

The **Rhode Island Association of Emergency Managers (RIAEM)** Professional Certification Program

*Supporting the Profession of Emergency Management
through Meaningful & Achievable Standards*



May 2016

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Overview of the RIAEM Professional Certification Program (PCP)

The goal of the RIAEM Professional Certification Program (PCP) is to advance and maintain professional EM standards at the state and local level. Our ideal would be to have all members achieving Rhode Island Advanced Certified or IAEM CEM® status. To streamline the RIAEM certification process, the PCP is closely aligned with the International Association of Emergency Managers (IAEM) Certified Emergency Manager CEM® program. We believe by closer alignment it will be easier to achieve IAEM CEM® by incrementally achieving the RIAEM PCP certifications. Each year the board will reevaluate and determine the certification requirements

Certification Levels

There are three levels of state certification: Basic, Intermediate and Advanced.

Certification Standards

There are two main components of certification: General Requirements and Contributions.

General Requirements include: *Experience, Reference, Education, Training and an Essay*. All applications will include all five of these elements in accordance with the [Certification Matrix](#).

Contributions include: *Membership, Conference, Special Assignment, Speaking, Publication, Awards, Legislative and Other*. A **Basic** application will include any three (3) of these elements. An **Intermediate** application will include any four (4) of these elements. An **Advanced** application will include any five (5) of these elements.

Certification/Recertification Review:

The Professional Development Committee (PDC) will be the screening panel for all certification. Should there be no Advanced Level/CEM® members sitting on the PDC, applications will be reviewed by any combination of a minimum of two (2) *current* RIAEM recognized Advanced Certification Level, or *current* IAEM CEM® Certified Emergency Managers. Certifications will be good for the five (5) year period after certification is awarded. A fee of \$20.00 will be assessed for evaluation of training portfolio and will cover any twelve (12) month period. See page A-5 for recertification standards.

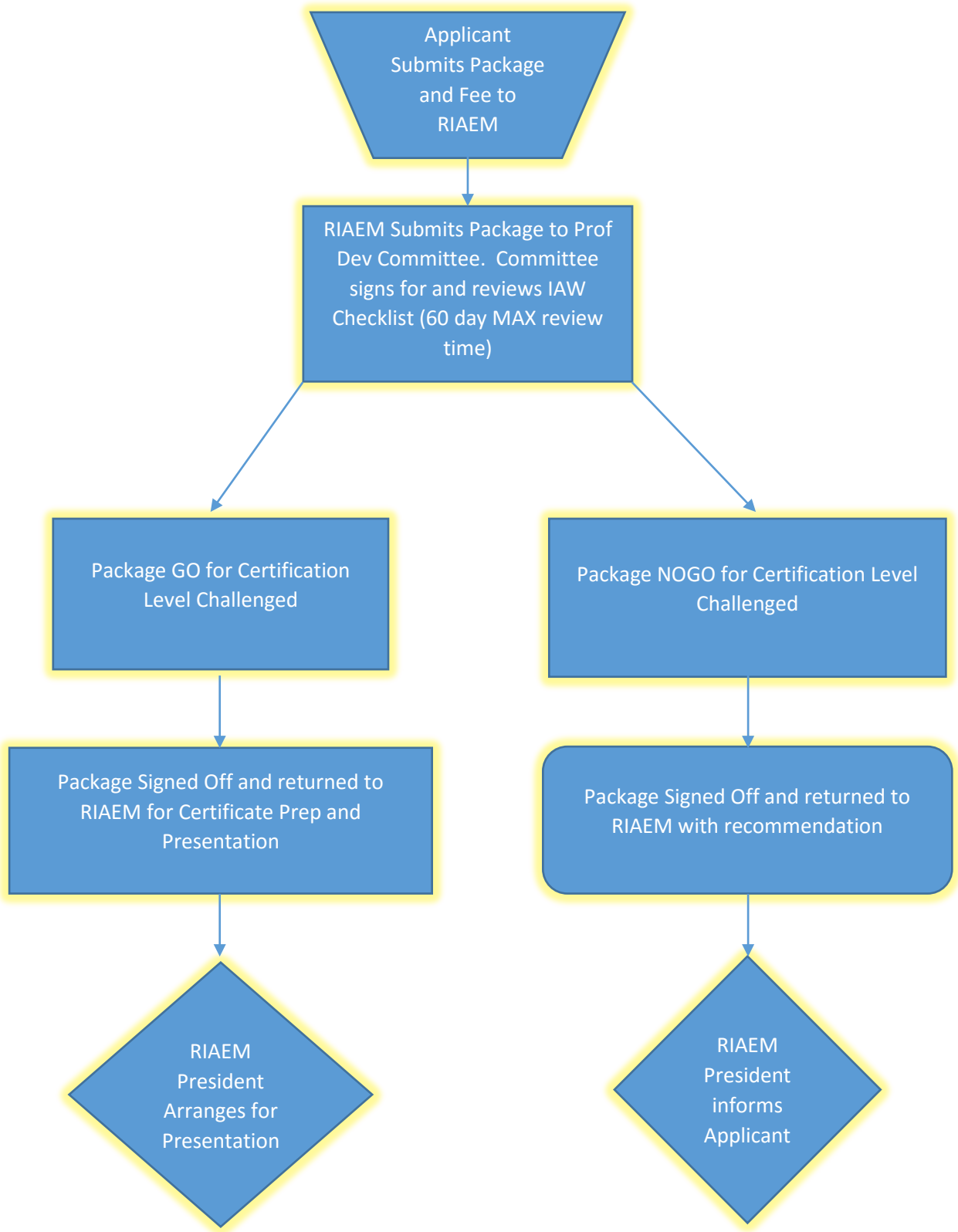
Application Process in Detail (See next page for flowchart)

Once an application package and fee has been received, the President/Board will forward the package to the Professional Development Committee Chair. There will be a maximum turn-around time of 60 days from receipt to decision. The Professional Development Committee will review for completeness, assign reviewers (if necessary), and make a recommendation to the President/Board. The President/Board will either:

- 1 Arrange for a proper presentation of certification at the next available RIAEM meeting or pre-arranged time, or
- 2 Return the package to the applicant for required information or further proof of attributes from the applicant.

