

## U.S. Air Force AEM®/CEM® Guide Book

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## Getting Started

First, congratulations on your decision to pursue the International Association of Emergency Managers U.S. Council (IAEM-USA) certification. As a member of the U.S. Air Force, you have most likely experienced the full spectrum of all-hazards planning and response. Pursuing professional certifications is just one more step in your emergency management journey and will provide a path towards future employment following your end of Service. This guide is intended for all *Total Force* Air Force members serving in the Active, Reserve, Air Guard and Auxiliary (Civil Air Patrol) components of the service.

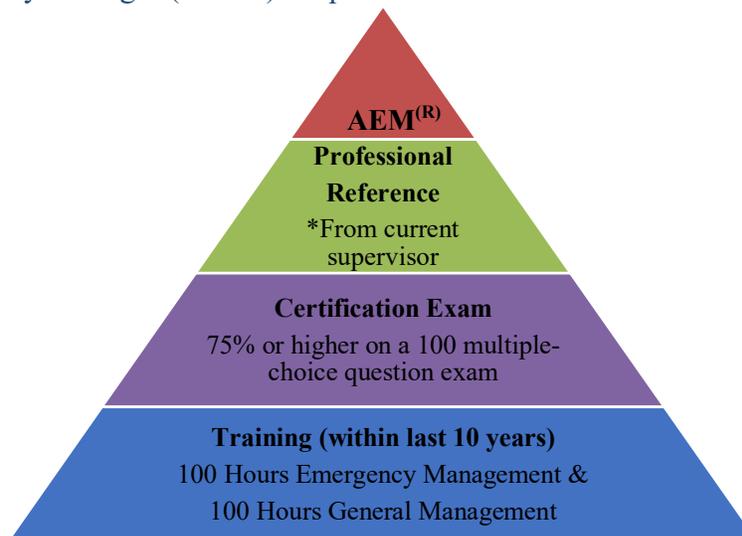
Before we begin, please note that this certification process requires (on average) four to six months of preparation to complete. Due to the operational nature of our work, this timeline can quickly extend to a year or longer. As a result, many candidates fail to apply due to the difficulty of balancing competing demands. This is your certification, and you have to work for it.

This professional certification can benefit you professionally long after your military career, and it can assist with the transition into your civilian career.

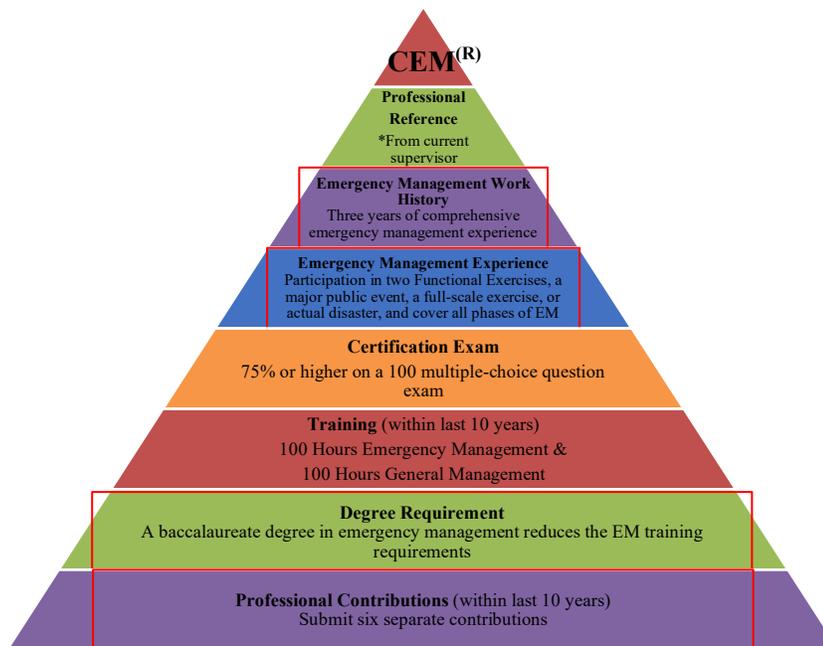
### Levels of Certification

There are two types of certification offered: the Associate Emergency Manager (AEM<sup>®</sup>) and the Certified Emergency Manager (CEM<sup>®</sup>). The Certified Emergency Manager designation is a nationally and internationally recognized professional certification for emergency managers and represents the pinnacle of emergency management certification. However, the Associate Emergency Manager is held in similar regard to the CEM<sup>®</sup> and provides applicants a foundation to work from if the CEM<sup>®</sup> is not attainable at the time.

