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MISSOURI EMERGENCY PREPAREDNESS ASSOCIATION

## Missouri Certified Emergency Manager Program

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### Program Overview

This document describes the requirements and standards of the Missouri Certified Emergency Manager (MoCEM) program; it also serves as the basis for your application packet. This certification program is sponsored and administered by the Missouri Emergency Preparedness Association (MEPA) with cooperation and support of the State Emergency Management Agency (SEMA).

#### **You do not have to be a member of MEPA in order to be certified.**

The MoCEM certification is an indicator of experience, hard work, education, and dedication to integrity and creativity. It is also an assurance that an individual is dedicated to the field of emergency management. Obtaining certification as a MoCEM proves you can effectively achieve goals and objectives of comprehensive emergency management in Missouri.

The Director's Advisory Council, formed under the direction and request of the State of Missouri's Emergency Management Director developed the certification program. This program is open to all emergency managers within the State of Missouri wishing to further their professionalism in the emergency management field.

MEPA is dedicated to promoting the goals of saving lives and protecting property through the applicable phases of emergency management. One way to increase professionalism and recognize the individual who possesses the knowledge, skills and experience to effectively manage a comprehensive emergency management program is through a certification program. The certification for MoCEM is just such a program.

The MoCEM certification program is a modification of the International Association of Emergency Manager (CEM\*) program, LEM Louisiana Emergency Manager Program, Kansas and Texas Emergency Manager Programs. It does vary from the CEM\* program because the MoCEM has unique and specific requirements and does not require a college degree. The MoCEM Certification Committee recognizes that many emergency managers never had the opportunity to attend college, yet possess the knowledge, experience and abilities to effectively manage a comprehensive emergency management program. Thus the MoCEM address that situation.

It has also been recognized that the State of Missouri has multiple exposures to unique situations; therefore Missouri's Certification Program is divided into two levels of certification.

## **CRITERIA FOR CERTIFICATION:**

### **INITIAL CERTIFICATION:**

**Level 1 Missouri Associate Emergency Manager:** To be issued to Emergency Managers upon completion of the following requirements:

1. Formal Education: High School Diploma or equivalent.
2. FEMA Courses:
  - Principals of Emergency Management (IS-230)
  - Exercise Design Course (IS-139).
3. Minimum of 100 Certification Points, with no more than 50 percent of points in any one category listed later in this document.

**Level 2 Missouri Emergency Manager Certification (Documented):** To be issued to Emergency Managers upon completion of the Level 1 requirements and the following requirements:

1. Minimum of three (3) years emergency service experience with one (1) year being served and documented in the state of Missouri.
  - a. This can be 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

- b. can be a governmental position, private or non-profit, either paid or voluntary such as: military or civilian planning/disaster preparedness etc.
2. Accumulation of at least 250 points, with no more than 50 percent of points in any one category listed later in this document.
3. At least six (6) contributions to the profession, no more than two (2) in any one category, and of which three (3) must have been completed in the state of Missouri. Categories of consideration are located later in this document.
4. Exercise Requirement: 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.
5. Employment Requirement: 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.

6. 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.

**Level 2 Missouri Emergency Manager Certification (Grandfathered):** To be issued to Emergency Managers upon completion of the Level 1 requirements and the following requirements:

1. Experience (Grandfather) to achieve MoCEM
  - a. 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.
  - b. Accumulation of a minimum of 150 points, with no more than 50 percent of points in any one category listed later in this document.

## **B. PROCEDURES**

1. Certification Committee:
  - i. The State Emergency Management Agency's Director or Deputy Director and the President of the Missouri Emergency Preparedness Association shall recognize and appoint a standing Committee on Standards and Practices (herein referred to as "the Committee") composed of 6 MEPA members, minimum 3 of whom are MEPA Board Members, in good membership standing.
  - ii. Those members shall meet the criteria for the Level 2 MoCEM professional certification as contained in these guidelines. It shall be the responsibility of the Committee to receive, review and approve all application for certification, using this document and, where appropriate, their professional judgment. Additionally, the committee shall, with majority vote make such changes to these guidelines as may be necessary.
  - iii. The Committee shall hold quarterly meetings and one will be held in conjunction with the Annual Conference.
  - iv. Any Committee Member who provides reference material for an candidates application, or is affiliated with the candidates agency shall abstain from review of that candidates application packet; to remove any conflict of interest.