Process Information

Once submitted, certification applicants should address questions or concerns to the points of contact listed on the Association website or email secretary@riaem.com.



Application Review Checklist
(Professional Development Committee Use Only)

APPLICANT LAST NAME			
PACKAGE REC'D by RIAEM: (Date)			
Reviewer 1 (Name)	Reviewer 2 (Name)		
Signature:	Signature:		
Level/Cert Date:	Level/Cert Date:		
Application Checklist			
General Requirements	All Material Complete & Correct		
Experience	<input type="checkbox"/>		
Reference	<input type="checkbox"/>		
Education	<input type="checkbox"/>		
Training	<input type="checkbox"/>		
Essay	<input type="checkbox"/>		
Contributions			
	Basic (Pick 3)	Intermediate (Pick 4)	Advanced (Pick 5)
Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legislative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation/Decision Due:			

Reviewer 1: Approved/Not Approved Signature:

Comments: (Use separate sheet if required)

Reviewer 2: Approved/Not Approved Signature:

Comments: (Use separate sheet if required)

Disclaimer:

The RIAEM Professional Certification Program (PCP) certifications are not in any manner intended to serve as a warranty, representation, guarantee, or promise with respect to the quality of performance of or procedures utilized by certified emergency managers in their work. The certification program is intended only to establish education, training and experience criteria relevant to emergency management, and to certify that the RIAEM certified individual has met the established criteria.

RIAEM specifically disclaims any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses, or injuries or damages to persons or property arising out of or resulting from the services performed by or any errors or omissions on the part of any RIAEM Professional Certification Program awardee.

Certification Matrix

Requirements	Certification Levels		
	<i>Basic</i>	<i>Intermediate</i>	<i>Advanced</i>
<u>Experience</u>	1 Year plus (1) Exercise of any type or (1) Actual disaster	2 Years plus (1) Exercise of any type or (1) Actual disaster	3 Years plus (1) Full scale exercise or (1) Actual disaster
<u>Reference</u>	(1) Current supervisor	(1) Current supervisor plus (2) Other supervisors	(1) Current supervisor plus (2) Other supervisors
<u>Education</u>	High school diploma or GED equivalent	Associate's Degree or 30 credits*	Bachelor's Degree
<u>Training</u>	General - 50 hrs. Emergency - 50 hrs.	General - 75 hrs. Emergency - 75 hrs.	General - 100 hrs. Emergency - 100 hrs.
<u>Essay</u>	(1) 500-750 word essay from selection of emergency management topics	(1) 1,500 word academic-quality essay/paper	(1) CEM essay equivalent
Contributions	Pick any 3 from the <i>Contributions</i> column	Pick any 4 from the <i>Contributions</i> column	Pick any 5 from the <i>Contributions</i> column
A - <u>Membership</u>	1 year	2 years	3 years
B - <u>Conference</u>	10 hours	20 hours	40 hours
E - <u>Special Assignment</u>	1	1	1
F - <u>Speaking</u>	1	2	CEM equivalent
I - <u>Publication</u>	RIAEM web blog post	(1) Article [peer review not req'd.]	CEM equivalent
K - <u>Awards</u>	CEM equivalent	CEM equivalent	CEM equivalent
M - <u>Legislative</u>	CEM equivalent	CEM equivalent	CEM equivalent
O - <u>Other</u>	CEM equivalent	CEM equivalent	CEM equivalent
*Professional Development Committee recommendation based on complete body of work.			
Note 1: Certification Applications reviewed as necessary by the Professional Development Committee			

General Requirements

There are five general requirements that must be met for certification:

- Experience
- Reference
- Education
- Training
- Essay

Each level of certification has unique and individual requirements, with each level, from Basic to Advanced, building upon the previous level.

See *Certification Matrix* for details. All forms provided on pages 32-46.

Experience

To satisfy this requirement a candidate must demonstrate the following based on the desired certification level:

Requirements	Certification Levels		
	Basic	Intermediate	Advanced
Experience	<p>1 Year plus (1) Exercise of any type or (1) Actual disaster</p>	<p>2 Years plus (1) Exercise of any type or (1) Actual disaster</p>	<p>3 Years plus (1) Full scale exercise or (1) Actual disaster</p>

Basic Certification

This level requires at least one (1) year of experience. That year must include participation in at least one (1) exercise or one (1) in an actual disaster; both in an emergency management role.

Intermediate Certification

This level requires at least two (2) years of experience. That year must include participation in at least one (1) exercise or one (1) in an actual disaster; both in an emergency management role.

Advanced Certification

This level requires at least three (3) years of experience. This must include participation in at least one (1) full scale exercise or one (1) in an actual disaster; both in an emergency management role.

Candidate *must submit a copy of his/her* **CURRENT** *position description.* If credit for the disaster/emergency management experience is from a **PREVIOUS** job or role, a copy of the position description(s) with the dates of service should be submitted.

