International Association of Emergency Managers

Online Certification Application

User Guide

March 2020

Version 1.3

International Association of Emergency Managers

201 Park Washington Court

Falls Church, VA 22046

www.iaem.org

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Introduction

Scope and Purpose

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

The purpose of this user guide is to answer frequently asked questions for candidates using the online application as well as provide step-by-step instructions for completing a CEM or AEM application.

Please note that the online application has the most up-to-date information and should be referenced when checking requirements for each section. Images of the application found throughout this user guide may contain sections of the application that have been updated since this resource document was created/updated.

Process Overview

The online application has been created to allow candidates to submit the Associated Emergency Manager/Certified Emergency Manager certification application via the online portal. This user guide will outline how candidates will:

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

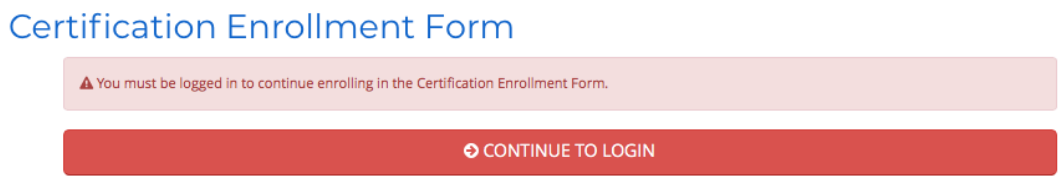
1 Access Online System

1.1 AEM®/CEM® Certification Application

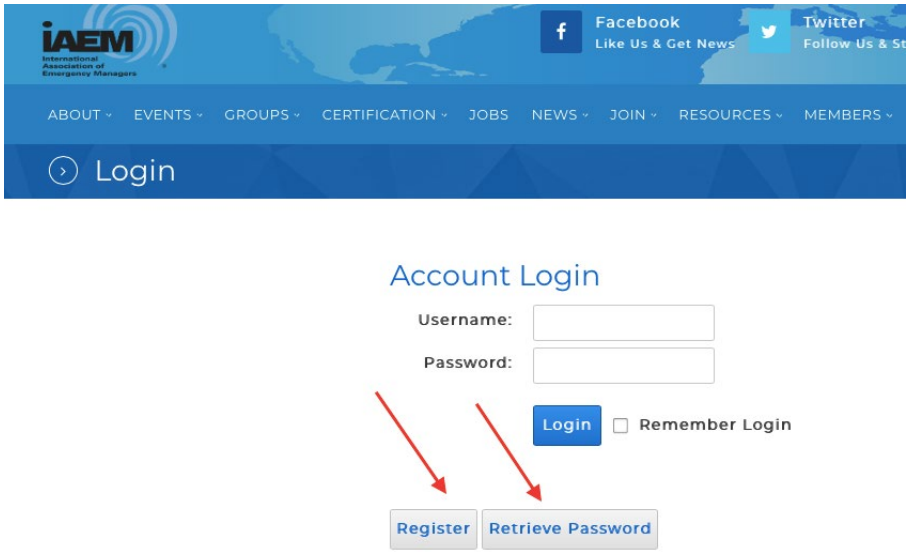
Candidates can access the certification application via the IAEM website here: https://www.iaem.org/Certification/Application-Process.

Candidates should fill out the **Certification Enrollment Form** to indicate interest in the AEM or CEM certification.

If candidate does not have login information, click on the red “Continue to Login” button.

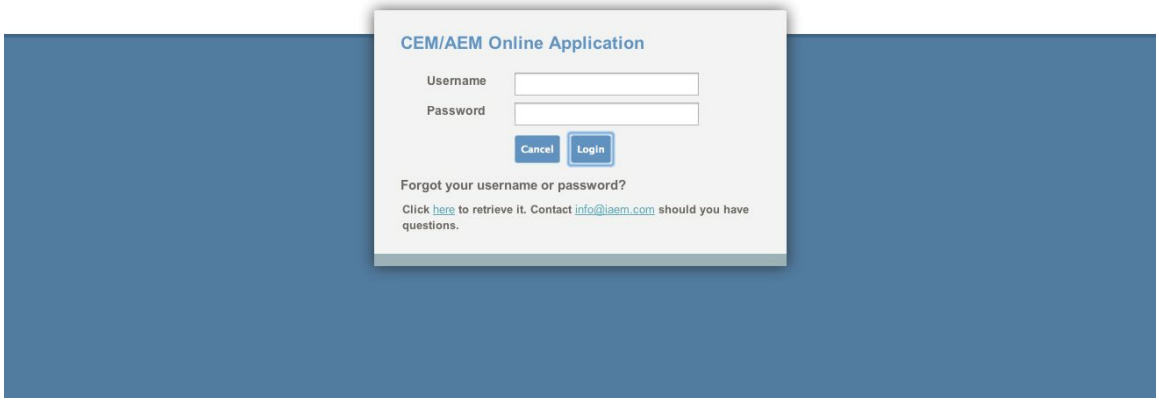


If candidate does not have login information for the IAEM website, click the Register button. If candidate does not know his/her login information, click Retrieve Password button.



1.1.1 Login

Once the Certification Enrollment Form is complete and candidate has login information, the online application can be accessed at www.iaemcem.org.



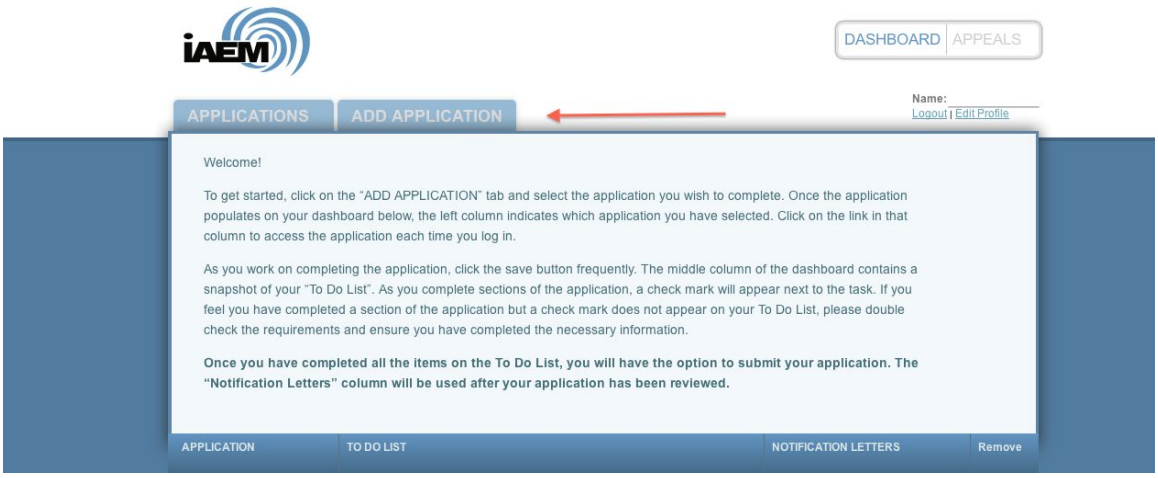
1. Candidates should use the same login credentials as for the IAEM website. If candidates forget their log-in information, click on the "forgot log in" link. Candidates will be directed to the IAEM website to retrieve their user name and password

[*NOTE: If candidates are IAEM members or have already submitted the certification fee, please ensure you are using the correct log-in to access the system (and not the log-in for a duplicate record). If you have any questions about this, please contact IAEM Staff at info@iaem.com or 703-538-1795.]*

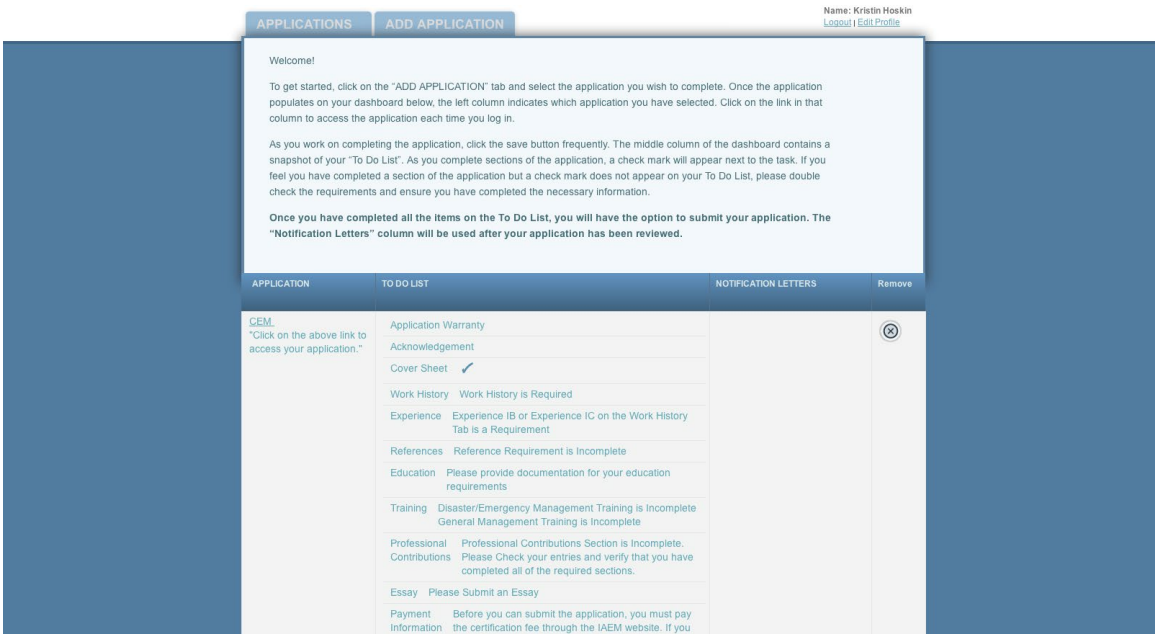
2. Once Login is complete, Candidates will see the Candidate Dashboard with instructions for starting an application.

1.1.2 Create New Application

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



2. The selected application will populate on the candidate's dashboard. Candidates can open the application by clicking on the link in the first column.

