



Online CEM[®] Upgrade Application

User Guide

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International Association of Emergency Managers

201 Park Washington Court

Falls Church, VA 22046

www.iaem.com

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Online CEM Upgrade Application USER GUIDE

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Introduction

Scope and Purpose

Congratulations on your interest to upgrade your Associate Emergency Manager certification to the Certified Emergency Manager certification!

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 as well as provide step-by-step instructions for completing a CEM Upgrade application.

Process Overview

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 CEM Upgrade Application

Candidates can access the CEM Upgrade application at www.iaemcem.org.

1.1.1 Log in

A screenshot of the CEM/AEM Online Application login interface. The form is a white box with a light blue border, centered on a dark blue background. It contains fields for "Username" and "Password", each with a corresponding input box. Below these fields are two buttons: "Cancel" and "Login". At the bottom of the form, there is a link for "Forgot your username or password?" and a note to contact info@iaem.com for questions.

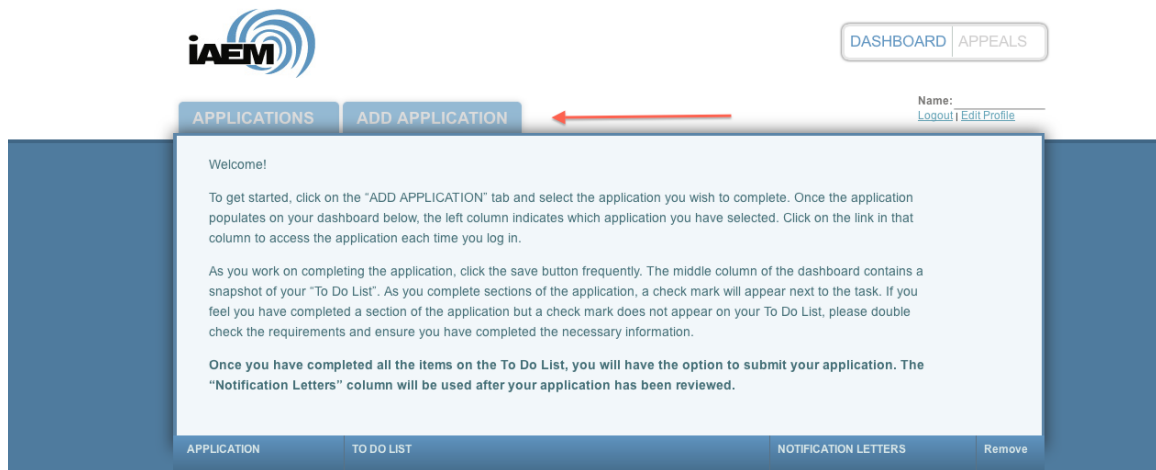
1. Candidates should use the same login credentials as for the IAEM website. If candidates forget their log-in information, click on the “forgot log in” link. Candidates will be directed to the IAEM website to retrieve their user name and password

[NOTE: If candidates are IAEM members or are already certified as an AEM, please ensure you are using the correct log-in to access the system (and not the log-in for a duplicate record). If you have any questions about this, please contact Jason Majesky at jason@iaem.com or 703-538-1795.]

2. Once Log-in is complete, candidates will see the Candidate Dashboard with instructions for starting an application.

1.1.2 Create New Application

1. Candidates should click on the “Add Application” and select the appropriate (Upgrade) application. 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.

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 |
|---|--|----------------------|--------|
| Upgrades "Click on the above link to access your application." | Application Warranty Acknowledgement Cover Sheet Title is Required Company is Required Work History Work History is Required Experience Experience IB or Experience IC on the Work History Tab is a Requirement Education Please provide documentation for your education requirements Professional Contributions Professional Contributions Section is Incomplete. Please Check your entries and verify that you have completed all of the required sections. | | ⊗ |

- The middle column, "To Do List," provides a checklist of the upgrade requirements. As sections are completed in the application, a checkmark will appear next to the to-do action item in the middle column.

2 Completing the Application

Candidates looking to upgrade from an AEM to a CEM must complete the following sections of the application: Emergency Management Experience, Work History, Education, and Professional Contributions. Any section of the application not required for the Upgrade application will be greyed out/un-editable and can be skipped.

[NOTE: If any of the required sections or parts of these section were already approved during your initial AEM application review, candidates must still complete the sections of the electronic upgrade application and upload a copy of your AEM notification letter showing approval as documentation. The online application requires that these sections are complete in order to submit the application so uploading the previous AEM notification letter will alert commissioners that the section has already been approved.]

