

Civil Air Patrol

**The International Association
of Emergency Managers
(IAEM) and the Certified
Emergency Manager (CEM)
Program**



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HQ CAP/DOSI**



Webinar Presenters



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National Headquarters



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National Headquarters



Webinar Rules of Engagement

- **Members in the field will be in listen only mode. We have several hundred members signed up, so having everyone with an open microphone is not supportable.**
- **We will try to answer questions throughout the webinar though. Just type your questions, and we will either answer you directly via text or provide a voice answer to your question.**
- **The webinar itself, questions, and chat log are being recorded, so please remain respectful.**



A Professional Emergency Management Certification Program for CAP

Raising the bar of Professionalism in
CAP Emergency Services



Presentation Outline

Introduction/Purpose

Definition

Requirements

Application Pitfalls

Conclusion/Questions



Introduction & Background

Why are we in Interested?

- Memorandum of Understanding between IAEM and then CAP National Commander Major General Chuck Carr
- Effective - 1 November 2013



“...encouraging CAP members to join IAEM and participate in Associate and Certification in Emergency Management CEM ® programs.”



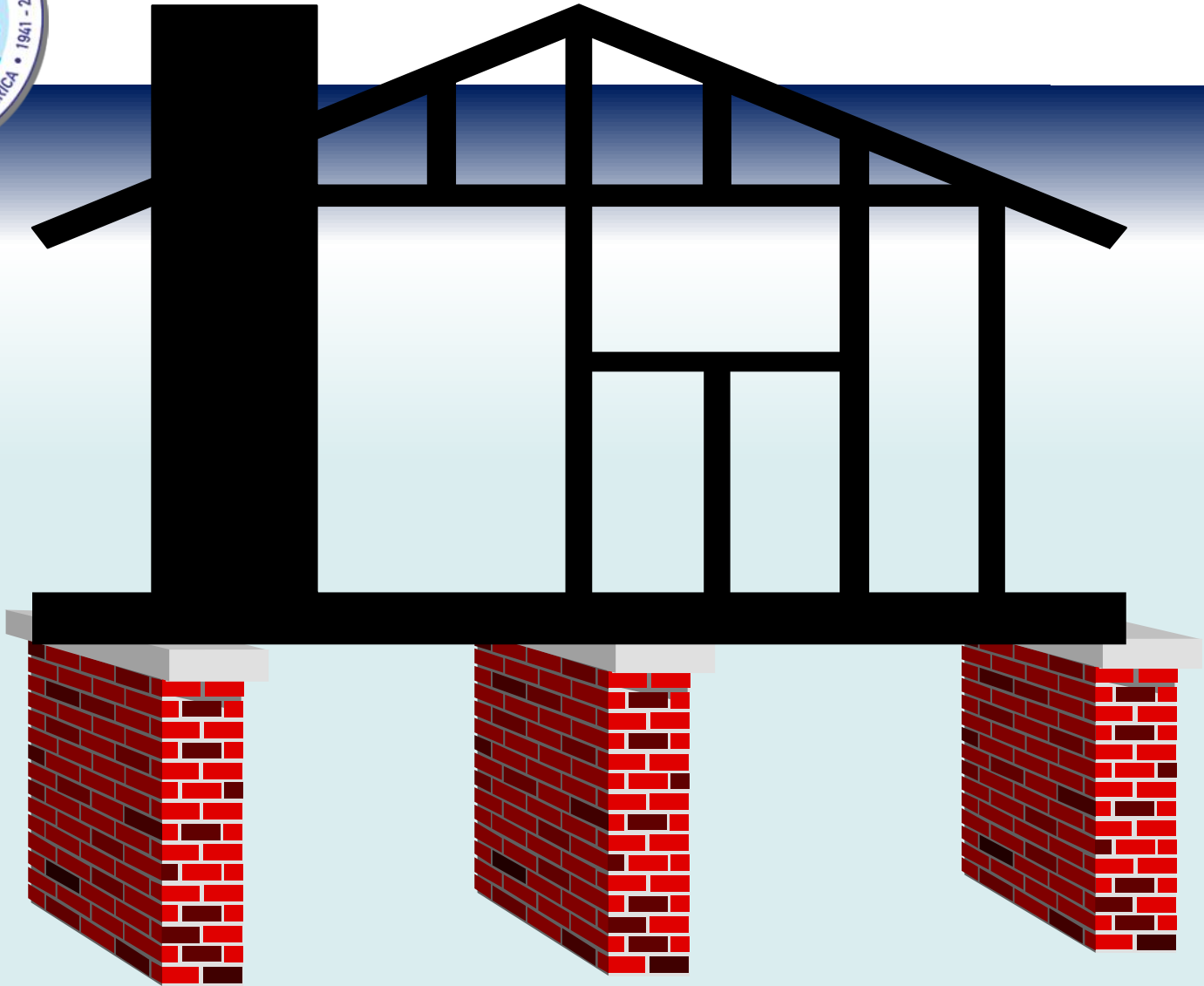
Purpose of any Certification Program

- To elevate the visibility of the specific profession
- Encourage and mandate continued professional development, education and technical skills
- Ensure minimal criteria of the Knowledge, Skills and Abilities (KSAs) of the profession





Foundation of A Profession



Experience

Education

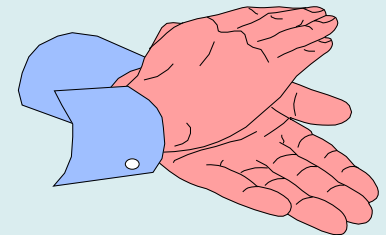
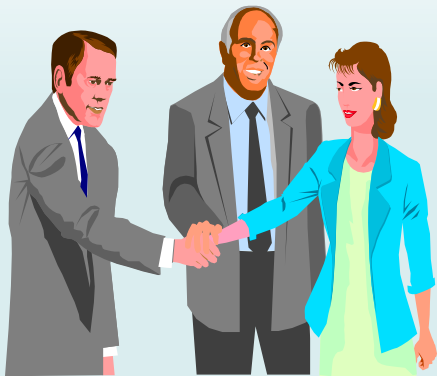
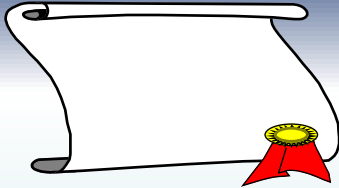
Training

CITIZENS SERVING COMMUNITIES

11 MAY 2016

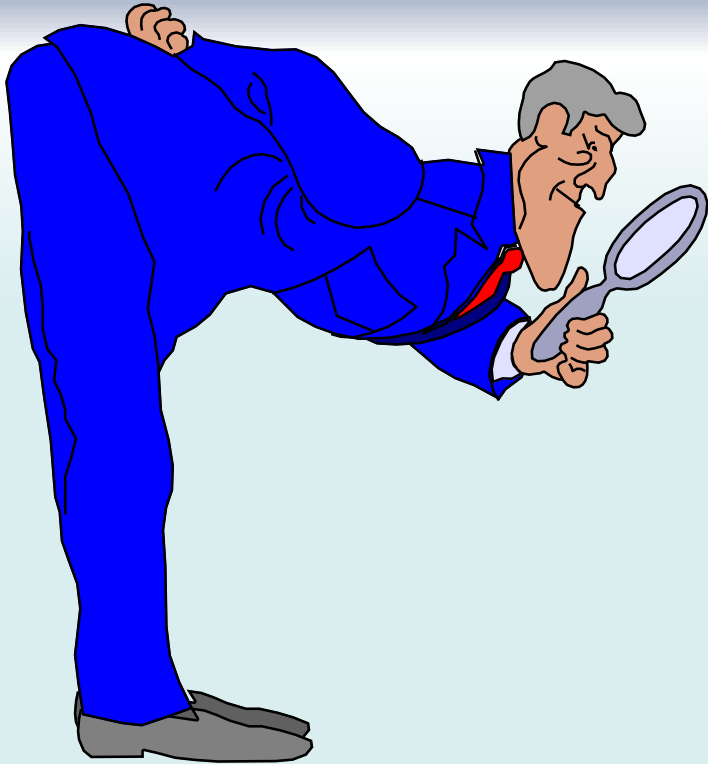


So Why Get Certified?





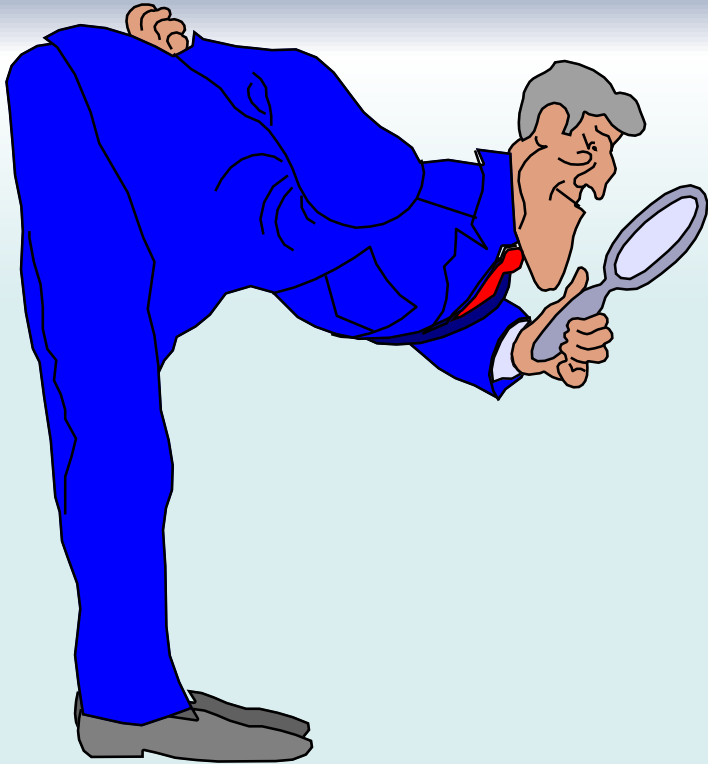
What Does Certification Bring With It?



NOTHING!



What Does Certification Offer You To Get Out Of The Effort For It?



- Professional Development
- Discovery
- Maintenance of Skills
- Education
- Maturation
- Lessons Learned
- Years Of Experience
- Others?



Professional Development

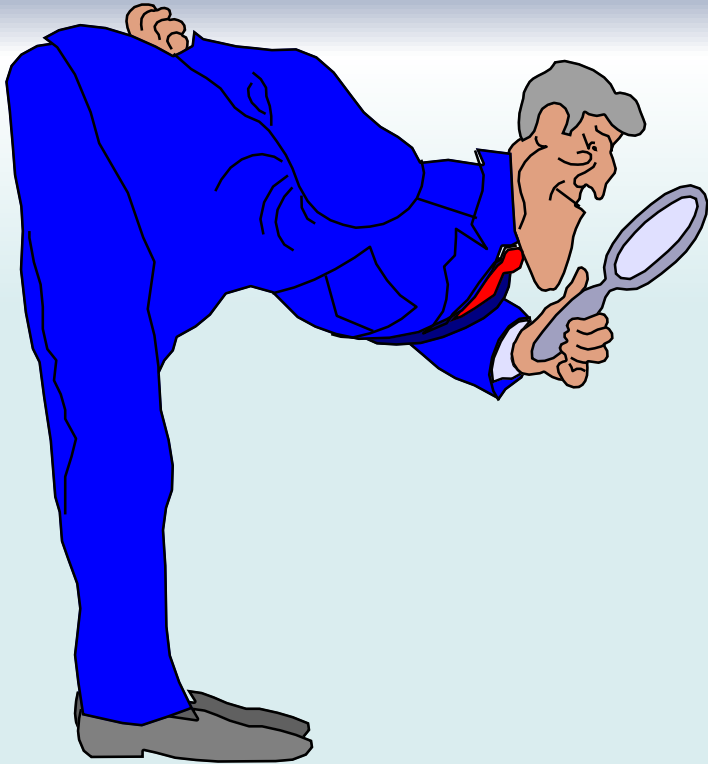
Its all about the journey



Sometimes it's the journey that teaches you a lot about your destination ... Drake



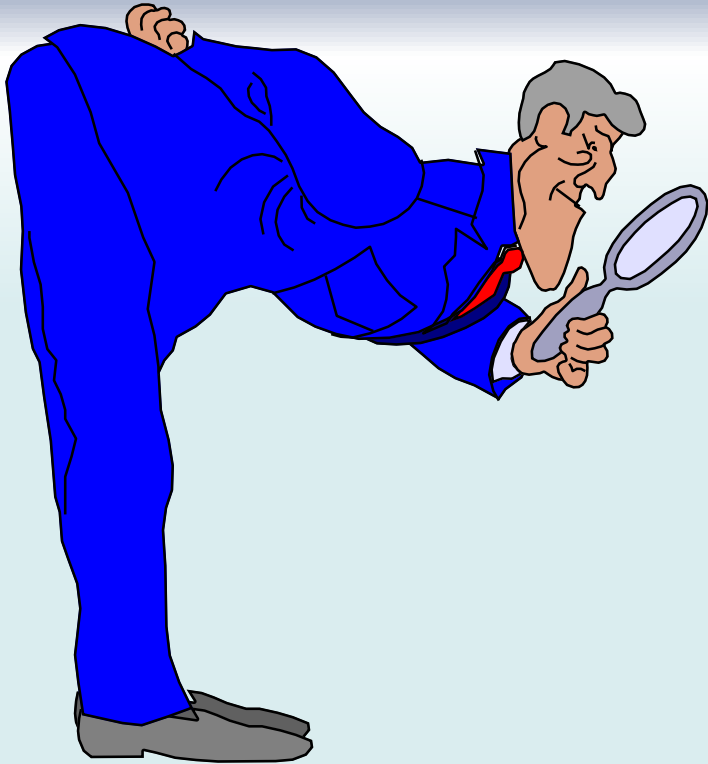
What Do I Get With Certification?



Big Deal!



What Can Certification Bring With It?



- **Growth**
- **Recognition**
- **Promotion**
- **Opportunities**



So What Is A CEM?





Definition of a CEM[®]

A Certified Emergency Manager is an individual who possesses the knowledge, skills and abilities to effectively manage a comprehensive management program. That program can be in, but not limited to, local government levels, business and industry, military contingency operations, health care related response/planning or educational institutions. It designates prescribed training and educational criteria plus a working knowledge of all the basic tenets in emergency management that are encompassed in the phases of Mitigation, Preparedness, Response and Recovery.



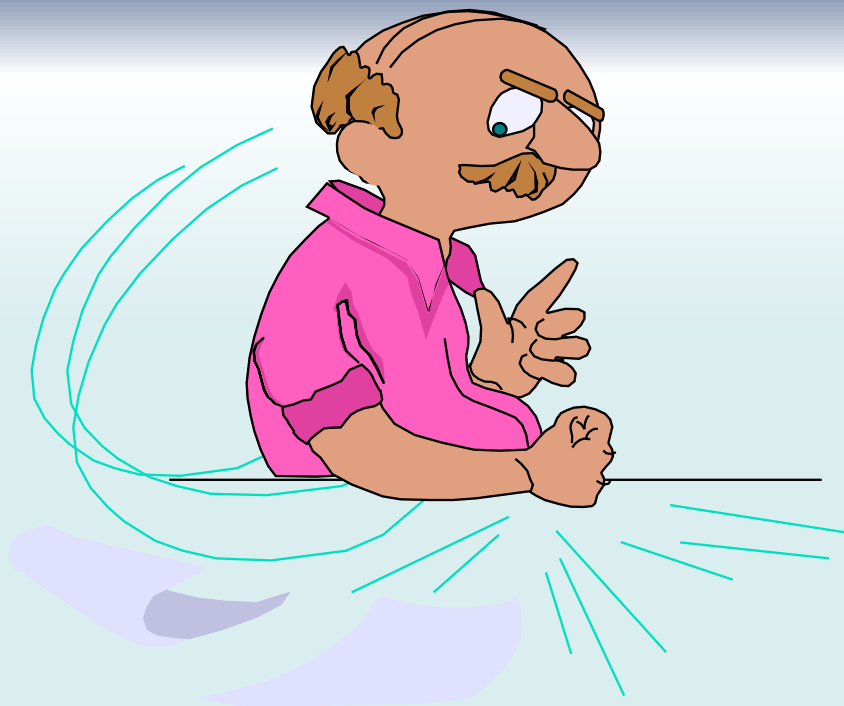
CEM[®] Definition (cont.)

In addition, Certified Emergency Manager clearly denotes interactive experience and knowledge of interagency as well as community-wide participation in planning, coordination, and management functions designed to improve emergency management capabilities. The Certified Emergency Manager can effectively accomplish the goals and objectives of any emergency management program in all the environments listed above with *little or no* additional training or orientation.



So Where Can I Get Started?





APPLY!



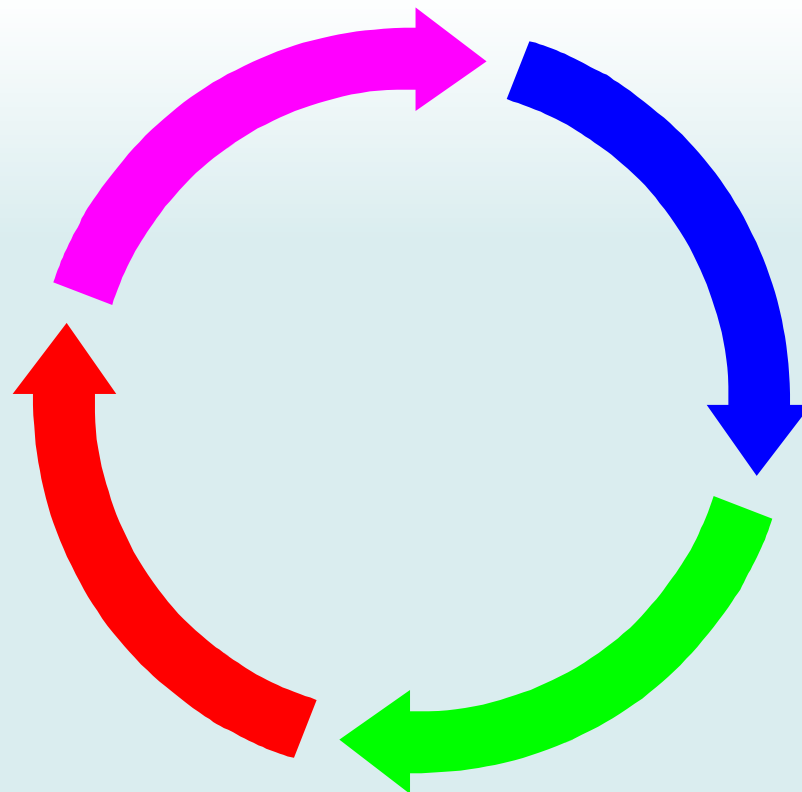
So ..How And What Do I Need To Demonstrate To Attain A CEM?





Certification Process

- **Application**
- **Credential Process**
- **Testing**
- **(Re-Certification)**





CEM[®] Credential Requirements

- Emergency Management Experience (3 years full-time equivalent minimum – equals 6,000 hours volunteer time)
- Three Professional References
- Actual Disaster/Contingency Experience or Substantive Role in Managing a Full-Scale Exercise
- Education (*any* 4-year BA/BS degree)



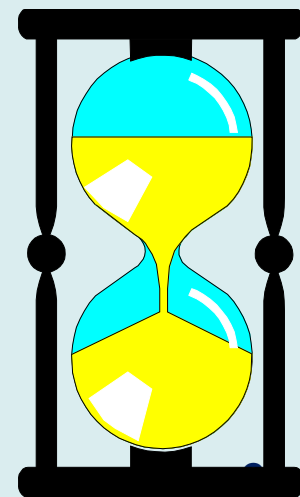
CEM[®] Credential Requirements (cont.)

- **100 hours of Emergency Management Training and 100 hours of General Management Training**
(No more than 25 hours in any one subject matter area, and needs to show training in all phases of CEM)
- **Contributions to the Profession (minimum of 6 out of 12)** *Examples include speaking, teaching, publishing, service on a Board, Commission, leadership role, memberships, etc...*
- **Comprehensive Management Essay**



CEM[®] Certification Requirements

- Comprehensive 100-question Multiple-Choice Examination
- ***(Applicant must get 75% or better to PASS. Test is multiple choice and administered through a variety of methods)***
- Recertification Requirement every 5 years.



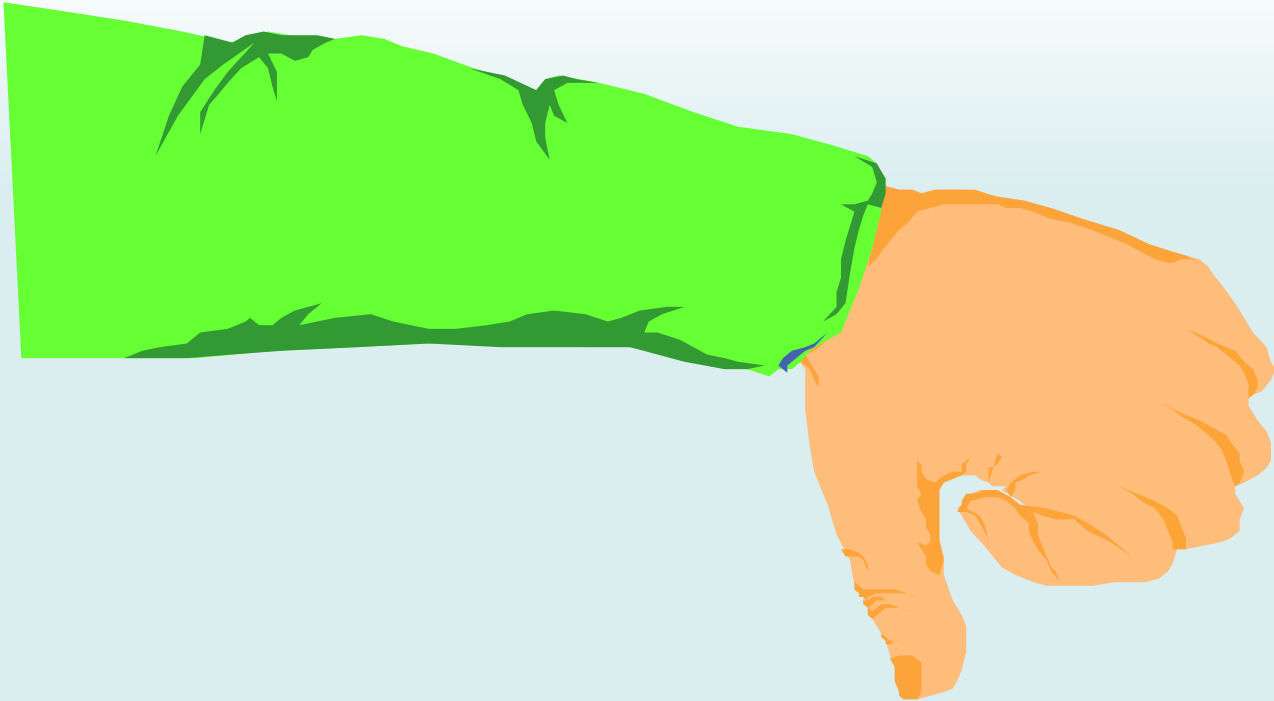


AEM Requirements

- All the same requirements as the CEM® program,
except
- that applicants need not have a baccalaureate degree or any formal college education or lack sufficient time on the job to meet the educational waiver



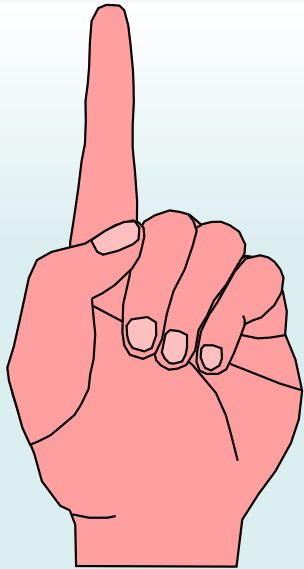
Application Pitfalls





Application Pitfalls

General Considerations



What Will Kill You First

- Incompleteness
- Sloppiness
- No order
- Lack of documentation
- Missing Info
- Invalidated Claims



Application Pitfalls

Work History & Experience

- No Official Job Description with Application
- Unaccounted Periods of Employment
 - Especially for Volunteer and Part-time Credit
- Letter Showing Relationship or % of Time in Emergency Management
- Failure to show full-spectrum of experience in Comprehensive Emergency Management



Application Pitfalls

Three Professional References

- Actual Points Of Contact – With letters of recommendation
- Weekend/After-work Phone Numbers Helpful
- Brief Who You List Beforehand



Application Pitfalls

Actual Disaster/Contingency Operational Experience or Substantive Role in Managing a Full- Scale Exercise

- Significant Role Must Be Documented
- Tangential Roles To Often Shown



Application Pitfalls

Education

- Official and/or Notarized Transcripts
- Transcript Must State Degree Conferred
- Send In Graduate Level Transcripts Even If No Degree Conferred Yet



Application Pitfalls

100 hours of Emergency Management Training **and** 100 hours of General Management Training

- Biggie is No More Than 25 Hours in Specific Area (300 Hours of HAZMAT is Very Impressive...but Doesn't Fill Square)
- Can't Count Under-graduate Work....But Can Count Graduate Work (15 Hr/Sem Hr)
- Don't Forget EMI Independent Study (IS) Courses (usually about 10 Hrs each)



Recognized CAP Courses

<u>Course</u>	<u>Gen Mgt Hrs</u>	<u>EM Hrs</u>
CAP CLC	16	
CAP UCC	16	
CAP SLS	16	
CAP TLC	16	
CAP RSC	50	
CAP NSC	50	
CAP RCC	40	
AFRCC Basic Inland SAR Planning	16	
National SAR School Inland SAR	40	
USAF SOS	61	39
USAF ACSC	100	75
USAF AWC	100	75

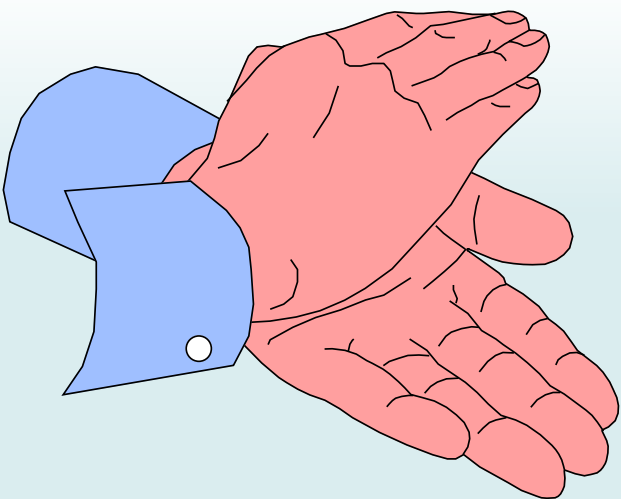


CAP Application Opportunities

<u>Course</u>	<u>Gen Mgt or EM Hrs</u>
IS 100	3
IS 200	3
IS 700	3
IS 800	3
ICS 300	18
ICS 400	14
L 0305 (IMT)	32
AHIMT Position Courses	32- 40
Other FEMA IS &Resident courses	4 - 40



Contributions to the Profession



Membership
Service Role
Leadership Role
Special Assignment
Speaking
Teaching
Publication
Course Development
Audio Visual and Interactive Products
Awards and Special Recognition
State Certification
Legislative Contact
Other



Application Pitfalls

Contributions to the Profession

- Cannot Be Job Related (N/A for Volunteers)
- Highlight Yourself
- Talk to a Mentor
- Contributions...Not Just Attributions
- We Need to See the Documentation
- Letters Will Suffice for Tapes/Videos
- We Normally Can See Through Smoke



Application Pitfalls

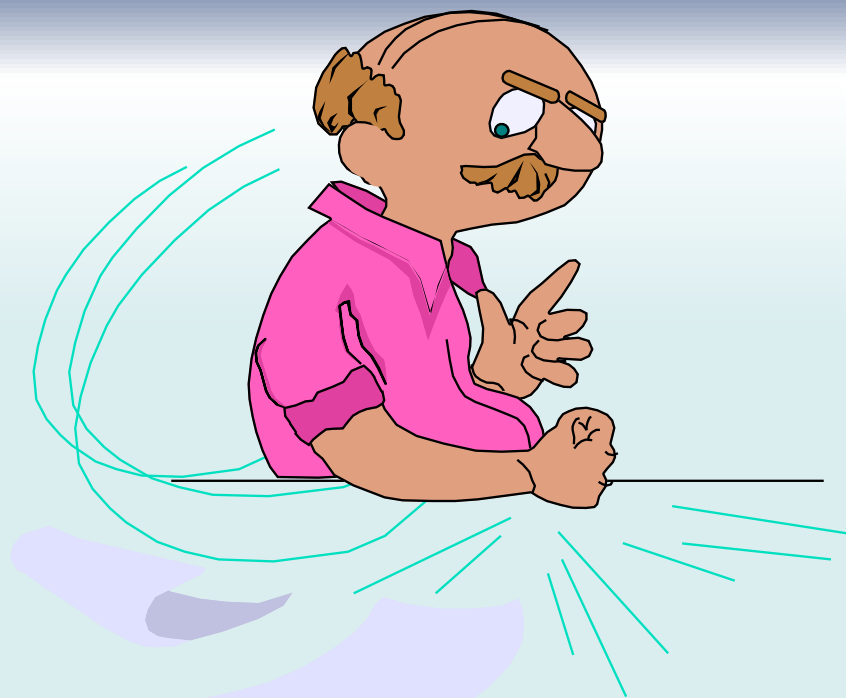
Comprehensive Management Essay

- Tells More About You ...Than You Think!
- Professional Writing/Communication Skills
- Demonstrated Knowledge Of CEM Components/Phases
- Ability to Display Your KSAs
- Spelling and Grammar Do Count
- *“First it should weigh enough...Two double spaced pages wouldn’t be enough for Hemingway!”*



So What If I Don't Have The Years Of Experience Or Contributions?





APPLY FOR AN ASSOCIATE CERTIFICATION (AEM)



Associate in Emergency Management (AEM) Requirements

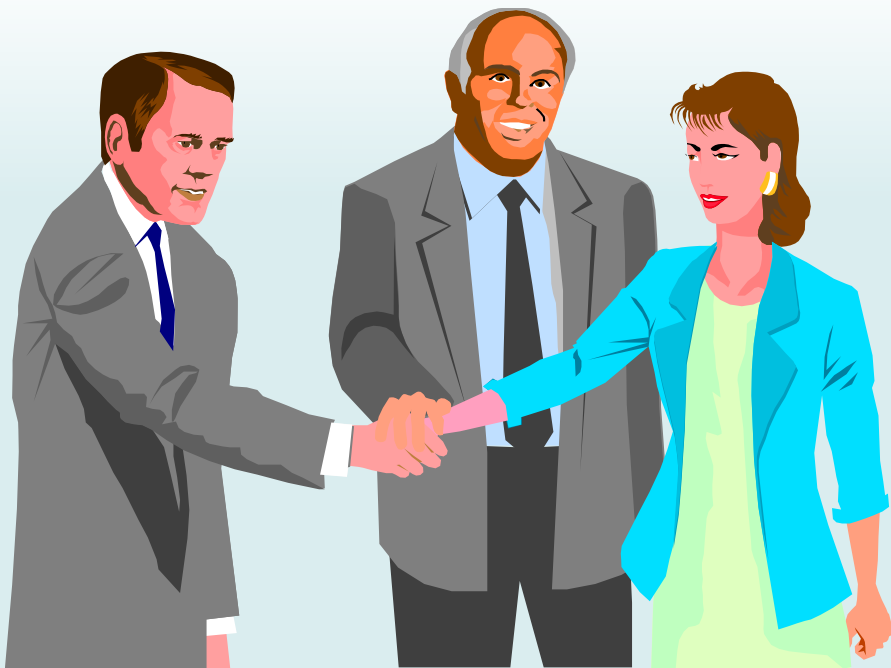
Same requirements for CEM (Except)

- You don't need the year's requirement
- You don't need the contributions
- You don't need a degree

* Excellent certification program for cadets – no age limitations, and is a great bridge between cadet programs, professional development, and emergency services



Who Makes Up The CEM Commission?



- **Federal Government**
- **State Government**
- **Local Government**
- **Private Industry**
- **Education**
- **Military**
- **Volunteer (Includes CAP)**



***...“WE SOMETIMES CHAFE
AT THE BURDEN OF OUR
OBLIGATIONS, THE
COMPLEXITY OF OUR
DECISIONS,....***



***BUT THERE IS NO
COMFORT OR SECURITY
FOR US IN EVASIONS, NO
SOLUTION IN ABDICATION,
NO RELIEF IN
IRRESPONSIBILITY”... JFK***



CONCLUSION and QUESTIONS



Professional Development

Its all about the journey



“A destination is only one place. A journey is an endless promise of discoveries.”



Contact?

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CIVIL AIR PATROL

ALWAYS
VIGILANT
FOR AMERICA



75

1941 - 2016

Happy Anniversary Year CAP!!!