Online CEM® Upgrade Application

User Guide

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International Association of Emergency Managers

201 Park Washington Court

Falls Church, VA 22046

www.iaem.org

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Introduction

Scope and Purpose

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

To ensure you have the best experience using the online portal, please be sure to read all instructions thoroughly.

The purpose of this user guide is to answer frequently asked questions for candidates using the online application as well as provide step-by-step instructions for completing a CEM Upgrade application.

Please note that the online application has the most up-to-date information and should be referenced when checking requirements for each section. Images of the application found throughout this user guide may contain sections of the application that have been updated since this resource document was created.

Process Overview

This user guide will outline how candidates will:

1. Access the online system/Log-in
2. Complete the application
    a. Upload documentation
    b. Work through required sections
3. Submit the application
4. Manage workflow
5. Receive results notification

1 Access Online System

1.1 CEM Upgrade Application

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

1.1.1 Log in

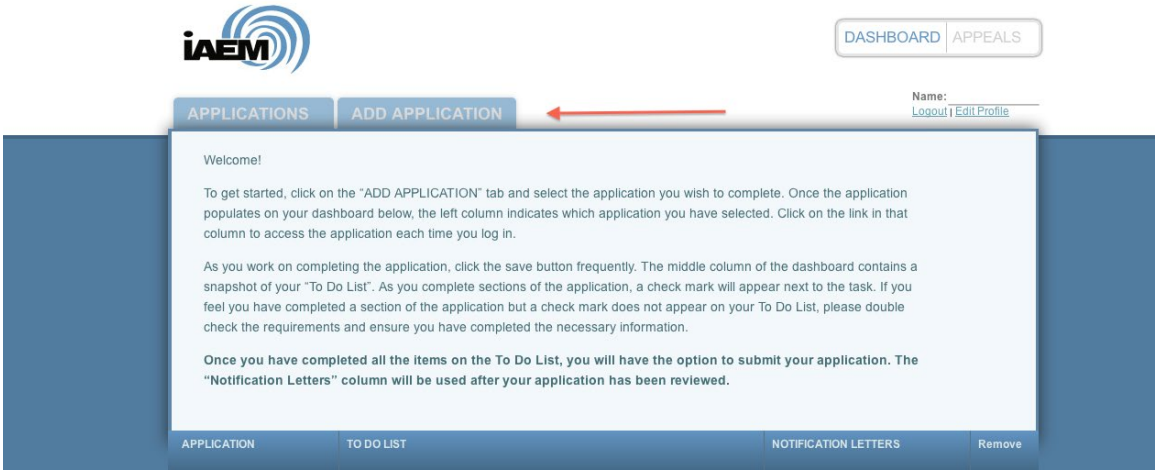
1. Candidates should use the same login credentials as for the IAEM website. If candidates forget their log-in information, click on the "forgot log in" link. Candidates will be directed to the IAEM website to retrieve their user name and password

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

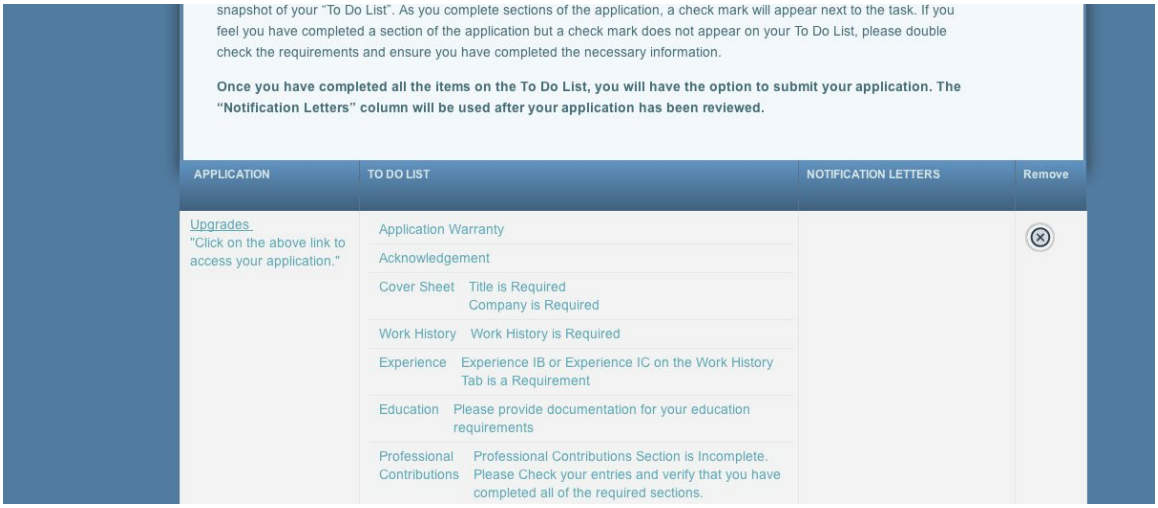
2. Once Log-in is complete, candidates will see the Candidate Dashboard with instructions for starting an application.

1.1.2 Create New Application

1. Candidates should click on the "Add Application" and select the appropriate (Upgrade) application. Then hit the "Submit" button.



2. The selected application will populate on the candidate's dashboard. Candidates can open the application by clicking on the link in the first column.



