

U.S. Army AEM®/CEM® Guidebook

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Getting Started

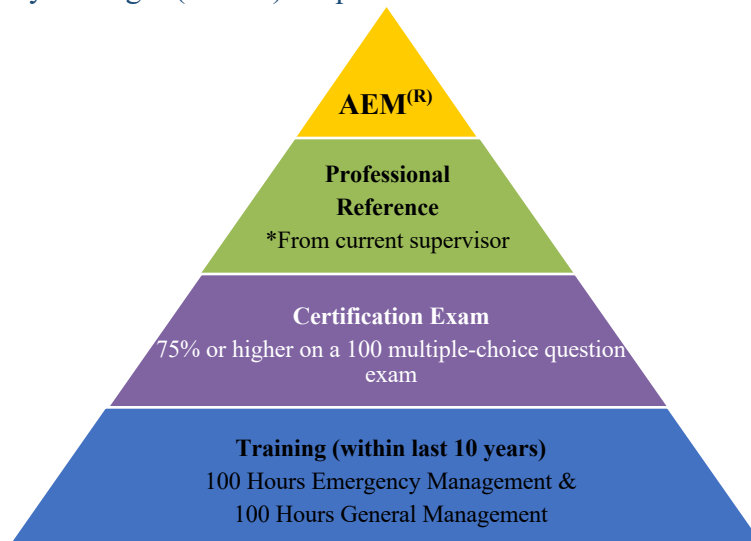
First, congratulations on your decision to pursue the IAEM certification. As a member of the U.S. Army, you have most likely experienced the full spectrum of all-hazards planning, exercises, and response. Pursuing these certifications is just one more step in your emergency management journey and will provide a path towards becoming more value added while in uniform and future employment following your end of Service.

Before we begin, please note that this certification process requires (on average) four to six months of preparation to complete. Due to the operational nature of our work, this timeline can quickly extend to a year or longer. As a result, many candidates fail to submit an application due to the difficulty of balancing competing demands. This is your certification, and you must work for it.

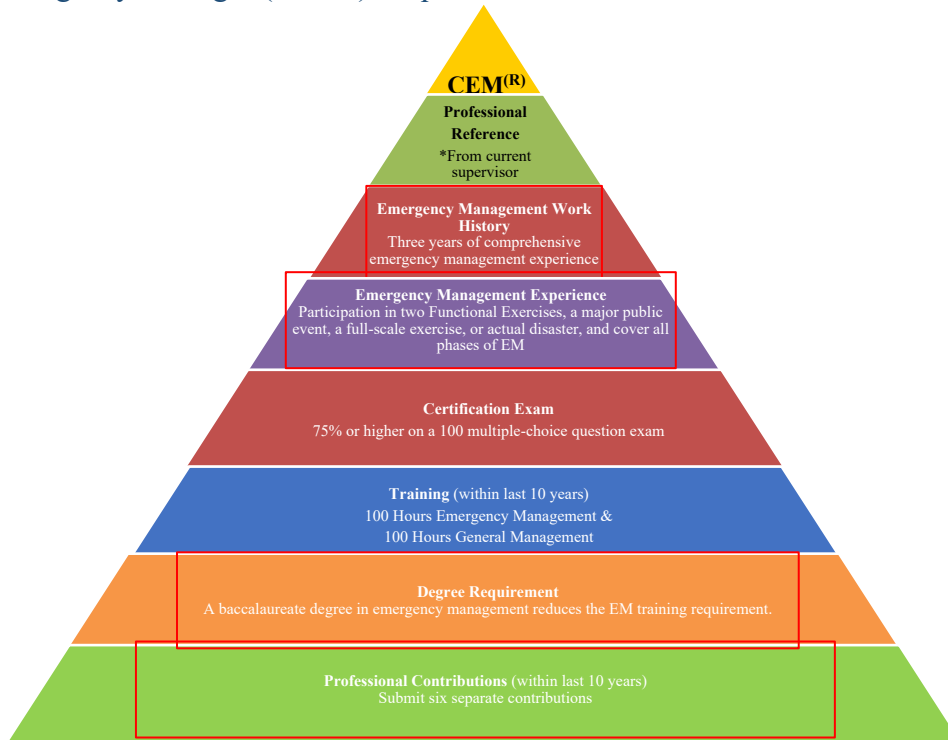
Levels of Certification

There are two types of certifications offered: the Associate Emergency Manager (AEM[®]) and the Certified Emergency Manager (CEM[®]). The Certified Emergency Manager designation is a nationally and internationally recognized professional certification for emergency managers and represents the pinnacle of emergency management certification. However, the Associate Emergency Manager is held in similar regard to the CEM[®] and provides applicants a foundation to work from if the CEM[®] is not attainable at the time.