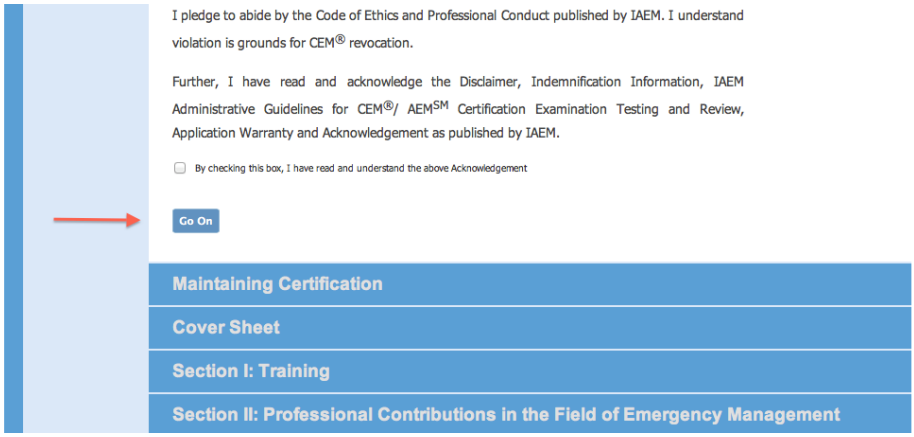


3. The middle column, "To Do List," provides a checklist of the certification requirements. As sections are completed in the application, a checkmark will appear next to the to-do action item in the middle column.

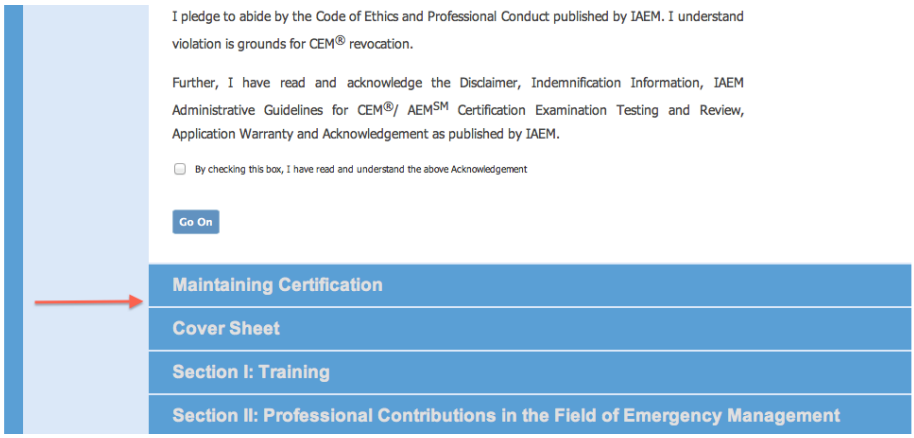
2 Completing the Application

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

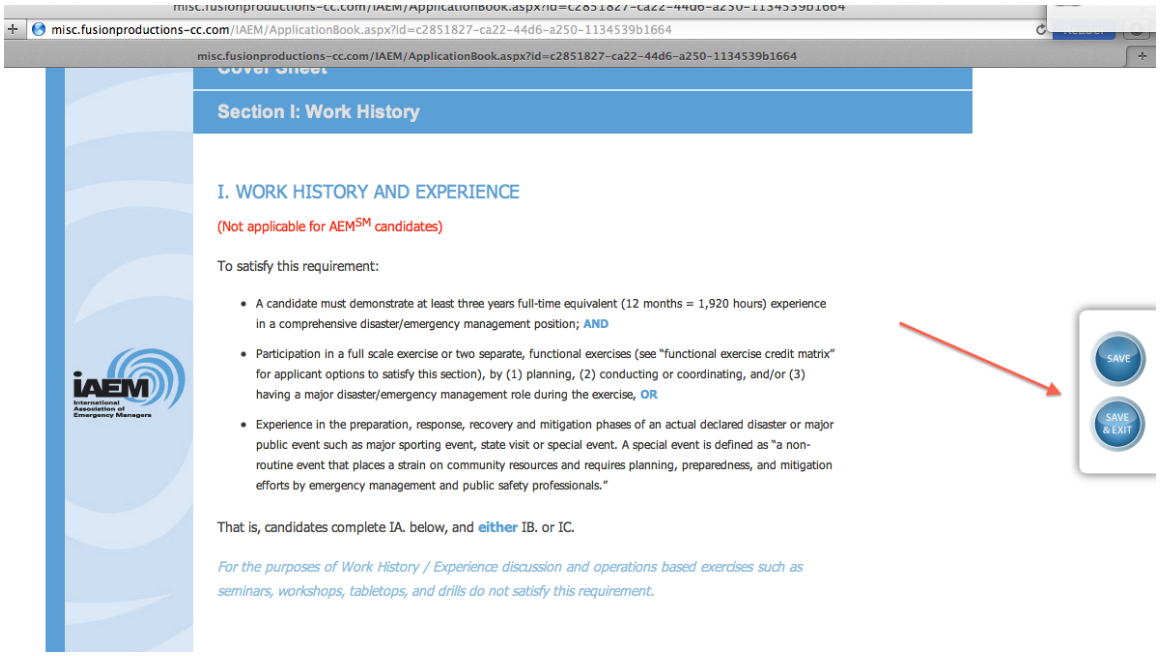
Clicking on the blue "Go On" button at the bottom of each section



Or, click on each blue section header beneath the "Go On" button

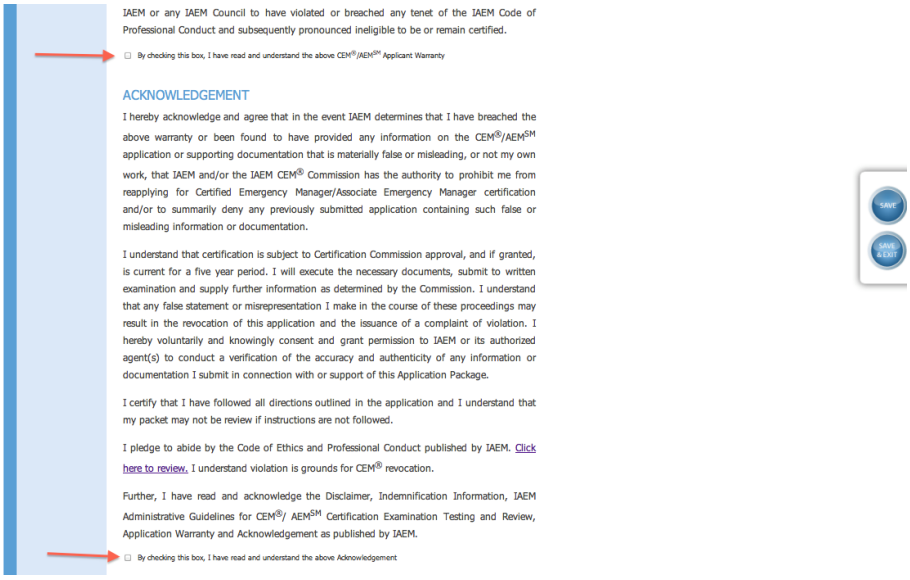


[NOTE: Candidates should save the document frequently using the "save" button on the side of the application.]



2.1.1 Pre-Application Information

Candidates should read the information in the Pre-Application section and check the two boxes under the CEM/AEM Applicant Warranty and the Acknowledgement headers signifying that the candidate has read and understands the information provided.



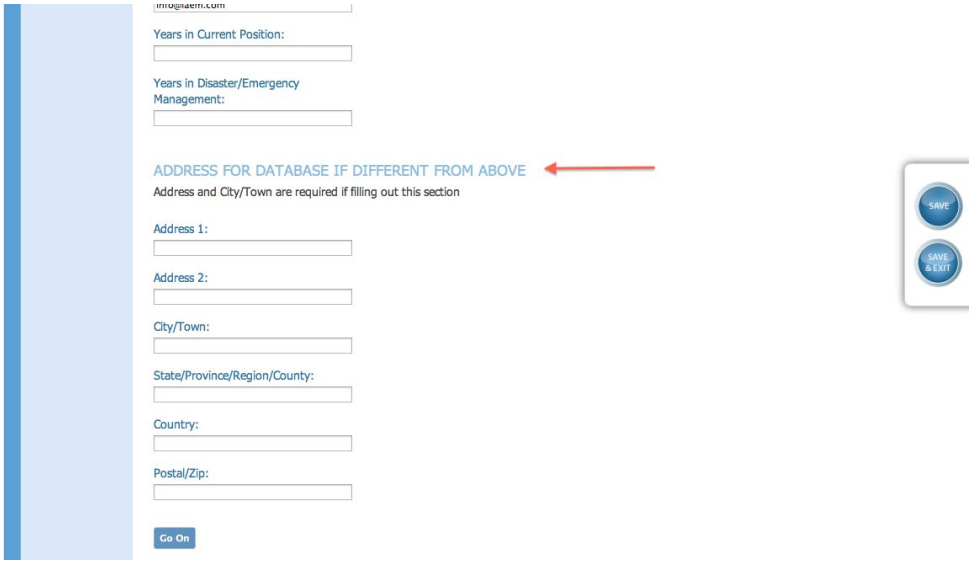
From there, click on the blue "Go On" button to access the information on the Cover page.

2.1.2 Cover Sheet

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

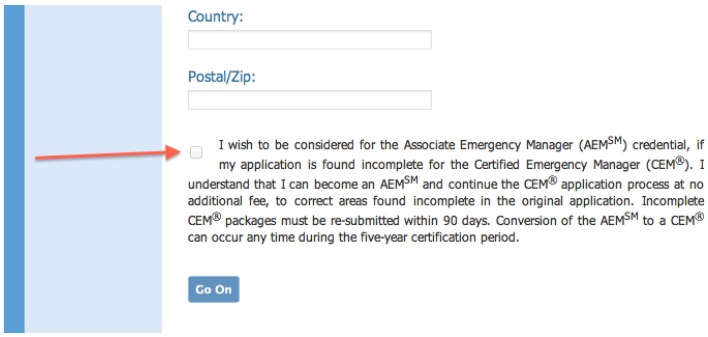
[NOTE: All fields with an asterisk are required.]

