

U.S. Navy AEM®/CEM® Guidebook

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Getting Started

First, congratulations on your decision to pursue the IAEM certification. As a member of the U.S. Navy, you have most likely experienced the full spectrum of all-hazards planning and response. 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.

As a current service member, attainment of certification attests to your expertise and validation of skills as an emergency manager recognized not only nationally, but also internationally. Involvement and certification in IAEM open opportunities and professional relationships that will serve beyond your military service and possibly springboard into opportunities not otherwise available.

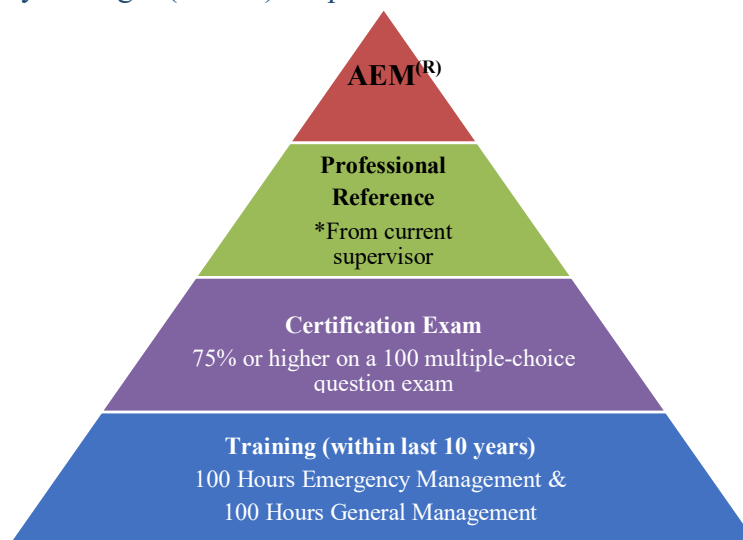
Before we begin, please note that this certification process requires (on average) four to six months of preparation to complete. Due to the operational nature of our work, this timeline can quickly extend to a year or longer. As a result, many candidates fail to submit an application due to the difficulty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

Keep in mind, this professional certification can benefit you professionally long after your military career is over, and it can assist you with your transition into your civilian career plans after retirement or your separation from military service.

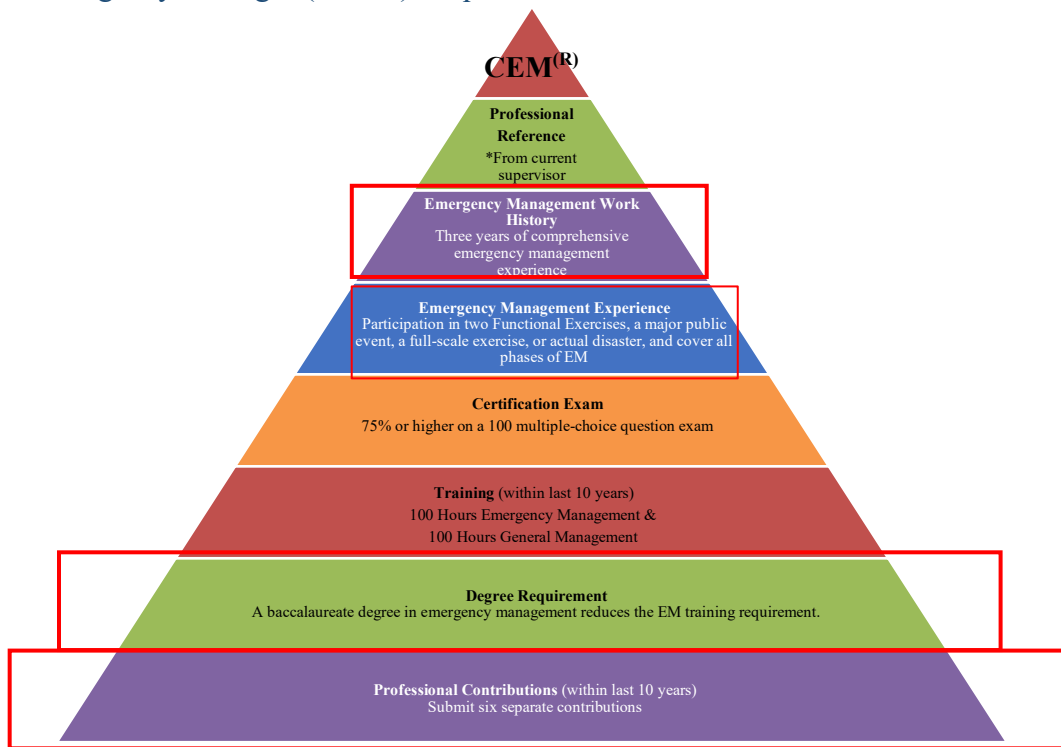
Levels of Certification

There are two types of certifications 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.) additional costs come.

