

FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION



Master, Intermediate, or Basic

INSTRUCTOR RECERTIFICATION REQUIREMENTS

2/19/2024

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

**Florida Emergency Preparedness Association
Certification Commission – Instructor Certification
400 Capital Circle SE, ST 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 management instructor, or establishing any set procedures for work performance. The Instructor Certification program is designed to establish educational, training, and experience criteria relevant to emergency management training in the State of Florida and to recognize that an individual has met these criteria.

Welcome to the Florida Emergency Management Instructor Certification application process sponsored by the Florida Emergency Preparedness Association. This application has been designed to certify individuals who possess the experience, knowledge, and skills to effectively teach, instruct, and/or facilitate emergency management courses. The program will not only identify full time emergency management professionals, but also part time and other emergency management partners in the public, private, and volunteer sectors who dedicate their time and efforts to the training in the field of emergency management.

This application affords the applicant three different levels of recognition for which to qualify:

Florida Master Instructor (FMI): Highest level of certification for those persons who not only holds advanced instructor certifications and a broad base of instructional experience, but have verifiable experience, as shown by a sampling of student evaluations, online student survey, evaluation ~~ted~~ by a Florida Master Instructor from the FEPA Certification Commission as well as a minimum of 200 hours of classroom instructing experience (no more than 150 hours in one mission area of emergency management) and having taught recognized emergency management training courses (as illustrated on the FEPA Approved Training List).

Florida Intermediate Instructor (FII): An Instructor that does not meet the above criteria but requires additional instructional experience and mentoring. This instructor must also have verifiable experience, as shown by a sampling of student evaluations, online student survey, evaluation by a Florida Master Instructor from the FEPA Certification Commission as well as a minimum of 100 hours of classroom instructing experience (no more than 75 hours in one mission area of emergency management) and having taught recognized emergency management training courses (as illustrated on the FEPA Approved Training List)

Florida Basic Instructor This level is designed to serve as an entry level certification. This instructor must also have verifiable experience, as shown by a sampling of student evaluations or an online student survey as well as a minimum 50 hours of classroom instructing experience and having taught recognized emergency management training courses (as illustrated on the FEPA Approved Training List).

This program identifies emergency management professionals who have devoted time and effort in furthering emergency management education in the State of Florida. Applicants for this certification must be able to prove their eligibility by including documentation of required training, instructional experience, and time. **All certified instructors must be regular members in good standing with FEPA.**

The application has been designed to be easy to follow. Preceding each section of requirements will be an instructional page 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.

If you should have any further questions, please feel free to contact any of the FEPA Certification Commission Instructor Section members, listed on the FEPA Web Site. Applicants are encouraged to work with a mentor before submitting an application package to ensure consistency and accuracy.

The completion of the application is to be the sole effort by the applicant. Application package must be submitted electronically via the portal.

The Certification Commission Vice Chair of Training will reject any application that is not submitted in this manner.

Preceding each section of requirements is an instructional page 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.

If you should have any further questions, please feel free to contact any of the FEPA Instructor Certification Commissioners listed on the FEPA website at.

Applicant Mentoring

Applicants are encouraged to work with an instructor certification mentor before submitting an application package to ensure consistency and accuracy. Mentoring ends upon submission of the application. The FEPA Certification Commission Instructor Section 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 value of becoming a certified instructor. This can be done by encouraging professional development, which will result in meeting the qualifications to be a certified instructor: For example, letting a person know about upcoming training opportunities. Technical assistance could include helping an applicant document their training courses or instructions on assembling and organizing their application.

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 Commission Instructor Section member who reviews a candidate's credentials prior to official submission must remove them self from the review process when it comes before the full Certification Commission.

Application Timelines

Application must be submitted electronically. The electronic application must be submitted by 5:00 pm EST on November 1st to be considered for the current Certification Class. Should November 1st fall on a weekend (Saturday or Sunday), then all applications will be due at 5:00 pm EST 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.

Fees

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

- 1.) FMI and FII recertification submission and review: \$125.00
- 2.) Basic Instructor certification and recertification submission and review: \$25.00

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 required for the duration of certification. Annual Membership dues are for the calendar year. If FEPA regular membership lapses during the certification period, the recertification application will not be accepted. A new application will be required.

Membership information can be found at the FEPA website.

Application Submission

Applicants are encouraged to work with a certification mentor before submitting an application package 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.

Neatness counts as part of the review. **The FEPA Certification Commission Chair will reject any certification application that is not submitted in this manner.**

The FEPA Executive Director shall confirm that the applicant is a current FEPA member in good standing and has paid the required application fee. 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 assign a review team; notify the assigned Commissioners, Executive Director, Chair and Secretary via email. 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.

