



Online Lifetime Application

User Guide for Completing the Lifetime CEM Online Nomination Form

APPLICATION MUST BE COMPLETED BY A CEM FAMILIAR WITH THE CANDIDATE FOR LIFETIME DESIGNATION.

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International Association of Emergency Managers

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Introduction

Scope and Purpose

To ensure you have the best experience using the online portal, please be sure to read all instructions thoroughly.

The purpose of this user guide is to provide step-by-step instructions and tips for completing a Lifetime CEM online nomination form.

The application process is a collaboration between the person nominating the candidate (nominator) for Lifetime CEM certification and the individual being nominated for the designation (candidate or nominee).

The candidate is responsible for supplying their letter of interest including their retirement date and obtaining two letters of recommendation from current CEMs familiar with the candidate stating the achievements of the candidate deserving of this honor (on letterhead with signatures.)

The nominator is responsible for their own “narrative stating the achievements of the candidate in the field of emergency management,” including their own contact information. The nominator will then collate their nomination narrative and information, the two letters of recommendations from current CEMs coordinated by the candidate, the candidate’s letter of interest and include them in the online application that the nominator will complete.

Process Overview

The online application has been created to allow submission of the Lifetime CEM application via the online portal. This user guide will outline how to:

1. Access the online system/Log-in
2. Complete the application
 - a. Upload documentation
 - b. Work through required sections
3. Submit application
4. Manage workflow
5. Receive results notification

1 Access Online System

1.1 CEM Lifetime Application

The IAEM website outlines the requirements for nomination of Lifetime CEM:

<https://www.iaem.org/certification/application/lifetime-certification>.

If a current CEM, who has recertified at least once, and is retiring from the Emergency Management profession would like to be nominated for the Lifetime CEM designation, the candidate should seek a nomination by a current CEM familiar with the candidate.

The nomination form must include a narrative stating the achievements in the field of emergency management, two signed letters of recommendation from current CEMs stating achievements deserving of this honor, (on letterhead with signatures) and a letter of interest (including the retirement date) from the candidate.

Nominators can access the Lifetime CEM application via the [IAEM website here](#).

1.1.1 Log in

A screenshot of a web browser showing a login form titled "CEM/AEM Online Application". The form has a white background and is centered on a dark blue background. It contains two input fields: "Username" and "Password". Below the fields are two buttons: "Cancel" and "Login". Underneath the buttons, there is a link for "Forgot your username or password?" with a "here" link. At the bottom, there is a note: "Click here to retrieve it. Contact info@iaem.com should you have questions."

1. The nominator (a current CEM familiar with the candidate) should use the same login credentials as for the IAEM website. If the nominator forgets his/her log-in information, click on the "forgot log in" link to be directed to the IAEM website to retrieve user name and password.

[NOTE: IAEM members-- please ensure you are using the correct log-in to access the system (and not the log-in for a duplicate record). If you have any questions about this, please contact IAEM Staff at info@iaem.com or 703-538-1795.]

2. Once Login is complete, nominator should navigate to the Candidate Dashboard, with instructions for starting an application.

1.1.2 Create New Application

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

2. **IMPORTANT: This nomination form should be completed in one sitting as there is no way to save the application mid-way through the form.** Submitting a form that is incomplete, may be rejected by IAEM staff prior to the review.

3. Prior to beginning the application, the nominator should have all of the following ready:
 - a. The Candidate’s Name, Email Address, Phone Number, Address and Retirement Date
 - b. The Nominator’s narrative ready to be placed into the “Reason for Recommendation” text box OR it may be uploaded as a separate document along with the other required

documents. The Nominator must also provide their Name, Email Address and Phone Number in the “Reason for Recommendation” text box.

c. The Candidate’s Letter of Interest to be uploaded into the application.

d. The two Letters of recommendation from CEMs to be uploaded into the application (on letterhead with signatures).

TIP – Have all information and documents ready to cut and paste and/or upload into the application. Uploaded documents should be in PDF format. REMEMBER, the nominator cannot save this application and continue to work on it at a later time. Hitting “Submit” will send an incomplete application if it has not been completed. The application process can also “time out” or if the nominator closes it prior to submitting, everything entered will be lost and the process will need to be started over from the beginning.

2 Completing the Application

With the online nomination form open, the nominator should complete all fields, including the Lifetime CEM candidate’s name, email address, contact information, the candidate’s retirement date and uploading all required documents. See note below about Certification Date fields.

This nomination form should be completed in one sitting as there is not a way to save the application mid-way through the form. It is a good idea to draft the text for the “Reason for Recommendation” as a separate document. Therefore, if the system times out, the nominator’s work won’t be lost.

2.1.1 Certification Dates

The nominator should leave the [Original Certification Date](#) and the [Last Re-certification Date](#) field blank. Staff will complete these fields after the application has been submitted:

Postal/Zip:
22046

Retirement Date:
June 10, 2013

Original Certification Date (staff only):
_____ ←

Last Re-certification Date (staff only):
_____ ←

Reason for Recommendation:

2.1.2 Reason for Recommendation

The nominator should provide a narrative of why the candidate is deserving of the Lifetime CEM designation and achievements in the field of emergency management. The nominator's narrative may be entered or pasted into the text box OR may be uploaded to the application as another individual document.

➔ **IMPORTANT:** In the narrative box, the nominator must provide their name, email address and phone number. Failure to provide this information will invalidate the CEM Lifetime nomination and the nomination form will be deleted and no further action will be taken.

TIP: Listing all the uploaded documents in the text box is a good cross check, such as Nominator's Narrative (Smith), Candidate's Letter of Request (Jones), CEM Recommendation (Brown), CEM Recommendation (Williams)

10/17/2013

Reason for Recommendation:

Please provide a narrative stating the achievements in the field of emergency management. In the box below, nominator must provide their name, email address and phone number. Failure to provide the necessary information will invalidate the CEM Lifetime nomination.

John Doe is very deserving of Lifetime CEM. He has been involved with the Emergency Management field for over 20 years serving in the role Emergency Manager for the Office of Emergency Preparedness for the City of Metropolis. In 1995, he was selected to be the Acting Director of the Mayor's Office of Emergency Management. He has served on the CEM Commission from 2011-2014 and has widely promoted the designation. He has devoted his time to improving the emergency management profession and supporting new individuals starting in the field.

Nominator: Clark Kent
Email address: superman@iaem.com
Phone Number: 999-876-5432

Please upload two letters of recommendation from a current CEM as to why the candidate deserves this honor. If multiple documents need to be uploaded, click the "Choose File" button and select the file to upload. Then select the "Add More Files" button to select an additional file. Candidates may upload

2.1.3 Uploading Documentation

Nominator must upload two letters of recommendation from current CEMs (on letterhead with actual signatures) as to why the candidate deserves this honor plus a letter of interest (including retirement date) from candidate. The nominator may also upload their narrative here instead of putting it in the text box.

- a) Click the "Choose File" button (or it may appear as a "browse" button).

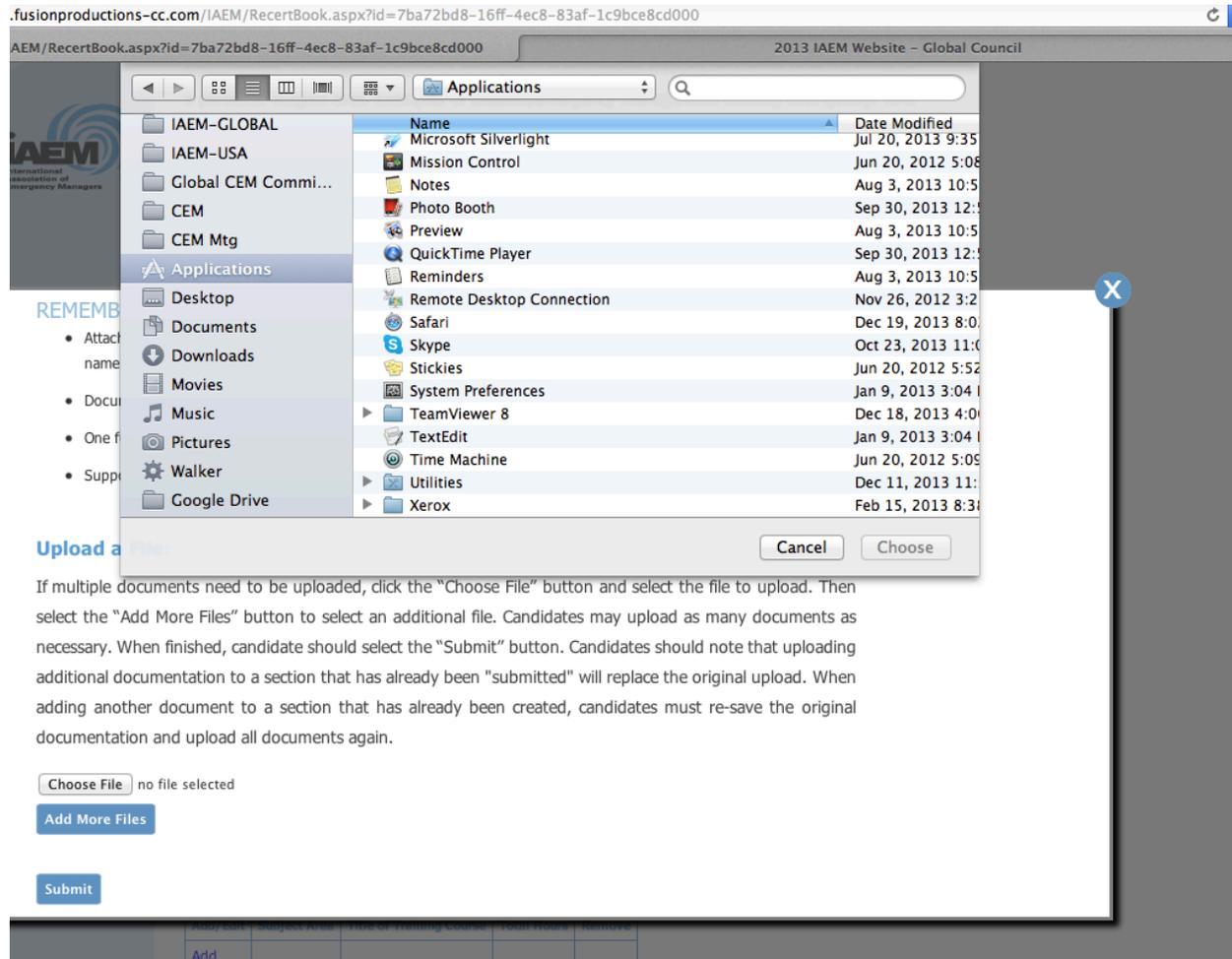
Choose File no file selected

Add More Files

Submit

- b) For Mac users: Locate the file to upload, highlight it and then hit “Choose” button. Proceed to step “d” below.

[NOTE: files should be uploaded as PDFs].

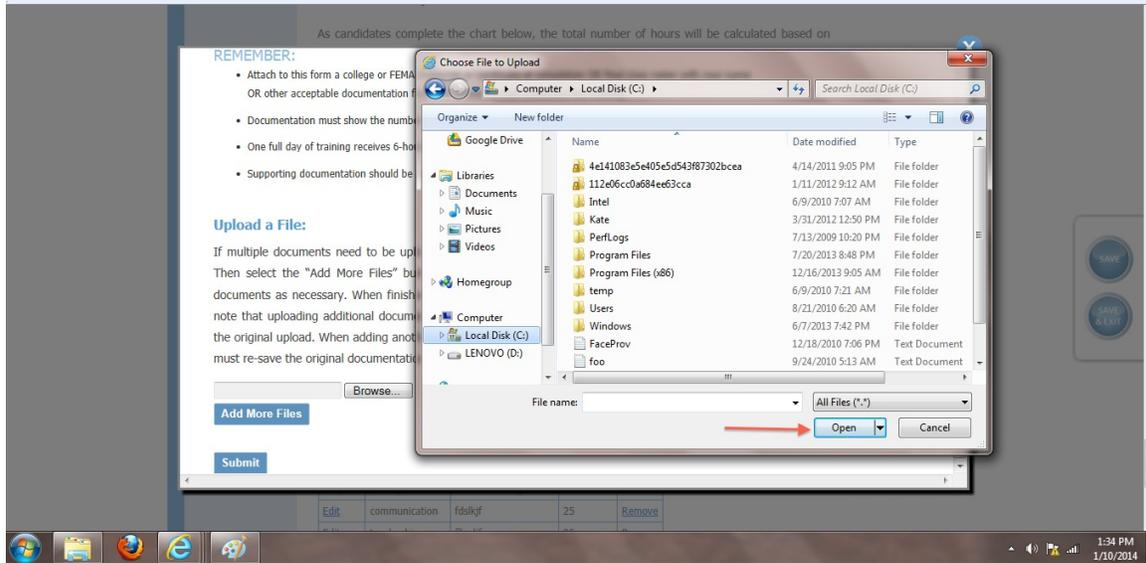


The screenshot shows a web browser window with the URL `.fusionproductions-cc.com/IAEM/RecertBook.aspx?id=7ba72bd8-16ff-4ec8-83af-1c9bce8cd000`. The browser title is "2013 IAEM Website - Global Council". A file selection dialog box is open, showing a sidebar with folders like "IAEM-GLOBAL", "IAEM-USA", "Global CEM Commi...", "CEM", "CEM Mtg", "Applications", "Desktop", "Documents", "Downloads", "Movies", "Music", "Pictures", "Walker", and "Google Drive". The "Applications" folder is selected, and its contents are listed in a table with columns for "Name" and "Date Modified". The "Choose" button is highlighted.

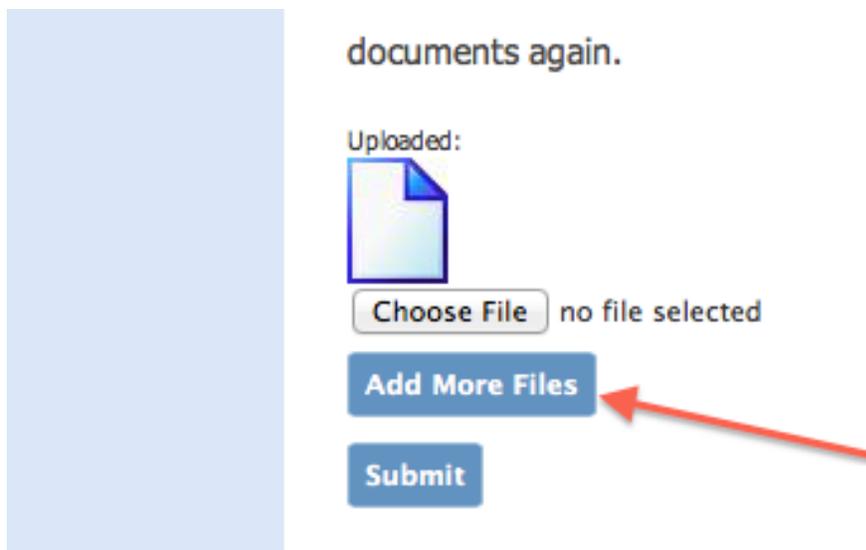
Name	Date Modified
Microsoft Silverlight	Jul 20, 2013 9:35
Mission Control	Jun 20, 2012 5:08
Notes	Aug 3, 2013 10:5
Photo Booth	Sep 30, 2013 12:5
Preview	Aug 3, 2013 10:5
QuickTime Player	Sep 30, 2013 12:5
Reminders	Aug 3, 2013 10:5
Remote Desktop Connection	Nov 26, 2012 3:2
Safari	Dec 19, 2013 8:0
Skype	Oct 23, 2013 11:0
Stickies	Jun 20, 2012 5:52
System Preferences	Jan 9, 2013 3:04
TeamViewer 8	Dec 18, 2013 4:0
TextEdit	Jan 9, 2013 3:04
Time Machine	Jun 20, 2012 5:08
Utilities	Dec 11, 2013 11:0
Xerox	Feb 15, 2013 8:3

Below the dialog box, the web page shows an "Upload a File" section with a "Choose File" button (no file selected), an "Add More Files" button, and a "Submit" button. The "Submit" button is highlighted.

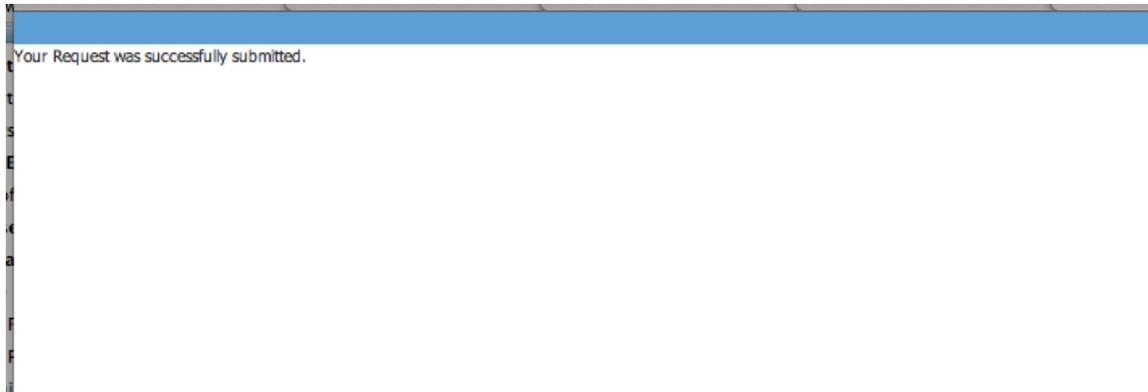
- c) For PC users, select the appropriate file on your computer and then hit the “open” button.



- d) If additional documents need to be uploaded, click on the blue button “Add More Files” and select the file to upload. Candidates may upload up to five different documents.



- e) Then hit the blue submit button to complete the application and send it to IAEM HQ.
- f) You will receive a message stating that the application was submitted:



If the nominator would like to confirm receipt of the Lifetime Nomination, email info@iaem.com or call 703-538-1795. The Lifetime application will be added to the next online review (occurring every odd month).

NOTE: It may take several months to receive the results. After the Certification Commission reviews the Lifetime CEM nomination, it will go to the USA Board for final approval. Nominators or Lifetime CEM candidates may contact IAEM HQ at any time to check the status.