



Online Re-certification Application

User Guide

March 2020

Version 1.5

International Association of Emergency Managers

201 Park Washington Court

Falls Church, VA 22046

www.iaem.org

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Introduction

Scope and Purpose

Thank you for accessing the IAEM certification online application. 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 answer frequently asked questions for candidates using the online application.

Please note that the online application has the most up-to-date information and should be referenced when checking requirements for each section. Images of the application found throughout this user guide may contain sections of the application that have been updated since this resource document was created.

Process Overview

The online application has been created to allow candidates to submit the AEM/CEMr Recertification application via the online portal. This User Guide will outline how candidates will:

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 Recertification Application

Candidates can access the recertification application via the IAEM website here:

<https://www.iaem.org/certification/application/recertification> .

Log in

A screenshot of the login interface for the CEM/AEM Online Application. The form is centered on a dark blue background. It features a title "CEM/AEM Online Application" at the top. Below the title are two input fields: "Username" and "Password". Underneath these fields are two buttons: "Cancel" and "Login". At the bottom of the form, there is a link for "Forgot your username or password?" with a small "a" href tag, and a note: "Click [here](#) to retrieve it. Contact info@iaem.com should you have questions."

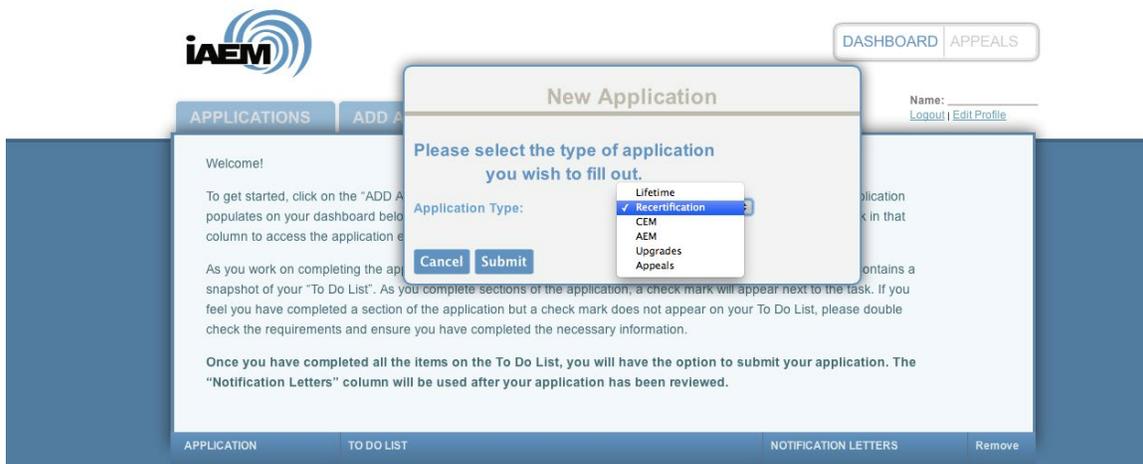
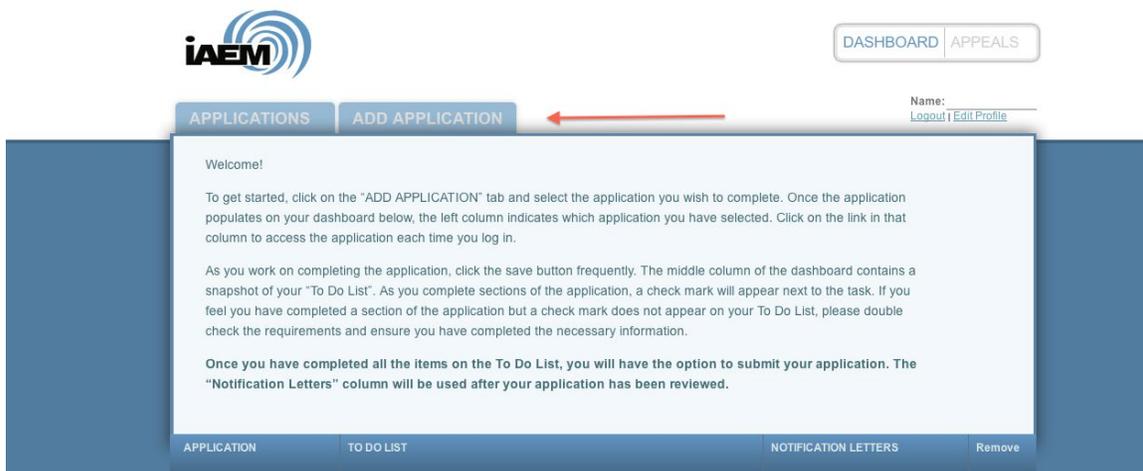
1. Candidates should use the same login credentials as for the IAEM website.

