional, or local agencies, schools, business or industry, volunteer organizations, and other entities with an emergency management role. Training or “how to” workshops are NOT acceptable submissions.

Instructions: Enter the appropriate data under the headings provided and within the appropriate year. Enter the number 1 in the column to the right. As with the previous page, you may enter more than three conferences attended in a year, but the spreadsheet will only calculate a maximum of three per year. The spreadsheet will calculate the correct number of points.

Documentation: A certificate of attendance, conference registration list, or other official verification from the host agency. The number of contact hours should be noted.

AWARDS

(Sheet 13 of 23)

Receive an award or special recognition for disaster/emergency management related activities. Military awards for service in an emergency management functional job or mission/event are acceptable. The applicant 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 through address or inscription and refer directly to the applicant. Recognition from a source external to your own organization is acceptable. Examples include awards from the city, county, administrator, or board, state or federal agencies. Awards for longevity or routine performance awards, mass mailed thank you letters, or certificates of participation NOT acceptable submissions.

Instructions: Enter the appropriate data under the headings provided and within the appropriate year. Enter the number 1 in the column to the right. You may enter more than three awards, but the spreadsheet will only calculate a maximum of three per year. The spreadsheet will calculate the correct number of points.

Documentation: A description of the reasons for the award and its importance or uniqueness and proof of the name and date of the award.

LEGISLATIVE CONTACT

(Sheet 14 of 23)

Contact an elected representative at the national or state level regarding an emergency management issue.

Instructions: Enter the appropriate data under the headings provided and within the appropriate year. Enter the number 1 in the column to the right. You may enter more than three legislative contacts, but the spreadsheet will only calculate a maximum of three per year. The spreadsheet will calculate the correct number of points.

Documentation: A copy of his/her original correspondence and a copy of the reply from the elected official. Submissions that do not include both pieces of documentation are NOT acceptable. Enclose a copy of your job description and verification from your supervisor that the contribution is not part of the job responsibilities.

CERTIFICATIONS

(Sheet 15 of 23)

Earned certification or registration as an emergency manager through a government agency or state association. Certified Business Contingency Professional and Master Business Contingency Professional (DRII) are examples of acceptable certifications. FEMA PDS certification and specialized certifications in Fire, EMS, law enforcement, or HazMat as well as the applicant's current CEM certification are NOT acceptable submissions.

SPECIAL NOTE: The 5-Skill Level in the Disaster Preparedness/Emergency Management Career field in the Air Force/Air National Guard is considered the equivalent of a State Certification. Individuals possessing this Skill Level may enter it in this category.

Instructions: Enter the appropriate data under the headings provided. Enter the number 1 in the column to the right. A certification can only be counted once within the five year re-certification period, regardless of how long the certification is held. The spreadsheet will calculate the correct number of points.

Documentation: An outline of the certification requirements and a copy of the certificate or a letter from the certifying official or agency.

SERVICE & LEADERSHIP ROLE

SERVICE ROLE

(Sheet 16 of 23)

Serve on a board of directors, board, commission, task force, or special project for a professional, emergency management, or jurisdictional organization contributing to or supporting emergency management. Any multi-jurisdictional committee or task force where the applicant is asked to serve because of their knowledge in emergency management is acceptable. The submission must be more substantive than one or two meetings. Services such as the Local Emergency Planning Committee (LEPC) or other core duties of employment are NOT acceptable submissions.

Instructions: Enter the appropriate data under the headings provided. The worksheet used the dates entered to calculate the length of time in a service role, and calculates 10 points per year. The ten points are prorated for partial years of service, i.e., 30 months (2.5 years) would be worth 25 points. The spreadsheet will calculate the correct number of points. You must enter the starting and ending dates. You must enter the Starting Date of Last Certification on Recertification. The points will not post without this date.

Documentation: Substantiate the service role, such as a letter of appointment, meeting minutes showing the applicant's attendance and participation must be provided as well as the following information:

- Title of committee / task force
- Sponsoring organization
- Time frame/length of service
- Description of charge or assignment
- Description of your role/contribution
- Description of product/contribution to the field

LEADERSHIP ROLE

(Sheet 17 of 23)

Serve voluntarily as an officer in a leadership position on a board of directors, board, committee, task force or special project for a professional, emergency management, or jurisdictional organization contributing to or supporting emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession beyond that which is normally expected from the completion of the applicant's job responsibilities. Any assignment indicated in the applicant's job description is NOT an acceptable submission. The applicant must demonstrate serving as an officer or leader and not merely a member of the group.

Instructions: Enter the appropriate data under the headings provided. The worksheet used the dates entered to calculate the length of time in a leadership role, and calculates 10 points per year. The ten points are prorated for partial years of serving in a leadership role, i.e., 30 months (2.5 years) would be worth 25 points. The spreadsheet will calculate the correct number of points. You must enter the starting and ending dates. You must enter the Starting Date of Last Certification on Recertification. The points will not post without this date.

Documentation: A list of the board of directors or officers with their assignments or a copy of the meeting minutes listing the leadership positions and responsibilities.

