

*Answers to Commonly
Asked Questions*

about the

**CEM[®]/AEM
Examination**

A Study Guide



November 2004

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Q & A

WHO NEEDS TO TAKE THE EXAM?

- All new applicants.

Applicants may choose to sit for the exam prior to credential review however both the enrollment and application fees must be received at headquarters prior to sitting for the exam. Once taken the applicant will have one year from the date of the exam to submit their credentials for review.

HOW IS THE EXAM STRUCTURED?

- The exam will consist of 100 multiple-choice questions. Each question will have four possible responses. The examinee must choose the best answer.
- In order to “PASS”, the examinee must score 75% or better on the exam.
- The exam questions will focus on emergency management principles and practices reflected in the publications listed on the back page.

Study tips

- “Brush up” on basic emergency management literature.
- A listing of publications from which all exam questions were derived is included on the back of this brochure.

HOW IS THE EXAM ADMINISTERED?

- The exam may be taken at the IAEM Annual Conference; Mid-Year Meeting; Regional Conferences or at IAEM headquarters.
- Proctored exam also may be administered in the field through a variety of secured testing methods and locations.

Contact the education office at your local high school, college or university.

The education office at military installations may conduct the exam on site for all military and Department of Defense personnel.

CEM Commissioners and IAEM Board of Directors may administer the exam (call IAEM staff for contact information).

NOTE: Proctoring fees are the responsibility of the applicant.

SAMPLE QUESTIONS

The following sample questions were developed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

- 1. Which hazards should have priority in your mitigation efforts and preparedness planning?**
 - a. Hazards associated with nuclear war.
 - b. All technological hazards.
 - c. The hazards that occur most frequently.
 - d. Those hazards identified as “worse threats.”
- 2. The amount of radiation absorbed into the body is called:**
 - a. Charge.
 - b. Contamination.
 - c. Dose.
 - d. Exposure Rate.
- 3. Animal disposal methods include:**
 - a. Rendering.
 - b. Burial.
 - c. Burning.
 - d. All of the above.
- 4. Leaders can lose trust by:**
 - a. Behaving in a predictable manner.
 - b. Communicating carelessly.
 - c. Treating promises seriously.
 - d. Deliberately being open and honest.
- 5. What is the most important, and most difficult, step in decision making?**
 - a. Identifying the problem.
 - b. Developing alternative courses of action.
 - c. Selecting an alternative course of action to implement.
 - d. Implementing the solution.
- 6. Volunteer agencies should be involved in which phases of emergency management?**
 - a. Preparedness, readiness and recovery.
 - b. Response and recovery.
 - c. Mitigation, preparedness, response and recovery.
 - d. Home preparedness, earthquakes and hurricanes.
- 7. A hurricane’s rainbands are sweeping your community well in advance of a hurricane. In addition to the heavy rain, the main threat from these rainbands is:**
 - a. Lightning.
 - b. Storm surge.
 - c. Reduced visibility.
 - d. Tornadoes.
- 8. Members of your community planning team should include:**
 - a. Elected officials.
 - b. The community planner or a planning board member.
 - c. The emergency program manager.
 - d. All of the above.

Answers: 1.d, 2.c, 3.d, 4.b, 5.a, 6.c, 7.d, 8.d

RECOMMENDED PUBLICATIONS

The following are various FEMA publications and can be obtained from the FEMA website or by contacting FEMA's Publication Office or the Emergency Management Institute (EMI):

- IS-1** Emergency Manager: An Orientation to the Position; *(2002)*
- IS-3** Radiological Emergency Management; *(April 1997)*
- IS-10** Animals in Disaster - Module A Awareness and Preparedness; *(May 1998)*
- IS-11** Animals in Disaster - Module B Community Planning; *(May 1998)*
- IS-120** An Orientation to Community Disaster Exercises; *(July 1995)*
- IS-240** Leadership and Influence; *(June 2002)*
- IS-241** Decision Making; *(June 2002)*
- IS-242** Effective Communication; *(June 2002)*
- IS-271** Anticipating Hazardous Weather & Community Risk; *(March 2001)*
- IS-275** The EOC's Role in Community Preparedness, Response and Recovery Activities; *(July 1995)*
- IS-288** The Role of Voluntary Agencies in Emergency Management; *(January 1999)*
- IS-292** Disaster Basics; *(November 2002)*
- IS-301** Radiological Emergency Response; *(October 1999)*
- IS-324** Community Hurricane Preparedness; *(1999)*
- IS-393** Introduction to Mitigation; *(April 1998)*
- Q-534** Emergency Response to Terrorism; *(2002)*

HOW TO ARRANGE FOR YOUR EXAM

Once an exam date has been determined, please provide your proctor's complete contact information along with the scheduled date and your exam will be sent directly to your proctor.

Or, contact IAEM Headquarters:

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