### C. RECERTIFICATION:

1. Complete at least 36 hours of professional training during the thirty-six months (36) months immediately following the anniversary date of initial certification or previous recertification. These hours must be derived from a certification list to be provided by the credentialing committee and may not be a course repeated within the last 2 years.
2. Participate in a functional, table top or full-scale exercise during the thirty-six months (36) months immediately following the anniversary date of initial certification or previous recertification. Official documentation must be provided by the completed HSEEP Evaluation and exercise roster.
3. Any previously certified applicant who has failed to renew his/her certification within 12 months of the renewal date will be required to apply for and meet the requirements of initial certification and fees.

### D. APPLICATIONS:

Application for certification shall be sent to:

**MEPA Treasurer at: MEPA; 12 VFW Road; Camdenton, Missouri 65020.**

1. The fee shall be made payable to the Missouri Emergency Preparedness Association and sent to the MEPA Treasurer who shall be the Point of Contact (POC) for the Committee. Any checks returned for insufficient funds shall be assessed any fees charged to MEPA by our financial institution to recoup any costs incurred by MEPA.
2. Application packets shall be submitted in paper form in a 3 ring binder, not to exceed 1.5” in depth size. Tabs shall be used to separate the different sections of the application packet. Documents in the “Portrait” format shall be punched on the left side of the document. Documents in the “Landscape” format shall be punched on the top of the document.
3. Application packets shall include copies of certificates, signed letters, and other “hard copy documentation”. Requests for phone calls or other contact to third parties to verify information shall not be considered.
4. The POC shall review for completion of application. If there are any questions about the application, the POC will review the application. If an application is incomplete, it shall be referred to the Region Board Member for that Region. In the event that that Region Board Member

is unavailable, it will be assigned to another Board Member. The Board Members shall work with the applicant to insure a completed application packet. The POC will present all completed applications to the Committee at their next meeting for approval. The Committee will vote on each application as a whole with a recommendation for passage. The applicant will be notified by mail of the decision of the Committee within 45 days and successful applicants shall be sent a certification card and certificate. Certificates shall be mailed to the applicant, with a cover letter mailed to the chief elected/executive officer of the applicant's jurisdiction with an explanation of the MoCEM Program.

5. Application for recertification shall be sent to the Committee POC at the above the address using the Recertification packet. The Committee shall follow the same procedure for recertification as outlined in paragraph 1 above except that a certification card will only be sent to the successful applicant.
6. A fee of \$150 for initial certification or \$75.00 for re-certifications shall accompany each application. NO refunds of any fees upon submission of application. Payments may be submitted via check, money order, or credit/debit card through the MEPA Website, located at [www.momepa.org](http://www.momepa.org). If submitting payment via the website; include a copy of your receipt with your application packet.
7. Applications must be submitted by the following dates:
  - a. January 1<sup>st</sup> of each year for 1<sup>st</sup> quarter review
  - b. April 1<sup>st</sup> of each year for 2<sup>nd</sup> quarter review
  - c. July 1<sup>st</sup> of each year for 3<sup>rd</sup> quarter review
  - d. October 1<sup>st</sup> of each year for 4<sup>th</sup> quarter review

**E. APPEALS:**

1. An applicant who receives a notice that their certification or re-certification is denied, shall have 45 days from the date of the denial notice to submit any missing data or make appropriate changes to the packet. Upon receipt of the corrected packet, the committee will review and make a final decision.
2. An applicant who has received a second letter of denial may appeal that decision in writing.

3. The appeal shall be reviewed by the MEPA Board. A majority vote of the Board will be required to reverse a denial.
4. Upon the third denial, an applicant must resubmit the application packet including fees and documentation. This application packet may not be submitted less than 6 months from the date of the last letter of denial.

**F. RECIPROCITY**

1. Any person holding a similar certification from another State, National, or International Association may submit a request, in writing to the Committee requesting MoCEM Certification by way of reciprocity. The Committee shall review all requests for reciprocity and make the final determination.