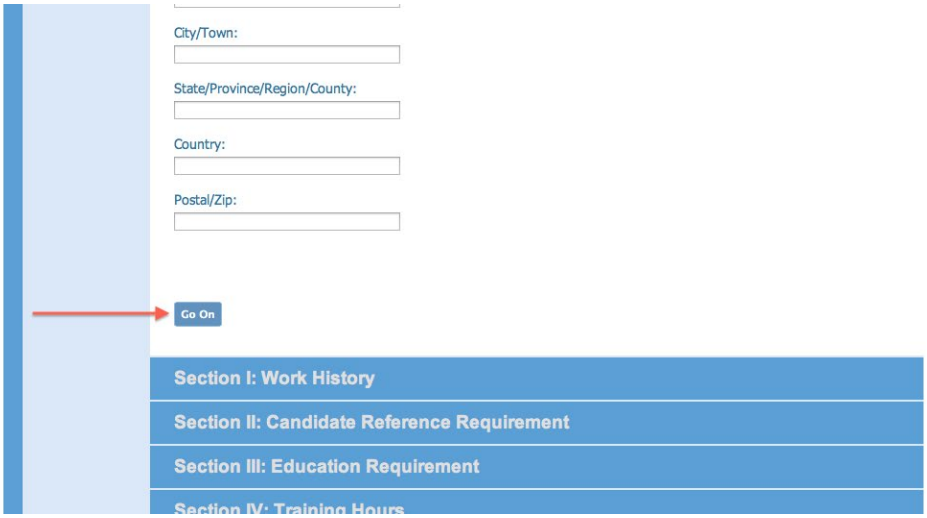
3. The middle column, "To Do List," provides a checklist of the upgrade requirements. As sections are completed in the application, a checkmark will appear next to the to-do action item in the middle column.

2 Completing the Application

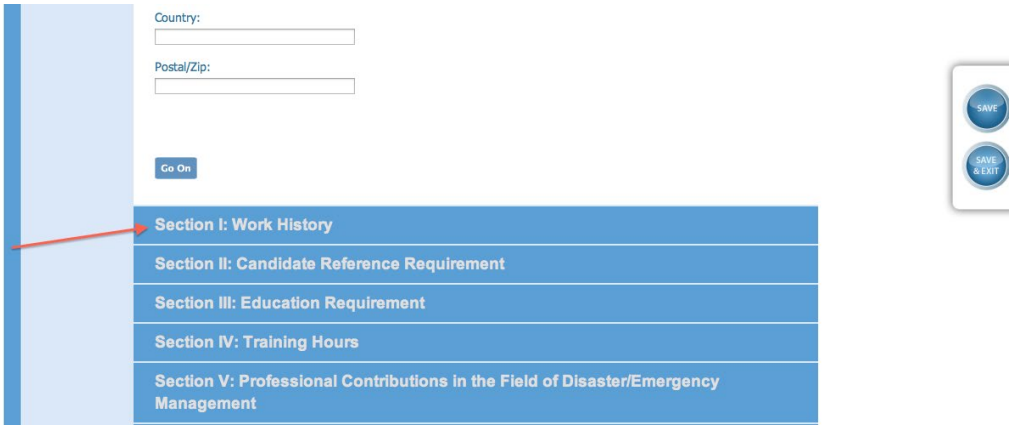
Candidates looking to upgrade from an AEM to a CEM must complete the following sections of the application: Emergency Management Experience, Work History, Education, and Professional Contributions. Any section of the application not required for the Upgrade application will be greyed out/un-editable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

The application is designed in an accordion-style format. After opening the application, candidates can access each section of the application by either:

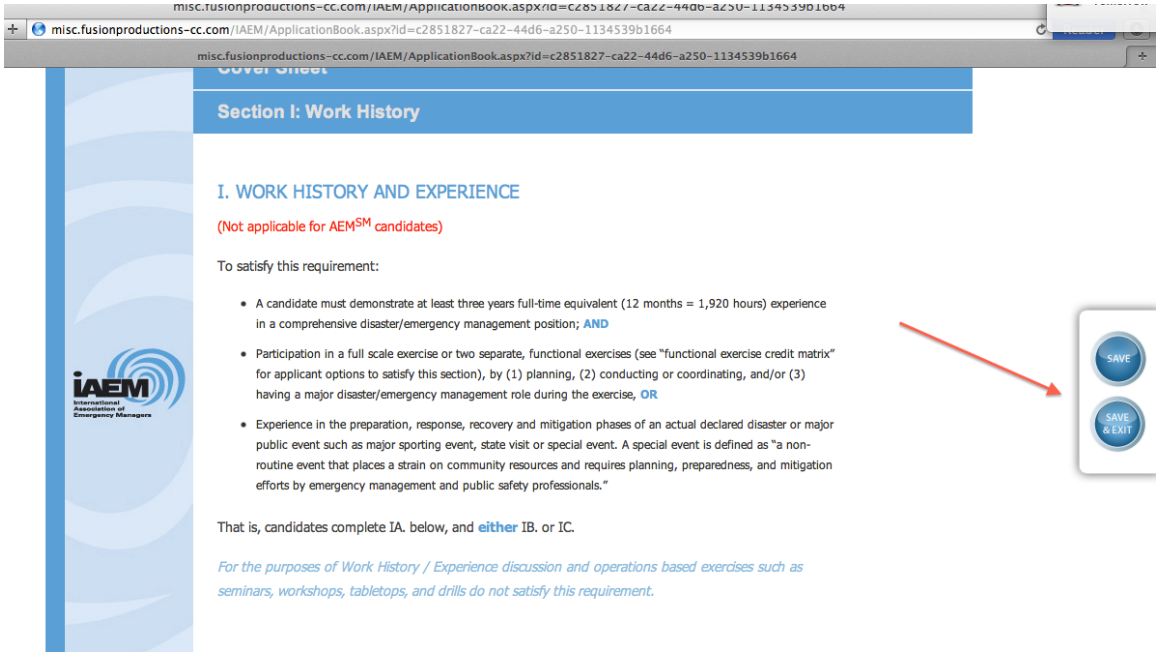
Clicking on the blue "Go On" button at the bottom of each section



