INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS

REGION 1

CEM Certification Basics

Vermont Emergency Preparedness Conference
September 2023

ABOUT IAEM

Vision:

That the International Association of Emergency Managers be recognized globally as the premier organization for emergency management.

Mission:

The mission of IAEM is to advance the profession by promoting the principles of emergency management; to serve its members by providing information, networking and professional development opportunities; and to advance the emergency management profession.

Making *better* Emergency Managers.

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Vermont
State Rep -
Vacant

CERTIFICATION OVERVIEW

General Information

- Basics
- Process
- Online Application & Fees
- Common Application Pitfalls
- Maintaining Certification
- Upgrading Certification
- Commission Credential Review Dates
- Recognition
- Key Resources

Requirements

- Training
- Letters of Reference
- Education
- Experience
- Professional Contributions
- Multiple Choice Exam

BASICS

Comprehensive Emergency Management

The AEM® and CEM® program is for professionals with **comprehensive emergency management responsibility**. These practitioners integrate all actors in all phases of emergency activity for all types of disasters. The "comprehensive" aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all risks—Technological, Natural or Human-Made.

Goals of the AEM®/CEM® Certification Program

- Elevate the visibility of emergency managers.
- Encourage and mandate continued professional development, education and technical skills.
- Ensure minimal Knowledge, Skills and Abilities (KSAs).

PROCESS

| Create Online Account at www.iaem.com | Pay Certification Fees | Submit Application & Take Exam | Commission Review | Notice Sent to Candidate |

DO NOT CREATE A DUPLICATE ACCOUNT

CAN BE COMPLETED IN ANY ORDER

If packet was found to be deficient:

| Candidate receives notice of resubmission | Candidate submits resubmission application within 90 days | Commission Reviews | Notice Sent to Candidate | Appeals Process (if elected to by the Candidate) |

ONLINE APPLICATION & CERTIFICATION FEES

- Certification Fees (as of June 1, 2023)*
  - Current IAEM member: $425
  - Non-member: $635
  - Recert current member: $275
  - Recert non-member: $355

- IAEM Membership
  - Individual $199
  - Affiliate $890
  - Emerging Professional $99
  - Student $55

CRITICAL NOTE:

If you are already certified, or an IAEM member, or have already paid the certification fee, please log-in using the username/password already assigned to you. If you don't know your username and password, contact IAEM HQ (703-538-1795) before proceeding. **Failure to log-in with the proper credentials will create a duplicate record and could result in your application being deleted from the online system.**

COMMON APPLICATION PITFALLS

- Incomplete, sloppy, out-of-order application.
- Lack of signatures.
- Lack of independent validation of claims.
- Lack of documented comprehensive emergency management experience.
- More than 25 hours per topic area claimed.
- Leadership Role contribution must not be a part of normal job duties.
- Double-dipping (counting the same accomplishment twice).

MAINTAINING CERTIFICATION

- Certification is effective for a period of five years. <u>In order to recertify, candidates must meet recertification requirements before the last day of the fifth full year following the year in which they were last certified</u> - i.e., if certified (or recertified) in 2023, recertification must be accomplished prior to 12/31/28.
- Recertification expires for those who fail to recertify every five years as required.
- Maintenance Requirements.

Requirement	5 years certified	10 years certified	15 years certified	20 years certified	25 years certified
Training	100 hours 25 GM 25 EM 50 GM or EM	75 hours 20 GM 20 EM 35 GM or EM	50 hours 15 GM 15 EM 10 GM or EM	40 hours 15 GM 15 EM 10 GM or EM	25 hours 10 GM 10 EM 5 GM or EM
Professional Contribution Categories	3	4	5	6	6

UPGRADING CERTIFICATION

- AEMs may upgrade at anytime at no additional fee*.
- Newly upgraded CEMs will retain their original class year (where they received the AEM) and will be required to recertify five years from then.
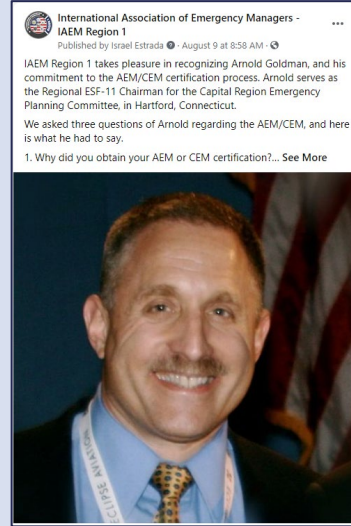
https://www.iaem.org/certification/application/upgrade-from-aem-to-cem

*Subject to change at any time.