Associate Emergency Manager (AEM[®]) Requirements



Certified Emergency Manager (CEM®) Requirements



Cost of Certification

The cost of AEM and CEM certifications may represent a barrier for candidates, particularly if not convinced if they satisfy all entry requirements. The current cost is located on the [IAEM](#) website.

Periodically organizations, such as IAEM, offer scholarships to assist with certification costs. Additionally, IAEM-USA Uniformed Services Committee (USC) coordinated with the U.S. Department of Veterans Affairs (VA) to allow for the use of GI Bill benefits to pay fees related to IAEM’s Certified Emergency Manager Program. U.S. veterans, active-duty members, and others eligible in the Guard and Reserve may use their GI Bill benefits to reimburse 100 percent of the CEM application and testing fees.

Members interested in receiving reimbursement for the costs associated with the completion of the AEM or CEM certification applications, and tests, may request it through the Veterans Administration Reimbursement for *Licensure and Certification* process by filling out a VA Form 22-0803. This form with instructions may be found at [22-0803 \(va.gov\)](#).

For more information on this program can be found at [Get Paid Back For Test Fees | Veterans Affairs \(va.gov\)](#) under Licensing and Certification both the AEM and CEM tests from IAEM are registered under this program. Many veterans have used this process and it has been encouraged for use by the IAEM USC since 1999 as a means for cost free certification/reimbursement.

Although there is value in maintaining an active IAEM membership (e.g., CEM® Professional Contribution, networking, volunteer opportunities, etc.) additional costs come.

Certification Review Dates

IAEM's Certification Review Commission is composed of representatives nominated by their respective sponsoring Council Board and approved by the USA Board. There are 18-30 Commission seats depending on workload/volume of applicants.

The Certification Commission reflects the spectrum of emergency management expertise, including all levels of governmental emergency management programs (local, state, tribal, federal) and all environments of practice including but not limited to private sector, military installations, not-for-profit/volunteer-based, campuses and healthcare organizations. This ensures that all candidates are peer-reviewed. All Certification Commission members must hold a current CEM certification.

Due to the voluntary nature of the Certification Review Commission, applications are reviewed at set intervals throughout the calendar year and help guide applicants towards an appropriate target completion date. Current dates can be found at:

<https://www.iaem.org/certification/application/credential-review-date>

If interested, IAEM hosts a Presentation of Diplomas during the IAEM Annual Conference during the Awards Banquet. For members seeking to attend this event and participate in the Awards Banquet they must:

- Submit their initial application by June 30, 2021, and have it approved during the July review meeting;
- Pass the exam, and have it processed by IAEM Headquarters by Sept. 17, 2021; and
- Let IAEM Headquarters know you will be attending the awards banquet.

Find a Mentor

The final step of the "Getting Started" process is to seek out a mentor to guide you through the process. Although this guide is designed to provide a framework for applicants, there is an inherent value on working with a peer who has already worked through the process.

The IAEM Certification Commission encourages mentoring of applicants by current CEMs. The website provides a list of [Featured Mentors](#), who are required to complete training to review the certification requirements. However, these individuals do not have the authority to pre-approve candidate submissions. Additionally, candidates for certification also may choose CEMs not on this list to be their mentor.

All new mentoring relationships should begin with the mentor completing the Mentoring Approval Request Form and sending it to IAEM for approval. If IAEM approval is obtained for mentorship, the mentor is required to obtain a signed memo/letter stating that mentorship is/was provided to complete this Professional Contribution for their recertification.

Once a mentor has been selected, the following pieces of information will help facilitate discussions and provide a foundation from which to build:

- Desired certification level (AEM[®] or CEM[®])
- Career Timeline (billets, EM-related qualifications, EM-related projects etc.)
- Understanding of foundational emergency management concepts
- Exercise and/or Real-World Experience
- Formal emergency management and/or ICS Training
- Collegiate Education & Discipline (if emergency management related)
- Target completion date

Certification Requirements

Although the certification requirements were briefly covered in a previous section, this only represented a surface-level overview of each requirement. Due to the complexity of assessing professional competency across various fields, IAEM established specific metrics to quantify what experiences should count towards certification. This provides IAEM the opportunity to vet applications from public, private, and governmental organizations with vastly different mission-sets.

As the military continues to move towards comprehensive emergency management, there are noticeable shortfalls in the translation of real-world experience into tangible EM-related accomplishments. Although the acceptance of the profession is appreciated, it is imperative to note that military service does not equate to practical emergency management experience.

