



Online Certification Application

User Guide

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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.

Certification Enrollment Form

⚠ You must be logged in to continue enrolling in the Certification Enrollment Form.

➔ CONTINUE TO LOGIN

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.



Account Login

Username:

Password:

Remember Login

Two red arrows point from the Register and Retrieve Password buttons up towards the Login button area.

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.



The image shows a screenshot of the 'CEM/AEM Online Application' login form. It features a white box with a blue header containing the text 'CEM/AEM Online Application'. Below the header are two input fields for 'Username' and 'Password'. At the bottom of the form are two buttons: 'Cancel' and 'Login'. Below the buttons, there is a link for users who have forgotten their credentials: 'Forgot your username or password? Click [here](#) to retrieve it. Contact info@iaem.com should you have questions.'

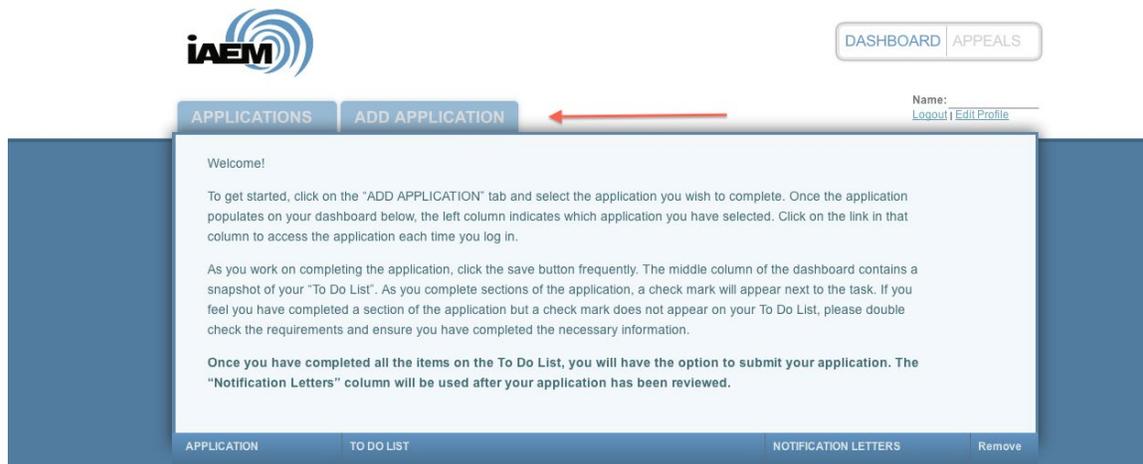
1. Candidates should use the same login credentials as for the IAEM website. If candidates forget their log-in information, click on the “forgot log in” link. Candidates will be directed to the IAEM website to retrieve their user name and password

[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.