[NOTE: if candidates forget their log-in information, click on the “forgot log in” link. Candidates will be directed to the IAEM website to retrieve their user name and password.]

2. Once Login is complete, Candidates will see the Candidate Dashboard with instructions for starting an application.

1.1.1 Create New Application

1. Candidates should click on the “Add Application” and select Recertification application from the dropdown menu. Then hit the “Submit” button.



2. The selected application will populate on the candidate’s dashboard. Candidates can open the application by clicking on the link in the first column.

As you work on completing the application, click the save button frequently. The middle column of the dashboard contains a snapshot of your "To Do List". As you complete sections of the application, a check mark will appear next to the task. If you feel you have completed a section of the application but a check mark does not appear on your To Do List, please double check the requirements and ensure you have completed the necessary information.

Once you have completed all the items on the To Do List, use the blue "Submit Application" button to send it to IAEM HQ. The Notification Letters column will be used after your application has been reviewed.

APPLICATION	TO DO LIST	NOTIFICATION LETTERS	Remove
Recertification 5 Year Click on the above link to access your application."	Application Warranty Acknowledgement Cover Sheet ✓ Training Disaster/Emergency Management Training is Incomplete General Management Training is Incomplete Application requires more total training hours Professional Contributions Professional Contributions Section is Incomplete. Please Check your entries and verify that you have completed all of the required sections. Payment Information Before you can submit the application, you must pay the certification fee through the IAEM website. We require 24 hours to process the payment after it is submitted. If you have already made payment and you are still seeing this error message please contact IAEM HQ at 703-538-1795 or CEMinfo@iaem.com.		⊗

- The middle column, "To Do List," provides a checklist. As sections are completed in the application, a checkmark will appear next to the to-do action item in the middle column.
- After adding a recertification application, the year of the recertification will populate (see red circle above). Candidate should confirm the year is correct because the requirements vary based on the recertification year.

2 Completing the Application

The applications are designed in an accordion-style format. After opening the application, candidates can access each section of the application by either:

Clicking on the blue "Go On" button at the bottom of each section

I pledge to abide by the Code of Ethics and Professional Conduct published by IAEM. I understand violation is grounds for CEM® revocation.

Further, I have read and acknowledge the Disclaimer, Indemnification Information, IAEM Administrative Guidelines for CEM®/ AEMSM Certification Examination Testing and Review, Application Warranty and Acknowledgement as published by IAEM.