The application is 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

City/Town:

State/Province/Region/County:

Country:

Postal/Zip:

Go On

Section I: Work History

Section II: Candidate Reference Requirement

Section III: Education Requirement

Section IV: Training Hours

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

Country:

Postal/Zip:

Go On

Section I: Work History

Section II: Candidate Reference Requirement

Section III: Education Requirement

Section IV: Training Hours

Section V: Professional Contributions in the Field of Disaster/Emergency Management

SAVE

SAVE & EXIT

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

misc.fusionproductions-cc.com/IAEM/ApplicationBook.aspx?id=c2851827-ca22-44d6-a250-1134539b1664

misc.fusionproductions-cc.com/IAEM/ApplicationBook.aspx?id=c2851827-ca22-44d6-a250-1134539b1664

Section I: Work History

I. WORK HISTORY AND EXPERIENCE

(Not applicable for AEMSM candidates)

To satisfy this requirement:

- A candidate must demonstrate at least three years full-time equivalent (12 months = 1,920 hours) experience in a comprehensive disaster/emergency management position; **AND**
- Participation in a full scale exercise or two separate, functional exercises (see "functional exercise credit matrix" for applicant options to satisfy this section), by (1) planning, (2) conducting or coordinating, and/or (3) having a major disaster/emergency management role during the exercise, **OR**
- 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."

That is, candidates complete IA. below, and **either** IB. or IC.

For the purposes of Work History / Experience discussion and operations based exercises such as seminars, workshops, tabletops, and drills do not satisfy this requirement.

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 signifying that the candidate has read and understands the information provided.

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®/AEMSM 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®/AEMSM 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®/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

From there, click on the blue "Go On" button to access the information on the **Cover** 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.com) 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

SAVE

SAVE & EXIT

2.1.3 Section I: Work History

CEM candidates must complete section 1A. Work History and *either* 1B or 1C.

1. Candidates should click on the “Add” link to enter work history information.

management.

IA. WORK HISTORY

| Add/Edit | Period Covered: | Jurisdiction / Company / Organizations | Title: | Position Description | Supervisor Statement |
|---------------------|-----------------|--|--------|----------------------|----------------------|
| Add | | | | | |

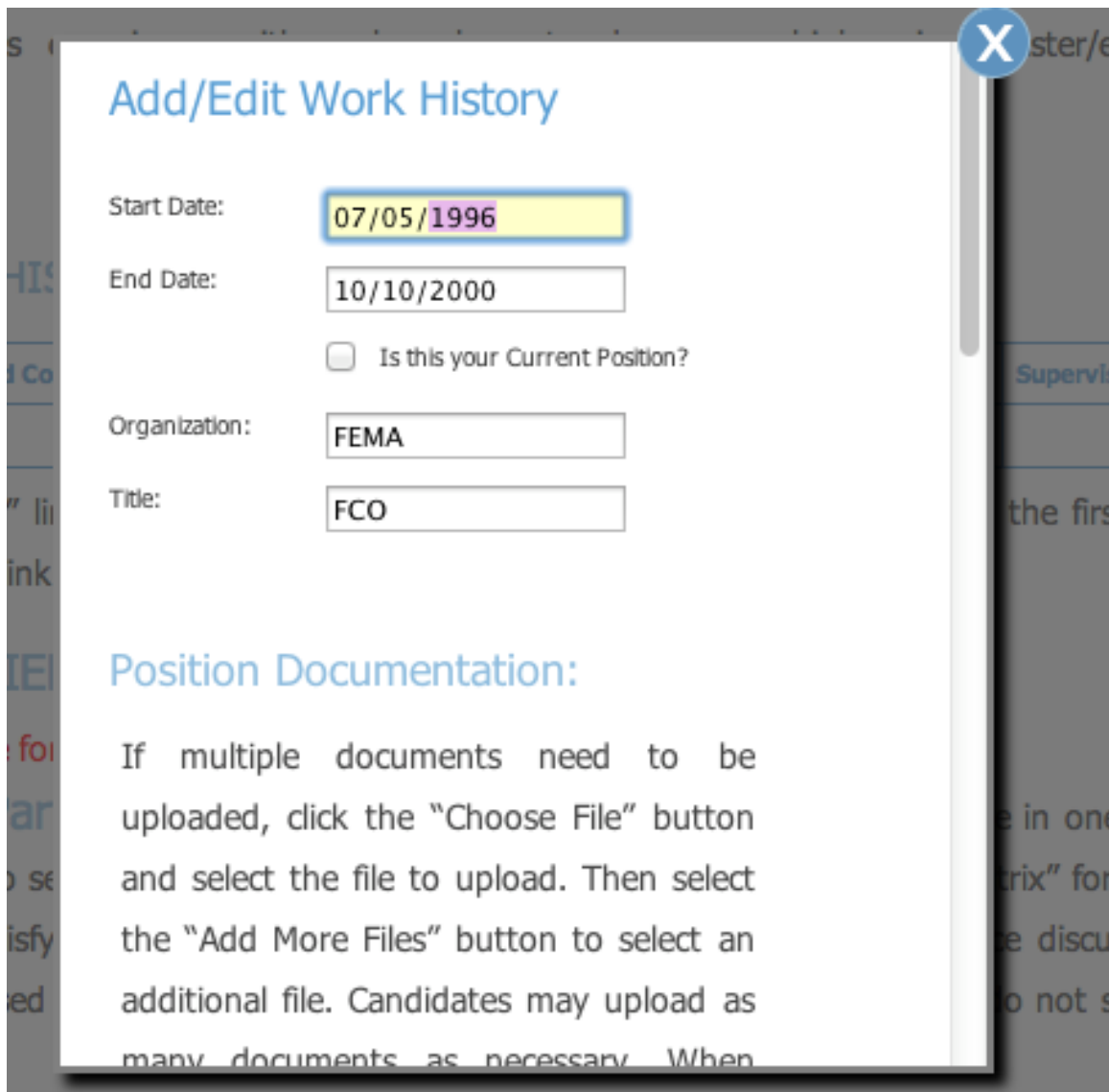
Click the “Add” link to complete this section. After candidates have completed the first entry, a second “Add” link will appear which candidates may use to add another entry.

