

Frequently Asked Questions

IAEM Certification Program

1. What is the difference in requirements for the AEM and CEM?

CEM Requirements					
AEM Requirements					
Training	Essay	CEM Exam	EM Experience	Education	Professional Contributions
<p>Submissions must be within the last 10 years. 200 contact hours are required, 100 each in emergency management and general management. Emergency management training is considered specific to the profession. Note: no more than 25% of hours can be in any single topic.</p>	<p>Candidates must demonstrate knowledge, skills and abilities through this written submission, as specified in the instructions included in the application.</p> <p>References</p> <p>One letter of reference, signed and on letterhead from current supervisor.</p> <p>PLUS contact information for a total of three references, with an option to upload two additional reference letters if candidate feels it would be helpful to his/her review.</p>	<p>Candidates must pass by 75% a 100-question examination in order to receive the AEM/CEM designation, and can do so at any time by arranging a proctor with their local high school or college or at an IAEM event. A separate brochure describes format and test content sources.</p> <p><i>Note: the examination includes a portion of questions that are considered to be universal, core content for emergency management regardless of location. Additional content is tested depending on country in which candidate is based.</i></p>	<p>Three years by date of application. Comprehensive experience must include participation in a full-scale exercise, two functional exercises, actual disaster, or a major public event and must encompass all phases of emergency management (mitigation, preparedness/prevention, response and recovery).</p> <p><i>Note: a baccalaureate degree in emergency management reduces the experience requirement depending on how current is the degree) and waives EM Training if it is earned very recently.</i></p>	<p>U.S. applicants – Any 4-year baccalaureate degree is required.</p> <p>Asia, International, Latin America & Caribbean applicants – Any baccalaureate degree or equivalent thereof, or additional experience may be substituted at two years of full time employment per year of college/university.</p> <p>Europa & Oceania applicants: – Must submit a baccalaureate degree.</p> <p>Canadian applicants – candidates will be required to submit any three or four year baccalaureate degree or program. Or, any post-graduate degree in EM or related field.</p> <p>More information can be found on the IAEM website.</p>	<p>Submissions must be within the last 10 years (Note: * indicates activity must be performed beyond the scope of candidate's job requirements). Six separate contributions are required in areas such as professional membership, conference attendance, service role, leadership role*, special assignment, speaking, teaching, course development, publication, audiovisual and interactive products, awards or special recognition, state or province certification, or legislative contact. See the application for more details on each area.</p>

2. What is the cost of the application?

The non-refundable certification fee is \$395 USD for IAEM members and \$595 USD for non-members.

3. If you have to retake your exam, do you have to pay the certification fee again?

When you pay the \$395 USD IAEM members/\$595 USD non-members certification fee, you are able to take the exam twice before you would need to pay the fee again. For example, if you took the exam the first time and did not pass, you are able to take the exam again without any additional fees. However, if you do not pass the exam the second time you take it, then the certification fee must be paid again.

4. What is the time frame to complete the application once you start it?

You have one year from the date your credentials are approved by the Certification Commission to pass the exam. Or, one year from the date you pass the exam to submit your credentials for review by the Certification Commission.

5. Are there sample submission packets or materials?

Visit the CEM Corner. There you can find example essays and other example materials to help ensure a successful submission.

6. Is APA Style recommended for the essay?

We do not require any style or format. We ask to keep it simple with 12pt font, 1 inch borders, double spaced, and approximately 1,000 to 1,500 words. The 1500 word count is just a guide. An essay will not be received negatively if it is more than 1500 words. However, the Commission does not want to receive a 20 page essay, for example.

7. What is the added benefit career-wise of the certification abroad (outside the USA and Canada)?

Ian Carlton is one of the Commission's Vice-Chairs. He is from Australia and shares that having his Certified Emergency Manager (CEM) designation sets him apart in terms of not only achieving employment within emergency management but also within the community of practice where he is. By having a AEM/CEM, it shows your commitment to the profession and that you have taken the steps to be recognized by a group of your peers for meeting the knowledge, skills, and abilities requirements.

8. How often do you have military officers apply and is there anything that they may need to know?

We have a few military representatives on the commission. They work continuously to provide the entire commission with the best information on training and experience coming out of the military. You are still meeting the same requirements of the AEM/CEM but providing the documentation in way that all the commissioners can comprehend can take additional effort. Therefore it may be helpful to reach out to one of our Featured Mentors who has a military background to help ensure your successful application.

9. Where is the featured mentor page located?

The featured mentor page can be found on iaem.com under the Certification tab or at this link: <http://www.iaem.com/mentors.cfm>

Questions about the IAEM Certification Program can be directed to:
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