By checking this box, I have read and understand the above Acknowledgement

Go On

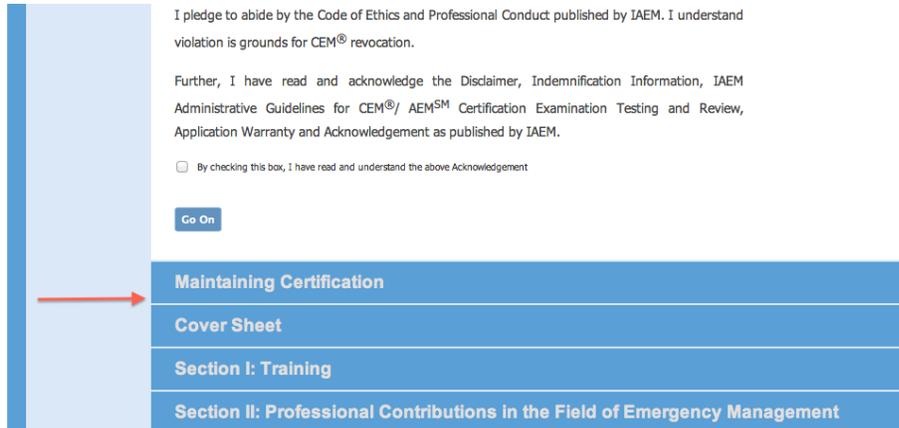
Maintaining Certification

Cover Sheet

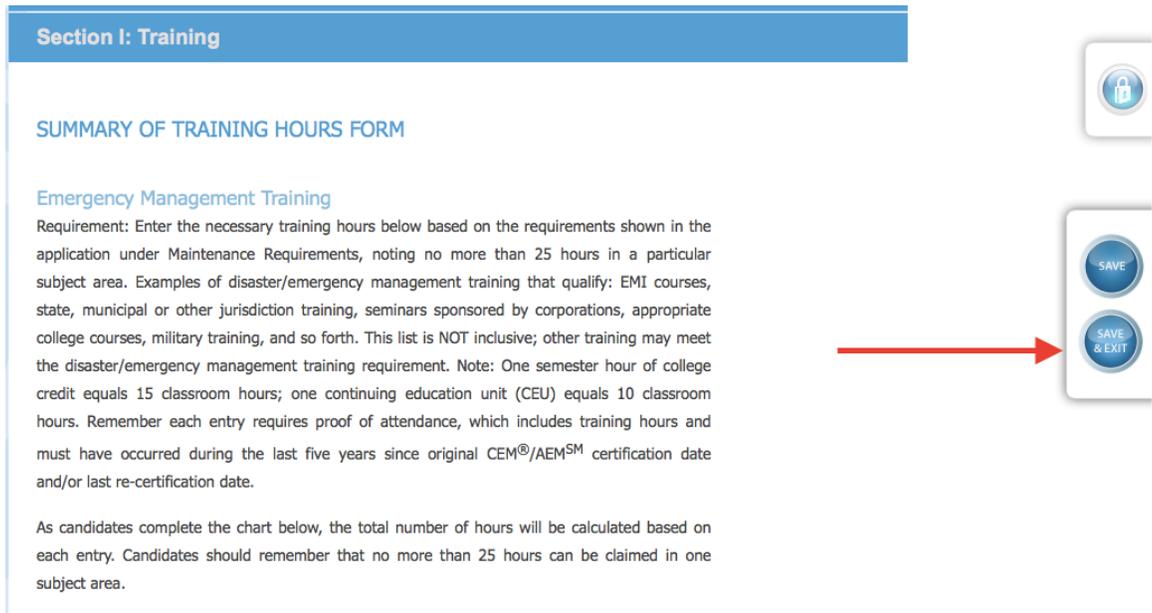
Section I: Training

Section II: Professional Contributions in the Field of Emergency Management

Or, click on each blue section header beneath the “Go On” button



[NOTE: Candidates should save the document frequently using the “save” button on the side of the application.]



2.1.1 Pre-Application Information

Candidates should read the information in the Pre-Application section and check the two boxes under the [CEM/AEM Applicant Warranty](#) and the [Acknowledgement](#) headers.

IAEM or any IAEM Council to have violated or breached any tenet of the IAEM Code of Professional Conduct and subsequently pronounced ineligible to be or remain certified.

By checking this box, I have read and understand the above CEM®/AEM® Applicant Warranty

ACKNOWLEDGEMENT

I hereby acknowledge and agree that in the event IAEM determines that I have breached the above warranty or been found to have provided any information on the CEM®/AEM® application or supporting documentation that is materially false or misleading, or not my own work, that IAEM and/or the IAEM CEM® Commission has the authority to prohibit me from reapplying for Certified Emergency Manager/Associate Emergency Manager certification and/or to summarily deny any previously submitted application containing such false or misleading information or documentation.

I understand that certification is subject to Certification Commission approval, and if granted, is current for a five year period. I will execute the necessary documents, submit to written examination and supply further information as determined by the Commission. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation. I hereby voluntarily and knowingly consent and grant permission to IAEM or its authorized agent(s) to conduct a verification of the accuracy and authenticity of any information or documentation I submit in connection with or support of this Application Package.

I certify that I have followed all directions outlined in the application and I understand that my packet may not be review if instructions are not followed.

I pledge to abide by the Code of Ethics and Professional Conduct published by IAEM. [Click here to review.](#) I understand violation is grounds for CEM® revocation.

Further, I have read and acknowledge the Disclaimer, Indemnification Information, IAEM Administrative Guidelines for CEM®/AEM® Certification Examination Testing and Review, Application Warranty and Acknowledgement as published by IAEM.

By checking this box, I have read and understand the above Acknowledgement

From there, click on the blue “Go On” button to access the information on the [Maintaining Certification](#) page.

2.1.2 Cover Sheet

The candidate’s contact information will automatically populate based on information in the IAEM database system.

[NOTE: All fields with an asterisk are required.]

If the information is outdated, candidates should log in to their IAEM member profile (www.iaem.org) to provide the correct information and provide the updated information under [Address for Database if Different from Above](#) on the online application.

info@iaem.com

Years in Current Position:

Years in Disaster/Emergency Management:

ADDRESS FOR DATABASE IF DIFFERENT FROM ABOVE ←

Address and City/Town are required if filling out this section

Address 1:

Address 2:

City/Town:

State/Province/Region/County:

