II. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

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

The number of professional contributions change with each recertification. The required number of professional contributions can be found on the chart under Maintenance Requirements. All submissions must contribute to and support the field of Disaster/Emergency Management, and have occurred during the 5 years preceding application submission. Professional Contribution: D. Leadership Role must be beyond the scope of your normal job responsibilities. All other contributions may be part of your normal job duties.

Note: Candidates who recently upgraded to CEM® or intend to upgrade to CEM® should go to the recertification web page for more information about the professional contributions requirement.

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".

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 product or decisions must make a significant contribution to or impact on the disaster and comprehensive emergency management profession. This may include the development of an official Student Chapter of IAEM.

F. SPEAKING: (Add)

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

In order to get credit for Professional Contribution F) Speaking, Candidates must submit three separate entries. Candidates should not upload documentation of all three speaking engagements in a single entry.

G. TEACHING: (Add)

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

H. COURSE DEVELOPMENT: (Add)

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

I. PUBLICATIONS: (Add)

Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the candidate's control (i.e. staff documents and internal reports do not qualify). Candidate must validate primary or secondary authorship. Publication in online periodicals qualifies (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.

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

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 of the reply from the elected official.

N. CONDUCTING RESEARCH: (Add)
Play a significant role in the development and execution of an emergency management research project.

O. OTHER: (Add)
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.

P. MENTORING/PROCTORING EXAMS: (Add)
Mentoring involves guiding the AEM®/CEM® candidate through the process. Proctoring the exam involves receiving the exam, administering it and returning it to IAEM headquarters. Proctor/venue guidelines are outlined in the Study Guide Brochure. Both require prior approval from the CEM® Commission before being conducted. You must include a copy of the authorization with your submission.