

# FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION



## Recertification Requirements for FAEM, FPEM, and FEMV

# Recertification Requirements

Revised 2/19/2024

**Applicants are encouraged to work with a certification mentor before submitting an application to ensure consistency and accuracy.**

**Florida Emergency Preparedness Association  
Certification Program  
400 Capital Circle SE  
Suite 18-263  
Tallahassee, Florida 32301  
Phone: (850) 274-1835**

*Disclaimer: The Florida Emergency Preparedness Association (FEPA) is not establishing standards governing the conduct of any emergency managers or establishing any set procedures for work performance. The certification program is designed to establish educational, training, and experience criteria relevant to emergency management in the State of Florida and to certify that an individual has met these criteria. You need to be a member of FEPA in order to be certified.*

Welcome to the Florida Emergency Preparedness Association (FEPA) Certification Program. The FEPA Certification Program is designed to recognize individuals who possess the experience, knowledge, and skills to effectively manage a comprehensive emergency management program. The certification is not only recognizing emergency managers but also emergency management partners in the public, private, and volunteer sectors who dedicate their time and efforts to the field of emergency management.

The term “Comprehensive Emergency Management” means integrating all stakeholders by strengthening preparedness in all mission areas of emergency activity, for all types of disasters. The “comprehensive” aspect of Comprehensive Emergency Management includes all five mission areas to establish a capabilities-based approach to Preparedness. A capability provides the means to accomplish the mission of: Mitigation, Prevention, Protection, Response, and Recovery for all-hazards in a federal, state, local operating partnership.

The certified individual has shown that they are capable of effectively accomplishing the goals and objectives of disaster/emergency management in all the environments listed above.

This application affords the applicant three different levels of recertification for which to re-qualify:

**Florida Emergency Management Volunteer (FEMV):** This certification recognizes the volunteer partners of the emergency management community who have demonstrated a dedicated effort to their local or state comprehensive emergency management program within the State of Florida.

**Florida Associate Emergency Manager (FAEM):** This certification recognizes devoted individuals who possess the knowledge, skills, and abilities to perform effectively within a comprehensive emergency management program. These programs can reside within the public or private sector.

The term Florida Associate Emergency Manager (FAEM) designates prescribed training and educational criteria plus two (2) years demonstrated working experience in comprehensive emergency management, one (1) of which must be in the State of Florida.

Applicants for this certification must be able to prove their eligibility for this certification by including documentation of required training, professional contributions, experience, and time in service.

**Florida Professional Emergency Manager (FPEM):** This certification recognizes devoted individuals who possess advanced knowledge, skills, and abilities to perform effectively within a comprehensive emergency management program. These programs can reside within the public or private sector.

The term Florida Professional Emergency Manager (FPEM) designates prescribed training and educational criteria plus four (4) years demonstrated direct working experience in comprehensive emergency management, two (2) of which must be in the State of Florida.

Applicants for this certification must be able to prove their eligibility for this certification by including documentation of required training, professional contributions, experience, and time in service.

- A FPEM has a working knowledge of all the basic tenets of emergency management. This is to include mitigation, prevention, protection, response and recovery.
- A FPEM has experience and knowledge of interagency and community wide participation in planning, coordination, and management functions designed to improve emergency management capabilities.
- A FPEM can effectively accomplish the goals and objectives of any emergency management program in all environments.

***Please be sure to fill out the FEPA Recertification Criteria for the appropriate certification for which you are applying.***

The completion of the application is to be sole effort by the applicant. Keep in mind that while you are completing your application you are submitting documents for your professional certification and should reflect as such.

**The FEPA Certification Commission Chair will reject any application that is not submitted in this manner.**

If you should have any further questions, please feel free to contact any of the FEPA Certification Commissioners listed on the FEPA website at [www.fepa.org](http://www.fepa.org) (see Certification Page under About FEPA Certification and Applications). **Applicants are encouraged to work with a certification mentor before submitting an application to ensure consistency and accuracy.**

### **Applicant Mentoring**

The FEPA Certification Commission encourages mentoring of applicants by current Commissioners. The mentoring Commissioner and the applicant must complete the Mentoring Notification Form and transmit to the FEPA Certification Commission Chair agreeing to follow the guidelines as established for mentoring.

It is not appropriate for a mentor to pre-approve an application. Mentors must make clear to the candidate that there is no guarantee that their suggestions guarantee approval of their credentials. Any Certification Commissioner who reviews a candidate's credentials prior to official submission must remove them self from the review process when it comes before the full FEPA Certification Commission.

