ASSOCIATE EMERGENCY MANAGER (AEM®) AND CERTIFIED EMERGENCY MANAGER (CEM®)

APPLICANT GUIDEBOOK

October 16, 2024

INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS

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CHANGE LOG

Before submitting, applicants are strongly encouraged to review this change log to ensure all submitted documentation complies with the most recent version of the Guidebook. Applicants are responsible for ensuring they have checked the change log prior to submission of application materials.

INTRODUCTION

The Certification Guidebook ("Guidebook") is critical to a successful application. Every applicant is strongly encouraged to use this Guidebook and review corresponding sections of the Application.

This Guidebook does not address the exam. For further details see the IAEM Exam webpage: https://www.iaem.org/certification/getting-started/prep-course-exam-dates
This Guidebook is updated regularly. The latest version is always accessible from the IAEM Certification Website.

CERTIFICATION

The International Association of Emergency Managers (IAEM) created the certification program for emergency managers to raise and maintain professional standards and to certify achievements within the profession. There are two certifications offered: the Associate Emergency Manager (AEM®), and the Certified Emergency Manager (CEM®). Any emergency management professional who meets requirements is welcome to apply.

TECHNICAL INSTRUCTIONS

- Use the "Add" link to complete each section.
- After applicants have completed the first entry, a second "Add" link will appear which applicants may use to add another entry.
- After selecting documents to upload using the "Choose File" button, applicants are to click the "Upload Files" button.
- When uploading documents, use PDFs whenever possible. Files must be smaller than 75MB.
- Use the SAVE button located on the right side of the screen. Because the application could time out due to inactivity, use the save button frequently during submission.
- Use the "Go On" button to move forward in the application.
- Red highlights indicate that a section of the application is incomplete. Applicants will not be permitted to submit the application until these errors have been corrected.

OTHER REMINDERS

- All information in all sections must be completed as directed. All supporting documentation must be completed in each section.
- When supporting letters serve more than one category of documentation, attach that document in each area.
- Highlight documentation and/or provide page numbers within multi-page documentation where the applicant's contribution is specially mentioned and verified.
- Each submission form allows for up to four documents to be uploaded. If there are more than four documents, combine items together to reduce the number of uploads.

- Collect all required documentation for a section before uploading. **Uploading additional documentation to a section that has already been "submitted" will replace the original upload.**
- If the applicant is submitting documentation with multiple names, include an explanation of the change in "Other Names Used" on the Cover Sheet.
- Miscellaneous Information - This field is on the Cover Page and is the catch-all for documentation that may not fit other places in the application. Most specifically, it will be a place applicants can upload a cover letter or a letter of explanation if they feel like there is something that needs a little extra detail.

INITIAL CERTIFICATION REQUIREMENTS

Initial AEM® Certification Requirements

Initial AEM® applicants will complete only the Pre-Application, References, and Training sections. See each appendix section for details.

Training

- Initial certification applicants must submit independent verification of **200 total hours of training -** 100 hours of Disaster/Emergency Management training and 100 hours of General Management training.
- AEM applicants that use coursework from their only baccalaureate/bachelor's degree to meet the training requirement **cannot use this degree** to meet the education requirement when upgrading from the AEM to the CEM.

Initial CEM® Certification Requirements

Initial CEM® applicants must complete all sections.

Training

- Initial certification applicants must submit independent verification of **200 total hours of training -** 100 hours of Disaster/Emergency Management training plus 100 hours of General Management training.
- Submissions must have occurred within the preceding 10 years of the date when the applicant submits their credential packet for review **except:**
    - Classes completed for a master's degree, PhD, or subsequent baccalaureate/bachelor's degrees may be used towards the General Management Training requirement only.
    - Coursework completed for these additional degrees (for a degree that is not being used for the educational requirement) is accepted outside of the ten (10) year window for general management training only.

Contributions

- Submissions must have occurred within the preceding 10 years from the date when the applicant submits the credential application for review.
- Applicants must submit contributions in six (6) different categories.

AEM® UPGRADE TO CEM®

Applicants may upgrade from AEM® to CEM® at any time.

Upgrading to CEM® Prior to AEM® Recertification

The AEM® Applicant is required to submit:
- Work History
- Experience
- Education
    - AEM applicants that use coursework from their only baccalaureate/bachelor's degree to meet the training requirement **cannot use this degree** when upgrading from the AEM to the CEM.

- Professional Contributions

Upgrading to CEM® After AEM® Recertification
The AEM® Applicant is required to submit:
- Work History
- Experience
- Education
  - AEM applicants that use coursework from their only baccalaureate/bachelor's degree to meet the training requirement **cannot use this degree** when upgrading from the AEM to the CEM.
- Professional Contributions (see chart below)

Those awarded the AEM® who apply for a CEM® upgrade within six (6) months of recertifying as an AEM® may use the Professional Contributions submitted as part of recent recertification towards fulfillment of the CEM®. They also must submit additional Contributions, in categories not already approved, to satisfy the total of six (6) required for the initial CEM®.

Applicants will still need to create a professional contribution entry for each submission already approved but can upload the IAEM notification letter (dated within the preceding six [6] months) as documentation of previous approval.

Timeline	Instructions	
AEM® upgraded to CEM® **six (6) months or more PRIOR** to AEM® recertification application submission	Follow Recertification Requirements for total Professional Contributions required.	
AEM® upgraded to CEM® **less than six (6) months from date of upgrade approval letter PRIOR** to AEM® recertification application submission	No additional Professional Contributions required.	Include notation in upgrade package that upgrade is completed less than six (6) months prior to recertification. Include originally-approved Professional Contributions and official IAEM Approval Letter.
AEM® upgraded to CEM® **less than six (6) months AFTER** AEM® recertification date of approval letter	Applicant must submit additional Professional Contributions within the last 10 years and **not used** during recertification to reach the minimum of six (6) contributions.	
AEM® upgraded to CEM® **more than six (6) months AFTER** AEM® recertification date of approval letter	Applicant must submit all new Professional Contributions completed since the upgrade approval date and **not used** during recertification to reach the minimum of six (6) contributions.	

AEM®/CEM® RECERTIFICATION REQUIREMENTS
Certification is valid for five (5) years. To recertify, applicants must meet recertification requirements before the last day of the fifth full year following the year in which they were last certified (i.e., if certified September 30, 2020, recertification must be accomplished prior to December 31, 2025).

Content for recertification submissions must be dated within the recertification timeframe.

While AEM® applicants are not required to submit Professional Contributions for initial certification, both AEM® and CEM® applicants are required to submit Professional Contributions for recertification.

Recertification for both the AEM® and CEM® are as follows:

Requirement Type	5 Years Certified	10 Years Certified	15 Years Certified	20 Years Certified	25+ Years Certified
Training Hours	100 total 25 EM* 25 GM** 50 EM or GM	75 total 20 EM 20 GM 35 EM or GM	50 total 15 EM 15 GM 20 EM or GM	40 total 15 EM 15 GM 10 EM or GM	25 total 10 EM 10 GM 5 EM or GM
Professional Contribution categories	3	4	5	6	6

*EM = Emergency Management training
**GM = General Management training
Training hours are further explained in Appendix 5: Training.
Professional Contributions are further explained in Appendix 6: Professional Contributions.

