



International Association of Emergency Managers

# **Certification Program Applicant User Guide**

GDE-001 | Version 1.1 | October 2025

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# Introduction

## Scope and Purpose

Thank you for accessing the IAEM Certification Portal. To support your success in using the online portal, please be sure to read and follow all instructions thoroughly.

The purpose of this user guide is to answer frequently asked questions for applicants using the online portal, as well as provide step-by-step instructions for completing the online Associate Emergency Manager (AEM®) or Certified Emergency Manager (CEM®) application, the recertification application and the Lifetime application.

Please note that the online portal links to the Applicant Guidebook, which serves as the official reference document for completing certification applications. It contains the most up-to-date information and should be referenced when verifying the requirements for each required section.

**NOTE:** Images/screenshots included in this user guide are provided for illustrative purposes and may differ slightly from the current version of the online application, as the system is new and continues to be updated.

## Process Overview

The online portal allows applicants to submit the AEM® or CEM® certification application, as well as recertification, upgrade, and lifetime applications. This user guide will outline:

1. Accessing the online system/Log-in
  - a. Completing the application
  - b. Uploading documentation
2. Working through required sections
3. Tracking and saving progress
4. Submitting an application

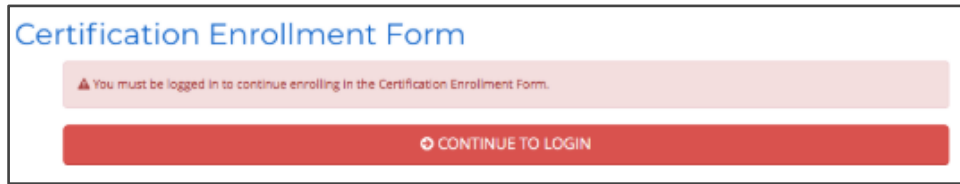
## Accessing Online System

### Certification Enrollment

Applicants can learn about the application process via the IAEM Certification Website:  
<https://www.iaem.org/get-certified/How-to-Certify/Application-Process>.

Applicants are required to fill out the [Certification Enrollment Form](#) to indicate interest in the AEM® or CEM® certification.

If the applicant is not logged in to the IAEM dashboard, click on the red **CONTINUE TO LOGIN** button.

A screenshot of the 'Certification Enrollment Form' page. At the top, the title 'Certification Enrollment Form' is in blue. Below it, a light red banner contains the message: 'You must be logged in to continue enrolling in the Certification Enrollment Form.' At the bottom of the form, there is a prominent red button with the text 'CONTINUE TO LOGIN' in white.

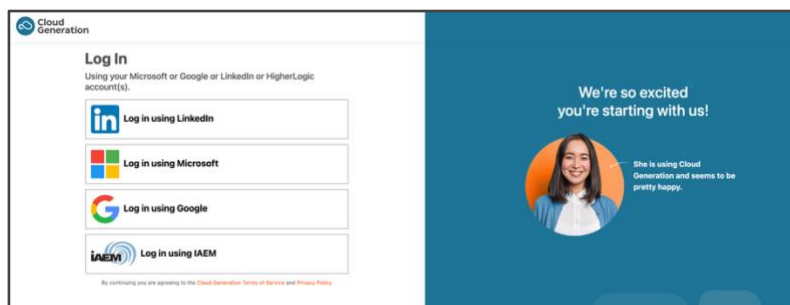
If the applicant does not have login information for the IAEM website, click the **Register** button. Please note that new accounts may take **up to 24 hours** to be recognized by the certification portal.

If the applicant does not know his/her login information, click the **Retrieve Password** button.

A screenshot of the IAEM website's 'Account Login' page. The page has a blue header with the IAEM logo and navigation links. The main content area is white and titled 'Account Login'. It features input fields for 'Username:' and 'Password:', a blue 'Login' button, and a 'Remember Login' checkbox. Below the login fields, there are two buttons: 'Register' and 'Retrieve Password'. Two red arrows point from the 'Login' button area down to the 'Register' and 'Retrieve Password' buttons.

## Login

Once the Certification Enrollment Form is complete and the applicant has login information, the online application can be accessed at <https://iaem.hub.cloudgeneration.com>.

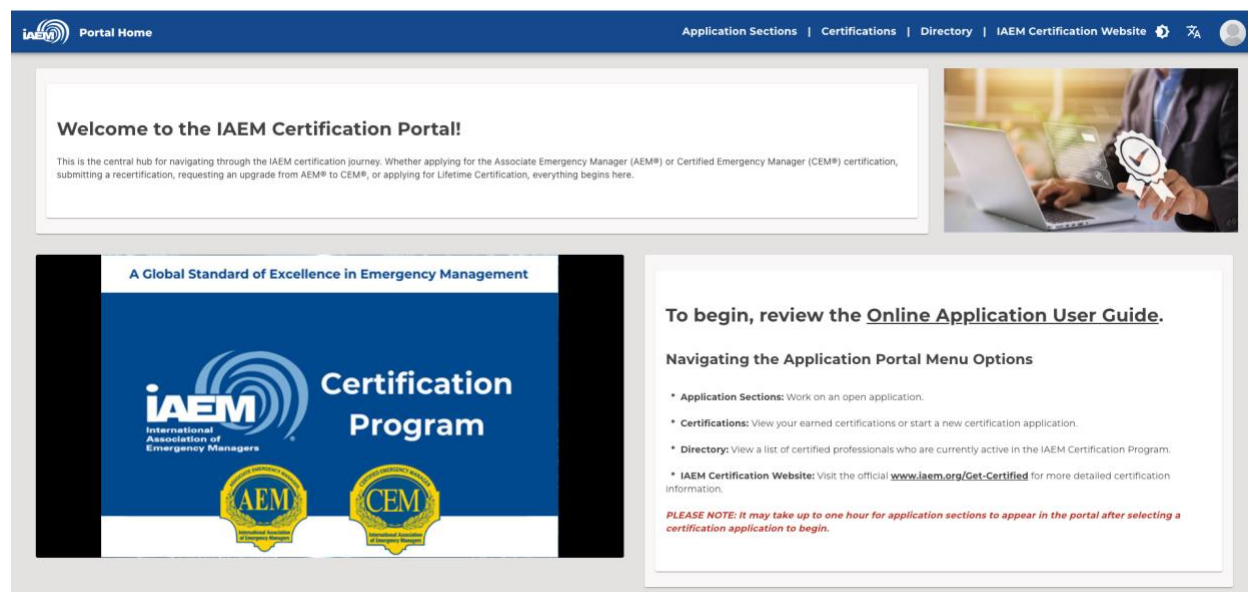
A screenshot of the Cloud Generation login page. The left side is white and titled 'Log In' with the instruction 'Using your Microsoft or Google or LinkedIn or HigherLogic account(s)'. It lists four login options with corresponding logos: 'Log in using LinkedIn', 'Log in using Microsoft', 'Log in using Google', and 'Log in using IAEM'. The right side is a blue banner with the text 'We're so excited you're starting with us!' and a circular profile picture of a woman. A speech bubble next to the profile picture says 'She is using Cloud Generation and seems to be pretty happy.' At the bottom of the white section, there is a small link: 'By continuing you are agreeing to the Cloud Generation Terms of Service and Privacy Policy'.

