



LOUISIANA EMERGENCY MANAGER PROFESSIONAL®

LEM PRO

APPLICATION BOOKLET

Submit Packet to:

Louisiana Emergency Management Association
8550 United Plaza BLVD
Baton Rouge Louisiana 70809
Email: office@lepa.org
Office: 225-408-4757
Toll Free: 877-405-5372
Fax: 225-408-4422

Note: Your original credential package will be destroyed once the LEM Committee review is final.
If you would like your submission returned please indicate so on the outside of your package.

ALL SUBMISSIONS MUST BE RECEIVED IN APPROPRIATE PACKAGING SUCH AS A THREE-RING NOTEBOOK OR OTHER PROFESSIONAL BINDER, TYPED AND PROPERLY TABBED. IF NOT, YOUR SUBMISSION WILL BE RETURNED BY LEPA HEADQUARTERS.



Disclaimer

LEPA's Louisiana Emergency Manager (LEM®) certifications are not in any manner intended to serve as a warranty, representation, guarantee, or promise with respect to the quality of performance of or procedures utilized by emergency managers in their work. The certification program is intended only to establish education, training and experience criteria relevant to emergency management, and to certify that the LEPA certified individual has met the established criteria. LEPA specifically disclaims any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses, or injuries or damages to persons or property arising out of or resulting from the services performed by or any errors or omissions on the part of any LEPA certified Louisiana Emergency Manager (LEM®).

PREFACE

A LEM Professional is an individual who possesses the knowledge, skills and abilities to effectively manage a comprehensive disaster/emergency management program. That program can be in, but not limited to, government, business and industry, military, health care facilities or educational institutions.

The term "Louisiana Emergency Manager" or "LEM" designates prescribed training and educational criteria plus a working knowledge of all basic tenets in disaster/emergency management that are encompassed in the phases of mitigation, preparedness, response and recovery. In addition, "LEM Pro" clearly denotes interactive experience and knowledge of community-wide participation in planning, coordination and management functions designed to improve disaster/emergency management capabilities.

The term "Comprehensive Emergency Management" means integrating all stakeholders, in all phases of emergency activity, for all types of disasters. The "comprehensive" aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all risks — attack, man-made, and natural — in a federal-state-local operating partnership.

The Louisiana Emergency Manager can effectively accomplish the goals and objectives of disaster/emergency management in all the environments listed above with little or no additional training or orientation. Membership in LEPA is not required to obtain the LEM-Pro credential; however, the professional benefits of membership are valuable. The packet attached to this booklet must be submitted to the LEPA LEM Committee for review. Once the LEM-Pro is awarded LEPA authorizes the awardees to use the title of LEM-P on all correspondence and business cards. The names and qualifications of awardees will be placed on the LEPA website for access by LEPA members throughout the state. Additionally, there is a **five year \$50** recertification requirement for this credential (See program and recertification requirements on the LEPA Website).

Please take this opportunity to review the standards of the LEM-P. If you qualify and choose to submit an application complete and submit the attached packet by following all instructions. The LEPA board of directors looks forward to working with you and wish to thank you in advance for your time and consideration.

***Disclaimer:** LEPA is not establishing standards governing the conduct of any emergency managers, or establishing any set procedures for work performance. The program is designed to establish educational, training, and experience criteria relevant to disaster/emergency management, and to certify that an individual has met these criteria. You need not be a member of LEPA in order to be certified.*

Listed on the table below are LEPA recommended training courses for the LEM Pro. They are very similar to the LEM Basic credential requirements. These courses, combined with experience and time in position, illustrate the progression EM professional development over time. An LEM Pro applicant must be able to provide training and or verified experience in four general management systems of emergency management: Finance and Administration, Operations and Training, Planning and Intelligence, and Logistics/Resource Management. Additionally, a 100 question multiple choice exam must be scheduled and successfully completed to be awarded the LEM Pro. This form is here to assist you in evaluating your training and experience prior to submittal of your LEM Pro application.