If a current position description does not exist, or if a copy needed from a previous job is unavailable, the candidate should attach a signed letter/statement from the current (or past) supervisor that states that (1) a position description does not exist, has been changed, or is unavailable, and (2) outlines (a) the disaster/emergency management functions performed by the candidate, (b) the dates of this service, and (c) the approximate amount of time spent in disaster/emergency management duties. The RIAEM Professional Development Committee equates 1,920 hours to one year full-time emergency management work experience.

Time spent on volunteer/internship duties may also be counted, but applicants must provide documentation of the total time devoted to disaster/emergency management duties. (Example: letter specifying hours per month multiplied by the number of months performing emergency management duties and signed by volunteer coordinator.)

RIAEM Professional Certification Program

Candidates may utilize the same position for a period of three years or any combination of positions. Verification of exercise or actual occurrence experience may only be satisfied by completing the enclosed appropriate form(s).

See Forms listed on pages 33-35.

Reference

To satisfy this requirement a candidate must demonstrate the following based on the desired certification level:

Requirements	Certification Levels		
	Basic	Intermediate	Advanced
Reference	(1) Current supervisor	(1) Current supervisor plus (2) Other supervisors	(1) Current supervisor plus (2) Other supervisors

The first reference must be your 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.

Other reference sources who qualify are:

- 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 Professional Development Committee)

Reference sources who do not qualify are:

- A subordinate
- A former student
- Friends, relatives or neighbors

Basic Certification

This level requires one (1) reference who is a Current Supervisor.

Intermediate Certification

This level requires one (1) reference who is a Current Supervisor and two (2) Other Supervisors.

Advanced Certification

This level requires one (1) reference who is a Current Supervisor and two (2) Other Supervisors.

See form on page 36.

Education

To satisfy this requirement a candidate must demonstrate the following based on the desired certification level:

Requirements	Certification Levels		
	Basic	Intermediate	Advanced
Education	High school diploma or GED equivalent	Associate’s Degree or 30 credits*	Bachelor’s Degree
*Certification Committee decision based on complete body of work.			

Basic Certification

This level requires a High School diploma or a State of Rhode Island Department of Education recognized GED equivalent.

Intermediate Certification

This level requires an Associate Degree or at least 30 credits (in the past 10years). The Certification Committee decision for certification in this requirement will be based on complete body of work.

Advanced Certification

This level must have a completed a Bachelor’s 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.

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 Bachelor’s Degree in emergency management also satisfies part of the Training Requirement.

See form on page 37.

Training

To satisfy this requirement a candidate must demonstrate the following based on the desired certification level:

Requirements	Certification Levels		
	Basic	Intermediate	Advanced
Training	General - 50 hrs. Emergency - 50 hrs.	General - 75 hrs. Emergency - 75 hrs.	General - 100 hrs. Emergency - 100 hrs.

Each candidate must demonstrate successful completion of classroom hours (Basic: G50/E50, Intermediate: G75/E75, Advanced: G100/E100) of disaster/emergency management training **and** classroom hours of general management training with a maximum of 25 percent in any one topic/subject.

Classroom hours must include the following mandatory core courses by certification level. The required courses can be used towards the necessary hours needed for the certification level sought. The allocation designation (E, E/G, and G) stand for E- Emergency Management Training, G-General Training and E/G-can be used for either one.

Basic Level Certification			
Course Number	Course Title	Contact Hours	Allocation
IS-001	Emergency Manager, An Orientation	6 Hours	E/G
IS-100	Intro to the Incident Command System	3 Hours	E
IS-200	ICS Single Resources / Initial Actions	3 Hours	E
IS-201	ICS Forms	3 Hours	E
IS-230	Fundamentals of Emergency Management	10 Hours	E/G
IS-292	Disaster Basics	10 Hours	E
IS-700	NIMS, an Introduction	3 Hours	E
IS-703	NIMS, Resource Management	3 Hours	E
IS-800	National Response Framework	3 Hours	E

Intermediate Level Certification			
Course Number	Course Title	Contact Hours	Allocation
IS-106	Workplace Violence Awareness	1 Hour	E/G
IS-120.a	An Introduction to Exercises	5 Hours	E
IS-139	Exercise Design	15 Hours	E
IS-235.b	Emergency Planning	10 Hours	E
IS-271.a	Anticipating Hazardous Weather	9 Hours	E
ICS-300	Intermediate ICS	20 Hours	E/G
IS-324.a	Community Hurricane Preparedness	10 Hours	E
IS-393.a	Introduction to Hazard Mitigation	10 Hours	E
IS-775	EOC Management & Operations	4 Hours	E

Advanced Level Certification			
Course Number	Course Title	Contact Hours	Allocation
IS-244.a & b	Developing & Managing Volunteers	14 Hours	E/G
ICS-400	Advanced ICS	24 Hours	E/G
IS-403	Intro to Individual Assistance (IA)	1 Hour	E/G
IS-454	Fundamentals of Risk Management	2 Hours	E
IS-559	Local Damage Assessment	2 Hours	E
IS-632.a	Intro to Debris Operations	2 Hours	E/G
IS-820	Intro to NRF Support Annexes	1 Hour	E
IS-860.a	National Infrastructure Protection Plan	2 Hours	E
IS-907	Active Shooter, What You Can Do	1 Hour	E/G
IS-2001	THIRA (Threat, Hazard & Risk Assessment)	1 Hour	E/G

Normally, undergraduate course work applied to the educational degree requirement **cannot** be applied to meet any portion of the training requirement.

Use of a **Master's degree** earned more than 10 years ago may be used to satisfy general management training

All emergency management training, while it may be in the context of related disciplines, must be substantially related to Emergency Management.

