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Introduction

The Certification Guidebook ("Guidebook") is critical to a successful application. Every applicant is strongly encouraged to use this Guidebook and review corresponding sections of the Application.

This Guidebook does not address the exam. For further details see the IAEM Exam webpage: https://www.iaem.org/certification/getting-started/prep-course-exam-dates.

This Guidebook is updated regularly. The latest version is always accessible from the IAEM Certification Website.

Certification

The International Association of Emergency Managers (IAEM) created the certification program for emergency managers to raise and maintain professional standards and to certify achievements within the profession. There are two certifications offered: the Associate Emergency Manager (AEM®), and the Certified Emergency Manager (CEM®). Any emergency management professional who meets requirements is welcome to apply.

Technical Instructions
- Use the "Add" link to complete each section.
- After applicants have completed the first entry, a second "Add" link will appear which applicants may use to add another entry.
- After selecting documents to upload using the "Choose File" button, applicants are to click the "Upload Files" button.
- When uploading documents, use PDFs whenever possible. Files must be smaller than 75MB.
- Use the SAVE button located on the right side of the screen. Because the application could time out due to inactivity, use the save button frequently during submission.
- Use the "Go On" button to move forward in the application.
- Red highlights indicate that a section of the application is incomplete. Applicants will not be permitted to submit the application until these errors have been corrected.

Other Reminders
- All information in all sections must be completed as directed. All supporting documentation must be completed in each section.
- When supporting letters serve more than one category of documentation, attach that document in each area.
- Highlight documentation and/or provide page numbers within multi-page documentation where the applicant's contribution is specially mentioned and verified.
- Each submission form allows for up to four documents to be uploaded. If there are more than four documents, combine items together to reduce the number of uploads.

- Collect all required documentation for a section before uploading. **Uploading additional documentation to a section that has already been "submitted" will replace the original upload.**
- If the applicant is submitting documentation with multiple names, include an explanation of the change in "Other Names Used" on the Cover Sheet.

Initial Certification Requirements

Initial AEM® Certification Requirements

Initial AEM® applicants will complete only the Pre-Application, References, and Training sections. See each appendix section for details.

Training
- Initial certification applicants must submit independent verification of **200 total hours of training** - 100 hours of Disaster/Emergency Management training and 100 hours of General Management training.
- AEM applicants that use coursework from their only baccalaureate/bachelor's degree to meet the training requirement **cannot use this degree** to meet the education requirement when upgrading from the AEM to the CEM.

Initial CEM® Certification Requirements

Initial CEM® applicants must complete all sections.

Training
- Initial certification applicants must submit independent verification of **200 total hours of training** - 100 hours of Disaster/Emergency Management training plus 100 hours of General Management training.

- Submissions must have occurred within the preceding 10 years of the date when the applicant submits their credential packet for review **except:**
  - Classes completed for a master's degree, PhD, or subsequent baccalaureate/bachelor's degrees may be used towards the General Management Training requirement only.
  - Coursework completed for these additional degrees (for a degree that is not being used for the educational requirement) are accepted outside of the ten (10) year window for general management training only.

Contributions
- Submissions must have occurred within the preceding 10 years from the date when the applicant submits the credential application for review.
- Applicants must submit contributions in six (6) different categories.

AEM® Upgrade to CEM®

Applicants may upgrade from AEM® to CEM® at any time.

Upgrading to CEM® Prior to AEM® Recertification

The AEM® Applicant is required to submit:
- Work History
- Experience
- Education
  - AEM applicants that use coursework from their only baccalaureate/bachelor's degree to meet the training requirement **cannot use this degree** when upgrading from the AEM to the CEM.
- Professional Contributions

Upgrading to CEM® After AEM® Recertification

The AEM® Applicant is required to submit:
- Work History
- Experience
- Education
  - AEM applicants that use coursework from their only baccalaureate/bachelor's degree to meet the training requirement **cannot use this degree** when upgrading from the AEM to the CEM.
- Professional Contributions (see chart below)

Those awarded the AEM® who apply for a CEM® upgrade within six (6) months of recertifying as an AEM® may use the Professional Contributions submitted as part of recent recertification towards fulfillment of the CEM® . They also must submit additional Contributions, in categories not already approved, to satisfy the total of six (6) required for the initial CEM®.

Applicants will still need to create a professional contribution entry for each submission already approved but can upload the IAEM notification letter (dated within the preceding six [6] months) as documentation of previous approval.

Timeline	Instructions	
AEM® upgraded to CEM® **six (6) months or more PRIOR** to AEM® recertification application submission	Follow Recertification Requirements for total Professional Contributions required.	
AEM® upgraded to CEM® **less than six (6) months from date of upgrade approval letter PRIOR** to AEM® recertification application submission	No additional Professional Contributions required.	Include notation in upgrade package that upgrade is completed less than six (6) months prior to recertification. Include

		originally-approved Professional Contributions and official IAEM Approval Letter.
AEM® upgraded to CEM® **less than six (6) months AFTER** AEM® recertification date of approval letter	Applicant must submit additional Professional Contributions within the last 10 years and **not used** during recertification to reach the minimum of six (6) contributions.	
AEM® upgraded to CEM® **more than six (6) months AFTER** AEM® recertification date of approval letter	Applicant must submit all new Professional Contributions completed since the upgrade approval date and **not used** during recertification to reach the minimum of six (6) contributions.	