APPENDIX 1: WORK HISTORY

This section is not applicable to AEM® Applicants.

Applicants must have three (3) years of full-time comprehensive disaster/emergency management work experience, or two (2) years of experience with a Baccalaureate/Bachelor's Degree (or higher) in Emergency Management.

Defining Comprehensive Disaster/Emergency Management Work Experience
Comprehensive disaster/emergency management work experience refers to experience, assigned duties and/or other responsibilities across multiple phases of disaster /emergency management.

Hourly Allocation
The Certification Commission equates 1,920 hours to one year full-time comprehensive disaster/emergency management work experience.

Using Baccalaureate/Bachelor's Degree or higher in Related Fields to reduce Work History
Applicants must show completion of at least six (6) 3-credit Emergency Management classes to reduce the Work History experience from three (3) years to two (2) years.

Using a Single Position or Multiple Positions
Applicants may use the same/a single comprehensive disaster/emergency management position for a period of three years OR a combination of positions.
For **every** position used to meet the three-year requirement, applicants must submit:
- A copy of the official position description(s) for the period being claimed for work experience
- A signed letter/statement from a supervisor or Human Resources representative that verifies:
  - Start and end dates and job responsibilities
  - The percent of time or total hours the applicant's duties involved comprehensive emergency management responsibilities. If the applicant is not in a full-time comprehensive disaster/emergency management position, the number of hours or the percentage of time spent on emergency management tasks must be delineated.

Official Position Descriptions Unavailable
If the required position description is unavailable for any submitted position, the applicant must submit a signed letter/statement to that effect from the pertinent supervisor or Human Resources (HR) department. If self-employed, verification may be provided as a letter or statement from a third party knowledgeable about the applicant's experience and qualifications.

Volunteer/Unpaid Experience
Time spent on volunteer/internship duties may also be counted, but applicants must provide independent verification of the total time devoted to comprehensive disaster/emergency management duties.

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements

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Required Element 1: A copy of the official position description AND Required Element 2: A letter from the applicant's supervisor, Human Resources, or other source of independent verification that will attest to dates of service and the comprehensive disaster/emergency management job duties performed by the applicant.	▪ Current position description with organizational branding, ▪ Independent verification from the applicant's direct supervisor stating roles, responsibilities, and time spent in role	▪ Paystubs ▪ A subordinate's verification of the applicant's role ▪ Offer letter(s) ▪ Applicant resume

APPENDIX 2: EXPERIENCE

This section is not applicable to AEM® Applicants.

Applicants must submit independent verification of experience within **one** of the following categories:
A. Participation in a full-scale exercise;
B. Participation in two separate, functional exercises;
C. Experience in the preparedness, response, recovery and mitigation phase(s) of a declared disaster; or
D. Participation in a major public event such as a major sporting event, state visit or special event.

Using Exercises to Meet the Experience Requirement
- Exercise experience must relate to direction and control (exercise execution, direction, management) rather than participating as a first responder (tactical operations).
  - Evaluation roles exclusively **do not** satisfy this requirement.
- Seminars, workshops, tabletops, and drills do not satisfy this requirement.
- For applicants using two functional exercises to fulfill this requirement:
  - Mark the first exercise as "Exercise 1" and the second exercise as "Exercise 2."
  - Within each text box, provide the necessary information for each functional exercise by distinguishing the first functional exercise submission from the second functional exercise submission.

Note: For definitions of full-scale and functional exercises, refer to FEMA's HSEEP Doctrine.

Using Real-World Events to Meet the Experience Requirement
- Applicants may use an assignment in a real-world incident (declared disaster, planned major event, such as a major sporting event, state visit or special event. etc.) with independent verification of role(s) performed.

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required for Exercises: Third-party, independent verification of position or role and responsibilities within the exercise. **Required for Real-World Event:** Third-party, independent verification of position or role and responsibilities within the disaster.	- Signed Incident Action Plan, Situation Manual or other exercise document (identifying the applicant's role) - Approved After-Action Report or similar identifying the applicant's role and responsibilities - Supervisor's (or individual in a position of authority) letter indicating the role played in the exercise/incident	- Anything listed that does not directly identify the applicant's role and activities - A certificate confirming exercise participation, without other independent verification that includes the role of the applicant - Applicant's resume listing exercise or disaster response involvement

APPENDIX 3: REFERENCES AND REFERENCE LETTER(S)

References

- Applicants must provide the names and contact information of three (3) professional references.
- One reference must be the applicant's current supervisor.
  - For applicants whose supervisor is not their rater or evaluator, the applicant must include their rater/evaluator as one of the references.

Reference Letter(s)

- At least one (1) letter of reference on official letterhead is required but supplying three (3) letters is encouraged.
- Applicants without a supervisor (such as an independent consultant or president/CEO of an organization) may secure a letter from a current CEM® to meet this requirement.
- If letter(s) cannot be on letterhead due to company or agency policy, applicants are required to explain this restriction in supplemental documentation.
- Commissioners, at their discretion, may contact references to verify information.

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element 1: The names and contact information of three (3) professional references AND **Required Element 2:** One (1) written letter of reference, signed and on official letterhead from a current supervisor or the listed, current CEM® reference.	Reference Sources: • Past Supervisor (within seven years) • Government Officials or Department Heads • Disaster/Emergency Management Association Officials • Emergency Service Organization Officials (private sector, NGO/ not-for-profit, etc.) Letter of reference must be on letterhead by their current supervisor and signed by an approved reference source	Letters from unapproved sources: • Subordinate • Former student • Friend • Relative • Neighbor LinkedIn recommendations or screenshots from LinkedIn

APPENDIX 4: EDUCATION

This section is not applicable to AEM® applicants.

The applicant must submit a copy of the diploma/parchment or a transcript with the applicant's name, degree awarded, and graduation date. If the applicant is submitting documentation with multiple names, include an explanation of the change in "Other Names Used" on the Cover Sheet.

Country and Council-Specific Requirements
- Europa, Oceania, and USA Council applicants must submit:
  - A baccalaureate/bachelor's degree from an accredited institution as recognized by the appropriate governing body or bodies of the specific country from which the degree was issued (Example: U.S. Department of Education's Database of Accredited Postsecondary Institutions).
- Canada Council applicants must submit:
  - A three- or four-year bachelor's program or any post-graduate degree in emergency management or related field from a regionally accredited institution
- Asia, International, and Latin America & Caribbean Council applicants may submit:
  - Two (2) years of additional experience in a comprehensive disaster/emergency management position for each year of college credit lacking (based on 30 credits per academic year); or
  - Eight (8) years of comprehensive disaster/emergency management experience; or
  - A total of 11 years of full-time comprehensive emergency management experience for applicants without recorded college credit.
- New Zealand and Australia applicants:
  - "Double Degrees" can be considered in an application where one of the degree areas shall be considered as meeting the educational requirement of the application and the specialized subject of the "Second Degree" component may be applied to the "Training Component" either as EM or GM training, dependent upon the area of second specialization.

