Online Re-certification Application

User Guide

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International Association of Emergency Managers

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Introduction

Scope and Purpose

Thank you for accessing the IAEM certification online application. To ensure you have the best experience using the online portal, please be sure to read all instructions thoroughly.

The purpose of this user guide is to answer frequently asked questions for candidates using the online application.

Process Overview

The online application has been created to allow candidates to submit the Certified Emergency Manager Recertification application via the online portal. This User Guide will outline how candidates will:

1. Access the online system/Log-in
2. Complete the application
   a. Upload documentation
   b. Work through required sections
3. Submit application
4. Manage workflow
5. Receive results notification

1 Access Online System

1.1 Recertification Application

Candidates can access the recertification application via the IAEM website here: http://www.iaem.com/page.cfm?p=certification/application/recertification&lvl=2.

1.1.1 Log in
1. Candidates should use the same login credentials as for the IAEM website.

[NOTE: if candidates forget their log-in information, click on the “forgot log in” link. Candidates will be directed to the IAEM website to retrieve their user name and password.]

2. Once Login is complete, Candidates will see the Candidate Dashboard with instructions for starting an application.

1.1.2 Create New Application

1. Candidates should click on the “Add Application” and select the appropriate application. Then hit the “Submit” button.

2. The selected application will populate on the candidate's dashboard. Candidates can open the application by clicking on the link in the first column.
3. The middle column, “To Do List,” provides a checklist. As sections are completed in the application, a checkmark will appear next to the to-do action item in the middle column.

2 Completing the Application

The applications are designed in an accordion-style format. After opening the application, candidates can access each section of the application by either:

Clicking on the blue “Go On” button at the bottom of each section
Or, click on each blue section header beneath the "Go On" button

[NOTE: Candidates should save the document frequently using the “save” button on the side of the application.]

2.1.1 Pre-Application Information

Candidates should read the information in the Pre-Application section and check the two boxes under the CEM/AEM Applicant Warranty and the Acknowledgement headers.
From there, click on the blue “Go On” button to access the information on the Maintaining Certification page.

2.1.2 Cover Sheet

The candidate’s contact information will automatically populate based on information in the IAEM database system.

[NOTE: All fields with an asterisk are required.]

If the information is outdated, candidates should log in to their IAEM member profile (www.iaem.com) to provide the correct information and provide the updated information under Address for Database if Different from Above on the online application.
2.1.3 Section I: Training

1. Candidates should click on the “Add” link to enter a training entry.

a) Candidates should check the radio button for Disaster/Emergency Management Training or General Management Training:

b) Complete all fields for Subject Area, Training Title and Number, Training Source, Training Date and Training Length

c) NOTE: Dates should be entered in the following format: MM/DD/YYYY.
d) If the course is found on the Sample CEM®/AEM® Training Allocation Tables, candidates should check the box “Course appears on IAEM Allocation Chart”.

If the course is found on the Sample CEM®/AEM® Training Allocation Tables, candidate needs to check the box “Course appears on IAEM Allocation Chart”. If course does not appear on the Sample CEM®/AEM® Training Allocation Tables, candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking credit.

Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

- Course appears on IAEM Allocation Chart
- I Am Uploading the Syllabus

REMEMBER:
- It is the candidate’s responsibility to ensure that course meets the CEM®/AEM® requirements.
- Course must be completed within 12 months of the CEM®/AEM® renewal.
- Course description and/or syllabus must be submitted with the recertification application.

e) If course does not appear on the Sample CEM®/AEM Training Allocation Tables, candidate must provide a course description

If course is found on the Sample CEM®/AEM® Training Allocation Tables, candidate needs to check the box “Course appears on IAEM Allocation Chart”. If course does not appear on the Sample CEM®/AEM® Training Allocation Tables, candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking credit.

Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

- Course appears on IAEM Allocation Chart
- I Am Uploading the Syllabus
f) OR check the box that the syllabus will be uploaded.

g) Whichever option is selected, candidate must also upload independent verification of attendance for the course in which he/she is seeking credit.

**SUMMARY:** In order for each training entry to be complete, candidates must:

Complete all fields for Subject Area, Training Title and Number, Training Source, Training Date and Training Length AND do one of the following:

- Provide a description in the text box OR
- Check the box that the course appears on the IAEM Training Allocation Chart. OR
- Check the box that candidate is uploading the course syllabus.

2. Upload all necessary documentation for this course:
   a) Click the “Choose File” button
   b) For Mac users: Locate the file to upload, highlight it and then hit “Choose” button. Proceed to step “d” below.

[NOTE: Candidates can upload documentation in any format.]
c) For PC users, select the appropriate file on your computer and then hit the “open” button.
d) If additional documents need to be uploaded, click on the blue button “Add More Files” and select the file to upload. Candidates may do this as many times as necessary.

[NOTE: Uploading additional documentation to a section that has already been "submitted" will replace the original upload. When adding another document to a section that has already been created, candidates must re-save the original documentation and upload all documents again.]

e) Then hit the blue submit button.

f) If any section of the application appears in red, it means the entry/section is incomplete. Candidates should go back and check that all field boxes are completed and documentation has been uploaded.
2.1.4 Section II: Professional Contributions
Candidates should click on the “Add” link next to the professional contribution listing and complete each pop-up window.

[NOTE – Documentation must be uploaded for each entry.]
Section II: Professional Contributions

3. Submitting the Application

1) After the candidate has completed the application, he/she should navigate back to the candidate dashboard by clicking on the “Save & Exit” button on the right side of the application.
2) Candidates should ensure that the to-do list is complete with “check marks” next to each section.

[NOTE: Before candidates can submit the application, the recertification fee must be submitted through the IAEM website: http://www.iaem.com/page.cfm?p=certification/application/recertification&lvl=2.

Once payment has been submitted, please allow the system 24 hours to process the recertification fee. Candidates should then log into the online application to submit the application.]
3) Candidates must use the blue “Submit Application” to finalize and submit the application to IAEM Headquarters.

   a) Candidates will receive an email confirmation once the application has been submitted.

4. Manage Workflow

   Once candidates have created an application, documentation can be uploaded at any time. As training and professional contributions are completed, candidates can upload the independent verification.

   Note: Candidates are encouraged to keep copies of the documentation in case there are any problems with the online system.

5. Review & Results

   Candidates will be notified when the results of the review are complete. At that time, candidates can log in to the online portal and access the results on their dashboard.

   5.1 Resubmission

   If the candidate’s application is found incomplete, a resubmission option will appear on the candidate’s dashboard. This is a copy of the candidate’s original application and candidates will have the opportunity to revise, within 90 days, only the sections of the application that were found incomplete during the initial review.

   [NOTE: After the 90 days, candidates will not have access to resubmit supplemental documentation and will need to start over from the beginning by completing a new application.]
After the candidate has made changes to the application, he/she should submit the resubmission using the blue “Submit Application” button. The resubmission will go through the review process again and candidates will be notified when the results are available.

If you encounter issues not addressed by this User Guide, please contact CEM Administrator Kate Mc Climans (KMcClimans@iaem.com) for additional assistance.