AEM®/CEM® Recertification Requirements

Certification is valid for five (5) years. To recertify, applicants must meet recertification requirements before the last day of the fifth full year following the year in which they were last certified (i.e., if certified September 30, 2020, recertification must be accomplished prior to December 31, 2025).

Content for recertification submissions must be dated within the recertification timeframe.

While AEM® applicants are not required to submit Professional Contributions for initial certification, both AEM® and CEM® applicants are required to submit Professional Contributions for recertification.

Recertification for both the AEM® and CEM® are as follows:

Requirement Type	5 Years Certified	10 Years Certified	15 Years Certified	20 Years Certified	25+ Years Certified
Training Hours	100 total 25 EM* 25 GM** 50 EM or GM	75 total 20 EM 20 GM 35 EM or GM	50 total 15 EM 15 GM 20 EM or GM	40 total 15 EM 15 GM 10 EM or GM	25 total 10 EM 10 GM 5 EM or GM
Professional Contributions	3	4	5	6	6

*EM = Emergency Management training
**GM = General Management training

Training hours are further explained in Appendix 5: Training.

Professional Contributions are further explained in Appendix 6: Professional Contributions.

Appendix 1: Work History

This section is not applicable to AEM® Applicants.

Applicants must have three (3) years of full-time comprehensive disaster/emergency management work experience, or two (2) years of experience with a Baccalaureate/Bachelor's Degree (or higher) in Emergency Management.

Defining Comprehensive Disaster/Emergency Management Work Experience
Comprehensive Emergency Management means integrating all actors, in all phases of emergency activity, for all types of disasters. The "comprehensive" aspect of Comprehensive Emergency Management includes four phases of disaster activity: mitigation, preparedness, response and recovery for all hazards — human-caused (accidental and intentional), technologically-caused (accidental and intentional), and natural — in a federal, state, local operating partnership.

Hourly Allocation
The Certification Commission equates 1,920 hours to one year full-time comprehensive disaster/emergency management work experience.

Using Baccalaureate/Bachelor's Degree or higher in Related Fields to reduce Work History
Applicants must show completion of at least six (6) 3-credit Emergency Management classes to reduce the Work History experience from three (3) years to two (2) years.

Using a Single Position or Multiple Positions
Applicants may use the same/a single comprehensive disaster/emergency management position for a period of three years OR a combination of positions.

For **every** position used to meet the three-year requirement, applicants must submit:
- A copy of the official position description(s) for the period being claimed for work experience
- A signed letter/statement from a supervisor or Human Resources representative that verifies:
  - Start and end dates and job responsibilities
  - The percent of time or total hours the applicant's duties involved comprehensive emergency management responsibilities. If the applicant is not in a full-time comprehensive disaster/emergency management position, the number of hours or the percentage of time spent on emergency management tasks must be delineated.

Official Position Descriptions Unavailable
If the required position description is unavailable for any submitted position, the applicant must submit a signed letter/statement to that effect from the pertinent supervisor or Human

Resources (HR) department. If self-employed, verification may be provided as a letter or statement from a third party knowledgeable about the applicant's experience and qualifications.

Volunteer/Unpaid Experience
Time spent on volunteer/internship duties may also be counted, but applicants must provide independent verification of the total time devoted to comprehensive disaster/emergency management duties.

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element 1: A copy of the official position description AND **Required Element 2:** A letter from the applicant's supervisor, Human Resources, or other source of independent verification that will attest to dates of service and the comprehensive disaster/emergency management job duties performed by the applicant.	• Current position description with organizational branding, • Independent verification from the applicant's direct supervisor stating roles, responsibilities, and time spent in role	• Paystubs • A subordinate's verification of the applicant's role • An offer letter • Applicant resume

Appendix 2: Experience

This section is not applicable to AEM® Applicants.

Applicants must submit independent verification of experience within **one** of the following categories:

    A. Participation in a full-scale exercise;
    B. Participation in two separate, functional exercises;
    C. Experience in the preparedness, response, recovery and mitigation phase(s) of a declared disaster; or
    D. Participation in a major public event such as a major sporting event, state visit or special event.

Using Exercises to Meet the Experience Requirement
- Exercise experience must relate to direction and control (exercise execution, direction, management) rather than participating as a first responder (tactical operations).
    - Evaluation roles exclusively **do not** satisfy this requirement.
- Seminars, workshops, tabletops, and drills do not satisfy this requirement.
- For applicants using two functional exercises to fulfill this requirement:
    - Mark the first exercise as "Exercise 1" and the second exercise as "Exercise 2."
    - Within each text box, provide the necessary information for each functional exercise by distinguishing the first functional exercise submission from the second functional exercise submission.

Note: For definitions of full-scale and functional exercises, refer to FEMA's HSEEP Doctrine.

Using Real-World Events to Meet the Experience Requirement
- Applicants may use assignment in a real-world incident (declared disaster, planned major event, such as a major sporting event, state visit or special event. etc.) with independent verification of role(s) performed.

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do Not** Meet Requirements
Required for Exercises: Third-party, independent verification of position or role and responsibilities within the exercise. **Required for Real-World Event:** Third-party, independent verification of position or role and responsibilities within the disaster.	- Signed Incident Action Plan, Situation Manual or other exercise document (identifying the applicant's role) - Approved After-Action Report or similar identifying the applicant's role and responsibilities - Supervisor's (or individual in a position	- Anything listed that does not directly identify the applicant's role and activities - A certificate confirming exercise participation, without other independent verification that includes the role of the applicant

	of authority) letter indicating the role played in the exercise/incident	● Applicant's resume listing exercise or disaster response involvement

Appendix 3: References and Reference Letter(s)

References
- Applicants must provide the names and contact information of three (3) professional references.
- One reference must be the applicant's current supervisor.
  - For applicants whose supervisor is not their rater or evaluator, the applicant must include their rater/evaluator as one of the references.