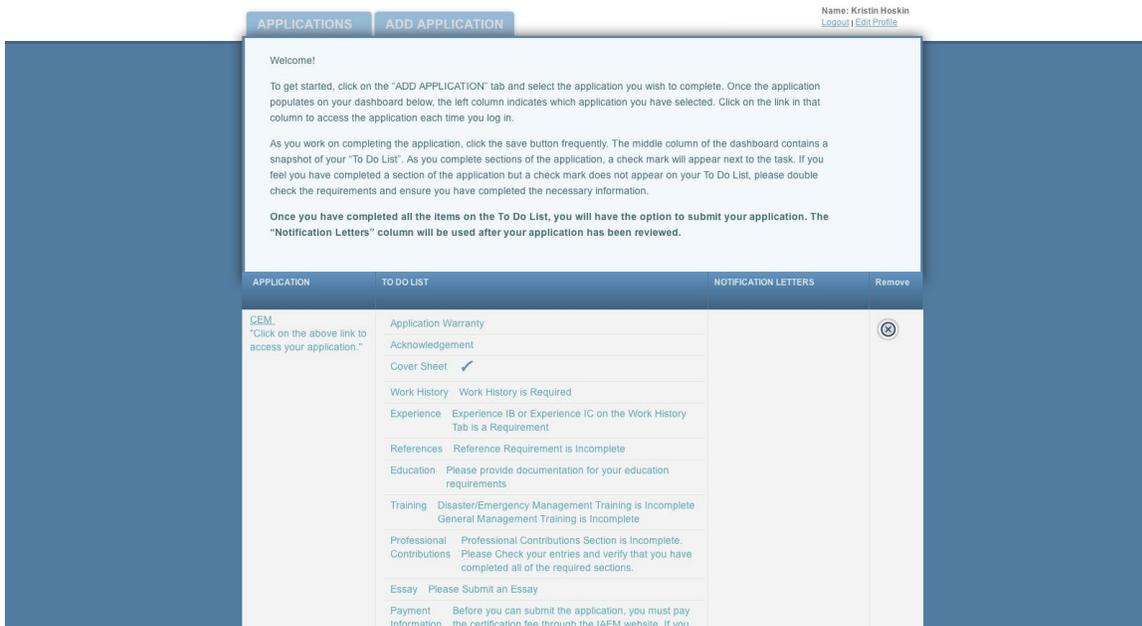
1.1.2 Create New Application

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





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



- 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

I pledge to abide by the Code of Ethics and Professional Conduct published by IAEM. I understand violation is grounds for CEM® revocation.

Further, I have read and acknowledge the Disclaimer, Indemnification Information, IAEM Administrative Guidelines for CEM®/ AEMSM Certification Examination Testing and Review, Application Warranty and Acknowledgement as published by IAEM.

By checking this box, I have read and understand the above Acknowledgement

Go On

Maintaining Certification

Cover Sheet

Section I: Training

Section II: Professional Contributions in the Field of Emergency Management

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

I pledge to abide by the Code of Ethics and Professional Conduct published by IAEM. I understand violation is grounds for CEM® revocation.

Further, I have read and acknowledge the Disclaimer, Indemnification Information, IAEM Administrative Guidelines for CEM®/ AEMSM Certification Examination Testing and Review, Application Warranty and Acknowledgement as published by IAEM.