Applicants can choose an authentication method for the email address associated with their IAEM account.

For detailed instructions on third-party authentication, please see the [Cloud Generation Authentication Guide](#).

[NOTE: Applicants must use the email address that is associated with their IAEM account to access the system. For questions or assistance, please email [certificationinfo@iaem.com](mailto:certificationinfo@iaem.com).]




Once the login is complete, applicants will see the certification homepage with instructions for starting an application.



## Online Portal Navigation Overview

The navigation menu found at the top or left side of the portal (depending on the size of the browser window) serves as the main menu of the online portal and is used by applicants to locate and access key features efficiently. The following table lists the available navigation menu pages and describes their functions.

<b>Application Sections</b>	The <b>Application Sections</b> link opens the Application Sections page which is where an Applicant completes their active application. It displays required sections, available contributions, completed sections, and submitted training.
<b>Certifications</b>	The <b>Certifications</b> link opens the Certifications page which is where the applicant can view/access a summary of currently held certifications, eligible certifications, actively applied for certifications, inactive certifications, and a transcript of submitted training.
<b>Directory</b>	The <b>Directory</b> link opens the directory which allows the applicant to search and view those who hold the AEM®/CEM® certification.
<b>IAEM Certification Website</b>	The <b>IAEM Certification Website</b> link directs the applicant to the IAEM Certification Website.

	The <b>Dark/Light Mode Toggle</b> page allows the applicant to change the certification portal to dark mode.
	The <b>Language Selector</b> page allows the applicant to change the language of the portal.
	The <b>Profile</b> page allows the applicant to logout and view personal account settings. The applicant can upload a profile picture, specify the emails they would like to receive, specify what to show in the directory, pull their personal profile link, and see what their profile looks like to other applicants.

## More About the Certifications and Application Sections Pages

The **Certifications** page contains four tabs:

1. **MY CERTIFICATIONS** - Displays earned certifications or certifications in progress.
2. **AVAILABLE CERTIFICATIONS** - Lists certifications the applicant is eligible to pursue.
3. **INACTIVE CERTIFICATIONS** - Shows expired certifications or rejected applications.
4. **TRANSCRIPT** - Lists an applicant's Emergency Management and General Management training hours.

The **Application Sections** page also contains four tabs:

1. **MY APPLICATION SECTIONS** – Displays the required sections of the application that must be completed.
2. **AVAILABLE APPLICATION SECTIONS** – Lists optional sections including miscellaneous information and Professional Contribution sections.
3. **COMPLETED APPLICATION SECTIONS** – Shows application sections that have already been submitted.
4. **TRANSCRIPT** – Displays Emergency Management and General Management training hours (also available under the Certifications tab).

The required sections of these tabs appear as rectangular boxes, each containing a description, instructions, and an action button in the bottom right corner. The action buttons associated with the required sections include:

- **VIEW** – Opens a document to be reviewed.

- **BEGIN** – Opens a form that must be completed for the respective requirement.
- **LAUNCH** – Opens a .pdf document or directs the applicant to a separate website to address the requirement.
- **LEARN MORE** - Provides additional valuable information regarding the requirement.
- **REGISTER** – Specific to Available Application Sections. Moves the selected section to the MY APPLICATION SECTIONS tab.
- **EDIT** – Allows an applicant to make changes to a section that has not yet been marked as COMPLETE.
- **COMPLETE** – Moves the application section to the COMPLETED APPLICATION SECTIONS tab.
- **REVIEW** - Appears when in the completed tab.
- **FIX PROBLEM** - Appears when a section is found incomplete.

## General Portal Instructions

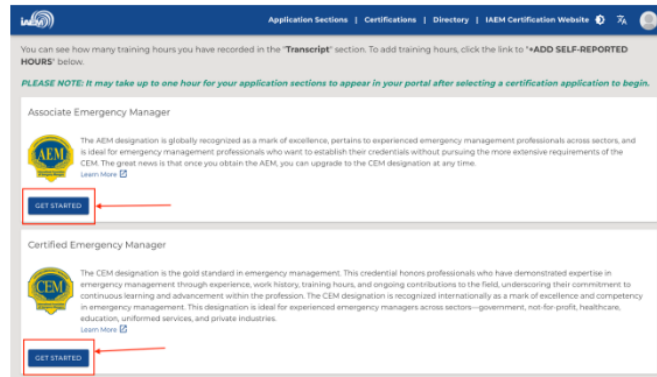
### Creating an Application

Applicants should click on **Certifications** in the navigation menu to view which certification application they are eligible to submit.