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 (always check the IAEM website for the latest updates <https://www.iaem.org/certification/application/credential-review-dates>) :

2022

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

2023

Application Received By	Application Will Be Reviewed During	Candidates Notified of Results During the Week Of
Dec. 31, 2022	January 2023	Feb. 21, 2023
Feb. 28, 2023	March 2023	April 18, 2023
April 30, 2023	May 2023	June 20, 2023
June 30, 2023	July 2023	Aug. 15, 2023
Aug. 31, 2023	September 2023	Oct. 17, 2023
October 31, 2023	November 2023	Dec. 19, 2023

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

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 collaborating with a peer who has successfully worked through the process.

The IAEM Certification Commission encourages mentoring of applicants by current CEMs. The website provides a list of [Featured Mentors](#), who are required to complete training to review the certification requirements. However, these individuals do not have the authority to pre-approve candidate submissions. Additionally, candidates for certification also may choose CEMs not on this list to be their mentor. The Navy has specific Navy mentors that applicants can reach out to for guidance and assistance regarding Navy specific issues and concerns related to AEM and CEM applications.

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 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. For Navy 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 Navy mentor and IAEM staff to determine if your coursework can be used to meet requirements. For example, the Navy’s Operations Security (OPSEC) Program Manager’s Course is not on the Allocation Tables, but 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, etc.) of all courses taken. The state you are stationed in may offer online courses that will satisfy training requirements. The training office at the state Emergency Operations Center will maintain a list of courses, when they are offered and what method is used (online, classroom).

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 continue 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

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 one written letter of reference, signed and on official letterhead from a current supervisor with the option to submit additional letters of reference from other listed references. 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 performance or job evaluation or rating 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 candidates 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).

Certified Emergency Management Endorsement Sample

CEM Executive Board

International Association of Emergency Managers

201 Park Washington Court

Falls Church, VA 22046-4527

To Whom It May Concern:

I am providing my highest endorsement, recommending (Candidate Name) for appointment as a Certified

Emergency Manager.

(Candidate Name) has been assigned as an Emergency Manager (EM) for Naval Base (XXXX) since

DDMMYY. As the EM for the installation assigned to Operations Department responsible for all hazards

planning, her/his primary duties include but are not limited to development of Continuity of Operations

(COOP) planning, severe weather plan, exercise and training, oversight for the emergency management

programs for over 120 tenant commands.

During her/his tenure (Candidate Name) has led and coordinated over twenty real events and exercises to

include:

- 201X – 202X Citadel Rumble (annual)
- 201X – 202X Solid Curtain Citadel Shield (annual)
- 202X Hurricane Really Bad One
- 201X Hurricane Intermediate One
- 201X POD Exercise

(Candidate Name) has also become certified to train ICS 300/400, and Homeland Security Exercise

Evaluation Program (HSEEP). She/He also prepared for and successfully passed four consecutive

Mission Assurance Assessments (MAA) resulting in Bravo Zulus and recognition as an exceptional

program.

(Candidate Name) contributions without question fully support and represent the qualifications and

accomplishments required for a Certified Emergency Manager. (Candidate Name) again has my highest

endorsement for this prestigious designation. If you have additional questions, please feel free to contact

me at name.name@mail.mil or (XXX) XXX-XXXX.

Sincerely,

IAM ENDORSER

Commanding Officer

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.

Although it is stressed on IAEM's website, the highest priority for an applicant (other than meeting the requirements) is to make the Commissioner's job easy. Their time is limited, and it is a voluntary position in addition to their operational workload. If a portion of the application is

confusing or difficult to locate, they will move on. By outlining the requirements and highlighting accomplishments in this memo/letter you will be doing yourself a favor.

Certification Exam

The exam includes a portion of 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. Taking the IAEM preparatory course prior to the IAEM exam is a great way to prepare for the exam and it provides a wealth of information.

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

Publications:

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

Courses:

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

		https://teex.org/program/emergency-preparedness/
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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 Navy may not have a designated Emergency Management career “code” 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, Mission Assurance Officer (MAO), Emergency Management Officer (EMO), Medical Emergency Manager (MEM), Public Health Emergency Officer (PHEO)/Assistant PHEO (APHEO), Fire and Emergency Services (F&ES), Emergency Medical Services (EMS), Emergency Medical Technicians (EMTs), Explosive Ordnance Disposal (EOD) Technicians, Dispatcher, Emergency Operations Center (EOC) Manager, etc. Your command may reimburse you for the cost of the exam once you pass it, and the certification can be a key factor that sets you above your peers on your annual performance evaluations, increasing your possibility for promotion.

