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

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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 for completing a Lifetime CEM application.

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 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, 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

1. Nominators (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. This nomination form should be completed in one sitting as there is not a way to save the application mid-way through the form.

3. The selected application will populate on the nominator’s dashboard. Nominators can open the application by clicking on the link in the first column.
2 Completing the Application

After opening the application, the nominator should complete all fields, including the Lifetime CEM candidate’s name, email address, contact information and the candidate’s retirement date.

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:
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.

⇒ 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.

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.

a) Click the “Choose File” button

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

[NOTE: Candidates can upload documentation in any format.]
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.

![Image of file upload process]

e) Then hit the blue submit button to complete the application and send it to IAEM HQ.

[NOTE: Uploading additional documentation to a section that has already been "submitted" will replace the original upload. When adding another document to a section that has already been created, candidates must re-save the original documentation and upload all documents again.]

f) You will receive a message stating that the application was submitted:

![Image of application submission success message]
When nominators navigate back to their Candidate Dashboard, they will see the Lifetime Application and a message that it has been successfully submitted:

If you encounter issues not addressed by this User Guide, please contact CEM Administrator Kate McClimans (KMcClimans@iaem.com) for additional assistance.