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



2.1.2.1 Consideration for AEM

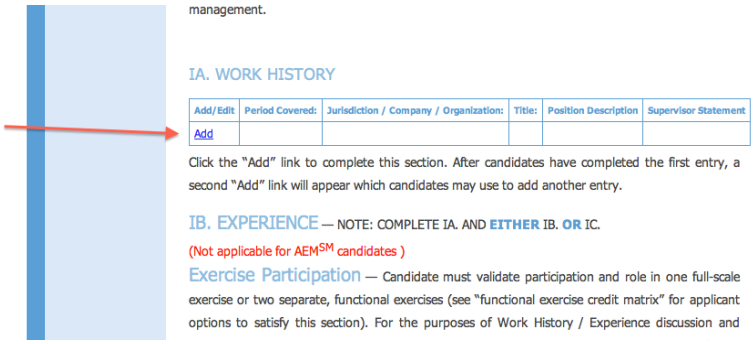
CEM Candidates have the option to check the box on the bottom of the cover page if they wish to be considered for the AEM credential if their application is found incomplete for the CEM.



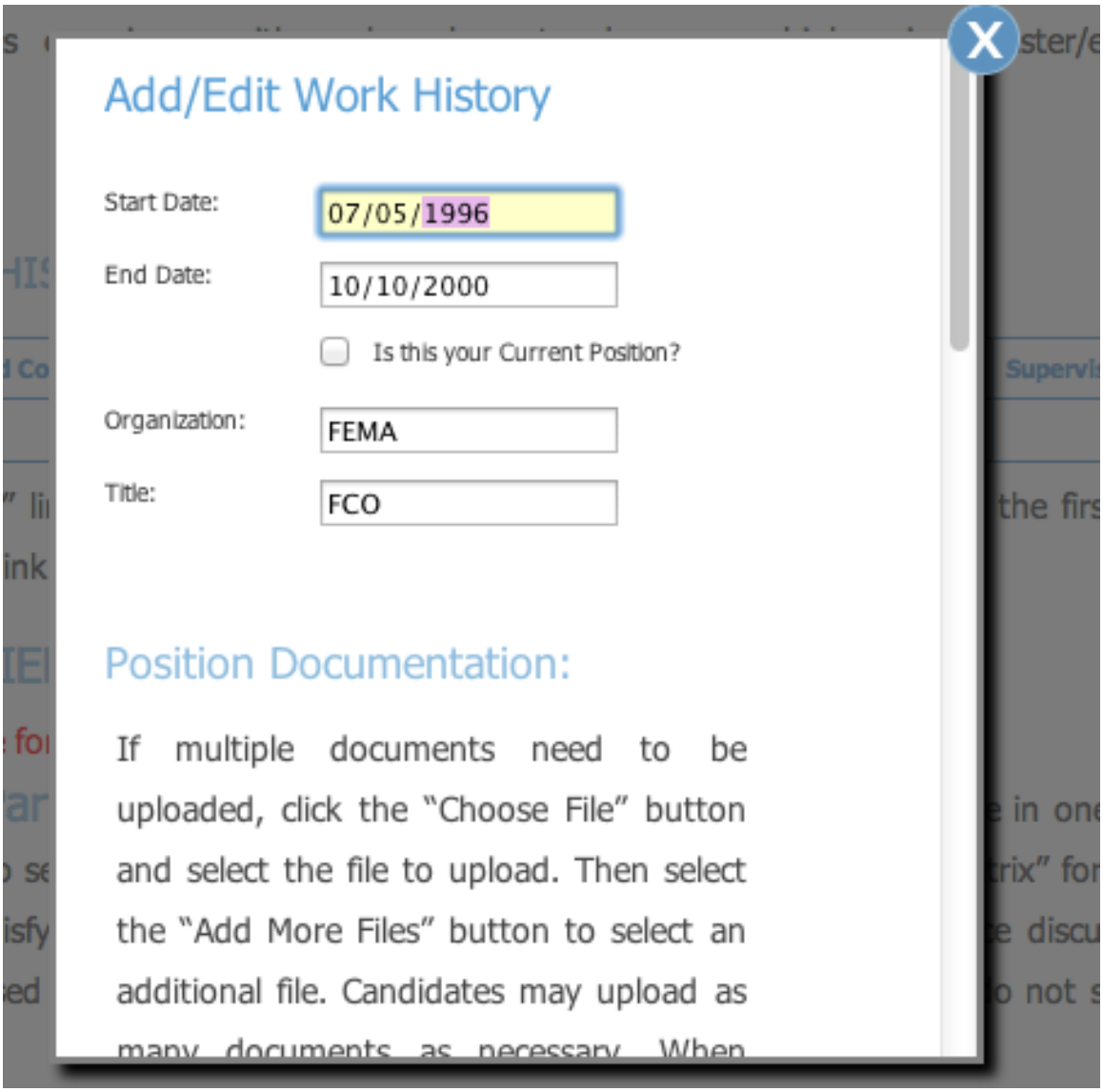
2.1.3 Section I: Work History (not applicable for AEM candidates)

CEM candidates must complete section 1A. Work History and *either* 1B or 1C.

1. Candidates should click on the "Add" link to enter work history information.

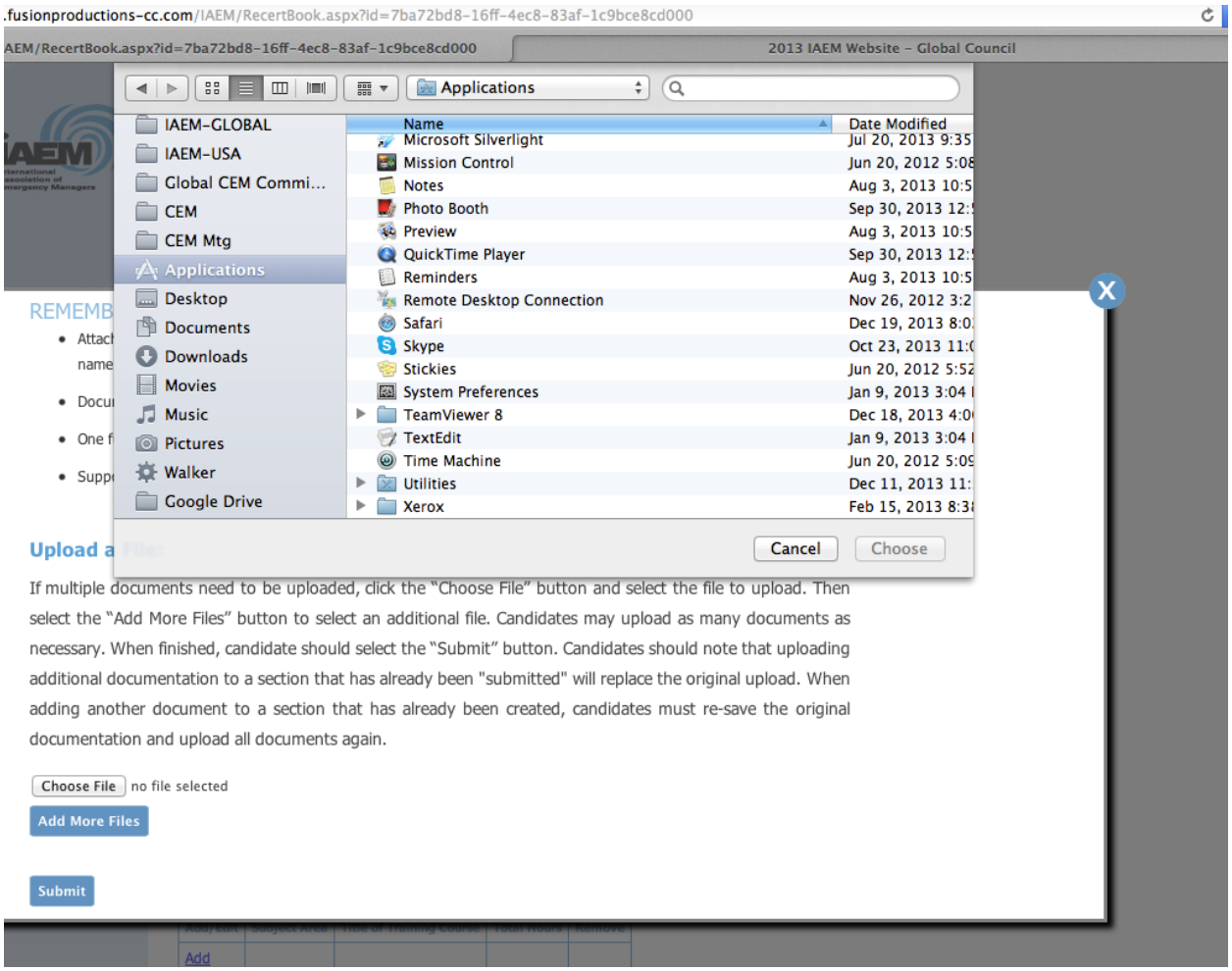


[NOTE: Candidates cannot use the delete/backspace button on the date fields. If a mistake is made entering the date, highlight the information you'd like to replace and type in the correct information. All dates should be entered in MM/DD/YYYY format.]

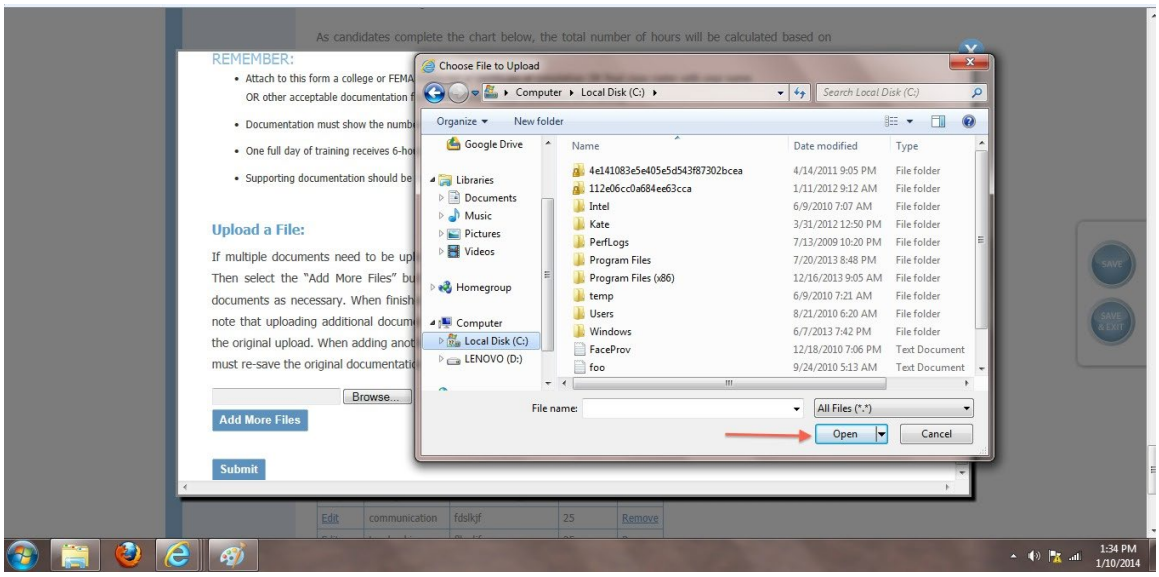


2. Upload all necessary documentation for each work history entry:
    a) Under Position Documentation/Supervisor Documentation, click the "Choose File" button
    b) For Mac users: Locate the file to upload, highlight it and then hit "Choose" button. Proceed to step "d" below.

