

U.S. Marine Corps AEM®/CEM® Guide Book

Contents

Getting Started	2
Levels of Certification	2
Associate Emergency Manager (AEM®) Requirements	2
Certified Emergency Manager (CEM®) Requirements	3
Cost of Certification	3
Certification Review Dates	4
Find a Mentor	5
Certification Requirements	6
Training	6
Essay	7
Reference(s)	7
Certification Exam	9
Emergency Management Work History & Experience	11
Professional Contributions	12
A. Membership	12
B. Professional Conference	13
C. Service Role	13
D. Leadership Role	13
E. Special Assignment	13
F. Speaking	14
G. Teaching	14
H. Course Development	14
I. Publications	14
J. Audio-Visual and Interactive Products	14
K. Awards or Special Recognition	15
L. Certification Related to Emergency Management	15
M. Legislative Contact	15
N. Conducting Research	15
O. Other	16
Degree Requirement	16
Marine Corps Self-Assessment	17
Appendix A: Example CEM® Essay(s)	19

Getting Started

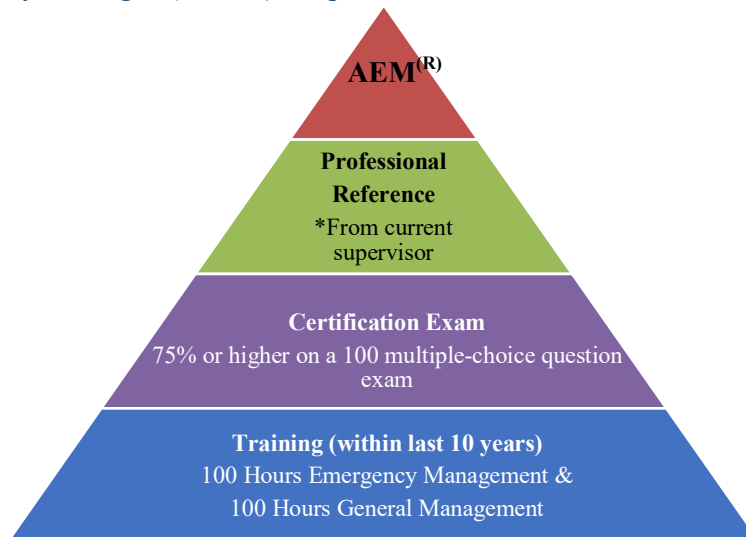
First, congratulations on your decision to pursue an IAEM certification. The Marine Corps mission does not in itself offer many opportunities that will translate directly into your certification requirements. That being said, there are instances that, when properly documented, can satisfy the conditions set forth. Pursuing these certifications is just one more step in your emergency management journey, and will provide a path towards future employment following your end of 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 your work, this timeline can quickly extend to a year or longer. As a result, many candidates fail to submit an application due to the difficulty of balancing competing demands. This is your certification, and you have to work for it.