IB. EXPERIENCE — NOTE: COMPLETE IA. AND **EITHER** IB. **OR** IC.
(Not applicable for AEMSM candidates)

Exercise Participation — Candidate must validate participation and role in one full-scale exercise or two separate, functional exercises (see “functional exercise credit matrix” for applicant options to satisfy this section). For the purposes of Work History / Experience discussion and

[NOTE: Candidates cannot use the delete/backspace button on the date fields. If a mistake is made entering the date, highlight the information you’d like to replace and type in the correct information.]

[NOTE: All dates within the application should be entered as MM/DD/YYYY.]



Add/Edit Work History

Start Date: 07/05/1996

End Date: 10/10/2000

☐ Is this your Current Position?

Organization: FEMA

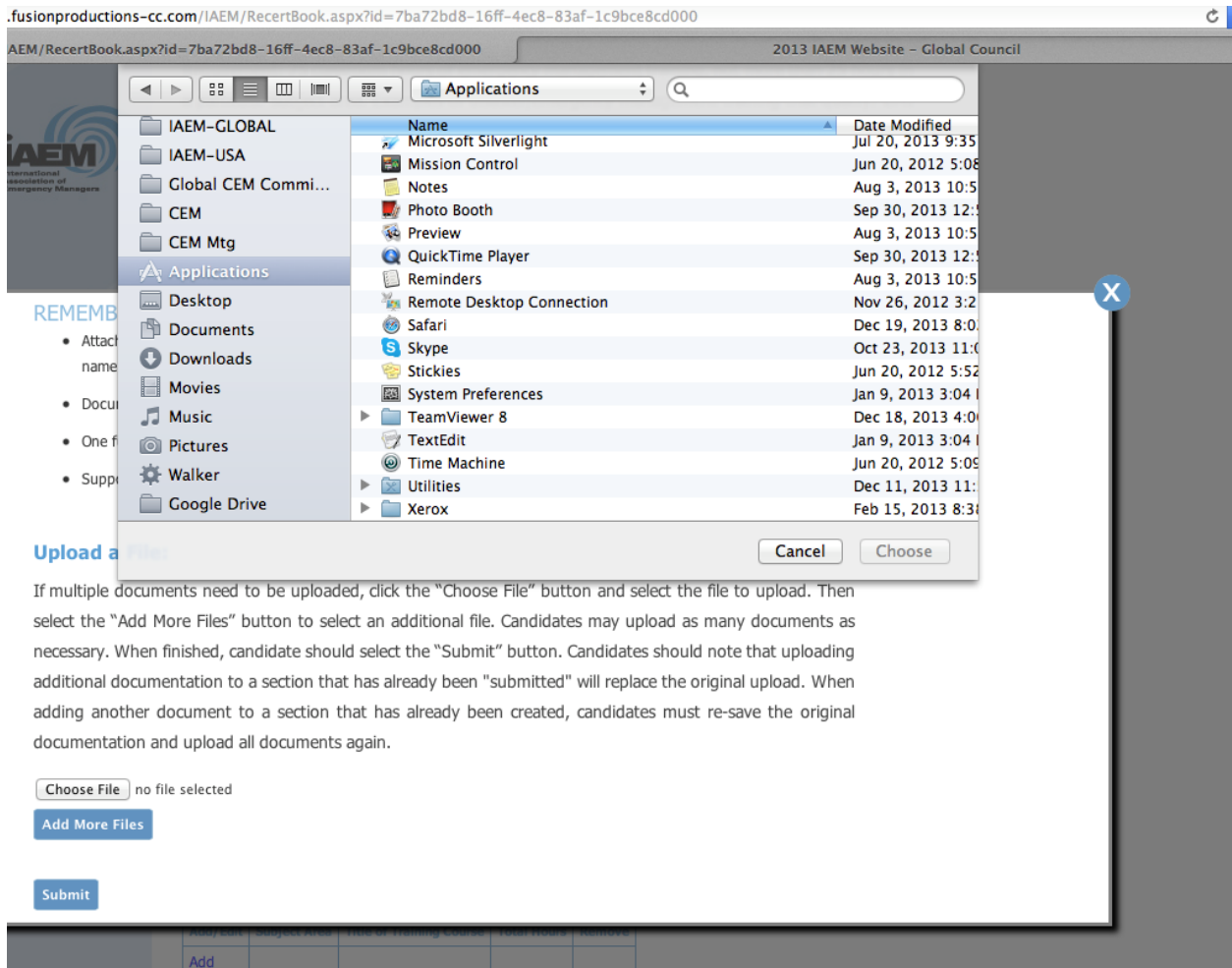
Title: FCO

Position Documentation:

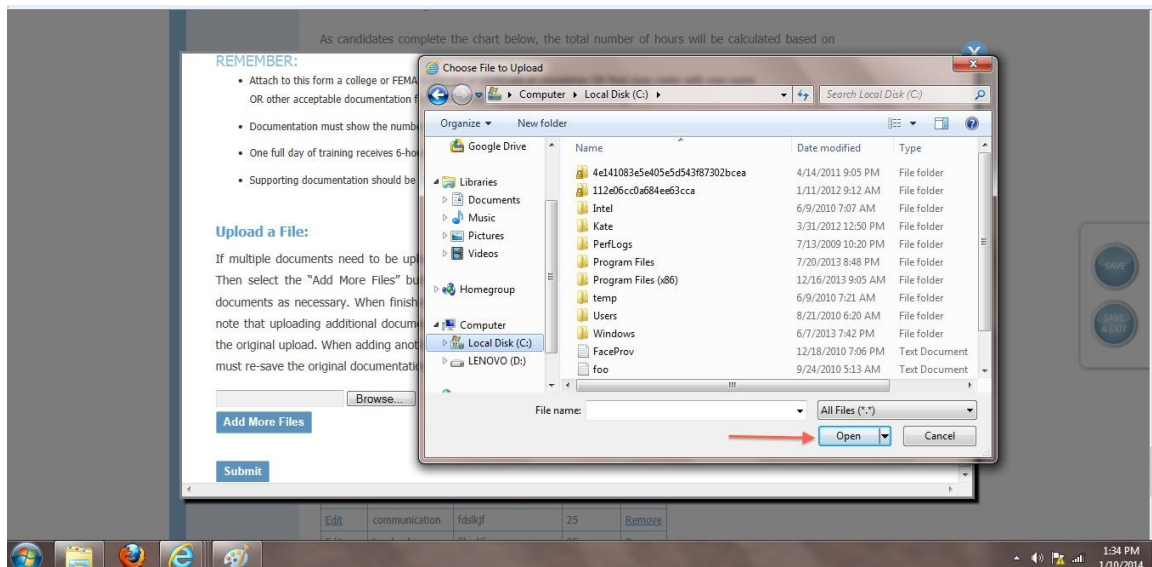
If multiple documents need to be uploaded, click the "Choose File" button and select the file to upload. Then select the "Add More Files" button to select an additional file. Candidates may upload as many documents as necessary. When

2. Upload all necessary documentation for each work history entry:
 - a) Under Position Documentation/Supervisor Documentation, click the "Choose File" button
 - b) For Mac users: Locate the file to upload, highlight it and then hit "Choose" button. Proceed to step "d" below.