By checking this box, I have read and understand the above Acknowledgement

Go On

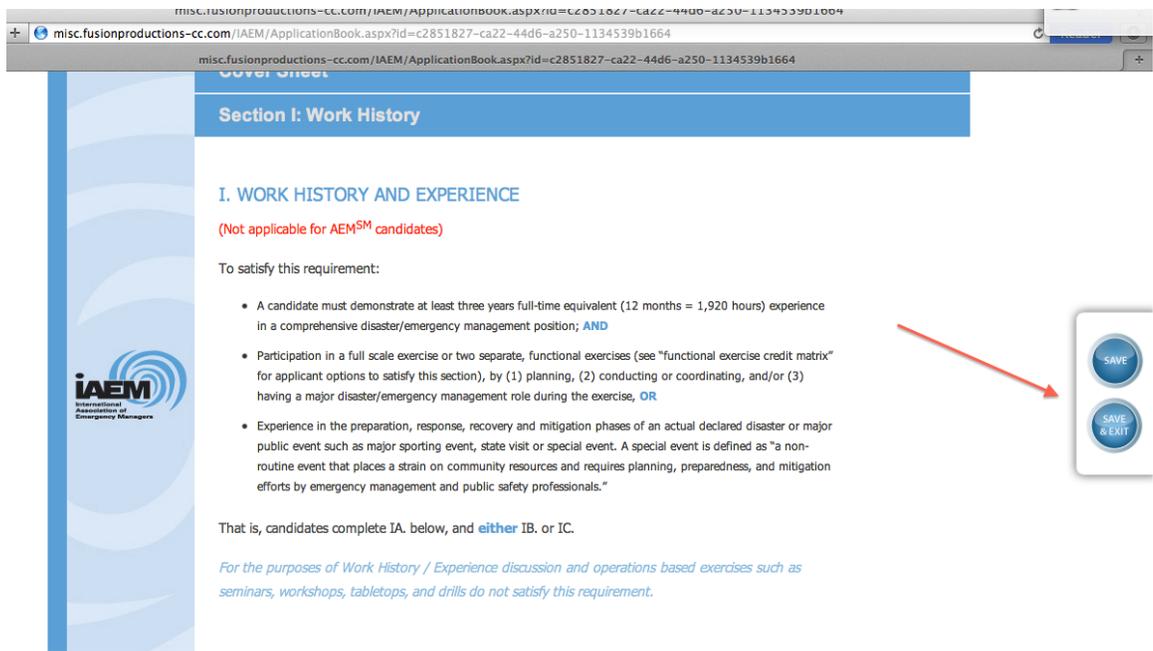
Maintaining Certification

Cover Sheet

Section I: Training

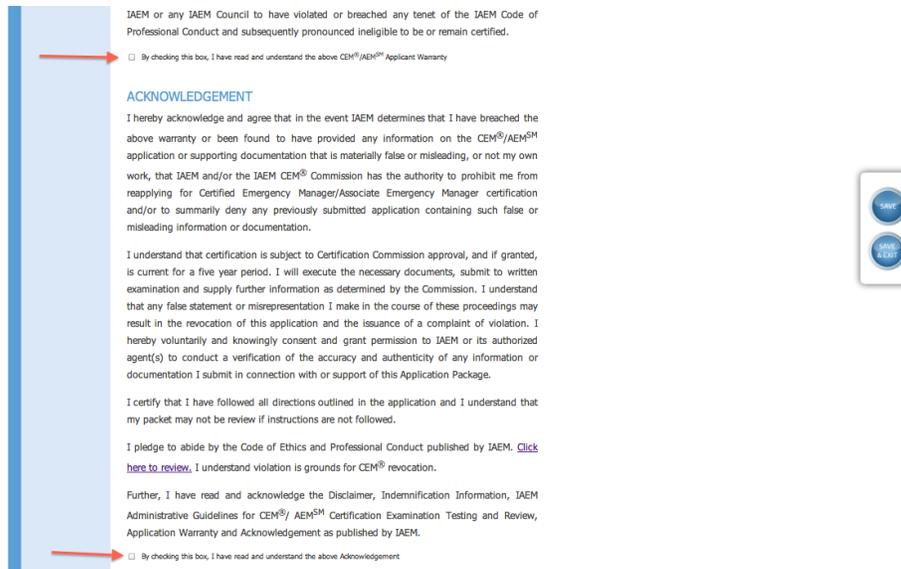
Section II: Professional Contributions in the Field of Emergency Management

[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.

info@iaem.com

Years in Current Position:

Years in Disaster/Emergency Management:

ADDRESS FOR DATABASE IF DIFFERENT FROM ABOVE ←

Address and City/Town are required if filling out this section

Address 1:

Address 2:

City/Town:

State/Province/Region/County:

Country:

Postal/Zip:

Go On

SAVE

SAVE & EXIT

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.

Country:

Postal/Zip:

I wish to be considered for the Associate Emergency Manager (AEMSM) credential, if my application is found incomplete for the Certified Emergency Manager (CEM[®]). I understand that I can become an AEMSM and continue the CEM[®] application process at no additional fee, to correct areas found incomplete in the original application. Incomplete CEM[®] packages must be re-submitted within 90 days. Conversion of the AEMSM to a CEM[®] can occur any time during the five-year certification period.

Go On

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.

management.

IA. WORK HISTORY

Add/Edit	Period Covered:	Jurisdiction / Company / Organization:	Title:	Position Description	Supervisor Statement
Add					

Click the "Add" link to complete this section. After candidates have completed the first entry, a second "Add" link will appear which candidates may use to add another entry.

IB. EXPERIENCE — NOTE: COMPLETE IA. AND EITHER IB. OR IC.
 (Not applicable for AEMSM candidates)

Exercise Participation — Candidate must validate participation and role in one full-scale exercise or two separate, functional exercises (see "functional exercise credit matrix" for applicant options to satisfy this section). For the purposes of Work History / Experience discussion and

[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.]

Add/Edit Work History

Start Date:

End Date:

Is this your Current Position?

Organization:

Title:

Position Documentation:

If multiple documents need to be uploaded, click the "Choose File" button and select the file to upload. Then select the "Add More Files" button to select an additional file. Candidates may upload as many documents as necessary. When

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.]

The screenshot shows a web browser window with the URL `.fusionproductions-cc.com/IAEM/RecertBook.aspx?id=7ba72bd8-16ff-4ec8-83af-1c9bce8cd000`. The browser title is "2013 IAEM Website - Global Council". A file selection dialog is open, showing a list of files and folders. The "Applications" folder is selected, and the "Choose" button is highlighted. Below the dialog, the "Upload a file" section shows a "Choose File" button, an "Add More Files" button, and a "Submit" button.