### **Application Timelines**

Application must be submitted electronically. The electronic application must be submitted by 6:00 pm EST on November 1<sup>st</sup> to be considered for the current Certification Class. Should November 1<sup>st</sup> fall on a weekend (Saturday or Sunday), then all applications will be due at 6:00 pm EST on the final working day prior to November 1<sup>st</sup>. Additional documentation will not be accepted once the application is submitted unless requested by the Certification Commission.

### **Fees**

Application fees are set by the FEPA Board of Directors. Dues are currently set:

- 1) FPEM, FPEM-HC, FAEM, and FAEM-HC re-certification submission and review: \$125.00
- 2) FEMV initial certification and re-certification submission and review: \$25.00
- 3) **ALL APPLICATION FEES ARE NON-REFUNDABLE.**

### **FEPA Membership**

FEPA membership is required at time of application submission and upon certification at the FEPA Annual Awards Ceremony. FEPA membership is encouraged for the duration of certification. Annual Membership dues are for the calendar year. If FEPA regular membership lapses during the certification period, a recertification application will not be accepted. A new application will be required.

Membership information can be found at the FEPA website. [www.FEPA.org](http://www.FEPA.org)

## **Application Submission**

Applicants are encouraged to work with a certification mentor before submitting an application to ensure consistency and accuracy. Mentoring ends upon submission of the application.

The completion of the candidate's application is to be a sole effort by the applicant. The candidate is submitting a document for their professional certification and the application should reflect such.

The FEPA Executive Director shall confirm that the applicant is a current FEPA member in good standing. Once confirmed, the FEPA Executive Director will notify the Certification Chair, Vice Chair and Secretary.

The Certification Vice-Chair of Emergency Management or Instructor Certification will oversee review assignments through the FEPA Certification Portal. The Vice Chair will start the application tracking process.

All reviewers will keep the Certification Chair, Vice Chair and Secretary informed of the status of the application in the review process.

## **Denial of Certification**

Candidates whose applications are denied by two (2) Commissioners (both the first and second Commissioner review) will be denied the certification designation. The letter denying certification shall be written by the Chair of the Commission, outlining the deficiencies in the application. This denial letter and FEPA Certification Denial Notification Matrix shall be emailed to the applicant and have a return address from the FEPA Office. A copy shall be retained by the FEPA Office with the Certification files on the FEPA website. All candidates get a second chance.

## **Reapplication by Denied Candidates**

Candidates can reapply for certification at any time (there is no waiting period, once denied). If the candidate submits needed documentation or information within 90 days from the initial denial only, no additional application fee will be assessed,

Candidates submitting an application after 90 days from the initial date of denial must resubmit the entire application and pay an application fee again.

Candidates are allowed a single resubmission per application fee. If the candidate passes, they become part of the current class not part of their original class cycle.

## **Award of Certification**

Successful candidates who meet the requirements for recertification will be advised by letter from the Commission Vice Chair. The Executive Director will confirm that the candidate is a current member in good standing one week before recertification is conferred at the FEPA Annual Awards Ceremony. Certificates and certification pin will be conferred at the FEPA Annual Awards Ceremony. The awarding of FEPA certification designations will be presented by the FEPA President with the Commission Chair assisting unless otherwise arranged. Those individuals who attain recertification and are unable to attend the FEPA Annual Awards Ceremony will have their certificate forwarded by mail or arrange to have their certificate and pin picked up by an attendee. Certificate and pin must be signed for when picked up by a non-recipient.

## **Certification Duration**

Certification is effective for a period of five (5) years. In order to recertify, candidates must meet recertification requirements by November 1st of the fourth (4<sup>th</sup>) full year following the year in which they were last certified (i.e., if certified in January 2020, recertification application must be submitted

by 11/1/2024). Recertification expires for those who fail to recertify every five (5) years as of the FEPA Annual Awards Ceremony.

The certification terms begin and end with the FEPA Annual Awards Ceremony.

### **Maintaining Certification**

The designations, Florida Professional Emergency Manager (FPEM), Florida Associate Emergency Manager (FAEM), and Florida Emergency Management Volunteer (FEMV) are recognized in the State of Florida as marks of distinction within the emergency management profession. It is incumbent upon those so designated to make every effort to remain current with rapidly changing technological advances and resultant administrative requirements. Certification maintenance provides certified individuals with an opportunity to demonstrate that they have kept up with these advances and reinforces their commitment to professionalism in the emergency management community. Certified individuals are encouraged to maintain FEPA membership for the duration of certification. If FEPA regular membership lapses during the certification period, a recertification application will not be accepted. A new application will be required.

### **Recertification Requirement and Application**

Recertification must be accomplished at five (5) year intervals by submitting documentation that demonstrates continuing education as defined in the recertification application and confirms professional contributions to the emergency management profession since the date of last certification or recertification.