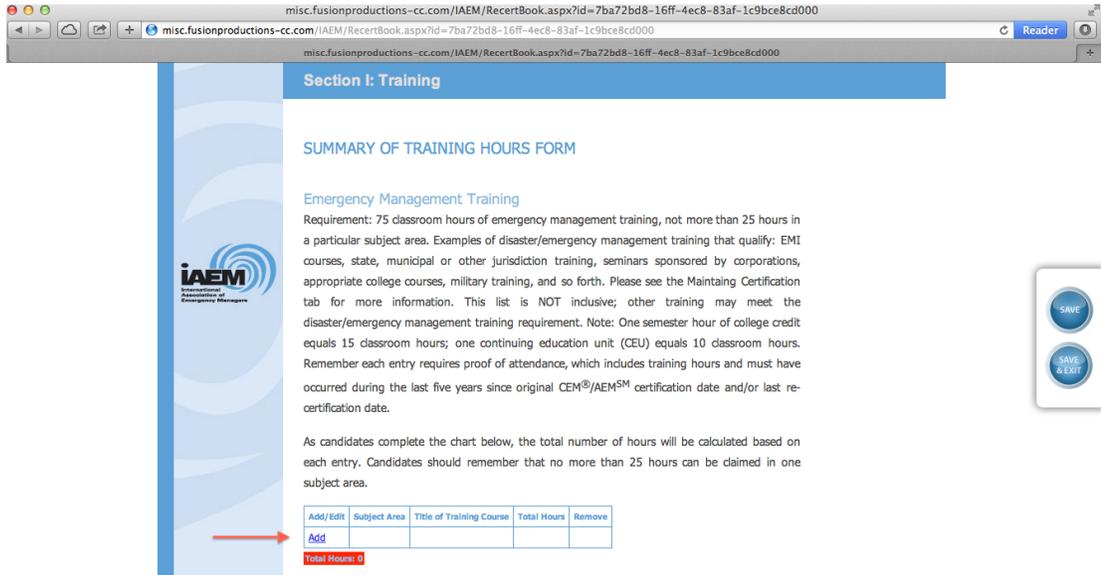
Country:

Postal/Zip:

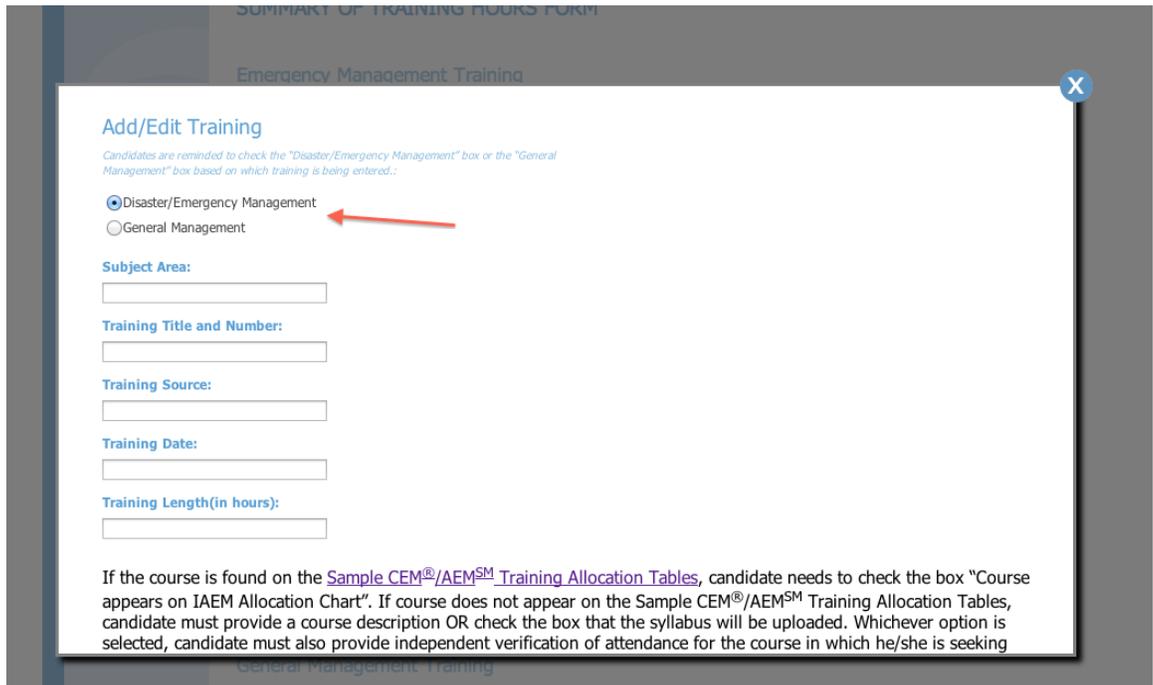
Go On

2.1.3 Section I: Training

1. Candidates should click on the “Add” link to enter a training entry.



- a) Candidates should check the radio button for Disaster/Emergency Management Training or General Management Training:



- b) Complete all fields for Subject Area, Training Title and Number, Training Source, Training Date and Training Length
- c) NOTE: Dates should be entered in the following format: MM/DD/YYYY.