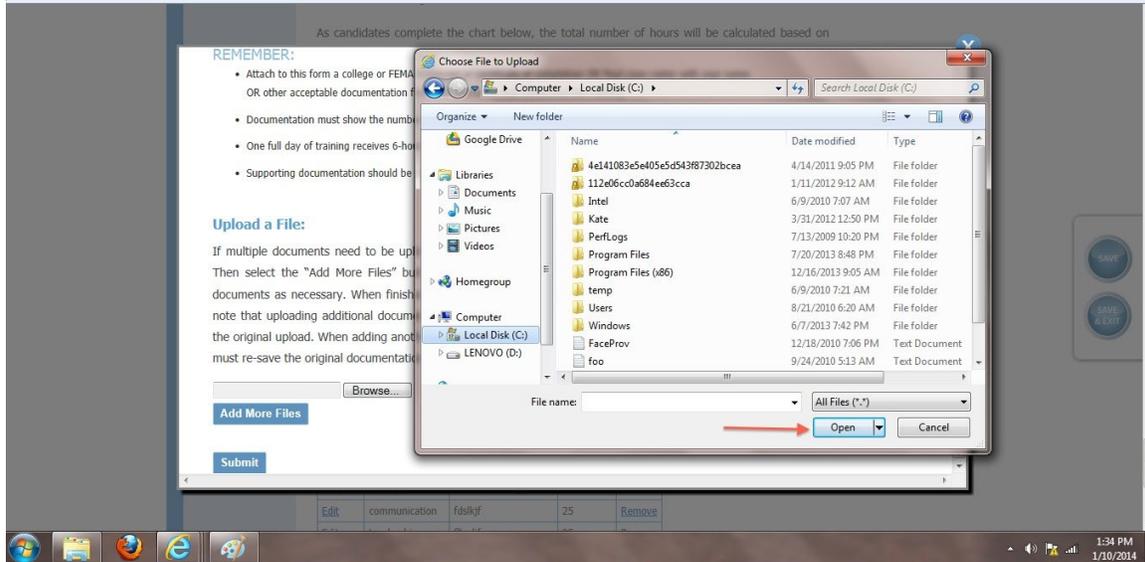
If multiple documents need to be uploaded, click the “Choose File” button and select the file to upload. Then select the “Add More Files” button to select an additional file. Candidates may upload as many documents as necessary. When finished, candidate should select the “Submit” button. Candidates should note that 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.