This is not to say that military personnel are at a disadvantage when it comes to earning certification; but instead, highlights that translating real-world experience into common terminology facilitates the certification process. Above all else, it helps the Certification Commissioner (who may not have a Federal/military background) make sense of the requirement and in turn pushes the applicant closer toward certification.

The following sections will cover all aspects of the Certification Application deliverables and will account for both AEM[®] and CEM[®] requirements.

Training

Each candidate must demonstrate successful completion of 100 classroom hours of Disaster/Emergency Management training and 100 classroom hours of general management training with a **maximum of 25 percent or 25 hours in any one topic/subject**. Candidates can find helpful information about identifying training course subject areas on the [CEM Corner](#) page of the IAEM website through the [Sample Global AEM/CEM Training Course Allocation Tables](#) found in the ‘Training’ section. If the training is included on this table, a course completion certificate with your name on it is all that is required for submission to IAEM.

Normally, undergraduate course work applied to the educational degree requirement (for CEM[®]) cannot be applied to meet any portion of the training requirement. If you have completed a

baccalaureate degree in Emergency Management, you may have to document fewer than 100 classroom hours of disaster/emergency management training and should use the following table as a guide:

Time since degree (in years)	0-3	3	4	5	6	7+
EM Training Hours Needed	0	20	40	60	80	100

All training submissions **must have occurred within the preceding 10 years** of the date when the AEM®/CEM® candidate submits his/her credential packet for review; however, courses earned as part of a master’s degree, PhD, or subsequent baccalaureate degrees, earned at any time, may be submitted toward general management training.

If possible, use courses from the Training Course Allocation Table exclusively

Possible Army specific trainings (with completion certificate): HAZMAT certification, NBC Certification, Safety Officer Certification, Combined Arms Center (CAC) trainings – CES, CGSC, SGM-A.

See Appendix A for Army Training Course Allocation Table

Reference(s)

Each applicant is required to submit one written letter of reference, signed and on official letterhead from a current supervisor with the option to submit additional letters of reference from other listed references.

NOTE: *Letters of reference can be very helpful to the commissioners reviewing the application and supplying three letters is still encouraged but not required. Commissioners, at their discretion, may call references to verify information.*


Current Supervisor: This will be the person responsible for initiating your annual performance or job evaluation or rating and must be one of the raters. If your supervisor is not a rater or evaluator, then your immediate rater or evaluator must be included as one of the other two references. However, for those candidates who do not have a direct supervisor such as an independent consultant or president/CEO of an organization a current CEM® may serve as a reference in lieu of the candidates supervisor.

If obtaining a reference from a current supervisor or current CEM® is not possible, the following sources are accepted by IAEM:

- A past supervisor (within 7 years)
- Local, state, or federal government officials or department heads
- Emergency service organization officials (e.g., public, private, military, etc.)
- Local, regional, or national disaster/emergency management association officials
- Others (by request to and approval of Certification Commission)

It is imperative to note that the **reference requirement is the single most useful document** for an aspiring AEM®/CEM® due to the validation of reported Professional Contributions (to be covered in a later section). An applicant is strongly encouraged to identify emergency

management related accomplishments that can be verified by the supervisor to aid in the completion of the Professional Contribution section due to the lessening of the burden on said supervisor. Rather than writing and signing multiple letters of recommendation, the supervisor can validate all accomplishments on a single document for submission (example below).