COMMISSION
CREDENTIAL REVIEW

Application Received by 11:59 PM Eastern	Application will be reviewed during:	Candidates notified of results during the week of:
April 30, 2023	May 2023	June 16, 2023
June 30, 2023	July 2023	August 17, 2023
August 31, 2023*	**September 2023**	**October 13, 2023**
October 31, 2023	November 2023	December 15, 2023
December 31, 2023	January 2024	February 19, 2024
February 29, 2024	March 2024	April 15, 2024
April 30, 2024	May 2024	June 17, 2024

*Important: Timeframe to have your exam done and passed and application submitted and approved by to receive your AEM/CEM Certificate at the National Conference in November.

RECOGNITION

International Association of Emergency Managers - IAEM Region 1
Published by Israel Estrada · August 9 at 8:58 AM ·

IAEM Region 1 takes pleasure in recognizing Arnold Goldman, and his commitment to the AEM/CEM certification process. Arnold serves as the Regional ESF-11 Chairman for the Capital Region Emergency Planning Committee, in Hartford, Connecticut.

We asked three questions of Arnold regarding the AEM/CEM, and here is what he had to say.

1. Why did you obtain your AEM or CEM certification?... See More

IAEM-USA Region 1
587 followers
1w · Edited ·

IAEM Region 1 takes pleasure in recognizing Jason Gosselin, and his commitment to the AEM/CEM certification process. Jason serves as the Emergency Management Director for the Vermont Agency of Human Services. ...see more

REQUIREMENTS

Certified Emergency Manager(CEM®)

Experience

Education

Professional Contributions

Associate Emergency Manager (AEM®)

Letter of Reference

Emergency Management Training

General Management Training

Multiple Choice Examination

TRAINING

AEM
CEM

General Management

- 100 Contact Hours.
- No more than 25 in one topic.

Emergency Management

- 100 Contact Hours.
- No more than 25 in one topic.

Tips

- Use the IAEM Training Allocation Table to determine hours and type of training.
- For training not listed, provide a course syllabus.

TRAINING

Tips (continued)

Candidates with a **baccalaureate degree or higher in Emergency Management (EM) or related field** may have to document fewer than 100 classroom hours of disaster/emergency management training. Candidate is still responsible for documenting required 100 classroom hours in general management training. Use the chart below to determine how many EM training hours must be documented:

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

Beware of double-dipping: candidates may not use their degree to 1) satisfy the educational requirement and 2) satisfy emergency/general management training hours.

1 CEU = 10 Classroom Hours. Accredited higher education: 1 semester hour = 1.5 quarter hours = 15 classroom hours toward certification.

LETTERS OF REFERENCE

☑ AEM
☑ CEM

- One professional letter of reference - Must be the candidate's current supervisor
- Plus, contact information for a total of three (3) references, with the option to upload two additional reference letters if you feel it would be helpful with your review.

Tips

- All letters of reference should be on letterhead and signed.
- A scanned PDF is the best way to submit a letter of reference.
- If you do not have a supervisor, a current CEM® may be an acceptable substitute.

EDUCATION

- A **baccalaureate degree from an accredited institution** (US Applicants).

Tips

- Provide documentation for name changes.
- A copy of a diploma is sufficient or official transcript.
- Baccalaureate courses may not be used toward training hours.
- Required since January 1, 2010.
- Transcript must list degree conferred.

EXPERIENCE

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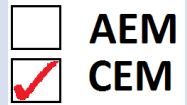
- A candidate must demonstrate at **least three years full-time equivalent** (12 months = 1,920 hours) experience in a comprehensive disaster/emergency management position; AND,

- **Participation in a full-scale exercise** or two separate, functional exercises; OR,

- **Experience in all phases of an actual declared disaster or major public event** such as major sporting event, state visit or special event.

Tips

- Functional and full-scale exercises only.

- Only two years FTE required with a baccalaureate degree or higher in **EMERGENCY MANAGEMENT**.

- Must submit job descriptions for all positions with % of time spent on EM noted.

- Exercise/event documentation: AAR, IAP, ExPlan, etc.

PROFESSIONAL CONTRIBUTIONS

Must provide six (6) different contributions occurring within the last 10 years

Tip

Independent verification for each!

Leadership Role

Audio-Visual Product

Professional Conference

Teaching

Conducting Research

Membership

Special Assignment

Award or Special Recognition

Other

Service Role

Course Development

Legislative Contact

Speaking

Professional Certification

Publication

MEMBERSHIP

Member for three (3) years of an organization that promotes/enhances/ supports emergency management.

Individual member (not organizational membership).

Tips

- Organization/association must maintain a vision/mission that supports comprehensive emergency management.

- Acceptable proof might be certificates of membership or an email/letter from the organization with dates of membership.

- Can be 1 yr membership in one organization and 2 yr in another.

- Examples of organizations that do not meet this requirement are in the Guidebook.

PROFESSIONAL CONFERENCE

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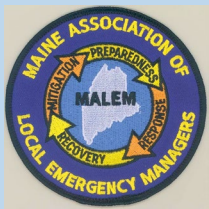
Participation in a disaster/emergency management-related workshop(s) or conferences for a <u>cumulative total of 40 contact hrs (or more)</u>.

Virtual conferences are acceptable if documentation validates

<u>Tips</u>

- Acceptable proof should:
  - Verify attendance. Certificate of attendance, badge, letter from conference validating attendance.
  - Provide a detailed description of delivered instruction.
  - Provide a detailed timeline of activities.
- In general, six (6) contact hours are awarded per day of participation, unless otherwise noted.
- Training/tactical skills sessions do not count.

SERVICE ROLE
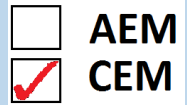
Must demonstrate service and engagement at meetings for a board, committee, task force or special project for a professional or jurisdictional organization contributing to or supporting comprehensive emergency management.

May be an assignment on a committee.

May be part of current job duties.

Tips

- Acceptable proof should:
  - Provide independent verification of contributions (in detail).
  - Provide a timeline of service.
  - Meeting minutes with participation.
  - Letter of recognition/thanks from host agency.
- Not accepted:
  - Applicant statement.
  - Meeting Agenda.

GOVERNOR'S COVID-19 VACCINE ADVISORY GROUP ALLOCATION SUBCOMMITTEE
December 15th Meeting
CTN
12/15/20
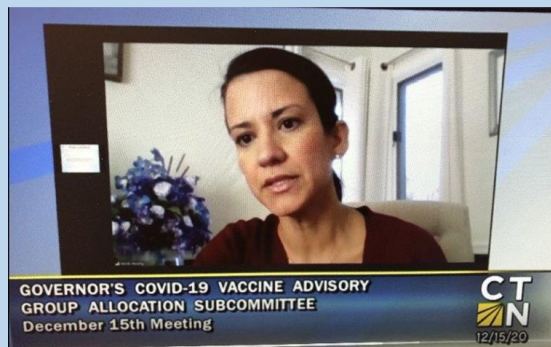
Allocation subgroup

- Michael Carius, *American College of Emergency Physicians*
- Stephen Civitelli, *Director of Health for the Wallingford Health Department*
- Nicole D. Hawley, *UConn Office of Emergency Management*

LEADERSHIP ROLE

Voluntarily chairing/serving on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting disaster/emergency management.

➢ Must not be part of the applicant's required job duties.

➢ LEPC service may not qualify.

Tips

- Acceptable proof should:
  - Provide independent verification of contributions (in detail) from supervisor or HR.
  - Screenshot from Website.
  - Provide a timeline of service.
  - Assignments.
  - Meeting minutes documenting position and contributions.
- Not accepted:
  - Appointment Letter only.
  - Meeting Agenda.

American Red Cross

SPECIAL ASSIGNMENT

Involvement in a "special assignment" for committee, task force, or workgroup addressing a substantive disaster/emergency management issue.

Takes applicant away from regular duties. Can't fall under "other duties as assigned."

The resulting product or decisions must make a significant contribution to or impact on the disaster ad comprehensive emergency management profession.

This may include the development of an official Student Chapter of IAEM.

Tips

- Acceptable proof should:
  - Provide independent verification of contributions (in detail).
  - Provide a timeline of service.
  - Sponsoring agency letter.
- Can't have already been included under the Service Role or Leadership Role.

SPEAKING

Develop and participate in three (3) separate instances of speaking engagements of any length.

Panels webinars, interviews.

The audience may be community or a professional group.

Candidate must be the presenter and not just the author of the presentation.

Tips

- Acceptable proof should:
  - Provide independent verification of each speaking engagement (in detail).
  - Thank you from the organization.
  - Supervisor email.
- Does not meet requirement:
  - Teaching ICS or other EM courses.
  - Being interviewed for a news, magazine, or journal article.

TEACHING

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- Demonstrate instruction of disaster/emergency management. (Not a technical skill like CPR).

- Requires lesson plan(s), learning objectives , and instructional delivery methods.

- Instruction must equal three (3) or more hours. (Can't count general housekeeping/introductions.)

- Can be single instruction or multiple instances of instruction.