### **Notification**

It is the responsibility of the certified individual to maintain their certification and ensure recertification deadlines are met. Utilizing the contact information available in the current FEPA membership database, the FEPA Executive Director will make an effort to notify all certified individuals who are current FEPA members approaching recertification eligibility. Certified individuals are encouraged to keep their contact information current in the FEPA membership database on the FEPA website. It is your responsibility.

### **Certification Expiration**

The FPEM, FAEM, and FEMV recipient whose certification expires will no longer be permitted to use the certification designation nor will they be listed as such on the Florida Emergency Preparedness Association website. Utilizing the contact information available on the current FEPA membership database, the FEPA Executive Director will notify the individual that their certification has expired and they are no longer permitted to use the certification designation in any media format.

After expiration of initial certification, the candidate must submit the certification application fee, complete a new FEPA Certification Application, and submit for Certification Commission review. Candidates are allowed a single resubmission per application fee. If the candidate passes, then they become part of the current class not part of their original class cycle.

**For those whose certification expires a new certification application must be completed, APPLICANTS WILL NOT BE ALLOWED TO SUBMIT A RE-CERTIFICATION APPLICATION. In addition, when the new application is submitted, the applicant can only claim items that occurred during the previous 5 years, APPLICANTS WILL NOT BE PERMITTED TO GO BACK 10 YEARS IF THEIR CERTIFICATION WAS ALLOWED TO LAPSE. In the event of an extenuating circumstance, please advise the commission leadership, to determine if an extension is warranted.**

If the Certification Commission discovers that an individual with an expired certification continues to use the certification designation in any media format, a joint letter signed by the Certification

Commission Chair and the FEPA President will be mailed by the FEPA Executive Director to said individual with a copy going to their supervisor instructing said individual to cease and desist the use of expired certification designation.

**Disposition of Application**

Current class applications will be maintained until the FEPA Annual Awards Ceremony. **Following the FEPA Annual Awards Ceremony all electronic applications will be purged/deleted.** It is the applicant's responsibility to maintain a copy of the application, if one is desired.

# FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION

## *Recertification Requirements*

*Please be sure to fill out the FEPA Recertification Criteria for the appropriate certification for which you are applying.*

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
<b>Fee Paid</b>	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125	<input type="checkbox"/> \$25
<b>FEPA Membership</b>	<input type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
<b>Training Hours</b>	<input type="checkbox"/> <b>50 Hours</b> in <u>Emergency Management</u> , of which twenty-five (25) hours must have been attained in Florida in a classroom. <b>All EM training must have been completed within the last five (5) years;</b>  <input type="checkbox"/> <b>All applicants are required to have completed 8 Hours</b> in three of the five Mission Areas;	<input type="checkbox"/> <b>100 Hours</b> in <u>Emergency Management</u> , of which fifty (50) hours must have been attained in Florida in a classroom. <b>All EM training must have been completed within the last five (5) years;</b>  <input type="checkbox"/> <b>All applicants are required to have completed 15 Hours</b> in three of the five Mission Areas	<input type="checkbox"/> <b>50 Hours</b> in <u>Emergency Management</u> . <b>All EM training must have been completed within the last five (5) years;</b> and,
<b>Contributions to Emergency Management</b>	<input type="checkbox"/> <b>Four (4)</b> attained in Florida	<input type="checkbox"/> <b>Seven (7)</b> attained in Florida	<input type="checkbox"/> <b>Four (4)</b> attained in Florida

**Notes:**

- 1. Requirement: Checklist must be completed and included in recertification application.**
2. The five (5) year period is as of the date of signature on this application.
3. Names and phone numbers provided for individuals that can verify any information submitted in this application will only be used for minor clarifications. They will not be used as the sole source for verification. The documentation must stand on its own.
4. Required PDS courses can be included as part of required training hours if obtained within the five (5) year period.

**The documentation must stand on its own.**

# TRAINING SECTION INSTRUCTIONS

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
<b>Training Hours</b>	<p><b>50 Hours</b> in <u>Emergency Management</u>, of which twenty-five (25) hours must have been attained in Florida in a classroom. <b>All EM training must have been completed within the last five (5) years;</b></p> <p><i>All applications are required to have <b>completed 8 Hours</b> in three of the five Mission Areas;</i></p>	<p><b>100 Hours</b> in <u>Emergency Management</u>, of which fifty (50) hours must have been attained in Florida in a classroom. <b>All EM training must have been completed within the last five (5) years;</b></p> <p><i>All applications are required to have <b>completed 15 Hours</b> in three of the five Mission Areas</i></p>	<p><b>50 Hours</b> in <u>Emergency Management</u>. <b>All EM training must have been completed within the last five (5) years;</b> and,</p>

**Emergency Management** training and education improves knowledge, skills, and abilities specific to the emergency management function.