EM Finance, Grants and Administration		Planning & Intelligence	
<i>Course Title</i>	<i>Date Complete</i>	<i>Course Title</i>	<i>Date Complete</i>
IS 634: FEMA Public Assistance		IS 15b: Special Events Contingency Planning	
IS 230a: Fundamentals of EM		IS 235a: Emergency Planning	
IS 240: Leadership & Influence		IS 242a: Effective Communication	
IS 241: Decision Making and Problem Solving		IS 271: Anticipating Hazardous Weather	
IS 29 Public Information Officer Awareness		IS 324a: Community Hurricane Preparedness	
IS 801 to 814: Intro To ESF's		IS 800b: National Response Framework	
<i>FEMA Public and Individual Assistance Programs</i>			
<i>Long Term Community Recovery</i>			
Operations & Training		Logistics & Resource Management	
<i>Course Title</i>	<i>Date Complete</i>	<i>Course Title</i>	<i>Date Complete</i>
IS 1: EM: An Orientation to the Position		IS 200: ICS for Single Resources and Initial Action	
IS 5a: An Introduction to Hazardous Materials		IS 703a: Resource Management Logistics	
IS 120: Intro to Exercise		<i>Debris Removal: The Critical Basics</i>	
IS 100: Introduction to the Incident Command System		<i>Preliminary Damage Assessment.</i>	
IS 244: Developing & Managing Volunteers			
ICS 300: Intermediate ICS for Expanding Incidents			
IS 700: National Incident Management System			
IS 775: EOC Management and Operations			
<i>LEM Basic Final Exam</i>			

Instructions

1. Indicate EMI course completion by placing the completion date in the appropriate blocks.
2. Classes listed in red are taken online and are located on the LEPA website.
3. The most accurate list of IS courses can be found online <http://training.fema.gov/is/crslist.aspx>
4. Include a certificate of completion or EMI transcripts for all EMI online course work.
5. Please contact the LEPA office for any LEM application questions (225)408-4757.

LEM PRO APPLICATION COVER SHEET

LEM Application Form

Responses can be hand written or typed.

- 1. Name: _____
- 2. Jurisdiction: _____
- 3. Current Position / Title: _____
- 4. Years in Current Position / Title: _____
- 5. Years in Emergency Management: _____
- 6. Email Address: _____
- 7. Phone Number : _____

Please read the following pledge carefully and then sign and date the bottom of this form.

I understand that certification is subject to the LEPA Certification Committee's approval, and if granted, is current for a **five-year period**. I will execute the necessary documents and supply any additional information as determined by LEPA. I further understand and, by my signature, I subscribe to the LEPA Code of Professional Conduct with the knowledge that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application.

Re-certification option will be available for another five-year period following submission of continuing education or an exam alternative. A notice will be sent prior to the expiration of the LEM certification instructing members with provisions for re-certification.

I give permission for the verification of any information contained in this package.

Candidate's Signature: _____ **Date:** _____

Louisiana Emergency Preparedness Association Code of Ethics and Professional Conduct

Introduction:

The Louisiana Emergency Preparedness Association (LEPA) is a nonprofit organization dedicated to promoting and advancing the professionalism of emergency management and disaster preparedness in Louisiana. LEPA is sponsoring the Louisiana Emergency Manager (LEM) Certification Program in order to document and strengthen the professionalism of Louisiana's emergency managers.

The Purpose of the Code:

The Code of Professional Conduct must be embraced and upheld by all individuals who are awarded any of the LEM certifications. The candidate's promise to uphold the Code signifies the assumption that the certified Louisiana Emergency Manager will act prudently and responsibly beyond the requirements of law and codes.

Enforcement of the Code:

The LEPA Certification Committee will enforce the Code by receiving and investigating all complaints of violations and by taking the necessary action, as appropriate, including but not limited to the revocation of an individual's LEM certification.

The Code of Professional Conduct

The Code embodies the LEM certification program philosophy and objectives. Each LEM promises to:

- Accept and dutifully carry out all associated responsibilities incumbent upon their position of public trust;
- Serve the public with integrity and honesty in all matters;
- Promote public awareness toward and understanding of emergency preparedness and public protection;
- Foster excellence in emergency management by keeping abreast of pertinent issues;
- Enhance individual performance through continuing education and applied technology;
- Avoid conflict of interests resulting in personal gain or advantage or the perception thereof;
- Conserve and protect resources through effective use of funds, accurate assessment of potential hazards, and timely decision-making;
- Maintain confidentiality of privileged information; and
- Share my work product with other LEM recipients in order to expand the collective capability of the profession.