- d) If the course is found on the [Sample AEM®/CEM® Training Allocation Tables](#), candidates should check the box “Course appears on IAEM Allocation Chart”.

appropriate college courses, military training, and so forth. Please see the training Certification tab for more information. This list is NOT inclusive; other training may meet the

Training Length(in hours):

If the course is found on the [Sample CEM®/AEMSM Training Allocation Tables](#), candidate needs to check the box “Course appears on IAEM Allocation Chart”. If course does not appear on the Sample CEM®/AEMSM Training Allocation Tables, candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking credit.

Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

Course appears on IAEM Allocation Chart

I am Uploading the Syllabus

REMEMBER:

- e) If course does not appear on the Sample AEM®/CEM® Training Allocation Tables, candidate **must** provide a course description

appropriate college courses, military training, and so forth. Please see the training Certification tab for more information. This list is NOT inclusive; other training may meet the

Training Date:

Training Length(in hours):

If the course is found on the [Sample CEM®/AEMSM Training Allocation Tables](#), candidate needs to check the box “Course appears on IAEM Allocation Chart”. If course does not appear on the Sample CEM®/AEMSM Training Allocation Tables, candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking credit.

Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

Course Overview
The goal of this course is to acquaint new personnel with the position of emergency manager, including history and underlying principles of emergency management, key areas of emphasis, the emergency manager’s roles and responsibilities, and tips for getting started.

Course Objectives:
At the completion of this course, participants should be able to:

Course appears on IAEM Allocation Chart

I am Uploading the Syllabus

Add/Edit	Subject Area	Title of Training Course	Total Hours	Remove
Add				

f) **OR** check the box that the syllabus will be uploaded.

tab for more information. This list is NOT inclusive; other training may meet the

candidate must provide a course description OR check the box that the syllabus will be uploaded. Whichever option is selected, candidate must also provide independent verification of attendance for the course in which he/she is seeking credit.

Course description (copy of syllabus or curriculum is acceptable) for those courses not listed in the Sample Training Allocation Chart available on the IAEM website.

Course appears on IAEM Allocation Chart

I am Uploading the Syllabus

REMEMBER:

- Attach to this form a college or FEMA transcript or certificate of completion OR final class roster with your name OR other acceptable documentation from the institution that conducted the training.
- Documentation must show the number of classroom hours, CEUs, or college credits for a college course.
- One full day of training receives 6-hours credit per day, unless otherwise documented.
- Supporting documentation should be available if the Commission requests more information.

forth.

g) Whichever option is selected, candidate must also upload independent verification of attendance for the course in which he/she is seeking credit.



SUMMARY: In order for each training entry to be complete, candidates must:

Complete all fields for Subject Area, Training Title and Number, Training Source, Training Date and Training Length **AND** do one of the following:

- Provide a description in the text box **OR**
- Check the box that the course appears on the [IAEM Training Allocation Chart](#). **OR**
- Check the box that candidate is uploading the course syllabus.

2. Upload all necessary documentation for this course:

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

[NOTE: Candidates should upload documentation in a PDF format.]

.fusionproductions-cc.com/IAEM/RecertBook.aspx?id=7ba72bd8-16ff-4ec8-83af-1c9bce8cd000

IAEM/RecertBook.aspx?id=7ba72bd8-16ff-4ec8-83af-1c9bce8cd000 2013 IAEM Website - Global Council

REMEMBER:

- Attach to this form a college or FEMA OR other acceptable documentation
- Documentation must show the number of hours
- One full day of training receives 6-hours
- Supporting documentation should be submitted

Upload a File:

If multiple documents need to be uploaded, click the "Choose File" button and select the file to upload. Then select the "Add More Files" button to select an additional file. Candidates may upload as many documents as necessary. When finished, candidate should select the "Submit" button. Candidates should note that 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.

Choose File no file selected

Add More Files

Submit

c) For PC users, select the appropriate file on your computer and then hit the "open" button.

As candidates complete the chart below, the total number of hours will be calculated based on

REMEMBER:

- Attach to this form a college or FEMA OR other acceptable documentation
- Documentation must show the number of hours
- One full day of training receives 6-hours
- Supporting documentation should be submitted

Upload a File:

If multiple documents need to be uploaded, click the "Choose File" button and select the file to upload. Then select the "Add More Files" button to select an additional file. Candidates may upload as many documents as necessary. When finished, candidate should select the "Submit" button. Candidates should note that 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.