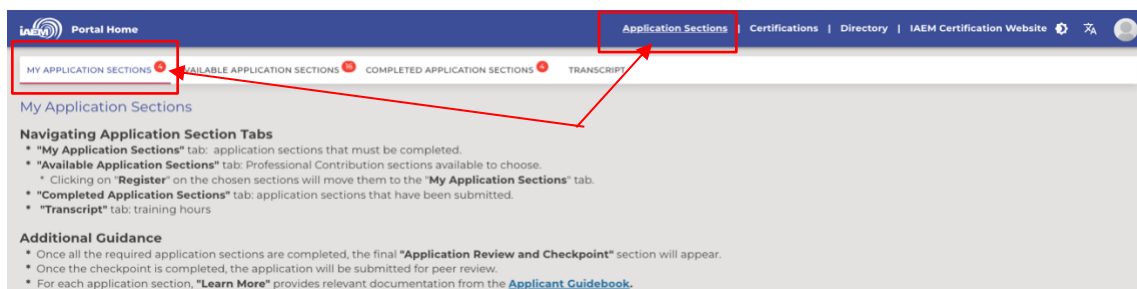


After identifying the appropriate certification, the applicant should click the **GET STARTED** button located beneath the certification logo.





The applicant can then begin completing the associated application requirements by clicking the **Application Sections** page in the navigation menu.



**NOTE:** Recertification does not require the applicant to create a new application. The relevant application sections will automatically populate in the portal. See the recertification section for details.

**NOTE:** The certification portal may not immediately show the requirements under the Applications Sections. Please give the portal up to an hour to populate the required application sections. Once an applicant completes a section, it automatically moves that section to the **COMPLETED APPLICATION SECTIONS** tab.

## Online Portal Guidelines

When working in the online portal, these general guidelines apply to any section:

- If the applicant needs to exit any Application Section before finishing, the **SAVE FOR LATER** button may be used to save progress.
- Once an applicant completes a section, it automatically moves that section to the **COMPLETED APPLICATION SECTIONS** tab.
- All dates must be entered in MM/DD/YYYY format. Applicants may also use the date picker tool.
- To upload documentation within a form, click the **Upload** button under the required element request.
  - Mac users: Locate the file to upload, highlight it, and select Open.
  - PC users: Select the appropriate file and then click Open.

- Submit documents in **PDF format only**.
- Upload **one document per request**.
  - If multiple files are required, applicants must combine them into a single PDF before uploading.

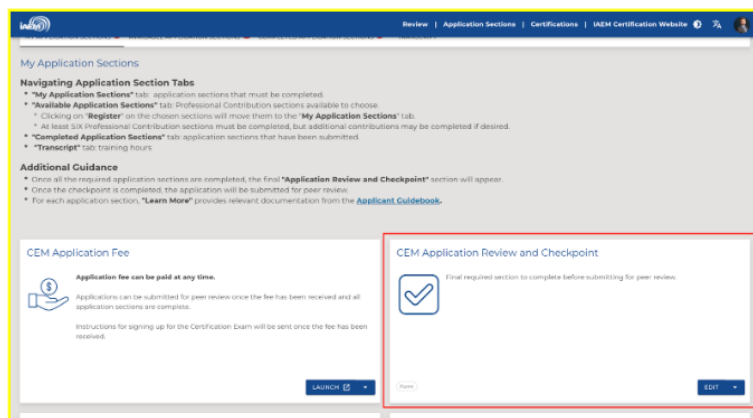
Once applicants have started an application, documentation can be uploaded at any time. As requirements are completed, applicants can upload the independent verification.

Before Applicants can submit an application, the certification fee must be submitted through the [IAEM Certification Program Website](#). This page of the website can also be accessed via the CEM Application Fee section in the **MY APPLICATION SECTIONS** tab. Once the fee is submitted, the applicant must mark the section box as complete.

Once the Application Fee section is marked complete, please allow the system 24-hours to process the certification fee. Applicants should then log into the online portal to submit the application.

## Submitting an Application

After completing all required sections and paying the application fee, applicants must complete a final section to confirm that the application is ready for submission and review. The section appears in the **MY APPLICATION SECTIONS** tab as *CEM*, *AEM*, or *Upgrade Application Review and Checkpoint*. Before proceeding, applicants should carefully review each requirement to ensure everything is accurate and complete.

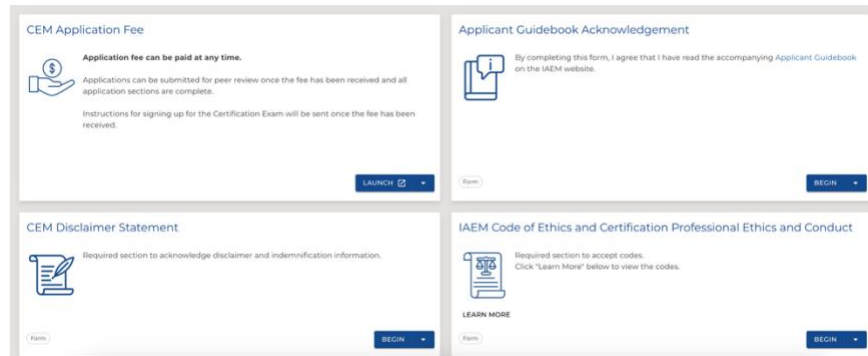


Once the *Application Review and Checkpoint* section is submitted, the application is officially sent to IAEM Headquarters for review.

# Completing the CEM® or AEM® Application

## Applicant Guidebook Review and Acknowledgements

In the **MY APPLICATION SECTIONS** tab, applicants must review the Applicant Guidebook and sign the Applicant Guidebook Acknowledgement. They must also review and agree to the IAEM Code of Ethics and Certification Professional Ethics and Conduct and the Disclaimer and Indemnification.



Once these sections have been completed, the rest of the requirements will appear under the **MY APPLICATION SECTIONS** tab.