Candidate's Signature: _____ **Date:** _____

Name/Current Position/Title:

Company:

Address:

City/State/Zip:

Phone/Fax:

E-mail:

Years in Current Position:

Years in Disaster/Emergency Management:

- I wish to be considered for the LEM Pro credential if my application is found incomplete for the LEM Pro. I understand that I can become an LEM Pro and continue the LEM Pro application process at no additional fee, to correct areas found incomplete in the original application. Incomplete LEM Pro packages must be re-submitted within 90 days.

I understand that certification is subject to LEM Certification Committee approval, and if granted, is current for a five year period. I will execute the necessary documents, submit to written examination and supply further information as determined by the committee. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation. I give permission for verification of any information contained in this Package.

Further, I pledge to abide by the Code of Ethics and Professional Conduct published by LEPA. I understand violation is grounds for LEM Pro & Basic revocation.

Candidate's Signature: _____ (Date)

CONTENTS CHECKLIST

- | | |
|--|--|
| <p><input type="checkbox"/> All Materials Are Typed (unless otherwise specified, such as a signature.)</p> <p><input type="checkbox"/> Work History / Experience
Requirement includes full-scale exercise or actual disaster experience, and submission of a position description or supervisor's statement. Two years of emergency management experience is required; however, only one year experience is required if the application has been awarded a bachelors degree.</p> <p><input type="checkbox"/> References
Names and phone numbers of three references, including current supervisor, are listed.</p> <p><input type="checkbox"/> Education
GED or HS Diploma. Includes college diploma or transcript</p> | <p><input type="checkbox"/> Training
Training Component summary sheets for both emergency and general management training, plus individual Training & Exercise Submission Forms for each training activity with appropriate documentation attached.</p> <p><input type="checkbox"/> Contributions to Profession
Includes documentation or contact information where requested.</p> <p><input type="checkbox"/> Management Essay
Essay response; "independent work" statement included and signed.</p> <p><input type="checkbox"/> \$275 (\$200 for LEPA members) Non-Refundable Application Fee. Check, money order</p> <p>Signature _____</p> |
|--|--|

CREDENTIALS

This portion of the certification process is designed to:

- I. Verify the candidate's work history and experience.
- II. Review references as submitted by candidate.
- III. Verify the candidate's participation in and completion of education as required by program.
- IV. Verify the candidate's participation in and completion of training as required.
- V. Document support of and contributions to the emergency management profession.

All Credentials information must be submitted in a three-ring binder (or similar binder) with a tab for each requirement, and type all material. Insert documentation directly behind the form to which it pertains. A candidate can duplicate the forms as often as necessary. All required signatures must be original copy.

Candidates are urged to submit only enough documentation to insure review options by the Certification Commission — Commissioners will consider brevity favorably. To enhance your document review, submit the most current information possible.

- Education is defined as course work done in conjunction with a degree-granting program. Training is defined as any course, workshop, seminar, etc., within or outside of a degree-granting program which addresses a specific knowledge area.
- Comprehensive Emergency Management means integrating all actors, in all phases of emergency activity, for all types of disasters. The “comprehensive” aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all risks — attack, man-made, and natural — in a federal-state-local operating partnership.

APPLICATION PROCESS

Download Application package	Pay certification fee	Submit completed application (if incomplete respond to findings)	Receive notice of findings	Receive notice of approval once your credentials have been approved and the exam passed.	Attend Annual Conference to receive certificate (or request via mail)
		Arrange and take exam (if fail, try again)			
Recertify every 5-years					

IB. EXPERIENCE — *NOTE: Complete IA. and either IB. OR IC.*

Exercise Participation — Candidate must validate participation and role.

Date of exercise:

Describe the exercise (be specific and include objective/purpose):

Describe your role (be specific about planning, coordinating and disaster/emergency management role):

Describe what you learned through your participation in this exercise [include comments about (1) mitigation, (2) preparedness, (3) response, and (4) recovery in addition to other learning points]:

Mitigation:

Preparedness:

Response:

Recovery:

IC. EXPERIENCE — *NOTE: Complete IA., and either IB. OR IC.*

Actual Disaster/Emergency Management Participation in Disaster or Emergency If Applicable — Candidate must validate participation and role.

Describe activity (be specific including date, type and area affected, loss of property and lives, and other significant factors):

Describe your role (be specific about your role in disaster/emergency management activities, including response and recovery, during the disaster or emergency):

Describe your recommendations for future mitigation activities that should be undertaken, as they relate to preparedness, response, and recovery, as a result of lessons learned from the disaster or emergency:

Mitigation:

Preparedness:

Response:

Recovery:

II. CANDIDATE REFERENCE REQUIREMENT

Each candidate must submit the names of three references, and information on their reference sources as requested below. **NOTE that candidates are encouraged to inform references that they have been listed. Commissioners, at their discretion, may call references to verify information.**

A. The first reference must be your current supervisor. This will be the person responsible for initiating your annual performance or 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. However, for those candidates who do not have a direct supervisor such as an independent consultant or president/CEO of an organization a current LEM may serve as a reference in lieu of the candidates supervisor.

B. 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, etc.)
- < Local, regional or national disaster/emergency management association officials
- < Others (by request to and approval of Certification Commission)

C. Reference sources who do not qualify are:

- < A subordinate
- < A former student
- < Friends, relatives or neighbors

1. REFERENCE NAME/TITLE

ORGANIZATION

ADDRESS

CITY/ST/ZIP

PHONE/FAX/EMAIL

AFTER HOURS CONTACT PHONE/EMAIL

2. REFERENCE NAME/TITLE

ORGANIZATION

ADDRESS

CITY/ST/ZIP

PHONE/FAX/EMAIL

AFTER HOURS CONTACT PHONE/EMAIL

3. REFERENCE NAME/TITLE

ORGANIZATION

ADDRESS

CITY/ST/ZIP

PHONE/FAX/EMAIL

AFTER HOURS CONTACT PHONE/EMAI

III. EDUCATION REQUIREMENT –

Each candidate must possess at a minimum a GED, high school diploma, or 15 semester hours of college credit. The candidate must attach a diploma copy or an official transcript with the candidate's name. If the name has changed because of marital status or other reason, an explanation must also be included. College transcripts will suffice to validate education credentials.

Institution(s) / City, State

Dates

Degrees

IV. TRAINING HOURS

Each candidate must demonstrate successful completion of 75 classroom hours of disaster/emergency management training and 25 classroom hours of general management training.

Use of a Masters degree to satisfy general management training can have been earned more than 10 years ago.

LEPA LEM Committee members may consider **BA-level fire curriculum** credit (and other programs as well) to satisfy the required 75 classroom hours of **emergency management** training, on a case-by-case basis if a candidate can provide a description of the curriculum and a copy of their transcript.

LEPA LEM Committee members may consider **Military/Service technical school** (to include national public health services) courses as credit to satisfy the required 75 classroom hours of **emergency management** training on a case-by-case basis if a candidate can provide an official catalogue description of the curriculum and a copy of their Military/Service Course certificate.

LEPA LEM Committee members may consider **Professional Military Education (PME)** courses as credit to satisfy the required 75 classroom hours of **general management** training on a case-by-case basis if a candidate can provide an official catalogue description of the curriculum and a copy of their certificate.

Candidates must complete the Summary of Training forms (separate forms for disaster/emergency management Training and for General Management Training) that reflect the total training courses submitted for qualification. These forms show Title, Total Classroom Hours, and Allowable Classroom Hours (limit of 25) and must be grouped under topic or subject areas. These will help the candidate and the LEPA LEM Committee members to summarize his/her training and ensure that the training does not exceed 25 classroom hours for each of the areas.

In addition to the Summary of Training forms, a detailed Training Submissions form must be completed for each training program. Training submissions must be within the last ten years. If the training certificate does not include hours 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. A candidate should not reflect his/her entire training history, but simply provide ample training listings in the event the review panel might find a submission questionable. One full-day of training receives 6-hours credit per day, unless otherwise documented.

FEMA independent study courses which list a range (i.e. 10-12 hours), the committee will take the minimum amount of hours as a maximum amount allowed.