Professional Development Committee reviewers may consider **BA-level fire curriculum** credit (and other programs as well) to satisfy the required classroom hours (Basic: G50/E50, Intermediate: G75/E75, Advanced: G100/E100) of **emergency management** training, on a case- by-case basis if a candidate can provide a description of the curriculum and a copy of his/her transcript.

Reviewers may consider **Military Service/technical school** (to include national public health services) courses as credit to satisfy the required classroom hours (Basic: G50/E50, Intermediate: G75/E75, Advanced: G100/E100) of **emergency management** training on a

case-by-case basis if a candidate can provide an official catalogue description of the curriculum and a copy of his/her Military Service Course certificate.

Reviewers may consider **Professional Military Education (PME)** courses as credit to satisfy the required classroom hours (Basic: G50/E50, Intermediate: G75/E75, Advanced: G100/E100) of **general management** training on a case-by- case basis if a candidate can provide an official catalogue description of the curriculum and a copy of his/her certificate.

Candidates must complete the Summary of Training forms (separate forms for disaster/emergency management Training and for General Management Training) that reflect the total training courses submitted for qualification. These forms show Title and Total Classroom Hours (limit of 25) and must be grouped under topic or subject areas. These will help the candidate and the Commission to summarize his/her training and ensure that the training does not exceed 25 classroom hours for each of the areas.

Note: a course syllabus or curriculum outline is required as part of the training documentation for courses not listed on the Sample Training Allocations Chart.

In addition to the Summary of Training forms, a detailed Training Submissions form must be completed for each training program. Training submissions must be within the last ten years. If the training certificate does not include hours then it is the candidate's responsibility to provide independent verification (i.e. copy of training catalogue or a letter from the organization teaching the course) of training hours for courses they are seeking credit. A candidate *should not* reflect his/her entire training history, but simply provide ample training listings in the event the review panel might find a submission questionable. Course work applied to the training requirement **cannot** also be applied to the degree requirement. One full-day of training receives 6-hours of credit per day, unless otherwise documented.

For FEMA independent study courses which list a range (i.e. 10-12 hours), the Commission will take the minimum amount of hours as a maximum amount allowed unless the certificate states a different number of hours.

Notes

- Some institutions provide C.E.U. equivalency information; 1 Continuing Education Unit (C.E.U.) = 10 Classroom Hours. Regionally accredited college or university classroom or independent study courses (one semester hour = quarter hours = 15 classroom hours toward certification).
- Teaching may be substituted for attending courses for Continuing Education/Training credit, as long as you do not “double dip” for teaching credit under the Professional Contributions sections.
- The National Emergency Training Center (NETC) in Emmitsburg, Maryland provides course descriptions and classroom hours in NETC, EMI and NFA course catalogs; they also include hourly equivalencies for Independent Study and Distance Learning Courses. Website: <http://training.fema.gov/>.

See forms on pages 37-39.

Essay

To satisfy this requirement a candidate must demonstrate the following based on the desired certification level:

Requirements	Certification Levels		
	Basic	Intermediate	Advanced
Essay	(1) 500-750 word essay from selection of emergency management topics	(1) 1,500 word academic-quality essay/paper	(1) CEM essay equivalent

Basic Certification

Submit a 500-750 word blog entry that will be posted on the RIAEM website. The applicant can pick from one (1) of the five (5) following themes:

- The Importance of Community Preparedness;
- The Importance of Local Leadership in supporting an EM program;
- Why the Incident Command System (ICS) is an important element to a successful local response;
- The Role of an Emergency Manager in your Community; or
- How to Encourage Training of non-traditional First Responders.

The goal of this requirement is to determine that the applicant can write logically, demonstrate appropriate level writing skills, vocabulary and style in order to demonstrate their ability to present information in a logical, clear manner.

Standards for formatting your document follow:

- Times New Roman font, 12 point
- Double spaced
- Letter size paper (8 ½ x 11 inches)
- 1 inch margins on all sides

At the end of your response, you must type the following statement, and sign your submission: "I verify that I have independently completed this essay."

(Your Name and Signature)

Intermediate Certification

From any higher education program or professional content submission provide a 1,000-1,500 word academic style essay/paper you have written. The preference is that the subject of the academic style essay/paper bears a relationship to emergency management, homeland security, or other public safety discipline. Please note that this is an essay, not a research paper.

The goal of this requirement is determine that the applicant can write logically, demonstrate appropriate level writing skills, vocabulary and style in order to demonstrate their ability to present information in a logical, clear manner.

Standards for formatting your document follow:

- Times New Roman font, 12 point
- Double spaced
- Letter size paper (8 ½ x 11 inches)
- 1 inch margins on all sides

At the end of your response, you must type the following statement, and sign your submission: "I verify that I have independently completed this essay."
(Your Name and Signature)

Advanced Certification

Applicants will use the IAEM CEM® essay guidelines to complete this requirement.

This portion of the certification process is qualitative and designed to assess the applicant's knowledge and abilities of disaster/emergency management and written communication skills.

To satisfy this requirement, the candidate must submit a written narrative response to a problem scenario, not a bullet listing, which demonstrates: knowledge and abilities in disaster/emergency management and written communication skills. The narrative response is divided into six sections:

- Identify the problem to be solved; Identify the objective to be achieved;
- Describe the necessary actions to be taken in order to achieve the objective and the problem solution;
- Describe the intended outcome (behavioral, technical, equipment and/or supplies, financial, etc.) as a result of necessary actions;
- Describe the human resources utilized in the process; and
- Describe the material and financial resources utilized in the process.