ICS

Tips

- Acceptable proof should:
  - Provide independent verification of completed teaching commitment (in detail).
  - Verification should include clear timeline of hours spent teaching.
  - Letter from sponsoring agency.
  - Course sign-in or feedback forms with instructor, course, dates, student signatures.

- Agendas, course syllabi, and letters from students do not count.

COURSE DEVELOPMENT

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Play a <u>significant</u> role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.

Must demonstrate a comprehensive understanding of the elements of instruction:

– Data-based analysis of the learner.

– Learning environment.

– Learning outcomes.

– Existing knowledge and expertise.

– Learning constraints.

– Environmental constraints.

– Evaluation criteria.

Tips

- Acceptable proof should:
  - Provide independent verification of role (in detail).
- PowerPoint slides and syllabi alone are not sufficient; however, are good supporting documentation.
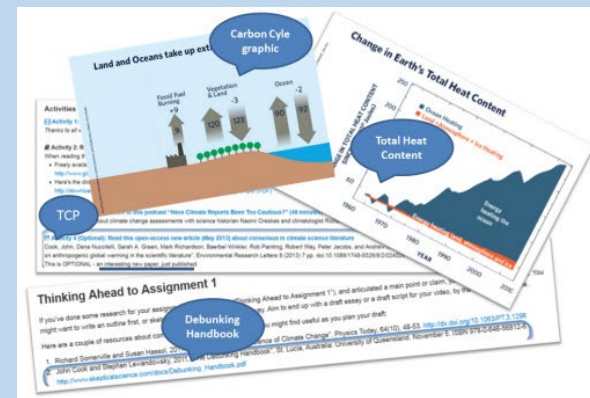
PUBLICATIONS
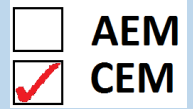
- **Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field.**

- The article/publication must have an independent editorial review and be published in a document beyond the candidate's control (i.e. staff documents and internal reports do not qualify).

Tips

- Acceptable proof should:
  - Prove primary/secondary authorship.

- Publication in online periodicals qualifies (peer review publications about emergency management).

- Must provide a copy and clear documentation about publisher.
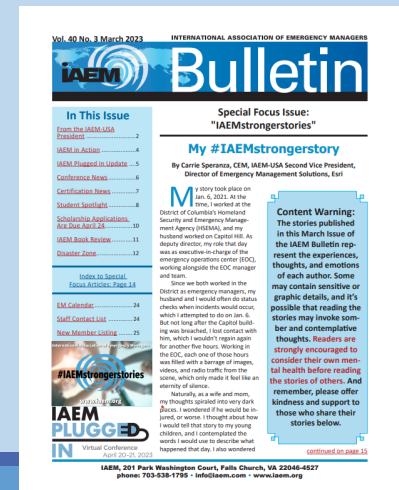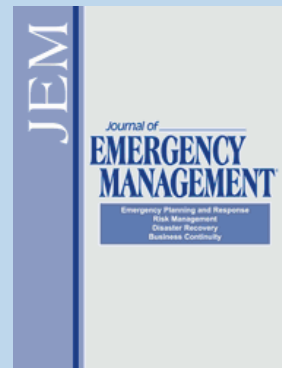
AUDIO-VISUAL & INTERACTIVE PRODUCTS

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Individual contribution to an emergency management-related A/V product. Purpose is to allow for creative content development and/or development of A/V tool or interactive product that assists in the distribution of emergency management content. This includes:

– Films and videos on emergency management.

– Computer programs.

– Public Service Announcements

– Emergency Management App.

Candidate must validate participation and significant development role.

Tips

- Acceptable proof should:

  – Provide independent validation of a significant role in content creation.

  – Copies of storyboard/application development.

  – Links to PSAs, videos, or software. insufficient.

- PowerPoint presentations are not acceptable.

AWARDS OR SPECIAL RECOGNITION

Receive an award, honor, or special recognition from within the disaster/emergency management community.

May be from an internal or external agency.

Must be personalized, referred directly to the applicant.

Not included: length of service, routine "thank you" letters, routine performance awards.

Tips

- Acceptable proof should:
  – Include a copy of the award, citation, letter, etc.
  – Describe for what the award was conveyed.
- Awards should be for disaster/emergency management-related activities.
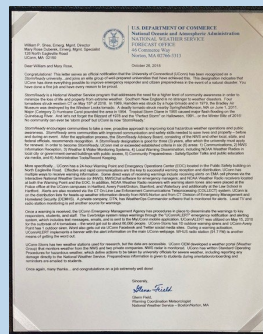
CERTIFICATION RELATED TO EM

Earned certification or recertification (renewal) as an emergency manager through a government agency, state/province association or professional association related to emergency management.