Award of Certification

Successful candidates will be advised by letter from the Commission Vice Chair. The Commission will confirm that the candidate is a current member in good standing before certification is conferred at the FEPA Annual Awards Ceremony. Certificate and certification pin will be conferred at the FEPA Annual Awards Ceremony. 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.

Incomplete/Deficient Applications

Applications that are found to be incomplete will be rejected.

If your application is found to be inadequate, the applicant will receive a deficiency notice outlining the necessary corrective actions. A Certification Commission Instructor Section member may contact the applicant for clarification.

The applicant will be allowed to correct and resubmit required materials to the Certification Commission Instructor Section. Candidates who fail to make required corrections or fail to resubmit within 90 days of the date of notification will be denied certification.

All fees accompanying applications denied by the FEPA Certification Commission Instructor Section are forfeited. Candidates who wish to reinstate the application process after denial must pay required fees again.

Denial of Certification

Candidates whose applications are denied will be advised by letter from the Commission Chair. The letter denying certification will, outline the deficiencies in the application and steps to take to reconcile them. 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). Candidates are allowed a single resubmission per application fee. If the candidate submits a revised application within

90 days from the initial denial, no additional application fee will be assessed.

Candidates submitting an application after 90 days from the initial date of denial must pay an application fee again. If the candidate passes, they become part of the current class cycle.

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 (4th) 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 awarded by the Certification Commissioners 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 instructors with an opportunity to demonstrate that they have kept up with these advances and reinforces their commitment to professionalism in the emergency management community. All certified instructors are required to maintain FEPA membership for the duration of certification. If FEPA membership lapses during the certification period, recertification applications will not be accepted. A new application will be required.

Recertification Requirements

Recertification must be accomplished at five (5) year intervals by submitting documentation that demonstrates continuing education as defined in the recertification application and confirms that they have delivered quality training and continuing education.

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 instructors who are current FEPA members approaching recertification eligibility.

Certification Expiration

Certified instructors whose certification expires will no longer be permitted to use the certification designation nor will they be listed as certified instructors on the Florida Emergency Preparedness Association website. After expiration of initial certification, the candidate must submit the certification application fee, complete a new FEPA Instructor Certification Application, and submit for Certification Commission Instructor Section 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.

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.

If the Certification Commission Instructor Section discovers that an individual with an expired certification continues to use the certification designation in any media format, a letter signed by the Certification Commission Vice-Chair will be mailed to said individual with a copy going to their supervisor instructing said individual to cease and desist the use of expired certification designation. The FEPA President, the

FEPA Executive Director and Certification Commission Chair will be copied.

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 from the FEPA system.**

FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION

Instructor Recertification Requirements

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

Criteria	Master Instructor	Intermediate Instructor	Basic Instructor
Fee Paid	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125	<input type="checkbox"/> \$25
FEPA Membership	<input type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Required
Instructional References	<input type="checkbox"/> Three (3) references from three (3) separate course managers/training coordinators <input type="checkbox"/> Submit 50 student evaluations or survey responses	<input type="checkbox"/> Two (2) references from two (2) separate course managers/training coordinators <input type="checkbox"/> Submit 25 student evaluations or survey responses	<input type="checkbox"/> One (1) reference from a course manager/training coordinator <input type="checkbox"/> Submit 10 student evaluations or survey responses
Training	<input type="checkbox"/> Florida Professional Emergency Manager certification <input type="checkbox"/> A minimum of 100 hours of Emergency Management instructional experience within the last 5 years with no more than 75 hours in one mission area but must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.	<input type="checkbox"/> A minimum of 75 hours of Emergency Management instructional experience within the last 5 years with no more than 50 hours in one mission area but must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas. <input type="checkbox"/> 50 Hours of Emergency Management Training with 25 hours obtained in Florida (waived with FAEM or FPEM)	<input type="checkbox"/> A minimum of 25 hours of Emergency Management instructional experience within the last 5 years with no limit on hours in mission areas <input type="checkbox"/> 25 Hours of Emergency Management Training (waived with FEMV, FAEM, or FPEM)

TEACHING OR TRAINING SECTION INSTRUCTIONS

Requirements:

- I. Training course documentation (certificates, training submission forms, etc.) should be put into the same order that it is listed on the Training Summary Form. Any course used for this section should be listed on the FEPA list of approved courses. If it is not, you must submit a training submission form and fully justify that course.
- II. **Florida Master Instructor** - A minimum of 100 hours of Emergency Management instructional experience within the last 5 years with no more than 75 hours in one mission area but must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.
- III. **Florida Intermediate Instructor** - A minimum of 75 hours of Emergency Management instructional experience within the last 5 years with no more than 50 hours in each mission area but must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.
- IV. **Florida Basic Instructor** - A minimum of 25 hours of Emergency Management instructional experience within the last 5 years with no limit on hours in mission areas.

