

# MAINE CERTIFICATION FOR EMERGENCY MANAGERS

## State CEM Program

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**MAINE CERTIFICATION FOR EMERGENCY MANAGERS  
APPLICATION COVER SHEET**

Name/Current Position/Title:

Jurisdiction:

Address:

City/State/Zip:

Phone/Fax:

Years in Current Position:

Years in Emergency Management:

*I understand that certification is subject to Certification Committee approval, and if granted, is current for a five year period. I will execute the necessary documents 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 give permission for verification of any information contained in this Package.*

Candidate's Signature:

(Date)

Contents Checklist:

\_\_\_ **c Work History / Experience**

*Requirement includes full-scale exercise, or actual disaster experience and submission of a position description or supervisor's statement.*

\_\_\_ **c References and Recommendation**

*Letter or recommendation for certification from County or town official. Include two references with name and phone numbers listed.*

\_\_\_ **c Training**

*Includes Training Component summary sheets for both emergency and general management training, plus individual Training Submission Forms for each training activity with appropriate documentation attached.*

\_\_\_ **c Contributions to Profession**

*Includes documentation or contact information where requested.*

\_\_\_ **c \$15 Application Package Fee Enclosed -- THIS FEE IS NON-REFUNDABLE**

*Check, or money order accepted -- DO NOT SEND CASH. Payable to Maine Emergency Managers Director's Council.*

\_\_\_ **c Certification Committee Interview Conducted: Date \_\_\_\_\_ Place \_\_\_\_\_**

## CREDENTIALS

**This portion of the certification process is designed to:**

- I. Verify the candidate's work history and experience.
- II. Review references as submitted by candidate.
- III. Verify the candidate's participation in and completion of education as required by program.
- I. Verify the candidate's participation in and completion of training as required.
- V. Document support of and contributions to the emergency preparedness profession.

All Credentials information must be submitted on an appropriate form if directed and all components must be sent as one submission. A candidate can duplicate the forms as often as necessary. All required signatures must be original copy.

Candidates are urged to submit only enough documentation to insure review options by the Certification Commission - Commissioners will consider brevity favorably. To enhance your document review, submit the most current information possible.

Training is defined as any course, workshop, seminar, etc., within or outside of a degree-granting program which addresses a specific knowledge area.



**IB.EXPERIENCE -- NOTE: Complete IA., and either IB. OR IC.**

**Exercise Participation**

Date of exercise:

Describe the exercise (be specific and include objective/purpose):

Describe your role (be specific about planning, coordinating and emergency management role):

Describe what you learned through your participation in this exercise [include comments about (1) mitigation, (2) preparedness, (3) response, and (4) recovery in addition to other learning points]:

**IC.EXPERIENCE -- NOTE: Complete IA., and either IB. OR IC.**

**Actual Emergency Management Participation in Disaster or Emergency If Applicable**

Describe activity (be specific including date, type and area affected, loss of property and lives, and other significant factors):

Describe your role (be specific about your role in emergency management activities, including response and recovery, during the disaster or emergency):

Describe your recommendations for future mitigation activities that should be undertaken, as they relate to preparedness, response, and recovery, as a result of lessons learned from the disaster or emergency:

## II. CANDIDATE REFERENCE REQUIREMENT

Each candidate must submit a letter of recommendation for certification from their supervisor. Additionally, candidates must submit the names of two references, and information on their reference sources as requested below. **NOTE that candidates are encouraged to inform references that they have been listed. Certification Committee members, at their discretion, may call references to verify information.**

### I. Reference sources who qualify are:

- c A past supervisor (within 7 years)
- c Local, state or federal government officials or department heads
- c Emergency service organization officials (e.g., public, private, military, tribal, etc.)
- c Local, regional or national emergency management association officials
- c Others (by request to and approval of Certification Commission)

### B. Reference sources who do not qualify are:

- c A subordinate
- c A former student
- c Friends, relatives or neighbors

### 1. REFERENCE NAME/TITLE

ORGANIZATION

ADDRESS

CITY/ST/ZIP

PHONE/FAX

### 2. REFERENCE NAME/TITLE

ORGANIZATION

ADDRESS

CITY/ST/ZIP

PHONE/FAX

## III\_\_ EDUCATION REQUIREMENT

- I. Applicant must submit a copy of their High School Diploma, GED Certificate, or other education degree diploma, or:
- B. Applicant must submit a copy of their PDS Certificate of completion.