Standards for formatting your narrative response are:

- Times New Roman font, 12 point
- Double spaced
- Letter size paper (8 ½ x 11 inches)
- 1 inch margins on all sides
- 1000-1500 word min/max

This part of your application is intended to be an essay not a research paper.

At the end of your response, you must type the following statement, and sign your submission: "I verify that I have independently completed this essay."
(Your Name and Signature)

See form on page 41.

Professional Contributions

There are eight Contributions that can be selected from for certification; they are:

- Membership
- Conference
- Special Assignment*
- Speaking*
- Publication*
- Awards
- Legislative
- Other

Each level of certification has its own unique and individual requirements. Each level, from Basic to Advanced builds upon the previous level.

Submissions must be within the last 10 years (Note: * indicates activity must be performed beyond the scope of candidate's job requirements).

See *Certification Matrix* for details.

Membership

Member for three (3) or more years in a disaster/emergency management related organization. The basis of qualification for this contribution is the organization’s mission, which should be concerned about one or more phases of emergency management and consistent with the protection of life and property from disaster. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization’s web site). The scope of the organization should be state/provincial, national or international. Examples include professional organizations such as RIAEM, IAEM, Association of Contingency Planning, State Emergency Management Association, and NEMA, etc.

To satisfy this requirement, a candidate may list one single membership organization for three years or any combination of organizations. While multiple organizations may be used, documentation of three different years must be provided. Documentation such as a membership card or copy of roster/directory page may be provided for all three years.

Requirements for this contribution are the same for all three certification levels; Basic Certification, Intermediate Certification and Advanced Certification

Membership Form

Candidate Name:	
Organization:	
Membership Years: (Month/Year/Total)	
Organization official who can verify membership (list name and telephone number):	

Conference

Participation in a disaster/emergency management related workshop or conference for at least a cumulative total of 40 contact hours within the last 10 years. A one or two day meeting on a single topic is considered a workshop. Acceptable conferences may be hosted by national, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role. Training (how to) workshops or seminars 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.

Requirements for this contribution are the same for all three certification levels; Basic Certification, Intermediate Certification and Advanced Certification

Conference Form

Candidate Name:	
Name or Conference:	
Sponsoring Organization:	
Verification Contact/Phone:	
Date:	
Location:	

Describe something you learned:	
---------------------------------	--

Special Assignment

To satisfy this requirement, a candidate must describe special assignment service on a jurisdictional or governmental committee or task force 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. There needs to be documentation that this assignment is more of an individual accomplishment, rather than a position requirement. A special assignment is typically not something that is a core part of your job. However, exceptions may be made given some explanation, (a letter from either the appointing authority or the committee/task force chair describing the non-routine and special professional contribution made by the candidate on this special assignment.)

Requirements for this contribution are the same for all three certification levels; Basic Certification, Intermediate Certification and Advanced Certification

Special Assignment Form

Candidate Name:	
Time frame/length of service:	
Committee/task force title:	
Sponsoring organization (be specific):	
Individual who can verify your service on the special assignment (list name and telephone number):	
Description of charge/assignment:	
Description of your role/contribution:	
Description of product/contribution to field:	

Speaking

Develop and participate in a presentation or panel of a minimum of 20 minutes (including radio, television, educational, video, etc.) during the last 10 years 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. *To satisfy this requirement, candidate must attach verification of presentation such as thank you letter from the sponsor or manager from the organization for which you spoke.* Copies of agendas, PowerPoint® slides, or email from individuals who heard you speak do not qualify.

Basic Certification

The candidate must submit one (1) presentation to meet requirements for this level.

Intermediate Certification

The candidate must submit two (2) presentations to requirements for meet this level.

Advanced Certification

The candidate must follow current IAEM CEM® requirements for speaking.

Speaking Form

Candidate Name:	
Location and date of activity:	
Sponsoring organization:	
Description and Length of Engagement	

Publication

Basic Certification

The candidate must provide evidence that they produced an announcement via e-mail, computer blog, agency web-site or hard-copy that reaches a substantial audience. An example of this would be a notification to members of the community of an event, such as a PODS exercise or an actual event, such as a boil water notice. This could also be a learning tool or set of directions that are simple in nature but notification required by documentation.

Intermediate Certification

The candidate must provide evidence that they produced a flyer, handout or notice that was produced that was intended to reach a substantial audience. An example of this would be a newsletter, a web-site, or other form of media. This could also be a learning tool or set of directions that are a little more complicated in nature.

Advanced Certification

The candidate must follow current CEM® requirements for Publications.

Publication Form

Candidate Name:				
Title:				
Publication Source:				
Publication Date:				
Check one:	<input type="checkbox"/>	Primary Authorship	<input type="checkbox"/>	Secondary Authorship
Note: Please submit actual copy of publication or website where publication may be viewed.				

Awards

Receive an award for disaster/emergency management related activities. 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 (i.e. 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. An award from the City/County Administrator or Board, state or federal agencies for disaster/emergency management related activities to the individual are an example of the type of recognition envisioned. Epsilon Pi Phi Gold or Silver level is also acceptable. Awards for longevity (25 years of service) or routine performance awards are normally not adequate for inclusion under this category. Routine, mass mailed thank you letters or certificate of participation is acceptable provided the applicant adequately describes why the award is unique or special.

Requirements for this contribution are the same for all three certification levels; Basic Certification, Intermediate Certification and Advanced Certification

Award Form

Candidate Name:	
Date of award/honor:	
Sponsoring organization:	
Describe the Award/Honor <i>and</i> your role and contribution that led to your selection as the recipient (be specific):	
Note: Please submit copy of actual award.	

Legislative

Contact an elected representative at the national or state level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy of the reply or email receipt from the elected official.