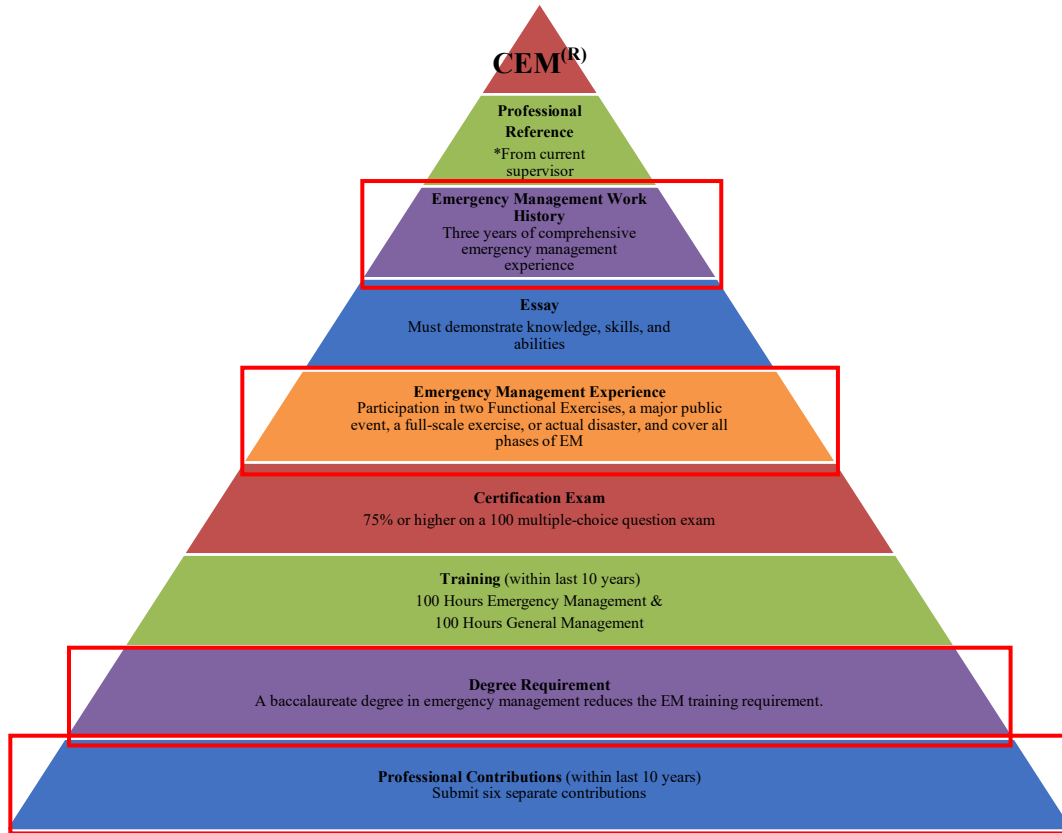
Levels of Certification

There are two types of certification offered: the Associate Emergency Manager (AEM®) and the Certified Emergency Manager (CEM®). 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® and provides applicants a foundation to work from if the CEM® is not attainable at the time.

Associate Emergency Manager (AEM®) Requirements



Certified Emergency Manager (CEM®) 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.) this comes with additional costs.

Certification Review Dates

IAEM’s Certification Review Commission is composed of representatives nominated by their respective sponsoring Council Board and approved by the USA Board. There are 18-30 Commission seats depending on workload/volume of applicants.

The Certification Commission reflects the spectrum of emergency management expertise, including all levels of governmental emergency management programs (local, state, tribal, federal) and all environments of practice including but not limited to private sector, military installations, 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.

Due to the voluntary nature of the Certification Review Commission, applications are reviewed at set intervals throughout the calendar year and help guide applicants towards an appropriate target completion date:

2021

Application Received By	Application Will Be Reviewed During	Candidates Notified of Results During The Week Of
Dec. 31, 2020	January 2021	Feb. 15, 2021
Feb. 28, 2021	March 2021	April 19, 2021
April 30, 2021	May 2021	June 21, 2021
June 30, 2021*	July 2021	Aug. 16, 2021
Aug. 31, 2021	September 2021	Oct. 17, 2022
October 31, 2021	November 2021	Dec. 20, 2021

2022

Application Received By	Application Will Be Reviewed During	Candidates Notified of Results During The Week Of
Dec. 31, 2021	January 2022	Feb. 21, 2022
Feb. 28, 2022	March 2022	April 18, 2022
April 30, 2022	May 2022	June 20, 2022
June 30, 2022	July 2022	Aug. 15, 2022
Aug. 31, 2022	September 2022	Oct. 17, 2022
October 31, 2022	November 2022	Dec. 19, 2022

If interested, IAEM hosts a Presentation of Diplomas during the IAEM Annual Conference during the Awards Banquet. For members seeking to attend this event and participate in the Awards Banquet they must:

- Submit their initial application by June 30, 2021 and have it approved during the July review meeting;

- Pass the exam, and have it processed by IAEM Headquarters by Sept. 17, 2021; and
- Let IAEM Headquarters know you will be attending the awards banquet.