 <p style="text-align: center;">DEPARTMENT OF THE ARMY U.S. ARMY INSTALLATION MANAGEMENT COMMAND HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT 681 HARDEE PLACE WEST POINT, NEW YORK 10996-1514</p> <p>OFFICE-SYMBOL: DD MMM YYYY</p> <p>MEMORANDUM FOR the International Association of Emergency Managers (IAEM) Certification Committee</p> <p>SUBJECT: Recommendation: [CANDIDATE NAME] for the Certified Emergency Management CEM® Certification</p> <p><i>Note: The letter provides Supervisor verification of accomplishing several requirements. However additional documentation will be required in the on-line application to fully support the statements in this letter.</i></p> <ol style="list-style-type: none"> It is with great pleasure I recommend [CANDIDATE NAME] for the CEM® designation. [CANDIDATE NAME] has been the West Point Garrison's Emergency Planner for over three years and has reported directly to me. <i>Supports EM employment for 3 or more years.</i> In this role, he/she has been responsible for planning, preparedness, response, and mitigation activities to support the Command and protect garrison activities. He/she was responsible for representing the Command in military/community coordination and integration of emergency management activities. Highlights of his/her achievements are: <ul style="list-style-type: none"> Accomplishments <ul style="list-style-type: none"> Served as a Senior Program Manager responsible for manning and equipping a 470-bed contingency hospital in Queens, New York to treat COVID-19 patients. <i>Supports actual disaster participation Work History</i> Worked in conjunction with multiple stakeholders including prime contractor, New York City Health and Hospitals (NYCHH), NYC Office of Emergency Management, and the Federal Emergency Management Agency (FEMA) to ensure project completion, resolve issues, and adjust to changing conditions. Job Performance <i>Supports comprehensive emergency management scope</i> <ul style="list-style-type: none"> [CANDIDATE NAME] coordinated and developed all emergency action plans for all sporting events at West Point despite challenges associated with COVID protocols. Reviewed over 120 mission orders for completeness and accuracy in accordance with U.S. Army Emergency Management Program standards. 	<p>Recommendation: [CANDIDATE NAME] Certified Emergency Manager Designation</p> <p>Technical Competence</p> <ul style="list-style-type: none"> Exceeded expectations by achieving Level One Certification as an Army Emergency Manager (120-hrs of training) with less than 3 months in the position and with a very demanding and challenging workload. <i>Supports portions of training received requirement if courses received/taken meet requirements</i> Received superior remarks from the Army Installation Management Higher Headquarters Assessment team for maintaining and comprehensive emergency management plan. <p>Leadership Ability</p> <ul style="list-style-type: none"> Hand-picked to serve as Program Manager for NYC COVID Rapid Response. <i>Supports Special Assignment requirement</i> Chosen to lead Active Shooter Tabletop exercise with the U.S. Military Academy Superintendent (3-star) and senior leaders. <i>Supports exercise requirement</i> <p>Initiative</p> <ul style="list-style-type: none"> [CANDIDATE NAME] seeks out opportunities to contribute to other programs and projects; his prior 24-years as a Medical Service Corps Officer is an invaluable asset to all planning teams in the Directorate. [CANDIDATE NAME] worked with Federal, State, and local emergency managers and stakeholders to provide a new forum to discuss COVID-19 challenges. <p>Resourcefulness</p> <ul style="list-style-type: none"> [CANDIDATE NAME] reached out to American Red Cross to acquire desperately needed bedding materials to outfit quarantine and isolation sites while contracts were still being developed. [CANDIDATE NAME] is working with the FEMA and the Emergency Management Institute to become EMI certified trainer and bring NIMS training to West Point; which was cited as a deficiency at the last Higher Headquarters Assessment. <i>Could support Training Presentation requirement if training was conducted.</i> <ol style="list-style-type: none"> As you can see, [CANDIDATE NAME] is already an extremely accomplished Emergency Manager. He possesses the experience, education and training, and contributions to be a successful candidate for the CEM designation. Thank you for consideration of my recommendation for this highly qualified and deserving candidate. Point of contact is the undersigned at ###-###-#### or supervisor@mail.mil. <p style="text-align: right;">SUPERVISOR</p> <p style="text-align: right;">COL, AG Commanding</p> <p style="text-align: center;">2</p>
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Once complete, the applicant can then highlight (literally) excerpts from the letter of recommendation to satisfy various requirements in the application. This process involves resaving the document as a PDF and highlighting over the applicable section for the Certification Commissioner to review. Supporting documentation is still required to support the letter's stated accomplishments. You will enter this documentation and more detail in the IAEM on-line application.

Although it is stressed on IAEM's website, the highest priority for an applicant (other than meeting the requirements) is to make the Commissioner's job easy. Their time is limited, and it is a voluntary position in addition to their operational workload. If a portion of the application is confusing or difficult to locate, they will move on. By outlining the requirements and highlighting accomplishments in this memo/letter you will be doing yourself a favor.

Certification Exam

The exam includes a portion of questions that are universal, core content for emergency management regardless of location. Additional content is tested depending on the country in which the candidate is based. A score of 75% or higher is required on the 100 multiple-choice question exam.

In preparation for your exam, refer to the [IAEM's Certification Study Guide](#) for the latest information. Appendix B contains Publications/Courses listed in the 2021 Study Guide:

Emergency Management Work History & Experience

The term “Certified Emergency Manager” or “CEM®” designates prescribed training and educational criteria plus a working knowledge of all basic tenets in disaster/emergency management that are encompassed in the phases of mitigation, preparedness, response, and recovery. In addition, “CEM®” clearly denotes interactive experience and knowledge of community-wide participation in planning, coordination and management functions designed to improve disaster/emergency management capabilities.