### IMPORTANT:

#### 1. Certification Application fee

- The *MY APPLICATION SECTIONS* tab displays a section box titled **Certification Application Fee**.
- Launching this box will take the applicant to the Certification Program website where the application fee can be paid.
- Once the fee is paid, the applicant must mark the **Certification Application Fee** section box as “complete.”
- *Paying the fee is NOT required to access other sections of the application.*

#### 2. Exam Form

- Once the Certification Application Fee has been paid **and** the section marked as completed and approved, a section box titled **Exam Form** will appear.
- Launching this box will take the applicant to the **Certification Examination Request form**.
- Once the exam is passed, the applicant must mark the **Exam Form** section box as “complete.”
- *Completing the exam is NOT required to access other sections of the application.*

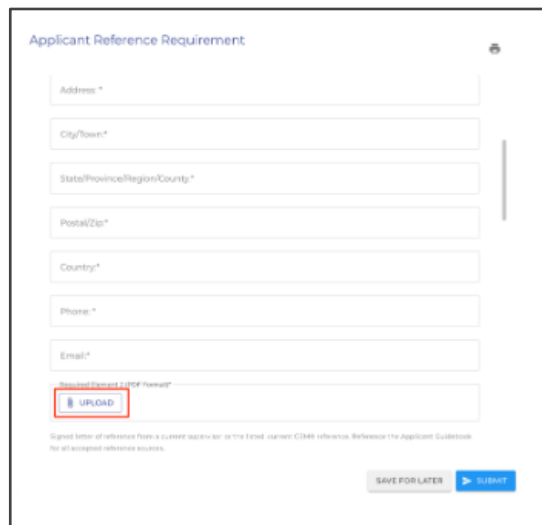
**Note:** The portal may not instantly show the next requirements. If the requirements do not appear, please try refreshing the application.

Depending on whether an applicant is seeking the AEM® or CEM® certification, the **MY APPLICATION SECTIONS** might also include:

1. References Section
2. Work History Section
3. Experience Section
4. Education Requirements Section
5. Training Sections

## References Section

Applicants must complete **all fields** in the reference section and provide at least one signed letter of reference on letterhead under Reference #1. To upload a document, click on **Upload**, then **Select Files to Upload**, then **Upload**.



Applicant Reference Requirement

Address \*

City/Town \*

State/Province/Region/Country \*

Postal/Zip \*

Country \*

Phone \*

Email \*

Required Document: Signed Reference

**UPLOAD**

Signed letter of reference from a current supervisor or the first career CEM reference. Reference the Applicant Guidebook for all accepted reference sources.

SAVE FOR LATER SUBMIT

## Work History Section (not applicable for AEM® applicants)

Once the applicant chooses **BEGIN**, the required Work History form will automatically open for completion. Applicants from the Canada, Oceania, or USA Council, or from the Europa Global Region, who are submitting a degree to reduce work history must first upload/submit the degree documentation in the Work History section.

The applicant will then complete the rest of the form as shown. There are three spaces to document work history.

### Experience Section (not applicable for AEM® applicants)

Once the applicant chooses **BEGIN**, the required **Experience** form will automatically open for completion.

The applicant must select one option to indicate the type of experience they are submitting.

If the applicant selects a full-scale exercise, declared disaster, or major public event, they will provide the required information until reaching the prompt that states: *“Only continue if you are submitting two functional exercises.”*

If the applicant is submitting two functional exercises, they must fill in the first and second sections.

To upload a document, click on **Upload**, then **Select Files to Upload**, then **Upload**.

## Education Requirements Section (not applicable for AEM® applicants)

CEM® applicants must complete the **Education Section** and upload appropriate documentation.

The screenshot shows the 'Education' section of the application portal. It contains the following text:

Each applicant must have completed a baccalaureate/bachelor's degree from an accredited institution as recognized by the appropriate governing body(s) of the specific country from which the degree was issued. (Example: U.S. Department of Education's Database of Accredited Postsecondary Institutions.)

Country and Council-Specific Requirements

Pacific, Oceania, and USA Council applicants must submit:

- A baccalaureate/bachelor's degree from an accredited institution.

Canada Council applicants must submit:

- A three- or four-year bachelor's program or any work products degree in emergency management or related field from a nationally accredited institution.

Asia, International, and Latin America & Caribbean Council applicants may submit:

- Two (2) years of additional experience in a comprehensive disaster/emergency management position for each year of college credit lacking (based on 30 credits per academic year); or
- Eight (8) years of comprehensive disaster/emergency management experience; or
- A total of 11 years of full-time comprehensive emergency management experience for applicants without recorded college credit.

A yellow callout box states: "The following option is only for Asia, International, Latin America, and Caribbean Council applicants". Below this, there are two buttons: "SAVE FOR LATER" and "Submit".

Detailed information on the degree requirement is provided for each IAEM Council.

Applicants from the Asia, International, and Latin America & Caribbean Global Regions may use the degree waiver by substituting additional years of Work History in place of a degree. Detailed information about this option is available in the online application under the *Education Requirement* and in the *Applicant Guidebook* linked in the portal. Applicants from these Regions who choose to use the degree waiver **must** check the box, "I am using Work History and Experience to satisfy this requirement."

This screenshot shows the 'Education' section with the degree waiver option highlighted. It includes the same introductory text and requirements as the previous screenshot. The yellow callout box is present. Below it, there is a checkbox labeled "I am using Work History and Experience to satisfy this requirement" with a red arrow pointing to it. Below the checkbox, there is a section for "New Zealand and Australia Applicants" which states: "Double Degrees" can be considered in an application where one of the degree areas shall be considered as meeting the educational requirement of the applicant and the specialized subject of the "Second Degree" component may be applied to the "Training Component" after at least 60 training, dependent upon the area of second specialization. Below this, there is a "Required degree:" section with a text input field labeled "Institution:" and a "Submit" button.

If an applicant is using a baccalaureate/bachelor's degree or higher in emergency management or

a related field to reduce the number of required Emergency Management training hours, the applicant must select the number of credit hours they qualify for in the **Select credit** drop down menu.

Education

Degree

Documentation (PDF format)

UPLOAD

Copy of Diploma/ Parchment or copy of transcript with the applicant's name, degree awarded, and graduation date

Additional Information/Education to Include

A Baccalaureate/Bachelor's Degree or higher in Emergency Management or related field may reduce the number of required hours of Emergency Management Training based on how recently the degree was awarded and date of application submission.

Select credit

SAVE FOR LATER SUBMIT

When a credit hour option is selected, a new Application Section will appear in the **MY APPLICATION SECTIONS** tab where the applicant (see below graphic) will upload and submit their emergency management or degree-related documentation. Submitting credit hours reduces the number of Emergency Management training hours the applicant is required to provide.