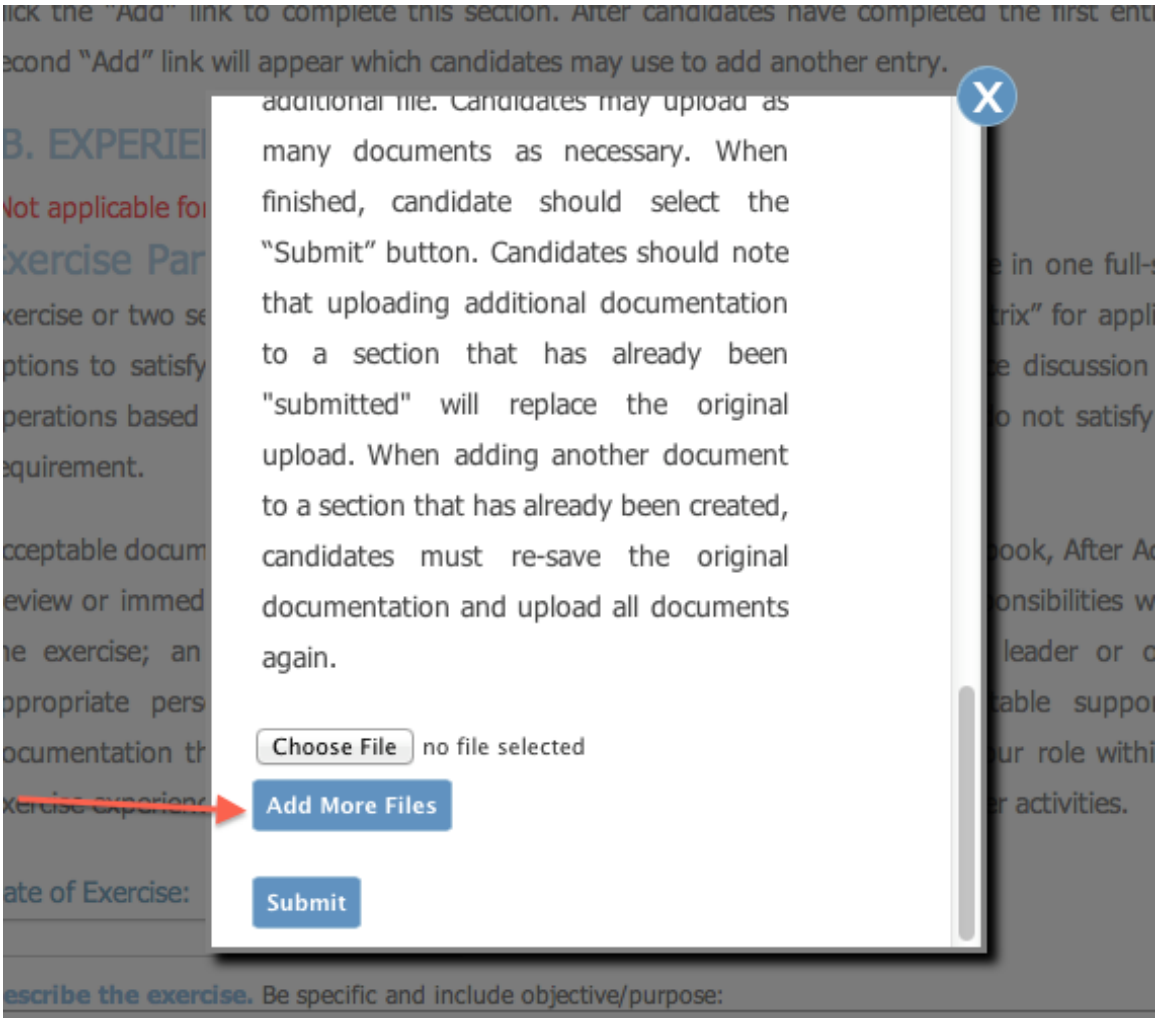
[NOTE: Candidates can upload documentation in any format.]



    a) For PC users, select the appropriate file on your computer and then hit the "open" button.



b) If additional documents need to be uploaded, click on the blue button "Add More Files" and select the file to upload. Candidates may add up to five different documents.

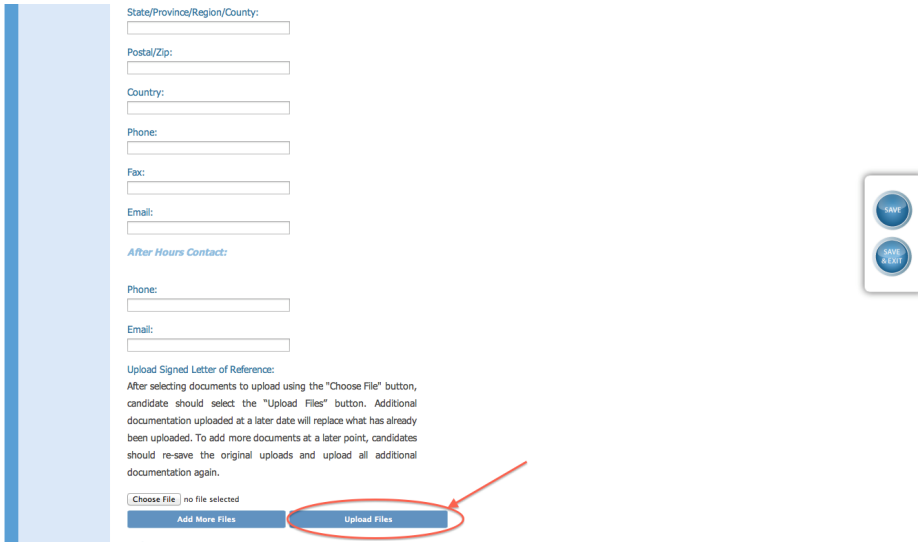


c) Then hit the blue submit button.

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

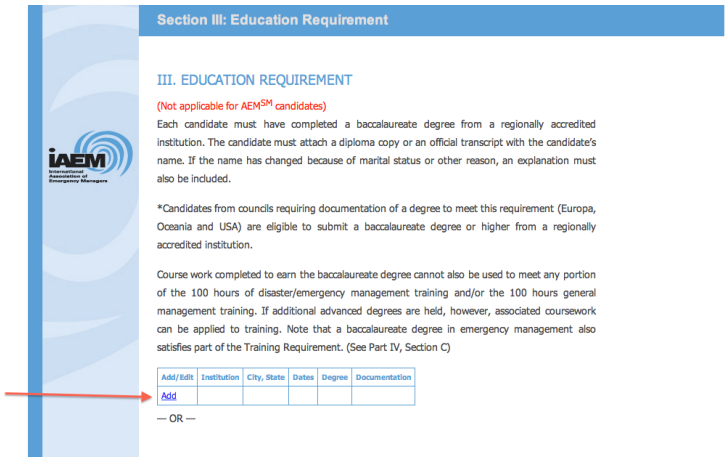
2.1.4 Section II: References

Candidates must complete **all** fields in the reference section and provide at least one signed letters of reference on letterhead under Reference #1. To upload document, click on "Choose File", then "Upload File"



2.1.5 Section III: Education Requirements (not applicable for AEM candidates)

Candidates should complete the education section and upload appropriate documentation.

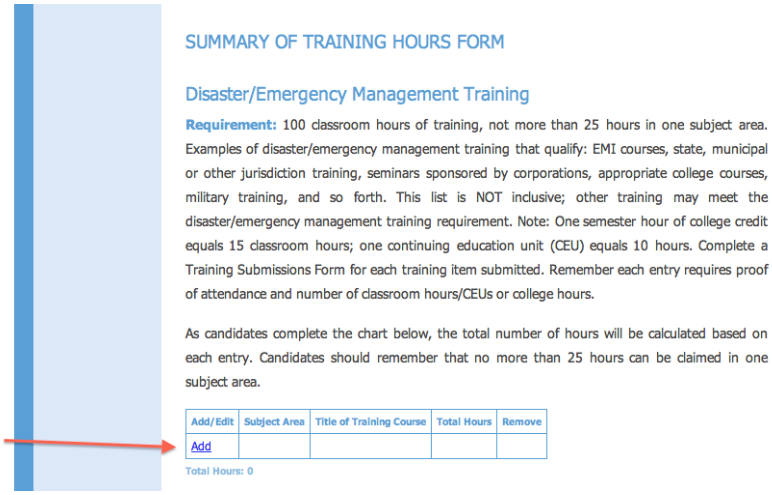


Detailed information on the degree requirement is provided for each council.

