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| **APPLICATION INSTRUCTIONS** |
| **Complete Application****Required Accompanying Documents****Application Submission****Notice of Receipt and Results** | * Candidates interested in serving on the IAEM Certification Commission must complete and submit this application **along with the accompanying documents listed below in one PDF.**
* Applicants may attach up to one additional page as necessary to respond to each question.
* Incomplete applications will not be considered.
* **Letter of Intent** expressing a desire to serve as a commissioner, as well as a willingness to devote the necessary time to participate in online reviews and commission meetings. [Maximum of one page]
* **Current Resume**
* **One Letter of Reference** from current supervisor verifying and supporting the Commissioner criteria and showing support for the candidate’s required time commitment.
* **One Letter of Reference from a Current CEM\* to** verify the candidate’s competencies as an emergency manager and commitment to the IAEM certification program.

**\* NOTE**: If a candidate’s supervisor is also a CEM, only one letter is required as long as the reference is able to address both bullet points.Additional letters of support may be submitted to help highlight the candidate’s attributes.* Submit completed applications to IAEM Program Manager Kate McClimans at Kate@iaem.com by **July 28*.***
* Candidates will receive confirmation that the application was received by IAEM HQ.
* Candidates will be notified of the results this fall.
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| **APPLICANT INFORMATION** |
| **NAME** |  | **EMAIL** |  |
| **DATE OF CEM CERTIFICATION** |  | **DATE OF MOST RECENT CEM RECERTIFICATION** |  | **PHONE**  |  |
| **HAVE YOU PREVIOUSLY SERVED AS A CEM COMMISSIONER?** | **Yes** | **No** | **IF YES, THE DATES OF SERVICE** |  |
| **COMMISSIONER CATEGORY** asindicated by your current employment (e.g., local, state, military, healthcare, non-profit, consultant, etc.) |  |
| **AREAS TO ADDRESS** |
| **Describe the qualities you will bring to the Commission.**  |  |
| **Describe your qualifications to serve as a Commissioner for the category or categories of participation for which you want to be considered (see the chart of Commission categories attached).**  |  |
| **Describe how your experience in emergency management translates into being an effective Commissioner, such as meeting assigned deadlines, working well in a team, maintaining competency through professional development opportunities, etc. Provide examples.** |  |
| **Describe examples of your ability to make unbiased decisions**. |  |
| **Describe examples of your ability to preserve confidentiality.** |  |
| **Describe how you have demonstrated your commitment to promoting the IAEM Certification Program. Provide examples.** |  |
| **Describe your experience using digital and online tools, such as Microsoft Teams, Google Drive,and web-based application systems/interactive products. Provide examples.** |  |
| **Describe your ability to work as a member of a team, especially in terms of your leadership, adaptability, communication, accountability, respect etc. Provide examples.** |  |
| **Describe how your work illustrates professionalism as an emergency manager, such as taking initiative, holding a leadership position, contributing to the profession, etc. Provide examples.**  |  |
| **APPLICANT ATTESTATION** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name], attest that I have read the attached Background Information regarding my service as an IAEM CEM Commissioner. I understand the commitment involved in serving as a Commissioner and I desire to serve. I attest that I am a current CEM who has successfully recertified at least once and that I have a demonstrated knowledge of emergency management. I also attest that I have the ability to work without bias, to maintain confidentiality, and to be responsive by email and phone. I further attest that I will uphold the credibility of the AEM**®** and CEM**®** credentials. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant Signature Date  |

The IAEM Certification Commission is looking for candidates to fill at least four IAEM Certification Commission commissioner openings for the Class of 2026*.* This class will serve from January 1, 2024 to December 31, 2026*.*

**Commissioner Commitment**

* Be able to devote approximately 30 hours per review month (180 hours yearly) to perform online reviews of CEM applications.
* Every odd month, commissioners are expected to review, on average, 12 to 20 applications within a 30-day window.
* Attend one in-person meeting of the Certification Commission per year. IAEM is prepared to cover the travel costs for the in-person meeting.
* Participate in one- to two-hour conference calls every other month to discuss policy and procedure changes.
* Occasionally, commissioners may be asked to serve on a short-term ad-hoc working group related to a topic of discussion on the Certification Commission.

**Applicant Qualifications**

Interested applicants must:

* Be current CEMs who have successfully recertified at least once. Note: Lifetime CEMs are not eligible to serve as Commissioners.
* Have a demonstrated knowledge of emergency management.
* Uphold the credibility of the AEM**®**/CEM**®** credential.
* Have the ability to work without bias.
* Be able to maintain confidentiality.
* Be detail-oriented.
* Be responsive via email and phone.
* Possess clear, concise writing skills
* Be computer savvy and have a willingness to learn how to use the online application portal.
	+ Have access to a computer, without security limitations, to access zip, pdf, .msg, jpeg, gif, .mov, PowerPoint, and Word files. Access to Publisher is desirable.
	+ Have access to the current version of the major Internet browsers (e.g., Firefox, Chrome, Safari, or Internet Explorer).

**Positions Available**

IAEM is specifically looking for individuals representing the Emergency Management fields of:

* **Local**
* **Healthcare**
* **Academia**
* **Tribal**
* **Campus**

However, any interested USA-CEM is encouraged to apply, as other vacancies may become available. A chart of Commissioner categories can be found in the table below.

**Benefits that Commissioners are entitled to include:**

1. Travel, one night of lodging, and the conference registration fee for new Commissioners to attend training. The in-person meeting in 2024 will occur as a pre-conference event at the IAEM Annual Conference in Colorado Spring, Colorado on Friday, November 15, 2024.
2. Commissioners who successfully complete one term of three years will have their next recertification fee waived, if not covered by their employer.

**Commissioner Categories: Areas of Expertise Represented by the Certification Commission**

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| Governmental and Tribal/First Nation  | Professionals in emergency management at the local, state, tribal or First Nation, and federal levels of government.  |
| Private Sector  | Emergency managers for for-profit organizations.  |
| Military  | Professionals in emergency management programs for all uniformed services branches including Army, Marine Corps, Navy, Air Force, Coast Guard, Army Corps of Engineers, and Public Health Service, United States Space Force, NOAA.  |
| Not for Profit  | Professionals providing or supporting emergency services in the not-for-profit sector such as American Red Cross, Salvation Army, America’s Harvest, Save the Children, faith-based groups, and others.  |
| Campus  | Professional emergency management practioners responsible for implementing emergency management programs at an educational institution such as a university, college or K-12 school district.  |
| Academia  | Academics at institutions of higher education who specialize in either teaching and/or performing research in emergency management topics.  |
| Healthcare  | Professionals primarily responsible for implementing emergency management programs at institutions of clinical medicine.  |
| Contractor/Consultant  | Professionals contracting in an emergency management capacity.  |