

FLORIDA EMERGENCY PREPAREDNESS ASSOCIATION



Initial Certification for FAEM, FPEM, and FEMV

CERTIFICATION REQUIREMENTS

Revised 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 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 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.

The FEPA Certification Program affords the applicant three different levels of certification for which to 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.

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.

- 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 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 certification by including documentation of required experience, time in service, training, and professional contributions.

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.**

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, FAEM, or FEMV. This can be done by encouraging professional development which will result in meeting the qualifications to be a FPEM, FAEM, or FEMV. 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 themselves from the review process when it comes before the full FEPA Certification Commission.

Application Timelines

Application packages must be submitted by 6:00 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 6:00 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) Initial FPEM, FPEM-HC, FAEM, and FAEM-HC certification submission and review: \$150.00.
- 2) FPEM, FPEM-HC, FAEM, and FAEM-HC re-certification submission and review: \$125.00.
- 3) FEMV initial certification and re-certification submission and review: \$25.00
- 4) FPEM; FAEM cross over to Healthcare concentration: \$25.00
- 5) **Submit payment in the FEPA Certification portal. If unable to pay through the Certification portal, payment may be made through fepa.org.**
- 6) **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, or a certification expires, a recertification application will not be accepted. You must fill out a new application, using the guidelines that you can only go back five (5) years for the proper documentation. FEMV applicants are not required to have or maintain FEPA membership.

Membership information can be found at the FEPA website. 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 the review assignments through the 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 cycle.

Award of Certification

Successful candidates who meet the requirements for certification 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 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.

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, 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 membership lapses during the certification period, a recertification application for FPEM or FAEM will not be accepted. A new application will be required. FEMV's are not required to maintain FEPA membership.

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.

FEPA CERTIFICATION CRITERIA Overview

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
Application Cost	<input type="checkbox"/> \$150 THIS FEE IS NON-REFUNDABLE.	<input type="checkbox"/> \$150 THIS FEE IS NON-REFUNDABLE.	<input type="checkbox"/> \$25 THIS FEE IS NON-REFUNDABLE.
FEPA Membership	<input type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Not Applicable
References	<input type="checkbox"/> Three (3)	<input type="checkbox"/> Three (3)	<input type="checkbox"/> Three (3)
Work History/ Experience	<input type="checkbox"/> Two (2) years 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 .	<input type="checkbox"/> Four (4) years 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 .	<input type="checkbox"/> Two (2) years of disaster related and/or emergency management volunteer experience attained in Florida. Support documentation is required from agency benefitting from this volunteer service; <p style="text-align: center;">AND</p> <input type="checkbox"/> One (1) Florida exercise or actual disaster experience within the last ten (10) years .
Education	<input type="checkbox"/> High School diploma or GED	<input type="checkbox"/> High School diploma or GED	<input type="checkbox"/> High School diploma or GED.

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
Training AND Hours	<input type="checkbox"/> 25 Hours in <u>General Management</u> ; (this requirement is waived if you possess a 4-year degree from an accredited university), <input type="checkbox"/> 100 Hours in <u>Emergency Management</u> , of which twenty-five (25) hours must have been attained in Florida in a classroom. All EM training must have been completed within the last ten (10) years. <input type="checkbox"/> All applicants are required to have completed 12 Hours in each Mission Area <input type="checkbox"/> All applicants must obtain the EMI Professional Development Series (PDS) Certificate of Completion. <input type="checkbox"/> All applications are required to have completed IS-100, IS-200, IS-700 and IS-800 series. Training certificates <u>must</u> be included.	<input type="checkbox"/> 50 Hours in <u>General Management</u> ; (this requirement is waived if you possess a 4-year degree from an accredited university), AND <input type="checkbox"/> 150 Hours in <u>Emergency Management</u> , of which fifty (50) hours must have been attained in Florida in a classroom. All EM training must have been completed within the last ten (10) years. <input type="checkbox"/> All applicants are required to have completed 25 Hours in each Mission Area <input type="checkbox"/> All applicants must obtain the EMI Professional Development Series (PDS) Certificate of Completion. <input type="checkbox"/> All applications are required to have completed IS-100, IS-200, IS-700, IS-800, ICS-300 and ICS-400 series. Training certificates <u>must</u> be included.	<input type="checkbox"/> 50 Hours in <u>Emergency Management. All EM training must have been completed within the last ten (10) years. <input type="checkbox"/> All applications are required to have completed IS-100, IS-200, IS-700 and IS-800 series. Training certificates <u>must</u> be included. </u>
Contributions to Emergency Management	<input type="checkbox"/> Four (4) attained in Florida	<input type="checkbox"/> Seven (7) attained in Florida	<input type="checkbox"/> Four (4) attained in Florida

Notes:

1. The FAEM applying for FPEM, must submit a complete FPEM application.
2. **The ten (10) 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. PDS certificate must be included in the training section.
5. Required PDS courses can be included as part of required training hours if obtained within the ten (10) year period.
6. Required ICS training certificates must be included in the training section.
7. Required ICS courses obtained within the last ten (10) years can be included as part of required training hours.