Find a Mentor

The final 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. Other veterans that are also CEMs may have insight helpful to the applicant compiling their CEM application submission.

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 mentor.

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 in order 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 the translation of real-world experience into tangible EM-related accomplishments. Although the acceptance of the profession is appreciated, it is imperative to note that military service does not necessarily equate to practical emergency management experience.

This is not to say that military personnel are at a disadvantage when it comes to 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 Federal/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® and CEM® requirements.

Training

Each 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**. Candidates can find helpful information about identifying training course subject areas on the [CEM Corner](#) page of the IAEM website 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. This Table is a valuable tool for you in deciding which classes/courses will get you credit under which area. This will prove particularly helpful in finding courses on the FEMA Training Website ([FEMA - Emergency Management Institute \(EMI\) | National Preparedness Directorate National Training and Education Division](#)) that you can take to fulfill the training hour requirements. Please note that the requirement is for 100 hours in each discipline. While you may want to submit a few extra hours to ensure you meet the requirement, submitting excessive hours is unnecessary and not desired.

For Marine Corps applicants, keep in mind that not all of your applicable or relevant training courses may be listed on the AEM/CEM Training Course Allocation Tables. Work with your mentor and IAEM staff to determine if your coursework can be used to meet requirements. For example, the Basic Explosive Ordnance Disposal course is not listed on the Allocation Tables, however it has been accepted by the Certification Committee in the past. TIP: Just because a course is not on the list, do not disregard its use and remember to keep copies and documented proof (completion certificates, course descriptions, syllabi, etc.) of all courses taken. The state you are

stationed in may also offer online and in-person courses that will satisfy training requirements. For example, the California Office of Emergency Services makes many of these courses available at no cost to the student.

Normally, undergraduate coursework applied to the educational degree requirement (for CEM®) cannot be applied to meet any portion of the training requirement. If you have completed a baccalaureate degree in Emergency Management, you may have to document fewer than 100 classroom hours of disaster/emergency management training and should use the following table as a guide:

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

All training submissions **must have occurred within the preceding 10 years** of the date when the AEM®/CEM® candidate submits his/her credential packet for review; however, courses earned as part of a master’s degree, PhD, or subsequent baccalaureate degrees, earned at any time, may be submitted toward general management training. It is important to maintain proper records of all of your educational endeavors. Properly maintained paperwork will assist you with not only your initial application, but will also assist you with the recertification process. AEM and CEM recertification should be something that you continue to renew throughout your career.

****If possible use courses from the Training Course Allocation Table exclusively. This not only will benefit you in reaching your requirements, but makes your training easily identifiable to the Commissioners during their review of your application.****

Possible Marine Corps specific training (with completion certificate): HAZMAT certification, CBRN Certification, Safety Officer Certification, Planners course, Civil Affairs, Explosive Ordnance Disposal Courses, Firefighting courses, law enforcement courses, instructor training, medical courses, etc.

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 applicant is required to submit a 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. TIP: If possible, ask your other references to also submit a letter of reference. This is a best practice. When asking for a letter of reference, ensure that you describe and highlight why the CEM® certification is so important to your professional development and career goals.

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

Current Supervisor: This will be the person responsible for initiating your annual Fitness Report or Proficiency and Conduct Marks, and must be one of the raters. If your supervisor is not a rater or evaluator, then your immediate rater or evaluator must be included as one of the other two references. However, for those candidates who do not have a direct supervisor such as an independent consultant or president/CEO of an organization a current CEM® may serve as a reference in lieu of the candidate's supervisor.

In the event that 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)

It is imperative to note that 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). An applicant is strongly encouraged to identify emergency management related accomplishments that can be verified by the supervisor to aid in the completion of the Professional Contribution section due to the lessening of the burden on said supervisor. Rather than writing and signing multiple letters of recommendation, the supervisor can validate all accomplishments on a single document for submission (example below).