#### IV. TRAINING HOURS

Each candidate must demonstrate successful completion of 50 classroom hours of emergency management training and 50 classroom hours of general management training **with a maximum of 25 percent or 25 hours in any one topic/subject.** Course work applied to the PDS Certificate of Completion requirement can also be applied to meet any portion of the 50 hours of emergency management training and/or the 50 hours general management training.

Candidates must complete the Summary of Training forms (separate forms for Emergency Management Training and for General Management Training) that reflect the total training courses submitted for qualification. These forms show Title, Total Classroom Hours, and Allowable Classroom Hours (limit of 25) and must be grouped under topic or subject areas. These will help the candidate and the Certification Committee to summarize his/her training and ensure that the training does not exceed 25 percent in each of the areas.

In addition to the Summary of Training forms, a detailed Training Submissions form must be completed for each training program. While there is no time restriction on training submissions, candidates should select the most current training possible. A candidate should not reflect his/her entire training history, but simply provide ample training listings in the event the review panel might find a submission questionable.

##### I. Workshop, Seminar and/or Course Source Requirements

Training sources which may qualify for submission are:

- c Federal Agencies (FEMA, EPA, DOT, DOE, etc.)
- c State and Local Agencies
- c Regionally Accredited Four-Year Institutions
- c Regionally Accredited Two-Year Institutions
- c Vendor-Sponsored Courses
- c Military Programs
- c Private Organizations
- c Professional Societies/Organizations/Associations
- c Other

**REMINDER:** Each Training Submission Form must be accompanied by a college or FEMA (Region, State, EMI or NFA) transcript or certificate of completion; final class roster with your name; or other acceptable documentation from an Institution that conducted the training. Documents used for verification must show date of completion, title of training and number of classroom hours earned. **Each Training Submission Form must also be accompanied by a syllabus or catalog description of the course, or a written description of training content.**

NOTE: Some institutions provide C.E.U. equivalency information; 1 Continuing Education Unit (C.E.U.) = 10 Classroom Hours.

NOTE: The National Emergency Training Center (NETC) in Emmitsburg, Maryland provides course descriptions and classroom hours in NETC, EMI or NFA course catalogs; they also include hourly equivalencies for Home Study or Distance Learning Courses. Both EMI and Maine Emergency Management can provide student transcripts, upon request, for courses attended within their jurisdiction.

## B. Course/Program Content

Workshop, Seminar and/or course SAMPLE subject matter acceptable for submission:

### Emergency Management

- c Civil Defense Systems, Programs and Policies
- c Criminal Justice/Law Enforcement
- c Disaster Preparedness
- c Emergency Management Foundations (Four Phases of EM)
- c Emergency Medical Training
- c Emergency Operations Centers
- c Emergency Planning and Crisis Mgt.
- c Exercise Courses
- c Fire Technology
- c Hazard Analysis & Capabilities Assessment
- c HazMat Mgt. and Hazards Assessment
- c Health, Safety and Environment Mgt.
- c Incident Command
- c Medical Technology
- c Physical Sciences
- c Public Information
- c Radiological Monitoring, Detecting, etc.
- c Safeguards and Security
- c Safety Technology
- c Shelter Management
- c Technology, Equip. and Info. Systems
- c Training and Instruction
- c Urban/Wilderness Search and Rescue
- c ICS/EOC Integration
- c Managing Search Operations
- c Disaster Recovery Courses
- c Military Courses
- c Red Cross Courses