Baccalaureate/Bachelor's Degree in Disaster/Emergency Management
- A Baccalaureate/Bachelor's Degree or higher in Disaster/ Emergency Management reduces the number of required hours of Emergency Management training based on the recency of graduation and date of application submission.
- The requirement for General Management training remains at 100 hours; no coursework from the Emergency Management Baccalaureate/Bachelor's may be used to meet General Management Training.

Counting Baccalaureate/Bachelor's Degree or Higher Coursework as Training
- A Baccalaureate/Bachelor's Degree or higher in Disaster/Emergency Management can reduce the Emergency Management Training Requirement depending on the date the degree was completed. See Tab IV. Training Hours in the application.
  - Applicants will still be required to submit 100 hours of General Management training outside of the degree.
  - General management coursework completed as part of the only baccalaureate/bachelor's degree **cannot** be counted as training to meet the General Management Training requirement.
- Coursework completed as part of the non-Emergency Management Baccalaureate/Bachelor's Degree used to satisfy the education requirement (Section III)

cannot also be used to meet any portion of the 100 hours of Disaster/Emergency Management training and/or the 100 hours General Management training.

Using Subsequent Baccalaureate/Bachelor's Degrees to Meet Training Requirements
- Coursework used to meet the degree requirement **cannot** be applied to meet any portion of the training requirements with the exception of an Emergency Management degree (see below). Subsequent degree coursework may be used.
- Coursework completed in pursuit of a subsequent baccalaureate/bachelor's degree may be used to meet the training hours requirement even if the degree was not awarded.

Baccalaureate/Bachelor's Degrees in Related Fields with a Minor/Concentration in Emergency Management
- Examples of related degrees include:
  - Homeland Security
  - Disaster Response
- Applicants must show four (4) 3-credit Emergency Management classes on transcript to apply the waiver for Emergency Management Training.
  - Four (4) 3-credit classes are accepted at 25 hours per topic, totaling the 100 hours of Emergency Management Training.

To determine the number of Emergency Management training hours required with a Baccalaureate/Bachelor's Degree or higher in Emergency Management or related field:
- Calculate the time between degree completion and application submission
- Review the chart below to determine EM training hours required

Years Since Degree	0-3	3	4	5	6	7+
EM training hours needed	0	20	40	60	80	100

- Complete the following table in the application:

	Example	Applicant
Date of EM degree	05/01/2022	
Date CEM® package submission	03/01/2023	
Years since EM degree	0-3	
EM training hours to be documented	0	

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required: Copy of Diploma/ Parchment or copy of transcript with the applicant's name, degree awarded, and graduation date	- Diploma copy (or legible photograph) - Transcript (showing awarding of degree) scanned in PDF format	- Transcripts with coursework but no degree information - Pictures of the applicant at graduation

APPENDIX 5: TRAINING

No more than 25 hours can be awarded in a single subject area.

Requirements for Independent Verification / Documentation of Training
- Date of completion
- Title of training
- Applicant name
- Training hours
- An official description of the course content and course objectives, such as a syllabus or similar document which includes subjects of discussion, for items **not** included in the Sample Training Allocation Chart.

Subject Area Limits and Exceptions
- Applicants can be awarded up to 25 training hours in a single subject area.
- The Sample Training Allocation Chart includes a "optional subject area" for many commonly submitted classes. Applicants are encouraged, but not required, to use these suggested subject areas to help align their training submissions.
- There are two exceptions to the 25-hour limit per subject area:
  - FEMA's EMPP Academies (local or EMI-based offerings of the Basic, Advanced, and Executive academies). More information is listed in the EMPP section of this appendix.
  - ICS 100, 200, 300, and 400 may be combined for more than 25 hours in a single subject area within Emergency Management Training.
- Applicants will be awarded the number of hours listed on the course completion certificates. If either ICS 300 and/or ICS 400 (or equivalents) course completion certificate(s) do not include training hours, applicants will be awarded 18 hours for ICS 300 and 14 hours for ICS 400.
- To exceed the programmed limit of 25 hours per subject area in the application, enter ICS 100, ICS 200, and ICS 300 with "Incident Command" as the subject area in three separate training submission forms. Enter ICS 400 with "Incident Command 2" as the subject area of the fourth training submission form. See below:

Disaster/Emergency Management Training

Add/Edit	Subject Area	Title of Training Course	Total Hours
Edit	Incident Command	IS0100	3
Edit	Incident Command	IS0200	3
Edit	Incident Command	ICS0300	18
Edit	Incident Command 2	ICS0400	14

When to Submit an Official Course Description
- The Sample Training Allocation Chart includes a list of courses, with training categories (Emergency Management or General Management), suggested subject areas, and hours already validated by IAEM for which official descriptions of course content are not required.
- The Training Allocation Chart is not an exhaustive list of accepted training for either EM or GM requirements.
- An official description of the course content and course objectives, such as a syllabus or similar document, including subjects of discussion, is required for any course not included in the Sample Training Allocation Chart to confirm the material meets the disaster/emergency management or general management categories.

Defining Emergency Management Training

Training may count for Emergency Management if a majority of course content:

- Trains the audience on developing and/or improving emergency management skills related to one or more of the functional areas of Emergency Management (mitigation, prevention, preparedness, response, recovery) AND/OR
- Directly contributes to, enhances, and/or improves emergency management knowledge, skills, and abilities.
- Technical training for functions involved in emergency response is not acceptable.
    - Example 1:
        - Training that discusses how emergency response vehicles are part of operational response of emergency management is acceptable as EM training.
        - Training on the operation of an emergency response vehicle is not acceptable as EM training.
    - Example 2:
        - Training in a skill related to emergency response, like BLS/ALS or how to operate a forklift, is not acceptable.

Examples of Emergency Management Subject Areas

- Damage Assessment - Technical
- Disaster Preparedness
- Emergency Management Foundations (Phases of Emergency Management)
- Emergency Operations Centers
- Emergency Planning and Crisis Management
- Exercise Design
- Floodplain - Technical
- Hazard Mitigation - Technical
- Health, Safety, and Environment Management
- Incident Command
- Mass Care
- Public Information
- Recovery - Technical
- Shelter Management
- Technology, Equipment, and Information Systems specific to Emergency Management processes and systems

Defining General Management Training

Training may count for General Management if it:

- Contributes to or compliments management skill sets.
- Improves an individual's ability to function as an effective employee by improving on an existing skill or learning a new skill.
- Is generally applicable to a wide variety of non-emergency management professions.
- Where the class provides general awareness for an emergency management subject, the applicant will list this as GM training.
- For example:
    - Continuity of Operations technical skill development – EM class
    - General awareness of Continuity of Operations – GM class

Examples of General Management Subject Areas:

- Behavioral and Social Sciences
- Communication: Written and Oral
- Decision-Making and Problem-Solving
- Ethics
- Executive and Management Development

- Financial Management and Budgeting
- Grantsmanship (Development, Evaluation and Reporting)
- Hazard Mitigation - General
- Human Resource/Personnel Management
- Instructor Development
- Leadership and Influence
- Logistics
- Marketing and Public Relations and Media Management
- Organizational Behavior
- Public Speaking
- Public Policy
- Race and Ethnic Relations; Intercultural Communications
- Strategic and Tactical Planning
- Technology, Equipment, and Information Systems
- Train-the-Trainer (TTT)
- Volunteer Resources