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

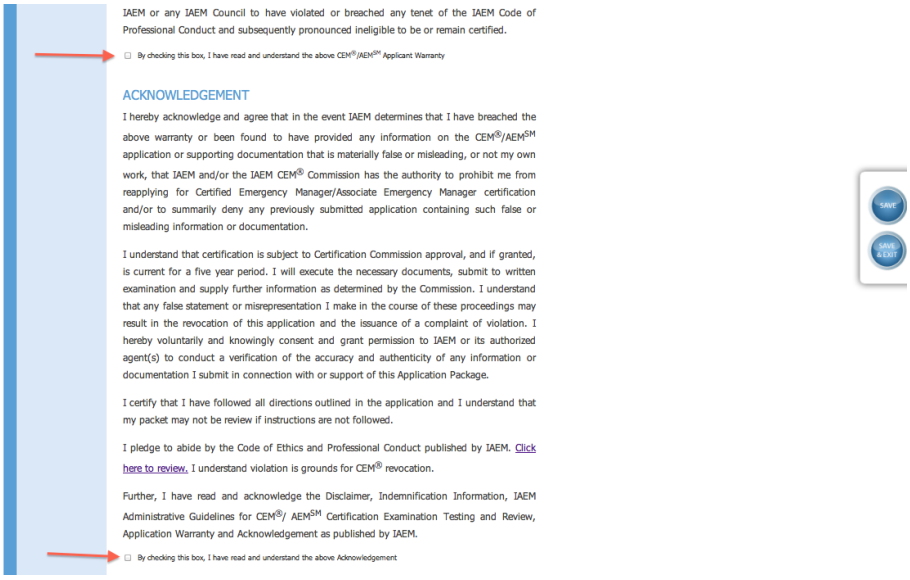


[NOTE: Candidates should save the document frequently using the "save" button on the side of the application.]



2.1.1 Pre-Application Information

Candidates should read the information in the Pre-Application section and check the two boxes under the CEM/AEM Applicant Warranty and the Acknowledgement headers signifying that the candidate has read and understands the information provided.


IAEM or any IAEM Council to have violated or breached any tenet of the IAEM Code of Professional Conduct and subsequently pronounced ineligible to be or remain certified.

☐ By checking this box, I have read and understand the above CEM®/AEMSM Applicant Warranty

ACKNOWLEDGEMENT

I hereby acknowledge and agree that in the event IAEM determines that I have breached the above warranty or been found to have provided any information on the CEM®/AEMSM application or supporting documentation that is materially false or misleading, or not my own work, that IAEM and/or the IAEM CEM® Commission has the authority to prohibit me from reapplying for Certified Emergency Manager/Associate Emergency Manager certification and/or to summarily deny any previously submitted application containing such false or misleading information or documentation.

I understand that certification is subject to Certification Commission approval, and if granted, is current for a five year period. I will execute the necessary documents, submit to written examination and supply further information as determined by the Commission. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation. I hereby voluntarily and knowingly consent and grant permission to IAEM or its authorized agent(s) to conduct a verification of the accuracy and authenticity of any information or documentation I submit in connection with or support of this Application Package.

I certify that I have followed all directions outlined in the application and I understand that my packet may not be review if instructions are not followed.

I pledge to abide by the Code of Ethics and Professional Conduct published by IAEM. Click here to review. I understand violation is grounds for CEM® revocation.

Further, I have read and acknowledge the Disclaimer, Indemnification Information, IAEM Administrative Guidelines for CEM®/ AEMSM Certification Examination Testing and Review, Application Warranty and Acknowledgement as published by IAEM.

☐ By checking this box, I have read and understand the above Acknowledgement

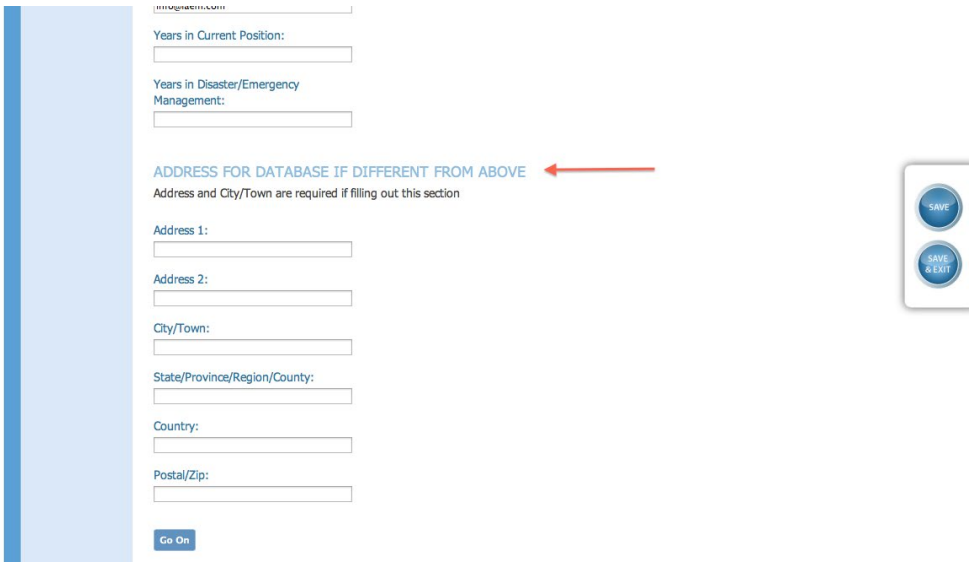
From there, click on the blue "Go On" button to access the information on the Cover page.

2.1.2 Cover Sheet

The candidate's contact information will automatically populate based on information in the IAEM database system.