#### Associate Emergency Manager (AEM<sup>®</sup>) Requirements



## Certified Emergency Manager (CEM<sup>®</sup>) Requirements



### Cost of Certification

The cost of AEM and CEM certifications may represent a barrier for candidates, particularly if not convinced if they satisfy all entry requirements. The current cost is located on the [IAEM](#) website.

Periodically organizations, such as IAEM, offer scholarships to assist with certification costs. Additionally, IAEM-USA Uniformed Services Committee (USC) coordinated with the U.S. Department of Veterans Affairs (VA) to allow for the use of GI Bill benefits to pay fees related to IAEM's Certified Emergency Manager Program. U.S. veterans, active-duty members, and others eligible in the Guard and Reserve may use their GI Bill benefits to reimburse 100 percent of the CEM application and testing fees.

Members interested in receiving reimbursement for the costs associated with the completion of the AEM or CEM certification applications, and tests, may request it through the Veterans Administration Reimbursement for *Licensure and Certification* process by filling out a VA Form 22-0803. This form with instructions may be found at [22-0803 \(va.gov\)](#).

For more information on this program can be found at [Get Paid Back For Test Fees | Veterans Affairs \(va.gov\)](#) under Licensing and Certification both the AEM and CEM tests from IAEM are registered under this program. Many veterans have used this process and it has been encouraged for use by the IAEM USC since 1999 as a means for cost free certification/reimbursement.

Although there is value in maintaining an active IAEM membership (e.g., CEM® Professional Contribution, networking, volunteer opportunities, etc.) additional costs come.

### Certification Review Dates

IAEM's Certification Review Commission comprises representatives nominated by their respective sponsoring Council Board and approved by the USA Board. Depending on the workload/volume of applicants, there are 18-30 Commission seats.

Due to the voluntary nature of the Certification Review Commission, applications are reviewed at set intervals throughout the calendar year. The schedule also guides applicants towards an appropriate target completion date. The current application review schedule is maintained on the [IAEM](#) website.

The Certification Commission reflects the spectrum of emergency management expertise, including all levels of government emergency management programs (local, state, tribal, federal) and all environments of practice, including but not limited to the private sector, military, not-for-profit/volunteer-based campuses, and healthcare organizations. This ensures that all candidates are peer-reviewed. All Certification Commission members must hold a current CEM certification.

If interested, IAEM hosts a Presentation of Diplomas during the IAEM Annual Conference during the Awards Banquet. Members seeking to attend this event and participate in the Awards Banquet must ensure this event is included in the registration and current IAEM Annual Conference participation requirements.

### Find a Mentor

The final optional step of the "Getting Started" process is to seek out a mentor to guide you through the process. Although this guide is designed to provide a framework for applicants, there is an inherent value in working with a peer who has already worked through the process.

The IAEM Certification Commission encourages mentoring of applicants by current CEMs. The website provides a list of [Featured Mentors](#) who are required to complete training to review the certification requirements. However, these individuals do not have the authority to pre-approve candidate submissions. Additionally, candidates for certification also may choose CEMs not on this list to be their mentors.

All new mentoring relationships should begin with the mentor completing the Mentoring Approval Request Form and sending it to IAEM for approval. If IAEM approval is obtained for mentorship, the mentor is required to obtain a signed memo/letter stating that mentorship is/was provided to complete this Professional Contribution for their recertification.

Once a mentor has been selected, the following pieces of information will help facilitate discussions and provide a foundation from which to build:

- Desired certification level (AEM® or CEM®)
- Career Timeline (billets, EM-related qualifications, EM-related projects etc.)
- Understanding of foundational emergency management concepts

- Exercise and/or Real-World Experience
- Formal emergency management and/or ICS Training
- Collegiate Education & Discipline (if emergency management related)
- Target completion date

## Certification Requirements

Although the certification requirements were briefly covered in a previous section, this only represented a surface-level overview of each requirement. Due to the complexity of assessing professional competency across various fields, IAEM established specific metrics to quantify what experiences should count towards certification. This provides IAEM the opportunity to vet applications from public, private, and governmental organizations with vastly different mission-sets.

As the military continues to move towards comprehensive emergency management, there are noticeable shortfalls in translating real-world experience into tangible EM-related accomplishments. Although the profession's acceptance is appreciated, it is imperative to note that military service does not equate to practical emergency management experience.

This is not to say military personnel are at a disadvantage in earning certification but instead highlights that translating real-world experience into common terminology facilitates the certification process. Above all else, it helps the Certification Commissioner (who may not have a DoD/military background) make sense of the requirement and, in turn, pushes the applicant closer toward certification.

The following sections will cover all aspects of the Certification Application deliverables and will account for both AEM<sup>®</sup> and CEM<sup>®</sup> requirements.

### Degree Requirement

Each CEM<sup>®</sup> candidate must have completed a baccalaureate degree from an accredited institution as recognized by the appropriate governing body(s) of the specific country from which the degree was issued. The candidate must attach a diploma copy or an official transcript with the candidate's name. If the name has changed because of marital status or other reason, an explanation must also be included.

Course work completed to earn the baccalaureate degree cannot also be used to meet any portion of the 100 hours of disaster/emergency management training and/or the 100 hours general management training. If additional advanced degrees are held, however, associated coursework can be applied to training. Note that a baccalaureate degree in emergency management also satisfies part of the Training Requirement.

### Training

Each AEM<sup>®</sup>/CEM<sup>®</sup> candidate must demonstrate successful completion of 100 classroom hours of Disaster/Emergency Management training and 100 classroom hours of general management training with a **maximum of 25 percent or 25 hours in any one topic/subject**. The [CEM Corner](#) provides acceptable training courses and subject areas through the [Sample Global AEM/CEM Training Course Allocation Tables](#) found in the 'Training' section. If the training is included on this table, a course completion certificate with your name on it is all that is required for submission to IAEM. While it is recommended to use courses from the Training Course Allocation Table, the table is not a complete all-inclusive list of "approved" training courses for the AEM<sup>®</sup>/CEM<sup>®</sup>. Many

other courses are acceptable to fulfill emergency management and general management training hours. Subject matter and training courses not shown on the table are acceptable as long as the appropriate training form and course completion certificate are provided in the AEM®/CEM® application. Just a couple of examples of acceptable Air Force emergency management training not included in the table are Humanitarian Assistance Response Training offered on Joint Knowledge Online and in-person by the Center for Excellence in Disaster Management and the Air Force Medical Service Public Health Emergency Management Course. In addition to professional military education, Air Force personnel may use technical school towards general management training hours. Air Force Emergency Management Specialists may use many of their specialty courses for training hours, including the USAF Incident Management Course and Principles of Readiness & Emergency Management. R-prefix medical planners may also use Defense Medical Readiness Training Institute courses such as the Joint Medical Operations Course towards general management training. Do not forget to use both NCO and Officer Professional Military Education (PME) as they are all applicable to both Emergency Management and General Management training areas.

Typically, undergraduate coursework applied to the educational degree requirement (for CEM®) cannot be used to meet any portion of the training requirement. Suppose you have completed a baccalaureate degree in Emergency Management. In that case, you may have to document fewer than 100 classroom hours of disaster/emergency management training. It would help if you used the following table as a guide:

<b>Time since degree (in years)</b>	0-3	3	4	5	6	7+
<b>EM Training Hours Needed</b>	0	20	40	60	80	100

All training submissions **must have occurred within the preceding ten years** of the date when the AEM®/CEM® candidate submits their credential packet for review; however, courses earned as part of a master’s degree, Ph.D., or subsequent baccalaureate degrees, earned at any time, may be submitted toward general management training.

### Essay

As of December 2021, the IAEM-USA Board of Directors no longer requires the essay for AEM® and CEM® applications.

The online application is being updated to account for the removal of the essay requirement. In the meantime, candidates can upload a blank Microsoft Word document into the essay section as a workaround to enable the application submission.

### Reference(s)

Each AEM®/CEM® applicant is required to submit one written letter of reference, signed and on official letterhead, from a current supervisor with the option to submit additional letters of reference from other listed references.

***NOTE: Letters of reference can benefit the commissioners reviewing the application, and supplying three letters is still encouraged but not required. Commissioners, at their discretion, may call references to verify the information.***

**Current Supervisor:** This will be the person responsible for initiating your annual performance or job evaluation or rating and must be one of the raters. Suppose your supervisor is not a rater or evaluator; your immediate rater or evaluator must be included as one of the other two references. For candidates who do not have a direct supervisor, such as an independent consultant or president/CEO, a current CEM® may serve as a reference instead of the candidate's supervisor.

In the event obtaining a reference from a current supervisor or current CEM® is not possible, the following sources are accepted by IAEM:

- A past supervisor (within 7 years)
- Local, state, or federal government officials or department heads
- Emergency service organization officials (e.g., public, private, military, etc.)
- Local, regional, or national disaster/emergency management association officials
- Others (by request to and approval of Certification Commission)

The **reference requirement is the single most useful document** for an aspiring AEM®/CEM® due to the validation of reported Professional Contributions (to be covered in a later section). To aid in the completion of the Professional Contribution section, applicants are strongly encouraged to identify emergency management-related accomplishments on a single document for submission (see example below).



