

# CEM/AEM Uniformed Services Quick Start Guide

This quick start guide is designed to support United States servicemembers in achieving their AEM or CEM certification through IAEM, while also offering clarity on their progress in the certification journey from the outset. This guide offers initial guidance and directs servicemembers to additional detailed resources, as it provides only an introductory overview of certification specifics.



## CEM Requirements

### AEM Requirements

#### Training

- ✓ 100 hours Emergency Management training (considered specific to the profession)
- ✓ 100 hours of General Management Training (content that can be applied beyond emergency management)
- ✓ No more than 25% of hours can be in a single topic.
- ✓ Must be completed within the last 10 years.
- ✓ Some PME & TDYs can be considered for this category.

List of trainings already approved by IAEM <sup>(1)</sup>:



#### References

At least one letter of reference - on a formal letterhead with an ink signature and contact information from your current supervisor. Up to three letters accepted.

#### Certification Exam

Pass a 120-multiple choice question exam.

Exam resources <sup>(2)</sup>:



#### Work History

3 years of *comprehensive* emergency management experience.

#### Experience

Participation in ONE of the following that cover all phases of emergency management:

- ✓ Two (2) functional exercises
- ✓ A (1) major public event
- ✓ A (1) full-scale exercise
- ✓ An (1) actual disaster

#### Professional Contributions

Submit six separate contributions completed with the last 10 years.

See the next page for more information.

#### Education Requirements

A baccalaureate degree, or higher, in emergency management or a related field is required. This may also decrease the training requirement for the disaster/emergency management category, dependent on its recency. However, Servicemembers cannot utilize a single degree to fulfill both the educational and training hour requirements.

### Quick Facts

- ✓ An AEM can be attained and later upgraded to a CEM at no additional cost.
- ✓ The exam and application, with all the other requirements, must be completed successfully within 12 months of each other, but do not need to be done in any specific order.
- ✓ IAEM has individuals approved to act as mentors for those looking to go through the certification process. Your supervisor *does not* need to be your mentor. Find mentors by geography and sector here <sup>(3)</sup>:



## Professional Contribution Examples

The professional contributions category is often the most difficult to fulfill for both service members and civilians alike.

This table will provide potential military-specific experiences that could be utilized in the application process.

Please remember:

- ✓ Must be emergency management related.
- ✓ Must be done within the past ten years.
- ✓ Only SIX options are required. Applicant may choose which six have been completed for submittal.
- ✓ Consult the applicant handbook and uniformed services guide for more details and further examples. If you feel an unidentified experience could be justified to meet requirements for a professional contribution category, consult with your mentor, the certificate commission, the uniformed service caucus, etc. to have it considered in your application.



Category	Example
Memberships	State organizations, service branch organizations, disaster/sector specific organizations
Professional Conference Attendance	IAEM Annual Conference, state organization annual conferences, Hurricane Preparedness Summit
Service Roles	Inspection team membership, CAT member, CERT participation
Leadership Roles	Serving a board position within an organization, leading or managing projects for an organization
Special Assignments	Inspection team membership, CAT member, ESF representative
Speaking	Presentations and panels for anything between local communities to international organizations
Teaching	Instructor for Naval Post Graduate School, FEMA ICS, DSCA Course, DMRTI Course, CBRN Defense, EMST Functions, etc.
Course Development	University or military course development
Publications	Military Times, any vetted/peer-reviewed/etc publishing entity
Audio-Visual and Interactive Product Development	DSCA, JKO, etc. online course developments
Awards and Special Recognition	Medals, awards, LOAs, or other documented acknowledgement of achievements
Certifications	3E9 5-Level Designation, CG EMC
Legislative Contact	Serving on an elected official's committee, caucus, or commission; documented communication with an elected official, including a response or acknowledgment from the official
Conducting Research	Graduate level EM Thesis/Capstone
Other Possibilities (Justification Needed)	Title 14 mobilization

## Resources



### Certification Resource Center <sup>(4)</sup>

All information pertaining to certification can be found here.



### Uniformed Services Guide <sup>(6)</sup>

These are similar to the applicant handbook but tailored to the military environment.



### Uniformed Services Caucus <sup>(7)</sup>

This caucus within IAEM is tasked with representing military members and acting as a liaison in matters that are brought to their attention. If you need any assistance or have questions, they may be able to address them or direct you to the group that can address them.

### Online Exam Prep Course & Exam Dates <sup>(2)</sup>

IAEM offers an online, self-paced prep course for exam preparation, alongside traditional in-person and online courses. Talk to your education office about the percentage of cost your branch's Credentialing Opportunities On-Line (COOL) program will cover.



### Certification Webinars <sup>(5)</sup>

For presentations and a Q&A on how to certify, sign up for one of these!



### Certification Fee Information <sup>(8)</sup>

Certification fees for IAEM members and non-members. To explore financial assistance options, consider resources such as TA, GI Bill, or Credentialing Opportunities On-Line (COOL) programs. In addition, base education offices may be familiar with alternative local financial assistance programs available for obtaining credentials.



## Links & References

1. Pre-approved training tables for certifications: <https://www.iaem.org/Certification/Resource-Center/training-allocation-tables>
2. Online Exam Prep Course and Exam Dates: <https://www.iaem.org/certification/getting-started/prep-course-exam-dates>
3. Mentor Search: <https://www.iaem.org/certification/getting-started/find-a-mentor>
4. Resource Center: <https://www.iaem.org/Certification/Resource-Center>
5. Certification Webinars: <https://www.iaem.org/certification/getting-started/certification-webinar-series>
6. Uniformed Services Guide: <https://www.iaem.org/Certification/Resource-Center/Uniformed-Service-Guides>
7. Uniformed Services Caucus Home Page: <https://www.iaem.org/groups/us-caucuses/uniformed-services>
8. Certification Fee Information: <https://www.iaem.org/certification/application/initial-certification>

For more information on certification,  
visit [iaem.org/certification/intro](https://www.iaem.org/certification/intro).

*This guide was developed and published by the  
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