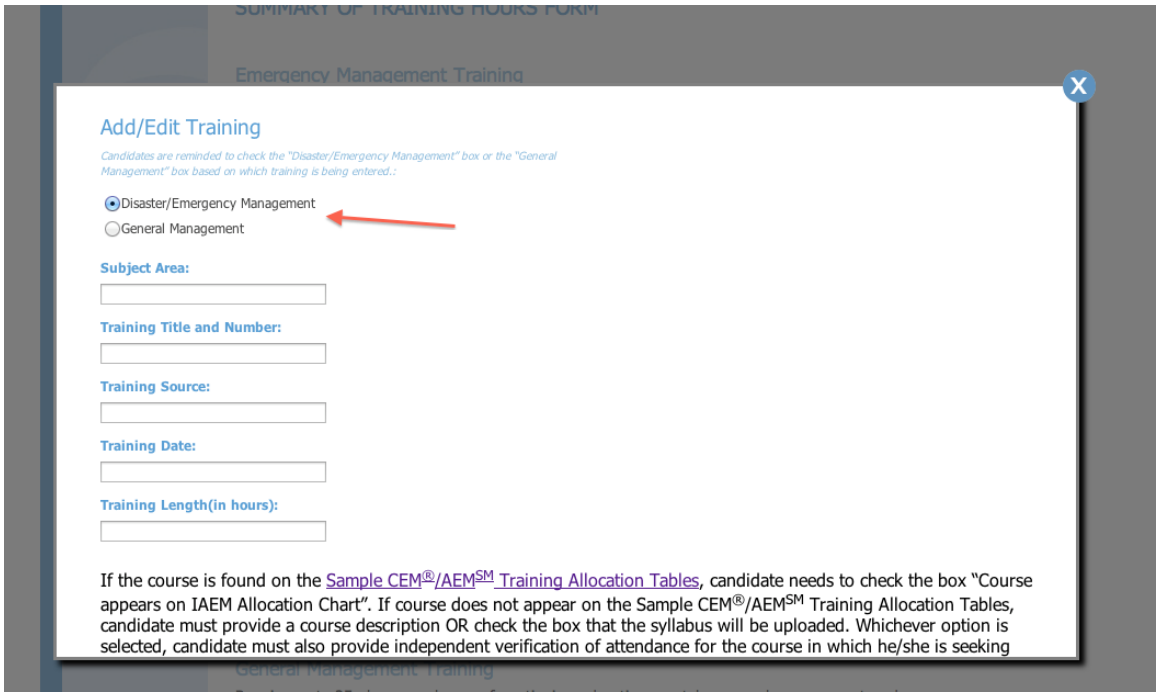
Asia, International and Latin American & Caribbean Council Candidates have the option of using the degree waiver by substituting extra years of work history. Detailed information can be found in application under the Education requirement. Candidates from these councils taking advantage of the degree waiver **must** check the box shown below.

2.1.6 Section IV: Training

To add entries under the Training requirement, a candidate should click on the "Add" link under each section for Disaster/Emergency Management Training and General Management Training.

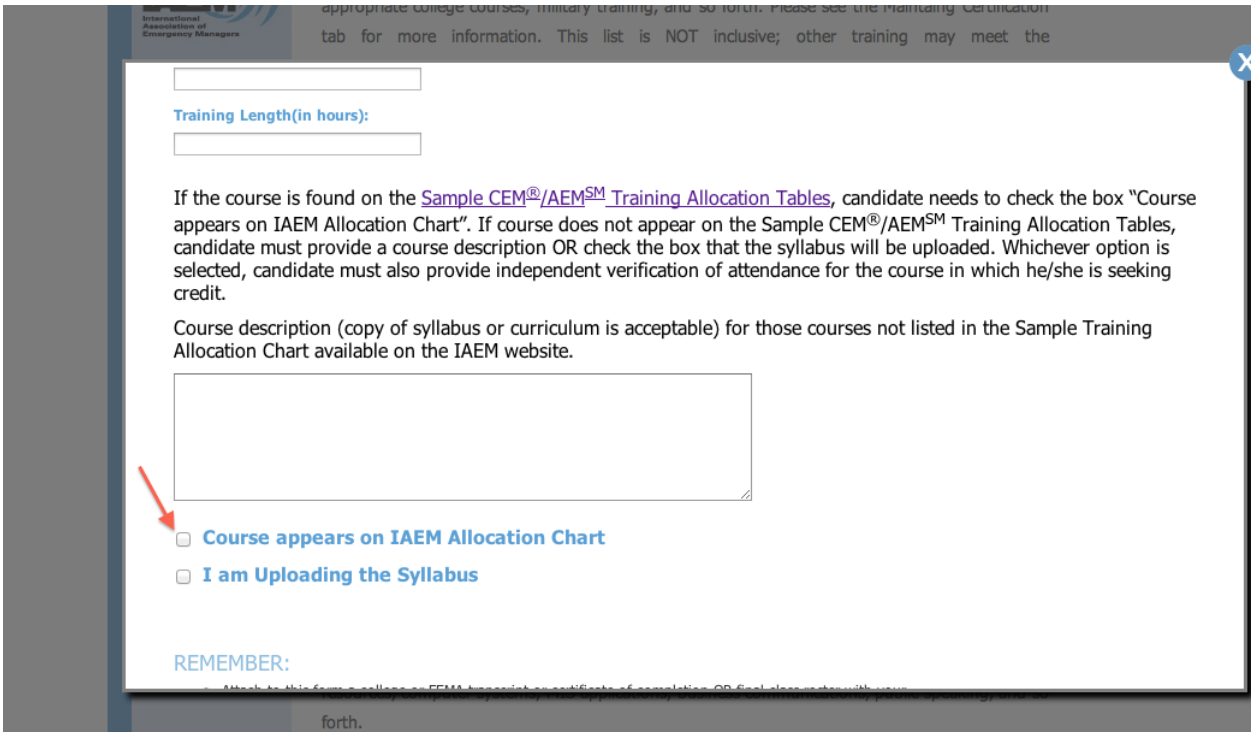


a) Candidates should check the radio button for Disaster/Emergency Management Training or General Management Training:

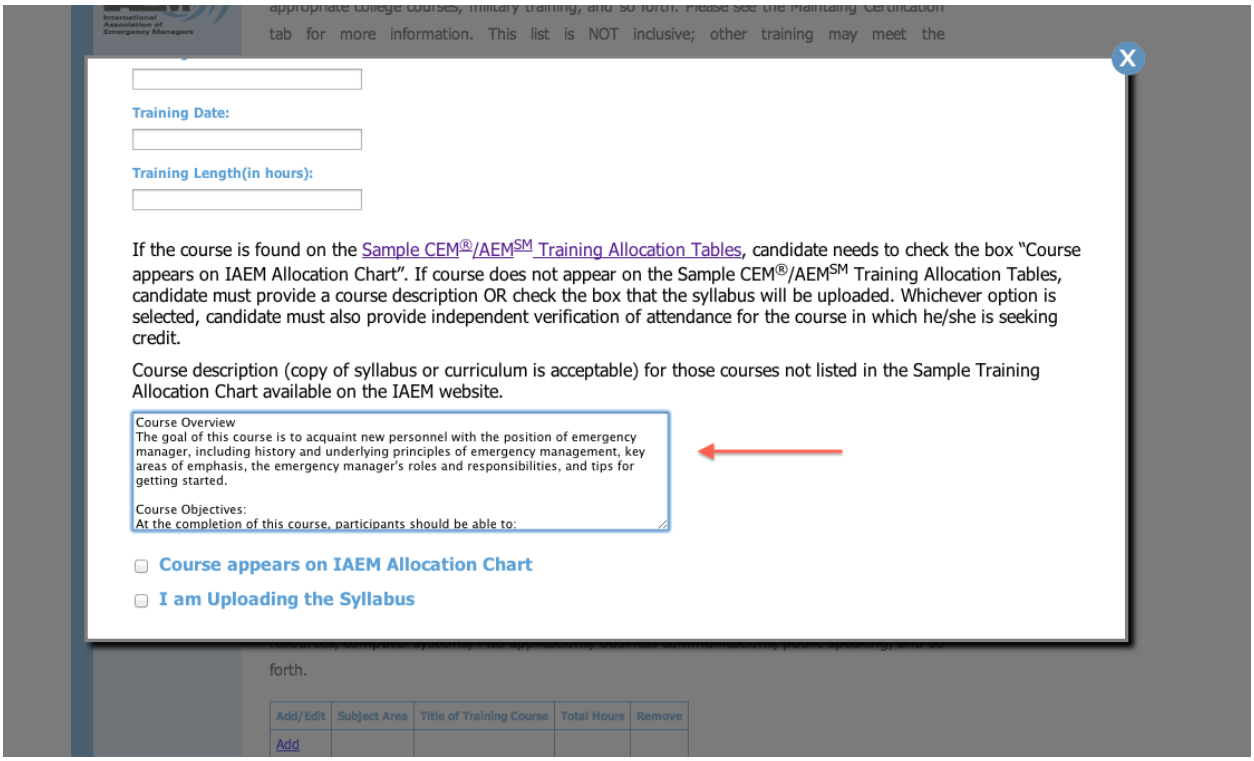


b) Complete all fields for Subject Area, Training Title and Number, Training Source, Training Date and Training Length

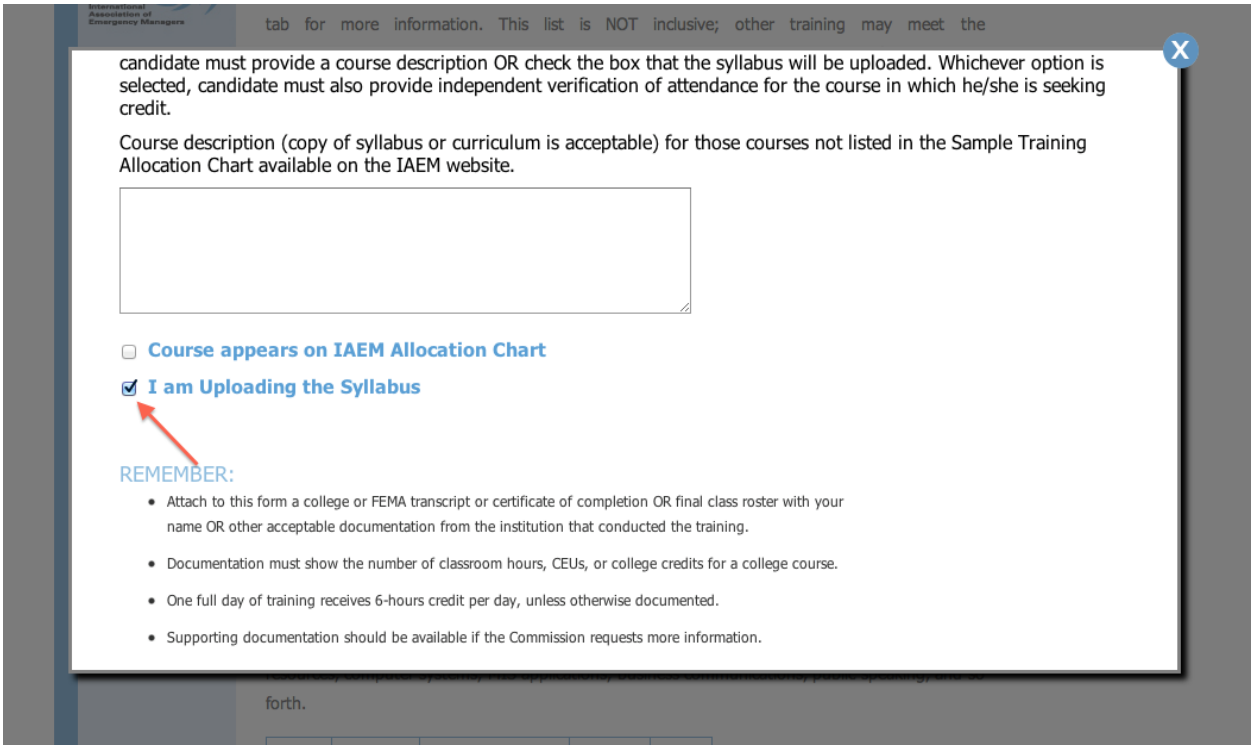
c) If the course is found on the Sample AEM®/CEM® Training Allocation Tables, candidates should check the box "Course appears on IAEM Allocation Chart".