## Certification Point System

Experience; 3 years experience = 5 points

FEMA Professional Development Series (PDS), Advanced Professional Development Series (APDS), and other IS Series Courses = 10 points per class

Letter of reference from County or City elected official = 5 points

FEMA/NFA ICS courses = 10 points per class

NIMS courses (700 and 800 series) = 10 points per class

Professional Contributions = 10 points per entry

Exercise Submission = 20 points per exercise

College Degree's:

Associate's = 10 points

Bachelor's = 20 points

Master's = 30 points.

Example; An emergency manager with 6 years experience (10pts), who has completed all NIMS 700 and 800 (20pts), ICS 100, 200, 300, 400 (40pts), completed the 7 PDS courses (70 points), completed 5 of the 10 classes in the APDS (50 points) with 6 professional contributions (60pts), who submits one AAR from a recent exercise (20 pts), and 2 letters of reference from his elected officials (20pts) would have accumulated the required 250 points for their Missouri Certified Emergency Manager Level 2 Certification.

Example; An emergency manager with 25 years experience (40 pts), who has completed the 7 PDS (70 pts), ICS 100, 200 (20pts), NIMS 700/800 (20pts) would have accumulated the required 150 points for their Missouri Certified Emergency Manager Level 2 Certification.

### Recertification

Point system for recertification:

- a. Identified Emergency Management courses equal a minimum of 20 hours
- b. General Education / Management courses that equal no more than 20 hours
- c. On-line courses in the above categories equal no more than 30 hours
- d. You must have a total of 36 hours for recertification.
- e. Courses must be approved/accepted by the MoCEM committee to receive credit. A list will be available on the MEPA website of approved courses. If a person wishes to present a class for approval, they should submit a request in writing to the Certification Committee POC requesting approval for the course.

## PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

Candidates can list any and all activities giving special considerations to the most current activities. Specific verification documenting activity is requested such as letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Commissions discretion. You may not submit more than two (2) contributions from any one category. All submissions must contribute to and support the field of Disaster/Emergency Management, have occurred during the 10 years preceding application, and must be beyond the scope of your normal job responsibilities. Any assignments which are included on a candidate's job description do not qualify.

- a. **Membership:** 3 years in disaster/emergency management related organization
- b. **Course Development:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.
- c. **Professional Conference:** Participate in a disaster/ emergency management related workshop/conference.
- d. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Must have an independent editorial review and be published in document beyond the candidates control. Candidate must validate primary or secondary authorship. Publication in online periodicals qualifies (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.
- e. **Service Role:** Voluntarily serve 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) .
- f. **Leadership Role:** Voluntarily serve 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 disaster/emergency management (must not be part of the applicant's required job duties).
- g. **Audio Visual and Interactive Products:** Personally develop content for distributed emergency management video, computer software product, or other audio visual tool. Candidate must validate participation and significant development role.
- h. **Special Assignment:** Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing disaster/emergency management issue. The resulting product or decisions

must make a significant contribution to or impacts on the disaster/emergency management profession.

- i. **Awards or Special Recognition:** Receive an award for disaster/emergency management-related activities.
- j. **Speaking:** Develop and participate in 3 presentations or panels of a minimum of 20 minutes each (including radio, television, educational video, etc.) during the last 10 years related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.
- k. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management with equals or exceeds 3 hours of actual platform instruction.
- l. **State or Province Emergency Management Certification or Registration:** Earned certification or registration as an emergency manager through a government agency, or states association (receiving a FEMA PDS Certification does not qualify under this category).
- m. **Legislative Contact:** Contact an elected representative at the national or state level regarding an emergency management issues. The candidate must submit a copy of his/her original correspondence and a copy of the reply from the elected official.
- n. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. For Example: producing professor-supervised graduate-level research for graduate thesis or dissertation, developing a project under the Natural Hazard Center's Quick Response program, publishing research that updates previous research projects with new data, producing independent analysis for government or non-government interest groups (ex Congressional Research Service, IAEM, Rand Corporation), or research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils). Producing after action reviews, local hazards analysis, and regular school reports and papers do not qualify under this contribution. Being an interview subject for a research project does not qualify either. Candidate must validate role and provide a copy of final research.
- o. **Other:** Other contributions may be recognized by request to and approval of the Certification Commission. An example is volunteering to go on a disaster assignment not in your jurisdiction.