A. Workshop, Seminar and/or Course Source Requirements

Training sources which may qualify for submission are:

- | | |
|--|---|
| < Federal Agencies (FEMA, EPA, DOT, DOE, etc.) | < Military Programs |
| < State and Local Agencies | < Private Organizations |
| < Regionally Accredited Four-Year Institutions | < Professional Societies/Organizations/Associations |
| < Regionally Accredited Two-Year Institutions | < Other |
| < Vendor-Sponsored Courses | |

REMINDER: Each Training Submission Form must be accompanied by a college or FEMA (Region, State, EMI or NFA) transcript or certificate of completion; final class roster with your name; or other acceptable documentation from an Institution that conducted the training. Documents used for verification must show date of completion, title of training and number of classroom hours earned. **Each Training Submission Form must also be accompanied by a syllabus or catalog description of the course, or a written description of training content.**

NOTE: Some institutions provide C.E.U. equivalency information; 1 Continuing Education Unit (C.E.U.) = 10 Classroom Hours. Regionally accredited college or university classroom or independent study courses (one semester hour = 1.5 quarter hours = 15 hours toward certification).

NOTE: Teaching may be substituted for attending courses for Continuing Education/Training credit, as long as you do not "double dip" for teaching credit under the Professional Contributions sections.

NOTE: The National Emergency Training Center (NETC) in Emmetsburg, Maryland provides course descriptions and classroom hours in NETC, EMI and NFA course catalogs; they also include hourly equivalencies for Independent Study and Distance Learning Courses.

B. Course/Program Content

Workshop, Seminar and/or course SAMPLE subject matter acceptable for submission:

Disaster/Emergency Management

- < Civil Defense Systems, Programs and Policies
- < Criminal Justice/Law Enforcement
- < Disaster Preparedness
- < Emergency Management Foundations (Four Phases of EM)
- < Emergency Medical Training
- < Emergency Operations Centers
- < Emergency Planning and Crisis Mgt.
- < Exercise Courses
- < Fire Technology
- < Hazard Analysis & Capabilities Assessment
- < HazMat Mgt. and Hazards Assessment
- < Health, Safety and Environment Mgt.
- < Incident Command
- < Medical Technology
- < Physical Sciences
- < Public Information
- < Radiological Monitoring, Detecting, etc.
- < Safeguards and Security
- < Safety Technology
- < Shelter Management
- < Technology, Equip. and Info. Systems
- < Training and Instruction
- < Urban Search and Rescue

General Management

- < Behavioral and Social Sciences
- < Communication: Written and Oral
- < Decision-making and Problem-solving
- < Ethics
- < Executive and Management Development
- < Financial Management and Budgeting
- < Grantsmanship (Development, Evaluation and Reporting)
- < Human Resource/Personnel Management
- < Leadership and Influence
- < Marketing and Public Relations and Media Management
- < Race and Ethnic Relations; Intercultural Communications
- < Strategic and Tactical Planning
- < Technology, Equipment and Information Systems
- < Volunteer Resources

C. Disaster/Emergency Management Training Hours For Those with a College Degree

Attach an official college transcript which shows the major and courses to the appropriate education requirement page.

SUMMARY OF TRAINING HOURS FORM***Disaster/Emergency Management Training***

Requirement: 75 hours of training, not more than 25 hours in one subject area. Examples of disaster/emergency management training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, and so forth. Please see application brochure for more information. This list is NOT inclusive; other training may meet the disaster/emergency management training requirement. Note well: One college credit equals 15 hours; one continuing education unit (CEU) equals 10 hours. Complete a Training Submissions Form for each item on this sheet. Remember each entry requires proof of attendance which includes training hours.

	TITLE OF TRAINING COURSE	TOTAL HOURS	ALLOWABLE HOURS
SUBJECT 1			
SUBJECT 2			
SUBJECT 3			
SUBJECT 4			
SUBJECT 5			
SUBJECT 6			
SUBJECT 7			
TOTALS:			

SUMMARY OF TRAINING HOURS FORM *General Management Training*

Requirement: 25 hours of training. Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth. This list is NOT inclusive; other training may meet the general management training requirement. Note well: One college credit equals 15 hours; one continuing education unit (CEU) equals 10 hours. Use of a Masters degree to satisfy general management training can be used. Complete a Training Submissions Form for each item on this sheet. Remember each entry requires proof of attendance which includes training hours.