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



e) **OR** check the box that the syllabus will be uploaded.



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

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

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

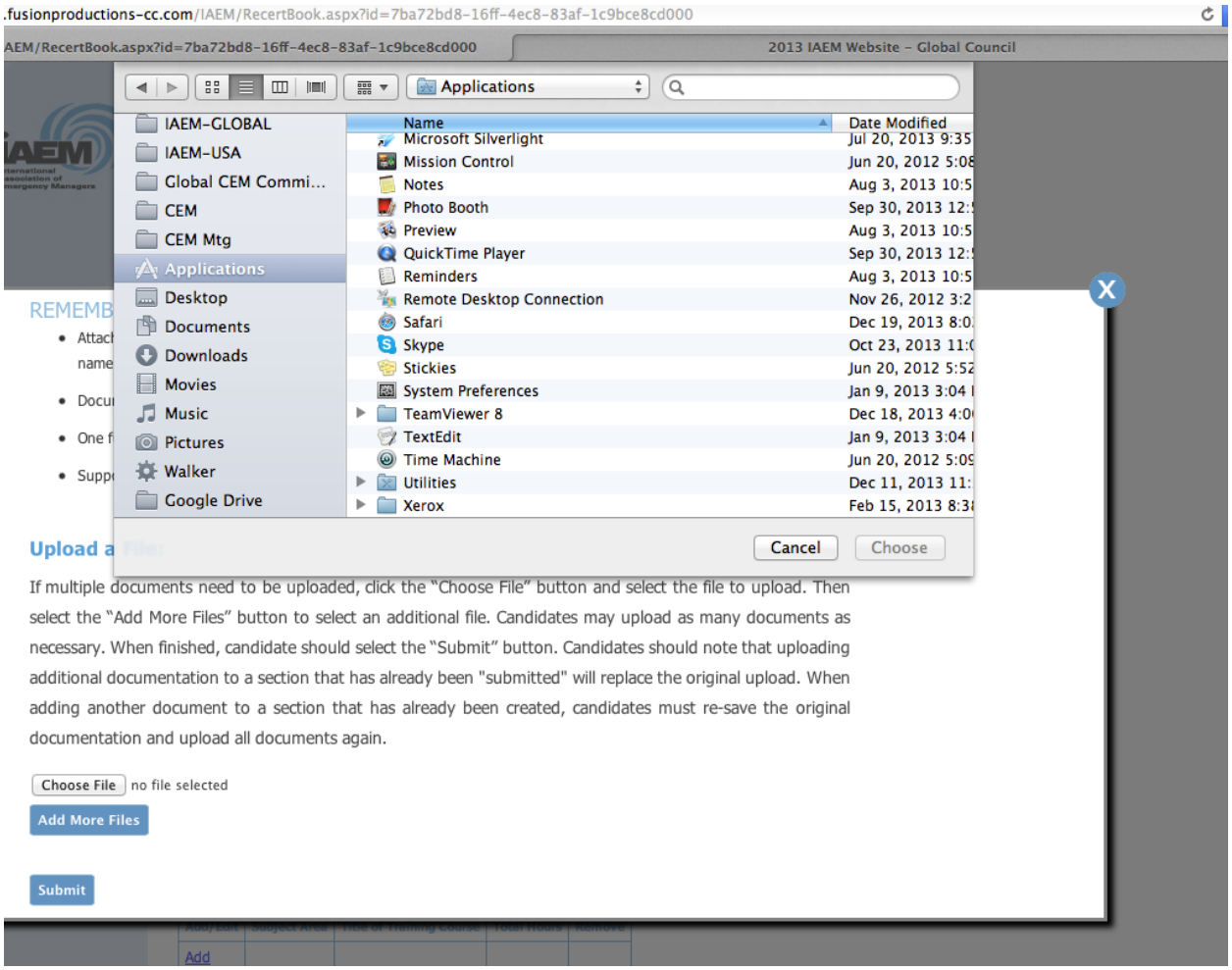
- Provide a description in the text box **OR**
- Check the box that the course appears on the CEM/AEM Sample Training Allocation Tables. **OR**
- Check the box that candidate is uploading the course syllabus.

3. Upload all necessary documentation for this course:

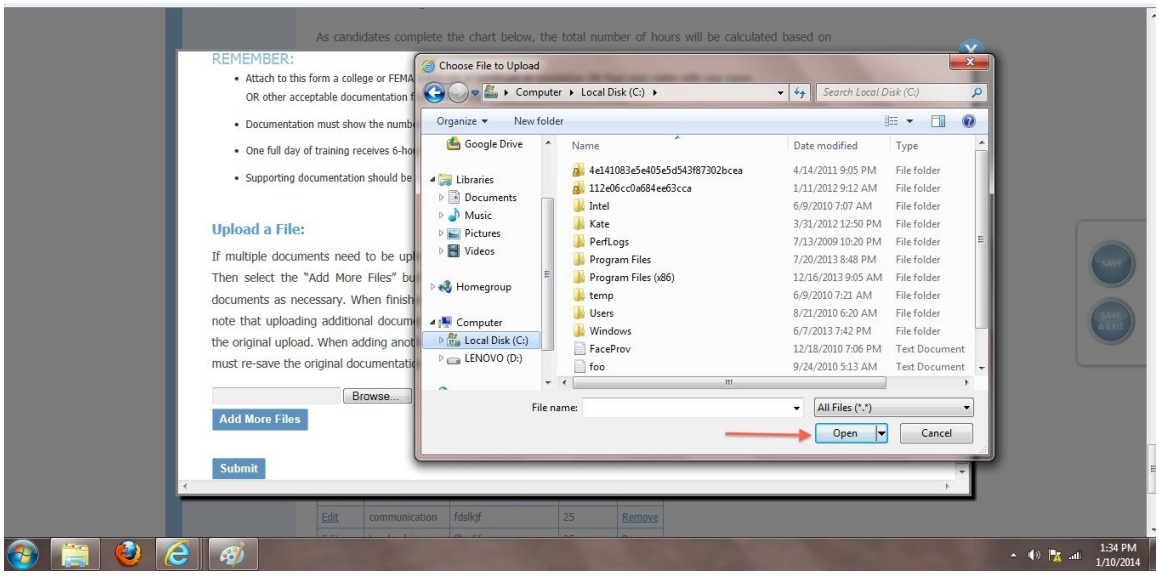
   a) Click the "Choose File" button

   b) For Mac users: Locate the file to upload, highlight it and then hit "Choose" button. Proceed to step "d" below.

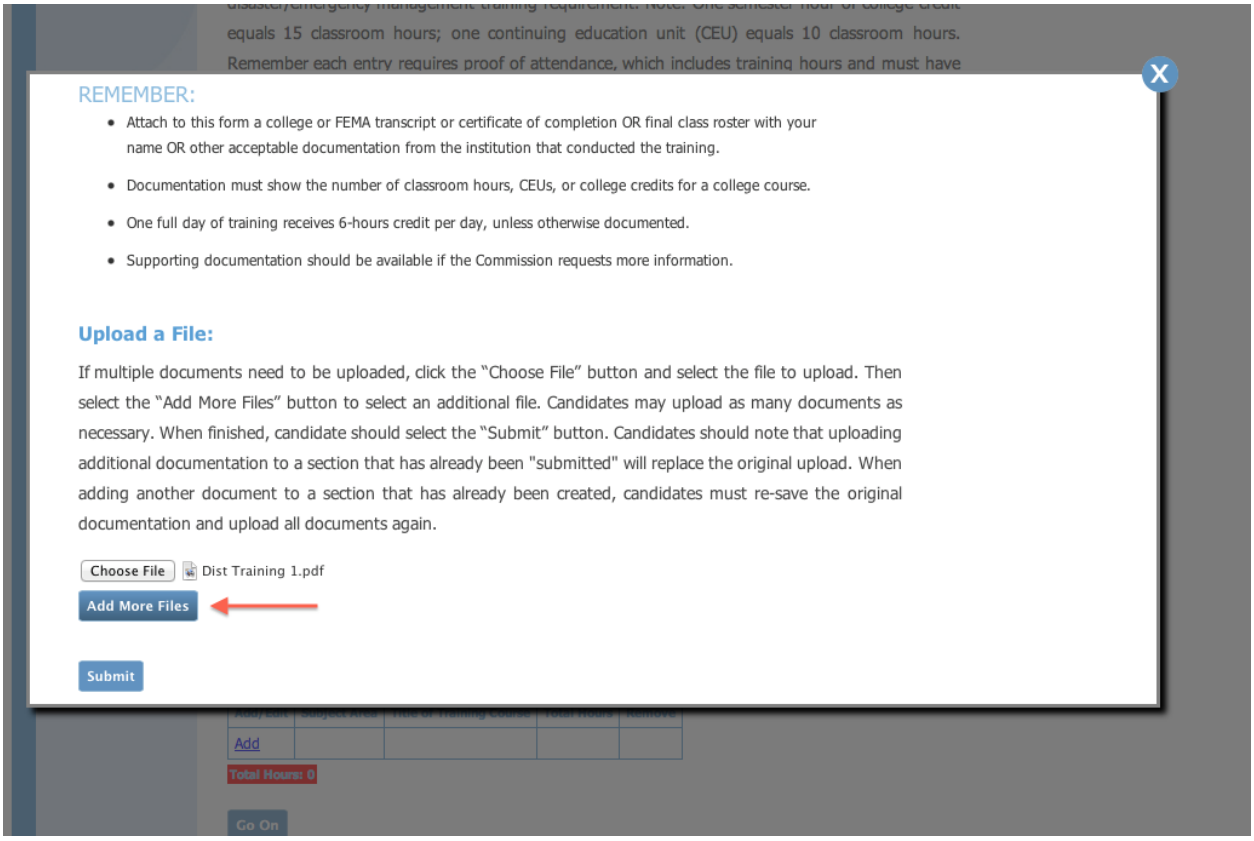
[NOTE: Candidates should upload documentation as a PDF]



c) For PC users, select the appropriate file on your computer and then hit the "open" button.