1. Applicants should pay close attention to the time requirements in the Training Section.
2. Training course documentation (certificates, training submission forms, etc.) should be put into the **same order as listed on the Training Summary Form**. If an applicant presents training in an unorganized manner, the commissioners will disqualify the Training Section of the application. This would cause the entire application to be denied and returned to the applicant.
3. **Acceptable Emergency Management Training** includes any local, state, or federal sponsored emergency management training course or other emergency management related training course.
4. Emergency Management Mission Areas:
  - a. FPEM recertification requires a minimum of fifteen (15) hours per mission area in three of the five mission areas. This is out of the 100 hours.
  - b. FAEM recertification requires a minimum of eight (8) hours per mission area in three of the five mission areas. This is out of the 50 hours.
5. Only training course types listed as E (Emergency Management) or E/G are acceptable for recertification. Course types listed solely as G (General Management) are not.
6. The FEPA Certification Commission will recognize the course hours in the following order:
  - a. Published on the course completion certificate
  - b. If hours are not documented on the course certificate refer to the FEPA Training Guide at [www.fepa.org](http://www.fepa.org)
  - c. If course is not listed in the FEPA Training Guide use the [www.firstrespondertraining.gov](http://www.firstrespondertraining.gov) website.
7. **Applicants are required to fill out and include a Plan of Instruction Form** for courses that are **NOT** listed on the website [www.firstrespondertraining.gov](http://www.firstrespondertraining.gov). Failure to submit a Training Submission Form for unlisted courses will result in disqualification of the training course. A course description, agenda, syllabus, or curriculum outline is required as part of



the training documentation for courses not listed.

8. If the training certificate does not include hours and is not in the FEPA Training Guide or on the [www.firstrespondertraining.gov](http://www.firstrespondertraining.gov) website, then it is the candidates' responsibility to provide independent verification (i.e. copy of training catalogue or a letter from the organization teaching the course) of training hours for courses which they are seeking credit. Otherwise, one full day of training will equal seven (7) hours of credit.
9. A **maximum of twenty-five (25) hours** will be accepted for any one documented training course.
10. Emergency Management conferences, seminars, or workshops must have attained contact hours to be eligible for consideration. **Maximum credit of ten (10) hours. If a conference is used in the Training Section it cannot be duplicated in the Professional Contribution Section.**
11. Regionally accredited college or university classroom or independent study courses one semester hour = 1.5 quarter hours = fifteen (15) hours toward recertification; one continuing education unit (CEU) = ten (10) hours toward recertification. A Training Submission Form must be filled out for both of these types of courses.
12. **The maximum allowed for any FEMA Independent Study Course submitted is ten (10) hours.**
13. Instructors may use courses that they taught in lieu of taking a training course to satisfy the training requirements for FPEM recertification only. Each course taught can only be used once. For example, the applicant cannot use the same course multiple times citing multiple mission areas. Documentation must support the numbers of hours submitted.
14. It is suggested that the applicant submit documentation for slightly more than the minimum required hours. This could potentially avoid the denial of the application if a training submission is found to not qualify as valid.

## WORKSHEET: PLAN OF INSTRUCTION

<b>TITLE</b>	
<b>COURSE DESCRIPTION</b>	
<b>TIMEFRAME</b>	
<b>MATERIALS / AIDS</b>	
<b>LOCATION</b>	
<b>OBJECTIVES</b>	
<b>PRESENTATION</b>	
<b>EVALUATION</b>	
<b>OUTSIDE ASSIGNMENT</b> <small>(If applicable)</small>	
<b>TRAINING TYPE</b>	<input type="checkbox"/> GENERAL MANAGEMENT <input type="checkbox"/> EMERGENCY MANAGEMENT
<b>MISSION AREAS</b> <small>(check all that apply)</small>	<input type="checkbox"/> PROTECTION <input type="checkbox"/> PREVENTION <input type="checkbox"/> MITIGATION <input type="checkbox"/> RESPONSE <input type="checkbox"/> RECOVERY

