Online Re-certification Application

User Guide

March 2020

Version 1.5

International Association of Emergency Managers

201 Park Washington Court

Falls Church, VA 22046

www.iaem.org

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Introduction

Scope and Purpose

Thank you for accessing the IAEM certification online application. 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.

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

The online application has been created to allow candidates to submit the AEM/CEMr Recertification application via the online portal. 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 application
4. Manage workflow
5. Receive results notification

1 Access Online System

1.1 Recertification Application

Candidates can access the recertification application via the IAEM website here: https://www.iaem.org/certification/application/recertification .

Log in

1. Candidates should use the same login credentials as for the IAEM website.

[*NOTE: 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.*]

2. Once Login is complete, Candidates will see the Candidate Dashboard with instructions for starting an application.

1.1.1 Create New Application

1. Candidates should click on the "Add Application" and select Recertification application from the dropdown menu. Then hit the "Submit" button.
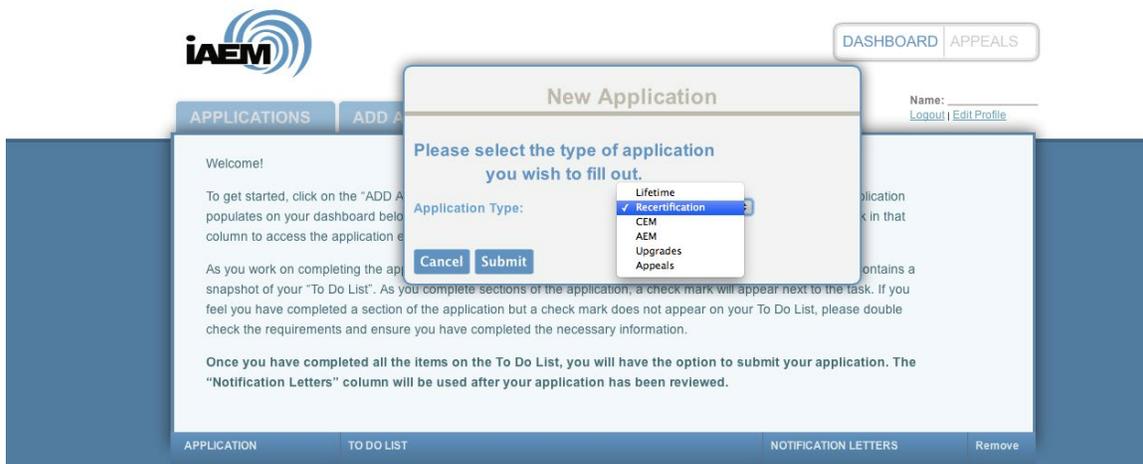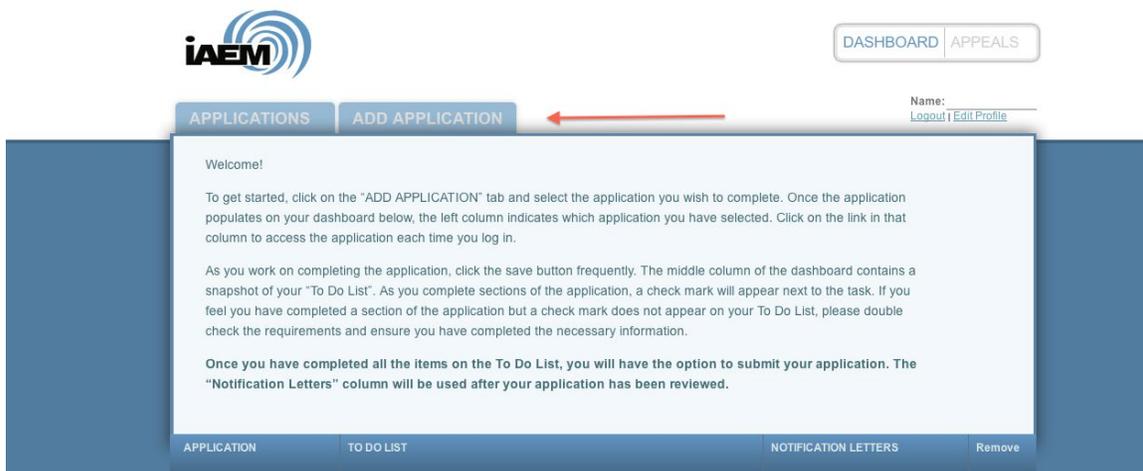
2. The selected application will populate on the candidate's dashboard. Candidates can open the application by clicking on the link in the first column.