Determining EM or GM Designation(s) for Classes NOT in the Allocation Table
- Some emergency management subjects are productive foundational knowledge for other disciplines.
- When the class develops a technical skill for emergency management, the applicant will list this class as EM training.
- When the class provides general awareness for an emergency management subject, the applicant will list this class as GM training.
- For example:
  - Continuity of Operations technical skill development – EM class
  - General awareness of Continuity of Operations – GM class

Hosts/Provider Examples
- Training may be provided by government agencies, NGOs, and/or private sector partners.
- Examples of Training Submission Hosts/Providers/Registered Training Organizations:
  - Federal Agencies (FEMA, EPA, DOT, DOE, etc.)
  - State and Local Agencies
  - Training from accredited two- or four-year institutions
  - Vendor-Sponsored Courses
  - Military Programs
  - Private Organizations
  - Professional Societies/Organizations/Associations

Nationally Provisioned Courses that Do Not List Contact Hours on the Certificate
- If an applicant submits a nationally provisioned class (i.e., G-level FEMA classes) and the course certificate does not list the contact hours, the applicant may be awarded the minimum number of hours as listed in the TAC.
- For example:
  - If an applicant submits a G0290 course completion certificate that does not include the number of contact hours, the applicant may be awarded 12 hours since that is the least number of hours that can be validated.

Full-Day Classes / Multi-Day Classes Not in Allocation Chart
- For a full-day/multi-day class that does not appear in the allocation chart, the applicant is eligible to receive the number of hours on the course certificate up to 25 hours per subject area with an official course document such as a syllabus or course description.
- For a full-day/multi-day class that does not appear in the allocation chart, AND the course certificate does not include hours:
  - If it is a nationally provisioned class (i.e.: ICS 300, E/G/L/K version), the applicant could receive the lowest number of hours allocated for the national-level delivery of the class OR
  - If it is not a nationally provisioned class (provided by a state or other training partner), the applicant could receive a maximum of 6 hours of training in the correct allocation (E or G) per day.

Train-the-Trainer Classes
- All train-the-trainer (TTT) classes, regardless of subject area, are considered GM classes because they are more focused on instructor development than technical training in the subject.
- For example:
  - An ICS TTT OR Conducting Damage Assessment TTT could both be awarded up to 25 hours of GM training under the subject of TTT programs (but not 25 hours for both TTT classes).
  - The applicant could then also submit additional hours for ICS and/or Damage Assessment under EM since those classes would be about technical EM skill vs. instructor development/adult education principles.

Training Time Shorter than 30 Minutes
- Training submissions must be a minimum of 30 minutes in duration to be considered and will be rounded down to the nearest half-hour.
- For example, if a class was 2 hours and 45 minutes, training hours will be rounded down to 2.5 hours.

Submitting Coursework Completed during Baccalaureate and/or Master's Degrees
- See Appendix 4 – Education for guidance on how to apply academic coursework to meet training requirements.

CEU/Credit Hours Equivalency
Conversion of CEU or credit hours to training hours is as follows:
- 1 CEU = 10 hours
- 1 semester hour = 15 hours

The 25-hour maximum per training subject area still applies. For example, a three-credit class is 45 training hours but only 25 will apply for that subject area.

Applying FEMA's Emergency Management Professional Program (EMPP) to Training

- FEMA's EMPP (EMPP) Basic, Advanced, and/or Executive Academy courses have specific awarded hours. Applicants are eligible to receive the following hours in exception to the 25-hour subject area limit:

Course Number	Course Title	Academy	Eligible Hours
E/L0101 (Prior to Sept. 2019)	Foundations of EM	Basic	60.5 EM + 19.5 GM
E/L/K0101 (After Sept. 2019)	Foundations of EM	Basic	39 EM + 1 GM
E/L/K0102	Science of Disaster	Basic	24 EM
E/L/K0103	Planning	Basic	16 EM
E/L/K0104	Exercise Design	Basic	16 EM
E/L/K0105	Public Information / Warning	Basic	24 EM
E0451 (Prior to Sept. 2019)	Leadership Styles in EM	Advanced	25 GM
E/L/K0451 (After Sept. 2019)	Leadership Styles in EM	Advanced	35 GM
E/L/K0452	Application of Personal Leadership in EM	Advanced	35 GM
E/L/K0453	Leadership in the EM Organization	Advanced	35 GM
E/L/K0454	EM Leadership in the Community and Profession	Advanced	28 GM
E/L/K0680	Examining EM Policy and Doctrine	Executive	32 GM
E/L/K0682	Leading Complex Systems	Executive	32 GM
E/L/K0684	Interpreting Contemporary EM Environment	Executive	32 GM
E/L/K0686	Creating the EM Stakeholder Community	Executive	32 GM

- Enter the EMPP academy class with the course title as the subject area in one training submission form. Enter the same academy class with the course title and "2" as the subject area of the second training submission form. See below:

General Management Training

Add/Edit	Subject Area	Title of Training Course	Total Hours
Edit	Examining EM Policy and Doctrine	E0680 (EMPP)	25
Edit	Examining EM Policy and Doctrine 2	E0680 (EMPP)	7

- Applicants may submit training hours earned for the Advanced and/or Executive Academy and capstone projects completed in the same academy as a professional contribution.

Submitting Non-EMPP Academy-Style Training

- When a non-EMPP academy style program is submitted, applicants have two options for receiving training credit:
    - Option 1: If the applicant completes one training submission form for the entire academy-style program, they are eligible to receive up to 25 hours of either EM or GM training.
    - Option 2: If the applicant completes a separate training submission for each subject area for which hours are requested, they are eligible to receive up to 25 hours for each subject covered by that training.
- For example:
    - If the applicant submits the Homeland Security Executive Leaders Program (ELP-1001) in a single training submission form, the applicant is eligible to receive 25 hours of training.
    - If the applicant breaks down the Homeland Security Executive Leaders Program and submits one training submission form for "Terrorism" for 20 hours (EM), and one training submission form with "Government and Policy" for 13 hours (GM), (as indicated by the Training Allocation Chart), the applicant is eligible to receive 33 total hours as long as the submitted documentation meets all requirements.

Submitting FEMA's Professional Development Series (PDS) and/or Advanced Development Series (ADS)

- Applicants must submit, and list separately, the individual course completion certificates for the PDS and/or ADS to receive training hours.
- The PDS and/or ADS Series completion certificates are not valid for class completion documentation.
- PDS and/or ADS are not acceptable as subject areas.

Submitting FEMA's Practitioner Programs (Planning Practitioner, Exercise Practitioner, etc.)

- Applicants must submit, and list separately, the individual course completion certificates for the to receive training hours.
- The program completion certificates are not valid for individual class completion documentation.
- These practitioner program classes are limited to 25 hours per course.

Substituting Teaching for Training

- Teaching hours for Emergency Management or General Management courses may be used to meet training requirements.
- Documentation must include:
    - Date of completion
    - Title of training
    - Applicant name
    - Teaching hours
- Teaching hours cannot exceed 25% of total required hours in either Emergency Management or General Management.
- The same teaching submission cannot also be used in Professional Contributions.

