

## OBJECTIVES/PHILOSOPHY

The Certified Emergency Manager® (CEM®) program was created to raise and maintain professional standards; it is a program to certify achievements within the profession. Any emergency management professional who meets requirements is welcome to participate.

## CERTIFICATION COMMISSION STRUCTURE

The program is served by a Certification Commission made up of emergency management professionals, including representatives from allied fields, educators, military, and private industry emergency personnel.

Development of the program has been supported by the Federal Emergency Management

Agency (FEMA), the National Emergency Management Association (NEMA), and a host of allied organizations.

Certification is a peer review process administered through the International Association of Emergency Managers. You need not be a member of IAEM to be certified.

## CERTIFICATION IS MAINTAINED IN 5-YEAR CYCLES:

CEM's maintain certification documenting 100 hours continuing education/training and six professional contributions every five years.

## PROGRAM PROCESS

To register for certification consideration, candidates must complete an enrollment process -

simply complete the attached coupon and mail to IAEM with the fee.

Upon enrollment, candidates will receive an application booklet which includes detailed instructions, all necessary forms and other helpful information to aid in successful certification completion.

Completed Application Packages will be accepted at any time. Once credentials are approved by the Commission, the examination must be passed.

## CERTIFICATION FEES

Fees are based on costs to process candidate materials.

### COMPLETE PROGRAM REQUIREMENTS

#### Emergency Management Experience\*

Three years by date of application. *Comprehensive* experience must include participation in a full-scale exercise or actual disaster.

#### Three References

Including current supervisor.

#### Education

Any 4-year baccalaureate degree; or additional experience may be substituted to satisfy this requirement, 2 years per 30 college credits up to the 120 credits comprising most baccalaureates.

*Professionals interested in recognition without the educa-*

*tion requirement should inquire about the Associate Emergency Manager (AEM) Credential.*

#### Training\*

100 contact hours in emergency management AND 100 contact hours in general management. (Note: No more than 25% of hours can be in any one topic.)

#### Contributions to the Profession

Six separate contributions in areas such as professional membership, speaking, publishing articles, serving on volunteer boards or committees and other areas beyond the

scope of the Emergency Management job requirements.

#### Management Essay

Real-life scenarios are provided and response must demonstrate knowledges, skills and abilities as listed in the essay instructions.

#### Multiple-choice Examination

Candidates sit for the 100-question exam after their initial application and the other requirements are satisfied. A pamphlet is available further describing format and sources.

*\*Note: A baccalaureate in emergency management eliminates the experience requirement for the AEM and waives EM Training if it is earned recently.*

### ENROLLMENT

*Candidates enroll to receive the complete forms / instructions booklet.*

IAEM members .....\$75  
non-members .....\$150

### APPLICATION

*Submission processing, maintenance & exam fee*

IAEM members .....\$250  
non-members .....\$300

### MAINTENANCE

*Re-certification application fees.*

IAEM members/non-members .....\$200

*Note members are charged lower fees because the IAEM treasury subsidizes certification activities.*

**ALL FEES ARE NON-REFUNDABLE.**

All fees are quoted in U.S. dollars.

## RESPONSE FORM

**Yes**, I would like to receive a certification application booklet. Please enroll me in the CEM<sup>®</sup> program. Enclosed is the enrollment fee (\$75 for IAEM members and \$150 for non-members); I understand that there is an additional non-refundable fee to complete my certification review, to be paid when my package is submitted.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/St/Zip

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
E-mail

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Check Enclosed   | <input type="checkbox"/> Bill Me    |
| <input type="checkbox"/> VISA             | <input type="checkbox"/> MasterCard |
| <input type="checkbox"/> American Express | <input type="checkbox"/> Discover   |

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Security Code (located  
on front or back of card)

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

**Would you like the application package electronically?** We will E-mail in the desired format.

- .wpd       .doc

**Mail this coupon with payment to "IAEM CEM<sup>®</sup> Program,"**

201 Park Washington Court  
Falls Church, VA 22046-4527

## ABOUT IAEM

The International Association of Emergency Managers (IAEM) is a non-profit, educational organization. Membership includes local, state and federal government emergency managers, educational, military, private, non-profit and volunteer organizations. Membership is open to anyone practicing or interested in the field.

IAEM individual dues per year are:

U.S. members	\$170.00 USD
Canadian, Oceania and Europa	see <a href="http://www.iaem.com">www.iaem.com</a> for regional dues rate
Other non-U.S. members	\$50.00 USD
Affiliate IAEM membership	\$795.00 USD
Student IAEM membership	\$25.00 USD

Membership year is October-September. New member fees after March are credited to next year's dues.

**YOU DO NOT HAVE TO BE AN IAEM MEMBER TO PARTICIPATE IN THE CERTIFICATION PROGRAM.**

*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 emergency management, and to certify that an individual has met these criteria.



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05/07

# Certified Emergency Manager<sup>®</sup>

## The Ultimate Credential in Emergency Management

- ✓ **Internationally Recognized**
- ✓ **Increased Credibility**
- ✓ **Professional Identity**
- ✓ **Career Recognition**
- ✓ **Enhanced Career Planning**