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

4. After adding a recertification application, the year of the recertification will populate (see red circle above). Candidate should confirm the year is correct because the requirements vary based on the recertificaiton year.

2   Completing the Application

The applications are 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
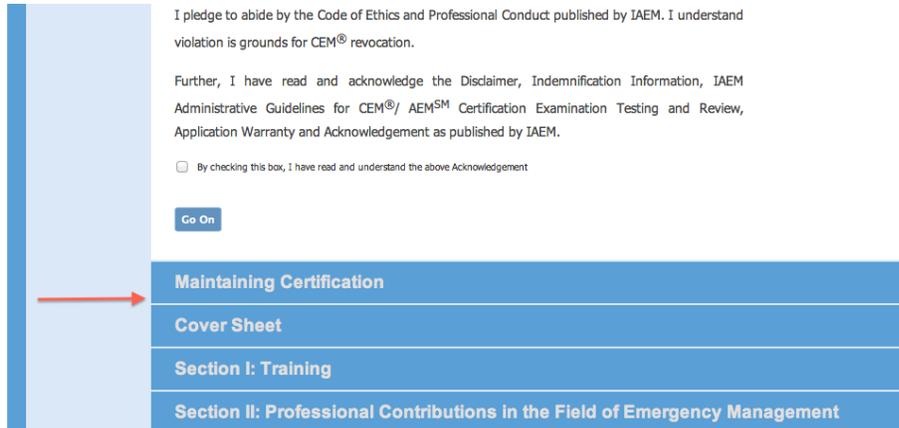
[NOTE: Candidates should save the document frequently using the "save" button on the side of the application.]
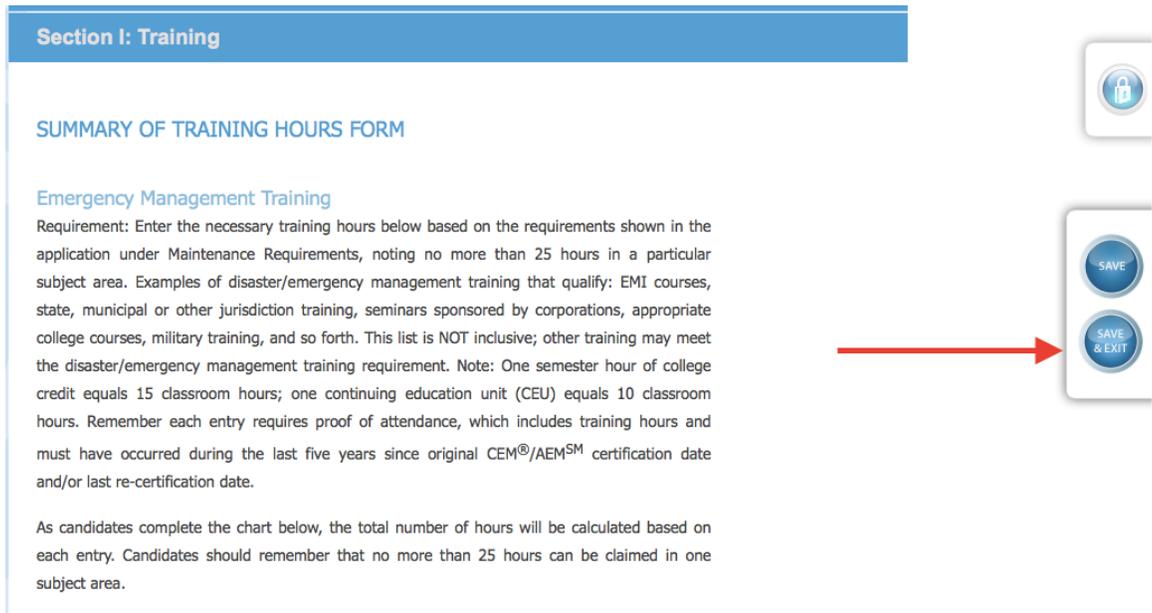
2.1.1   Pre-Application Information

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.

From there, click on the blue "Go On" button to access the information on the Maintaining Certification 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.