Partial Hours for Training Submissions

- Applicants must submit training hours in increments of 0.5 hours. Courses that are less than half an hour will not be given training credit for any application packet.
- Training hours will be rounded down to the nearest half hour. For example, a course that was 2 hours and 40 minutes will receive credit for 2.5 hours.

Submitting Conference Sessions as Training

Applicants may submit conference sessions and/or breakout sessions as training hours but breakout sessions must be entered as separate entries to capture subject areas. Appropriate documentation includes session description and certificate of attendance.

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Course appears in the Training Allocation Chart		
Required Element 1: All fields in the Application Training Submission Form (one per class) AND **Required Element 2:** Independent verification of course completion with applicant name, title of class, training hours, and date completed	• Course Certificate with hours or credits listed • Training transcript from employer, training organization/provider or educational institution which includes training dates and hours	• Enrollment form • Attendee listing
Course DOES NOT appear in the Training Allocation Chart		
Required Element 1: All fields in the Application Training Submission Form (one per class) AND **Required Element 2:** Course Overview/Class Description AND **Required Element 3:** Independent verification of course completion with applicant name, title of class, training hours, and date completed	Syllabus/course overview • Training transcript from an employer, training organization/provider or educational institution which includes training dates and/or hours • Certificate of completion	• Enrollment form • Attendee listing • Certificate without syllabus • Syllabus without verification of attendance

APPENDIX 6: PROFESSIONAL CONTRIBUTIONS

This section is not applicable for AEM® applicants.

Requirement Type	Initial	5 Years Certified	10 Years Certified	15 Years Certified	20 Years Certified	25+ Years Certified
Professional Contributions	6	3	4	5	6	6

Multiple Submissions for a Single Contribution
Applicants may submit multiple items under the same contribution category; however, only one (1) approved submission will be approved for each contribution category. For example, applicants may submit two (2) different service roles that meet the requirements, however, only one (1) will count towards certification/recertification.

A. Membership
The intent of this contribution is to encourage the applicant to be a member of an organization that promotes/enhances/supports emergency management.

Acceptable organizations are those committed to all levels of disaster/emergency management. It is not required that members pay a fee; but corporate/organizational memberships are not acceptable.

The basis of qualification for this contribution is the organization's mission, which should be concerned about one or more phases of emergency management and consistent with the protection of life and property from disaster.

Years of membership do not need to be consecutive within the ten-year certification or five-year recertification period.

The applicant may also submit independent verification of membership from different organizations (e.g., two years with IAEM, one year with NEMA) but the time period documented must equal three complete /separate years.

Examples that **meet** requirement:
- International Association of Emergency Managers (IAEM)
- National Emergency Management Association (NEMA)
- Most state-level emergency management associations
- Disaster Recovery Institute International (DRII)
- All-Hazard Incident Management Team Association (AHIMTA)
- Association of Continuity Planners (ACP)
- Society of American Military Engineers (SAME)
- Emergency Management Professional Organization for Women's Enrichment (EMPOWER)
- International Association of Fire Chiefs (IAFC)
- American College of Healthcare Executives (ACHE)
- Business Resumption Planners Association
- National Fire Protection Association (NFPA)
- National Environmental Health Association (NEHA)
- CHPA Professional / Associate Member
- Business Resilience Certification Consortium International

- The Association of State Floodplain Managers (ASFPM)

Examples that **do not** meet requirement:
- Security-focused organizations (i.e.: ASIS)
- Organizations that support tactical skill development
- Military Services
- Civil Air Patrol (CAP)
- Disaster Medical Assistance or Mortuary Teams (DMAT/DMORT)
- Amateur Radio Association
- Incident Management Teams
- Association of the US Army (AUSA)
- CHPA Partner/Healthcare Stakeholder Member
- Certified Safety Professional (CSP)
- Certified Healthcare Protection Administrator
- Industrial Hygiene-focused organizations (i.e. American Industrial Hygiene Association)

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Independent verification of applicant's membership in an emergency management organization for three years	- Membership certificate with applicant's name and years of membership - Letter from organization validating applicant's membership for at least three years	- Applicant statement/ resume listing membership in organization(s) - Payment receipt from an organization that does not clearly indicate it is for membership fee
Optional Supporting Documentation	- Mission statement from organization that demonstrates its commitment to comprehensive emergency management (if not immediately apparent from the organization's name)	

B. Professional Conference

This contribution must **demonstrate attendance** at workshops or conferences that are focused on disaster/emergency management versus tactical skill session(s).

- Conferences may be hosted by national, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role.
- A one- or two-day meeting on a single topic is acceptable (see examples below).
- A technical workshop on how to use a piece of technology is **not** acceptable; however, a user's conference on the use and application of that technology in the field of disaster/emergency management is acceptable.
- The applicant may be awarded up to six contact hours per conference day **unless** contact hours are specifically noted on the certificate of attendance.
- Multiple conferences can be used to meet the **40-hour requirement**.
- Virtual conferences are acceptable as long as the documentation validates the applicant's attendance, contact hours, and relevance to disaster/emergency management.
- The applicant must upload independent documentation verifying **attendance** at the conference/workshop.

Examples that **meet** requirement:
- IAEM Conferences
- Recovery Workshops
- Hazard Mitigation Workshops
- National Hurricane Conference
- State Emergency Management Conferences
- WebEOC User Conference/Workshop
- FEMA Higher Education Conferences
- Citizen's Corp Conference
- IAEM University and College Symposium/IAEM Healthcare Symposium

Examples that **do not** meet requirement:
- In-Service training days on equipment
- Technical workshops
- WebEOC Training

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Independent verification of attendance at conference(s)/ workshop(s) totaling 40 hours	- Certificate of attendance (may or may not include contact hours) - Conference badge (must also include documentation of conference name, date, days and hours) - Conference /Workshop "Sign In" sheet provided by host which includes dates and times - Letter from conference/ workshop host agency validating applicant's attendance and contact hours	- Copies of conference agenda only - Conference fee receipt - Military travel orders - Air travel confirmation or hotel booking confirmation

Optional Supporting Documentation	▪ Link to conference website(s) ▪ Conference agendas if it is not immediately apparent how the conference/ workshop supports disaster/emergency management	▪

C. Service Role

This contribution must demonstrate service and engagement at meetings for a board, committee, task force, or special project. The applicant must provide independent documentation verifying attendance.

Examples that **meet** requirement:
- IAEM Caucuses
- Regional anti-terrorism task force
- Healthcare coalition
- Member of a Board of Directors
- Civil Air Patrol

Examples that **do not** meet requirement:
- Board of Directors for a local fire department or police auxiliary where specific contributions related to comprehensive emergency management are not documented.

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Independent verification of role and dates of service	▪ Independent verification of appointment from host agency with other verification of role ▪ Meeting minutes documenting group purpose and applicant's contributions ▪ Letter of recognition from host agency thanking the applicant for participation	▪ Applicant statement/ resume listing service role ▪ Meeting agenda

D. Leadership Role

This contribution must clearly demonstrate a commitment to comprehensive disaster/emergency management above and beyond that normally expected from completion of an individual's job responsibilities.

