

# Frequently Asked Questions

Experience, Work History, and Degree Documentation  
Webinar  
(not applicable to the AEM®)

**1. Do courses taken to achieve a graduate certificate in an emergency management related subject count towards the education credit?**

USA, Canada, Europa, and Oceania CEM® applicants need a baccalaureate degree from a regionally accredited institution to count towards education. Courses which make up the baccalaureate degree cannot be used towards the Emergency Management or General Management training section. Asia, International, and Latin America & Caribbean CEM® applicants can satisfy the education requirement with any baccalaureate degree or equivalent thereof; or additional experience may be substituted at two years of full time EM employment per year of college/university. A total of 11 years of full time comprehensive emergency management experience is required for those with no college credits.

**2. Does the CEM require for a candidate's Bachelor's degree to be in emergency management?**

No, for a candidate to meet the education requirement, the baccalaureate degree can be in any subject. However, if a candidate has a degree in EM, it will help reduce the number of years of full time emergency management experience from 3 years to 2 years. Also, depending on when the degree was obtained, it could reduce the number of EM training hours required.

**3. If a candidate worked part time, how many hours would they need to submit to meet the work history requirement?**

To meet the work history requirement, candidates must have, at least, three years of full-time comprehensive emergency management equivalency. What "is" three years? For the CEM®, there are 1,920 work hours in a year. So, for three years, a candidate would require 1,920 comprehensive emergency management work hours X 3 years = 5,760 hours. The candidate is required to show how many hours he/she worked in disaster/emergency management and have a supervisor sign off as third party independent verification. If the candidate has worked full time with all phases of emergency management the candidate should provide independent documentation reflecting time of employment as well as the job duties such as well as a job description or letter from the candidate's supervisor or HR Department verifying time of employment and job duties.

**4. How many work hours does a candidate need if he/she has a baccalaureate degree in emergency management?**

A candidate would need two years (or 3,840 hours) of full time comprehensive emergency management work experience in order to meet the Work History requirement.

**5. Can a position as a first responder count towards work experience?**

Generally no; however, it depends on the applicant's individual roles. Comprehensive emergency management is inclusive of all phases (mitigation, preparedness, response, recovery). Therefore, a candidate who submits experience as a HAZMAT technician, rescue worker, EMS responder, radio operator, police officer, fire fighters, etc. will have to submit additional substantial documentation clearly proving to Commissioners that his/her role was comprehensive in nature (beyond incident management/response) and the time spent in the role meets the applicable experience requirement. Successful applicants will provide job descriptions and supervisor verification of the time spent in their comprehensive emergency management role.

**6. What types of documentation should a candidate submit to receive credit for experience?**

Exercise guides or player handbooks, after action reports, newspaper articles, letters from supervisors and managers (signed and on official stationery), and other documents or forms which verify a candidate's role. All experience must have occurred within 10 years of the candidate's application date.