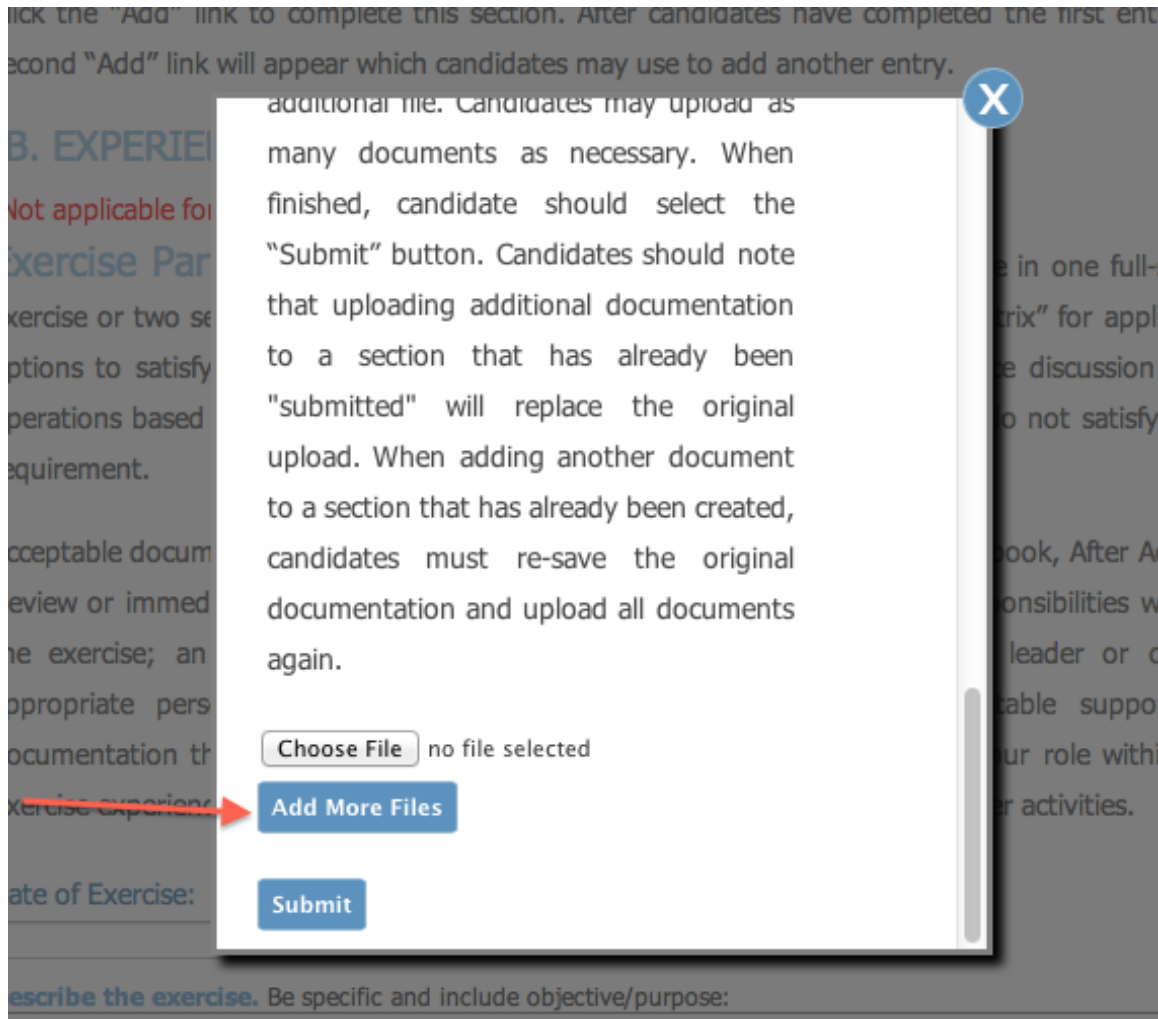
[NOTE: Candidates can upload documentation in any format.]