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO VA 22134-5257

3440
TDL/adi
20 Oct 2014

From: Commanding Officer
To: Certification Commission, International Association of Emergency Managers
Subj: CERTIFIED EMERGENCY MANAGER APPLICATION CASE OF MAJOR X. X.
XXXX, USMC
Ref: (a) IAEM Certification Package

- In accordance with the requirements set for in the reference, this letter is provided in support of XXXXX's application for consideration of appointment as a Certified Emergency Manager (CEM). XXXXX has been a member of this Command for more than 4 years as the Installation Emergency Management Program Manager and reports directly to me. Supports employment as EM for more than 3 years
- I enthusiastically support XXXXX's application for CEM. XXXX was the primary author of Marine Corps Order 3440.0, Marine Corps Installation Emergency Management (IEM) Program that brought all Marine Corps installations nationwide into the "All-Hazards" arena. The document provides critical direction for utilizing resources, collaborating, and planning to facilitate efforts in order to prepare for, respond to, and recover from "all-hazards" incidents to save lives and ensure operational readiness through the Corps. Here are some highlights of his service during this tour of duty:
 - Voluntarily served from 2007 to 2008 as the first Chairman of the Department of Defense's Emergency Management Steering Group (EMSG) that was tasked with to develop a common planning process along with supporting planning templates to standardize EM plans across the military services to the greatest extent possible. In order to do this, they had to use the planning guidance in the FEMA's Comprehensive Preparedness Guide (CPG) 101. He has continuously served on the EMSG as a member since 2007 to 2011. 1st paragraph supports Leadership Role Contribution and the second highlight supports Service Role Contribution
 - Developed and delivered the Senior Leader Orientation Training and IAEM Program Manager Training package that consisted of a total of 24 training hours of NIMS/ICS and National Response Framework, ICS (ICS 100, 200, 700, and 800), and EM concepts and

policies. This package was delivered by him on four separate occasions. Supports Teaching Contribution

- Developed a comprehensive Emergency Management Program of Instruction for delivery at Marine Corps installation that is delivered over a 3-day period of training that consisted of Emergency First-Responder / First-Provider Training, Workplace Violence Prevention, Active Shooter Response, Foul-Weather Preparedness, and NIMS/ICS and NRF concepts. Supports Course Development Contribution
- Developed and delivered a one-hour "Military Community Awareness Program" at Camp Pendleton, Camp Lejeune, Quantico, and Albany that consisted of foul weather planning, antiterrorism protection, infrastructure protection, hazardous material handling, and pandemic issues, as well as describing the Installation Emergency Management Program. Supports the Speaking Contribution
- XXXX was the Exercise Director for the Marine Corps Base Quantico's Annual full-scale exercise in 2009 "Attack on Quantico". He directed this fully HSEEP compliant exercise through all the planning and execution of a scenario of a terrorist detonating a "dirty bomb" in Quantico Town. Supports the Work Experience Exercise Requirement

f. XXXX has been certified as a Virginia Professional Emergency Manager (VaPEM) certification having completed all the requirements thereto. Supports the Certification Contribution

3. The above actions clearly depict that XXXX has worked across all phases of emergency management and is dedicated to the pursuit of his CEM credentials. Please do not hesitate to reach out to me if you should require and further information regarding his experience and contributions.

T. D. WALHAUSER
Deputy Commandant for
Plans, Policies, and Operations



UNITED STATES MARINE CORPS
1ST MARINE RAIDER BATTALION
BOX 533241
CAMP PENDLETON, CALIFORNIA 92055-5341

3000
176/ARE
2 Sept 2017

From: Commanding Officer
To: Certification Commission

This correspondence is being provided as a letter of recommendation for XXXXX.

I have worked with XXXXX for over 15 years both in the United States and abroad. I supervised his performance while he served as both an Executive Officer and an Operations Officer for an organization with a mission of emergency management. In this capacity he led a staff, created policy, managed a multi-million dollar budget, many millions of dollars in sophisticated equipment, multiple large building compounds and the domestic and the international operations of over 150 personnel.