Choose File no file selected

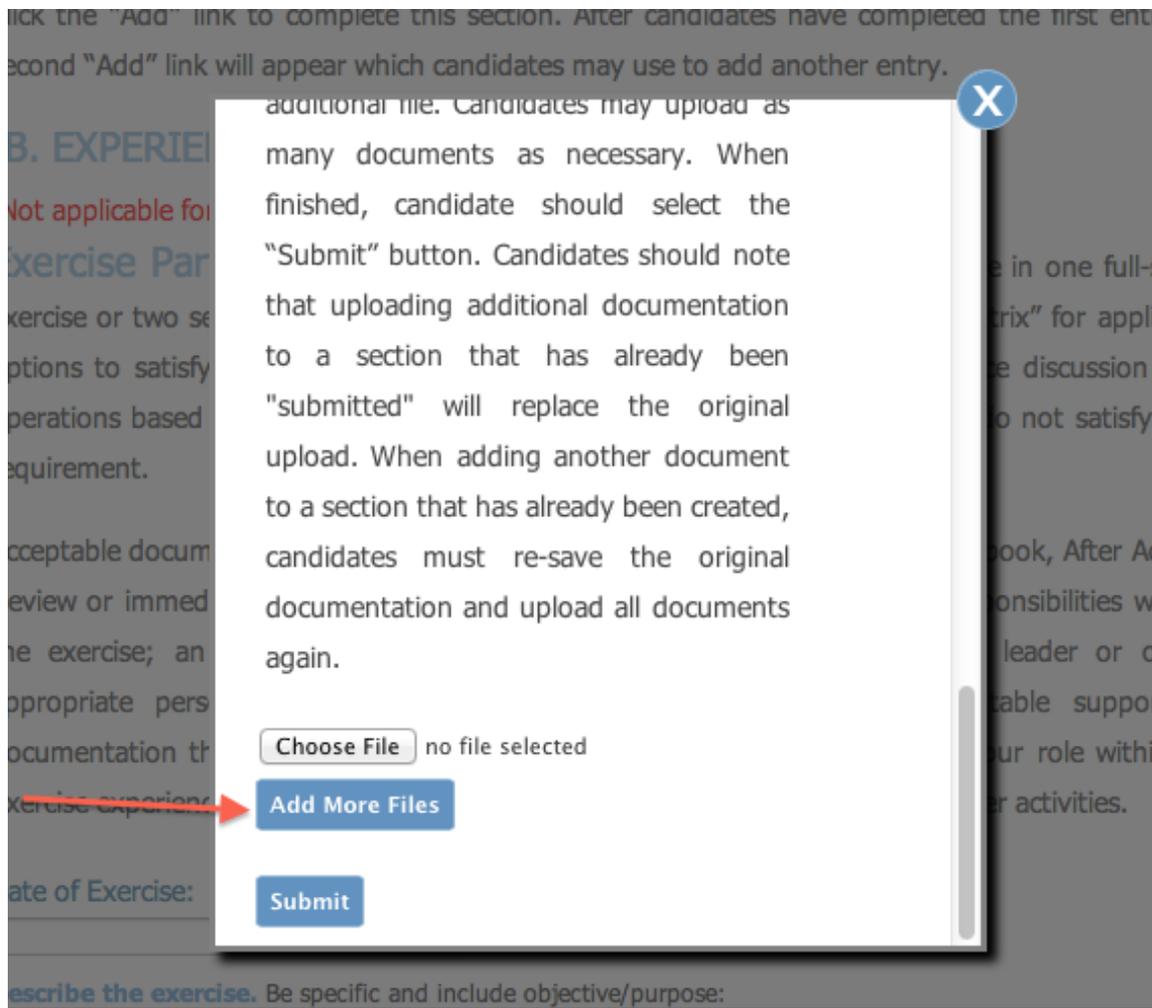
Add More Files

Submit

- 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"

State/Province/Region/Country:

Postal/Zip:

Country:

Phone:

Fax:

Email:

After Hours Contact:

Phone:

Email:

Upload Signed Letter of Reference:
 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

SAVE
SUBMIT

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

Candidates should complete the education section and upload appropriate documentation.

Section III: Education Requirement

III. EDUCATION REQUIREMENT
 (Not applicable for AEMSM candidates)

Each candidate must have completed a baccalaureate degree from a regionally accredited institution. 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.

*Candidates from councils requiring documentation of a degree to meet this requirement (Europa, Oceania and USA) are eligible to submit a baccalaureate degree or higher from a regionally accredited institution.

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. (See Part IV, Section C)

Add/Edit	Institution	City, State	Dates	Degree	Documentation
Add					

— OR —

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.

Asia, International, and Latin America & Caribbean Council Candidates:

Asia, International, and Latin America & Caribbean Council candidates may substitute two years of additional experience in a disaster/emergency management position for each year of college credit lacking (based on 30 credits per academic year) or 8 years of comprehensive disaster/emergency management experience or a total of 11 years of full-time comprehensive emergency management experience for candidates without recorded college credit.

Check here if you are using the Work History and Experience Section to satisfy this option.

Go On

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.

SUMMARY OF TRAINING HOURS FORM

Disaster/Emergency Management Training

Requirement: 100 classroom hours of training, not more than 25 hours in one subject area. Examples of disaster/emergency management training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, and so forth. 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 hours. Complete a Training Submissions Form for each training item submitted. Remember each entry requires proof of attendance and number of classroom hours/CEUs or college hours.

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
Add				

Total Hours: 0

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

SUMMARY OF TRAINING HOURS FORM

Emergency Management Training

Add/Edit Training

Candidates are reminded to check the "Disaster/Emergency Management" box or the "General Management" box based on which training is being entered.:

Disaster/Emergency Management
 General Management

Subject Area:

Training Title and Number:

Training Source:

Training Date:

Training Length(in hours):

If the course is found on the [Sample CEM®/AEMSM Training Allocation Tables](#), candidate needs to check the box "Course appears on IAEM Allocation Chart". If course does not appear on the Sample CEM®/AEMSM Training Allocation Tables, candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking

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".

appropriate college courses, military training, and so forth. Please see the Training Certification tab for more information. This list is NOT inclusive; other training may meet the

Training Length(in hours):

If the course is found on the [Sample CEM®/AEMSM Training Allocation Tables](#), candidate needs to check the box "Course appears on IAEM Allocation Chart". If course does not appear on the Sample CEM®/AEMSM Training Allocation Tables, candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking credit.

Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

Course appears on IAEM Allocation Chart

I am Uploading the Syllabus

REMEMBER:

Make sure to fill out this form completely. If you are a CEM, you must provide a certificate of completion OR final class roster with your name on it.

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

appropriate college courses, military training, and so forth. Please see the Training Certification tab for more information. This list is NOT inclusive; other training may meet the

Training Date:

Training Length(in hours):

If the course is found on the [Sample CEM®/AEMSM Training Allocation Tables](#), candidate needs to check the box "Course appears on IAEM Allocation Chart". If course does not appear on the Sample CEM®/AEMSM Training Allocation Tables, candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking credit.

Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

Course Overview
The goal of this course is to acquaint new personnel with the position of emergency manager, including history and underlying principles of emergency management, key areas of emphasis, the emergency manager's roles and responsibilities, and tips for getting started.

Course Objectives:
At the completion of this course, participants should be able to:

Course appears on IAEM Allocation Chart

I am Uploading the Syllabus

forth.

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

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

tab for more information. This list is NOT inclusive; other training may meet the

candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking credit.

Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

Course appears on IAEM Allocation Chart

I am Uploading the Syllabus

REMEMBER:

- Attach to this form a college or FEMA transcript or certificate of completion OR final class roster with your name OR other acceptable documentation from the institution that conducted the training.
- Documentation must show the number of classroom hours, CEUs, or college credits for a college course.
- One full day of training receives 6-hours credit per day, unless otherwise documented.
- Supporting documentation should be available if the Commission requests more information.

- 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]

.fusionproductions-cc.com/IAEM/RecertBook.aspx?id=7ba72bd8-16ff-4ec8-83af-1c9bce8cd000

AEM/RecertBook.aspx?id=7ba72bd8-16ff-4ec8-83af-1c9bce8cd000 2013 IAEM Website - Global Council

REMEMBER:

- Attach to this form a college or FEMA OR other acceptable documentation
- Documentation must show the number of hours of training received
- One full day of training receives 6-hours
- Supporting documentation should be submitted with the application

Upload a File:

If multiple documents need to be uploaded, click the "Choose File" button and select the file to upload. Then select the "Add More Files" button to select an additional file. Candidates may upload as many documents as necessary. When finished, candidate should select the "Submit" button. Candidates should note that 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.

Choose File no file selected

Add More Files

Submit

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

As candidates complete the chart below, the total number of hours will be calculated based on

REMEMBER:

- Attach to this form a college or FEMA OR other acceptable documentation
- Documentation must show the number of hours of training received
- One full day of training receives 6-hours
- Supporting documentation should be submitted with the application

Upload a File:

If multiple documents need to be uploaded, click the "Choose File" button and select the file to upload. Then select the "Add More Files" button to select an additional file. Candidates may upload as many documents as necessary. When finished, candidate should select the "Submit" button. Candidates should note that 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.

Choose File to Upload

Computer > Local Disk (C:)

Name	Date modified	Type
4e141083-e5e405e5d543f87302bcea	4/14/2011 9:05 PM	File folder
112e06cc0a684ee63cca	1/11/2012 9:12 AM	File folder
Kate	6/9/2010 7:07 AM	File folder
PerfLogs	7/13/2009 10:20 PM	File folder
Program Files	7/20/2013 8:48 PM	File folder
Program Files (x86)	12/16/2013 9:05 AM	File folder
temp	6/9/2010 7:21 AM	File folder
Users	8/21/2010 6:20 AM	File folder
Windows	6/7/2013 7:42 PM	File folder
FaceProv	12/18/2010 7:06 PM	Text Document
foo	9/24/2010 5:13 AM	Text Document

File name: All Files (*.*)

Open Cancel

- 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.

REMEMBER:

- Attach to this form a college or FEMA transcript or certificate of completion OR final class roster with your name OR other acceptable documentation from the institution that conducted the training.
- Documentation must show the number of classroom hours, CEUs, or college credits for a college course.
- One full day of training receives 6-hours credit per day, unless otherwise documented.
- Supporting documentation should be available if the Commission requests more information.