Reference Letter(s)
- At least one (1) letter of reference on official letterhead is required but supplying three (3) letters is encouraged.
- Applicants without a supervisor (such as an independent consultant or president/CEO of an organization) may secure a letter from a current CEM® to meet this requirement.
- If letter(s) cannot be on letterhead due to company or agency policy, applicants are required to explain this restriction in supplemental documentation.
- Commissioners, at their discretion, may contact references to verify information.

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements

Required Element 1: The names and contact information of three (3) professional references AND
 	
Required Element 2: One (1) written letter of reference, signed and on official letterhead from a current supervisor or the listed, current CEM® reference.
	• Reference Sources:
	  ○ Past Supervisor (within seven years)
	  ○ Government Officials or Department Heads
	  ○ Disaster/Emergency Management Association Officials
	  ○ Emergency Service Organization Officials (private sector, NGO/ not-for-profit, etc.)
	• Letter of reference must be on letterhead by their current supervisor and signed by an approved reference source
		• Letters from unapproved sources:
		  ○ Subordinate
		  ○ Former student
		  ○ Friend
		  ○ Relative
		  ○ Neighbor
		• LinkedIn recommendations or screenshots from LinkedIn

Appendix 4: Education

This section is not applicable to AEM® applicants.

The applicant must submit a copy of the diploma/parchment or a transcript with the applicant's name, degree awarded, and graduation date. If the applicant is submitting documentation with multiple names, include an explanation of the change in "Other Names Used" on the Cover Sheet.

Country and Council-Specific Requirements
- Europa, Oceania, and USA Council applicants must submit:
  - A baccalaureate/bachelor's degree from an accredited institution
- Canada Council applicants must submit:
  - A three- or four-year bachelor's program or any post-graduate degree from an accredited institution
- Asia, International, and Latin America & Caribbean Council applicants may submit:
  - Two (2) years of additional experience in a comprehensive disaster/emergency management position for each year of college credit lacking (based on 30 credits per academic year); or
  - Eight (8) years of comprehensive disaster/emergency management experience; or
  - A total of 11 years of full-time comprehensive emergency management experience for applicants without recorded college credit.

Baccalaureate/Bachelor's Degree in Disaster/Emergency Management
- A Baccalaureate/Bachelor's Degree or higher in Disaster/ Emergency Management reduces the number of required hours of Emergency Management training based on the recency of graduation and date of application submission.
- The requirement for General Management training remains at 100 hours; no coursework from the Emergency Management Baccalaureate/Bachelor's may be used to meet General Management Training.

Counting Baccalaureate/Bachelor's Degree or Higher Coursework as Training
- A Baccalaureate/Bachelor's Degree or higher in Disaster/Emergency Management can reduce the Emergency Management Training Requirement depending on the date the degree was completed. See Tab IV. Training Hours in the application.
  - Applicants will still be required to submit 100 hours of General Management training outside of the degree.
  - General management coursework completed as part of the only baccalaureate/bachelor's degree **cannot** be counted as training to meet the General Management Training requirement.
- Coursework completed as part of the non-Emergency Management Baccalaureate/Bachelor's Degree used to satisfy the education requirement (Section III) **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.

Using Subsequent Baccalaureate/Bachelor's Degrees to Meet Training Requirements
- Coursework used to meet the degree requirement **cannot** be applied to meet any portion of the training requirements with the exception of an Emergency Management degree (see below). Subsequent degree coursework may be used.
- Coursework completed in pursuit of a subsequent baccalaureate/bachelor's degree may be used to meet the training hours requirement even if the degree was not awarded.

Baccalaureate/Bachelor's Degrees in Related Fields with a Minor/Concentration in Emergency Management
- Examples of related degrees include:
  - Homeland Security
  - Disaster Response
- Applicants must show four (4) 3-credit Emergency Management classes on transcript to apply the waiver for Emergency Management Training.
  - Four (4) 3-credit classes are accepted at 25 hours per topic, totaling the 100 hours of Emergency Management Training.

To determine the number of Emergency Management training hours required with a Baccalaureate/Bachelor's Degree or higher in Emergency Management or related field:

- Calculate the time between degree completion and application submission
- Review the chart below to determine EM training hours required

Years Since Degree	0-3	3	4	5	6	7+
EM training hours needed	0	20	40	60	80	100

- Complete the following table in the application:

	Example	Applicant
Date of EM degree	05/01/2022	
Date CEM® package submission	03/01/2023	
Years since EM degree	0-3	
EM training hours to be documented	0	

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do Not** Meet Requirements
Required: Copy of Diploma/ Parchment or copy of transcript with the applicant's name, degree awarded, and graduation date	● Diploma copy (or legible photograph) ● Transcript (showing awarding of degree) scanned in PDF format	● Transcripts with coursework but no degree information ● Pictures of the applicant at graduation

Appendix 5: Training

No more than 25 hours can be awarded in a single subject area.