DEPARTMENT OF THE AIR FORCE  
UNITED STATES AIR FORCES IN EUROPE  
UNITED STATES AIR FORCES AFRICA

03 June 2016

████████████████████  
Chief, Expeditionary Medical Operations  
HQ USAFE-AFAFRICA/SGX  
Unit 3050 Box 170  
APO AE 09094-0170

Sharon Kelly  
Membership Manager  
International Association of Emergency Managers - USA Council  
201 Park Washington Court  
Falls Church VA 22046

Dear Ms. Kelly,

Please accept my strongest recommendation concerning ██████████ petition for the International Association of Emergency Managers' Certified Emergency Management (CEM) certification. I am ██████████ preceptor for the United States Air Forces in Europe - Air Forces Africa Medical Readiness Planner Fellowship Program. This fellowship is designed to produce a medical planner equipped to serve in a variety of planner positions. ██████████ completed her coursework four months ahead of schedule. As a result, she was selected to serve as a medical planner in support of a North Atlantic Treaty Organization (NATO) operation.

██████████ has my unconditional recommendation to join the CEM community. If you need additional information, please contact me at 011-49-6371-405-8666.

Sincerely

████████████████████ 6/6/2016  
X ██████████  
████████████████████  
Colonel, USAF, MSC, FACHE  
Signed by: ██████████

Once complete, the applicant can then highlight (literally) excerpts from the letter of recommendation to satisfy various requirements in the application. This process involves resaving the document as a PDF and highlighting the applicable section for the Certification Commissioner to review. Supporting documentation is still required to support the stated accomplishments of the letter. You will enter this documentation and more detail in the IAEM online application.

Although it is stressed on IAEM’s website, the highest priority for an applicant (other than meeting the requirements) is to make the Commissioner’s job easy. Their time is limited, and it is a voluntary position in addition to their operational workload. If a portion of the application is confusing or difficult to locate, they will move on. By outlining the requirements and highlighting accomplishments in this memo/letter, you will be doing yourself a favor.

### Certification Exam

The exam includes a portion of universal questions considered core content for emergency management professionals regardless of location. Additional content is tested depending on the country in which the candidate is based. A 75% or higher score is required on the 100 multiple-choice question exam.

In preparation for your exam, [IAEM’s Certification Study Guide](#) outlines the following Publications/Courses:

#### Publications:

Common Alerting Protocol	National Preparedness Goal Mission Areas
Core Capabilities	National Prevention Framework
ICS Review Document Extracted from ICS-300	National Protection Framework
International Strategy for Disaster Reduction	National Response Framework
Local Mitigation Planning Handbook	NFPA 1600
National Incident Management System	P1 The Post Disaster Needs Assessment Guidelines
National Mitigation Framework	Public Assistance Program and Policy Guide
National Preparedness Goal	

#### Courses:

IS-15b Special Events Contingency Planning for Public Safety Agencies	IS-318 Mitigation Planning for Local and Tribal Communities
IS-20.21 Diversity Awareness Course 2021	IS-366a Planning for the Needs of Children in Disasters
IS-29.a Public Information Officer Awareness	IS-393b Introduction to Hazard Mitigation
IS-42a Social Media in Emergency Management	IS-558 Public Works and Disaster Recovery
IS-100.c Introduction to the Incident Command System	IS-632a Introduction to Debris Operations

IS-120c An Introduction to Exercises	IS-703b National Incident Management System Resource Management
IS-139a Exercise Design and Development	IS-912 Retail Security Awareness: Understanding the Hidden Hazards
IS-200c Basic Incident Command System for Initial Response	IS-1300 Introduction to Continuity of Operations
IS-230e Fundamentals of Emergency Management	IS-2200 Basic Emergency Operations Center Functions
IS-235c Emergency Planning	IS-2500 National Prevention Framework, An Introduction
IS-240c Leadership and Influence	IS-2700 National Mitigation Framework, An Introduction
IS-242c Effective Communication	IS-2900a National Disaster Recovery Framework (NDRF) Overview
IS-244b Developing and Managing Volunteers	

**Emergency Management Work History & Experience**

The term “Certified Emergency Manager” or “CEM®” designates prescribed training and educational criteria plus a working knowledge of all basic tenets in disaster/emergency management that are encompassed in the phases of mitigation, preparedness, response, and recovery. In addition, “CEM®” clearly denotes interactive experience and knowledge of community-wide participation in planning, coordination, and management functions designed to improve disaster/emergency management capabilities.

The term “Comprehensive Emergency Management” means integrating all actors, in all phases of emergency activity, for all types of disasters. The “comprehensive” aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response, and recovery for all hazards — human-caused (accidental & intentional), technologically-caused (accidental & deliberate), and natural — in a federal, state, local operating partnership.

The Certified Emergency Manager can effectively accomplish disaster/emergency management goals and objectives in all the environments listed above with little or no additional training or orientation.