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. These same events may be held at the local government level that service members may volunteer for. Joint military-county exercises may also be a possibility; contact the county emergency management department to verify their training/activity schedule.

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.

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

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

A. Membership

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

Of note, the organization must be “Dues Paying” and not voluntary in nature. Examples include professional organizations such as IAEM, National Emergency Management Association, or State Associations.

Possible Contribution(s): IAEM Membership (upload three separate membership certificates)

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, 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, candidate will receive six contact hours per conference day.

Possible Contribution(s): The Clean Gulf Conference, Area Committee Meetings (if applicable), IAEM Annual Conference, Preparedness Summit, SAR Controllers Conference, 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. 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. 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 a jurisdictional organization contributing to or supporting comprehensive emergency management. For example, being on a multi-jurisdictional committee/task force where the individual is asked to serve because of his/her emergency management knowledge is acceptable. Serving on a board of directors or trustees of a volunteer fire department, rescue squad, auxiliary police department, etc. does not necessarily meet the intent of Service Role without substantial documentation.

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

D. Leadership Role

Voluntarily serve on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or

supporting disaster/emergency management (must not be part of the applicant's required job duties). LEPC service may not qualify.

Possible Contribution(s): This can be accomplished by serving as the servicemember's unit liaison to the official EM authority on an installation. Ex: A Navy construction battalion member can coordinate heavy equipment assistance with debris removal, an amphibious assault unit member can coordinate amphibious vehicle use during search & rescue events.

E. Special Assignment

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

Possible Contribution(s): Examples that have met this requirement in the past include being asked to work as a member of a team that was assigned to develop a document that compiled emergency management related trends and observations from recent installation mission assurance assessments. While the actual trends and observations document was not provided to IAEM, a letter of participation and proof of involvement was developed and signed by the applicant's supervisor proving involvement in the professional contribution,

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.

G. Teaching

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

Possible Contribution(s): An example that was accepted in the past include the development and presentation of a CBRN training course that include a CBRN overview and functional presentations. Again, due to the sensitive nature of the training specifics, the actual training presentations were not provided, but a letter of participation describing the details, timeframes, etc. was drafted and provided to IAEM, which was signed by a colleague proving my participation in the teaching event. Pre-deployment workups are an ideal time to teach CBRN or mass casualty response training courses. Local colleges may also allow a servicemember to make presentations to students on various EM topics.

H. Course Development

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

Possible Contribution(s): _____ See example above.

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). The 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): An example of an approved submitted publication includes an article that was written about the development of installation evacuation planning. The article was developed for the Joint Staff Antiterrorism related publication known as the Guardian. The submission was peer reviewed, available online and in hard copies, and included an independent editorial review.

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.

Possible Contribution(s): Creating training videos for deployable units on CBRN contamination events, equipment related disasters, creating tracking programs for casualty management.

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.

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):

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): If this option is used, ensure that all related correspondence is included in the contribution, to include original contract and topic, their response, etc. Ensure that the topic is relevant and related to emergency management.

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): An example that was used recently in a recertification to meet this professional contribution was when a current CEM[®] became a certified member of a local Certified Emergency Response Team (CERT). In order to receive credit, a copy of the CERT certification was submitted to receive credit.

Another example used to meet this category included being assigned to a special project that involved working on the update of a Navy Instruction focused on Emergency Management procedures. To prove involvement in this activity, a letter describing the assignment, timeframe, and proof of involvement was submitted and signed on formal letterhead.

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.

U.S. Navy 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

Appendix A: Professional Contribution Crosswalk

- Outlines Professional Contribution, Certification Commissioner requirement document, and provides accepted/relatable experience that crosswalk with the service member's accomplishments.
- IAEM/Certification Commission lay out the standards, have the Uniformed Certification Task Force crosswalk amongst disciplines & compare their accepted Professional Contributions, and produce a table that outlines explicitly what the standard is and how certain accomplishments achieve that.
- Some requirements have "hidden" requirements, such as Membership where the organization must be dues paying. If given a standard, the service member will aim to meet it. The requirements need to be explicitly outlined or the translation between military jargon and EM divides further.

Generic Navy Example:

Certification Related to EM					
Certification/ Qualification	Gov't/State/ Province/Tribal EM Certification	Term of Expiration	*Continuing Education Component	*Professional Contribution Requirement	*Examination Requirement
US Navy Career Experience 1	X	X		X	X
USN Career Experience 2	X	X	X		
USN Career Experience 3	X	X	X		
USN Career Experience 4	X	X	X		