Any assignment indicated in the applicant's job description does **not** meet the criteria for a leadership role contribution.

The applicant must upload two different documentation elements: one from the supervisor validating that the role is not part of the applicant's assigned duties AND one independently documenting the contribution such as a thank you letter or meeting minutes outlining the contribution and including the name of the applicant.

Examples that **meet** requirement:
- American Red Cross Board
- Voluntarily chairing/serving on a project team for work that is outside of normal job duties.

Examples that **do not** meet requirement:
- LEPC involvement when it is a part of daily duties
- FBI Citizens Academy Board Member

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element 1: Supervisor's verification that activity was/is not part of routine job duties AND	- Supervisor letter verifying leadership position was not part of applicant's routine job duties - Human Resources letter verifying leadership position was not part of applicant's routine job duties (if supervisor cannot be reached) - Screenshot from organizational website that lists applicant's role	- Appointment letter only - Meeting agenda
Required Element 2: Independent verification of contribution and a date of service	- Member assignments from the organization - Copies of meeting minutes documenting position and contributions	
Optional Supporting Documentation	Description of commission, board, or organizational mission statement describing contribution to comprehensive emergency management	

E. Special Assignment

This contribution is more of an individual accomplishment rather than a position requirement. This contribution is usually for a short-term assignment that falls outside of routine job duties. Special Assignment vs. Leadership Role

The contribution differs from a service role or a leadership role. Whereas a service role may be an assignment on a committee, a "special assignment" may take the applicant away from regular job duties, akin to a detail. The applicant must submit separate documentation for this contribution and cannot use the same "assignment" to satisfy multiple contributions.

Examples that **meet** requirement:
- Being detailed to a neighboring jurisdiction as an acting emergency manager during a vacancy

Examples that **do not meet** requirement:
- Standard responsibilities that can be included under "other duties as assigned"
- A role or responsibility already included under Service Role or Leadership Role

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Independent verification of assignment and the date of service	- Sponsoring agency letter	- Deployment orders

F. Speaking

The applicant must provide three (3) separate instances of speaking engagements. They must be uploaded as three separate entries within the application.

The speaking engagements can be of any length but must be verified as taking place by a third party. The audience may be a community or professional group; this contribution may include panels, interviews, or webinars. Acceptable verification includes a thank you note from the organization, or an email from the applicant's supervisor verifying the contribution.

Examples that **meet** requirement:
- Speaking at preparedness events for Lions Club, Knights of Columbus, Chambers of Commerce, etc.
- Serving as a member of an emergency management panel during a conference or event
- Speaking as a keynote speaker during a disaster/emergency management conference or event
- IAEM Conference Poster presentation

Examples that **do not meet** requirement:
- Teaching ICS or other emergency management courses
- Being interviewed for a news, magazine, or journal article

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Independent verification of three speaking engagements with dates	▪ Letter of recognition from the host agency thanking the applicant for the presentation	▪ Copies of conference agendas where the applicant is scheduled to speak ▪ Copies of PowerPoint Presentations delivered to an audience ▪ Emails from individuals who heard the applicant speak
Optional Supporting Documentation: Explanation of the connection to disaster/emergency management if not evident	▪ Copies of applicant's presentation	

G. Teaching

This contribution must demonstrate instruction of disaster/emergency management versus a technical skill, such as CPR/First Aid, PPE, or technical fire science.

If the applicant is teaching a more general subject, they must demonstrate direct impact to disaster/emergency management. For example, teaching GIS or mapping systems may qualify if the applicant ties this directly to improving situational awareness during response efforts.

Teaching vs. Speaking
This contribution differs from speaking as this contribution requires lesson plan(s), learning objectives, and instructional delivery methods.

Length of Instruction
The disaster/emergency management portion of instruction must equal three or more hours. Introductions, class "housekeeping," or more general instruction will not be included in the three-hour total.

Single Instruction or Multiple Instances of Instruction
- Applicants may provide multiple instructional deliveries to meet the three-hour minimum.
- A supervisor or other independent party may validate all instances of the same instruction in the same letter.
  - For example, if the applicant instructed three occurrences of IS 100, a single letter may validate all three classes.

Examples that **meet** requirement:
- Teaching a university-level comprehensive disaster/emergency management class
- Teaching a FEMA E/G/K/L/V course for federal, state, or local partners
- Teaching ICS to community partners

Examples that **do not** meet requirement:
- Participating on a panel discussing personal EM experience or specific incidents
- Teaching a responder-level HAZMAT course
- Teaching CPR/First Aid
- Teaching proper use of PPE

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Independent verification of teaching assignment, length of instruction, date, and content taught	- Letter from sponsoring agency verifying teaching assignment - Letter from professor / university chair verifying applicant's teaching assignment and duration - Course sign-in sheet or feedback forms with applicant listed as instructor, title of course, date and student signatures for attendance	- Course agenda with applicant listed - PowerPoint slides with applicant listed as instructor - "Thank you" email from a student who attended the class

H. Course Development

The applicant must submit independent verification of a significant participation in course development/revision.

This contribution must demonstrate a comprehensive understanding of the elements of instruction:
- Data-based analysis of the learner (demographics, learning level, technical expertise, etc.)
- Learning environment
- Learning outcomes
- Existing knowledge and expertise
- Learning constraints
- Environmental constraints
- Evaluation criteria

Examples that **meet** requirement:
- Creating a new disaster/emergency management class for new employees (must exceed three hours of instruction)
- Course revision work for the Emergency Management Institute (EMI)

Examples that **do not** meet requirement:
- Course instruction for material developed by another organization
- Course instruction for material developed by another individual
- Minor revisions to instructional documents
- PowerPoint slides of instructed material

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Independent verification of participation in course development with date	- Third party letter verifying significant participation in course development/revision	- Applicant statement/ resume listing participation in course development/revision - PowerPoint slides
Supporting Documentation	- Course content/ lesson plan - PowerPoint slides	

I. Publications

Publications must have an independent editorial review and be published beyond the applicant's control.

Self-Published Books

Self-Published books must meet the following guidelines:

- Must be self-published in a mainstream format such as Indigo, Amazon, etc. and available for purchase or download to the general public (fee for purchase or free).
- Book sample must be available for Commissioner review, including the full table of contents, in the form of a book sample or manuscript format.
- Must be non-fiction, related to emergency management or related field, with specific impacts within the scope of disaster/emergency management.
- Must meet industry standards for a published book criteria including Title Page, Copyright, Table of Contents, References, and "About the Author."
- Must be composed in professional-level writing style expected by the nature of the publication, including grammar and copyediting.