[NOTE: All fields with an asterisk are required.]

If the information is outdated, candidates should log in to their IAEM member profile (www.iaem.org) to provide the correct information and provide the updated information under Address for Database if Different from Above on the online application.


Years in Current Position:

Years in Disaster/Emergency Management:

ADDRESS FOR DATABASE IF DIFFERENT FROM ABOVE

Address and City/Town are required if filling out this section

Address 1:

Address 2:

City/Town:

State/Province/Region/County:

Country:

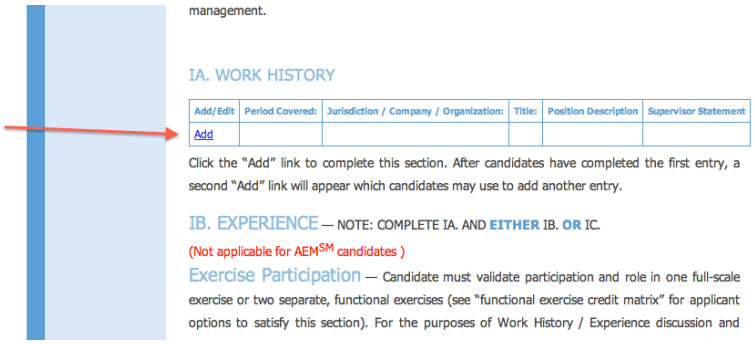
Postal/Zip:

Go On

2.1.3 Section I: Work History

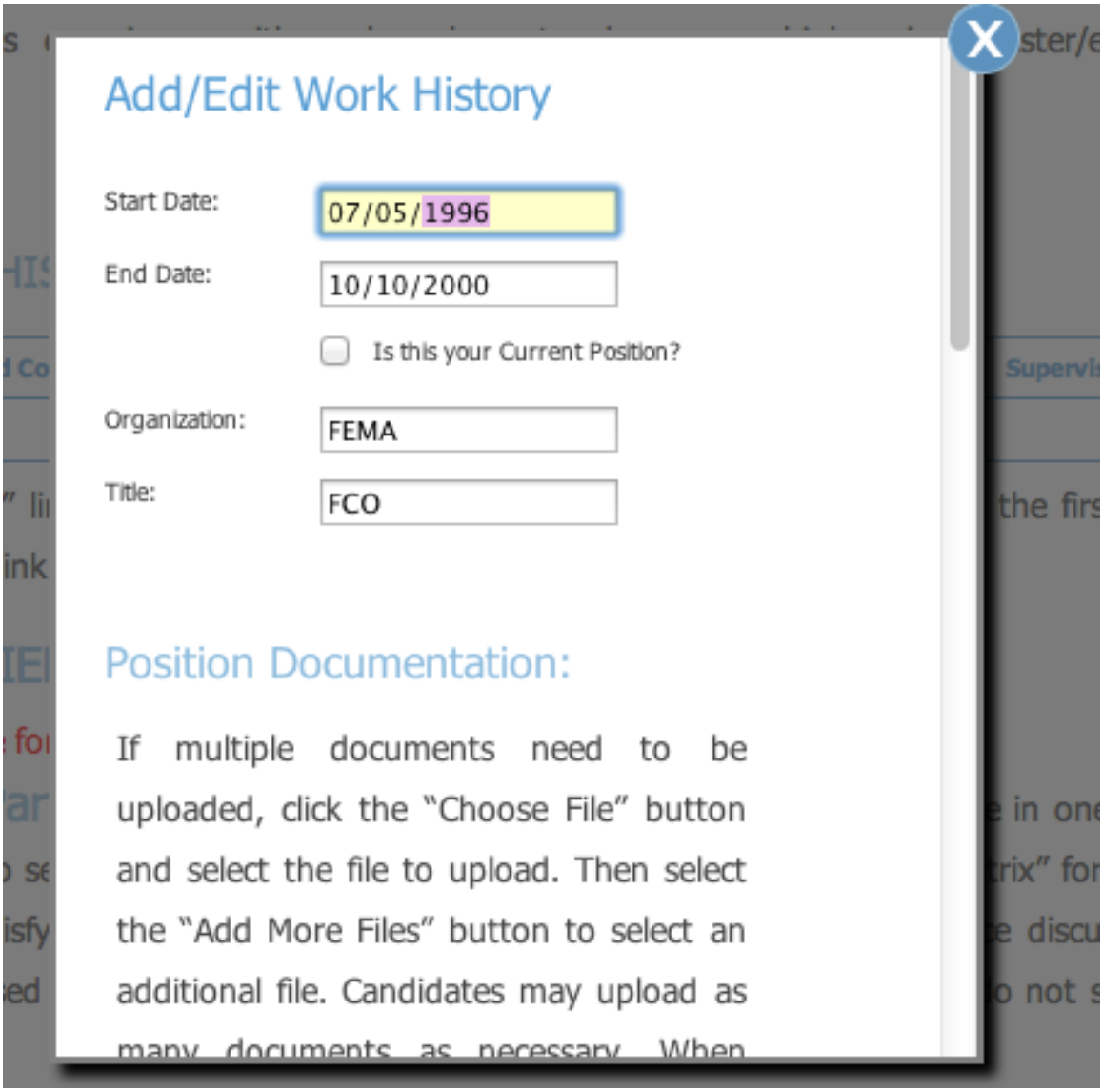
CEM candidates must complete section 1A. Work History and *either* 1B or 1C.

