

## IAEM Certification Online Exam Steps

1. Complete the IAEM Certification Examination Request online form with Candidate's contact information, approved Proctor's contact information and date of the scheduled exam. 14 business days advanced noticed is required. Note: Candidate is not permitted to take the online exam on his/her personal or work computer. The Candidate must use a computer with Internet connection provided by the Proctor.



### EXAMINATION REQUEST

#### IAEM Certification

IAEM offers candidates for the Associate Emergency Manager (AEM®) and Certified Emergency Manager (CEM®) designations the opportunity to take the certification exam online. To request an online examination, you must:

- Complete the Examination Request Form below
- Select a date to take the exam – **An advance notice of 14 business days is required!**
- Select an approved proctor – For more information on choosing a proctor [click here](#)
- Pay the IAEM Certification Fee – For more information on fees and making payments online, [click here](#)
- Ensure your testing location has a reliable Internet connection and computer. Internet Explorer, Edge, Firefox, Safari or Google Chrome are required to log into the exam.

You may also take the IAEM examination at any IAEM event if you make arrangements in advance to do so. If you are interested in taking the exam at one of the official exam offerings, such as the IAEM Annual Conference, a Regional Conference, or a scheduled group offering, please [click here](#) for a list of official locations and dates available as well as registration instructions.

|   |   |
|---|---|
| <b>First Name</b>                           | <b>Last Name</b>                          |
| <input type="text" value="First Name"/>     | <input type="text" value="Last Name"/>    |
| <b>Title</b>                                | <b>E-Mail</b>                             |
| <input type="text" value="Title"/>          | <input type="text" value="E-Mail"/>       |
| <b>Phone</b>                                | <b>Organization/Company/Jurisdiction</b>  |
| <input type="text" value="Phone"/>          | <input type="text" value="Organization"/> |
| <b>Street Address</b>                       | <b>City/Town</b>                          |
| <input type="text" value="Street Address"/> | <input type="text" value="City"/>         |

2. Candidate will receive a confirmation email with subject "AEM/CEM Exam Requested for [Candidate's Name] – [Date of Exam Request]" that exam request has been received by IAEM Headquarters.



Dear John Miller:

Thank you submitting your request to take the exam for the IAEM Certification Exam designation. This e-mail will serve as confirmation of this request.

John Miller  
Emergency Manager  
email@email.com  
555-555-5555  
Middletown County  
Middletown, NJ 12345 US  
Local Government

**Requested Accommodations** None

IAEM reserves the right to deny your exam request should the proctor not be approved. As a reminder of who can be an approved proctor:

The proctor must be an unbiased party and must be someone from:

3. IAEM Staff will review the exam request within 14 business days and confirm the Proctor is eligible to proctor the exam.
4. Once approved, Proctor will receive an email from “IAEM Exam System” with the subject “Request to Proctor the AEM/CEM Exam for [Candidate’s Name] on [date] – ACTION REQUIRED”. It is the responsibility of the Proctor to read the email and the attached “Proctor Instructions” document and complete the electronic Proctor Agreement (link provided in the Proctor’s confirmation email) at least 5 days prior to the scheduled exam.



### Proctor Agreement

February 28, 2019

Kate McClimans  
201 Park Washington Ct  
Falls Church, VA 22046

For candidate: John Miller

Dear Kate McClimans:

Thank you for agreeing to proctor an examination for the IAEM Certification Program.

By electronically signing this form, you:

- Hereby attest that you will adhere to the outlined Proctor Instructions provided by IAEM and, after the examination is complete, will return the Post-Exam Proctor’s Report verifying that the examination was conducted without any known anomalies.
- Hereby agree to be bound by the terms and conditions of this Proctor Agreement.
- Attest that you have entered the electronic signature below with the intent that it serve as your binding signature.

Note that your duties impact the integrity of the entire Certification program and must be taken very seriously. If you are unable to adhere to the requirements outlined in the Proctor Instructions document, please notify IAEM Headquarters immediately so the candidate can coordinate another proctor.

Thank you for supporting the IAEM Certification program!

Sincerely,

IAEM Staff

Type Your Full Name:

This is an e-signature form. By typing your name in the box it is the same as signing your signature and is legally binding.

5. Once the Proctor Agreement has been received by IAEM HQ, Candidate will receive an email from IAEM Exam System with the subject “AEM/CEM Exam Confirmed for [Candidate’s Name] – [date of exam]”. There is important information in this email. **If candidate hasn’t received this email at least 3 business days prior to the scheduled exam, contact IAEM HQ at 703-538-1795 or [info@iaem.com](mailto:info@iaem.com).**

6. Proctor will receive email from IAEM Exam System with the subject "IAEM Exam Scheduled for [Candidate's Name] – [Date]". This email contains information about how to access the online exam.
7. On day of exam, the Proctor will review the information in the document 'Proctor Instructions' with the candidate. Candidate must bring a photo ID to the exam. Candidate will take the online exam in the Proctor's presence using the login information provided by the Proctor.
8. Once the exam is complete, the Proctor will receive a confirmation email from IAEM Exam System with the subject "AEM/CEM Exam COMPLETE for [Candidate's Name] – [Exam Date]". Proctor must submit the electronic Post-Exam Report (link provided in the email). Failure to submit this report may result in the exam being nullified and void.



Dear Proctor:

This is an automated notification that the above examinee has completed the IAEM Certification examination and that his/her answers have been submitted to IAEM Headquarters.

In order to maintain the integrity of the examination process, IAEM requires all proctors to file a "Post-Exam Proctor Report" that confirms that the exam was administered in accordance exam policies and procedures and that no anomalies, which would compromise the integrity of the test, were observed. A separate report is required for each examinee and the reporting link below is unique to each examinee. To file this report, click the following link:

[http://iaemexam.com/post\\_report.ph](http://iaemexam.com/post_report.ph)

**COMPLETION OF THIS POST-EXAM REPORT IS EXTREMELY IMPORTANT! Failure to submit this report may result in the exam being nullified and void.**

The examinee will be notified of results of the exam approximately 14 days after IAEM Headquarters has received the "Post-Exam Proctor Report."

9. Only after the Post-Exam Report is submitted to IAEM HQ will the candidate receive the results of the exam (within 14 business days) via email.