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



- d) If additional documents need to be uploaded, click on the blue button “Add More Files” and select the file to upload. Candidates may add five different documents to upload for each submission.



- 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.]

If any section of the application is highlighted 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.

...must have an independent editorial review and be published in a document beyond the candidate's control (i.e. staff documents and internal reports do not qualify). Candidate 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.

| View/Edit | Type of Contribution | Title | Hours(if applicable) | Documentation | Remove |
|---------------------------|----------------------|-------|----------------------|---------------|------------------------|
| View/Edit | Membership | IAEM | | | Remove |

[Go On](#)

2.1.4 Section III: Education Requirements

Candidates should complete the education section and upload appropriate documentation.

Section III: Education Requirement

III. EDUCATION REQUIREMENT
 (Not applicable for AEMSM candidates)

Each candidate must have completed a baccalaureate degree from a regionally accredited institution. 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.

*Candidates from councils requiring documentation of a degree to meet this requirement (Europa, Oceania and USA) are eligible to submit a baccalaureate degree or higher from a regionally accredited institution.

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. (See Part IV, Section C)

| Add/Edit | Institution | City, State | Dates | Degree | Documentation |
|---------------------|-------------|-------------|-------|--------|---------------|
| Add | | | | | |

— OR —

Detailed information on the degree requirement is provided for each council.

Asia, Canada, International, Latin America & Caribbean Council Candidates have the option of using the degree waiver by substituting extra years of work history. Detailed information can be found in the application under the Education requirement. Candidates from these councils taking advantage of the degree waiver **must** check the box shown below.

degree from a regionally accredited institution. Therefore, the waiver option does not apply.

Asia, Canada and International Council Candidates:

Asia, Canada and International candidates may substitute two years of additional experience in a disaster/emergency management position for each year of college credit lacking (based on 30 credits per academic year) or 8 years of comprehensive disaster/emergency management experience or a total of 11 years of full-time comprehensive emergency management experience for candidates without recorded college credit.

☐ **Check here if you are using the Work History and Experience Section to satisfy this option.** This option is only available to Asia and International candidates until December 31, 2015. Canadian candidates may use this option until further notice.

2.1.5 Section V: 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.]

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

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

2013 IAEM Website – Global Council

part of your normal job duties.

The following is a brief description of each of the professional contribution categories. A detailed description of the requirements and acceptable documentation will appear at the top of each category page when you click "Add".

To add a professional contribution, candidate should click on the "Add" link.

A. MEMBERSHIP: (Add)
Member for three years in a disaster/emergency management-related organization.

B. PROFESSIONAL CONFERENCE: (Add)
Participation in a disaster/emergency management-related workshop or conference for at least a cumulative total of 40 contact hours.

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

D. LEADERSHIP ROLE: (Add)
Voluntarily serve as an elected officer or in leadership position 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.

E. SPECIAL ASSIGNMENT: (Add)
Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession.

F. SPEAKING: (Add)
Develop and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the last 10 years related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

G. JOURNALISM: (Add)
Develop and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the last 10 years related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

H. PUBLICATION: (Add)
Develop and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the last 10 years related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

I. PROFESSIONAL SERVICE: (Add)
Develop and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the last 10 years related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

J. AUDIO-VISUAL AND INTERACTIVE PRODUCTS: (Add)
Personally develop content for distributed emergency management video, computer software product or other audio-visual tool. Candidate must validate participation and significant development role.

K. AWARDS OR SPECIAL RECOGNITION: (Add)
Receive an award for disaster/emergency management-related activities.

L. PROFESSIONAL CERTIFICATION RELATED TO EMERGENCY MANAGEMENT: (Add)
Earned certification or registration as an emergency manager through a government agency, or state/province association (receiving a FEMA PDS certificate does not qualify under this category).

M. LEGISLATIVE CONTACT: (Add)
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 the reply from the elected official.

N. CONDUCTING RESEARCH: (Add)
Play a significant role in the development and execution of an emergency management research project.

O. OTHER: (Add)
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.

P. MENTORING/PROCTORING EXAMS: (Add)
Mentoring involves guiding the CEM®/AEMS® candidate through the process. Proctoring the exam involves receiving the exam, administering it and returning it to IAEM headquarters. Proctor/venue guidelines are outlined in the Study Guide Brochure. Both require prior approval from the CEM® Commission before being conducted. You must include a copy of the authorization with your submission.

