

**Application for Certification Funding**

The Candidate will remit this Application as a commitment to the IAEM Certification Program. By applying for one of the cohort positions, the Candidate is committed to completing the certification application by February 29, 2024 and certification exam by May 15, 2024.

**CANDIDATE (must be working full-time in local, state, tribal or territorial Emergency Management)**

Name of Candidate: Click here to enter text.

Job Title: Click here to enter text.

Email: Click here to enter text.

Telephone: Click here to enter text.

Name of Organization/Employer: Click here to enter text.

Mailing address: Click here to enter text.

Years in Position: Click here to enter text.

Years in Emergency Management: Click here to enter text.

Supervisor name, title, email and phone # (supervisor contact information will be used to seek feedback on the benefits of candidate earning the IAEM certification as required by the FEMA award): Click here to enter text.

Click here to enter text.

**REQUIREMENTS**

1. In which EM jurisdiction do you work (must be one of the following to apply)?

[ ]  City

[ ]  County

[ ]  State

[ ]  Tribal

[ ]  Territorial

1. Are you willing to attend phone calls/webinars as you move through the certification process to ensure your commitment to the process (no more than monthly)? A recorded version will be available: Click here to enter text.
2. Are you willing and able to commit to completing the application and exam by the established deadlines? Click here to enter text.
3. How would your jurisdiction’s emergency management programs benefit from your IAEM AEM or CEM certification? Click here to enter text.

**If selected, funds include:**

1. **Certification Application Fees**
2. **Preparatory Course Registration Fee**

Candidate will be required to pay travel costs to attend an in-person preparatory course. A virtual preparatory course will also be an option.

**Certification Scholarship Recipient Obligations**

Please initial each statement below indicating the Program agrees and plans to abide by the Program Code of Conduct.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_ | Candidate is required to complete the certification application independently. An assistant or colleague may not complete the application on the candidate’s behalf. |
| \_\_\_\_\_\_\_ | Candidate will adhere to the rough certification timeline (to be distributed after selection process). There will be some flexibility to account for disasters/deployments but if candidate falls behind, it is the candidate’s responsibility to complete the application by February 29, 2024 and the exam by May 15, 2024. If a Candidate is not adhering to the requirements and/or timelines through the application process, IAEM has the purview and authority to remove the candidate from the cohort. Removal from cohort means the candidate will not receive the complimentary certification application fee.  |
| \_\_\_\_\_\_\_ | The certification application fee will allow for the candidate to submit the application and have it reviewed. If the application is found incomplete, the candidate may resubmit once. The fee also allows the candidate to sit for the exam twice. All costs associated with additional reviews/exam attempts or exam proctoring costs will be the candidate’s responsibility.  |
| \_\_\_\_\_\_\_ | Candidate will maintain a professional decorum and a cooperative spirit through the entire certification process. If a Certification Commissioner or IAEM Staff determine that the Candidate has not maintained the level of professionalism that is required to provide a safe and mutually beneficial working environment, IAEM Staff will coordinate with the Certification Commission Chair and IAEM CEO to convene a review committee to determine if the certification process should be halted. All costs associated with such an action will be paid by the candidate. |
| \_\_\_\_\_\_\_ | Candidate will review and abide by the Certification Code of Ethics (published: https://www.iaem.org/Certification/Certification-Code-of-Ethics) |
| \_\_\_\_\_\_\_ | As the candidate goes through the certification process, it should be understood that any communication from Commissioners or IAEM Staff are preliminary as findings are not complete until the official notification letter is published. The Certification Commission makes the ultimate decision regarding application.  |
| \_\_\_\_\_\_\_ | The candidate agrees to maintain the integrity of the certification application and exam process and avoid behavior that could create the perception of other motives, including unethically collaborating with other candidates/sharing information that may be considered cheating.  |
| \_\_\_\_\_\_\_ | All participants must complete a survey providing information about how the IAEM Certification has impacted their ability to manage an emergency management program.  |
| \_\_\_\_\_\_\_ | The candidate agrees that IAEM may share some information with FEMA as part of the reporting required for the grant, including candidate’s employer/sector, application review results, exam results and comments from the survey (outlined above).  |
| \_\_\_\_\_\_\_ | IAEM will contact candidate’s supervisor to request feedback on how employers benefit from their employee’s IAEM certification. This is a requirement of the FEMA award.  |

**SIGNATURE**

Signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENTS**

1. Attach a copy of the two completed **self-assessment** forms.

Please return the completed form to Kate McClimans, Program Manager, at Kate@iaem.com.