2.1.3 Section I: Training

1. Candidates should click on the "Add" link to enter a training entry.
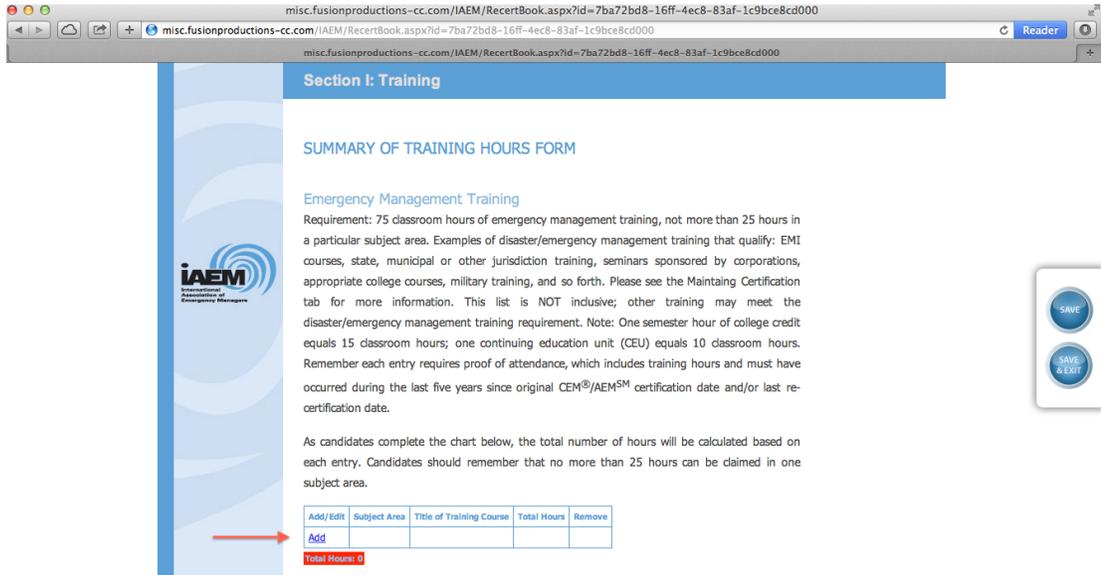
a) Candidates should check the radio button for Disaster/Emergency Management Training or General Management Training:
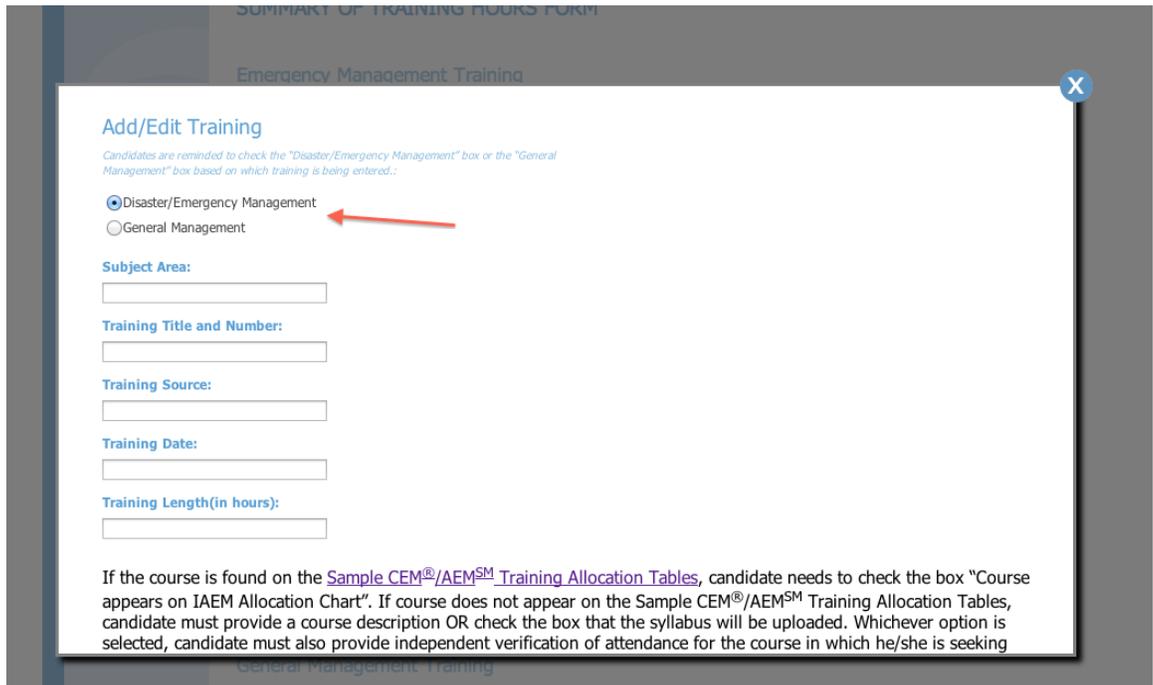
b) Complete all fields for Subject Area, Training Title and Number, Training Source, Training Date and Training Length

c) NOTE: Dates should be entered in the following format: MM/DD/YYYY.