Browse...

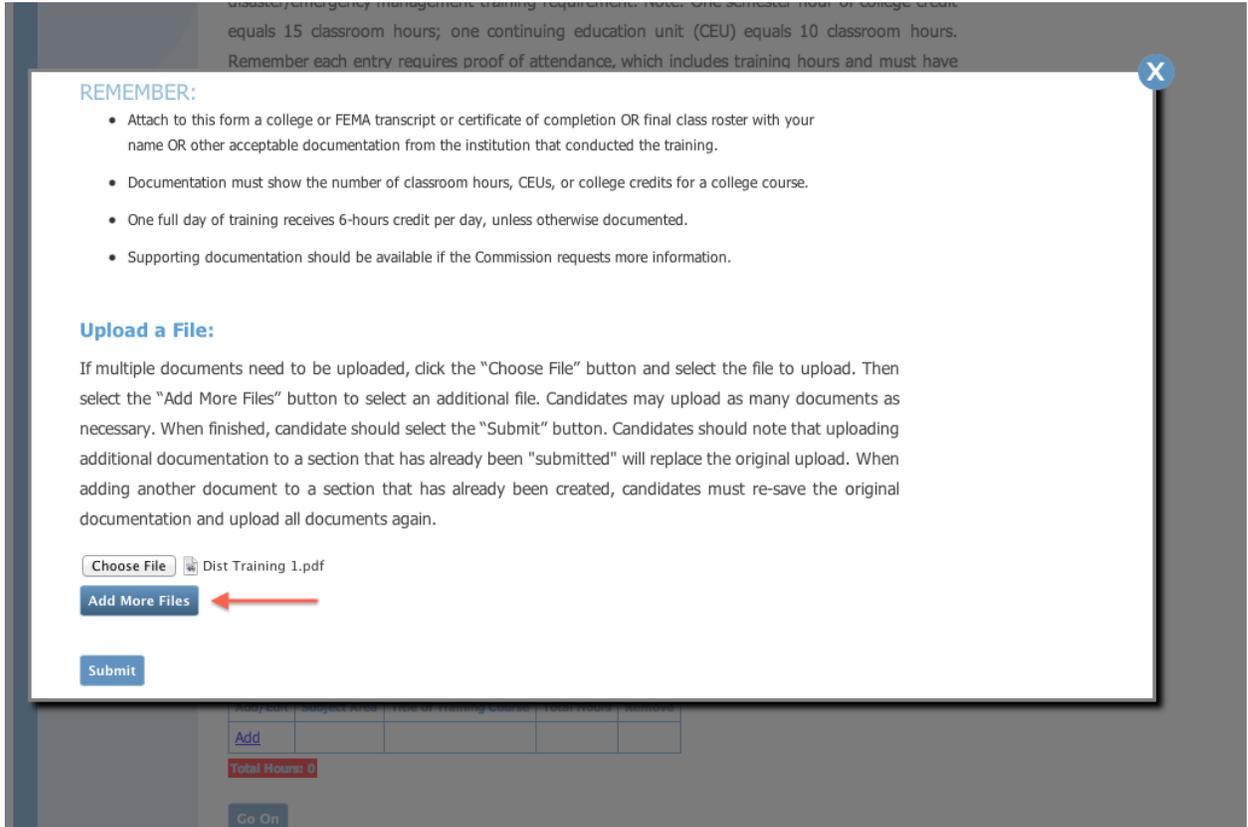
Add More Files

Submit

File name: All Files (*.*)

Open Cancel

- 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 five different files.



- e) Then hit the blue submit button.

[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) If any section of the application appears in red, it means the entry/section is incomplete. Candidates should go back and check that all field boxes are completed and documentation has been uploaded.



appropriate college courses, military training, and so forth. Please see the Maintaining Certification tab for more information. This list is NOT inclusive; other training may meet the disaster/emergency management training requirement. Note: One semester hour of college credit equals 15 classroom hours; one continuing education unit (CEU) equals 10 classroom hours. Remember each entry requires proof of attendance, which includes training hours and must have occurred during the last five years since original CEM®/AEMSM certification date and/or last re-certification date.

As candidates complete the chart below, the total number of hours will be calculated based on each entry. Candidates should remember that no more than 25 hours can be claimed in one subject area.

Add/Edit	Subject Area	Title of Training Course	Total Hours	Remove
Edit	Emergency Management	101	25	Remove
Add	Prevention	EM 201	25	Remove
Add				

Total Hours: 50

SUMMARY OF TRAINING HOURS FORM

General Management Training

Requirement: 25 classroom hours of continuing education must be general management and must have occurred during the last five years since original CEM®/AEMSM certification date and/or last re-certification date. Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth.