### General Management

- c Behavioral and Social Sciences
- c Communication: Written and Oral
- c Decision-making and Problem-solving
- c Ethics
- c Executive and Management Development
- c Financial Management and Budgeting
- c Grantsmanship (Development, Evaluation and Reporting)
- c Human Resource/Personnel Management
- c Leadership and Influence
- c Marketing and Public Relations and Media Management
- c Race and Ethnic Relations; Intercultural Communications
- c Strategic and Tactical Planning
- c Technology, Equipment and Information Systems
- c Volunteer Resources

The following Professional Development Series (PDS) courses are eligible for submission:

Introduction to emergency Management  
Basic Skills 1: Leadership and Influence  
Basic Skills 2: Decision making and problem solving  
Basic Skills 3: Effective Communications  
Basic Skills 5: Developing Volunteer Resources  
Emergency Planning Course  
Exercise Design Course.

**SUMMARY OF TRAINING HOURS FORM**

***Emergency Management Training***

Requirement: 50 hours of training, not more than 25 % in one subject. Examples of emergency management training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, and so forth. Please see application brochure for more information. This list is NOT inclusive; other training may meet the emergency management training requirement. Note well: One college credit equals 15 hours; one continuing education unit (CEU) equals 10 hours. Complete a Training Submissions Form for each item on this sheet. Remember each entry requires proof of attendance.

	<b>TITLE OF TRAINING COURSE</b>	<b>TOTAL HOURS</b>	<b>ALLOWABLE HOURS</b>
SUBJECT 1			
SUBJECT 2			
SUBJECT 3			
SUBJECT 4			
SUBJECT 5			
SUBJECT 6			
SUBJECT 7			
<b>TOTALS:</b>			

- c Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented.
- c You may duplicate this form if necessary.

**SUMMARY OF TRAINING HOURS FORM**

***General Management Training***

Requirement: 50 hours of training, not more than 25 hours in one subject. 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. This list is NOT inclusive; other training may meet the general management training requirement. Note well: One college credit equals 15 hours; one continuing education unit (CEU) equals 10 hours. Complete a Training Submissions Form for each item on this sheet. Remember each entry requires proof of attendance.

	<b>TITLE OF TRAINING COURSE</b>	<b>TOTAL HOURS</b>	<b>ALLOWABLE HOURS</b>
SUBJECT 1			
SUBJECT 2			
SUBJECT 3			
SUBJECT 4			
SUBJECT 5			
SUBJECT 6			
SUBJECT 7			
<b>TOTALS:</b>			

c Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented.

c You may duplicate this form if necessary.



## V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

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 requested for most items such as a letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the discretion of the Certification Commission.

**The following activities qualify for submission. A submission of at least four (4) categories is required to meet this requirement. All submissions must contribute to and support the field of Emergency Management, and must be beyond the scope of your normal job responsibilities.**

- A. Volunteer service on the Board of Directors, on a board, committee, task force, or a special project for a professional, emergency management or a jurisdictional organization supporting emergency management (examples include LEPC, MSAR Advisory Council, MEMA).
- B. Officer role, chairmanship or leadership position on the Board of Directors, on a board, committee, task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting emergency management (examples include MEMA, IAEM, ASPEP, NEMA, NENA, BPSST).
- C. Special assignment on an emergency management committee or task force.
- D. Speaking: Any presentation or panel participation relating to emergency management.
- E. Teaching or Instructing: Any teaching or instructing commitment relating to emergency management.
- F. Publication of an emergency management article, research project, or instructional pamphlet.
- G. Audio-visual and interactive products. Production and distribution of an emergency management video, computer software product or other audio-visual tool.
- H. Awards or special recognition within the emergency management community or in conjunction with an emergency preparedness activity.
- I. State Certification, as an emergency manager through a state-sponsored certification program.
- J. Congressional Contact: With a Representative or Senator or State Legislator about an emergency management issue; the contact must receive a written reply or be documentable in other ways (examples include meeting minutes listing participants, working on emergency management related legislation).
- K. Other; by request and approval of Certification Committee members

*Candidates are encouraged to submit multiple examples where possible. All information must be submitted on the appropriate form; candidate may duplicate*

*forms for multiple submissions and utilize additional pages as necessary.*

***Since this segment reflects contributions of and support to the field of emergency management, these submissions reflect activities over and above basic job performance.***

**V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT**

- A. **Service Role** -- Service on the Board of Directors, on a board, committee, task force, or a special project for a professional, emergency management, or a jurisdictional organization contributing to or supporting emergency management.