My Application Sections

Navigating Application Section Tabs

- "My Application Sections" tab: application sections that must be completed
- "Available Application Sections" tab: Professional Contribution sections available to choose
- Clicking on "Register" on the chosen sections will move them to the "My Application Sections" tab
- At least 6 Professional Contribution sections must be completed, but additional contributions may be completed if desired
- "Completed Application Sections" tab: application sections that have been submitted
- "Transcript" tab: training hours

Additional Guidance

- Once all the required application sections are completed, the final "Application Review and Checkpoint" section will appear
- Once the checkpoint is completed, the application will be submitted for peer review
- For each application section, "Learn More" provides relevant documentation from the [examined Subbook](#)

CCM Application Fee

Application fee can be paid at any time.

Applications can be submitted for peer review once the fee has been received and all application sections are complete.

Instructions for signing up for the Certification Exam will be sent once the fee has been received.

60 Hour Credit - 4 years since DM Degree Earned

Please upload a copy of your official college transcript with your name, degree awarded, and graduation date. This degree must be in Emergency Management or a related field.

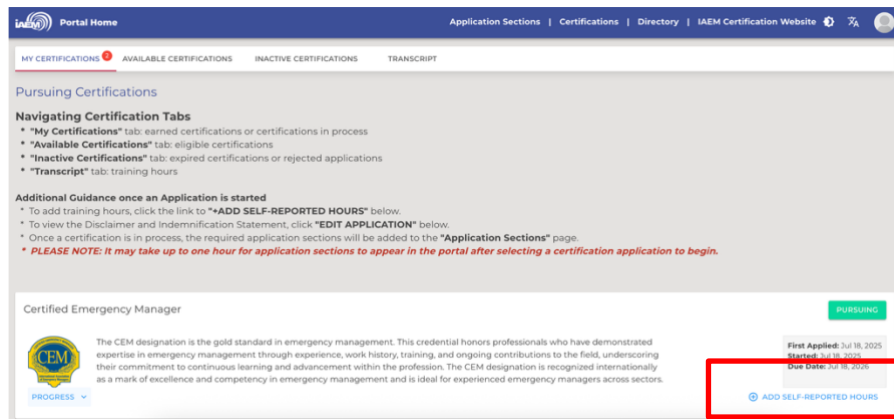
Training Hours: Disaster/Emergency Management

Upload to provide documentation of completion of 100 hours of Disaster/Emergency Management training.

This section will take you to your dashboard where you can click [GO TO DASHBOARD](#)

## Training Section

To add entries under the Training requirement, an applicant uses the **+ADD SELF-REPORTED HOURS** by clicking **Certifications** in the main navigation menu, then clicking **+ADD SELF-REPORTED HOURS** found on the **MY CERTIFICATIONS** tab.



After clicking **+ADD SELF-REPORTED HOURS** applicants should specify in the course drop-down whether they are adding hours for Disaster/Emergency Management Training or General Management Training.

A screenshot of the 'Add Self-Reported Hours' form. The form has a title 'Add Self-Reported Hours' and a subtitle 'How do I add Self-Reported Hours?'. It contains several input fields: a dropdown menu for 'Disaster/Emergency Management Training Hours' and 'General Management Training Hours', a text field for 'Name for the Learning Experience\*' with a hint 'e.g., Name of the course, event, webinar, etc.', a text field for 'Link to the Description of the Learning Experience' with a hint 'please enter the full web link to the description of the learning experience', a text field for 'Company/Organization Issuing the Hours', a date field for 'Completed On\*' with a calendar icon, a numeric field for 'Hours Earned' with a 'Hours' label and a dropdown arrow, a text field for 'Grade/Score', and a file upload button labeled 'UPLOAD' with the text 'Attach Proof (if applicable)'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Applicants should complete all fields:

- **Name for the Learning Experience** – If a course appears on the Training Allocation Chart, the applicant should list **both** the Course Number followed by the Course Title in this field.
  - E.g.: IS100 - Introduction to Incident Command

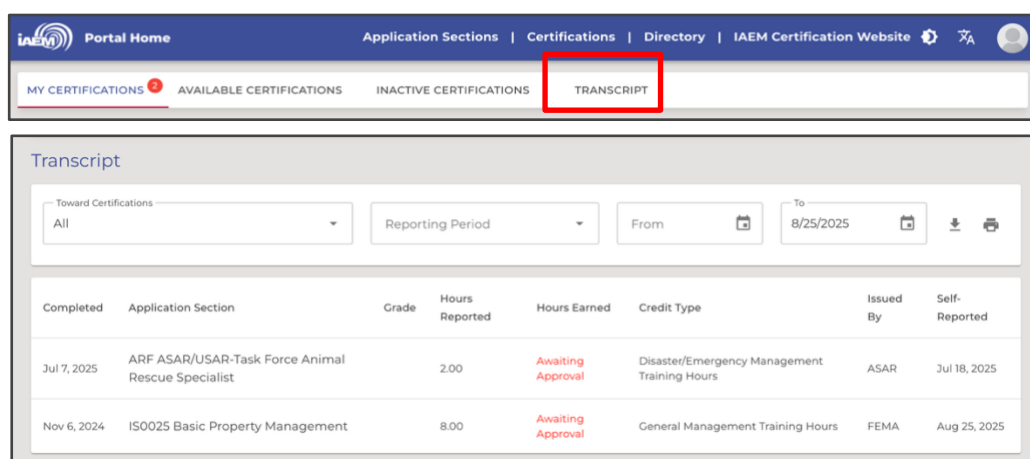


- **Link to the Description of the Learning Experience** – The applicant should include the link to the course.
- **Company/Organization Issuing the Hours** – The applicant should enter the name of the organization providing the certificate of completion.
- **Completed On** – For multi-day courses, the applicant should enter the last day of the course.
- **Hours Earned** – This number must match the number of hours documented on the uploaded certificate.
- **Grade/Score** – This field is optional.
- **Attach Proof Upload** – This is a required upload of the completion certificate.

