

FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION



Requirements for FPEM-HC or FAEM-HC

HEALTHCARE CROSSOVER CERTIFICATION REQUIREMENTS CURRENT FPEMs & FAEMs

Revised 2/19/2024

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

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Certification Program
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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 Healthcare Certification is designed to recognize individuals who possess the experience, knowledge, and skills to effectively manage a comprehensive emergency management program in

The FEPA Healthcare Certification Program affords the applicant two different levels of certification for which to qualify:

Florida Associate Emergency Manager- Healthcare (FAEM-HC): This certification recognizes devoted individuals who have met all the necessary requirements for certification as a Florida Associate Emergency Manager (FAEM) and possess advanced knowledge, skills and abilities to perform effectively within a comprehensive realm of the healthcare emergency management program. These programs can reside within the public or private sector.

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

Florida Professional Emergency Manager- Healthcare (FPEM-HC): This certification recognizes devoted individuals who have met all the necessary requirements for certification as a Florida Professional Emergency Manager (FPEM) and possess advanced knowledge, skills and abilities to perform effectively within a comprehensive realm of the healthcare emergency management program. These programs can reside within the public or private sector.

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

- A FPEM-HC has a working knowledge of all the five mission areas of emergency management as it relates to the healthcare industry. These are mitigation, prevention, protection, response, and recovery.
- A FPEM-HC has experience and knowledge of interagency and community wide participation in planning, coordination, and management designed to improve the emergency management capabilities in the healthcare industry to ensure resiliency in our efforts to provide patient care to our communities.
- A FPEM-HC can effectively accomplish the goals and objectives of any emergency management program in all healthcare environments.

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

The completion of the application is to be the 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.

Preceding each section of requirements are instructions that will tell you what is expected in each section. Please be sure to follow the directions. These directions will help you to avoid common mistakes that are made during the application process. Applicants must be able to prove their eligibility for this certification by including documentation of required training, professional contributions, experience, and time in service.

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 (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.**

CERTIFICATION DURATION

Certification is effective for the remainder of the Candidates FPEM/FAEM certification period. In order to recertify, candidates must meet recertification requirements by November 1st of the fourth (4th) full year following the year in which they were FPEM/FAEM 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 - Healthcare (FPEM-HC), and Florida Associate Emergency Manager - Healthcare (FAEM) 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 membership lapses during the certification period, a recertification application will not be accepted. A new application will be required.**

RECERTIFICATION REQUIREMENT

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-HC, and FAEM-HC, 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.

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.

FEES

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

- 1) Initial FPEM-HC, and FAEM-HC certification submission and review for current holders of FPEM/FAEM certification: \$25.00.
- 2) **Submit payment through the Certification portal.**
- 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.

The approval of the addition of the Healthcare Certification does not extend your certification period. Your certification will expire in accordance with your current FPEM/FAEM recertification date.

Membership information can be found at the FEPA website. www.FEPA.org

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.**

Applicant Mentoring

The FEPA Certification Commission encourages mentoring of applicants by current Commissioners. The best service a mentor can provide is to emphasize the process of being an emergency management professional, as well as the product of becoming a FPEM-HC, and FAEM-HC. This can be done by encouraging professional development which will result in meeting the qualifications to be a FPEM-HC, and FAEM-HC. For example, letting a person know about upcoming training opportunities, or helping them become involved in groups or programs which could result in their being able to document "contributions." Technical assistance could include helping an applicant document their training courses or instructions on assembling and organizing their application.

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 1st to be considered for the current Certification Class. Should November 1st

fall on the weekend (Saturday or Sunday), then all applications will be due on the final working day prior to November 1st. Applications time stamped after the close of business may not be assigned for review until the next business day. This deadline will allow a minimum of thirty (30) days for review prior to the FEPA Annual Meeting and Work Session. Additional documentation will not be accepted once the application is submitted unless requested by the Certification Commission.

Award of Certification

Successful candidates who meet the requirements for certification will be advised by letter from the Commission Chair. The Commission Secretary will confirm that the candidate is a current member in good standing one week before certification 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 certification 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.

FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION

Healthcare Certification Crossover Requirements

Criteria	Florida Associate Emergency Manager - Healthcare	Florida Professional Emergency Manager - Healthcare
Application Cost	<input type="checkbox"/> \$25 THIS FEE IS NON-REFUNDABLE.	<input type="checkbox"/> \$25 THIS FEE IS NON-REFUNDABLE.
FEPA Membership	<input type="checkbox"/> Required	<input type="checkbox"/> Required
Work History/ Experience	<input type="checkbox"/> Two (2) years employed in Healthcare with direct comprehensive Emergency Management experience; <input type="checkbox"/> Of which one (1) year was attained in Florida; <p style="text-align: center;">AND</p> <input type="checkbox"/> One (1) Florida exercise within five (5) years or actual disaster experience within the last ten (10) years . Exercise and Disaster Experience must be in a healthcare environment/facility	<input type="checkbox"/> Four (4) years employed in Healthcare with direct comprehensive Emergency Management experience; <input type="checkbox"/> Of which two (2) year was attained in Florida; <p style="text-align: center;">AND</p> <input type="checkbox"/> Total of two (2) experiences Florida exercise(s) within five (5) years and/or actual disaster experience(s) within the last ten (10) years . Exercise and Disaster Experience must be in a healthcare environment/facility
Training AND Hours	<i>All applications are required to have completed the following:</i> <input type="checkbox"/> 6-hours <i>Hospital Incident Command System (HICS) Course</i> <input type="checkbox"/> 16-hour <i>FHA Healthcare Emergency Management Course</i> <input type="checkbox"/> 16-hour <i>Homeland Security Exercise and Evaluation Program (HSEEP) Course</i> <input type="checkbox"/> <i>All applications are required to have completed IS100,200,700,800 series. Training certificates <u>must</u> be included in the training section.</i>	<i>All applications are required to have completed the following:</i> <input type="checkbox"/> 6- hours <i>Hospital Incident Command System (HICS) Course</i> <input type="checkbox"/> 16-hour <i>FHA Healthcare Emergency Management Course</i> <input type="checkbox"/> 16-hour <i>Homeland Security Exercise and Evaluation Program (HSEEP) Course</i> <input type="checkbox"/> <i>All applications are required to have IS100,200,700,800,300,400 series. Training certificates <u>must</u> be included in the training section.</i>

Notes:

1. **Requirement: Checklist must be completed and included in certification application.**
2. 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.
3. Required HICS, HCEM and HSEEP training certificate must be included in the training section.
4. Required courses that were obtained within the last ten (10) years can be included as part of total required training hours.

WORK HISTORY / EXPERIENCE SECTION INSTRUCTIONS

Requirements:

Criteria	Florida Associate Emergency Manager Healthcare	Florida Professional Emergency Manager Healthcare
Work History/ Experience	<p>Two (2) years employed in Healthcare with direct Comprehensive Emergency Management experience;</p> <p>Of which one (1) year was attained in Florida;</p> <p style="text-align: center;">AND</p> <p>One (1) Florida exercise within five (5) years or actual disaster experience within the last ten (10) years.</p> <p>Exercise and Disaster Experience must be in a healthcare environment/facility</p>	<p>Four (4) years employed in Healthcare with direct Comprehensive Emergency Management experience;</p> <p>Of which two (2) year was attained in Florida;</p> <p style="text-align: center;">AND</p> <p>Total of two (2) experiences Florida exercise(s) within five (5) years and/or actual disaster experience(s) within the last ten (10) years.</p> <p>Exercise and Disaster Experience must be in a healthcare environment/facility</p>

Work History / Experience FPEM-HC

- I. Work Experience must be Emergency Management related to the Healthcare industry. It must demonstrate participation in three (3) of the five (5) mission areas of Emergency Management: mitigation, prevention, protection, response, and recovery. Proof of direct healthcare Emergency Management related work and experience must be documented with a signed letter from the Emergency Management Director or supervisory level management from applicant’s jurisdiction or organization including dates of direct emergency management service and be included in the applicant’s submittal. The applicant’s submittal must include:
 - a. Position description must clearly show direct emergency management related duties. General first responder daily responsibilities **DO NOT** qualify as direct emergency management duties. If a current position description does not exist or if a copy needed from a previous job is unavailable, the applicant should so state in a brief cover letter signed by the applicant and attach a signed letter/statement from the current (or past) supervisor that states that (1) a position description does not exist, has been changed, or is unavailable; and (2) outlines (a) the emergency management functions performed by the applicant; (b) the dates of this service; and (c) the approximate amount of time spent in emergency management duties; and
 - b. Signed letter from the supervisor of applicant stating emergency management is a ***significant role*** of applicant’s position and dates of emergency management service.
- II. Time spent on volunteer/internship duties may also be counted. Applicants must provide documentation of the total time devoted to emergency management duties.