Examples that **meet** requirement:

- Authorship of an article in Journal of Emergency Management
- Authorship of an article in the IAEM Bulletin
- Thesis or program capstone
- Online periodicals (peer review publication and about emergency management)

Examples that **do not meet** requirement:

- Routine school papers/assignments
- Self-published articles and journals without peer review
- Announcements, flyers, and work-related documents circulated via email to employees

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Independent verification of authorship (primary or secondary) and date	- A copy of the article showing where published - Publication's table of contents with author listed - Link to publication or purchase website(s)	- Applicant statement / resume listing authorship - Documentation that does not show independent verification of authorship or date
Optional Supporting Documentation	- Abstract	- Screenshot of a SharePoint library showing work publications

J. Audio-Visual and Interactive Products

This contribution must demonstrate the applicant's individual contribution to an emergency management- related A/V product. The purpose of this contribution is to allow for creative content development and/or development of audio-visual tool or interactive product that assists with the distribution of emergency management content.

Using an existing application or program and populating it with data **does not** meet the requirement.

The applicant must upload two different documentation elements: independent verification of contribution and evidence of the final product.

Examples that **meet** requirement:
- Films and videos on any emergency management topic where applicant is the designer, editor, and contributor and not an interviewee
- Creating/designing a computer program that automates Emergency Operations Center (EOC)/Multi-Agency Coordination Center (MACC) activities
- Public Service Announcements (PSAs)
- Developing an original emergency management app

Examples that **do not meet** requirement:
- Populating a database/application
- PowerPoint presentations
- Hiring/managing a contracted resource to develop A/V product
- Video interviews
- Posting documents or presentations to a website or SharePoint
- Social media posts, such as Tweets or Facebook/Instagram stories

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element 1: Independent verification of contribution	▪ Independent verification explaining applicant's contribution specifically to the A/V product	▪ Applicant statement/resume listing participation in/ development of A/V product
Required Element 2: Evidence of product with date completed	▪ Copies of storyboard/application development ▪ Links to PSAs, videos, or software, etc.	

K. Awards and Special Recognition

The applicant may submit an award, honor, or special recognition received within the disaster/emergency management community or in conjunction with an emergency management related activity.

The award, honor or special recognition must be personalized (addressed, inscribed, etc.) and refer directly to the applicant. The award may be from an external agency or from the applicant's own agency.

The applicant must upload evidence of the award and the reason why it was presented if not clear in the award citation.

Examples that **meet** requirement:
- IAEM Executive Citation
- Award from a City/County Board of Administrators
- Award from a local, state, or Federal agency, group, or association for disaster/emergency management-related activities
- Routine, mass mailed thank you letters or certificates of participation/deployment **only** if the applicant describes why the award is unique
- Epsilon Pi Phi and other academic or professional societies for homeland security, intelligence, emergency management, and protective security disciplines.
- LinkedIn's "Top Emergency Management Voice" Badge ****** (see note below for specific documentation requirements)

Examples that **do not** meet requirement:
- Application or Nomination form for an award, without proof of actual receipt/award
- Length of Service Recognition
- Routine "Thank You" Letters with no explanation from applicant regarding the personal importance of the letter
- Routine Performance Awards
- Order of the Sword

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element: Award with applicant's name, date a reason for award	- Award Certificate - Pictures of plaques that include applicant's name - Copies of military service medals - Copies of press releases/external verification of award	- Applicant statement/ resume listing award - Photo of the applicant receiving the award
Optional Supporting Documentation: Explanation if award's connection to disaster/emergency management is unclear	- Citation for the award - Description of the award and what it means	

**Specifically for LinkedIn's "Top Emergency Management Voice Badge," the applicant must provide LinkedIn's official e-mail designating the applicant as a "Community Top Voice for Emergency Management." The documentation must show the sender, date, time, and clearly identify the applicant as the recipient (Name, e-mail, etc.).

L. Certification Related to Emergency Management

The applicant must submit a certification (initial or recertification) from a government agency, state/province/tribal association, or professional association that is focused on disaster/emergency management.

Applicants **cannot** use an AEM® /CEM® to meet this contribution.

The certification or recertification (renewal) must:
- Have a term of expiration; and
- At least one of the following:
  - Continuing education component or
  - Professional contributions or
  - An examination

The applicant must upload two elements: documentation of certification (or renewal) and certification/recertification requirements.

Eligible Professional Certifications Related to Emergency Management earned within the allowable certification window (10 years for initial certification or five years for recertification) are permitted for professional contribution credit even if the certification has lapsed or is not maintained at the time of application.
For example:
- If an applicant earned an eligible professional certification in 2018 but did not recertify to maintain that certification, it may still be entered into an applicant's initial CEM application in 2024.

Examples that **meet** requirement:
- DRII's Associate Business Continuity Professional (ABCP), Certified Business Continuity Professional (CBCP), Certified Healthcare Provider Continuity Professional (CHPCP), and the Master Business Continuity Professional (MBCP)
- Certified Healthcare Emergency Professional (CHEP)
- National Healthcare Disaster Certification (NHDP-BC)
- Some state-level emergency management association certifications
- 5-skill level in the Disaster Preparedness/Emergency Management career field in the Air Force/Air National Guard
- Certified Hospital Emergency Coordinator Level III
- Business Continuity Institute's (BCI) MBCI (Member of BCI) or FBCI (Fellow of BCI)
- International Board of Certification of Safety Managers Certified Emergency Disaster Professional (CEDP)
- USAF Contingency Planner (AFSC)
- United States Coast Guard EMC (USCHEMC)
- ISO 22301: Business Continuity Management System
  - PECB-Certified ISO 22301 Implementer
  - PECB-Certified ISO 22301 Lead Implementer
  - PECB-Certified ISO 22301 Senior Lead Implementer
  - PECB-Certified ISO 22301 Master
- ISO 22361: Certified Lead Crisis Manager
  - PECB-Certified Crisis Manager
  - PECB-Certified Lead Crisis Manager
  - PECB-Certified Senior Lead Crisis Manager
- ISO/IEC 27035: Lead Incident Manager
  - PECB-Certified Incident Manager
  - PECB-Certified Lead Incident Manager

- PECB-Certified Senior Lead Incident Manager

Examples that **do not** meet requirement:
- Master Exercise Practitioner (MEP)
- Incident Management Team (IMT) Position Task Books
- FEMA Professional Development Series (PDS)
- FEMA Advanced Development Series (APS)
- FEMA Professional Continuity Practitioner Level I and Level II
- Technical Licensure (EMT-A, EMT-B, etc.)
- Certified Floodplain Managers (CFM)
- Certified Safety Professional (CSP)
- Certificates of Completion for classes that provide "authority" to act (DMRTI MTF Certificate, e.g.)
- OAR-16; OAR-18
- ASIS Certified Protection Professional (CPP)
- USCG Emergency Preparedness Liaison Officer (EPLO) / Agency Representative (AREP)
- American Red Cross' Disaster Manager Certificate / Disaster Associate Manager Certificate
- Civil Air Patrol membership
- Certified Healthcare Protection Administrator (CHPA)
- CDC Incident Manager Training and Development Program
- ISO 22301: Provisional Implementer
- ISO 22316: Organizational Resilience
- ISO 22317: Business Impact Analysis
- ISO/IEC 27035 Provisional Incident Manager
- AARL / The National Association for Amateur Radio Licensure (all three levels)

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element 1: Certification with date	- Proof of certification that includes applicant's name - Verification from the certifying body that the applicant holds the certification	Application for certification
Required Element 2: Certification/Recertification Requirements	Highlighted sections of certification application from certifying body showing compliance with IAEM's requirements	Applicant statement that the credential meets IAEM requirements

M. Legislative Contact

To meet this requirement, the applicant must demonstrate contact with an elected official regarding a substantive emergency management issue.