Receiving a FEMA PDS certificate <u>does not</u> qualify under this category.

Cannot use current AEM/CEM.

Tips

- Certification or recertification (renewal) must contain a term of expiration and at least one of the following: continuing education component, professional contributions, or an exam.

- Acceptable proof should:
  - Include a copy of certification or recertification (renewal) and certification requirements.

- Technical certifications not related to comprehensive emergency management may not be accepted (examples include EMT-A or EMT-B, MEP, FEMA PDS or APS, Certified Flood Manager, Civil Air Patrol membership).

LEGISLATIVE CONTACT

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CEM ☑

Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue.

Tips

- Acceptable proof should include:
  - A copy of the initial correspondence (original email, screenshot from an online contact form, or copy of letter).
  - A copy of the reply, may be form letter or personal response. But not a generic "thank you" from elected official's office.

CONDUCTING RESEARCH

Play a significant role in the development and execution of an emergency management research project.

Defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute generalizable knowledge.

Serve as the primary/secondary researcher and author.

Sponsored by an organization that has appropriate ethical oversight and approval.

FEMA EMPP Advanced or Executive Academy Papers might qualify... need to check with EMI requirements.

Tips

Acceptable proof should include:

– A copy of the research project, including copy of results, how used, abstract, methodology, and findings.

– Independent verification of the candidate's role in the development and execution of the project.

Mentoring/Proctoring

For Recertification only!

With approval of CEM Commission.

Mentor a new AEM/CEM applicant. Guiding applicant through the application process.

Proctor the certification exam per IAEM guidelines. Includes receiving the exam, administering it, and returning it to IAEM HQ.

It is not required that the mentee have a successful application for certification in order to use this as a contribution.

Tips

- Acceptable proof should include:
  – Letter from IAEM approving the mentoring or proctoring.
  – Preapproval required.

OTHER

- Other contributions may be recognized if they do not apply to one of the other established categories.
- Approval at the discretion of the Certification Committee.
- Examples:
  – Volunteering to go on a disaster assignment outside your jurisdiction and not part of your duties.
  – Completion of MEPP if not counted towards training.
  – DMAT/DMORT.
  – JEM's Editorial Board and/or Peer Review Board.
- Contributions that clearly fall within another category do not count.

Tips

- Acceptable proof should include:
  – Independent verification of the candidate's role, timeline of efforts, impact on emergency management.
  – Clear evidence of a significant contribution to emergency management.

MULTIPLE CHOICE EXAM

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IAEM Certification Exam
Updated 1/30/23

- 125 Questions.
- Completed in 2.5 hours.
- The passing score is 500 on a scale of 200 to 800. Exam results will be scaled. Scaled scoring is a representation of the total number of correct answers a candidate has provided that has been converted into a standardized scale.
- Country-specific for practitioners in United States.

<u>Tips</u>

- Candidates may take exam before or after submitting the application.
- Candidates have two chances to pass.
- Certification Commissioners (3 in Region 1), IAEM Board Members (2 in Region 1), high school / community college faculty, and military training officers may administer the exam (verification required).

AEM to CEM…

I don't currently have enough contributions for CEM, how do I start preparing myself to upgrade?

- Join IAEM for at least three years (join now!)
- Attend 40 hours worth of conferences (state, IAEM Region 1, IAEM national).
- Ask to serve on a committee(s)
  - Try to find ones that you would serve voluntarily.
- Volunteer with IAEM (Help with Region 1 activities, serve on a Committee/Caucus, help set up Student Chapter).
- Speak 3 times about emergency management.
- Teach an emergency management course, 3 hours or more.
- Write an article for IAEM Bulletin.
- Correspond with local, state, or federal elected officials about an emergency management issue.

If it takes a while, that's okay. Do it right the first time. Recert will be easy.

KEY RESOURCES

IAEM Region 1

- Certification Cohort Microsoft Teams
- Professional contributions document.
- Sample Training Hours Table.

IAEM HQ

- Applicant Guidebook.
- 2021 IAEM Certification Webinar Series (on demand).
- 2023 IAEM Certification Webinar Recorded Series (May-June).
- Featured Mentors.
- IAEM Prep Course (Cost $525).
- AEM/CEM Study Guide (list of FEMA IS courses).
- Training Allocation Tables.

IAEM REGION 1 - NETWORKING

- Monthly Happy Hours (Virtual or In-Person).
- Post-conference & pre-conference socials.
- State conferences.
- Online networking.
- Connecting employers to prospective applicants.
- Peer guidance.

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facebook.com/IAEMRegion1

linkedin.com/showcase/IAEMRegion1/

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