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



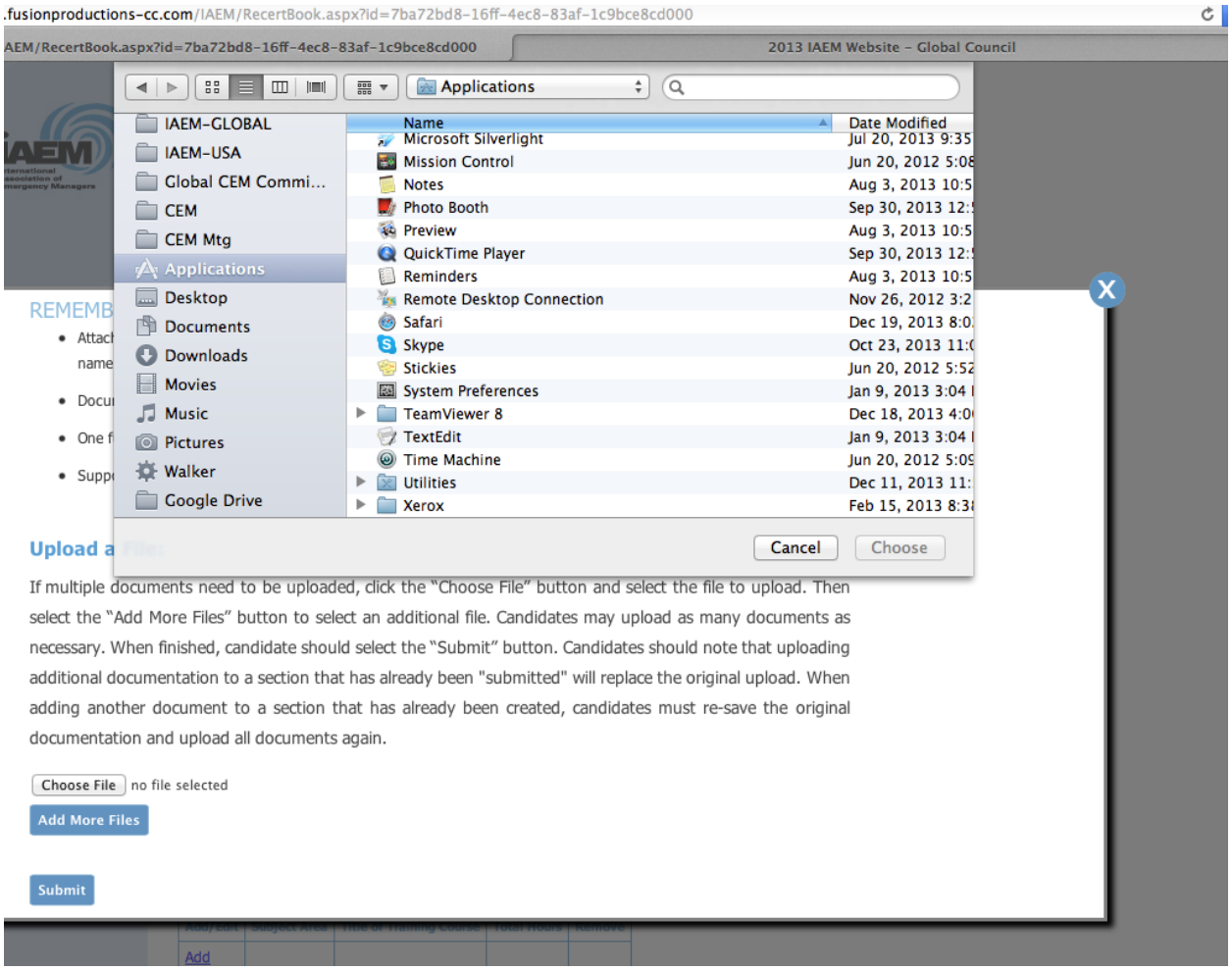
[NOTE: Candidates cannot use the delete/backspace button on the date fields. If a mistake is made entering the date, highlight the information you'd like to replace and type in the correct information.]

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

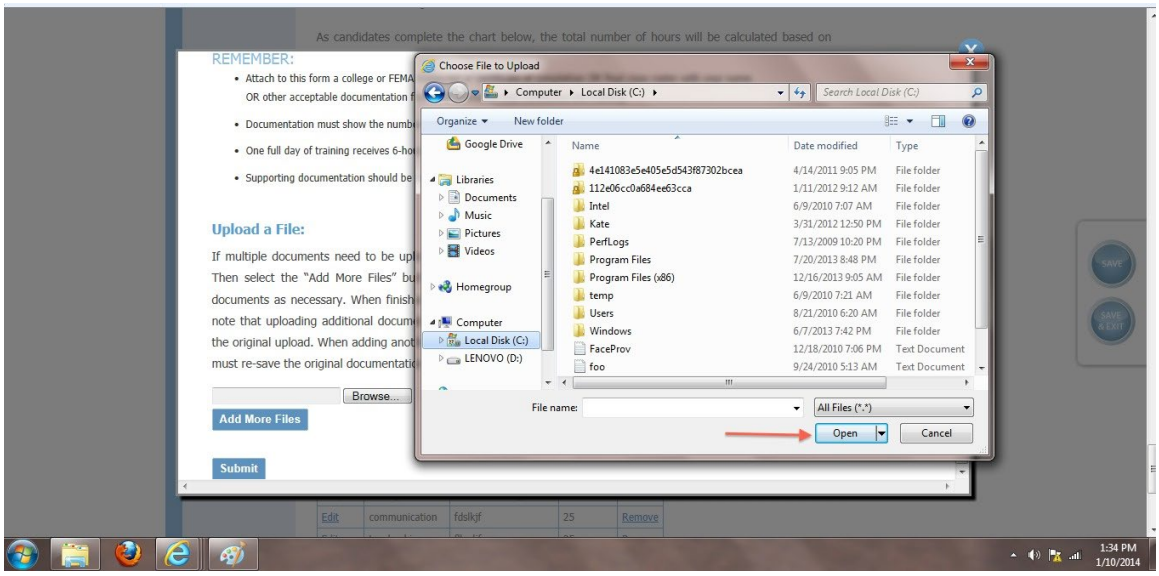


2. Upload all necessary documentation for each work history entry:
   a) Under Position Documentation/Supervisor Documentation, click the "Choose File" button
   b) For Mac users: Locate the file to upload, highlight it and then hit "Choose" button. Proceed to step "d" below.