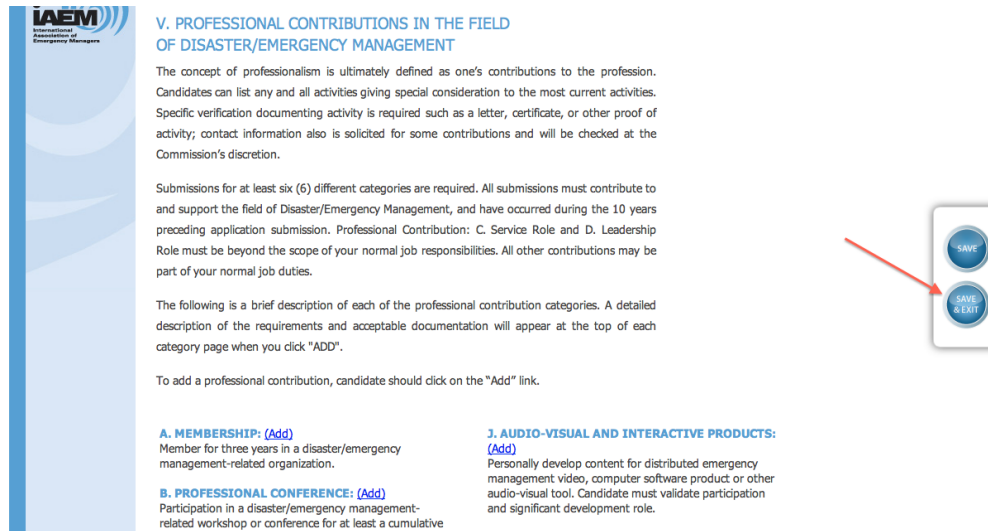
In order to get credit for Professional Contribution F) Speaking, Candidates must submit three separate entries. Candidates should not submit documentation of all three entries separately in

[Note: Candidates submitting for F) Speaking must complete at least three separate entries per the requirements.]

[Note: Candidates may add more than one submission for each category but the application requires six different categories to recognize the section as complete. To add another submission for a particular category, click the “add” link next to category.]

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.



V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

The concept of professionalism is ultimately defined as one's contributions to the profession. Candidates can list any and all activities giving special consideration to the most current activities. Specific verification documenting activity is required such as a letter, certificate, or other proof of activity; contact information also is 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 10 years preceding application submission. Professional Contribution: C. Service Role and D. Leadership Role must be beyond the scope of your normal job responsibilities. All other contributions may be part of your normal job duties.

The following is a brief description of each of the professional contribution categories. A detailed description of the requirements and acceptable documentation will appear at the top of each category page when you click "ADD".

To add a professional contribution, candidate should click on the "Add" link.

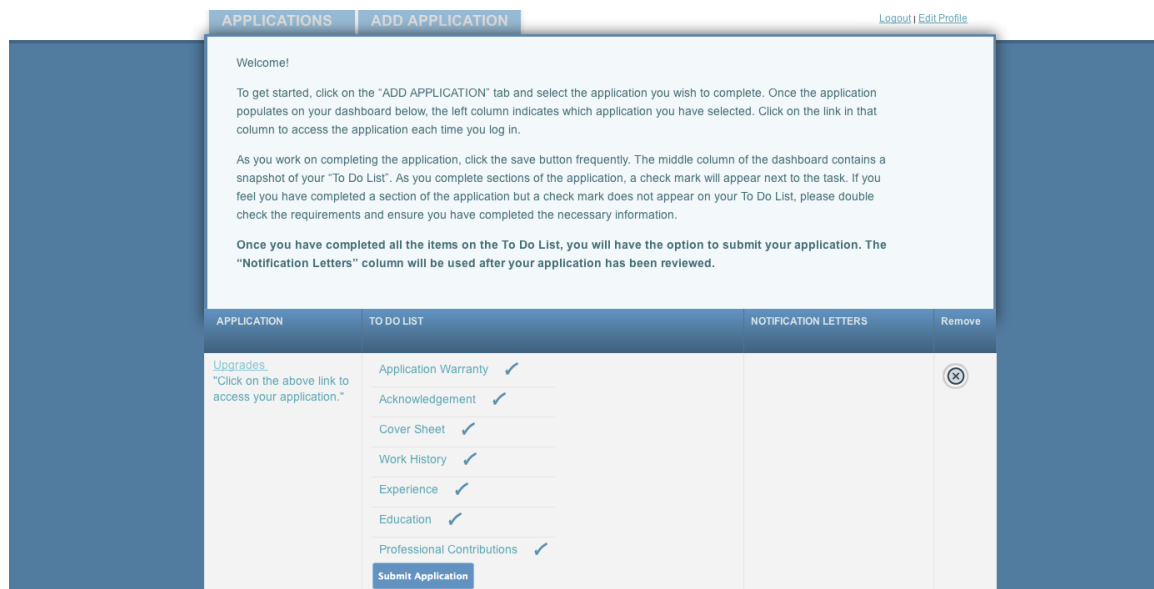
A. MEMBERSHIP: (Add)
Member for three years in a disaster/emergency management-related organization.