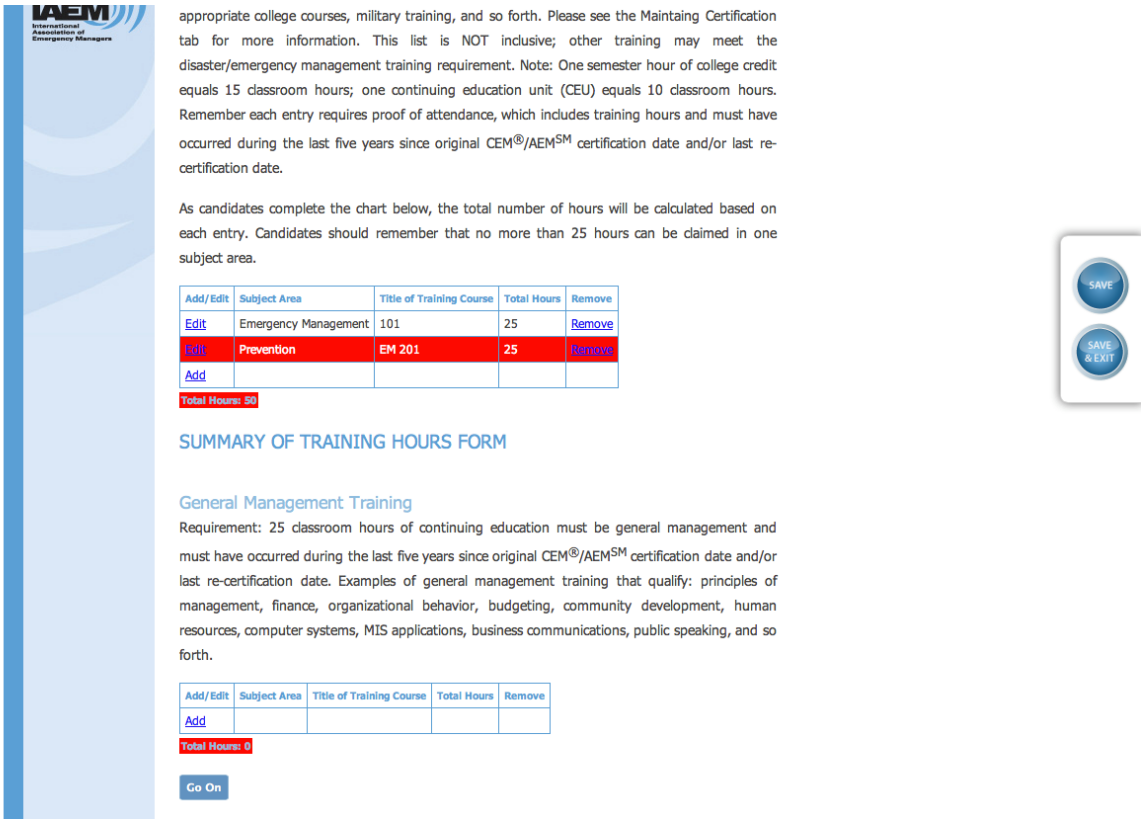
d) If additional documents need to be uploaded, click on the blue button "Add More Files" and select the file to upload. Candidates may add up to five different documents.



e) Then hit the blue submit button.

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

f) If any section of the application is highlighted in red, it means the entry/section is incomplete. Candidates should go back and check that all field boxes are completed and documentation has been uploaded.



appropriate college courses, military training, and so forth. Please see the Maintaining Certification tab for more information. This list is NOT inclusive; other training may meet the disaster/emergency management training requirement. Note: One semester hour of college credit equals 15 classroom hours; one continuing education unit (CEU) equals 10 classroom hours. Remember each entry requires proof of attendance, which includes training hours and must have occurred during the last five years since original CEM®/AEM℠ certification date and/or last re-certification date.

As candidates complete the chart below, the total number of hours will be calculated based on each entry. Candidates should remember that no more than 25 hours can be claimed in one subject area.

Add/Edit	Subject Area	Title of Training Course	Total Hours	Remove
Edit	Emergency Management	101	25	Remove
Edit	Prevention	EM 201	25	Remove
Add				

Total Hours: 50

SUMMARY OF TRAINING HOURS FORM

General Management Training

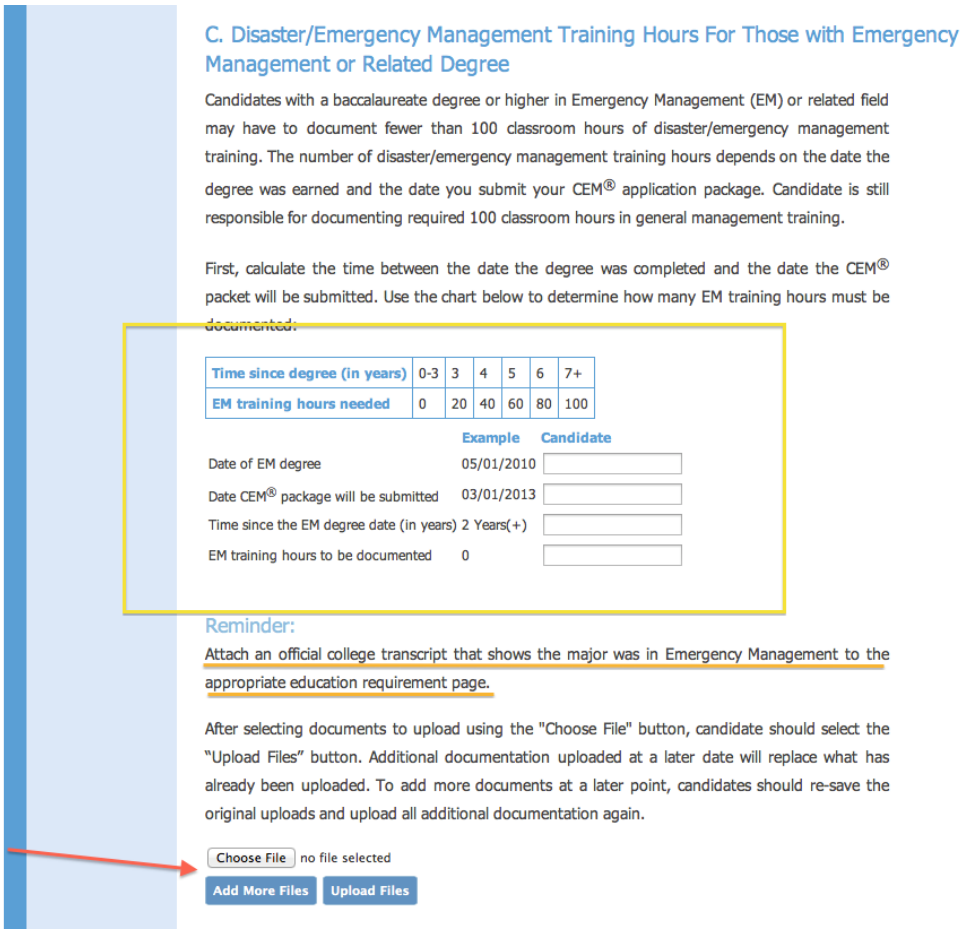
Requirement: 25 classroom hours of continuing education must be general management and must have occurred during the last five years since original CEM®/AEM℠ certification date and/or last re-certification date. Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth.

Add/Edit	Subject Area	Title of Training Course	Total Hours	Remove
Add				

Total Hours: 0

Go On

[Note: Candidates using a recently-earned degree to reduce the Emergency Management training requirement should complete the chart shown below in the application under section IV. Training; Section C. In addition to completing the chart, candidates are reminded to upload documentation of EM degree. Dates should be entered in the format MM/DD/YYYY.]



C. Disaster/Emergency Management Training Hours For Those with Emergency Management or Related Degree

Candidates with a baccalaureate degree or higher in Emergency Management (EM) or related field may have to document fewer than 100 classroom hours of disaster/emergency management training. The number of disaster/emergency management training hours depends on the date the degree was earned and the date you submit your CEM® application package. Candidate is still responsible for documenting required 100 classroom hours in general management training.

First, calculate the time between the date the degree was completed and the date the CEM® packet will be submitted. Use the chart below to determine how many EM training hours must be documented:

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

	Example	Candidate
Date of EM degree	05/01/2010	
Date CEM® package will be submitted	03/01/2013	
Time since the EM degree date (in years)	2 Years(+)	
EM training hours to be documented	0	

Reminder:

Attach an official college transcript that shows the major was in Emergency Management to the appropriate education requirement page.

After selecting documents to upload using the "Choose File" button, candidate should select the "Upload Files" button. Additional documentation uploaded at a later date will replace what has already been uploaded. To add more documents at a later point, candidates should re-save the original uploads and upload all additional documentation again.

Choose File no file selected

Add More Files Upload Files

2.1.7 Section V: Professional Contributions (not applicable for AEM candidates)

Candidates should click on the "Add" link next to the professional contribution listing and complete each pop-up window.

[NOTE – Documentation must be uploaded for each entry.]