Add/Edit	Subject Area	Title of Training Course	Total Hours	Remove
Add				

Total Hours: 0

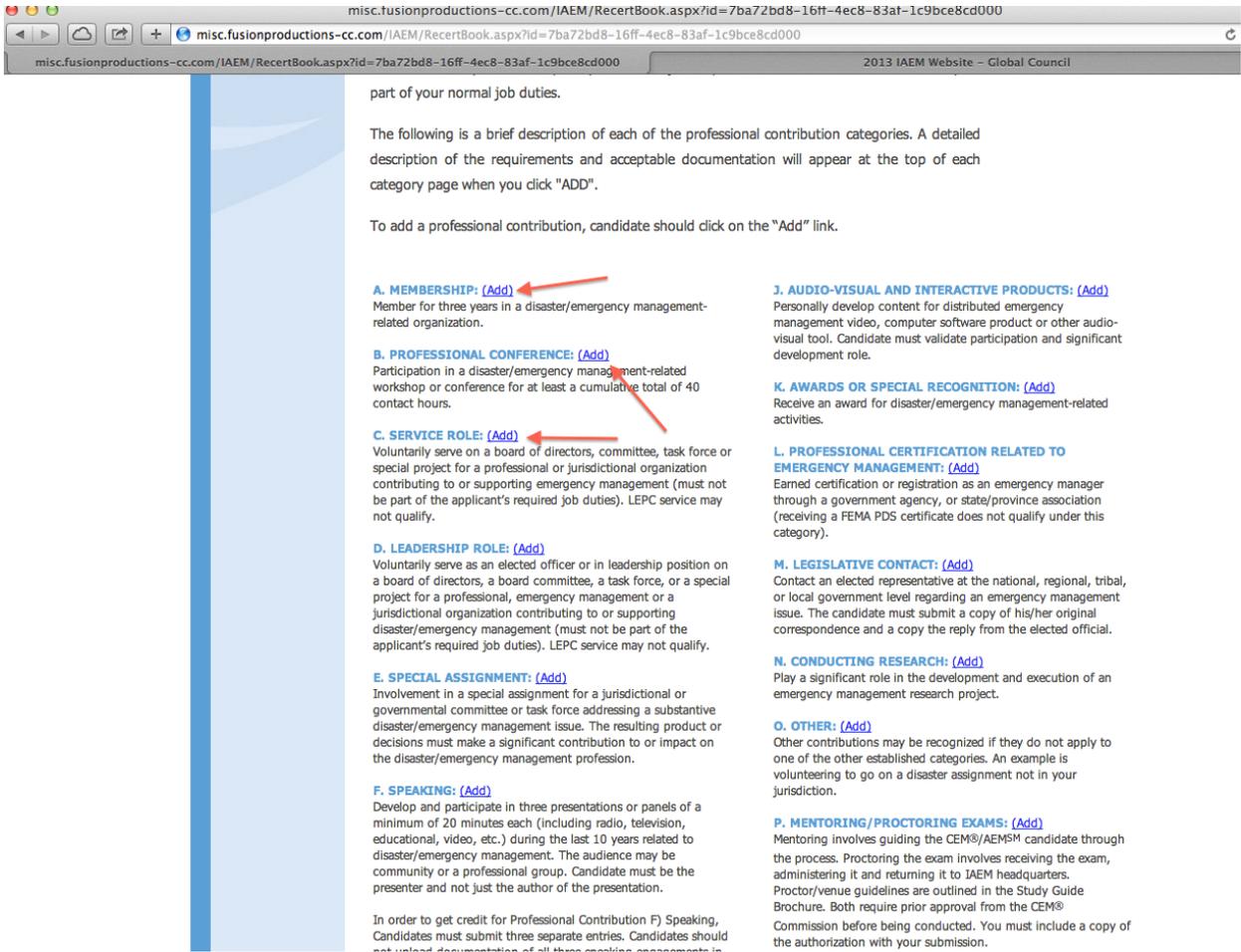
Go On



2.1.4 Section II: Professional Contributions

Candidates should click on the “Add” link next to the professional contribution listing and complete each pop-up window.

[NOTE – Documentation must be uploaded for each entry.]



3. Submitting the Application

1) After the candidate has completed the application, he/she should navigate back to the candidate dashboard by clicking on the "Save & Exit" button on the right side of the application.

Section I: Training

SUMMARY OF TRAINING HOURS FORM

Emergency Management Training

Requirement: Enter the necessary training hours below based on the requirements shown in the application under Maintenance Requirements, noting no more than 25 hours in a particular subject area. Examples of disaster/emergency management training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, and so forth. This list is NOT inclusive; other training may meet the disaster/emergency management training requirement. Note: One semester hour of college credit equals 15 classroom hours; one continuing education unit (CEU) equals 10 classroom hours. Remember each entry requires proof of attendance, which includes training hours and must have occurred during the last five years since original CEM®/AEMSM certification date and/or last re-certification date.

As candidates complete the chart below, the total number of hours will be calculated based on each entry. Candidates should remember that no more than 25 hours can be claimed in one subject area.







2) Candidates should ensure that the to-do list is complete with “check marks” next to each section.

populates on your dashboard below, the left column indicates which application you have selected. Click on the link in that column to access the application each time you log in.

As you work on completing the application, click the save button frequently. The middle column of the dashboard contains a snapshot of your “To Do List”. As you complete sections of the application, a check mark will appear next to the task. If you feel you have completed a section of the application but a check mark does not appear on your To Do List, please double check the requirements and ensure you have completed the necessary information.

Once you have completed all the items on the To Do List, you will have the option to submit your application. The “Notification Letters” column will be used after your application has been reviewed.

APPLICATION	TO DO LIST	NOTIFICATION LETTERS	Remove
Recertification “Click on the above link to access your application.”	Application Warranty ✓ Submit Application Acknowledgement ✓ Cover Sheet ✓ Training ✓ Professional Contributions ✓ Payment Information ✓		⊗

[NOTE: Before candidates can submit the application, the recertification fee must be submitted through the IAEM website: <https://www.iaem.org/certification/application/recertification>.

Once payment has been submitted, please allow the system 24 hours to process the recertification fee. Candidates should then log into the online application to submit the application.]

3) Candidates must use the blue “Submit Application” to finalize and submit the application to IAEM Headquarters.

a) Candidates will receive an email confirmation once the application has been submitted. If no automatic email is received, please contact IAEM HQ at info@iaem.com to confirm receipt of your application.

4. Manage Workflow

Once candidates have created an application, documentation can be uploaded at any time. As training and professional contributions are completed, candidates can upload the independent verification.

Note: Candidates are encouraged to keep copies of the documentation in case there are any problems with the online system.

5. Review & Results

Candidates will be notified when the results of the review are complete. At that time, candidates can log in to the online portal and access the results on their dashboard in the third column under “Notification Letters”.

Welcome!

To get started, click on the “ADD APPLICATION” tab and select the application you wish to complete. Once the application populates on your dashboard below, the left column indicates which application you have selected. Click on the link in that column to access the application each time you log in.

As you work on completing the application, click the save bottom frequently. The middle column of the dashboard contains a snapshot of your “To Do List”. As you complete sections of the application, a check mark will appear next to the task. If you feel you have completed a section of the application but a check mark does not appear on your To Do List, please double check the requirements and ensure you have completed the necessary information.

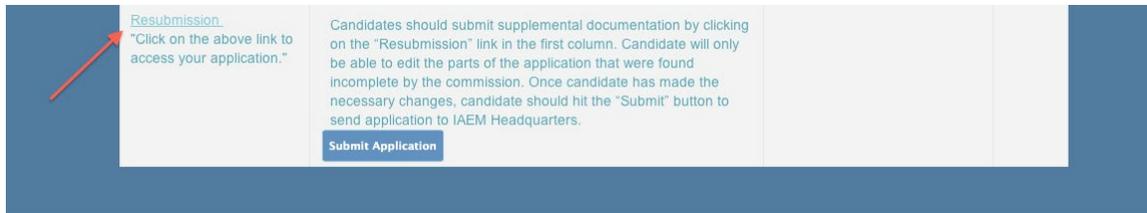
Once you have completed all the items on the To Do List, you will have the option to submit your application. The “Notification Letters” column will be used after your application has been reviewed by the council commission.

APPLICATION	TO DO LIST	NOTIFICATION LETTERS	Remove
Recertification “Click on the above link to access your application.”	Application has been Successfully Submitted	Recertification Incomplete Letter	

5.1 Resubmission

If the candidate’s application is found incomplete, a resubmission option will appear on the candidate’s dashboard. This is a copy of the candidate’s original application and candidates will have the opportunity to revise, within 90 days, only the sections of the application that were found incomplete during the initial review.

[NOTE: After the 90 days, candidates will not have access to resubmit supplemental documentation and will lose the designation.]



After the candidate has made changes to the application, he/she should submit the resubmission using the blue "Submit Application" button. The resubmission will go through the review process again and candidates will be notified when the results are available.

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