WORK HISTORY / EXPERIENCE SECTION INSTRUCTIONS

Requirements:

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
Work History/ Experience	<p>Two (2) years 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>Four (4) years 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>Two (2) years disaster related and/or emergency management experience in Florida. Support documentation required from agency benefitting from this volunteer service;</p> <p style="text-align: center;">AND</p> <p>One (1) Florida exercise or actual disaster experience within the last ten (10) years.</p>

Work History / Experience FPEM

- I. Work Experience must be Emergency Management related. 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 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

- I. Work Experience must be Emergency Management related. It must demonstrate participation in two (2) of the five (5) mission area of Emergency Management: mitigation, prevention, protection, response, and recovery. Proof of 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. 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; and
 - 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.

NOTE: Florida Emergency Management Volunteer Certification Applicants: Applicants must submit signed documentation from the Emergency Management Director for the jurisdiction in which the volunteer serves identifying dates of direct emergency management service.

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. Documentation should be provided to show 48 hours of involvement in a disaster. 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.).

- 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 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.***

Exercises and Disaster Experiences used here cannot be used in Professional Contributions.

REMINDER: If you are applying for the **FPEM** 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.)

REFERENCE SECTION INSTRUCTIONS

Requirements:

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
References	Three (3)	Three (3)	Three (3)

Each applicant must submit the names of three references and information on their reference sources as requested.

- I. The first reference must be your current supervisor. This will be the person responsible for initiating your annual performance, job evaluation, or rating and must be one of the raters. If your supervisor is not a rater or evaluator, then your immediate rater or evaluator must be included as one of the other two references.
- II. Other reference sources who qualify are:
 - A past supervisor (within 7 years)
 - Local, state, or federal government officials or department heads;
 - Emergency service organization officials (e.g., public, private, military, tribal)
 - State or national emergency management association officers
 - Others (by request to and approval of the Certification Commission)
- III. Reference sources who **do not** qualify are:
 - A subordinate
 - A former student
 - Friends, neighbors, or relatives

NOTE: Candidates are encouraged to inform references that they have been listed. Certification Commissioners, at their discretion, may call references to verify information.

EDUCATION SECTION INSTRUCTIONS

Requirements:

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
Education	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED

- I. All candidates are required to have a minimum of a High School Diploma or GED.
- II. **Candidates must provide a copy of their high school diploma, GED, or college diploma in order to satisfy this requirement.**
- III. If the applicant's name has changed due to change in marital status or other reason, a brief explanation should be attached.

NOTE: Applicants with a college degree may be eligible to waive and/or reduce certain training requirements. Please refer to Training Section instructions for more details.

TRAINING SECTION INSTRUCTIONS

Criteria	Florida Associate Emergency Manager	Florida Professional Emergency Manager	Florida Emergency Management Volunteer
Training Hours	<p>25 Hours in <u>General Management</u>; (<i>this requirement is waived if you possess a 4-year degree from an accredited university</i>),</p> <p style="text-align: center;">AND</p> <p>100 Hours in <u>Emergency Management</u>, of which twenty-five (25) hours must have been attained in Florida in a classroom. All EM training must have been completed within the last ten (10) years.</p> <p><i>All applications are required to have completed 12 Hours in each Mission Area</i></p> <p><i>All applicants must obtain the EMI Professional Development Series (PDS) Certificate of Completion.</i></p> <p><i>All applications are required to have completed IS-100, IS-200, IS-700 and IS-800 series. Training certificates <u>must</u> be included.</i></p>	<p>50 Hours in <u>General Management</u>; (<i>this requirement is waived if you possess a 4-year degree from an accredited university</i>),</p> <p style="text-align: center;">AND</p> <p>150 Hours in <u>Emergency Management</u>, of which fifty (50) hours must have been attained in Florida in a classroom. All EM training must have been completed within the last ten (10) years.</p> <p><i>All applications are required to have completed 25 Hours in each Mission Area</i></p> <p><i>All applicants must obtain the EMI Professional Development Series (PDS) Certificate of Completion.</i></p> <p><i>All applications are required to have completed IS-100, IS-200, IS-700, IS-800, ICS-300 and ICS-400 series. Training certificates <u>must</u> be included.</i></p>	<p>50 Hours in <u>Emergency Management</u>. All EM training must have been completed within the last ten (10) years.</p> <p><i>All applications are required to have completed IS-100, IS-200, IS-700 and IS-800 series. Training certificates <u>must</u> be included.</i></p>

General Management training and education contributes to and compliments emergency management tasks and/or improves an individual’s ability to function as an effective emergency manager.