The following is a brief description of each of the professional contribution categories. A detailed description of the requirements and acceptable documentation will appear at the top of each category page when you click "Add".

To add a professional contribution, candidate should click on the "Add" link.

A. MEMBERSHIP: (Add)
Member for three years in a disaster/emergency management-related organization.

B. PROFESSIONAL CONFERENCE: (Add)
Participation in a disaster/emergency management-related workshop or conference for at least a cumulative total of 40 contact hours.

C. SERVICE ROLE: (Add)
Serve on a board of directors, committee, task force or special project for a professional or jurisdictional organization contributing to or supporting comprehensive emergency management.

D. LEADERSHIP ROLE: (Add)
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.

E. SPECIAL ASSIGNMENT: (Add)
Involvement in a special assignment for a committee, task force, or work group addressing a substantive disaster/emergency management issue. The resulting

J. AUDIO-VISUAL AND INTERACTIVE PRODUCTS: (Add)
Personally develop content for distributed emergency management video, computer software product or other audio-visual tool. Candidate must validate personal participation and a significant development role in a distributed emergency management audio-visual tool.

K. AWARDS OR SPECIAL RECOGNITION: (Add)
Receive an award for disaster/emergency management-related activities.

L. CERTIFICATION RELATED TO EMERGENCY MANAGEMENT: (Add)
Earned certification or registration as an emergency manager through a government agency, or state/province association; that is emergency management related, contains a continuing education unit (CEU) requirement and a term of expiration.

M. LEGISLATIVE CONTACT: (Add)
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 the reply from the elected official.

N. CONDUCTING RESEARCH: (Add)

[Note: Candidates submitting for F) Speaking must complete at least three separate entries per the requirements.]

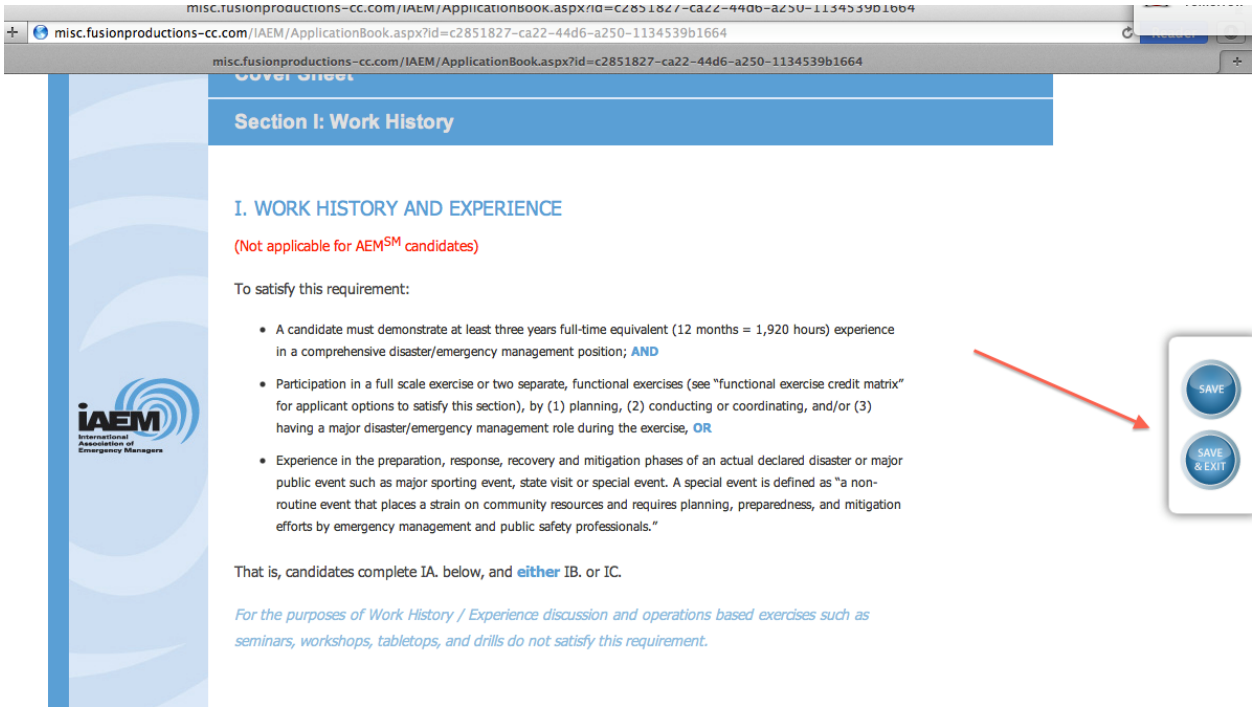
[Note: Dates should be listed as MM/DD/YYYY.]

2.1.8 Section VI: Essay

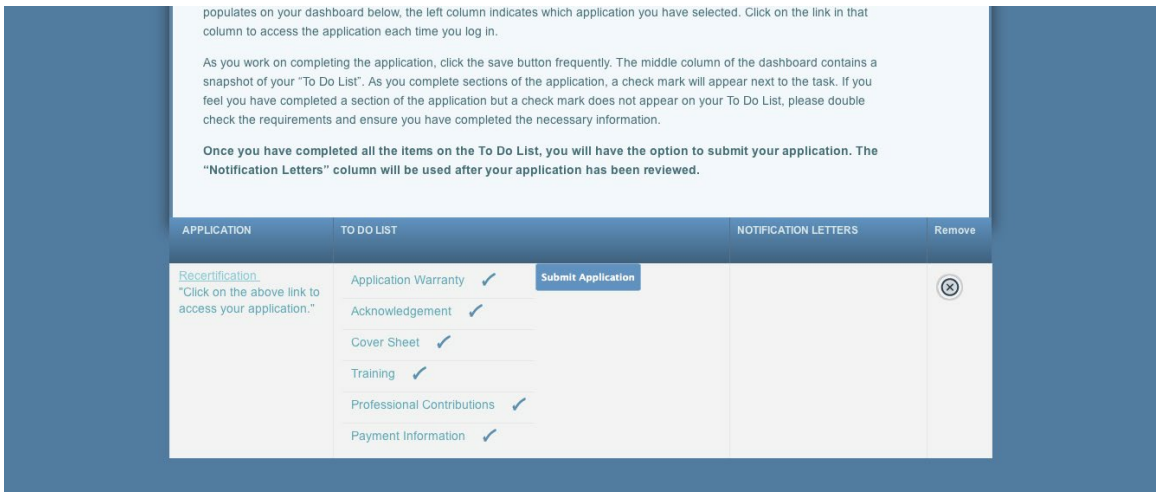
Candidate should upload the essay, ensuring that the statement "I verify that I have independently completed this essay," is at the end of the essay as well as the candidate's signature and date.

3 Submitting the Application

1) After the candidate has completed the application, he/she should navigate back to the candidate dashboard by clicking on the "Save & Exit" button on the right side of the application.



2) Candidates should ensure that the to-do list is complete with "check marks" next to each section.



[NOTE: Before candidates can submit the application, the certification fee must be submitted through the IAEM website: https://www.iaem.org/Members/My-Certifications/Certification-Enrollment.

Once payment has been submitted, please allow the system 24 hours to process the certification fee. Candidates should then log into the online application to submit the application.]

3) Candidates must use the blue "Submit Application" to finalize and submit the application to IAEM Headquarters.

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

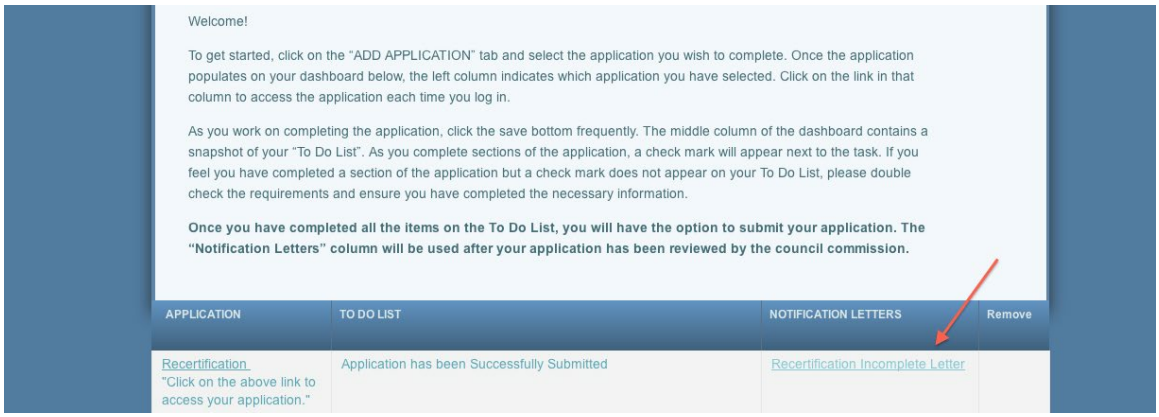
b) If an automatic email is not received, contact IAEM HQ at info@iaem.com to confirm receipt of your application.

4 Manage Workflow

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

5 Review & Results

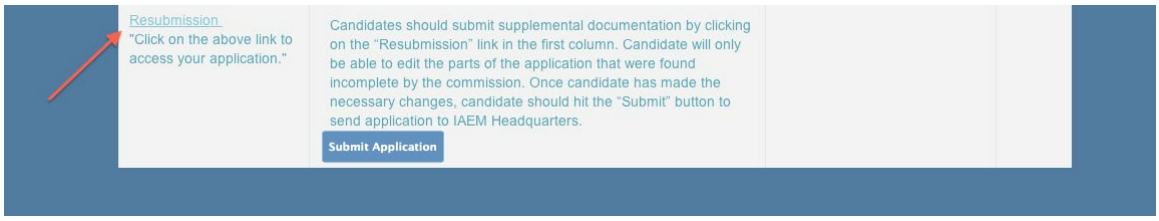
Candidates will be notified when the results of the review are complete. At that time, candidates can log in to the online portal and access the results on their dashboard under the third column "Notification Letters".



5.1 Resubmission

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

[NOTE: After the 90 days, candidates will not have access to resubmit supplemental documentation and will need to start over from the beginning by completing a new application.]



After the candidate has made changes to the application, he/she must submit the resubmission using the blue "Submit Application" button. The resubmission will go through the review process again and candidates will be notified when the results are available.

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