



Application Guidelines for the Utah Emergency Management Professional Certification Program

The Utah Emergency Management Professional Certification Program has adopted the vision of the Certified Emergency Manager® Program offered by the International Association of Emergency Managers (IAEM) with the following purpose:

- Elevate the visibility of emergency managers
- Encourage continued professional development, education and technical skills
- Ensure basic knowledge, skills and abilities

The intent of this document is to provide detailed information to assist emergency managers in the completion of applications submitted for the Utah Emergency Management Professional Certification Program. The certification program is jointly administered by the Utah Division of Emergency Management (DEM) and the Utah Emergency Management Association (UEMA). The certification program is intended to recognize the knowledge, skills, and abilities of applicants and their achievements as an Emergency Management Professional.

Detailed information for each section of the application can be found on the following pages.

Questions regarding the application process should be directed to the Certification Committee via email at UtahCEM@utah.gov.



General Guidelines

Application packets should be complete, including all documentation such as forms, letters, copies of certificates and other supporting information. Incomplete applications will not be considered.

Potential application pitfalls may occur as a result of any of the following:

- Incomplete
- Sloppy or Illegible
- Lack of Order
- Lack of Documentation
- Missing Information and/or Signatures
- Unsubstantiated Claims

Program information and application documents can be found on the websites for DEM: emergencymanagement.utah.gov and UEMA: uemaonline.com

Applications should be submitted in a professional manner (neat, well organized, and with all required supporting documentation) through Email to UtahCEM@utah.gov. Each document uploaded should be clearly identified in the file name. The “Applicant Information” page for each certification (page 2) should be printed, signed and submitted, along with a check for the applicable application fee to:

Utah Division of Emergency Management
Attn: Professional Certification Committee
1110 State Office Building, Salt Lake City, UT 84114-1710

Each application is subject to review by no fewer than two (2) members of the Certification Committee based on the requirements of the program. Applicants should keep a copy of their application in the event that the Committee has questions or needs additional information.

The Certification Committee will be comprised of three (3) staff members from the Utah Division of Emergency Management (DEM) and four (4) members from the Utah Emergency Management Association (UEMA) and will include, when possible, those who are currently holding the designation of Certified Emergency Manager. Committee members from DEM will be appointed by the Division Director and Committee members from UEMA will be selected by the UEMA Board. The Committee will meet, at a minimum, two times per year to review application packets.

Work History / Experience

- I. Work Experience must be Emergency Management related. Applicants must be responsible for, or participate in, all four phases of Emergency Management: preparedness, response, recovery and mitigation. Proof of Emergency Management related work and experience must be documented and included in the applicant's submittal through the following:
 - a. Official Position Description from Human Resources
 - b. Signed letter, on letterhead, from supervisor of applicant stating emergency management as a primary function of applicant's position and dates of emergency management service.

Education

- 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 or college diploma (or official transcript showing graduation date) in order to satisfy this requirement. If the name has changed due to change in marital status or other reason, a brief explanation should be attached.

References

- I. Three references are required for those applying for the Utah Certified Emergency Manager designation and two references are required for the Utah Associate Emergency Manager designation. References should be submitted on letterhead, where applicable.
- II. The first reference required for both levels of certification must include a letter from the applicant's current supervisor. In addition to a positive reference for the applicant, in general, the letter should also indicate the supervisor's support of the application.
- III. The second reference required for both levels of certification must include a letter from a peer of the applicant who also works in the emergency management discipline.
- IV. A third reference is required for applicants who are pursuing the Utah Certified Emergency Manager designation. A reference letter must be included from one of the following:
 - a. A past supervisor (within last seven (7) years)
 - b. Local, state, or federal government officials, or department heads;
 - c. Emergency service organization officials (e.g., public, private, military, tribal, non-profit)

- d. State or national emergency management association officers
- e. Others (by request to and approval of the Certification Committee)

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

Professional Contributions

- I. All Professional Contributions must have occurred within the last ten (10) years, from the date of the application, for initial certification and within the last five (5) years, from the date of the application, for recertification.
- II. Applicants must submit a minimum of five (5) contributions if pursuing the UCEM and four (4) contributions if pursuing the UAEM. When applying for recertification, applicants must submit a minimum of four (4) contributions for the UCEM and three (3) contributions for the UAEM.
- III. Applicants may only use one (1) contribution from each eligible category under initial certification and recertification.
- IV. Do not duplicate any activities already included in the application (i.e., Disaster Experience or Exercise).
- V. It is suggested that you submit more than the minimum contributions (i.e., if you are required to submit five (5) contributions, submit an extra one or two to make sure that the requirements are fulfilled).
- VI. Each applicant is required to fill out the Professional Contributions Checklist within the application document to indicate the contributions being submitted for consideration.
- VII. Documentation must be submitted to clearly support your claim of the activity. Depending on the contribution, documentation may include a letter of verification, a copy of minutes from a meeting, a conference agenda or other supporting materials.

VIII. Category Specific Requirements are as follows:

1. Professional Membership
 - a. Active membership in an emergency management related professional organization.
 - b. A minimum of two years is required.
 - c. Provide membership certificate(s) or letter(s) from organization(s) to substantiate your standing.

2. Professional Conferences / Workshops
 - a. Attendance at conferences and/or workshops relevant to emergency management. Applicant must document at least 20 hours of conference attendance.
 - b. Include copies of agendas, rosters, certificates, etc.

3. Service Role
 - a. Voluntarily serve on a board, committee, task force or special project for a professional or jurisdictional organization contributing to or supporting emergency management.
 - b. Submit a letter or other form of documentation to validate your role

4. Leadership and Participation
 - a. Voluntarily serve in a leadership position on a board, committee, task force or special project for a professional or jurisdictional organization contributing to or supporting emergency management.
 - b. Submit a letter or other form of documentation to validate your role

5. Special Assignment
 - a. Evidence of Special Assignment showing service to the emergency management community outside of daily responsibilities
 - b. Submit a letter or other form of documentation to validate your special assignment

6. Speaking Engagement
 - a. Educational, formal, or informational speaking engagement on emergency management issues.

- b. Evidence of multiple speaking engagements. Minimum of three (3) required.
 - c. Include copies of agendas, letters, presentation materials, etc.

- 7. Teaching or Instructing
 - a. Teaching or instructing commitment in the field of emergency management.
 - b. A minimum of 3 hours of classroom instruction is required.
 - c. This can be the same class taught once for three (3) hours, or modules of various courses taught over the application period, for a total of three (3) hours in the classroom
 - d. Include a syllabus and copy of a program or training register that lists the applicant's name as instructor.

- 8. Course Development
 - a. Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.
 - b. Include a letter of validation and a summary of your contribution to the development / revision of the course.

- 9. Publications
 - a. Publication of an emergency management article, research project, or instructional pamphlet.
 - b. Must be an actual article, with a firm introduction, supporting evidence and conclusion. A simple bulleted list of preparedness activities would not be appropriate.
 - c. Include a copy of the article, which can come from sources such as magazines, newsletters, published journals, etc. Internal newsletters do not qualify.

- 10. Audio-Visual and Interactive
 - a. Involvement in the development of audio, audio-visual, or a software application in the field of emergency management. Videos, apps, websites, etc. are examples of qualifying products
 - b. Include a letter of validation regarding your involvement in the development of the product. Also include instructions on where to find and how to view the product, if applicable.

11. Awards or Recognition

- a. Award or special recognition received for your individual efforts or for your role as part of a team in the field of emergency management, or in conjunction with an emergency preparedness activity.
- c. Please include documentation of your specific role that resulted in your receipt of the award.

12. Legislative Contact

- a. Contact an elected legislative representative at the national or state level regarding an emergency management issue.
- b. Submit a copy of your original correspondence and a copy of the reply from the elected legislative representative or submit a letter from an elected legislative representative indicating your involvement in an emergency management issue.

13. Conducting Research

- a. Play a significant role in the development and execution of an emergency management research project.
- b. Include summary of your research and a copy of a letter from the person/entity that you submitted the research to along with their validation of your efforts.

14. Other

- a. Other contributions may be recognized by advanced request to and approval of the Certification Committee.
- b. Submit pertinent supporting documentation, including summary of what is being submitted under the "other" contributions category and how it is relevant to emergency management.

Training

- I. Applicants should pay close attention to the time requirements in the Training Section. Only classes taken within the last ten (10) years are eligible for initial certification. In applying for recertification, only training taken within the five (5) year period between certification and recertification will be considered. Requests to consider the acceptance of training outside of the ten year timeframe must be included at the time of submitting an initial certification application and should have detailed justification included in the request.

- II. Training course documentation (certificates, rosters, agendas, etc.) should be put into the same order as they are listed on the Training Summary Form in the application packet. If the applicant presents training in an unorganized manner, the committee may opt to disqualify the training section of the application. This may cause the entire application to be denied.
- III. Acceptable Emergency Management Training includes any local, state, federal or Institutes of Higher Education sponsored emergency management training course or other emergency management-related training course.
- IV. Applicants are required to fill out and include a Training Course Submission Form for courses that are NOT offered by the Utah Division of Emergency Management or the Emergency Management Institute. (Failure to submit this form for unlisted courses will result in disqualification of the training course.)
- V. A maximum of 20 hours in any one course subject will be accepted per documented training course.
- VI. Training hours submitted will be validated against the Training Course Allocation Table used by the International Association of Emergency Management.
- VII. For applicants seeking the Utah Certified Emergency Manager designation, 75 hours of emergency management specific and 50 hours of general management training must be submitted. For applicants seeking the Utah Associate Emergency Manager designation, 70 hours of emergency management specific and 30 hours of general management training are required.
- VIII. For applicants seeking recertification for either the Utah Certified Emergency Manager designation or the Utah Associate Emergency Manager designation, 50 hours of emergency management specific and 25 hours of general management training must be submitted.
- IX. A bachelor or graduate degree may be substituted for the general management training requirement. A copy of the official transcript should be submitted.
- X. A college degree in emergency management may be substituted in place of the emergency management specific training requirement, if received within ten (10) years of application.

- XI. Applicants seeking initial certification must complete the FEMA Professional Development Series as part of the training requirement. The courses may be allocated as part of the emergency management or general management credits as identified in the application packet.
- XII. Applicants seeking initial certification must complete each of the required training courses under the National Incident Management System (NIMS) as identified in the application packet. These courses may be allocated as part of the emergency management hours requirement.

Disaster / Exercise Experience

- I. Applicants seeking initial certification must have participated in a functional or full-scale exercise or have been involved in an actual disaster/event within the past five (5) years.
- II. For Disaster Experience credit, applicant must document at least 24 hours of active involvement in an emergency operations center or incident command post during an emergency or disaster incident. Multiple-day, planned events, such as a county fair, festival, sporting event, etc. may be considered for this requirement. The 24 hour time period does not need to be consecutive hours.
 - a. Submit copies of letters and/or significant documents such as incident action plans, ICS Forms, after action reports, etc. to validate your involvement in the disaster, emergency or event.
- III. For Exercise Experience credit, applicant must document their role in the exercise.
 - a. Attach documented proof of participation. The preferred method of documentation is a letter from an official involved with the design and/or evaluation of the exercise. Additional methods of documentation include a certificate with applicant's name on it, a newspaper article, or other documentation showing participation in the exercise or disaster event.
- IV. Exercises and Disaster Experiences submitted under this requirement cannot be used to duplicate a Professional Contributions requirement.

Planning

- I. Applicants seeking initial UCEM or UAEM certification must demonstrate direct involvement in the review and update of an emergency operations plan or a similarly approved plan within the past five (5) years.
- II. Applicants seeking the UCEM designation must also demonstrate their direct involvement in the review and update of a minimum of one additional plan relative to the emergency management profession. Hazard Mitigation Plans and Continuity of Operations Plans would be examples to be submitted for consideration.
- III. To receive credit under the Planning requirement, applicants must submit proof of involvement in the review and update process of the identified plan(s).
 - a. Submit letters and/or significant documents, such as the official list of contributors identified in the plan(s) to document involvement
 - b. A copy of plan update/change sheet to indicate the date of last review/update
 - c. Provide a copy of the plan's executive summary and/or the table of contents for reference

Additional Tips for Successfully Submitting Your UCEM/UAEM Application:

- I. Follow all instructions
- II. Letters of reference and support should be signed and when possible, submitted on official letterhead
- III. Applications should be submitted via Email to UtahCEM@utah.gov
- IV. Page 2 should be printed, signed and submitted with the applicable application fee to:

Utah Division of Emergency Management
Attn: Professional Certification Committee
1110 State Office Building, Salt Lake City, UT 84114-1710

- V. Fees are as follows: \$75 for the initial application for either the UCEM or UAEM and \$50 for recertification of either the UCEM or UAEM.
- VI. Checks can be made to: Utah Department of Public Safety
- VII. Please submit each section of documentation separately and name the document similar to the requirement you are supporting. For example: General Management Training, Emergency Management Training, Professional Contribution - Speaking, Professional Contribution - Memberships, EOP Planning, Experience, etc