The term “Comprehensive Emergency Management” means integrating 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 hazards — human-caused (accidental & intentional), technologically-caused (accidental & intentional), and natural — in a federal, state, local operating partnership.

The Certified Emergency Manager can effectively accomplish the goals and objectives of disaster/emergency management in all the environments listed above with little or no additional training or orientation.

As a result, the title of CEM® requires that applicants perform these functions for at least three years and contribute to the profession during this time. A military applicant must prove that they performed emergency management functions while employed by their respective organization. Simply serving does not suffice, and some jobs do not translate directly to emergency management. This is where a foundational understanding of emergency management will positively impact the candidate who can articulate that their role facilitated mitigation, preparedness, response, and recovery operations at large. Filling an Occupational Special (OS) 0089 position (Emergency Specialist) may meet this requirement, but detail will have to be provided regarding duties and responsibilities to support documentation of your qualification.

To satisfy this requirement a candidate must demonstrate:

1. At least three years full-time equivalent (12 months = 1,920 hours) experience in a comprehensive disaster/emergency management position; AND
2. Participation in a full-scale exercise or two separate, operations-based functional exercises, by (1) planning, (2) conducting or coordinating, and/or (3) having a major disaster/emergency management role during the exercise, OR
3. **Experience in the preparation, response, recovery and mitigation phases of an actual declared disaster or major public event such as major sporting event, state visit or special event.** A special event is defined as “a non-routine event that places a strain on community resources and requires planning, preparedness, and mitigation efforts by emergency management and public safety professionals.”

Professional Contributions

The concept of professionalism is ultimately defined as one’s contributions to the profession. Candidates can list all activities giving special consideration to the most current activities. Specific verification documenting activity is required such as a letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Commission’s discretion.

Submissions for **at least six (6) different categories** are required. All submissions must contribute to and support the field of Disaster/Emergency Management and have **occurred during the 10 years** preceding application submission. Professional Contribution: D. Leadership Role must be beyond the scope of your normal job responsibilities. All other contributions may be part of your normal job duties.

Professional Contributions	
A. Membership	I. Publications
B. Professional Conference	J. Audio-Visual and Interactive Products
C. Service Role	K. Awards or Special Recognition
D. Leadership Role	L. Certification Related to EM
E. Special Assignment	M. Legislative Contact
F. Speaking	N. Conducting Research
G. Teaching	O. Other
H. Course Development	

Common Army Contributions	
B. Professional Conference	K. Awards or Special Recognition
C. Service Role	L. Certification Related to EM
D. Leadership Role	M. Legislative Contact
E. Special Assignment	D. Other
F. Speaking	

A. Membership

Member for three years in a disaster/emergency management related organization. The organization should be a professional association, council, or society the candidate joins voluntarily; the intent is to encourage the candidate to be a member of an organization that promotes/enhances/supports comprehensive emergency management.

Of note, the organization must be “Dues Paying” and not voluntary in nature. Examples include professional organizations such as IAEM, National Emergency Management Association, or State Associations.

Possible Contribution(s): IAEM Membership (upload three separate membership certificates), State emergency management association membership.

B. Professional Conference

Participation in a disaster/emergency management related workshop or conference for at least a cumulative total of 40 contact hours. A one- or two-day meeting on a single topic is considered a workshop. National, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role may host acceptable conferences. Training (how to) workshops do not fulfill this requirement. A conference agenda is not adequate documentation.

To satisfy this requirement, candidate must document attendance with copies of certificate of attendance, conference badge, etc. A conference agenda is not adequate documentation. Unless otherwise noted on certificate of attendance, candidate will receive six contact hours per conference day.

Possible Contribution(s): The Clean Gulf Conference, IAEM Annual Conference, Preparedness Summit, SAR Controllers Conference, etc.

Localized conferences apply and would require additional explanation for the Certification Commissioner; however, these would also be the most beneficial for the local unit and should not be overlooked. Using a cumulative total allows groupings of multiple conferences, if necessary.

C. Service Role

Serve on a board of directors, a board, a committee, task force or special project for a professional or a jurisdictional organization contributing to or supporting comprehensive emergency management. For example, being on a multi-jurisdictional committee/task force where the individual is asked to serve because of his/her emergency management knowledge is acceptable. Serving on a board of directors or trustees of a volunteer fire department, rescue squad, auxiliary police department, etc. does not necessarily meet the intent of Service Role without substantial documentation.

Documentation substantiating the service role(s), such as a letter of appointment, meeting minutes showing the candidate's attendance and participation, etc., must be provided. Additionally, the candidate must complete the following items.