The contact must be to an elected official, not an appointed or hired position.

There are two types of contact with elected officials that may meet the requirement for this contribution: written correspondence or in-person meetings.

Written Correspondence

Applicants may use written correspondence to meet this requirement but must upload two different document elements:

- The original correspondence from the applicant to the elected official's office, AND
- The reply from the official's office.

The original correspondence may be a screenshot of the "Contact Us" form.

The response from the elected representative may be a form letter or personalized response.

Examples that **meet** requirement:

- Using an electronic "Contact Us" form from an elected official's website where the applicant specifically discusses an emergency management issue; AND the form response from the office.
- Emailing an elected official's "Constituent Concern" email address regarding a substantive emergency management issue; AND the response from the office.

Examples that **do not** meet requirement:

- Generic "thank you" note from an elected official's office that is part of a non-emergency management-related contact that does not specifically define the emergency management-related issue.

In-Person Meetings

Applicants may use in-person meetings to meet this requirement but must upload three different document elements:

- The original meeting request or invite including content to be discussed, AND
- Independent verification of the meeting after occurrence, AND
- Independent verification that clearly outlines the content of the meeting included emergency management-related topics

Meetings may be organized by the individual, the official, by emergency management-related associations, such as town hall meetings or a "Lobby Day" coordinated by a state-level emergency management association.

Meetings may be attended by a member of the elected official's staff and/or by the elected official themselves.

Examples that **meet** requirements:

- Meeting with a congressional staffer or a local elected official to discuss emergency management funding.
- Attending a "Lobby Day" with other emergency management professionals to advocate for underserved communities during response efforts.

Examples that **do not** meet requirements:
- Meeting with an appointed US state-level emergency management director.
- Discussing first responder response times with local elected officials.

Examples that **meet** requirement:
- Using an electronic "Contact Us" form from an elected official's website where the applicant specifically discusses an emergency management issue; along with the form response from the office.
- Emailing an elected official's "Constituent Concern" email address regarding an emergency management issue; along with the response from the office.

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Written Correspondence – Required Element 1: Original correspondence from applicant to the elected official including date	- Copy of original email to elected official - Copy of screenshot from elected official's online contact form - Copy of letter sent to elected official	- Applicant statement/ /resume noting an in-person meeting with elected representative without specific documentation of an emergency management-related discussion - Photo of candidate with elected official
Written Correspondence – Required Element 2: Reply from elected official's office	- Copy of form letter response from the elected official's office - Copy of personalized response from elected official's office - Copy of postmarked letter sent to applicant from the elected official's office	- Generic "thank you" letter from the elected official's office that does not specifically reference an emergency management issue
In-Person Meetings – Required Element 1: Request for / invitation for meeting	- Copy of applicant's request for meeting / audience with elected official to discuss an emergency management-related topic. - Copy of an emergency management association's invitation to attend a "Lobby Day" meeting with an elected official.	- Applicant statement/ /resume noting an in-person meeting with elected representative without specific documentation of an emergency management-related discussion
In-Person Meetings – Required Elements 2 and 3: Meeting content and meeting confirmation	- Letter from elected official's office thanking the applicant directly for participating in the meeting, with meeting content summarized. - Letter from emergency management association thanking the applicant directly for participating in "Lobby Day" with meeting content summarized and elected official named.	- Generic "thank you" from elected official's office with no reference to meeting content. - Generic "thank you" from association not naming the applicant.

N. Conducting Research

This contribution is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. The applicant must have served as the primary researcher and author or secondary researcher and author.

Sponsored Research
The applicant must provide documentation that the research project was:
- Sponsored by an organization that has the appropriate ethical oversight and approval (IRB, European Union REC, or other similar body), or
- Vetted by an independent third party to ensure research met the standards set by appropriate ethical oversight (IRB, European Union REC, or other similar body)

FEMA EMPP Advanced and/or Executive Academy Capstone Projects
- Advanced Academy and Executive Academy graduates may apply their capstone projects to the Conducting Research professional contribution in either their initial or recertification packages.

Examples that **meet** requirement:
- Producing professor-supervised, graduate-level research for graduate thesis or dissertation
- Publishing research that updates previous research projects with new data
- Producing independent analysis for government or non-government interest groups (Congressional Research Service, IAEM, Rand Corporation, European REC, etc.)
- Developing a project under the Natural Hazards Centers' Quick Response Program
- Research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils)

Examples that **do not meet** requirement:
- After-action reports
- Local hazard analyses
- Routine school reports and papers
- Being an interview subject, supervisor, editor, or support staff for a research project
- Supervising a research project

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element 1: Independent verification of research project/title, date, duration, and role in the project AND	- Letter from sponsoring agency, or professor validating role	- Applicant statement/ resume listing attendance at conference / workshop
Required Element 2: Results of Research	- Copy of the results/ paper in which research is used - Abstract of the research, including summary of methodology and findings via website link or abstract	- A copy of a routine research paper - Copy of the results/ paper in which research is used

O. Other

Other contributions may be recognized if they do not apply to the other established categories. Whatever the contribution is, the applicant must upload independent verification of the contribution as well as how this activity or product is related to comprehensive disaster/emergency management.

Applicants may submit multiple "other" contributions but only one (1) may be accepted to meet the required number of contributions.

Approval of these contributions is at the discretion of the Certification Commission.

Examples that **meet** requirement:
- Deploying on a disaster assignment that is outside of your jurisdiction and not a part of your recognized duties
- Completion of the Master Exercise Practitioner Program (MEPP) if not counted towards training
- DMAT/DMORT/IMT deployments not included in Experience Section
- US Coast Guard ICT1 or other Position Task Books for IMT
- US Coast Guard OAR-16 and OAR-18
- NDMS Federal Teams
- JEM's Editorial Board and/or Peer Review
- Starting an IAEM student chapter at a university
- Epsilon Pi Phi and other academic or professional societies for homeland security, intelligence, emergency management, and protective security disciplines.

Examples that **do not meet** requirement:
- Contributions that clearly fall within the parameters of other defined categories (teaching, speaking, etc.)
- Contributions that do not demonstrate a commitment to the advancement and/or improvement of comprehensive disaster/emergency management

P. Mentoring/Proctoring

This contribution is available for recertification applicants only.

With prior approval from the CEM® Commission, an individual may mentor a new AEM®/CEM® applicant or proctor the certification exam per the proctor/venue guidelines outlined on the IAEM website. Mentoring involves guiding the AEM®/CEM® applicant through the application process. Proctoring the exam involves receiving the exam, administering it, and returning it to IAEM headquarters. Both require prior approval from the CEM® Commission before being conducted.

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

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
Required Element 1: Pre-approval from IAEM permitting applicant to mentor new applicant or proctor certification exam.	▪ Letter from IAEM approving mentoring or proctoring	▪ Applicant statement/ resume listing mentoring/proctoring as activity

International
Association of
Emergency Managers

Questions?

Contact IAEM Staff at info@iaem.com.