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 General Management Training** includes training courses that are general management training that qualify: principles of management, finance, business administration, organizational behavior, budgeting, community development, human resources/relations, public relations, volunteer development, grants management, computer systems, MIS applications, business communications, public speaking, marketing etc. (e.g., CareerTrack, Florida Institute of Government, etc.). **Persons documenting a four (4) year Bachelor’s degree from an accredited institution in the Education Section of the application have their General Training**

requirements waived. Please verify the accreditation of your college or university at the following website: <http://ope.ed.gov/accreditation/Search.aspx>.

4. **Acceptable Emergency Management Training** includes any local, state, or federal sponsored emergency management training course or other emergency management related training course.
5. Applicants are required to complete minimum training hours for each Emergency Management Mission Area. Hours must be tallied at the bottom of the training summary form:
 - a. Initial FPEM certification requires a minimum of twenty-five (25) hours per mission area (out of the 150 hours).
 - b. Initial FAEM certification requires a minimum of twelve (12) hours per mission area (out of the 100 hours).
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
 - c. If course is not listed in the FEPA Training Guide use the www.firstrespondertraining.gov website.
7. **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.
8. If the training certificate does not include hours and is not in the FEPA Training Guide or on the 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 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.
12. **The maximum allowed for any FEMA Independent Study Course submitted is ten (10) hours.** IS courses are not considered as "in a Florida classroom".
13. It is suggested that the applicant submit documentation for 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.
14. Required PDS certificate must be included.
15. Required PDS courses can be included as part of required training hours if issued within the last

ten years.

16. Required ICS training certificates must be included.
17. Required ICS courses can be included as part of required training hours if issued within the last ten years.
18. ***For Applicants with an Emergency Management Degree:*** The following chart shows how many emergency management hours are required based on the time since the degree was awarded:

MASTER'S OR BACHELOR'S DEGREE IN EMERGENCY MANAGEMENT			
Time Since Degree Earned	0 - 2 years	2 - 4 years	4 + years
Total EM Training Hours Needed	50	75	150
EM Training Hours attained in Florida	50	50	50
Minimum hours per mission area	10	20	25

ASSOCIATE'S DEGREE IN EMERGENCY MANAGEMENT		
Time Since Degree Earned	0 - 2 years	2 + years
Total EM Training Hours Needed	75	150
EM Training Hours attained in Florida	50	50
Minimum hours per mission area	10	20

Duplicate Form as Necessary

PLAN OF INSTRUCTION FORM

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

PROFESSIONAL CONTRIBUTIONS SECTION INSTRUCTIONS

Requirements:

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

The concept of professionalism is ultimately defined as one’s contributions to the profession. Candidates can list any and all activities giving special consideration to the most current activities. Specific verification documenting activity is requested 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. Contributions must have occurred during the last ten (10) years. **Contributions must clearly demonstrate a commitment to the emergency management profession.**

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

1. Contributions submitted for credit must include the date(s) and be verified by adequate documentation.
2. All Professional Contributions **must have occurred within the last ten (10) years.**
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. 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 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.).

PROFESSIONAL CONTRIBUTIONS TO EMERGENCY MANAGEMENT

Overview

Contribution Number	Contribution Name	Description
1 <input type="checkbox"/>	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. This documentation must show proof of at least forty-eight (48) hours of <u>active involvement</u> in a single disaster incident.
2 <input type="checkbox"/>	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 <input type="checkbox"/>	Professional Membership	Active membership for three (3) years for FPEM or two (2) years for FAEM/FEMV 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 certification (except FEMV).
4 <input type="checkbox"/>	Leadership & Participation	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 (must not be part of the applicant's <u>required</u> job duties).
5 <input type="checkbox"/>	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. The audience may be a community or professional group. <u>Applicant must be the presenter.</u>
6 <input type="checkbox"/>	Teaching or Instructing	Complete a formal teaching or instructing commitment relating to an emergency management related course that equals or exceeds three (3) hours of actual platform instruction where a certificate or credits are issued.
7 <input type="checkbox"/>	Publications	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 <u>required</u> job duties).
8 <input type="checkbox"/>	Audio-Visual & Interactive	Personally develop content for distributed emergency management video, 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. PowerPoint type presentations are not applicable
9 <input type="checkbox"/>	Awards or Special Recognition	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"/>	Coordination / Cooperation	Contribution to enhance an emergency management project within the State of Florida.
11 <input type="checkbox"/>	Special Assignment	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 in the emergency management community.
12 <input type="checkbox"/>	Service Role	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"/>	Professional Development	Attendance at a national or state conference or annual meeting relevant to emergency management.
14 <input type="checkbox"/>	Mitigation Activity	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"/>	Legislative or Regulatory Commission Activity	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"/>	APS	Receipt of the Advanced Professional Series (APS) Certificate. To be eligible the date on the certificate cannot exceed ten (10) 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"/>	EMI Master Trainer or FEPA Intermediate or Master Instructor	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 APS certificate).

TO BE ELIGIBLE, THE DATE ON THE CERTIFICATE CANNOT EXCEED TEN (10) 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 INTERMEDIATE OR MASTER INSTRUCTOR

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