As a result, the title CEM® requires applicants to perform these functions and contribute to the profession for at least three years. A military applicant must prove that they performed emergency management functions while employed by their respective organization. Simply serving does not suffice, and some jobs do not translate directly to emergency management. This is where a foundational understanding of emergency management will positively impact the candidate who can articulate that their role facilitated mitigation, preparedness, response, and recovery operations at large.

To satisfy this requirement a candidate must demonstrate:

1. At least three years full-time equivalent (12 months = 1,920 hours) experience in a comprehensive disaster/emergency management position; AND
2. Participation in a full-scale exercise or two separate, operations-based functional exercises, by (1) planning, (2) conducting or coordinating, and/or (3) having a major disaster/emergency management role during the exercise, OR
3. **Experience in the preparation, response, recovery and mitigation phases of an actual declared disaster or major public event such as major sporting event, state visit or special event.** A special event is defined as “a non-routine event that places a strain on community resources and requires planning, preparedness, and mitigation efforts by emergency management and public safety professionals.”

### Professional Contributions

The concept of professionalism is ultimately defined as one’s contributions to the profession. Candidates can list any activities giving special consideration to the most current activities. Specific verification documenting activity requires a letter, certificate, or other proof of activity. Contact information is also solicited for some contributions and will be checked at the Commission’s discretion.

Submissions for **at least six (6) different categories** are required. All submissions must contribute to and support the field of Disaster/Emergency Management and have **occurred during the ten years** preceding application submission. Professional Contribution: D. Leadership Role must be beyond the scope of your normal job responsibilities. All other contributions may be part of your normal job duties.

Professional Contributions	
A. Membership	I. Publications
B. Professional Conference	J. Audio-Visual and Interactive Products
C. Service Role	K. Awards or Special Recognition
D. Leadership Role	L. Certification Related to EM
E. Special Assignment	M. Legislative Contact
F. Speaking	N. Conducting Research
G. Teaching	O. Other
H. Course Development	

### Common USAF Contributions

B. Professional Conference	K. Awards or Special Recognition
C. Service Role	L. Certification Related to EM
D. Leadership Role	M. Legislative Contact
E. Special Assignment	O. Other
F. Speaking	

### A. Membership

Member for three years in a disaster/emergency management related organization. The organization should be a professional association, council, or society the candidate joins voluntarily; the intent is to encourage the candidate to be a member of an organization that promotes/enhances/supports comprehensive emergency management.

Of note, the organization must be “Dues Paying” and not voluntary in nature. Examples include professional organizations such as IAEM, National Emergency Management Association, or State Associations. Membership as a Volunteer member of the Air Force Auxiliary - Civil Air Patrol is recognized as a membership in a professional Emergency Management organization and Uniformed Service members are encouraged to be members of their auxiliary organizations.

**Possible Contribution(s):** IAEM Membership (upload three separate membership certificates), State emergency management professional organization (save your receipts)

### B. Professional Conference

Participation in a disaster/emergency management related workshop or conference for at least a cumulative total of 40 contact hours. A one- or two-day meeting on a single topic is considered a workshop. National, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role may host acceptable conferences. Training (how to) workshops do not fulfill this requirement. A conference agenda is not adequate documentation.

To satisfy this requirement, a candidate must document attendance with copies of certificate of attendance, conference badge, etc. A conference agenda is not adequate documentation. Unless otherwise noted on the certificate of attendance, a candidate will receive six contact hours per conference day.

**Possible Contribution(s):** The Clean Gulf Conference, Area Committee Meetings (if applicable), IAEM Annual Conference, Preparedness Summit, Search and Rescue Controllers Conference, Medical Readiness Symposium, Medical Logistics Symposium etc. State Emergency Management Conferences. Local Conferences, such as the National Hurricane Conference apply and may require additional documentations, such as presentation descriptions for the Certification Commission; however, these may also be the most beneficial and most attainable and should not be overlooked. Using a cumulative total allows groupings of multiple conferences, if necessary.

### C. Service Role

Serve on a board of directors, a board, a committee, task force or special project for a professional or a jurisdictional organization contributing to or supporting comprehensive emergency management. For example, being on a multi-jurisdictional committee/task force where the

individual is asked to serve because of his/her emergency management knowledge is acceptable. Serving on a board of directors or trustees of a volunteer fire department, rescue squad, auxiliary police department, etc. does not necessarily meet the intent of Service Role without substantial documentation.

Documentation substantiating the service role(s), such as a letter of appointment, meeting minutes showing the candidate's attendance and participation, etc., must be provided. Additionally, the candidate must complete the following items.

**Possible Contribution(s):** Serving on/appointed to Wing Inspection Team and Crisis Action Team (CAT).

#### D. Leadership Role

Voluntarily serve on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting disaster/emergency management (must not be part of the applicant's required job duties). LEPC service may not qualify.

**Possible Contribution(s):** IAEM Committee, Annual Conference Committee

#### E. Special Assignment

To satisfy this requirement, a candidate must describe special assignment service on a committee, task force, or work group addressing a specific disaster/emergency management issue. The candidate must demonstrate that the resulting product or decisions make a significant contribution or impact. Verification of assignment must be attached. Of note, this contribution should not be a part of the candidate's job responsibilities (non-routine and/or special).

**Possible Contribution(s):** Appointment as: Wing Inspection Team Member, Wing CAT Member, EM Related Fellowship/Internship, Operations Planning Team Member (Emergency/Crisis).

#### F. Speaking

Develop and participate in three presentations or panels (including radio, television, educational, video, etc.) related to disaster/emergency management. The audience may be a community or a professional group. Candidate must be the presenter and not just the author of the presentation.

**Possible Contribution(s):** Town Council, Church, Civic Groups, Family Day Presentations

#### G. Teaching

Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction.

**Possible Contribution(s):** Chemical, Biological, Radiological, and Nuclear or Ability to Survive and Operate training instruction, and CAT, Emergency Operations Center, Unit Control Center (UCC) operations instruction.

#### H. Course Development

Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.

**Possible Contribution(s):** Education Guide Creation/Rewrite

### I. Publications

Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the candidate's control (e.g. staff documents and internal reports do not qualify). Candidates must validate primary or secondary authorship. Publication in online periodicals qualifies (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.

**Possible Contribution(s):** Journal of Emergency Management, Emergency Management Institute (EMI) Higher Education Articles and Paper

### J. Audio-Visual and Interactive Products

Personally develop content for distributed emergency management video, computer software product or other audio-visual tools. Candidates must validate personal participation and a significant development role in a distributed emergency management audio-visual tool.

**Possible Contribution(s):** YouTube video creation, AF Connect Application contribution

### K. Awards or Special Recognition

To satisfy this requirement, a candidate may submit any award, honor, or special recognition received within the disaster/emergency management community or in conjunction with an emergency preparedness activity. The award, honor or special recognition must be personalized (e.g. addressed or inscribed) and refer directly to the candidate. Recognition from a source external to your own organization is more within keeping with the intent of professional contribution is more notable than from within.

**Possible Contribution(s):** Upload a copy of an individual award (Achievement Medal, Commendation Medal, etc.) for emergency management related accomplishments. Volunteerism award, describe which phase of emergency management the award relates to (mitigation, preparedness, response, and/or recovery). Example- Deployment humanitarian mission (response), etc. Note this may be awarded by sister service, joint, state, or civilian agency

### L. Certification Related to Emergency Management

Earned a certification or recertification (renewal) as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. The certification or recertification (renewal) must contain a term of expiration and at least one of the following: continuing education component, professional contributions, or an examination. Documentation must include proof of certification or recertification (renewal) and the certification requirements. Members with Emergency Management Special Experience Identifiers (SEI) on their Air Force Specialty Code are encouraged to use those as a recognized Emergency Management certification credential. This was approved and has been recognized by the IAEM CEM Commissioned for many years. Check with your Certification Mentor as far as its applicability. Members of Civil Air Patrol that have achieved

a Master Specialty Certification in Emergency Services may use it for an Emergency Management certification.

### M. Legislative Contact

Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy of the reply from the elected official.

**Possible Contribution(s):** Legislative outreach; serve on a Governor's Emergency Management Commission.

### N. Conducting Research

Play a significant role in the development and execution of an emergency management research project. The Commission defines research as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program, which is considered research for other purposes. Producing after action reviews, local hazards analyses, and regular school reports and papers do not qualify under this contribution. Being an interview subject for a research project does not qualify either.

**Possible Contribution(s):** Graduate-level Emergency Management Thesis/Capstone

### O. Other

Other contributions may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction. Contributions must clearly demonstrate a commitment to the emergency management profession. Candidates are encouraged to be creative in submissions with this category; verification must be attached. Submitted documentation can be a set of orders listing you as someone deployed to a disaster site outside of your jurisdiction, etc.

**Possible Contribution(s):** R-coded Planner Prefix - list requirement to earn designation. Supporting documentation may be by highlighting the designation on your SURF as well as uploading the applicable portion of the Air Force Officer/Enlisted Classification Guide authorized prefixes. Deployment to humanitarian disaster/domestic ops mission (fire, flood, hurricane, etc.) not the same citation used as award category. Staff level participation in an emergency response exercise (PATRIOT, VIGILANT GUARD, VIBRANT RESPONSE, etc.) Planning and executing an exercise outside course of normal duties (submit AAR). Facilitating an actual COOP activation. Unit Control Center/Medical Control Center Team Chief. Submitted documents could include training plans, after action deficiency tracker, post exercise incident summaries, highlighted EPR/OPRs, and supervisor letter of recommendation validating team chief roles. Citations from award documents may also be used.

U.S. Air Force/ U.S. Air Force Reserves / U.S. Air National Guard  
/Civil Air Patrol Self-Assessment

Desired Certification (Circle One):            AEM®            CEM®

Desired Certification Review Date: \_\_\_\_\_

Featured Mentor: \_\_\_\_\_

1. Training Courses Completed (past 10 years):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Reference against Training Allocation Table*

EM Hours: \_\_\_\_\_            General Hours: \_\_\_\_\_

2. Current Supervisor: \_\_\_\_\_            Reference Requested?    Yes    No

*Prior to submission, determine what Professional Contributions your Supervisor will validate*

3. Completed Certification Exam?    Yes    No            If No, Scheduled Date? \_\_\_\_\_

Additional CEM® Requirements:

4. Three Years of Emergency Management Work Experience?    Yes    No

5. Emergency Management Experience?    Yes    No

(2) Functional Exercises:    \_\_\_\_\_            \_\_\_\_\_

Full-Scale Exercise:            \_\_\_\_\_

Actual Disaster / Response:    \_\_\_\_\_

6. Professional Contributions (6 separate categories (minimum), past 10 years):

Professional Contributions	
A. Membership	I. Publications
B. Professional Conference	J. Audio-Visual and Interactive Products
C. Service Role	K. Awards or Special Recognition
D. Leadership Role	L. Certification Related to EM
E. Special Assignment	M. Legislative Contact
F. Speaking	N. Conducting Research
G. Teaching	O. Other
H. Course Development	

Write-Up: “*X relates to the Y Phase of Emergency Management due to...*”

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you have all documentation (letters, thank you email, supervisor statement, etc.)? Yes No

7. Bachelor Degree? Yes No In Emergency Management? Yes No

Emergency Management Degree Only* (For Training Hours)						
<b>Time since degree (in years)</b>	0-3	3	4	5	6	7+
<b>EM Training Hours Needed</b>	0	20	40	60	80	100

## Appendix A: 2021 IAEM Study Guide Recommended Materials

### Core References

Topic	Source
● Common Alerting Protocol	<a href="http://docs.oasis-open.org/emergency/cap/v1.2/CAP-v1.2-os.doc">http://docs.oasis-open.org/emergency/cap/v1.2/CAP-v1.2-os.doc</a>
● Core Capabilities	<a href="https://www.fema.gov/core-capabilities">https://www.fema.gov/core-capabilities</a>
● ICS Review Document Extracted from – E/L/G 0300 Intermediate Incident Command System for Expanding Incidents, ICS300 (March 2018)	<a href="https://training.fema.gov/emiweb/is/icsresource/assets/ics%20review%20document.pdf">https://training.fema.gov/emiweb/is/icsresource/assets/ics%20review%20document.pdf</a>
● International Strategy for Disaster Reduction	<a href="https://eird.org/americas/we/what-is-the-international-strategy.html">https://eird.org/americas/we/what-is-the-international-strategy.html</a>
● Local Mitigation Planning Handbook	<a href="https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-planning-handbook_03-2013.pdf">https://www.fema.gov/sites/default/files/2020-06/fema-local-mitigation-planning-handbook_03-2013.pdf</a>
● National Incident Management System	<a href="https://www.fema.gov/media-library/assets/documents/148019">https://www.fema.gov/media-library/assets/documents/148019</a>
● NFPA 1600	<a href="https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1600">https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1600</a>
● P1 The Post Disaster Needs Assessment Guidelines	<a href="https://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Climate%20Strategies/PDNA%20Volume%20A%20FINAL%2012th%20Review_March%202015.pdf">https://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Climate%20Strategies/PDNA%20Volume%20A%20FINAL%2012th%20Review_March%202015.pdf</a>
● IS-15b Special Events Contingency Planning for Public Safety Agencies	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-15.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-15.b</a>
● IS-42 Social Media in Emergency Management	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-42">https://training.fema.gov/is/courseoverview.aspx?code=IS-42</a>
● IS-120c An Introduction to Exercises	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c">https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c</a>
● IS-139a Exercise Design and Development	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-139.a">https://training.fema.gov/is/courseoverview.aspx?code=IS-139.a</a>

### Recommended Publications

Topic	Source
● IS-200c Basic Incident Command System for Initial Response	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c">https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c</a>
● IS-230e Fundamentals of Emergency Management	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-230.e">https://training.fema.gov/is/courseoverview.aspx?code=IS-230.e</a>
● IS-235c Emergency Planning	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c">https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c</a>
● IS-240b Leadership and Influence	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-240.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-240.b</a>
● IS-242b Effective Communication	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-242.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-242.b</a>

● IS-244b Developing and Managing Volunteers	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-244.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-244.b</a>
● IS-318 Mitigation Planning for Local and Tribal Communities	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-318">https://training.fema.gov/is/courseoverview.aspx?code=IS-318</a>
● IS-366a Planning for the Needs of Children in Disasters	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-366.a">https://training.fema.gov/is/courseoverview.aspx?code=IS-366.a</a>
● IS-393b Introduction to Hazard Mitigation	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-393.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-393.b</a>
● IS-558 Public Works and Disaster Recovery	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-558">https://training.fema.gov/is/courseoverview.aspx?code=IS-558</a>
● IS-632a Introduction to Debris Operations	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-632.a">https://training.fema.gov/is/courseoverview.aspx?code=IS-632.a</a>
● IS-912 Retail Security Awareness: Understanding the Hidden Hazards	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-912">https://training.fema.gov/is/courseoverview.aspx?code=IS-912</a>
● IS-1300 Introduction to Continuity of Operations	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-1300">https://training.fema.gov/is/courseoverview.aspx?code=IS-1300</a>
● IS-2200 Basic Emergency Operations Center Functions	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-2200">https://training.fema.gov/is/courseoverview.aspx?code=IS-2200</a>
● IS-2500 National Prevention Framework, An Introduction	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-2500">https://training.fema.gov/is/courseoverview.aspx?code=IS-2500</a>
● IS-2700 National Mitigation Framework, An Introduction	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-2700">https://training.fema.gov/is/courseoverview.aspx?code=IS-2700</a>
● IS-2900a National Disaster Recovery. Framework (NDRF) Overview	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-2900.a">https://training.fema.gov/is/courseoverview.aspx?code=IS-2900.a</a>

## ADDITIONAL REFERENCES FOR U.S.-SPECIFIC EXAMS

Topic	Source
● IS-20.21 Diversity Awareness Course 2020	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-20.21">https://training.fema.gov/is/courseoverview.aspx?code=IS-20.21</a>
● IS-29.a Public Information Officer Awareness	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-29.a">https://training.fema.gov/is/courseoverview.aspx?code=IS-29.a</a>
● IS-100c Introduction to the Incident Command System	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c">https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c</a>
● IS-703b National Incident Management System Resource Management	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b</a>
● A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action FDOC 104-008-1	<a href="https://www.fema.gov/sites/default/files/2020-07/fema_whole-community_120211.pdf">https://www.fema.gov/sites/default/files/2020-07/fema_whole-community_120211.pdf</a>
● PG 101 Developing and Maintaining Emergency Operations Plans	<a href="https://www.fema.gov/media-library/assets/documents/25975">https://www.fema.gov/media-library/assets/documents/25975</a>
● Homeland Security Exercise and Evaluation Program (HSEEP)	<a href="https://www.fema.gov/media-library/assets/documents/32326">https://www.fema.gov/media-library/assets/documents/32326</a>
● National Disaster Recovery Framework	<a href="https://www.fema.gov/emergency-managers/national-preparedness/frameworks/recovery">https://www.fema.gov/emergency-managers/national-preparedness/frameworks/recovery</a>
● National Mitigation Framework	<a href="https://www.fema.gov/emergency-managers/national-preparedness/frameworks/mitigation">https://www.fema.gov/emergency-managers/national-preparedness/frameworks/mitigation</a>

● National Preparedness Goal	<a href="https://www.fema.gov/national-preparedness-goal">https://www.fema.gov/national-preparedness-goal</a>
● National Preparedness Goal Mission Areas	<a href="https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities">https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities</a>
● National Prevention Framework	<a href="https://www.fema.gov/sites/default/files/2020-04/National_Prevention_Framework2nd-june2016.pdf">https://www.fema.gov/sites/default/files/2020-04/National_Prevention_Framework2nd-june2016.pdf</a>
● National Protection Framework	<a href="https://www.fema.gov/sites/default/files/2020-04/National_Prevention_Framework2nd-june2016.pdf">https://www.fema.gov/sites/default/files/2020-04/National_Prevention_Framework2nd-june2016.pdf</a>
● National Response Framework	<a href="https://www.fema.gov/emergency-managers/national-preparedness/frameworks/response">https://www.fema.gov/emergency-managers/national-preparedness/frameworks/response</a>
● Public Assistance Program and Policy Guide	<a href="https://www.fema.gov/assistance/public/policy-guidance-fact-sheets">https://www.fema.gov/assistance/public/policy-guidance-fact-sheets</a>
● Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended	<a href="https://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended">https://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended</a>