*[NOTE: If an applicant needs to submit multiple files (supporting documentation), they must combine and submit the information as ONE .pdf document.]*

It is important that the applicant review the [Sample AEM® / CEM® Training Allocation Charts](#) to determine if a course is listed in the chart. If a course appears on the Training Allocation Chart (TAC), the applicant should submit a certificate of completion to independently verify the course. If a course does not appear on the TAC, the applicant must submit a course syllabus or official course description and a certificate of completion.

The applicant can view their training submission progress in the **TRANSCRIPT** tab found on the **Certifications** or **Applications Sections** pages as shown below.



Completed	Application Section	Grade	Hours Reported	Hours Earned	Credit Type	Issued By	Self-Reported
Jul 7, 2025	ARF ASAR/USAR-Task Force Animal Rescue Specialist		2.00	Awaiting Approval	Disaster/Emergency Management Training Hours	ASAR	Jul 18, 2025
Nov 6, 2024	ISO025 Basic Property Management		8.00	Awaiting Approval	General Management Training Hours	FEMA	Aug 25, 2025

The applicant can also view **AND EDIT** their training submissions via the “PROGRESS” drop down under the certification they are pursuing shown below.

**Portal Home** | Review | Application Sections | Certifications | Directory | IAEM Certification Website

- \* **"My Certifications"** tab: earned certifications or certifications in process
- \* **"Available Certifications"** tab: eligible certifications
- \* **"Inactive Certifications"** tab: expired certifications or rejected applications
- \* **"Transcript"** tab: training hours

**Additional Guidance once an Application is started**

- \* To add training hours, click the link to **"ADD SELF-REPORTED HOURS"** below.
- \* To view the Disclaimer and Indemnification Statement, click **"EDIT APPLICATION"** below.
- \* Once a certification is in process, the required application sections will be added to the **"Application Sections"** page.
- \* **PLEASE NOTE: It may take up to one hour for application sections to appear in the portal after selecting a certification application to begin.**

**Certified Emergency Manager** 11% **PURSUE**

The Certified Emergency Manager (CEM®) designation is the gold standard in emergency management. This credential honors professionals who have demonstrated expertise in emergency management through experience, work history, training, and ongoing contributions to the field, underscoring their commitment to continuous learning and advancement within the profession. The CEM® designation is recognized internationally as a mark of excellence and competency in emergency management and is ideal for experienced emergency managers across sectors.

**PROGRESS** **ADD SELF-REPORTED HOURS**

Completed	Application Section	Grade	Hours Reported	Hours Earned	Credit Type	Issued By	Self-Reported
Aug 5, 2025	Emergency 2		7.00	Awaiting Approval	Disaster/Emergency Management Training Hours		<b>EDIT</b>

## Professional Contributions Sections (not applicable for AEM® applicants)

Applicants will select *Professional Contributions* via the **Available Application Sections** tab. Selected contributions are added to the **MY APPLICATION SECTIONS** tab, where they can be completed.

The applicant also may upload any miscellaneous information they believe will be beneficial for their application via the "Miscellaneous Information Section". This will need to be selected and added to the **MY APPLICATION SECTIONS** tab as well.

**Application Sections** | Certifications | Directory | IAEM Certification Website

**MY APPLICATION SECTIONS** | **AVAILABLE APPLICATION SECTIONS** | COMPLETED APPLICATION SECTIONS | TRANSCRIPT

**Available Application Sections**

The application sections that you must complete are shown under the **"My Application Sections"** tab. The Professional Contribution Sections available for you to choose are shown under the **"Available Application Sections"** tab. You must complete at least SIX Professional Contributions, but you may submit additional contributions if desired.

As you complete each section, they will move to the **"Completed Application Sections"** tab. You can still review and edit them after they are moved but before you submit the final section. Once you complete all the required application sections, you will be prompted to complete the final **"Application Review and Checkpoint"** step before your application can be reviewed. You can click **"Learn More"** on each section to read the relevant documentation from the [Applicant Guidebook](#).

Search: [ ] Sort By: Application Section Code

**Available Application Sections Toward Your "Certified Emergency Manager"**

**Professional Contribution: (A) Membership**

Optional Professional Contribution Section that can fulfill ONE of SIX required Professional Contributions.

Click **"LEARN MORE"** to read guidance from the Applicant Guidebook.

**Professional Contribution: (B) Professional Conference**

Optional Professional Contribution Section that can fulfill ONE of SIX required Professional Contributions.

You will enter **up to three** conferences in this section. If you need to submit **more than three** conferences, please fill in this **required spreadsheet**. Click link to download! Once you have completed the spreadsheet, you will return it at the end of this section. You must also **combine your required documentation into one PDF file** and upload it in this section.

For Professional Contribution B) Professional Conference, the applicant is allowed to submit more than three conferences. Follow these steps to submit additional conferences.

- Find the spreadsheet to enter additional conferences in the B) Professional Conference square.

**Professional Contribution: (B) Professional Conference**

Optional Professional Contribution Section that can fulfill ONE of SIX required Professional Contributions.

You will enter **up to three** conferences in this section. If you need to submit **more than three** conferences, please fill in this **required spreadsheet** (Click link to download). Once you have completed the spreadsheet, you will upload it at the end of this section. You must also **combine your required documentation into one PDF file** and upload it in this section.

[LEARN MORE](#)

Form EDIT

- Complete the required information requested in the spreadsheet.

Professional Conferences					
Name of Conference	Sponsoring Organization	Hours Attended	Start Date	End Date	Location
1					
2					
3					
4					
5					
6					
All fields are required for each conference attended. Add more rows if more than six conferences attended.		Total Hours:	Total hours must add up to at least 40		
Note: Combine all required documents into one PDF document for upload.					

- Combine all documents for the conferences listed on the spreadsheet into one PDF and submit in the respective upload request in the B) Professional Conference form.

**Professional Contribution (B) Professional Conference**

Independent verification of attendance at conference(s)/ workshop(s) totaling 40 hours. Reference the Applicant Guidebook for acceptable documentation.

Optional Documentation (PDF Format):

Reference the Applicant Guidebook for examples of optional supporting documentation.