The Professional Development Committee cannot award credit without both pieces of documentation.

Requirements for this contribution are the same for all three certification levels; Basic Certification, Intermediate Certification and Advanced Certification

Legislative Form

Candidate Name:		
Original Correspondence:		Copy Included (check box)
Legislative Response:		Copy Included (check box)

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.

Requirements for this contribution are the same for all three certification levels; Basic Certification, Intermediate Certification and Advanced Certification

Other Form

Candidate Name:	
Describe activity or program specifically providing dates, name of association or program sponsor, program audience and any other pertinent description:	
Describe your role or involvement:	
Identify why this activity makes a contribution to the field of emergency management and is therefore applicable to this portion of the RIAEM Professional Certification process:	

Application for RIAEM Certification

Step-1 Read the rules and regulations for the certification program.

Step-2 Complete the **Certification Application**.

Step-3 Complete the information at the top of the appropriate **certification worksheet**.

Step-4 Include check for \$20.00 made payable to the **Rhode Island Association of Emergency Managers**.

Step-5 Submit at any monthly meeting or send completed certification package to:

RIAEM

Attn: Professional Certification Application

P. O. Box 8365

Cranston, RI 02920

Certification Application Cover Sheet

Name			
Current Position			
Title			
Company			
Address			
City/State/ZIP	City	State	ZIP
Phone/FAX	Phone	FAX	
E-Mail			
Years in Disaster/ Emergency Management			
Years in Current Position			
Certification Challenge	Basic	Intermediate	Advanced
Application Checklist			
General Requirements	All Material Complete & Correct		
Experience	<input type="checkbox"/>		
Reference	<input type="checkbox"/>		
Education	<input type="checkbox"/>		
Training	<input type="checkbox"/>		
Essay	<input type="checkbox"/>		
Contributions			
	Basic Pick 3	Intermediate Pick 4	Advanced Pick 5
Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legislative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	\$20.00 (Check made out to RIAEM)		
Signature			

Experience Submission Form

	Basic	Intermediate	Advanced
Experience	1 Year	2 Years	3 Years
Name:			
Current Position:			
Dates of Service	Start Date:	End Date:	Total Months:
Position Description:			
Name:			
Previous Position:			
Dates of Service:	Start Date	End Date	Total Months
Position Description:			

Experience Submission Form Option 1 – Exercise

	Basic	Intermediate	Advanced
Experience <i>Exercise</i>	(1) Exercise of any type	(1) Exercise of any type	(1) Full scale exercise
Name:			
Describe exercise:			
Describe your role:			
Describe what you learned through your participation in this exercise:			

Experience Submission Form Option 2 – Actual Disaster

	Basic	Intermediate	Advanced
Experience <i>Actual Disaster</i>	(1) Actual disaster	(1) Actual disaster	(1) Actual disaster
Name			
Describe activity:			
Describe your role:			
Describe your recommendations for future mitigation activities that should be undertaken, as they relate to preparedness, response, and recovery, as a result of lessons learned from the disaster or emergency:			

Reference Submission Form

	Basic	Intermediate	Advanced
Reference	(1) Current supervisor	(1) Current supervisor plus (2) Other supervisors	(1) Current supervisor plus (2) Other supervisors
<p>Each candidate must submit the names of references as required by the certification level. NOTE that candidates are encouraged to inform references that they have been listed.</p> <p>A. The first reference must be your 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 RIAEM member may serve as a reference in lieu of the candidates supervisor.</p> <p>B. Other reference sources who qualify are:</p> <ul style="list-style-type: none"> • A past supervisor (within 7 years) • Local, state or federal government officials or department heads • Emergency service organization officials (e.g., public, private, military, tribal, etc.) • Local, regional or national disaster/emergency management association officials • Others (by request to and approval by Certification Commission) <p>C. Reference sources who do not qualify are:</p> <ul style="list-style-type: none"> • A subordinate • A former student • Friends, relatives or neighbors 			
Reference 1			
Name			
Title	Organization		
Address			
City	State		ZIP
Phone		FAX	
Email			
Reference 2			
Name			
Title	Organization		
Address			
City	State		ZIP
Phone		FAX	
Email			
Reference 3			
Name			
Title	Organization		
Address			
City	State		ZIP
Phone		FAX	
Email			

Education Submission Form

	Basic		Intermediate		Advanced	
Education	High school diploma or GED equivalent		Associate's Degree or 30 credits*		Bachelor's Degree	
<p>Each candidate must have completed the educational requirement as required by the certification level. 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.</p> <p>Course work completed to earn the baccalaureate degree cannot also be used to meet any portion of the certification level hours of disaster/emergency management training and/or the certification level hours general management training. If additional advanced degrees are held, however, associated coursework can be applied to training.</p>						
Institution						
City		State		ZIP		
Dates	Start		End			
Degree						
Institution						
City		State		ZIP		
Dates	Start		End			
Degree						
Institution						
City		State		ZIP		
Dates	Start		End			
Degree						

Emergency Management Training Submission Form

	Basic	Intermediate	Advanced
Training <i>Emergency Management</i>	50 hrs.	75 hrs.	100 hrs.

Submission for classroom hours of training as required by the certification level. 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.

In addition to the above listed hours, the following courses are required for the level(s) sought. The required courses can be used towards the necessary hours needed for the certification level sought. The allocation designation (E, E/G, and G) stand for E-Emergency Management Training, G-General Training and E/G-can be used for either one.

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 item on this sheet. Remember each entry requires proof of attendance and number of classroom hours/CEUs or college hours.

Subject Area	Title of Training Course	Total
Subject Area 1		
Subject Area 2		
Subject Area 3		
Subject Area 4		
Subject Area 5		
Subject Area 6		
Subject Area 7		
Total Hours		

General Training Submission Form

	Basic	Intermediate	Advanced
Training <i>General</i>	50 hrs.	75 hrs.	100 hrs.

Submission for classroom hours of training as required by the certification level. 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.

In addition to the above listed hours, the following courses are required for the level(s) sought. The required courses can be used towards the necessary hours needed for the certification level sought. The allocation designation (E, E/G, and G) stand for E-Emergency Management Training, G-General Training and E/G-can be used for either one.

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 item on this sheet. Remember each entry requires proof of attendance and number of classroom hours/CEUs or college hours.

Subject Area	Title of Training Course	Total
Subject Area 1		
Subject Area 2		
Subject Area 3		
Subject Area 4		
Subject Area 5		
Subject Area 6		
Subject Area 7		
Total Hours		

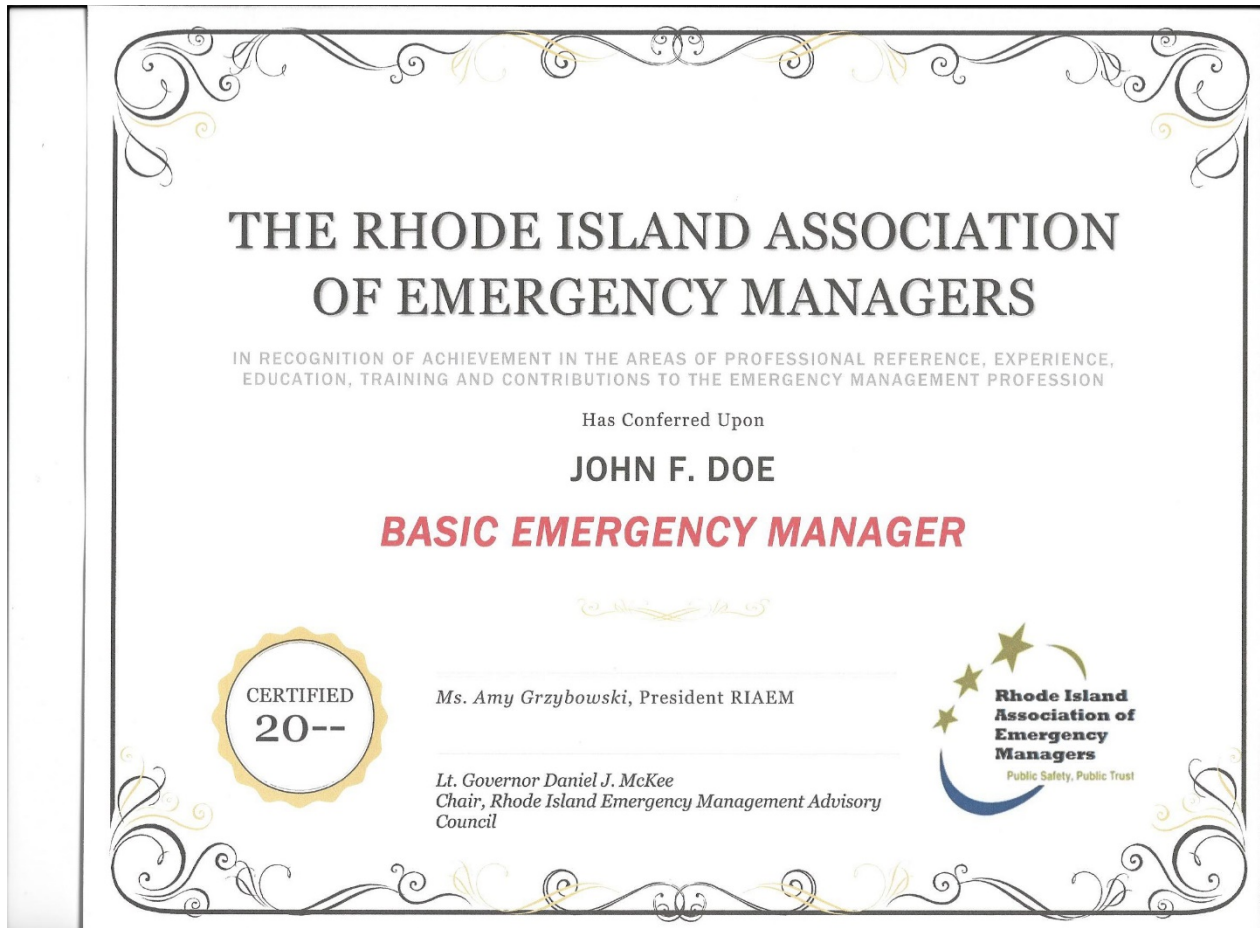
Individual Course Training Submissions Form

	Basic	Intermediate	Advanced	
Training <i>Individual Course</i>	General – 50 hrs. Emergency – 50 hrs.	General – 75 hrs. Emergency – 75 hrs.	General – 100 hrs. Emergency – 100 hrs.	
<p>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.</p> <ul style="list-style-type: none"> • 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. • Candidate should duplicate this form as often as necessary to fulfill the classroom hours training required in Disaster/Emergency Management, and the classroom hours required in General Management. • Supporting documentation should be available if the Commission requests more information. <p style="text-align: center;"><i>-RESUBMIT AS MANY COPIES OF THIS FORM AS NECESSARY-</i></p>				
Training Title and Number	Title		Number	
Training Source				
Training Date(s)				
Training length (in hours)				
Course description (copy of syllabus or curriculum is acceptable)				

