Frequently Asked Questions

Introduction to the Certification Webinar Series Webinar

1. What is the difference in requirements for the AEM and CEM?

CEM Requirements

AEM Requirements

Training	Essay	Certification Exam	EM Experience	Education	Professional Contributions
Submissions must be within the last 10 years. 200 contact hours are required, 100 each in emergency management and general management. Emergency management training is considered specific to the profession, and general management includes content that can be applied beyond emergency management.

Note: no more than 25% of hours can be in any single topic. | Candidates must demonstrate knowledge, skills and abilities through this written submission, as specified in the instructions included in the application booklet.

One Letter of Reference
Letter must be signed and on letterhead from a current supervisor.

Include contact information for a total of three references, with the option to upload two additional reference letters if candidates feel it will be helpful to their review. | Candidates must pass by 75% a 100-question examination in order to receive the AEM/CEM designation, and can do so at any time by arranging a proctor with their local high school or college or at an IAEM event. A separate brochure describes format and test content sources. Note: the examination includes a portion of questions that are considered to be universal, core content for emergency management regardless of location. Additional content is tested depending on country in which candidate is based. | Three years by date of application. Comprehensive experience must include participation in a full-scale exercise, an actual disaster, two functional exercises, or a special event; and must encompass all phases of emergency management (mitigation, preparedness/ prevention, response and recovery).

Note: a baccalaureate degree in emergency management reduces the experience requirement (depending on how current is the degree) and waives EM Training if it is earned very recently. | **U.S., Canada, Europa, Oceania applicants:** A baccalaureate degree from a regionally accredited institution is required.

Asia, International, Latin America & Caribbean: Any baccalaureate degree or equivalent thereof, or additional experience may be substituted at two years of full time EM employment per year of college/ university.

Degree requirements as of Jan. 1, 2017, are listed in section above. | Submissions must be within the last 10 years. *Note: indicates activity must be performed beyond the scope of candidate's job requirements.* Six separate contributions are required in areas such as professional membership, conference attendance, service role*, leadership role*, special assignment, speaking, teaching, course development, publication, audiovisual and interactive products, awards or special recognition, state or province certification, or legislative contact. See the application booklet for more details on each area. |

2. *What is the cost of the application?*
The certification fee is $395 USD for IAEM members and $595 USD for non-members and is non-refundable.

3. *If you have to retake your exam, do you have to pay the certification fee again?*
When you pay the $395 USD IAEM members/$595 USD non-members certification fee, you are able to take the exam twice without paying an additional fee. For example, if you take the exam the first time and do not pass it, you can take the exam again without an additional fee. However, if you do not pass the exam the second time you take it, you must pay the certification fee again to take the exam a third time.

4. *What is the time frame to complete the application once you start it?*
You have one year from the date your credentials are approved by the Certification Commission to pass the exam. Alternately, you have one year from the date you pass the exam to submit your credentials for review by the Certification Commission.

5. *Are there sample submission packets or materials?*
Visit the CEM® Corner. There you can find sample essays, in both draft and final form, and a collection of reference materials to help ensure a successful submission.

6. *Is APA Style recommended for the essay?*
We do not require any specific style or format. We ask you to keep it simple and easy to review, using 12-point font, one-inch margins, and double-spaced text.

7. *What is the added benefit career-wise of the certification globally?*
Ian Carlton is one of the Commission vice chairs. Located in Australia, he shares that having his Certified Emergency Manager (CEM®) designation sets him apart, not only in terms of achieving employment within emergency management but also in terms of achieving recognition within the community of practice where he currently works. When you earn your AEM® or CEM®, you demonstrate your commitment to the emergency management profession, as you have taken the steps to be recognized by a group of your peers for having acquired the recommended knowledge, skills, and abilities.

8. *How often do you have military officers apply and is there anything that they may need to know?*
There are a few military representatives on the commission who provide all commissioners with the best information on training and experience acquired through military service. Military applicants must meet the same AEM®/CEM® requirements as other applicants, but providing the documentation in a way that all commissioners can comprehend can take additional effort. Therefore, it may be helpful to reach out to one of the IAEM Featured Mentors who has a military background to help ensure your successful application.

9. *Where is the featured mentor page located?*
Find a mentor on the Featured Mentor web page in the Certification section of the IAEM website or at this direct link: http://www.iaem.com/mentors.cfm