B. PROFESSIONAL CONFERENCE: (Add)
Participation in a disaster/emergency management-related workshop or conference for at least a cumulative

J. AUDIO-VISUAL AND INTERACTIVE PRODUCTS: (Add)
Personally develop content for distributed emergency management video, computer software product or other audio-visual tool. Candidate must validate participation and significant development role.

SAVE & EXIT

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




APPLICATIONS | **ADD APPLICATION** | [Logout](#) | [Edit Profile](#)

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 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 |
|---|---|----------------------|---|
| Upgrades "Click on the above link to access your application." | Application Warranty ✓ Acknowledgement ✓ Cover Sheet ✓ Work History ✓ Experience ✓ Education ✓ Professional Contributions ✓ Submit 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.

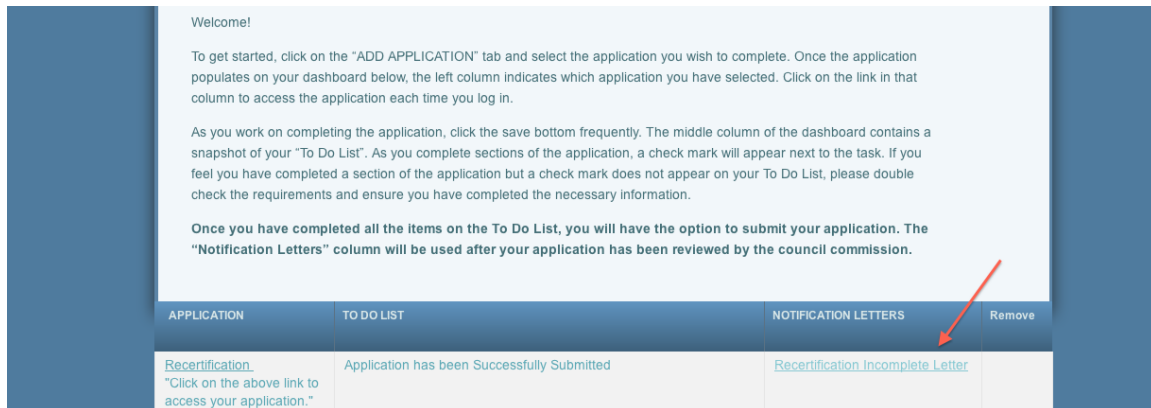
4. Manage Workflow

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

[Note: Candidates are encouraged to keep copies of the documentation while we ensure there are no bugs in 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.



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 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.

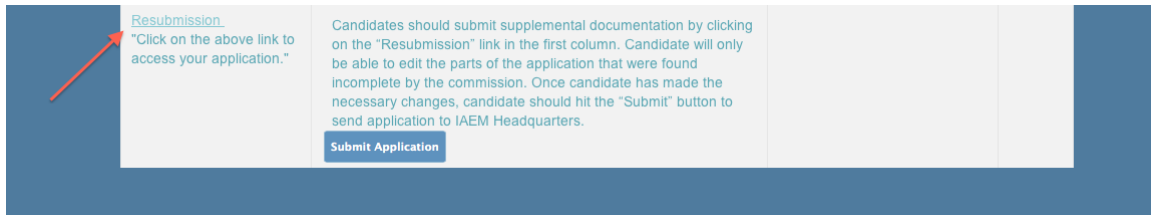
Once you have completed all the items on the To Do List, you will have the option to submit your application. The “Notification Letters” column will be used after your application has been reviewed by the council commission.

| 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 need to start over from the beginning by completing a new application.]



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.