Success in XXXXX's role required his active involvement and leadership in managing the phases of emergency management: prevention, preparedness, response, recovery, mitigation. It required regular participation and leadership when he served as an incident commander during multiple full-scale, multi-agency exercises in California, Arizona and Colorado, such as Urban Shield. Additionally, he served in the same capacity during numerous real world incidents domestically and overseas; such incidents included the aftermath of terrorism, mass casualty events, floods, and wildfires.

In the performance of his duties, XXXXX often required input from a wide variety of subject-matter experts while making decisions addressing critical and time sensitive issues related to and emergency management. His ability to accomplish this was aided by his expert use of delegation and setting realistic goals, particularly when it came to revising or creating policy.

Due to his leadership role, XXXXX was frequently required to strategically plan or weigh in and make decisions on the value of contracts for to support efforts for improvements, equipment and training in support of emergency management. Often times, these considerations would need to take into account the impact to operations and training with other local, state, and federal agency partners.

The scope of XXXXX's emergency management knowledge, skill sets and professional contributions is vast and makes him an asset to any organization. He is particularly worthy of the prestigious title of IAEM Certified Emergency Manager.

If you have any questions, please contact me at XXXXX



UNITED STATES MARINE CORPS
EXPLOSIVE ORDNANCE DISPOSAL COMPANY
BOX 55567
CAMP PENDLETON, CALIFORNIA 92055-5677

3000
104/BJM
29 Aug 2017

From: Commanding Officer
To: Certification Commission

It is with great enthusiasm that I recommend XXXXX for the distinction of Certified Emergency Manager. During the eleven years that I have known XXXXX, I have had the honor of collaborating with him while participating in different training venues and real world operations. I have personally witnessed his conduct first hand as an emergency manager and incident commander in at least five different nations, while often serving in the same role. I have been able to observe his performance in comparison to his colleagues and his seniors as well as peers from other local, state and federal agencies.

The policies that he developed led directly to increased effectiveness and more efficient use of fiscal resources in support of emergency and crisis management operations. In one instance, he led the consolidation of many smaller emergency management training and procurement programs into a single, larger, more modern program that not only improved the ability of the organization to support local partners, but also reduced costs in excess of \$1 million annually.

XXXX's steady and confident demeanor greatly contributed to the effective management of emergencies that he was involved in. During one incident, XXXXX served as the incident commander managing a real life mass casualty event. He directed many personnel including those tasked with communications, medical support, security, logistics and evacuation to medical facilities. His ability to think quickly, utilize best practices, diffuse conflict and communicate effectively under stress supported the efforts by first responders to effectively complete their mission. This is just one of many similar events in which XXXXX served as an incident commander.

XXXX's earned reputation among local, state and federal agency partners facilitated an increase in mutually beneficial training and information sharing with organizations such as the San Diego Fire Department, Los Angeles Police Department, and USNORTHCOM, the military agency tasked with domestic support of homeland security and emergency management.

XXXX's passion for excellence, his community and emergency management give him the drive to be successful. With his wealth of experience, administrative skills, and leadership, I have no doubt that he will continue to exceed all expectations.

If you have any questions, please feel free to contact me at XXXXX

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 over the applicable section for the Certification Commissioner to review. It is helpful to place a copy of the letter with the specific highlighted portion in each area of submission to ensure you are given credit for that area by the reviewing Commissioner. **In the example above, the red font indicates which area of the application is supported by a particular part of the letter and is meant to show you where it would apply.** Remember, this letter only provides support, and third-party verification of your accomplishments. You must provide complete documentation, such as examples or products or proof of participation in activities described in the letter to receive credit.

The highest priority for an applicant (other than meeting the requirements) is to make the Commissioner’s job easy. Their time is limited and they are reviewing multiple applications during each review period. If a portion of your application is confusing or difficult to locate, they will likely send your submission back for more substantiating documentation and move on the their next submission. By outlining the requirements and highlighting accomplishments in this memo/letter, and including it under each area you are asking for credit, you will be doing yourself a favor.