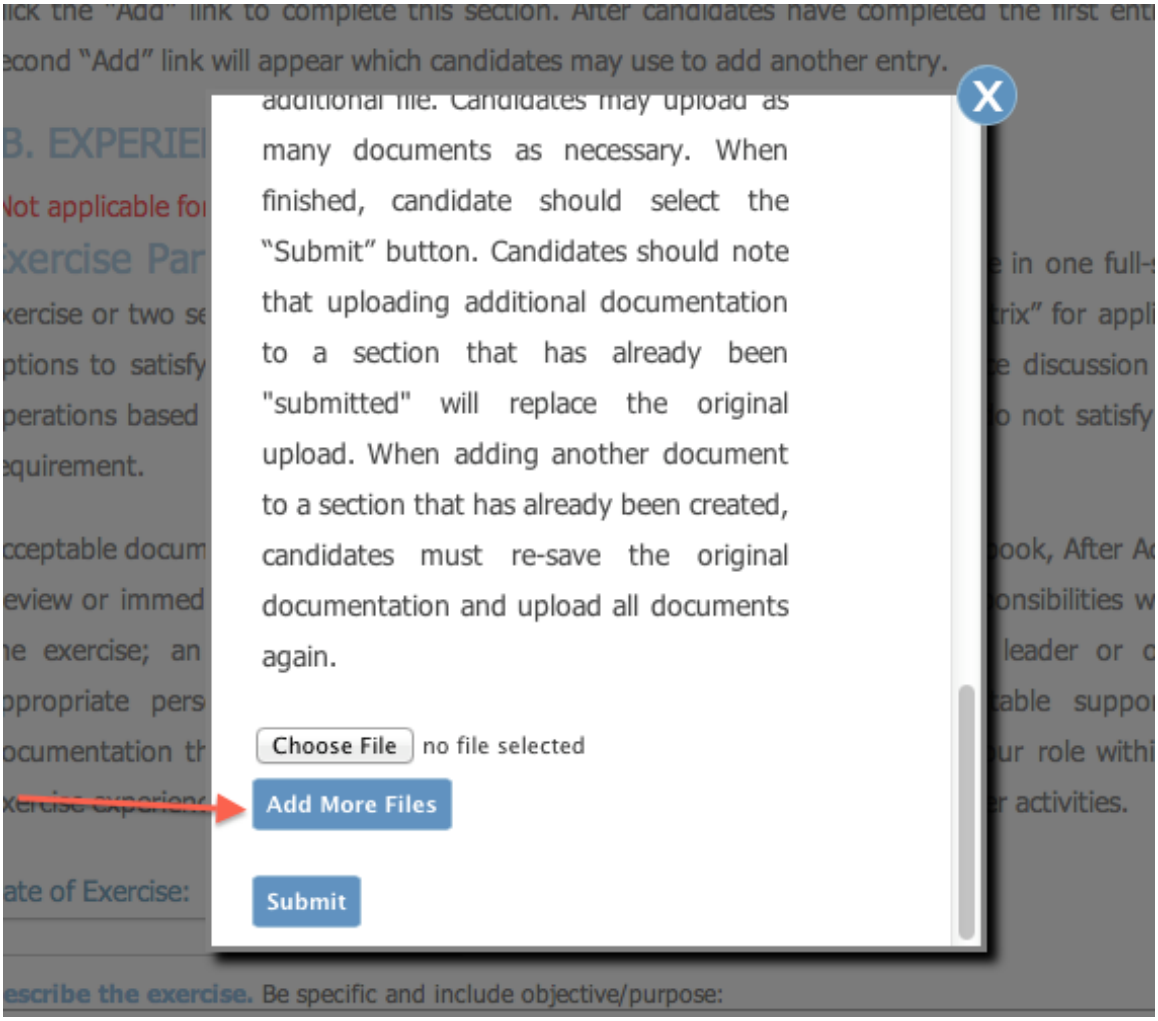
[NOTE: Candidates should upload documentation in a PDF format]



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



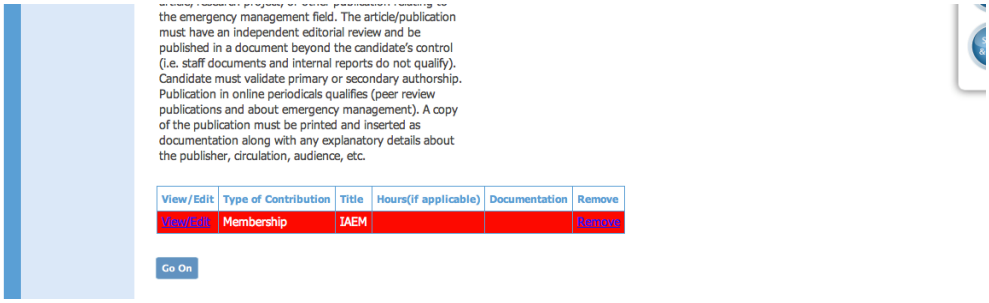
d) If additional documents need to be uploaded, click on the blue button "Add More Files" and select the file to upload. Candidates may add five different documents to upload for each submission.



e) Then hit the blue submit button.