## SAMPLE: PLAN OF INSTRUCTION

<b>TITLE</b>	HEALTHCARE PLANNER'S 101
<b>COURSE DESCRIPTION</b>	This four-hour training has been specifically developed for FEPA using the expertise of the Association's Healthcare Working Group. During the session instructors will review the basics of emergency management healthcare planning such as laws, rules, and emergency planning criteria. Best practices in healthcare planning will be shared including a review the FEPA Healthcare Working Group's Emergency Management Healthcare Planner's Toolkit.
<b>TIMEFRAME</b>	Four hours
<b>MATERIALS/AIDS</b>	PowerPoint slides
<b>LOCATION</b>	FEPA Annual Meeting – Sandestin Hilton Miramar Beach, FL
<b>OBJECTIVES</b>	At the end of this training: <ol style="list-style-type: none"> <li>1. Students will learn the various rules and laws that apply to local emergency management plan review responsibilities and how it impacts the local healthcare agencies</li> <li>2. Students will review current comprehensive emergency management planning criteria for various facility types; students will be familiar with key components and requirements of an approved CEMP</li> <li>3. Students will review common issues and errors found in a CEMP and items that historically have caused issues in plan approvals and best ways to remedy them in accordance with laws and rules.</li> <li>4. Students will reflect on how local emergency management offices have gone above and beyond to streamline the healthcare planning process and examine innovative techniques used to accomplish tasks</li> <li>5. Students will have a working knowledge of resources available to planners for assistance</li> </ol>
<b>PRESENTATION</b>	<ol style="list-style-type: none"> <li>I. Laws and Rules <ol style="list-style-type: none"> <li>a. Develop a key understanding of the laws and rules surrounding healthcare facility plan reviews and emergency management's role in the process</li> </ol> </li> <li>II. Criteria Overview <ol style="list-style-type: none"> <li>a. Review each of the CEMP criteria's for each facility type and define common similarities and differences</li> </ol> </li> <li>III. Common Issues <ol style="list-style-type: none"> <li>a. Develop a basic understanding of common issues with the CEMP's and mutual aid agreements and how to remedy them in accordance with laws and rules</li> </ol> </li> <li>IV. Best Practices <ol style="list-style-type: none"> <li>a. Review how other local emergency management offices have enhanced the CEMP process for healthcare facilities and innovative techniques that are being used across the state</li> </ol> </li> <li>V. Course Review/Test <ol style="list-style-type: none"> <li>a. Students will take a 20 question course test and will be required to achieve a score of 75% in order to pass</li> </ol> </li> </ol>
<b>EVALUATION</b>	20 question course test and will be required to achieve a score of 75% in order to pass
<b>OUTSIDE ASSIGNMENT</b> (If applicable)	None
<b>TRAINING TYPE</b>	<input type="checkbox"/> GENERAL MANAGEMENT <input checked="" type="checkbox"/> EMERGENCY MANAGEMENT
<b>MISSION AREAS</b> (check all that apply)	<input checked="" type="checkbox"/> PROTECTION <input checked="" type="checkbox"/> PREVENTION <input checked="" type="checkbox"/> MITIGATION <input type="checkbox"/> RESPONSE <input type="checkbox"/> RECOVERY

# PROFESSIONAL CONTRIBUTIONS SECTION INSTRUCTIONS

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
<b>Contributions to Emergency Management</b>	<b>Four (4)</b> attained in Florida	<b>Seven (7)</b> attained in Florida	<b>Four (4)</b> attained in Florida

The concept of professionalism is ultimately defined as one’s contributions to the profession. Candidates can list any or all activities giving special consideration to the most current activities. Specific verification documenting activity is requested such as a letter, certificate, or other proof of activity. Contact information also is solicited for some contributions and will be checked at the Commission’s discretion.

All submissions must contribute to and support the field of Emergency Management, have occurred during the last five (5) years. **Contributions must clearly demonstrate a commitment to the emergency management profession.**

Each candidate must satisfy the requirement professional contributions to the emergency management community.

1. Contributions submitted for credit must include the date(s) and be supported by adequate documentation.
2. **All Professional Contributions must have occurred within the last five (5) years from the date of the application submission.**
3. All Professional Contributions must be obtained in Florida or obtained as part of a Florida Supported Deployment.
4. Each category is limited to one (1) contribution credit.
5. Do not duplicate any activities already included in the application (i.e., Disaster Experience or Exercise).
6. It is suggested to submit more than the minimum contributions (i.e., If you are required to submit seven (7) Contributions, submit an extra one (1) or two (2) to make sure that the requirements are fulfilled).
7. Pay close attention to **NOTES** that may be at the top of the Contribution Submittal Form. This will indicate what is being focused on by the reviewing Certification Commissioners.
8. **Documentation must be submitted to clearly support your claim of the activity.** Commissioners do not contact the provided reference unless there is a question on the activity or documentation submitted.
9. **Each applicant is required to fill out the Professional Contributions checklist to indicate which Contributions the applicant has submitted documentation.**
10. **A Disaster/Significant Incident is defined as** major incidence involving impacts or threats to life safety and property requiring a declaration of a state of emergency, a state declaration of emergency, and/or a federal declaration and produces reports (SITREPS, IAPs, etc.).

# PROFESSIONAL CONTRIBUTIONS TO EMERGENCY MANAGEMENT

## Overview

Contribution Number	Contribution Name	Description
1 <input type="checkbox"/>	<b>Disaster/ Significant Incident Experience</b>	Evidence of significant disaster and recovery management experience delineates that candidate was actively involved in the response or recovery area of an actual disaster. This documentation must show proof of at <b>least forty-eight (48) hours of <u>active involvement</u></b> in a single disaster incident in Florida or as part of a Florida supported deployment. (Please refer to page 16 for disaster definition)
2 <input type="checkbox"/>	<b>Technical</b>	Significant role in the design and/or development of a disaster exercise either full scale, functional, or tabletop. This documentation must demonstrate active involvement in the design and/or development of an exercise, as well as describe the lessons learned as a result of the simulation.
3 <input type="checkbox"/>	<b>Professional Membership</b>	<b>Active membership for three (3) years for FPPEM or two (2) years for FAEM/FEMV</b> in an emergency management related professional organization with connections to emergency management. FEPA membership does not qualify to fulfill this requirement since the applicant must be a FEPA member to apply for recertification (except FEMV). FEMV may use current FEPA membership to fulfill the requirement.
4 <input type="checkbox"/>	<b>Leadership &amp; Participation</b>	State, regional, or local committee work resulting in a significant positive impact on the emergency management community. Serving as an elected officer or in leadership position on a board of directors, board committee, task force, or special project for a professional, emergency management, or jurisdictional organization contributing to or supporting emergency management for a minimum of one year (must not be part of the applicant's <u>required</u> job duties).
5 <input type="checkbox"/>	<b>Speaking</b>	Develop and participate in a presentation or panel for a <b>minimum of twenty (20) minutes</b> (including radio, television, educational, video, etc.) related to an emergency management issue. The audience may be a community or professional group. <u>Applicant must be the presenter.</u>
6 <input type="checkbox"/>	<b>Teaching or Instructing</b>	Complete a formal teaching or instructing commitment relating to an emergency management related course that <b>equals or exceeds three (3) hours</b> of actual platform instruction <b>where a certificate or credits are issued.</b>
7 <input type="checkbox"/>	<b>Publications</b>	Publication of an emergency management article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the applicant's control (i.e. staff documents and internal reports do not qualify). Applicant must validate primary or secondary authorship. Publications in online periodicals qualify (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc. Applicants must have served as author, co-author, or contributor on publication. Play a significant role in the development or extensive revision of an educational emergency management course of <b>at least three (3) hours</b> in length. (Must not be part of the applicant's <u>required</u> job duties).
8 <input type="checkbox"/>	<b>Audio-Visual &amp; Interactive</b>	Personally develop content for distributed emergency management video, web site, computer software application, or other audio-visual tool in the field of emergency management. Applicant must validate participation and significant development role. Applicant must show proof of involvement in the development. <b>PowerPoint type presentations are not applicable</b>
9 <input type="checkbox"/>	<b>Awards or Special Recognition</b>	Received an award achieved through a nomination process in the field of emergency management or special recognition in conjunction with an emergency management activity.

10 <input type="checkbox"/>	<b>Coordination / Cooperation</b>	Contribution to enhance an emergency management project within the State of Florida.
11 <input type="checkbox"/>	<b>Special Assignment</b>	Involvement in a special assignment for a committee, task force, or working group addressing a disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the emergency management community.
12 <input type="checkbox"/>	<b>Service Role</b>	Service project as a contribution to the local community of the candidate as it directly relates to enhance emergency management activities. Serving 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).
13 <input type="checkbox"/>	<b>Professional Development</b>	<u>Attendance</u> at a national or state conference or annual meeting relevant to emergency management.
14 <input type="checkbox"/>	<b>Mitigation Activity</b>	Contributions toward or activities in support of reducing your community's vulnerabilities to hazards. The applicant must document a local mitigation activity that supports reducing your community hazard vulnerability (e.g., <u>active</u> member of the community's local mitigation strategy team, development of a mitigation program, etc.).
15 <input type="checkbox"/>	<b>Legislative or Regulatory Commission Activity</b>	Significant contact with an elected representative or independent governmental regulator commission created by legislative act at the national, state or local level regarding an emergency management issue. The applicant must show that they have had an ongoing dialogue with the representative.
16 <input type="checkbox"/>	<b>APS</b>	Receipt of the Advanced Professional Series (APS) Certificate. To be eligible the date on the certificate cannot exceed five (5) years from date of signature on this application.  (NOTE: Receipt of the Professional Development Series (PDS) Certificate is acceptable for FEMV applicants.)
17 <input type="checkbox"/>	<b>EMI Master Trainer or FEPA Intermediate or Master Instructor</b>	Receipt of the EMI Master Trainer or FEPA Intermediate or Master Instructor designation.