d) If the course is found on the Sample AEM®/CEM® Training Allocation Tables, candidates should check the box "Course appears on IAEM Allocation Chart".

e) If course does not appear on the Sample AEM®/CEM® Training Allocation Tables, candidate **must** provide a course description

f)   **OR** check the box that the syllabus will be uploaded.

g)   Whichever option is selected, candidate must also upload independent verification of attendance for the course in which he/she is seeking credit.

➡️

SUMMARY: In order for each training entry to be complete, candidates must:

Complete all fields for Subject Area, Training Title and Number, Training Source, Training Date and Training Length   **AND** *do one of the following:*

- Provide a description in the text box   **OR**
- Check the box that the course appears on the IAEM Training Allocation Chart. **OR**
- Check the box that candidate is uploading the course syllabus.

2. Upload all necessary documentation for this course:
    a) 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.]

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 upload five different files.
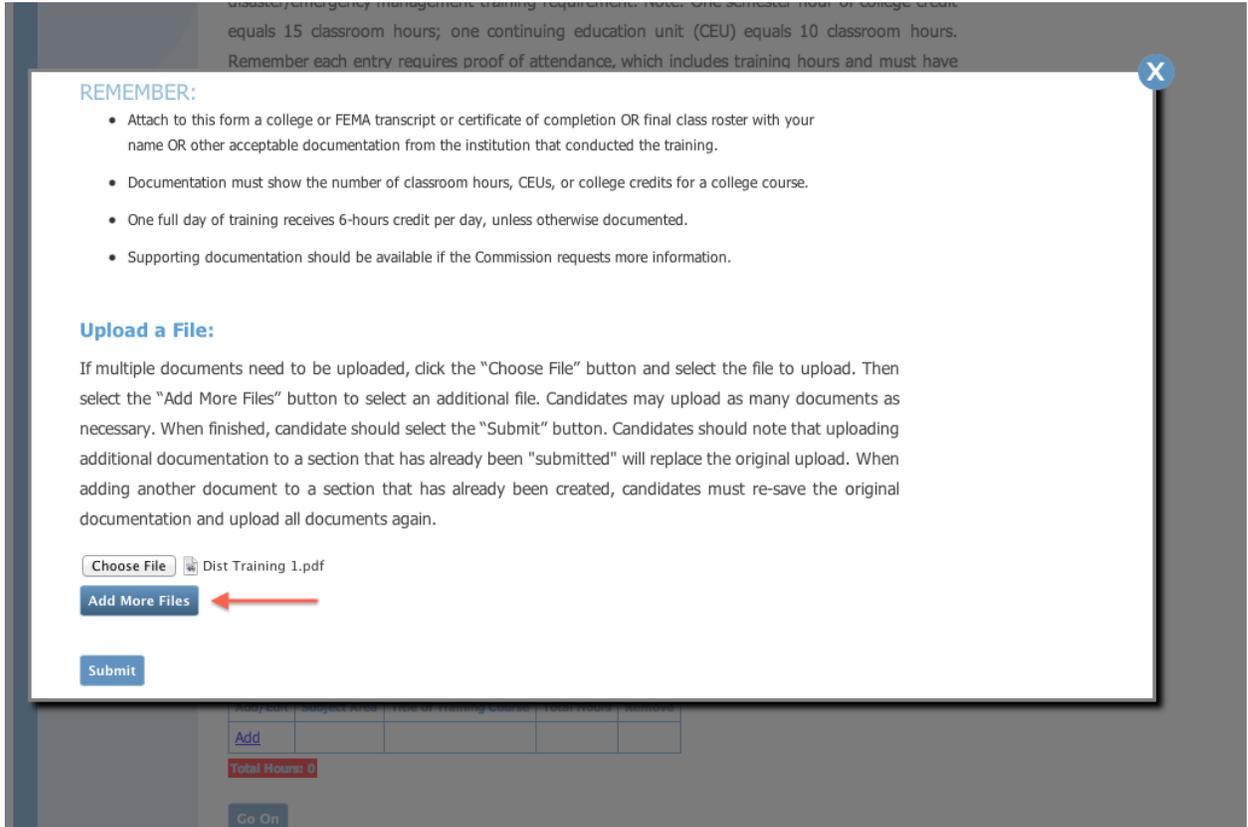
e) Then hit the blue submit button.

