

Frequently Asked Questions

Training, Letters of Reference, Exams, and Certification Fees
Webinar

1. For an initial certification, how many training hours does a candidate need?

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, and general management includes content that is general in nature and can be used in any profession and is not technical.

2. If a candidate obtained a degree in Emergency Management (EM) last year do they need to submit training hours?

If a degree in Emergency Management is obtained less than 3 years ago, a candidate does not need to submit any EM training. However, the candidate will still need to meet the 100 hours of General Management (GM) training. *NOTE – a candidate cannot use courses that made up the bachelor's degree to meet the EM or GM Training requirement.

3. Can courses from a degree be used for EM training if the degree was obtained more than 10 years ago?

No – it must have occurred within the last 10 years to count towards EM training. However, courses earned as part of a master's degree, PhD, or subsequent bachelor's degree, earned at any time, may be submitted towards GM training and can be more than 10 years old. If a candidate received a Master's degree in Emergency Management, the following table represents how it can count towards EM training, but the 100 hours of GM training is still required:

Time since degree (in years)	0-3	3	4	5	6	7+
EM training hours needed	0	20	40	60	80	100

4. If a candidate is an instructor for a course, can they receive credit in training hours?

Yes - being an instructor for a course is able to count as training as long as the candidate provides proof of completion/instruction as well as a syllabus/agenda showing course content.

5. What does a candidate need to submit to receive credit for training?

The most important thing a candidate can do is document. The candidate must submit independent verification that he/she completed or participated in the training such as a course certificate, transcript, or letter from the organization that put on the course verifying that the candidate completed the course, as well as appropriate documentation to show what was covered in the course, such as the syllabus. Documentation must include the name of the candidate, course title, date(s), and name/logo of the organization who put on the course.

6. How do college credits correlate to training hours?

One college credit or semester hours equals 15 hours. If a college course meets 3 hours a week (3 credits), then the 3 credit course would count for 45 hours. However, you would only be given credit for 25 hours because you cannot receive more than 25 hours in one topic.

7. How can a candidate determine how many contact hours a class or course will receive?

If the certificate of completion includes course / contact hours then the candidate should include that number within their submission. However, if no hours are listed the Certification Commission will grant 3 hours for a ½ day course or 6 hours for a full-day.

8. For courses more than 40 hours, should the candidate submit the actual number of hours it is worth or just say 25 hours since that is the maximum per topic?

Candidates should submit the actual number of hours within the training submission form. The system will only count 25 hours in any one subject area.

9. Can a functional exercise be used towards training?

No - there are other places in the application where it is applicable, like under the experience section.

10. If a course is not listed on the Training Allocation Chart, what should a candidate submit to receive credit?

A candidate should submit a description of the course and a course syllabus if it is not found in the [Training Allocation Chart](#).

11. For scheduling an exam, how many candidates does it take to have a CEM exam scheduled in your area?

You can schedule to take the exam at a location near you. See the Study Guide Brochure pages 5-6 for information on how to set up an exam at a location, who would be an approved proctor where would be an approved venue, and how to notify IAEM headquarters for processing.