# Professional Contributions Detail

## 1. DISASTER EXPERIENCE

Evidence of significant disaster and recovery management experience delineates that candidate was actively involved in the response or recovery of an actual disaster in Florida or as part of a Florida supported deployment.

- a. This documentation must show proof of at least forty-eight (48) hours of active involvement in a single disaster incident. (i.e. ICS form 214, Unit Log, or organizational time sheet suitable as evidence for FEMA eligible work.)
- b. This disaster experience cannot be a duplicate of the one used in the Work History / Experience section.

## 2. TECHNICAL

Significant role in the design and/or development of a disaster exercise either full scale, functional, or tabletop.

This documentation must demonstrate active involvement in the design and/or development of an exercise, as well as describe the lessons learned as a result of the simulation.

## 3. PROFESSIONAL MEMBERSHIP

Active membership for three (3) years for FPPEM or two (2) years for FAEM/FEMV in an emergency management related professional organization with connections to emergency management. The basis of qualification for this contribution is the organization's mission, which should be concerned about one or more mission areas of emergency management and consistent with the protection of life and property from disaster. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization's website). The scope of the organization should be state, national, or international. Examples include professional organizations such as IAEM, NEMA, and Association of Contingency Planners.

- a. Submit a copy of the current membership card or membership directory for each year of membership. One (1) single membership organization for the required number of years or any combination of organizations over the required period. While multiple organizations may be used, documentation of different years must be provided.
- b. FEPA membership does not qualify for this contribution since applicant must have FEPA membership to be initially eligible for certification (except FEMV candidates).

## 4. LEADERSHIP AND PARTICIPATION

This is State, regional or local committee work resulting in a significant positive impact on the emergency management community. Serving as an elected officer or in a leadership position on a board of directors, board committee, task force, or special project for a professional, emergency management, or jurisdictional organization contributing to or supporting emergency management **(must not be part of the applicant's required job duties)**.

Contributions must clearly demonstrate a commitment to the emergency management profession above and beyond that normally expected from completion of an individual's job responsibilities. Any

assignment indicated in the applicant's job description does not meet the criteria for a leadership role contribution. (I.e. A contribution that does not meet the criteria is a leadership or service role on a task force or committee that is identified in your job description or part of the mission of your organization.)

- a. Applicant must demonstrate being an actual Officer or Board member, utilizing one single service role.
- b. Minimum of one (1) year participation in the leadership role.
- c. Documentation must be provided (i.e. Documentation may be a list of the Board/Officer members with their assignment, copy of meeting minutes listing your leadership position, etc.).

## **5. SPEAKING**

Develop and participate in a presentation or panel for a minimum of twenty (20) minutes (including radio, television, educational, video, etc.) related to an emergency management issue.

- a. The audience may be a community or professional group.
- b. Applicant must be the presenter.
- c. Applicant must attach verification of presentation.

## **6. TEACHING OR INSTRUCTING**

Complete a formal teaching or instructing commitment relating to an emergency management related course, which equals or exceeds three (3) hours of actual platform instruction where a certificate or credits are issued. The emphasis of this area is teaching an aspect of emergency management.

Example of teaching under this category include teaching a course on emergency management at a college or university, teaching professional development course of three (3) hours or more related to emergency management, or similar instructional commitment where the emphasis is on professional emergency management topics. Teaching is intended to impart the profession of emergency management. For example, ICS or All Hazards Planning courses would be acceptable.

- a. Providing technical skills training (HAZMAT, Fire, Law Enforcement, or EMS) to technical or professional people is not teaching professional emergency management.
- b. Applicant must attach verification of teaching or instructing.

## **7. PUBLICATIONS**

This refers to a publication of an emergency management article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the applicant's control (i.e. staff documents and internal reports do not qualify). Applicant must validate primary or secondary authorship. Publications in online periodicals qualify (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc. Applicants must have served as author, co-author, or contributor on publication. Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length. (Must not be part of the applicant's required job duties).



- a. Applicant must validate primary or secondary authorship.
- b. A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.
- c. Announcements, flyers, and documents written as work projects will not be considered.

## **8. AUDIOVISUAL AND INTERACTIVE PRODUCT**

Personally develop content for distributed emergency management video, computer software application, or other audiovisual tool in the field of emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession above and beyond that normally expected from completion of an individual's job responsibilities. Any assignment indicated in the candidate's job description does not meet the criteria for Audiovisual and Interactive Product contribution (i.e. development of forms or a computer program that is identified in your job or part of the mission of your organization to include video of an exercise in which you participated).

