

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

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.

Submissions for at least six (6) different categories are required. All submissions must contribute to and support the field of Disaster/Emergency Management, have occurred during the 10 years preceding application submission. Professional Contribution: C. Service Role and D. Leadership Role must be *beyond the scope of your normal job responsibilities*. All other contributions may be part of your normal job duties.

- A. MEMBERSHIP:** Member for 3 years in a disaster/emergency management-related organization.
- B. PROFESSIONAL CONFERENCE:** Participation in a disaster/emergency management-related workshop/ 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 does 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 does 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 decision must make a significant contribution to or impact on the disaster/emergency management profession.
- F. SPEAKING:** Develop and participate in 3 presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the last 10 years 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 which equals or exceeds 3 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.
- 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 states association (receiving a FEMA PDS Certification does not qualify under this category).
- M. LEGISLATIVE CONTACT:** Contact an elected representative at the national or state level regarding an emergency management issues. 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: Upon approval of the CEM® Commission, an individual CEM® may be allowed to mentor a new CEM®/AEMSM candidate or proctor the certification exam per the proctor/venue guidelines outlined in the Study Guide Brochure. Mentoring involves guiding the CEM®/AEMSM 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.

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.

All information must be submitted on the appropriate form; candidate may duplicate forms and utilize additional pages as necessary.