Requirements for Independent Verification:
- Date of completion
- Title of training
- Applicant name
- Training hours
- Course outline or detailed course description including topics of discussion (i.e., syllabus) for items **not** included in the **Sample Training Allocation Chart.**

When to Submit a Course Outline or Syllabus
- The **Sample Training Allocation Chart** includes a list of courses and hours already validated by IAEM for which syllabi/course description are not required.
- A course syllabus or detailed listing of course content is required for any course not included in the Sample Training Allocation Chart to confirm the material meets the disaster/emergency management or general management categories.
- A copy of the course agenda/course description is required if contact hours or CEUs are not included on the completion documentation.

Examples of Training Submission Topics for Emergency Management:
- Disaster Preparedness
- Emergency Management Foundations (Five Phases of Emergency Management)
- Emergency Operations Centers
- Emergency Planning and Crisis Management
- Exercise Design
- Hazard Analysis and Capabilities Assessment
- HazMat Management
- Health, Safety, and Environment Management
- Incident Command
- Physical Sciences
- Public Information
- Safeguards and Security
- Shelter Management
- Technology, Equipment, and Information Systems
- Training and Instruction

Examples of Training Submission Topics for General Management:
- Behavioral and Social Sciences
- Communication: Written and Oral
- Decision-Making and Problem-Solving
- Ethics
- Executive and Management Development

- Financial Management and Budgeting
- Grantsmanship (Development, Evaluation and Reporting)
- Human Resource/Personnel Management
- Leadership and Influence
- Marketing and Public Relations and Media Management
- Military Training
- Organizational Behavior
- Public Speaking
- Race and Ethnic Relations; Intercultural Communications
- Strategic and Tactical Planning
- Technology, Equipment, and Information Systems
- Volunteer Resources

Hosts/Provider Examples
- Training may be provided by government agencies, NGOs, and/or private sector partners.
- Examples of Training Submission Hosts/Providers/Registered Training Organizations:
  - Federal Agencies (FEMA, EPA, DOT, DOE, etc.)
  - State and Local Agencies
  - Training from accredited two- or four-year institutions
  - Vendor-Sponsored Courses
  - Military Programs
  - Private Organizations
  - Professional Societies/Organizations/Associations

CEU/Credit Hours Equivalency
Conversion of CEU or credit hours to training hours is as follows:
- 1 CEU = 10 hours
- 1 semester hour = 15 hours

The 25-hour maximum per training subject area still applies. For example, a three-credit class is 45 training hours but only 25 will apply for that subject area.

Applying FEMA's Emergency Management Professional Program (EMPP) to Training
- FEMA's EMPP (EMPP) Basic, Advanced, and/or Executive Academy courses have specific awarded hours.
- [Educational Program Crosswalk for the Federal Emergency Management Agency's Emergency Management Institute Emergency Management Professional Program](#) defines how to apply these programs.

Substituting Teaching for Training
- Teaching hours for Emergency Management or General Management courses may be used to meet training requirements.
- Documentation must include:
  - Date of completion

- o Title of training
- o Applicant name
- o Teaching hours
- Teaching hours cannot exceed 25% of total required hours in either Emergency Management or General Management.
- The same teaching submission **cannot** also be used in Professional Contributions.

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Course appears in the Training Allocation Chart		
Required Element 1: All fields in the Application Training Submission Form (one per class) AND **Required Element 2**: Independent verification of course completion with applicant name, title of class, training hours, and date completed	● Course Certificate with hours or credits listed ● Training transcript from employer, training organization/provider or educational institution which includes training dates and hours	● Enrollment form ● Attendee listing
Course DOES NOT appear in the Training Allocation Chart		
Required Element 1: All fields in the Application Training Submission Form (one per class) AND **Required Element 2**: Course Overview/Class Description AND **Required Element 3**: Independent verification of course completion with applicant name, title of class, training hours, and date completed	● Syllabus/course overview ● Training transcript from an employer, training organization/provider or educational institution which includes training dates and/or hours ● Certificate of completion	● Enrollment form ● Attendee listing ● Certificate without syllabus ● Syllabus without verification of attendance

Appendix 6: Professional Contributions

This section is not applicable for AEM® applicants.

Requirement Type	Initial	5 Years Certified	10 Years Certified	15 Years Certified	20 Years Certified	25+ Years Certified
Professional Contributions	6	3	4	5	6	6

Multiple Submissions for a Single Contribution

Applicants may submit multiple items under the same contribution category; however, only one (1) approved submission will be approved for each contribution category. For example, applicants may submit two (2) different service roles that meet the requirements, however, only one (1) will count towards certification/recertification.

A. Membership

The intent of this contribution is to encourage the applicant to be a member of an organization that promotes/enhances/supports emergency management.

Acceptable organizations are those committed to all levels of disaster/emergency management. It is not required that members pay a fee; but corporate/organizational memberships are not acceptable.

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.

Years of membership do not need to be consecutive within the ten-year certification or five-year recertification period.

The applicant may also submit independent verification of membership from different organizations (e.g., two years with IAEM, one year with NEMA) but the time period documented must equal three complete /separate years.

Examples that **meet** requirement:
- International Association of Emergency Managers (IAEM)
- National Emergency Management Association (NEMA)
- Most state-level emergency management associations
- Disaster Recovery Institute International (DRII)
- All-Hazard Incident Management Team Association (AHIMTA)
- Association of Continuity Planners (ACP)
- Society of American Military Engineers (SAME)
- Emergency Management Professional Organization for Women's Enrichment (EMPOWER)
- International Association of Fire Chiefs (IAFC)
- American College of Healthcare Executives (ACHE)

- Business Resumption Planners Association
- National Fire Protection Association (NFPA)
- National Environmental Health Association (NEHA)
- CHPA Professional / Associate Member
- Business Resilience Certification Consortium International

Examples that **do not** meet requirement:
- Security-focused organizations (i.e.: ASIS)
- Association of State Floodplain Managers (ASFPM)
- Organizations that support tactical skill development
- Military Services
- Civil Air Patrol (CAP)
- Disaster Medical Assistance or Mortuary Teams (DMAT/DMORT)
- Amateur Radio Association
- Incident Management Teams
- Association of the US Army (AUSA)
- CHPA Partner/Healthcare Stakeholder Member
- Certified Safety Professional (CSP)
- Certified Healthcare Protection Administrator

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element: Independent verification of applicant's membership in an emergency management organization for three years	- Membership certificate with applicant's name and years of membership - Letter from organization validating applicant's membership for at least three years	- Applicant statement/ resume listing membership in organization(s) - Payment receipt from an organization that does not clearly indicate it is for membership fee
Optional Supporting Documentation	Mission statement from organization that demonstrates its commitment to comprehensive emergency management (if not immediately apparent from the organization's name)	

B. Professional Conference

- This contribution must **demonstrate attendance** at workshops or conferences that are focused on disaster/emergency management versus tactical skill session(s).
- 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.
- A one- or two-day meeting on a single topic is acceptable (see examples below).
- A technical workshop on how to use a piece of technology is **not** acceptable; however, a user's conference on the use and application of that technology in the field of disaster/emergency management is acceptable.
- The applicant may be awarded up to six contact hours per conference day **unless** contact hours are specifically noted on the certificate of attendance.
- Multiple conferences can be used to meet the **40-hour requirement**.
- Virtual conferences are acceptable as long as the documentation validates the applicant's attendance, contact hours, and relevance to disaster/emergency management.
- The applicant must upload independent documentation verifying **attendance** at the conference/workshop.

Examples that **meet** requirement:
- IAEM Conferences
- Recovery Workshops
- Hazard Mitigation Workshops
- National Hurricane Conference
- State Emergency Management Conferences
- WebEOC User Conference/Workshop
- FEMA Higher Education Conferences
- Citizen's Corp Conference
- IAEM University and College Symposium/IAEM Healthcare Symposium

Examples that **do not** meet requirement:
- In-Service training days on equipment
- Technical workshops
- WebEOC Training

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element: Independent verification of attendance at conference(s)/ workshop(s) totaling 40 hours	- Certificate of attendance (may or may not include contact hours) - Conference badge (must also include documentation of conference name, date, days and hours)	- Copies of conference agenda only - Conference fee receipt - Military travel orders - Air travel confirmation or hotel booking confirmation

Documentation	Documentation Examples that Meet Requirements	Documentation Examples that Do Not Meet Requirements
	● Conference /Workshop "Sign In" sheet provided by host which includes dates and times ● Letter from conference/ workshop host agency validating applicant's attendance and contact hours	
Optional Supporting Documentation	● Link to conference website(s) ● Conference agendas if it is not immediately apparent how the conference/ workshop supports disaster/emergency management	

C. Service Role

This contribution must demonstrate service and engagement at meetings for a board, committee, task force, or special project. The applicant must provide independent documentation verifying attendance.

Examples that **meet** requirement:
● IAEM Caucuses
● Regional anti-terrorism task force
● Healthcare coalition
● Member of a Board of Directors
● Civil Air Patrol

Examples that **do not** meet requirement:
● Board of Directors for a local fire department or police auxiliary where specific contributions related to comprehensive emergency management are not documented.

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element: Independent verification of role and dates of service	● Independent verification of appointment from host agency with other verification of role ● Meeting minutes documenting group purpose and applicant's contributions	● Applicant statement/ resume listing service role ● Meeting agenda

	● Letter of recognition from host agency thanking the applicant for participation	

D. Leadership Role

This contribution must clearly demonstrate a commitment to comprehensive disaster/emergency management above and beyond that normally expected from completion of an individual's job responsibilities.

Any assignment indicated in the applicant's job description does **not** meet the criteria for a leadership role contribution.

The applicant must upload two different documentation elements: one from the supervisor validating that the role is not part of the applicant's assigned duties AND one independently documenting the contribution such as a thank you letter or meeting minutes outlining the contribution and including the name of the applicant.

Examples that **meet** requirement:
- American Red Cross Board
- Voluntarily chairing/serving on a project team for work that is outside of normal job duties.

Examples that **do not** meet requirement:
- LEPC involvement when it is a part of daily duties
- FBI Citizens Academy Board Member

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element 1: Supervisor's verification that activity was/is not part of routine job duties AND	● Supervisor letter verifying leadership position was not part of applicant's routine job duties ● Human Resources letter verifying leadership position was not part of applicant's routine job duties (if supervisor cannot be reached) ● Screenshot from organizational website that lists applicant's role	● Appointment letter only ● Meeting agenda

Required Element 2: Independent verification of contribution and a date of service	- Member assignments from the organization - Copies of meeting minutes documenting position and contributions	
Optional Supporting Documentation	Description of commission, board, or organizational mission statement describing contribution to comprehensive emergency management	

E. Special Assignment

This contribution is more of an individual accomplishment rather than a position requirement. This contribution is usually for a short-term assignment that falls outside of routine job duties.

Special Assignment vs. Leadership Role

The contribution differs from a service role or a leadership role. Whereas a service role may be an assignment on a committee, a "special assignment" may take the applicant away from regular job duties, akin to a detail. The applicant must submit separate documentation for this contribution and cannot use the same "assignment" to satisfy multiple contributions.

Examples that **meet** requirement:
- Being detailed to a neighboring jurisdiction as an acting emergency manager during a vacancy

Examples that **do not** meet requirement:
- Standard responsibilities that can included under "other duties as assigned"
- A role or responsibility already included under Service Role or Leadership Role

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element: Independent verification of assignment and the date of service	Sponsoring agency letter	Deployment orders

F. Speaking

The applicant must provide three (3) separate instances of speaking engagements. They must be uploaded as three separate entries within the application.

The speaking engagements can be of any length but must be verified as taking place by a third party. The audience may be a community or professional group; this contribution may include

panels, interviews, or webinars. Acceptable verification includes a thank you note from the organization, an email from the applicant's supervisor verifying the contribution.

Examples that **meet** requirement:
- Speaking at preparedness events for Lions Club, Knights of Columbus, Chambers of Commerce, etc.
- Serving as a member of an emergency management panel during a conference or event
- Speaking as a keynote speaker during a disaster/emergency management conference or event
- IAEM Conference Poster presentation

Examples that **do not** meet requirement:
- Teaching ICS or other emergency management courses
- Being interviewed for a news, magazine, or journal article

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element: Independent verification of three speaking engagements with dates	• Letter of recognition from the host agency thanking the applicant for the presentation	• Copies of conference agendas where the applicant is scheduled to speak • Copies of PowerPoint Presentations delivered to an audience • Emails from individuals who heard the applicant speak
Optional Supporting Documentation: Explanation of the connection to disaster/emergency management if not evident	• Copies of applicant's presentation	

G. Teaching

This contribution must demonstrate instruction of disaster/emergency management versus a technical skill, such as CPR/First Aid, PPE, or technical fire science.

If the applicant is teaching a more general subject, they must demonstrate direct impact to disaster/emergency management. For example, teaching GIS or mapping systems may qualify if the applicant ties this directly to improving situational awareness during response efforts.

Teaching vs. Speaking

This contribution differs from speaking as this contribution requires lesson plan(s), learning objectives, and instructional delivery methods.

Length of Instruction

The disaster/emergency management portion of instruction must equal three or more hours. Introductions, class "housekeeping," or more general instruction will not be included in the three-hour total.

Single Instruction or Multiple Instances of Instruction

- Applicants may provide multiple instructional deliveries to meet the three-hour minimum.
- A supervisor or other independent party may validate all instances of the same instruction in the same letter.
    - For example, if the applicant instructed three occurrences of IS 100, a single letter may validate all three classes.

Examples that **meet** requirement:
- Teaching a university-level comprehensive disaster/emergency management class
- Teaching a FEMA E/G/K/L/V course for federal, state, or local partners
- Teaching ICS to community partners

Examples that **do not** meet requirement:
- Participating on a panel discussing personal EM experience or specific incidents
- Teaching a responder-level HAZMAT course
- Teaching CPR/First Aid
- Teaching proper use of PPE

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element: Independent verification of teaching assignment, length of instruction, date, and content taught	- Letter from sponsoring agency verifying teaching assignment - Letter from professor / university chair verifying applicant's teaching assignment and duration - Course sign-in sheet or feedback forms with applicant listed as instructor, title of course, date and student	- Course agenda with applicant listed - PowerPoint slides with applicant listed as instructor "Thank you" email from a student who attended the class

	signatures for attendance	

H. Course Development

The applicant must submit independent verification of a significant participation in course development/revision.

This contribution must demonstrate a comprehensive understanding of the elements of instruction:
- Data-based analysis of the learner (demographics, learning level, technical expertise, etc.)
- Learning environment
- Learning outcomes
- Existing knowledge and expertise
- Learning constraints
- Environmental constraints
- Evaluation criteria

Examples that **meet** requirement:
- Creating a new disaster/emergency management class for new employees (must exceed three hours of instruction)
- Course revision work for the Emergency Management Institute (EMI)

Examples that **do not** meet requirement:
- Course instruction for material developed by another organization
- Course instruction for material developed by another individual
- Minor revisions to instructional documents
- PowerPoint slides of instructed material

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element: Independent verification of participation in course development with date	● Third party letter verifying significant participation in course development/revision	● Applicant statement/ resume listing participation in course development/revision ● PowerPoint slides
Supporting Documentation	● Course content/ lesson plan ● PowerPoint slides	

I. Publications

Publications must have an independent editorial review and be published beyond the applicant's control.

Self-Published Books

Self-Published books must meet the following guidelines:
- Must be self-published in a mainstream format such as Indigo, Amazon, etc. and available for purchase or download to the general public (fee for purchase or free).
- Book sample must be available for Commissioner review, including the full table of contents, in the form of a book sample or manuscript format.
- Must be non-fiction, related to emergency management or related field, with specific impacts within the scope of disaster/emergency management.
- Must meet industry standards for a published book criteria including Title Page, Copyright, Table of Contents, References, and "About the Author."
- Must be composed in professional-level writing style expected by the nature of the publication, including grammar and copyediting.

Examples that **meet** requirement:
- Authorship of an article in Journal of Emergency Management
- Authorship of an article in the IAEM Bulletin
- Thesis or program capstone
- Online periodicals (peer review publication and about emergency management)

Examples that **do not** meet requirement:
- Routine school papers/assignments
- Self-published articles and journals without peer review
- Announcements, flyers, and work-related documents circulated via email to employees

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do Not** Meet Requirements
Required Element: Independent verification of authorship (primary or secondary) and date	● A copy of the article showing where published ● Publication's table of contents with author listed ● Link to publication or purchase website(s)	● Applicant statement / resume listing authorship ● Documentation that does not show independent verification of authorship or date
Optional Supporting Documentation	● Abstract	● Screenshot of a SharePoint library showing work publications

J. Audio-Visual and Interactive Products

This contribution must demonstrate the applicant's individual contribution to an emergency management- related A/V product. The purpose of this contribution is to allow for creative content development and/or development of audio-visual tool or interactive product that assists with the distribution of emergency management content.

Using an existing application or program and populating it with data **does not** meet the requirement.

The applicant must upload two different documentation elements: independent verification of contribution and evidence of the final product.

Examples that **meet** requirement:
- Films and videos on any emergency management topic where applicant is the designer, editor, and contributor and not an interviewee
- Creating/designing a computer program that automates Emergency Operations Center (EOC)/Multi-Agency Coordination Center (MACC) activities
- Public Service Announcements (PSAs)
- Developing an original emergency management app

Examples that **do not** meet requirement:
- Populating a database/application
- PowerPoint presentations
- Hiring/managing a contracted resource to develop A/V product
- Video interviews
- Posting documents or presentations to a website or SharePoint
- Social media posts, such as Tweets or Facebook/Instagram stories

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do Not** Meet Requirements
Required Element 1: Independent verification of contribution	● Independent verification explaining applicant's contribution specifically to the A/V product	● Applicant statement/resume listing participation in/ development of A/V product
Required Element 2: Evidence of product with date completed	● Copies of storyboard/application development ● Links to PSAs, videos, or software, etc.	

K. Awards and Special Recognition

The applicant may submit an award, honor, or special recognition received within the disaster/emergency management community or in conjunction with an emergency management related activity.

The award, honor or special recognition must be personalized (addressed, inscribed, etc.) and refer directly to the applicant. The award may be from an external agency or from the applicant's own agency.

The applicant must upload evidence of the award and the reason why it was presented if not clear in the award citation.

Examples that **meet** requirement:
- IAEM Executive Citation
- Award from a City/County Board of Administrators
- Award from a local, state, or Federal agency, group, or association for disaster/emergency management-related activities
- Routine, mass mailed thank you letters or certificates of participation/deployment **only** if the applicant describes why the award is unique
- Epsilon Pi Phi and other academic or professional societies for homeland security, intelligence, emergency management, and protective security disciplines.
- Civil Air Patrol if properly documented as in relation to EM
- Graduation Outstanding Awards from APUS
- International Association of Women in Emergency Management

Examples that **do not** meet requirement:
- Length of Service Recognition
- Routine "Thank You" Letters with no explanation from applicant regarding the personal importance of the letter
- Routine Performance Awards
- Order of the Sword

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do Not** Meet Requirements
Required Element: Award with applicant's name, date a reason for award	• Award Certificate • Pictures of plaques that include applicant's name • Copies of military service medals • Copies of press releases/external verification of award	• Applicant statement/ resume listing award • Photo of the applicant receiving the award
Optional Supporting Documentation: Explanation if	• Citation for the award	

award's connection to disaster/emergency management is unclear	● Description of the award and what it means	

L. Certification Related to Emergency Management

The applicant must submit a certification (initial or recertification) from a government agency, state/province/tribal association, or professional association that is focused on disaster/ emergency management.

Applicants **cannot** use an AEM® /CEM® to meet this contribution.

The certification or recertification (renewal) must:
- Have a term of expiration; and
- At least one of the following:
    - Continuing education component or
    - Professional contributions or
    - An examination

The applicant must upload two elements: documentation of certification (or renewal) and certification/recertification requirements.

Examples that **meet** requirement:
- DRII's Associate Business Continuity Professional (ABCP), Certified Business Continuity Professional (CBCP) and the Master Business Continuity Professional (MBCP)
- Certified Healthcare Emergency Professional (CHEP)
- National Healthcare Disaster Certification (NHDP-BC)
- Some state-level emergency management association certifications
- 5-skill level in the Disaster Preparedness/Emergency Management career field in the Air Force/Air National Guard
- Certified Hospital Emergency Coordinator Level III
- Business Continuity Institute's (BCI) MBCI (Member of BCI) or FBCI (Fellow of BCI)
- International Board of Certification of Safety Managers Certified Emergency Disaster Professional (CEDP)
- USAF Contingency Planner (AFSC)
- United States Coast Guard EMC (USCHEMC)

Examples that **do not** meet requirement:
- Master Exercise Practitioner (MEP)
- Incident Management Team (IMT) Position Task Books
- FEMA Professional Development Series (PDS)
- FEMA Advanced Development Series (APS)
- FEMA Professional Continuity Practitioner Level I and Level II

- Technical Licensure (EMT-A, EMT-B, etc.)
- Certified Floodplain Managers (CFM)
- Certified Safety Professional (CSP)
- Certificates of Completion for classes that provide "authority" to act (DMRTI MTF Certificate, e.g.)
- OAR-16; OAR-18
- ASIS Certified Protection Professional (CPP)
- USCG Emergency Preparedness Liaison Officer (EPLO) / Agency Representative (AREP)
- American Red Cross' Disaster Manager Certificate / Disaster Associate Manager Certificate
- Civil Air Patrol membership
- Certified Healthcare Protection Administrator (CHPA)
- ISO Implementer, Provisional Implementer, Lead Implementer, and/or Senior Lead Implementer
- CDC Incident Manager Training and Development Program

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element 1: Certification with date	● Proof of certification that includes applicant's name ● Verification from the certifying body that the applicant holds the certification	● Application for certification
Required Element 2: Certification/Recertification Requirements	● Highlighted sections of certification application from certifying body showing compliance with IAEM's requirements	● Applicant statement that the credential meets IAEM requirements

M. Legislative Contact

This contribution must demonstrate the applicant's outreach to and response from an elected official.

The response from the elected representative may be a form letter or personalized response.

The applicant must upload two different documentation elements: the original correspondence from the applicant to the office AND the reply from the official's office.

Examples that **meet** requirement:

- Using an electronic "Contact Us" form from an elected official's website where the applicant specifically discusses an emergency management issue; along with the form response from the office.
- Emailing an elected official's "Constituent Concern" email address regarding an emergency management issue; along with the response from the office.

Examples that **do not** meet requirement:
- Generic "thank you" note from an elected official's office that is part of a non-emergency management related visit.

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element 1: Original correspondence from applicant to the elected official including date	• Copy of original email to elected official • Copy of screenshot from elected official's online contact form • Copy of letter sent to elected official	• Applicant statement/ /resume noting an in-person meeting with elected representative without specific documentation of an emergency management-related discussion • Photo of candidate with elected official
Required Element 2: Reply from elected official's office	• Copy of form letter response from the elected official's office • Copy of personalized response from elected official's office • Copy of postmarked letter sent to applicant from the elected official's office	• Generic "thank you" letter from the elected official's office that does not specifically reference an emergency management issue

N. Conducting Research

This contribution is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. The applicant must have served as the primary researcher and author or secondary researcher and author.

Sponsored Research
The applicant must provide documentation that the research project was:

- Sponsored by an organization that has the appropriate ethical oversight and approval (IRB, European Union REC, or other similar body), or
- Vetted by an independent third party to ensure research met the standards set by appropriate ethical oversight (IRB, European Union REC, or other similar body)

FEMA EMPP Advanced and/or Executive Academy Papers

FEMA EMPP Advanced or Executive Academy papers do not automatically meet the requirement. Refer to the [Educational Program Crosswalk for the Federal Emergency Management Agency's Emergency Management Institute Emergency Management Professional Program](#).

Examples that **meet** requirement:
- Producing professor-supervised, graduate-level research for graduate thesis or dissertation
- Publishing research that updates previous research projects with new data
- Producing independent analysis for government or non-government interest groups (Congressional Research Service, IAEM, Rand Corporation, European REC, etc.)
- Developing a project under the Natural Hazards Centers' Quick Response Program
- Research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils)

Examples that **do not** meet requirement:
- After-action reports
- Local hazard analyses
- Routine school reports and papers
- Being an interview subject, supervisor, editor, or support staff for a research project
- Supervising a research project

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element 1: Independent verification of research project/title, date, duration, and role in the project AND	● Letter from sponsoring agency, or professor validating role	● Applicant statement/ resume listing attendance at conference / workshop
Required Element 2: Results of Research	● Copy of the results/ paper in which research is used ● Abstract of the research, including summary of methodology and findings via website link or abstract	● A copy of a routine research paper ● Copy of the results/ paper in which research is used

O. Mentoring/Proctoring

This contribution is available for recertification applicants **only**.

With approval of the CEM® Commission, an individual may mentor a new AEM®/CEM® applicant or proctor the certification exam per the proctor/venue guidelines outlined in the [Study Guide Brochure](). Mentoring involves guiding the AEM®/CEM® applicant through the application process. Proctoring the exam involves receiving the exam, administering it and returning it to IAEM headquarters. Both require **prior** approval from the CEM® Commission before being conducted.

It is not required that the mentee have a successful application for certification in order for the mentor to use this as a contribution.

Documentation	Documentation Examples that **Meet** Requirements	Documentation Examples that **Do No**t Meet Requirements
Required Element 1: Pre-approval from IAEM permitting applicant to mentor new applicant or proctor certification exam.	● Letter from IAEM approving mentoring or proctoring	● Applicant statement/ resume listing mentoring/proctoring as activity

P. Other

Other contributions may be recognized if they do not apply to the other established categories. Whatever the contribution is, the applicant must upload independent verification of the contribution as well as how this activity or product is related to comprehensive disaster/emergency management.

Applicants may submit multiple "other" contributions but only one (1) may be accepted to meet the required number of contributions.

Approval of these contributions is at the discretion of the Certification Commission.

Examples that **meet** requirement:
- Deploying on a disaster assignment that is outside of your jurisdiction and not a part of your recognized duties
- Completion of the Master Exercise Practitioner Program (MEPP) if not counted towards training
- DMAT/DMORT/IMT deployments not included in Experience Section
- IAEM AEM® /CEM® Mentoring (must be pre-approved by IAEM HQ)
- IAEM Certification Exam proctoring
- US Coast Guard ICT1 or other Position Task Books for IMT
- US Coast Guard OAR-16 and OAR-18

- NDMS Federal Teams
- JEM's Editorial Board and/or Peer Review
- Starting an IAEM student chapter at a university
- Master Exercise Practitioner
- Epsilon Pi Phi and other academic or professional societies for homeland security, intelligence, emergency management, and protective security disciplines.

Examples that **do not** meet requirement:
- Contributions that clearly fall within the parameters of other defined categories (teaching, speaking, etc.)
- Contributions that do not demonstrate a commitment to the advancement and/or improvement of comprehensive disaster/emergency management