[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.]

f) If any section of the application appears 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.

appropriate college courses, military training, and so forth. Please see the Maintaing Certification tab for more information. This list is NOT inclusive; other training may meet the disaster/emergency management training requirement. Note: One semester hour of college credit equals 15 classroom hours; one continuing education unit (CEU) equals 10 classroom hours. Remember each entry requires proof of attendance, which includes training hours and must have occurred during the last five years since original CEM®/AEM^{SM} certification date and/or last re-certification date.

As candidates complete the chart below, the total number of hours will be calculated based on each entry. Candidates should remember that no more than 25 hours can be claimed in one subject area.

Add/Edit	Subject Area	Title of Training Course	Total Hours	Remove
Edit	Emergency Management	101	25	Remove
Edit	Prevention	EM 201	25	Remove
Add				

Total Hours: 50

SUMMARY OF TRAINING HOURS FORM

General Management Training

Requirement: 25 classroom hours of continuing education must be general management and must have occurred during the last five years since original CEM®/AEM^{SM} certification date and/or last re-certification date. Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth.

Add/Edit	Subject Area	Title of Training Course	Total Hours	Remove
Add				

Total Hours: 0

Go On

2.1.4   Section II: 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.]

misc.fusionproductions-cc.com/IAEM/RecertBook.aspx?id=7ba72bd8-16ff-4ec8-83af-1c9bce8cd000

part of your normal job duties.

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)
Voluntarily serve on a board of directors, committee, task force or special project for a professional or jurisdictional organization contributing to or supporting emergency management (must not be part of the applicant's required job duties). LEPC service may not qualify.

D. LEADERSHIP ROLE: (Add)
Voluntarily serve as an elected officer or in leadership position 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.

E. SPECIAL ASSIGNMENT: (Add)
Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession.

F. SPEAKING: (Add)
Develop and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the last 10 years related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

In order to get credit for Professional Contribution F) Speaking, Candidates must submit three separate entries. Candidates should not upload documentation of all three speaking engagements in

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 participation and significant development role.

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

L. PROFESSIONAL CERTIFICATION RELATED TO EMERGENCY MANAGEMENT: (Add)
Earned certification or registration as an emergency manager through a government agency, or state/province association (receiving a FEMA PDS certificate does not qualify under this category).

M. LEGISLATIVE CONTACT: (Add)
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 the reply from the elected official.

N. CONDUCTING RESEARCH: (Add)
Play a significant role in the development and execution of an emergency management research project.

O. OTHER: (Add)
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.

P. MENTORING/PROCTORING EXAMS: (Add)
Mentoring involves guiding the CEM®/AEMSM candidate through the process. Proctoring the exam involves receiving the exam, administering it and returning it to IAEM headquarters. Proctor/venue guidelines are outlined in the Study Guide Brochure. Both require prior approval from the CEM® Commission before being conducted. You must include a copy of the authorization with your submission.

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.

[NOTE: Before candidates can submit the application, the recertification fee must be submitted through the IAEM website: https://www.iaem.org/certification/application/recertification.

Once payment has been submitted, please allow the system 24 hours to process the recertification fee. Candidates should then log into the online application to submit the application.]

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. If no automatic email is received, please contact IAEM HQ at info@iaem.com to confirm receipt of your application.

4. Manage Workflow

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

Note: Candidates are encouraged to keep copies of the documentation in case there are any problems with the online system.

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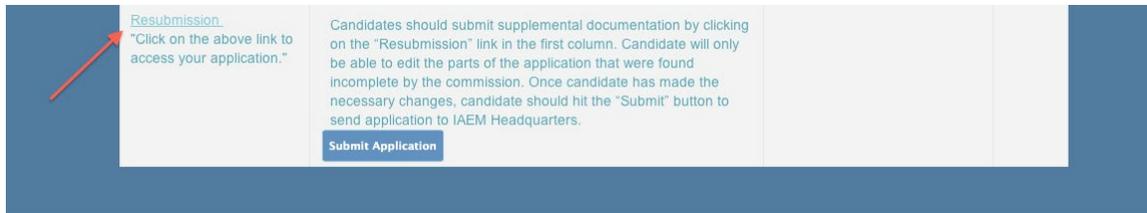
After the candidate has made changes to the application, he/she should submit the resubmission using the blue "Submit Application" button. The resubmission will go through the review process again and candidates will be notified when the results are available.

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