Fifty percent (50%) of all instruction provided must have been in a Florida classroom.

INSTRUCTIONAL REFERENCE SECTION INSTRUCTIONS

Criteria	Master Instructor	Intermediate Instructor	Basic Instructor
References	Three (3) references from three (3) separate course managers/training coordinators Submit 50 student evaluations or survey responses	Two (2) references from two (2) separate course managers/training coordinators Submit 25 student evaluations or survey responses	One (1) reference from a course manager/training coordinator Submit 10 student evaluations or survey responses

- I. Each reference must be a local or state course manager/training coordinator that can attest to your instructional capability.

NOTE: Candidates are encouraged to inform references that they have been listed and may receive a phone call from a member of the Certification Commission Instructor Section, at their discretion, to verify information.

TRAINING SECTION INSTRUCTIONS

Criteria	Master Instructor	Intermediate Instructor	Basic Instructor
Training	<p>Florida Professional Emergency Manager certification</p> <p>Minimum of 100 hours of EM instructional experience within the last 5 years with no more than 75 hours in any one EM mission area but must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.</p>	<p>Minimum of 75 hours of EM instructional experience within the last 5 years with no more than 50 hours in any one EM mission area but must be more than one topic. For example, cannot use all ICS courses citing multiple mission areas.</p> <p>50 Hours in <u>Emergency Management</u>, of which twenty-five (25) hours must have been attained in Florida in a classroom. <i>All EM training must have been completed within the last ten (5) years. (this requirement is waived with FAEM or FPEM),</i></p>	<p>25 Hours in <u>Emergency Management</u>. <i>All EM training must have been completed within the last ten (5) years (this requirement is waived with FAEM or FPEM)</i></p>

The following education requirements are waived if the applicant holds an FPEM or FAEM certification.

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. **Applicants are required to fill out and include a Plan of Instruction Form** for courses that are **NOT** listed in the FEPA Training Guide or on www.firstrespondertraining.gov. Failure to submit a Plan of Instruction 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.
5. If the training certificate does not include hours then it is the candidate's 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.
6. A **maximum of twenty-five (25) hours** will be accepted for any one documented training course.

7. Emergency Management conferences, seminars, or workshops must have attained contact hours to be eligible for consideration. **Maximum credit of ten (10) hours.**
8. Regionally accredited college or university classroom or independent study courses one semester hour = 1.5 quarter hours = fifteen (15) hours toward certification; 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.
9. **The maximum allowed for any FEMA Independent Study Course submitted is ten (10) hours.** IS courses are not considered as “in a Florida classroom”
10. 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.

PLAN OF INSTRUCTION SUBMISSION FORM

TITLE	
COURSE DESCRIPTION	
TIMEFRAME	
MATERIALS / AIDS	
LOCATION	
OBJECTIVES	
PRESENTATION	
EVALUATION	
OUTSIDE ASSIGNMENT <small>(If applicable)</small>	
TRAINING TYPE	<input type="checkbox"/> GENERAL MANAGEMENT <input type="checkbox"/> EMERGENCY MANAGEMENT
MISSION AREAS <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

TITLE	HEALTHCARE PLANNER'S 101
COURSE DESCRIPTION	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.
TIMEFRAME	Four hours
MATERIALS/AIDS	PowerPoint slides
LOCATION	FEPA Annual Meeting – Sandestin Hilton Miramar Beach, FL
OBJECTIVES	<p>At the end of this training:</p> <ol style="list-style-type: none"> 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 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 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. 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 5. Students will have a working knowledge of resources available to planners for assistance
PRESENTATION	<ol style="list-style-type: none"> I. Laws and Rules <ol style="list-style-type: none"> a. Develop a key understanding of the laws and rules surrounding healthcare facility plan reviews and emergency management's role in the process II. Criteria Overview <ol style="list-style-type: none"> a. Review each of the CEMP criteria's for each facility type and define common similarities and differences III. Common Issues <ol style="list-style-type: none"> 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 IV. Best Practices <ol style="list-style-type: none"> 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 V. Course Review/Test <ol style="list-style-type: none"> a. Students will take a 20 question course test and will be required to achieve a score of 75% in order to pass
EVALUATION	20 question course test and will be required to achieve a score of 75% in order to pass
OUTSIDE ASSIGNMENT (If applicable)	None
TRAINING TYPE	<input type="checkbox"/> GENERAL MANAGEMENT <input checked="" type="checkbox"/> EMERGENCY MANAGEMENT
MISSION AREAS (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

REMEMBER:

- Attach to this form a college or FEMA transcript, certificate of completion, or final class roster with your name or other acceptable documentation from the institution that conducted the training.
- A **maximum of twenty five (25) hours** will be accepted for any one documented training course.

Supporting documentation should be attached and must show the number of classroom hours (or college credits for a college course).