Essay Submission Form

	Basic	Intermediate	Advanced
Essay	(1) 500-750 word essay from selection of emergency management topics	(1) 1,500 word academic-quality essay/paper	(1) CEM essay equivalent
<p>This portion of the certification process is qualitative and designed to assess the candidate's knowledge and abilities of disaster/emergency management and written communication skills.</p> <p>Your work must be prepared using a word processing, 12 point type, one inch/2.5 centimeters margins, double spaced. This format is approximately 300 words per page.</p> <p>Demonstrated skill in written communication as evidenced by your ability to present information in a logical, clear manner.</p> <p>At the end of your response, you must type the following statement, and sign your submission:</p> <p style="padding-left: 40px;"><i>"I verify that I have independently completed this essay."</i> (Your Name and Signature)</p>			
1 x 500-750 word essay from a selection of 5 emergency management topics	<p>The applicant can pick from one (1) of the five (5) following themes:</p> <ul style="list-style-type: none"> • The Importance of Community Preparedness; • The Importance of Local Leadership in supporting an EM program; • Why the Incident Command System (ICS) is an important element to a successful local response; • The Role of an Emergency Manager in your Community; or • How to Encourage Training of non-traditional First Responders. 		
1 x 1,500 word academic style Essay/Paper	<p>From any higher education/professional program submit a 1,000-1,500 word academic paper, you have written. The preference is that the essay/paper has a relationship to emergency management, homeland security, or other public safety discipline.</p>		
1 x CEM Essay Equivalent	<p>See IAEM CEM rules for Essay in the Certified Emergency Manager® application website.</p>		

RIAEM Professional Certification Program (PCP) Sample Certificate



Streamlined CEM® Certification/Recertification Program

Achieving the International Association of Emergency Managers CEM® standard is the benchmark for modern emergency managers who are looking to maintain a professional edge. The Rhode Island Association of Emergency Managers (the Association) looks to these emergency managers for support, camaraderie and engagement towards making our membership a force multiplier for our state in times of need.

Our association has a streamlined application process for those CEM's® wishing to hold Advanced Emergency Manager status in Rhode Island. The \$20.00 processing fee may be waived with submission of an affidavit indicating mentorship with future Rhode Island emergency management practitioners. These could be students, Associate Emergency Managers AEM® or dedicated practitioners who want help with their endeavors in making progress towards CEM® status. Certified Emergency Managers® simply forward an application with a copy of their current IAEM status letter to the RI AEM President/Board for processing. The Advanced Emergency Manager status is valid in line with their CEM® time period.

The Association recertification process closely mirrors the IAEM process for their CEM's when their renewal of certification is due. The Association requires that recertified CEM® simply provide a copy of the IAEM memorandum along with the \$20.00 fee. Fee is waived with the use of the affidavit as previously explained. Members in good standing may submit their certification/recertification documents to the President/Board at any monthly meeting. Documents may be mailed to the Association at:

RIAEM
Attn: Professional Certification Application
P.O. Box 8365
Cranston, RI 02920

Application Based on IAEM Certified Emergency Manager® Status

Name _____

CEM notification letter or recertification letter attached

Certification/recertification fee enclosed (checks payable to RIAEM)

RIAEM membership in good standing through _____ (dd/mm/yyyy)

I acknowledge that my RIAEM Advanced Certification is valid commensurate with the term of my CEM® certification/recertification period.

Signature _____ Date _____

NOTE: Application fee may be waived if accompanied by an affidavit from an emergency management professional you are mentoring towards emergency management certification through RIAEM and/or IAEM or emergency management related professional development.

Fee waiver attached

Affadavit of Emergency Management Professional Mentoring

Mentor Name _____

I certify that I am mentoring the individual listed below with support for their endeavors in achieving professional emergency manager status. The Rhode Island Association of Emergency Managers (RIAEM) Professional Development Committee is authorized to contact the individual listed below for verification purposes as required.

Mentee (Name) _____

Mentee (Contact Info) _____

Mentee (Signature) _____ Date _____

Mentor (Signature) _____ Date _____

RIAEM Recertification Standards – All Levels

Requirements	All Levels for Recertification		
	Basic	Intermediate	Advanced
<u>Experience</u>	Not applicable	Full scale or functional exercise support role	Exercise planning team role or Actual incident role
<u>Reference</u>	Supervisor memo	Supervisor memo	Incident Action Plan or Center Action Plan
<u>Education</u>	10 hrs. FEMA/ISP completion	FEMA PDS completion	Bachelor’s Degree
<u>Training</u>	RIAEM training course certificate	RIEMA training course certificate	(1) RIAEM presentation
<i>Contributions</i>	Pick any 3 from the <i>Contributions</i> column	Pick any 4 from the <i>Contributions</i> column	Pick any 5 from the <i>Contributions</i> column
A - <u>Membership</u>	2 years	2 years	2 years
B - <u>Conference</u>	5 hours	10 hours	15 hours
E - <u>Special Assignment</u>	1	1	1
F - <u>Speaking</u>	1	2	CEM equivalent
I - <u>Publication</u>	RIAEM-wide message	(1) Article [not-peer reviewed]	CEM equivalent
K - <u>Awards</u>	CEM equivalent	CEM equivalent	CEM equivalent
M - <u>Legislative</u>	CEM equivalent	CEM equivalent	CEM equivalent
O - <u>Other</u>	CEM equivalent	CEM equivalent	CEM equivalent

*Professional Development Committee (PDC) recommendation based on transcript submitted.

Note 1: Certification Applications reviewed as necessary by the Professional Development Committee.