Upload a File:

If multiple documents need to be uploaded, click the “Choose File” button and select the file to upload. Then select the “Add More Files” button to select an additional file. Candidates may upload as many documents as necessary. When finished, candidate should select the “Submit” button. Candidates should note that 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.

Choose File Dist Training 1.pdf

Add More Files

Submit

Add

Total Hours: 0

Go On

- 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 Maintaing 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®/AEMSM 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
Add	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®/AEMSM 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	<input type="text"/>
Date CEM® package will be submitted	03/01/2013	<input type="text"/>
Time since the EM degree date (in years)	2 Years(+)	<input type="text"/>
EM training hours to be documented	0	<input type="text"/>

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.

no file selected

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.

misc.fusionproductions-cc.com/IAEM/ApplicationBook.aspx?id=c2851827-ca22-44d6-a250-1134539b1664

misc.fusionproductions-cc.com/IAEM/ApplicationBook.aspx?id=c2851827-ca22-44d6-a250-1134539b1664

misc.fusionproductions-cc.com/IAEM/ApplicationBook.aspx?id=c2851827-ca22-44d6-a250-1134539b1664

Section I: Work History

I. WORK HISTORY AND EXPERIENCE

(Not applicable for AEMSM candidates)

To satisfy this requirement:

- A candidate must demonstrate at least three years full-time equivalent (12 months = 1,920 hours) experience in a comprehensive disaster/emergency management position; **AND**
- Participation in a full scale exercise or two separate, functional exercises (see “functional exercise credit matrix” for applicant options to satisfy this section), by (1) planning, (2) conducting or coordinating, and/or (3) having a major disaster/emergency management role during the exercise, **OR**
- 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.”

That is, candidates complete IA. below, and **either** IB. or IC.

For the purposes of Work History / Experience discussion and operations based exercises such as seminars, workshops, tabletops, and drills do not satisfy this requirement.

SAVE

SAVE & EXIT

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

populates on your dashboard below, the left column indicates which application you have selected. Click on the link in that column to access the application each time you log in.

As you work on completing the application, click the save button frequently. The middle column of the dashboard contains a snapshot of your “To Do List”. As you complete sections of the application, a check mark will appear next to the task. If you feel you have completed a section of the application but a check mark does not appear on your To Do List, please double check the requirements and ensure you have completed the necessary information.

Once you have completed all the items on the To Do List, you will have the option to submit your application. The “Notification Letters” column will be used after your application has been reviewed.

APPLICATION	TO DO LIST	NOTIFICATION LETTERS	Remove
Recertification “Click on the above link to access your application.”	Application Warranty ✓ Acknowledgement ✓ Cover Sheet ✓ Training ✓ Professional Contributions ✓ Payment Information ✓	Submit Application	⊗

[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”.

Welcome!

To get started, click on the “ADD APPLICATION” tab and select the application you wish to complete. Once the application populates on your dashboard below, the left column indicates which application you have selected. Click on the link in that column to access the application each time you log in.

As you work on completing the application, click the save button frequently. The middle column of the dashboard contains a snapshot of your “To Do List”. As you complete sections of the application, a check mark will appear next to the task. If you feel you have completed a section of the application but a check mark does not appear on your To Do List, please double check the requirements and ensure you have completed the necessary information.

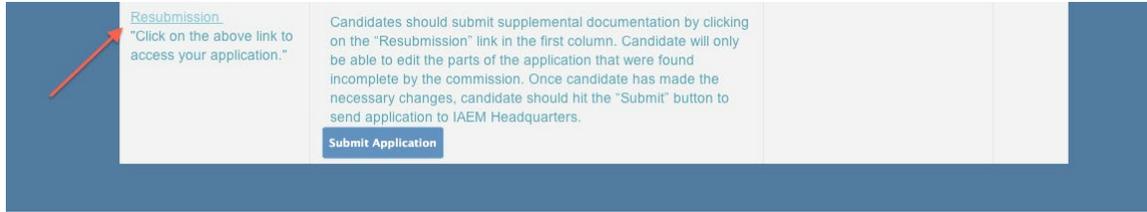
Once you have completed all the items on the To Do List, you will have the option to submit your application. The “Notification Letters” column will be used after your application has been reviewed by the council commission.

APPLICATION	TO DO LIST	NOTIFICATION LETTERS	Remove
Recertification “Click on the above link to access your application.”	Application has been Successfully Submitted	Recertification Incomplete Letter	

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.