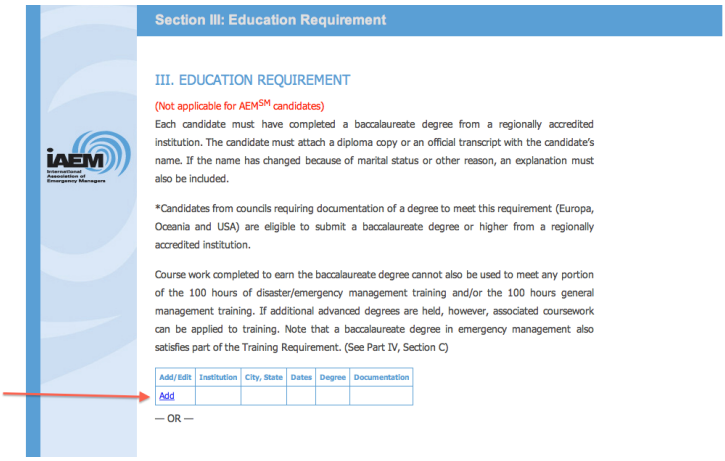
[NOTE: Uploading additional documentation to a section that has already been "submitted" will replace the original upload. When adding another document to a section that has already been created, candidates must re-save the original documentation and upload all documents again.]

If any section of the application is highlighted in red, it means the entry/section is incomplete. Candidates should go back and check that all field boxes are completed and documentation has been uploaded.



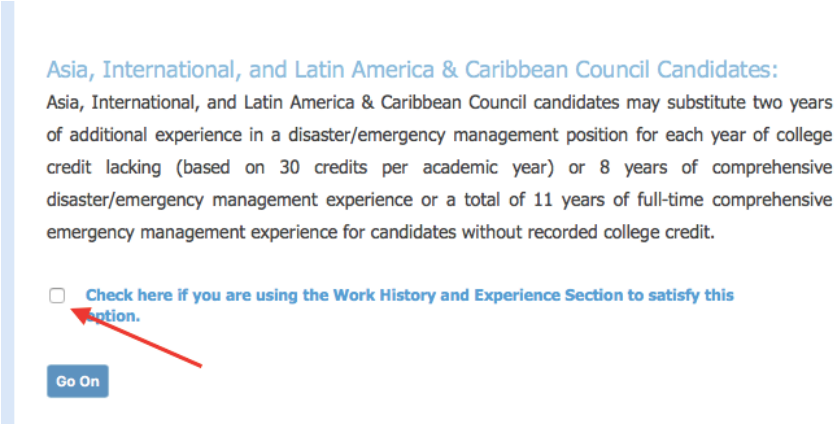
2.1.4 Section III: Education Requirements

Candidates should complete the education section and upload appropriate documentation.



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

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



2.1.5 Section V: Professional Contributions

Candidates should click on the "Add" link next to the professional contribution listing and complete each pop-up window.

[NOTE – Documentation must be uploaded for each entry.]

Note: Candidates who recently recertified as an AEM® or intend to recertify in the near future should go to the Upgrade from AEM to CEM web page for more information about the professional contributions requirement.

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

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

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

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

C. SERVICE ROLE: (Add)
Serve on a board of directors, committee, task force or special project for a professional or jurisdictional

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

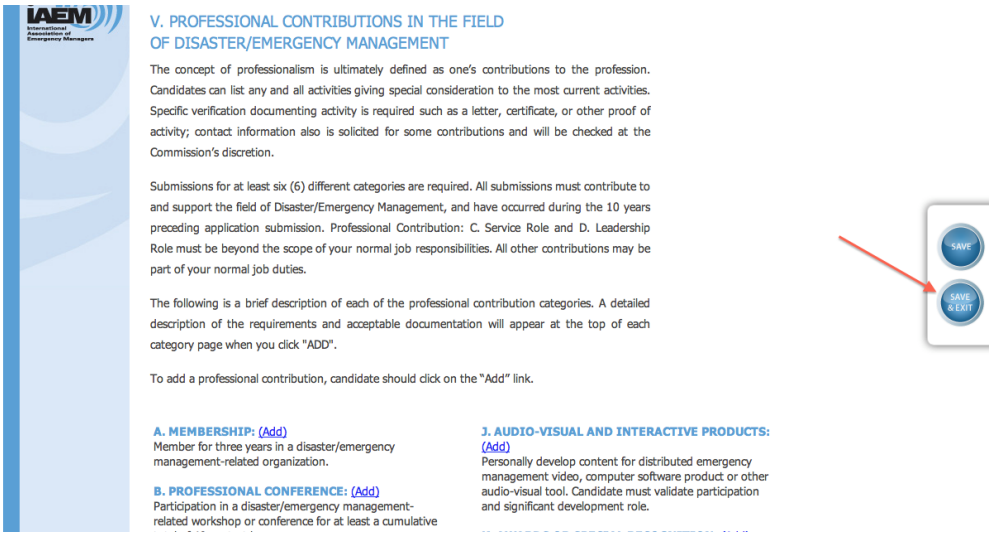
K. AWARDS OR SPECIAL RECOGNITION: (Add)
Receive an award for disaster/emergency management-related activities.

