Certification Fees
Fees are based on costs to process candidate material. IAEM is a non-profit organization. Note that members are charged lower application fees because the IAEM treasury subsidizes certification activities.

All fees are quoted in U.S. dollars. All fees are non-refundable and non-transferrable.

Registration—No Charge
Candidates enroll online to receive access to the electronic application portal and are added to IAEM’s database to receive periodic certification program updates.

Application
All applicants must submit a submission processing and examination fee. Visit www.iaem.org/certification and go to the Initial Certification page for the current rates.

Maintenance
Recertification fees are due along with update documentation every five years. The current fees are listed on the IAEM website at www.iaem.org/certification under the Recertification tab.

About IAEM
The International Association of Emergency Managers (IAEM), which has more than 5,000 members worldwide, is the preeminent international non-profit organization of emergency management professionals. IAEM represents professionals whose goals are saving lives and protecting property and the environment during emergencies and disasters. Membership is open to anyone practicing or interested in the field.

IAEM dues vary for members in different geographic councils.

For membership information and current dues rates, please visit www.iaem.org.

Comprehensive Emergency Management
The AEM® and CEM® program is for professionals with comprehensive emergency management responsibility. These practitioners integrate all phases of emergency activity for all types of disaster. Comprehensive emergency management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all risks—attack, man-made, and natural. Integrated emergency management includes all actors/stakeholders.

Disclaimer
IAEM’s Associate Emergency Manager (AEM®) and Certified Emergency Manager (CEM®) certifications are not in any manner intended to serve as a warranty, representation, guarantee, or promise with respect to the quality of performance of or procedures utilized by certified emergency managers in their work. The certification program is intended only to establish education, training and experience criteria relevant to emergency management, and to certify that the IAEM certified individual has met the established criteria. IAEM specifically disclaims any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses, or injuries or damages to persons or property arising out of or resulting from the services performed by or any errors or omissions on the part of any IAEM Associate Emergency Manager (AEM®) and Certified Emergency Manager (CEM®).

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Objectives/Philosophy
The International Association of Emergency Managers (IAEM) created the certification program for emergency managers to raise and maintain professional standards; it is a program to certify achievements within the profession. Any emergency management professional who meets requirements is welcome to participate.

Certification Commission Structure
The program is served by a Certification Commission made up of emergency management professionals including representatives from allied fields, educators, military and private industry personnel. Development of the program was supported by the U.S. Federal Emergency Management Agency (FEMA), the National Emergency Management Association (NEMA) and a host of allied organizations.

Program Process
To register for certification consideration, candidates must enroll online at www.iaem.org to receive access to the electronic application portal at no charge. This includes detailed instructions, and other helpful information to aid in successful certification completion.

Completed applications along with the appropriate fee are accepted at any time during the year. The Certification Commission periodically evaluates submissions. Specific meeting dates are posted online.

Candidates must also take a 100-question multiple-choice examination and pass by 75% in order to receive the AEM®/CEM® designation, and can do so at any time by arranging a proctor with their local high school, college, or at an IAEM event. The Study Guide describes format, test content sources and how to arrange a proctor. IAEM also offers a Prep Course at an additional fee for those wanting an intensive review of all content prior to taking the test. For more information on the Prep Course please go to www.iaem.org/certification.

Levels of Certification
There are two types of certification offered: the Associate Emergency Manager (AEM®), and the Certified Emergency Manager (CEM®).

Certification Maintenance
AEM®s and CEM®s maintain certification every five years by documenting continuing education/training and professional contributions.

CEM® Requirements
(All AEM® Requirements and Additional Listed Requirements)

AEM® Requirements

Management Essay
Candidates must demonstrate knowledge, skills and abilities through this written submission, as specified in the instructions included in the application.

Letters of Reference
One signed letter on official letterhead from candidate's current supervisor, plus contact information for two additional references, with the option to upload two additional signed letters of reference on letterhead if candidate feels it would be helpful to his/her application.

Multiple-Choice Examination
Candidates must pass by 75% a 100-question examination in order to receive the AEM®/CEM® designation, and can do so at any time by arranging a proctor with their local high school or college or at an IAEM event. The Study Guide describes format and test content sources. Note: the examination includes a portion of questions that are considered to be universal, core content for emergency management regardless of location. Additional content is tested depending on country in which candidate is based.

Multiple Choice Notes:
- No more than 25% of test content is specific to the profession, and general management includes content that can be applied beyond emergency management.
- Note: no more than 25% of hours can be in any single topic.

Emergency Management Experience
Three years by date of application. Comprehensive experience must include participation in a full-scale exercise, two functional exercises, actual disaster, or a major public event such as a major sporting event, state visit, or special event, and must encompass all phases of emergency management (mitigation, preparedness/ prevention, response and recovery). Note: a baccalaureate degree in emergency management reduces the experience requirement (depending on how current the degree is) and waives EM Training if it is earned very recently.

Education
U.S. applicants—Any 4-year baccalaureate degree is required.
Asian, Latin American & International applicants— Any baccalaureate degree or equivalent thereof, or additional experience may be substituted at two years of full time Emergency Management employment per year of college/university.

Europa & Oceania applicants—candidates must submit a baccalaureate degree.

Canadian applicants—candidates will be required to submit any three or four-year baccalaureate degree or program. Or, any post-graduate degree in EM or related field.

Contributions to the Profession
Submissions must be within the last 10 years. Note: * indicates activity must be performed beyond the scope of candidate’s job requirements.
- Six separate contributions are required in areas such as professional membership, conference attendance, service role, leadership role*, special assignment, speaking, teaching, course development, publication, audio-visual and interactive products, awards or special recognition, professional certification related to emergency management, or legislative contact. See the application for more details on each area.

IAEM Webpage:
www.iaem.org/certification
www.iaem.org/iaem/iaem_interactive_study_guide.html
www.iaem.org/iaem/iaem_study_guide.html

IAEM Event Registration:
Events are posted online. Additional content is tested depending on country in which candidate is based.

IAEM Certification Information:
www.iaem.org/certification
www.iaem.org/iaem/certification/certification.html
www.iaem.org/iaem/certification/certification_submissions.html

IAEM Study Guide:
An intensive review of all content prior to taking the test. For more information on the Prep Course please go to www.iaem.org/certification.

IAEM Event:
The Study Guide describes format, test content sources and how to arrange a proctor. IAEM also offers a Prep Course at an additional fee for those wanting an intensive review of all content prior to taking the test. For more information on the Prep Course please go to www.iaem.org/certification.