Certification Exam

The exam 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 the country in which the candidate is based. A score of 75% or higher is required on the 100 multiple-choice question exam.

In preparation for your exam, [IAEM’s Certification Study Guide](#) outlines the following Publications/Courses and provides specific FEMA Training Courses you should be familiar with:

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:

<i>FEMA EMI Courses https://emilms.fema.gov/training</i>	<i>Varying DHS Courses https://www.dhs.gov</i>	<i>Navy eLearning (NEL)/Navy Knowledge Online (NKO) Courses https://my.navy.mil</i>
<i>Joint Knowledge Online (JKO) Courses https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf</i>	<i>* State Courses, offered by Department of Emergency Management Agencies</i>	<i>**Local Government Courses, Held by Cities, Counties, etc.</i>
<i>*/**Continuity of Operations (COOP) Awareness Training</i>	<i>Defense Health Agency (DHA) Courses https://armymedicine.health/MHSHome/Military-Health-Topics/Combat-Support/Defense-Medical-Readiness-Training-Institute</i>	<i>Center for Development of Security Excellence (CDSE) Courses https://www.cdse.edu</i>
<i>*/**ICS 300</i>	<i>*/**ICS 400</i>	<i>Texas A&M Engineering (TEEX) https://teex.org/program/emergency-preparedness/</i>

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 & intentional), and natural — in a federal, state, local operating partnership.

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

As a result, the title of CEM® requires that applicants perform these functions for at least three years, and contribute to the profession during this time. 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.”

NOTE and TIP: Even though the Marine Corps may not have a designated Emergency Management career “MOS” or career field, you may still have relevant experience and receive credit for the AEM and CEM, to include serving in the following positions, e.g., Antiterrorism Officer (ATO)/Risk Management, Explosive Ordnance Disposal (EOD), Mission Assurance Officer (MAO), Emergency Management Officer (EMO), Aircraft Rescue and Firefighting, Dispatcher, Expeditionary Airfield and Emergency Services, etc.

NOTE and TIP: Many service members have participated in and are most likely members of the exercise planning boards for the major installation exercises that are held annually. These exercises can assist you in meeting these AEM and CEM exercise requirements. Work with your exercise planning board members, supervisors, and training team members to obtain letters of participation that prove your role in the exercise and event. In addition, your role and participation in major installation events or activities may also assist you in meeting AEM and CEM requirements, e.g., Air Shows and other major base events.

Professional Contributions

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: D. Leadership Role must be beyond the scope of your normal job responsibilities. All other contributions may be part of your normal job duties. While it is advisable to submit perhaps one additional category in case one is not accepted, multiple submissions within a single category are not desired (e.g., 3 different awards submissions, 4 Special Assignments, or 70 professional conference hours).

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	
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Common USMC Contributions	
B. Professional Conference	K. Awards or Special Recognition
C. Service Role	M. Legislative Contact
D. Leadership Role	O. Other
E. Special Assignment	
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 Emergency Management Associations.

Possible Contribution(s): IAEM Membership (upload three separate membership certificates), other memberships such as: International Association of Bomb Technicians and Investigators (IABTI), California Emergency Services Association.

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 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, Hurricane Preparedness Summit, humanitarian aid conferences, etc. Localized conferences apply and would require additional explanation for the Certification Commissioner; however, these would also be the most beneficial for the local unit and should not be overlooked. Using a cumulative total allows groupings of multiple conferences, if necessary. Can be CONUS or OCONUS.

Note: Try to attend conferences whenever your schedule and leadership permits. Attendance not only can meet a professional contribution requirement, but also it is a great networking opportunity, as well as a chance to expand your knowledge base. Keep all conference attendance documentation and certificates; proof of attendance is incredibly important. You are able to use attendance at several smaller conferences to meet this requirement since it is difficult to find a 40-hour conference that doesn't interfere with work requirements.

C. Service Role

Serve on a board of directors, a board, a committee, task force or special project for a professional or 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.