- a. Applicant must validate participation and significant development role at time of submission.
- b. Applicant must show proof of involvement in the development.
- c. PowerPoint type presentations are not applicable.

## **9. AWARDS OR SPECIAL RECOGNITIONS**

Received an award achieved through a nomination process in the field of emergency management, or special recognition in conjunction with an emergency management activity.

To satisfy this requirement, applicant may submit any award, honor, or special recognition received within the emergency management community or in conjunction with emergency preparedness activity. The award, honor, or special recognition must be personalized (i.e. addressed or inscribed) and refer directly to the candidate. Recognition from a source external to your own organization is more within keeping with the intent of professional contribution.

- a. An award from the City/County Administrator or Board, state or federal agencies for emergency management related activities to the individual are an example of the type of recognition envisioned.
- b. Awards for longevity (25 years of service) or routine performance awards are not adequate for inclusion under this category. Routine mass mailed thank you letters or certificate of participation are not acceptable.
- c. The Professional Development Series (PDS) or Advanced Professional Series (APS) do not qualify.
- d. Applicant must submit proof documenting receiving award or special recognition and date is suitable to verify.

## **10. COORDINATION AND COOPERATION**

A contribution to enhance an emergency management project within the State of Florida.

Applicant must describe the project and demonstrate that the resulting project or decisions must make a significant contribution or impact to emergency management within the State of Florida.

## **11. SPECIAL ASSIGNMENT**

Involvement in a special assignment for a committee task force or working group addressing disaster/emergency management issues. The resulting product or decisions must make a significant contribution to or impact on the emergency management community.

There needs to be documentation that this assignment is an individual accomplishment rather than a position requirement. A special assignment is not something that is a core part of your job. However, a positive response does not necessarily disqualify but will require further explanation, (a letter from either the appointing authority or the committee/task force chair) describing the non-routine and special professional contribution made by the applicant.

- a. Verification of assignment must be attached.

## **12. SERVICE ROLE**

Service project is a contribution to the local community of the applicant as it directly relates to enhance emergency management activities. Serving 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).

This service should not be one of the core duties of employment. For example, being a member of a Local Emergency Planning Committee (LEPC) is sometimes a requirement of employment. Serving on a multijurisdictional committee/task force where the individual is asked to serve because of their emergency management knowledge is acceptable.

Documentation substantiating the service role, such as a letter of appointment or meeting minutes showing the candidate's attendance and participation, etc. must be provided.

## **13. PROFESSIONAL DEVELOPMENT**

Attendance at a national or state conference or annual meeting relevant to emergency management. Acceptable conferences may be hosted by national, state, regional, or local agencies with an emergency management role.

- a. Training (how to) workshops do not fulfill this requirement. A one or two-day meeting on a single topic is considered a workshop.
- b. Applicants cannot duplicate a conference here when they have sought the ten (10) hour training credit in the Training Section.
- c. Applicant must submit a verification of attendance (e.g., acknowledgment letter, certification of attendance, etc.).

## **14. MITIGATION ACTIVITY**

Contributions are toward or activities in support of reducing your community's vulnerabilities to hazards.

The applicant must document a local mitigation activity that supports reducing your community hazard vulnerability (e.g., active member of the community's local mitigation strategy team, developing a mitigation program, etc.).

## 15. LEGISLATIVE OR REGULATORY COMMISSION ACTIVITY

Significant contact with an elected representative or independent governmental regulatory commission created by legislative act at the national, state or local level regarding an emergency management issue. The applicant must show that they have had an ongoing dialogue with the representative.

Applicant must submit a verification of the resulting legislative activity (e.g., original correspondence detailing the issue; agency legislative contact form or memorandum to file documenting contact and discussion details; acknowledgment letter on letterhead responding with technical specifics of issue; whitepapers, constituent surveys or data reports; certificate of appreciation, etc.).

## 16. ADVANCED PROFESSIONAL SERIES

Receipt of the Advanced Professional Series (APS) Certificate (attach copy of certificate).

***TO BE ELIGIBLE, THE DATE ON THE CERTIFICATE CANNOT EXCEED FIVE (5) YEARS FROM THE DATE OF SIGNATURE ON THE APPLICATION.***

(NOTE: Receipt of the Professional Development Series (PDS) Certificate is acceptable for FEMV applicants.)

## 17. EMI MASTER TRAINER OR FEPA INSTRUCTOR

Receipt of the EMI Master Trainer or FEPA Intermediate or Master Instructor designation (attach copy of certificate or notification of receipt of credential).