Possible Contribution(s): Serve as a DoD representative at the Local Emergency Preparedness Committee (LEPC), Serve on a state-wide emergency management taskforce or committee, Serve on installation level emergency management committee/team.

D. Leadership Role

Voluntarily serve 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.

Possible Contribution(s): Volunteer with Garrison Director of Emergency Services or local jurisdiction, Serve on a Governor's Emergency Management commission.

E. Special Assignment

To satisfy this requirement, a candidate must describe special assignment service on a committee, task force, or work group addressing a specific disaster/emergency management issue. The candidate must demonstrate that the resulting product or decisions make a significant contribution or impact. Verification of assignment must be attached. Of note, this contribution should not be a part of the candidate's job responsibilities (non-routine and/or special).

Possible Contribution(s): NORTHCOM Regionally Aligned Task Force (48 Hour PTDO in response to an Emergency), Area Committee Meetings (if applicable), assigned to a task force or work group to plan and executing a national level exercise (e.g., Exercise Director, Exercise Planning Committee, etc.), assigned to an installation or Medical Treatment Facility (MTF) emergency management committee,

F. Speaking

Develop and participate in three presentations or panels (including radio, television, educational, video, etc.) related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

Possible Contribution(s): Spoke at Garrison Town Halls about Risks/Mitigation involving potential emergencies and preparedness, spoke at a national or regional emergency management conference, presented an emergency preparedness topic at battalion or higher-level engagement, presented emergency management related topics at an Army school.

G. Teaching

Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction.

Possible Contribution(s): Instructed Defense Support of Civil Authorities (DSCA) Level 1 and/or Level 2, instructed courses at the Defense Medical Readiness Training Institute (DMRTI) related to emergency management (e.g., Public Health Emergency Management), instructed emergency management courses at the Naval Postgraduate School, taught a FEMA certified ICS course(s), taught Active Shooter courses

H. Course Development

Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.

Possible Contribution(s): Develop a new emergency management or DSCA related course for unit, Command, installation, etc., develop or revise a course at the Naval Postgraduate School or other graduate level educational institution, develop or revise a bachelor level emergency management course for a local university.

I. 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 (e.g., staff documents and internal reports do not qualify). Candidate must validate primary or secondary authorship. Publication in online periodicals qualifies (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.

Possible Contribution(s): Publish an emergency management or DSCA related article in a journal, such as the 'Homeland Security and Emergency Management or Army Times or other military publication.

J. Audio-Visual and Interactive Products

Personally develop content for distributed emergency management video, computer software product or another audio-visual tool. Candidate must validate personal participation and a significant development role in a distributed emergency management audio-visual tool.

Possible Contribution(s): Develop a virtual DSCA or emergency management course for Joint Knowledge Online or a similar online platform.

K. Awards or Special Recognition

To satisfy this requirement, a candidate may submit any award, honor, or special recognition received within the disaster/emergency management community or in conjunction with an emergency preparedness activity. The award, honor or special recognition must be personalized (e.g., addressed, inscribed or whatever) and refer directly to the candidate. Recognition from a source external to your own organization is more within keeping with the intent of professional contribution is more notable than from within.

Possible Contribution(s): Upload a copy of an individual award (Letter of Commendation, Achievement Medal, or Commendation Medal) for emergency management related accomplishments. In the description, describe which phase of emergency management the award relates to (mitigation, preparedness, response, and/or recovery).

L. Certification Related to Emergency Management

Earned a certification or recertification (renewal) as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. The certification or recertification (renewal) must contain a term of expiration and at least one of the following: continuing education component, professional contributions, or an examination. Documentation must include proof of certification or recertification (renewal) and the certification requirements.

Possible Contribution(s): A State certificate in emergency management. Note: The CP-12 Emergency Certificate Program does not qualify, since there is not a re-certification requirement.

M. Legislative Contact

Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy of the reply from the elected official.

Possible Contribution(s): Serve on a Governor's Emergency Management commission.

N. Conducting Research

Play a significant role in the development and execution of an emergency management research project. The Commission defines research as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether they are conducted or supported under a program, which is considered research for other purposes. Producing after action reviews, local hazards analyses, and regular school reports and papers do not qualify under this contribution. Being an interview subject for a research project does not qualify either.

Possible Contribution(s): Graduate-level Emergency Management Thesis/Capstone

O. Other

Other contributions may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction. Contributions must clearly demonstrate a commitment to the emergency management profession. Candidates are encouraged to be creative in submissions with this category; verification must be attached. Submitted documentation can be a set of orders listing you as someone deployed to a disaster site outside of your jurisdiction, etc.

Possible Contribution(s):

Degree Requirement

Each candidate must have completed a baccalaureate degree from an accredited institution as recognized by the appropriate governing body(s) of the specific country from which the degree as issued. The candidate must attach a diploma copy or an official transcript with the candidate's name. If the name has changed because of marital status or other reason, an explanation must also be included.

Course work completed to earn the baccalaureate degree 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. If additional advanced degrees are held, however, associated coursework can be applied to training. Note that a baccalaureate degree in emergency management also satisfies part of the Training Requirement.

U.S. Army Self-Assessment

Desired Certification (Circle One): AEM® CEM®

Desired Certification Review Date: _____

Featured Mentor: _____

1. Training Courses Completed (past 10 years):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reference against Training Allocation Table

EM Hours: _____ General Hours: _____

2. Reviewed & Understand Phases of EM? Yes No Identified Essay Problem? Yes No

Phases: *Prevention, Mitigation, Preparedness, Response, and Recovery*

3. Current Supervisor: _____ Reference Requested? Yes No

Prior to submission, determine what Professional Contributions your supervisor will validate

4. Completed Certification Exam? Yes No If No, Scheduled Date? _____

Additional CEM® Requirements:

5. Three Years of Emergency Management Work Experience? Yes No

6. Emergency Management Experience? Yes No

(2) Functional Exercises: _____ _____

Full-Scale Exercise: _____

Actual Disaster / Response: _____

7. Professional Contributions (6 separate categories (minimum), past 10 years):

Professional Contributions	
A. Membership	I. Publications
B. Professional Conference	J. Audio-Visual and Interactive Products
C. Service Role	K. Awards or Special Recognition
D. Leadership Role	L. Certification Related to EM
E. Special Assignment	M. Legislative Contact
F. Speaking	N. Conducting Research
G. Teaching	O. Other
H. Course Development	

Write-Up: “X relates to the Y Phase of Emergency Management due to...”

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you have all documentation (letters, thank you email, supervisor statement, etc.)? Yes No

8. Bachelor’s degree? Yes No In Emergency Management? Yes No

Emergency Management Degree Only* (For Training Hours)						
Time since degree (in years)	0-3	3	4	5	6	7+
EM Training Hours Needed	0	20	40	60	80	100

Appendix A: Sample Army AEM/CEM Training Course Allocation Table

Course #	COURSE TITLE	HOURS	Alloc
	CAC Action Officer Development Course	12.1*	G
	CAC Advanced Course – Phase 1	10.6*	G
	CAC Advanced Course – Phase 2	15.6*	G
	CAC Basic Course	120*	G
n/a	CAC Continuing Education for Senior Leaders		G
	CAC Foundations Course	49.1*	G
	CAC Intermediate Course – Phase 1	60*	G
	CAC Intermediate Course – Phase 2	116*	G
	CAC Manager Development Course	40*	G
	CAC Organizational Leader Development Course	59.9*	G
	CAC Supervisor Development Course	40*	G
	CAC Supervisor Development Course – Executive Level	2*	G
	Army EOC Course	25	E
C100	CGSOC CC Block C100 (Foundations)	25	G
F100	CGSOC-CC Block F100 (Managing Army Change)	*	G
L100	CGSOC-CC Block L100 (Developing Organizations and Leaders)	25	G
LWD Course I-1	LWD Course I-1 Workplace Ethics	1	G
LWD Course I-2	LWD Course I-2 Leading and Developing Organizations	3	G
LWD Course I-3	LWD Course I-3 Building High Performance Teams	2	G
LWD Course I-4	LWD Course I-4 Empowering Others to Lead Using	1	G
LWD Course I-5	LWD Course I-5 Coaching and Mentoring	2	G
LWD Course I-6	LWD Course I-6 Sustaining Organizational Capacity	3	G
LWD Course I-7	LWD Course I-7 Human Resource Management	1	G

* CAC course hours need to be broken down and detailed in application due to 25-hour topical area limit

Appendix B: 2021 IAEM Study Guide recommended materials

Core References

Topic	Source
● Common Alerting Protocol	http://docs.oasis-open.org/emergency/cap/v1.2/CAP-v1.2-os.doc
● Core Capabilities	https://www.fema.gov/core-capabilities
● ICS Review Document Extracted from – E/L/G 0300 Intermediate Incident Command System for Expanding Incidents, ICS300 (March 2018)	https://training.fema.gov/emiweb/is/icsresource/assets/ics%20review%20document.pdf
● International Strategy for Disaster Reduction	https://cird.org/americas/we/what-is-the-international-strategy.html
● Local Mitigation Planning Handbook	https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-planning-handbook_03-2013.pdf
● National Incident Management System	https://www.fema.gov/media-library/assets/documents/148019
● NFPA 1600	https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1600
● P1 The Post Disaster Needs Assessment Guidelines	https://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Climate%20Strategies/PDNA%20Volume%20A%20FINAL%2012th%20Review_March%202015.pdf
● IS-15b Special Events Contingency Planning for Public Safety Agencies	https://training.fema.gov/is/courseoverview.aspx?code=IS-15.b
● IS-42 Social Media in Emergency Management	https://training.fema.gov/is/courseoverview.aspx?code=IS-42
● IS-120c An Introduction to Exercises	https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c
● IS-139a Exercise Design and Development	https://training.fema.gov/is/courseoverview.aspx?code=IS-139.a

Recommended Publications

Topic	Source
● IS-200c Basic Incident Command System for Initial Response	https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c
● IS-230e Fundamentals of Emergency Management	https://training.fema.gov/is/courseoverview.aspx?code=IS-230.e
● IS-235c Emergency Planning	https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c
● IS-240b Leadership and Influence	https://training.fema.gov/is/courseoverview.aspx?code=IS-240.b
● IS-242b Effective Communication	https://training.fema.gov/is/courseoverview.aspx?code=IS-242.b
● IS-244b Developing and Managing Volunteers	https://training.fema.gov/is/courseoverview.aspx?code=IS-244.b

● IS-318 Mitigation Planning for Local and Tribal Communities	https://training.fema.gov/is/courseoverview.aspx?code=IS-318
● IS-366a Planning for the Needs of Children in Disasters	https://training.fema.gov/is/courseoverview.aspx?code=IS-366.a
● IS-393b Introduction to Hazard Mitigation	https://training.fema.gov/is/courseoverview.aspx?code=IS-393.b
● IS-558 Public Works and Disaster Recovery	https://training.fema.gov/is/courseoverview.aspx?code=IS-558
● IS-632a Introduction to Debris Operations	https://training.fema.gov/is/courseoverview.aspx?code=IS-632.a
● IS-912 Retail Security Awareness: Understanding the Hidden Hazards	https://training.fema.gov/is/courseoverview.aspx?code=IS-912
● IS-1300 Introduction to Continuity of Operations	https://training.fema.gov/is/courseoverview.aspx?code=IS-1300
● IS-2200 Basic Emergency Operations Center Functions	https://training.fema.gov/is/courseoverview.aspx?code=IS-2200
● IS-2500 National Prevention Framework, An Introduction	https://training.fema.gov/is/courseoverview.aspx?code=IS-2500
● IS-2700 National Mitigation Framework, An Introduction	https://training.fema.gov/is/courseoverview.aspx?code=IS-2700
● IS-2900a National Disaster Recovery. Framework (NDRF) Overview	https://training.fema.gov/is/courseoverview.aspx?code=IS-2900.a

ADDITIONAL REFERENCES FOR U.S.-SPECIFIC EXAMS

Topic	Source
● IS-20.21 Diversity Awareness Course 2020	https://training.fema.gov/is/courseoverview.aspx?code=IS-20.21
● IS-29.a Public Information Officer Awareness	https://training.fema.gov/is/courseoverview.aspx?code=IS-29.a
● IS-100c Introduction to the Incident Command System	https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c
● IS-703b National Incident Management System Resource Management	https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b
● A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action FDOC 104-008-1	https://www.fema.gov/sites/default/files/2020-07/fema_whole-community_120211.pdf
● PG 101 Developing and Maintaining Emergency Operations Plans	https://www.fema.gov/media-library/assets/documents/25975
● Homeland Security Exercise and Evaluation Program (HSEEP)	https://www.fema.gov/media-library/assets/documents/32326
● National Disaster Recovery Framework	https://www.fema.gov/emergency-managers/national-preparedness/frameworks/recovery
● National Mitigation Framework	https://www.fema.gov/emergency-managers/national-preparedness/frameworks/mitigation
● National Preparedness Goal	https://www.fema.gov/national-preparedness-goal

● National Preparedness Goal Mission Areas	https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities
● National Prevention Framework	https://www.fema.gov/sites/default/files/2020-04/National_Prevention_Framework2nd-june2016.pdf
● National Protection Framework	https://www.fema.gov/sites/default/files/2020-04/National_Prevention_Framework2nd-june2016.pdf
● National Response Framework	https://www.fema.gov/emergency-managers/national-preparedness/frameworks/response
● Public Assistance Program and Policy Guide	https://www.fema.gov/assistance/public/policy-guidance-fact-sheets
● Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended	https://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended