

2023 IAEM Call for Certification Commissioners

The IAEM Certification Commission is looking for candidates to fill at least four IAEM Certification Commission commissioner openings for the Class of 2026. This class will serve from January 1, 2024 to December 31, 2026. **Deadline to apply is July 28, 2023.**

Applicant Qualifications

Interested applicants must:

- Be current CEMs who have successfully recertified at least once. Note: Lifetime CEMs are not eligible to serve as Commissioners.
- Have a demonstrated knowledge of emergency management.
- Uphold the credibility of the AEM®/CEM® credential.
- Have the ability to work without bias.
- Be able to maintain confidentiality.
- Be detail-oriented.
- Possess clear, concise writing skills
- Be computer savvy and have a willingness to learn how to use the online application portal.
 - Have access to a computer, without security limitations, to access zip, pdf, .msg, jpeg, gif, .mov, PowerPoint, and Word files.
 - Have access to the current version of the major Internet browsers (e.g., Firefox, Chrome, Safari, or Microsoft Edge).

Benefits that Commissioners are entitled to include:

1. Attend the in-person meeting in 2023 which will occur as a pre-conference event at the IAEM Annual Conference in Long Beach, CA on November 4. Travel, one night of lodging, and a comped conference registration fee will be covered by IAEM.
2. Commissioners who successfully complete one term of three years will have their next recertification fee waived, if not covered by their employer.

Positions Available

IAEM is specifically looking for individuals representing the Emergency Management fields of:

- **Local**
- **Healthcare**
- **Academia**
- **Tribal**
- **Campus**

However, any interested USA-CEM is encouraged to apply, as other vacancies may become available. A chart of Commissioner categories can be found in the table below.

Application Process

Individuals interested in serving on the Certification Commission should submit the following information **in one PDF** to IAEM Program Manager, Kate McClimans (Kate@iaem.com), by **July 28, 2023**:

1. Application Form

2. **Letter of intent expressing** desire to serve as a commissioner, as well as willingness to devote the necessary time to participate in online reviews and commission meetings. [maximum of one page]
3. **Current Resume**
4. **One letter of reference** from current supervisor to verify and support Commissioner criteria, as well as to show support for the required time commitment.
5. **One letter of reference from a current CEM*** to illustrate competencies as an emergency manager and commitment to IAEM certification program.

Additional letters of support may be submitted to help highlight candidate's attributes.

***NOTE:** If candidate's supervisor is also a CEM, only one letter is required as long as the reference is able to address both bullet points.

Incomplete applications will not be considered. Upon receipt, candidates will receive confirmation that information was received by IAEM HQ. Candidates will be notified of the results this fall.

Commissioner Commitment

- Be able to devote approximately 30 hours per review month (180 hours yearly) to perform online reviews of CEM applications.
- Every odd month, commissioners are expected to review, on average, 12 to 20 applications within a 30-day window.
- Attend one in-person meeting of the Certification Commission per year. IAEM is prepared to cover the travel costs for the in-person meeting.
- Participate in one- to two-hour conference calls every other month to discuss policy and procedure changes.
- Occasionally, commissioners may be asked to serve on a short-term ad-hoc working group related to a topic of discussion on the Certification Commission.
- Be responsive via email and phone.

Questions can be directed to Kate McClimans at Kate@iaem.com.