MENTORING ROLE

(Sheet 18 of 23)

Serve as a voluntary mentor for an applicant for CEM certification or other national or state certification that assists that person in successfully completing the process and certification.

Instructions: Enter the appropriate data under the headings provided. Mentoring is worth five points per person mentored, regardless of time involved. You must enter the starting and ending dates. You must enter the Starting Date of Last Certification on Recertification. The points will not post without this date.

Documentation: Approval from the certifying agency to mentor the individual and verification from the recipient of the mentoring and the hours invested in the process.

SPECIAL ASSIGNMENT

(Sheet 19 of 23)

Long Term - Involvement in a special assignment for an organizational or governmental committee or task force addressing a substantive disaster/emergency management issue for **more than 30 days**. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession. The applicant must describe the contribution made to the field by this assignment.

Short Term - Involvement in a special assignment for an organizational or governmental committee or task force addressing a substantive disaster/emergency management issue for **less than 30 days**. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession. The applicant must describe the contribution made to the field by this assignment.

Instructions: Enter the appropriate data under the headings provided. The worksheet used the dates entered to calculate the length of time in a special assignment, and calculates 10 points per year. The ten points are prorated for partial years of in a special assignment, i.e., 30 months (2.5 years) would be worth 25 points. The spreadsheet will calculate the correct number of points. You must enter the starting and ending dates. You must enter the Starting Date of Last Certification on Recertification. The points will not post without this date.

Documentation: A description of the assignment and its accomplishments and proof that the contribution fits this category rather than a service or leadership role. Enclose a copy of your job description and verification from your supervisor that the contribution is not part of the job responsibilities or a detailed explanation of the significance of the assignment that would qualify the contribution even as a part of the job responsibilities.

**EMAC, MUTUAL AID ASSIGNMENT, FOREIGN HUMANITARIAN AID,
UNIFORMED SERVICES ASSIGNMENT, FEDERAL OR MILITARY DEPLOYMENT**

(Sheet 20 of 23)

Participation in an actual event through an intrastate or interstate EMAC or mutual aid activation/assignment, humanitarian aid assignment, or deployment as an active or reserve member of any branch of the military or uniformed services mission to an assignment that is related to a disaster or major emergency. Federal volunteer response for DMATs, DMORTS, VMATs, US&R, DAE, and other Federal teams/personnel as well as deployment headquarters (federally deployed MSTs, IMTs, JMTs, ISTs), staff members to federally declared disasters are also included. The applicant must have an actual job function and actively participate in the response and/or recovery effort. A stand-by or idle response to a staging area is NOT an acceptable submission.

Instructions: Enter the appropriate data under the headings provided. An EMAC, Mutual Aid, humanitarian aid, or an emergency management oriented military or other uniformed service assignment/deployment is valued at 10 points per assignment, regardless of length. You must enter the starting and ending dates. You must enter the Starting Date of Last Certification on Recertification. The points will not post without this date.

Documentation: A letter, copy of orders, or other form of verification from the requesting agency, supervisor, or superior officer that outlines the role played by the applicant and time served.

LOCAL EMERGENCY (PROCLAIMED EVENT)

(Sheet 21 of 23)

Participation in a local, county, state, or national emergency. The emergency must be declared by a jurisdiction having authority and must warrant the activation of the Emergency Operations Center (EOC).

Instructions: Enter the appropriate data under the headings provided. A local emergency activation is worth 1 point per day, with a maximum of 30 points per event. You must enter the Starting Date of Last Certification on Recertification. The points will not post without this date.

Documentation: A letter of other verification from the agency or supervisor of the declared emergency as well as an outline of the role played by the applicant and time served.

EMAP ASSESSOR TEAM SERVICE

(Sheet 22 of 23)

Voluntarily serve on an EMAP Assessment in a local, county, state, or national agency.

Instructions: Enter the number 1 under the Unit heading provided for each activity. An EMAP assessor assignment is worth 10 points each. You must enter the Starting Date of Last Certification on Recertification. The points will not post without this date.

Documentation: A letter of other verification from the supervisor of the EMAP team as well as an outline of the role played by the applicant and time served.

CEM PRESENTATION OR PROCTORING

(Sheet 23 of 23)

Voluntarily present a CEM program for new candidates, an examination review, or other seminar that prepares a CEM candidate to prepare his/her submission or prepare for the examination or voluntarily proctor a CEM examination at a conference or local site.

Instructions: Enter the number 1 under the Unit heading provided for each activity. Making a CEM© presentation or proctoring a CEM© test are each worth 10 points, regardless of how many persons attend, or how many tests are proctored simultaneously.

Documentation: Verification from IAEM that the applicant made the presentation or proctored the examination.

SPREADSHEET PRINTING INSTRUCTIONS:

Print all 23 worksheets, even though some of them may be blank. Print the sheets on three hole punched paper or three hole punch the paper after it has been printed. It may be necessary to adjust the width of the columns to get the entire worksheet printed on a single page. **Do not** print a worksheet on two or more pages. Expand the margins and or reduce the type size to fit the worksheet on a single page