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

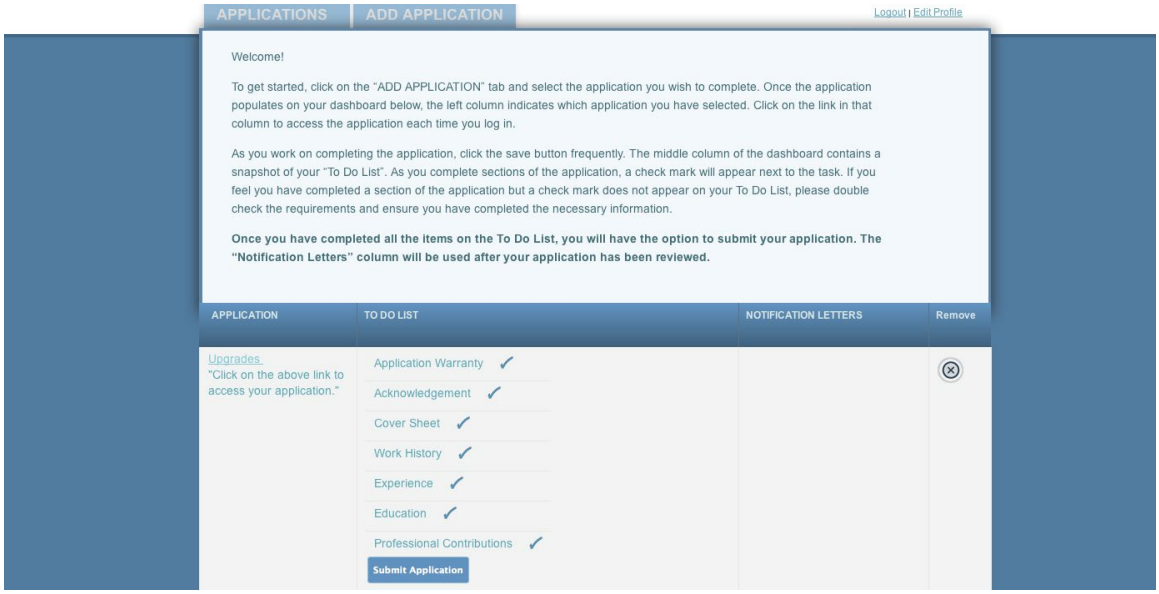
[Note: Candidates may add more than one submission for each category but the application requires six different categories to recognize the section as complete. To add another submission for a particular category, click the "add" link next to category.]

3 Submitting the Application

1) After the candidate has completed the application, he/she should navigate back to the candidate dashboard by clicking on the "Save & Exit" button on the right side of the application.



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



3) Candidates must use the blue "Submit Application" to finalize and submit the application to IAEM Headquarters.

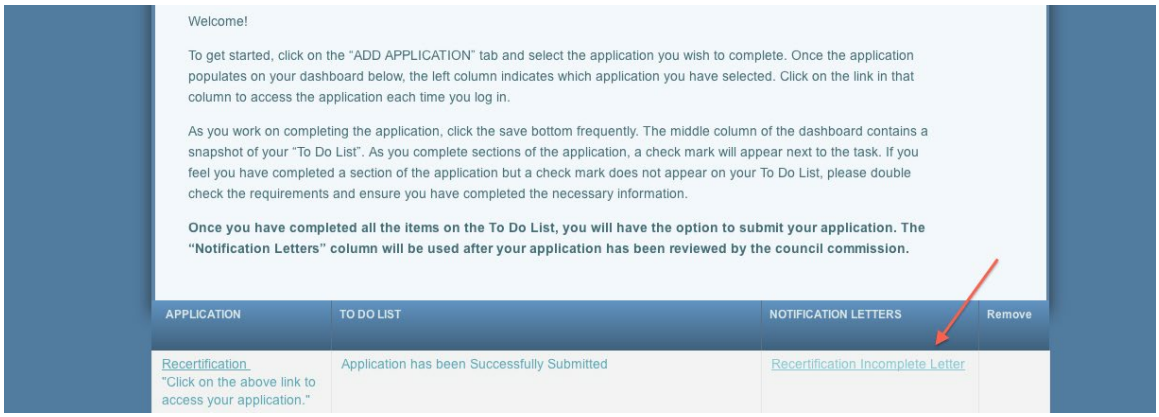
   a) Candidates will receive an email confirmation once the application has been submitted.

4. Manage Workflow

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

5. Review & Results

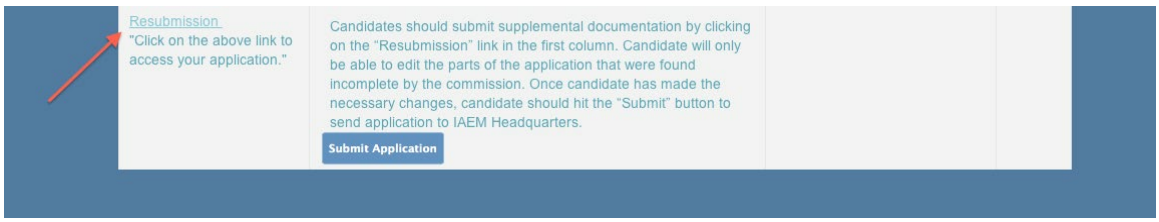
Candidates will be notified when the results of the review are complete. At that time, candidates can log in to the online portal and access the results on their dashboard under the third column "Notification Letters".



5.1 Resubmission

If the candidate's application is found incomplete, a resubmission option will appear on the candidate's dashboard. This is a copy of the candidate's original application and candidates will have the opportunity to revise, within 90 days, **only** the sections of the application that were found incomplete during the initial review.

[NOTE: After the 90 days, candidates will not have access to resubmit supplemental documentation and will need to start over from the beginning by completing a new application.]



After the candidate has made changes to the application, he/she should submit the resubmission application using the blue "Submit Application" button. The resubmission will go through the review process again and candidates will be notified when the results are available.

If you encounter issues not addressed by this User Guide, please contact CEM Administrator Kate McClimans (KMcClimans@iaem.com) for additional assistance.