To satisfy this requirement, a candidate may utilize one single service role or any combination of organizations. **Documentation must be provided.**

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify service (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

B. **Leadership Role** -- Officer role or leadership position on the Board of Directors, on a Board Committee, on a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting emergency management.

To satisfy this requirement, a candidate must demonstrate being an actual Officer or Board member, utilizing one single service role or any combination of organizations. **Documentation must be provided.**

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify your leadership role (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

**V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT**

**C. Special assignment on emergency management committee or task force.**

To satisfy this requirement, a candidate must describe special assignment service on a jurisdictional or governmental committee or task force addressing a specific 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.**

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify your service on the special assignment (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

D. **Speaking** -- Any presentation or panel participation (including radio, television, educational video, etc.) relating to emergency management.

**Remember: You must attach verification of presentation.**

Location and date of activity:

Sponsoring organization:

Contact phone number/name (list name and telephone number of individual who can verify service):

Description and length of engagement:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

E. **Teaching or Instructing** -- Any teaching or instructing commitment relating to emergency management.

**You must attach verification.**

Location and date of activity:

Sponsoring organization:

Contact phone number/name (list name and telephone number of individual who can verify service):

Description and length of engagement:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

F. **Publication** -- Publication of an emergency management article, research project, or instructional pamphlet.

To satisfy this requirement, a candidate may submit the name/title of a publication for which he/she had primary or secondary authorship. **Remember: You must attach verification. Attach a copy of the article if possible.**

Title:

Publication Source:

Publication Date:

Check one

Primary Authorship    - OR -     Secondary Authorship

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

- G. **Audio-Visual and Interactive Products** c Production and distribution of an emergency management video, computer software product or other audio-visual tool. NOTE: The description of the product will suffice. Please do **not** submit the actual product, unless specifically requested to do so by the Certification Commission.

Title:

Date of production:

Sponsoring organization (be specific):

Description of product:

Description of its significant contribution(s) to the emergency management field (include reference to product audience):

**V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT**

H. **Awards or Special Recognitions** c Within the emergency management community or in conjunction with an emergency preparedness activity.

To satisfy this requirement, a candidate may submit any award, honor, or special recognition received within the emergency management community or in conjunction with emergency preparedness activity. Any proof documenting award and date is suitable to verify.

Date of award/honor:

Sponsoring organization:

Describe the Award/Honor and your role and contribution which led to your selection as the recipient (be specific):

**V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT**

I. **State Certification** as an emergency manager through a state-sponsored certification program.

To fulfill this requirement, documentation must be provided such as copy of certificate or letter from the proper authority notifying you of this achievement.

Certifying organization:

Date first earned:

Is Re-certification/maintenance required? \_\_\_\_\_ YES \_\_\_\_\_ NO

If so, is certification up to date? \_\_\_\_\_ YES \_\_\_\_\_ NO

**V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT**

J. **Congressional Contact** -- With a Representative or Senator about an emergency management issue; the contact must receive a written acknowledgment.

Please submit a copy of the letter and the reply. The Commission cannot award credit without this documentation.

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

K. **Other** -- By request and approval of Certification Commission such as: membership in EM-related professional organization, attendance at EM educational meetings, participation in CEM field test, participation in invitation-only conferences and workshops, or service on EMI Board of Visitors.

Candidates are encouraged to be creative in submissions within this category; **verification must be attached.**

Describe activity or program specifically providing dates, name of association or program sponsor, program audience and any other pertinent description:

Describe your role or involvement:

Identify why this activity makes a contribution to the field of emergency preparedness and it is therefore applicable to this portion of the CEM process: