



PO Box 73
Camdenton, MO 65020

www.momepa.org

MISSOURI EMERGENCY PREPAREDNESS ASSOCIATION

Missouri Certified Emergency Manager Program MoCEM Application Packet

Last Updated: 04/12/2010

Attach payment of \$150.00 and copies of supporting documentation, in order, to this application packet.

NOTE: If paying via Credit Card on the MEPA Website, enclose a copy of your receipt with this packet.

Use the following address for MoCEM Applications:

Camden County Emergency Management Agency
Attn: MoCEM Program
12 VFW Road
Camdenton, MO 65020

Section 1: Contact Information

Name:	
Mailing Address:	
City, State, Zip:	
Phone:	
E-Mail:	
Region:	
Agency/Company:	
Chief Elected Official Name/Title:	
Chief Elected Official Address:	
Chief Elected Official City/State/ZIP:	

Section 2: Payment

- Check
- Money Order
- Credit/Debit Card (Attach copy of receipt to this packet)

Section 3: Certification Level

- Level 1 MoCEM ← Proceed to Section 4
- Level 2 MoCEM ← Proceed to Section 5
- Level 2 MoCEM – Grandfathered ← Proceed to Section 6
- Level 2 MoCEM – Reciprocity ← Proceed to Section 7

Section 4: MoCEM Level 1 Requirements

- High School Diploma or Equivalent
- Principles of Emergency Management Course (IS-230)
- Exercise Design Course (IS-139)

Points Claimed = 100 Required, No more than 50% from any one category.

<i>Category</i>	<i>Points</i>
Experience	
FEMA PDS/APDS Courses	
Letters of Reference	
ICS Courses	
NIMS Courses	
Professional Contributions	
Exercise Submission	
College Degree	

STOP – Proceed to Section 8

Section 5: MoCEM Level 2 Requirements

- Level 1 MoCEM Completed
- Minimum 3 years emergency services experience, with minimum one year served in the State of Missouri.

- a combination of local or state agencies such as Emergency Management, Fire Service, Emergency Medical Service or Law Enforcement. These positions can be either paid or volunteer.

OR

- a governmental position, private or non-profit, either paid or voluntary such as: military or civilian planning/disaster preparedness etc.

Points Claimed = 250 Required, No more than 50% from any one category.

<i>Category</i>	<i>Points</i>
Experience	
FEMA PDS/APDS Courses	
Letters of Reference	
ICS Courses	
NIMS Courses	
Professional Contributions	
Exercise Submission	
College Degree	

Six contributions to the profession, no more than two in any one category; of which three must have been completed in the State of Missouri.

<i>Contribution Category</i>	<i>Description</i>

Written Exercise Plan, in the HSEEP format. This may be a plan for an upcoming exercise or an AAR for an exercise completed in the last 3 years that you have participated in.

Applicant must currently occupy an emergency management agency staff/volunteer position within the state of Missouri. This position may be a governmental position or private, private non-profit, either paid or volunteer. This position must be actively involved in all phases of emergency management.

Provide documentation that whatever planning responsibility the applicant has, meets or exceeds the applicable regulation or requirement. This can be accomplished if the applicant is responsible for a county or city plan by providing audit results of (from) an Area coordinator's review of plan.

STOP – Proceed to Section 8

Section 6: MoCEM Level 2 (Grandfathered) Requirements

- Level 1 MoCEM Completed
- Providing written evidence of greater than 25 years of service to Emergency Management. At least 5 years of that experience within the State of Missouri.

Points Claimed = 150 Required, No more than 50% from any one category.

<i>Category</i>	<i>Points</i>
Experience	
FEMA PDS/APDS Courses	
Letters of Reference	
ICS Courses	
NIMS Courses	
Professional Contributions	
Exercise Submission	
College Degree	

STOP – Proceed to Section 8

Section 7: MoCEM Level 2 (Reciprocity) Requirements

- Attach a cover letter requesting reciprocity certification.
- Attach copy of certificate from issuing agency/organization with equivalent standards of certification.

STOP – Proceed to Section 8

Section 8: Final Review

- Application packet and supporting documentation are placed into a three ring binder, no more than 1 ½” in width. Documentation in the “Portrait” format is bound on the left side. Documentation in the “Landscape” format is bound on the top.
- Section tabs are used to clearly delineate sections of the packet.
- Applicant name is clearly visible on the front exterior of the binder.
- Fees/receipt are enclosed in the front pocket of the binder.

STOP – Mail your application packet according to the guidance above and listed in the guidance document.

