Certification Program

AEM®/CEM® Mentoring Approval Request Form

Please complete and return the following request form to IAEM headquarters for review and consideration by a member of the Certification Executive Commission.

|  |  |
| --- | --- |
| Mentor Name and Title |  |
| Organization |  |
| Address |  |
| City/Town, |  |
| State/Province/ Region/County |  |
| Country |  |
| Phone |  |
| Email |  |

Have you received the AEM® or CEM® designation from IAEM?  Yes  No

If so, what is your original certification date **and** latest recertification date (if applicable)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Original certification: |  |  | Recertification: |  |

Are you listed as a current Featured Mentor?  Yes  No

*(if yes, skip the reference section below)*

Please provide two references including name, title, company, phone and email address:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reference 1 |  | Reference 2 |
| Name |  |  |  |
| Title |  |  |  |
| Company |  |  |  |
| Phone |  |  |  |
| Email |  |  |  |

|  |  |
| --- | --- |
| Name of candidate(s) to be mentored |  |

|  |  |
| --- | --- |
| Please describe how you intend to provide the mentoring (meeting dates, etc.) |  |

I agree to follow the guidelines as established on the “[Representation and Mentoring Guidelines](http://www.iaem.com/page.cfm?p=certification/resource-center/cem-mentoring&lvl=2)” form.

|  |  |
| --- | --- |
| Your Signature and date: |  |

**NOTE**: Appropriate documentation for the Mentoring Professional Contribution in your recertification application includes confirmation from IAEM HQ that this request has been approved as well as a signed letter from listed mentee confirming that you provided mentoring assistance during the certification application process.

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| Please complete this form and return to:  Kate McClimans  [KMcClimans@iaem.com](mailto:KMcClimans@iaem.com)  G:/IAEM/CEM/Proctor-Mentor/Mentoring Approval Form.doc |
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