

Requirement	AEM	CEM	Recommended Documentation	How Satisfied														
Pre-Application Information	•	•	Application only															
Cover Sheet	•	•	Application only															
Work History (5760 hours OR 3840 hours)		•	Current Job Description															
			Previous job descriptions to meet the requirement															
			If candidate has a baccalaureate degree in EM, it will reduce experience requirement to 2 years (3840 hours). submit degree															
Experience (Actual or FE/2 FSE)		•	Actual (real-world) Responses should include IAP, AAR, and supervisor statement															
			Exercise Experience should include ExPlan, C/E Handbook, AAR, and supervisor statement															
Candidate Reference Requirement (One required; Three optional)	•	•	Contact for three professional references (one must be your current supervisor) plus at least one signed professional letter of reference on letterhead from your current supervisor.															
Education Requirement		•	Submit a copy of your baccalaureate degree or scan of an official transcript that notes the date the degree was conferred															
Emergency Management Training Hours (100) (No more than 25 hours may be claimed for one topic area; if EM degree, see table)	•	•	For courses listed on the IAEM Training Allocation Table, submit certificate of completion	<table border="1"> <thead> <tr> <th>Time since degree (in years)</th> <th>0-3</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7+</th> </tr> </thead> <tbody> <tr> <td>EM training hours needed</td> <td>0</td> <td>20</td> <td>40</td> <td>60</td> <td>80</td> <td>100</td> </tr> </tbody> </table>	Time since degree (in years)	0-3	3	4	5	6	7+	EM training hours needed	0	20	40	60	80	100
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EM training hours needed	0	20	40	60	80	100												
For courses not listed in the IAEM Training Allocation Table, submit certificate of completion and course syllabus (1 IACET CEU = 10 hours and 1 semester credit = 15 hours)																		
General Management Training Hours (100) (No more than 25 hours may be claimed for one topic area)	•	•	For courses listed on the IAEM Training Allocation Table, submit certificate of completion															
			For courses not listed in the IAEM Training Allocation Table, submit certificate of completion and course syllabus (1 IACET CEU = 10 hours and 1 semester credit = 15 hours)															

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Professional Contributions (SIX REQUIRED)		•	In general, all contributions require independent verification and most require clear identification of the candidate's role.	
A. Membership		1 of 6	Certificates of Membership (must represent 3 separate years)	
B. Professional Conference		1 of 6	Certificates of Attendance and Agenda (totaling 40 hours). If attendance certificate doesn't include contact hours candidate could earn up to 6 hours for a full day or 3 hours for a half day of conference attendance.	
C. Service Role		1 of 6	Minutes, letter of appreciation, proof of contribution	
D. Leadership Role* (not part of job duties)		1 of 6	Minutes, letter of appreciation, proof of contribution, verification that contribution is not part of job duties	
E. Special Assignment		1 of 6	Minutes, letter of appreciation, proof of contribution	
F. Speaking		1 of 6	Proof of THREE delivered presentations on an EM issue	
G. Teaching		1 of 6	Proof of course delivered (by you) meeting or exceeding THREE hours of platform instruction on an EM issue	
H. Course Development		1 of 6	Independent validation of your role in the substantial re-design or development of a course.	
I. Publication		1 of 6	Provide proof of primary/secondary authorship and a copy of the publication (must be related to EM)	
J. A/V Product		1 of 6	Provide proof of significant participation in and major contribution toward an A/V product within EM.	
K. Awards		1 of 6	Provide award details to include how the award relates to emergency/disaster management	

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L. Certification		1 of 6	Provide certificates for EM certification through a government entity or state/province association.	
M. Legislative Contact		1 of 6	Provide written letter sent to and reply from legislator	
N. Conduct Research		1 of 6	Provide independent documentation and proof of your role in the development of a research product.	
O. Other		1 of 6	Provide independent documentation and proof of your role for a contribution not defined in the above contribution types	
Essay	•	•	Provide a written essay that addresses the given scenario	
			Ensure major formatting requirements are met	
			Utilize outline of six points provided	
			Demonstrate knowledge of the assigned KSAs as they appear	
			Provide hand-signed statement and date at end	
Exam	•	•	Can be administered by a proctoring center, college, Certification Commissioner or IAEM Board Member	