**OPTIONAL: Section to Upload More Than Three Conferences:**

If more than three conferences need to be documented, download the required spreadsheet, fill it out, and upload it below.

Spreadsheet for additional conferences:

See instructions on the section card.

Documentation for any conferences entered into the spreadsheet must be combined into one pdf document and uploaded below:

Conference documentation for additional conferences (PDF Format):

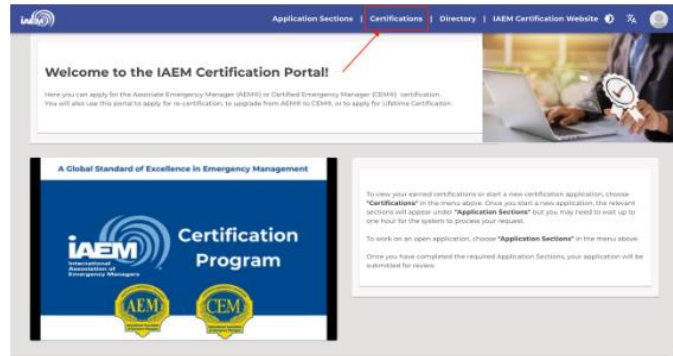
Combine all documents as one PDF to upload.

## Completing the Upgrade Application

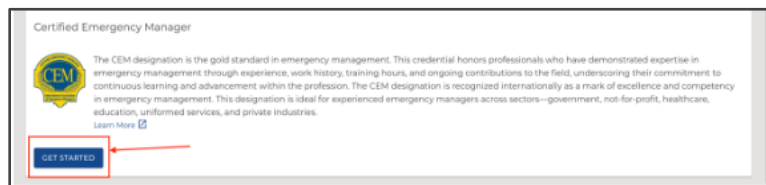
### Create a New Application

Applicants should click on **Certifications** in the navigation menu and then **AVAILABLE**

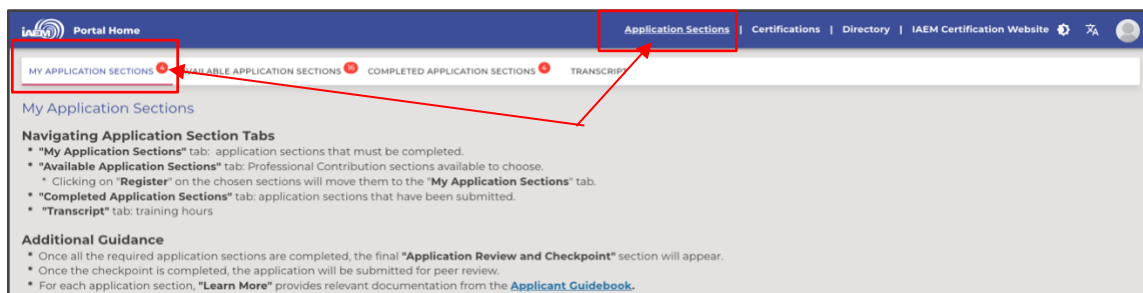
**CERTIFICATIONS** to view which certification application they are eligible to submit.



After identifying the upgrade application, the applicant should click the **GET STARTED** button located beneath the certification logo. **The upgrade application will only be available to the applicant once they have been awarded the AEM certification.**



The applicant can then begin completing the associated application requirements by clicking the **Application Sections** page in the navigation menu.



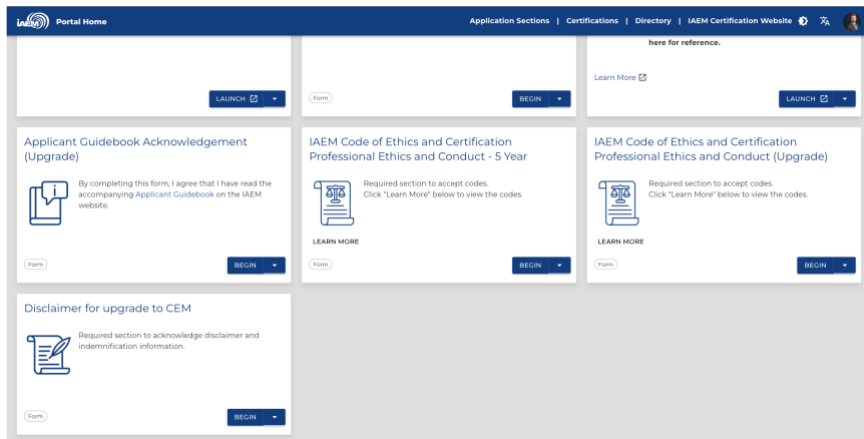
**NOTE:** The certification portal may not immediately show the requirements under the Applications Sections. Please give the portal up to an hour to populate the required application sections. Once an applicant completes a section, it automatically moves that section to the **COMPLETED APPLICATION SECTIONS** tab.

## Application Sections

In the **MY APPLICATION SECTIONS** tab, applicants must complete the sections assigned to the Upgrade Application.

**IMPORTANT:** The applicant will see the requirements for their AEM recertification along with the sections for the upgrade application. The applicant should **NOT** complete any

**Application Sections associated with their recertification application when completing their upgrade application. (Recertification sections will have “x Year” in the title of the section.)**



Required sections for the upgrade application include:

1. Applicant Guidebook Acknowledgement
2. IAEM Code of Ethics and Certification Professional Ethics and Conduct
3. Disclaimer and Indemnification.

Once these sections have been completed, the rest of the requirements will appear under the **MY APPLICATION SECTIONS** tab.

**Note:** The portal may not instantly show the next requirements. If the requirements do not appear, please try refreshing the application.