Possible Contribution(s): Serve on the local Hurricane Preparedness Board, Non-Combatant Evacuation Officer, or Non-Commissioned Officer, Installation Emergency Management Team.

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). Local Emergency Planning Committee service may not qualify. Leadership roles while deployed on military humanitarian missions may apply if supporting documentation is provided.

Possible Contribution(s): Chairman of County Hurricane Preparedness Committee, Very Important Persons Protection Support Activity, unit leaders coordinating equipment for humanitarian or disaster relief.

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) Deployment on military humanitarian missions may apply if supporting documentation is provided.

Possible Contribution(s): Participated as part of hurricane relief efforts, planning a large-scale event such as the Presidential Inauguration, or support for major sporting events such as the Super Bowl, or stood up a vaccination point of distribution in response to Corona virus.

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): Speaking to Marines or their families about hurricane preparedness and recovery, other potential emergencies and preparedness, spoke at a national or regional emergency management conference, presented an emergency preparedness topic at battalion or higher-level engagement, presented emergency management related topics

G. Teaching

Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction. For most active-duty personnel, this will be a difficult category to achieve. Normally, in order to receive credit under this category, the teaching should result in some type of certificate for the attendee. If the session does not provide a certificate or other type of credit, your submission should come under the Speaking category.

Possible Contribution(s): Facilitating Incident Command Structures courses. Teaching an Active Shooter Course for your installation. Development and presentation of an EOD/CBRNE/Fire/emergency training course that includes an overview and functional presentations. Instructed Defense Support of Civil Authorities (DSCA) Level 1 and/or Level 2, taught a FEMA certified ICS course. While the actual training presentations might not be available, a letter of participation describing the details, timeframes, etc., signed by a colleague proving participation may suffice. Keep in mind, deployment workups often include EOD/CBRN/Fire/emergency or mass casualty response training.

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. Simply creating a PowerPoint for delivery is insufficient to meet this requirement.

Possible Contribution(s): Developing a course for evacuation of the base during extreme weather conditions.

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). 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.

Possible Contribution(s): Articles on emergency management sent to the Marine Corps Times, or the International Association of Emergency Mangers for publications.

J. Audio-Visual and Interactive Products

Personally develop content for distributed emergency management video, computer software product or other audio-visual tool. Candidate must validate personal participation and a significant development role in a distributed emergency management audio-visual tool. Again, a PowerPoint is not adequate to meet this requirement.

Possible Contribution(s): Produced a video of evacuation preparedness efforts or a hurricane checklist application for military families on base.

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, inscribed or whatever) 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, however if your award citation is specific to a Emergency Management issue (served as NCOIC of Installation Emergency Management Team, served as OIC of the Base Emergency Response Team, etc.) the submission is acceptable.

Possible Contribution(s): Upload a copy of an individual award (Letter of Commendation, Achievement Medal, or Commendation Medal) for emergency management related accomplishments. In the description, describe which phase of emergency management the award relates to (mitigation, preparedness, response, and/or recovery).

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.

Possible Contribution(s): State emergency management certifications, Explosive Ordnance Disposal, Firefighting, etc.

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): You wrote an email to the local representative concerning lack of support for military families recovering from storm damage and received a reply.

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): You led local community efforts (on or off base) to fill sandbags in preparation for a flooding event. You have received a certification as a business continuity professional or similar certification which does not have a recertification requirement.

Degree Requirement

Each 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 as 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.

Marine Corps 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. Reviewed & Understand Phases of EM? Yes No Identified Essay Problem? Yes No

Phases: Prevention, Mitigation, Preparedness, Response, and Recovery

3. Current Supervisor: _____ Reference Requested? Yes No

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

4. Completed Certification Exam? Yes No If No, Scheduled Date? _____

Additional CEM® Requirements:

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

6. Emergency Management Experience? Yes No

(2) Functional Exercises: _____ _____

Full-Scale Exercise: _____

Actual Disaster / Response: _____

7. 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

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

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