Work History / Experience FAEM-HC

- I. Work Experience must be Emergency Management related in Healthcare. It must demonstrate participation in two (2) of the five (5) mission areas of Emergency Management: mitigation, prevention, protection, response, and recovery. Proof of healthcare Emergency Management related work and experience must be documented with a signed letter from Emergency Management Director or supervisory level management from applicant’s jurisdiction or organization. The document must include dates of emergency management

service. The applicant's submittal must include:

- a. Position description must clearly show emergency management related duties in a healthcare environment/facility. General first responder daily responsibilities do not qualify as direct emergency management duties. If a current position description does not exist or if a copy needed from a previous job is unavailable, the applicant should so state in a brief cover letter signed by the applicant and attached to a signed letter/statement from the current (or past) supervisor that states that (1) a position description does not exist, has been changed, or is unavailable; and (2) outlines (a) the emergency management functions performed by the applicant; (b) the dates of this service; and (c) the approximate amount of time spent in emergency management duties; or
 - b. Signed letter from the supervisor of applicant stating emergency management is a **role** of the applicant's position including dates of emergency management service.
- II. Time spent on volunteer/internship duties may also be counted. Applicants must provide documentation of the total time devoted to emergency management duties.

Disaster / Exercise Experience

- I. For **Disaster Experience** credit, must have occurred within the **last ten (10) years**. Applicant must document **at least forty-eight (48) hours of active involvement** in a single emergency or disaster incident in Florida or as part of a Florida supported deployment in a healthcare environment/facility. Documentation should include sign in sheets, IAPs, SitReps, timesheets, Mission numbers, etc. explicitly showing your involvement. A letter of support alone may not be sufficient documentation.

A Disaster is defined as major event 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.).

A major incident that taxed facility resources, required community notifications and potentially jeopardized life may be acceptable.

- II. For **Exercise Experience** credit, must have occurred within the **last five (5) years** and in Florida or as part of a Florida supported deployment in a healthcare environment/facility to be eligible for consideration. Attach documented proof of exercise participation. This can include a certificate with applicant's name on it, a newspaper article identifying your participation, sign in sheets, or other exercise documentation showing your direct participation in the exercise or disaster event. A letter of support alone may not be sufficient documentation. ***To meet this requirement, applicants must have been an active participant in the exercise. Being a part of the planning committee or evaluator DOES NOT count towards meeting this requirement.***

REMINDER: If you are applying for the **FPEM-HC certification**, you need **two (2) different "experiences"**. This can be **two (2) exercises, two (2) disasters, or one (1) disaster and one (1) exercise.**

To meet this requirement, the following items may be used: A Declared Disaster; A National Special Security Incident; A Major Public Event; A Complex Incident; A Full-Scale Exercise; 2 Functional Exercises (to equal one experience); 4 tabletop exercises (to equal one Experience).

TRAINING SECTION INSTRUCTIONS

Criteria	Florida Associate Emergency Manager - Healthcare	Florida Professional Emergency Manager - Healthcare
Training Hours	<p><i>All applications are required to have completed the following:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 6-hour <i>Hospital Incident Command System (HICS) Course</i> <input type="checkbox"/> 16-hour <i>Healthcare Emergency Management Course</i> <input type="checkbox"/> 16-hour <i>Homeland Security Exercise and Evaluation Program (HSEEP) Course</i> <input type="checkbox"/> IS-100, IS-200, IS-700 and IS-800 series. Training certificates <u>must</u> be included. 	<p><i>All applications are required to have completed the following:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 6-hour <i>Hospital Incident Command System (HICS) Course</i> <input type="checkbox"/> 16-hour <i>Healthcare Emergency Management Course</i> <input type="checkbox"/> 16-hour <i>Homeland Security Exercise and Evaluation Program (HSEEP) Course</i> <input type="checkbox"/> IS-100, IS-200, IS-700, IS-800, ICS-300 and ICS-400 series. Training certificates <u>must</u> be included.

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. Required ICS training certificates must be included.
4. Required HICS, HCEM and HSEEP training certificate must be included in the training section.