Required sections for the upgrade application (cont.):

4. Work History
5. Experience
6. Education
7. Professional Contributions

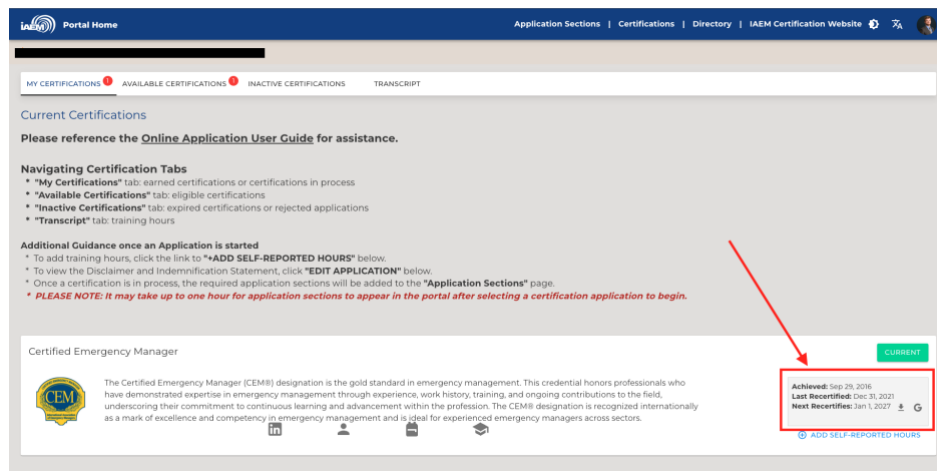
Refer to the instructions above for completing the required **Education**, **Experience**, **Work History**, and **Contribution** sections of the Upgrade application.

*Detailed guidance for submitting **Work History** is provided on page 9, **Experience** on page 10, **Education** on page 11, and **Contributions** on page 15.*

## Completing the Re-certification Application

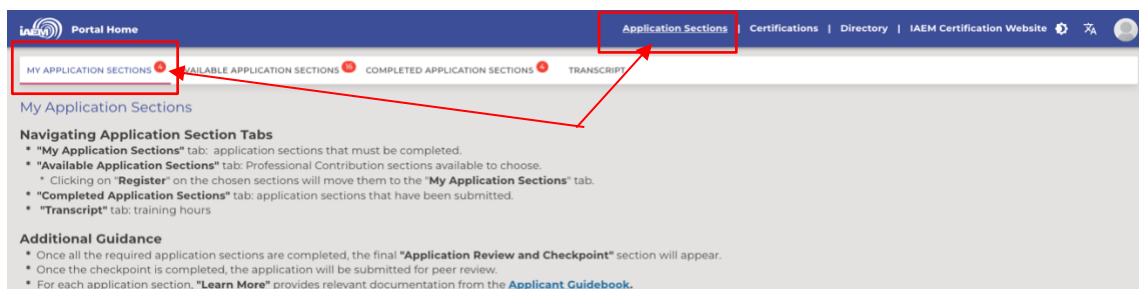
Unlike the AEM, CEM, Upgrade, and Lifetime application process, the re-certification

requirements are automatically assigned and will become available based on the applicant's 5-year recertification window. To view the applicant's 5-year window, click on Certifications > My Certifications. The applicant can view their recertification timeframe in the box shown below. The recertification application should be submitted and approved by the “Next Recertifies” date:



Applicants should click on **Application Sections** in the navigation menu to view the requirements for their recertification.

The applicant can then begin completing the associated application requirements displayed in the Application Sections Page in the navigation menu.



Refer to the instructions above for completing the required **Training Hours** and **Contribution** sections of the recertification application.

*Detailed guidance for submitting **Training Hours** is provided on page 13, and instructions for submitting **Contributions** are located on page 15.*

## Completing the Lifetime Application

The IAEM website outlines the requirements for nomination of Lifetime CEM:  
<https://www.iaem.org/get-certified/Requirements/Lifetime-CEM-Certification>

If a current CEM, who has recertified at least once, and is retiring from the Emergency Management Profession would like to achieve the Lifetime CEM designation, they will need to create their own application with documentation from a current CEM familiar with the applicant. The Lifetime process is a collaboration of both the nominator and the nominee.

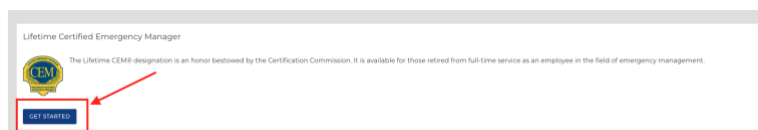
The application must include a narrative stating the applicant's achievements in the field of emergency management created by the nominator, two signed letters of recommendation from current CEMs stating achievements deserving this honor, and a letter of interest (including the retirement date) from the nominee.

## Create a New Application

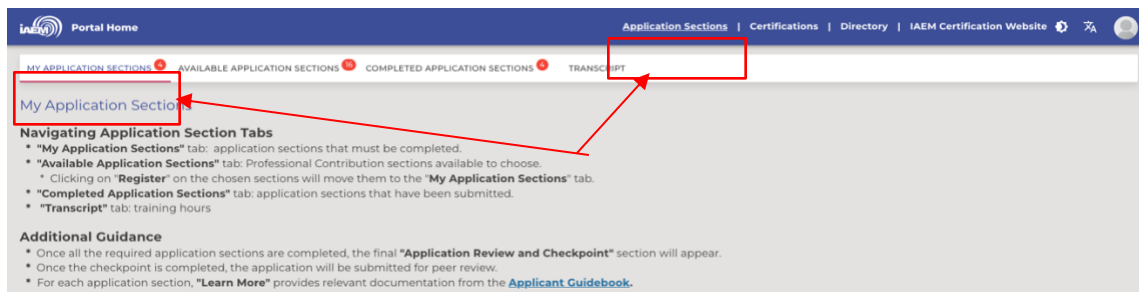
Applicants should click on **Certifications** in the navigation menu to find the Lifetime application they are eligible to submit.



The applicant should click the **GET STARTED** button located beneath the Lifetime Certification.



The applicant will be presented with the Lifetime Application section on the **MY APPLICATION SECTIONS** tab. This is the only required section for the Lifetime application. Applicants may ignore the application sections for the next recertification application when submitting a Lifetime application.



NOTE: The certification portal may not immediately show the requirements under the Applications Sections. Please give the portal up to an hour to populate the required application sections. Once an applicant completes a section, it automatically moves that section to the COMPLETED APPLICATION SECTIONS tab.