	TITLE OF TRAINING COURSE	TOTAL HOURS	ALLOWABLE HOURS
SUBJECT 1			
SUBJECT 2			
SUBJECT 3			
SUBJECT 4			
SUBJECT 5			
SUBJECT 6			
SUBJECT 7			
TOTALS:			

- < Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented. If you are using a second college degree (different than the one which fulfills the Education Requirement), attach a transcript.
- < You may duplicate this form if necessary.

TRAINING SUBMISSIONS FORM

(please check one)

Disaster/Emergency Management

General Management

Note: This form has to precede each training course.

A) Training title and number (number where applicable): IS 100 Introduction to the Incident Command System

B) Training source:

C) Training date:

D) Training length (in hours):

E) Course description (copy of syllabus or curriculum is acceptable) for those courses not listed on Appendix A – Sample Training Allocation Chart.

The overall course goal is to promote response partnerships by:

V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

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 Committee's discretion.

Submissions for at least six (6) different categories are required. All submissions must contribute to and support the field of Disaster/Emergency Management, 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:** Member for 3 years in a disaster/emergency management-related organization.
- B. PROFESSIONAL CONFERENCE:** Participation in a disaster/emergency management-related workshop/ conference.
- C. 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). LEPC service does not qualify.
- D. LEADERSHIP ROLE:** Voluntarily serve as an elected officer or in leadership position on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting disaster/emergency management (must not be part of the applicant's required job duties). LEPC service does not qualify.
- E. 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 impact on the disaster/emergency management profession.
- F. 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.
- G. TEACHING:** Complete a formal teaching or instructing commitment relating to disaster/emergency management which equals or exceeds 3 hours of actual platform instruction.
- H. 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.
- I. PUBLICATIONS:** Publish a substantive disaster/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 candidate's control (i.e. staff documents and internal reports do not qualify). 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.
- J. 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.
- K. AWARDS OR SPECIAL RECOGNITION:** Receive an award for disaster/emergency management-related activities.
- 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 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 Hazards Centers' Quick Response program, publishing research that updates previous research projects with new data, producing independent analysis for government or non-government interest groups, or research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils). Producing after action reviews, local hazards analyses, 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.

All information must be submitted on the appropriate form; candidate may duplicate forms and utilize additional pages as necessary. Since this segment reflects contributions of and support to the field of disaster/emergency management, these submissions reflect activities OVER AND ABOVE basic job performance.

There are fifteen areas to validate contributions to the profession. The candidate must select a minimum of six to submit.

V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

A. Membership —

To satisfy this requirement, a candidate may list one single membership organization for 3 years or any combination of organizations. **While multiple organizations may be used, documentation of three different years must be provided. Documentation such as a membership card or copy of roster/directory page may be provided for all three years.**

Organization:

Membership Years:

Organization official who can verify membership (list name and telephone number):

V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

B. **Professional Conference** — Participation in a disaster/emergency management related workshop or conference for at least a cumulative total of 40 contact hours within the last 10 years. A one or two day meeting on a single topic is considered a workshop. Acceptable conferences may be hosted by national, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role. Training (how to) workshops do not fulfill this requirement.

To satisfy this requirement, candidate must document attendance with copies of certificate of attendance.

Date	Name of Conference	Location	Sponsoring Org.

Describe something you learned:

V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

- C. **Service Role** — Serve on a Board of Directors, a board, a committee, task force or special project for a professional, emergency management, or a jurisdictional organization contributing to or supporting emergency management.

Documentation substantiating the service role(s), such as a letter of appointment, meeting minutes showing the candidate's attendance and participation, etc., must be provided. Additionally, the candidate must complete the following items.

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: _____

Title: _____

Signature: _____

Date: _____

V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

D. **Leadership Role** — Serve voluntarily as an officer or in leadership position on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting emergency management. Contributions must clearly demonstrate a commitment to the emergency management.

To satisfy this requirement, a candidate must demonstrate being an actual Officer or Board member, utilizing one single service role or any combination of organizations. **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.)

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify your leadership role (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: Title:

Signature: _____

Date: _____

V. PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF DISASTER/EMERGENCY MANAGEMENT

- E. **Special Assignment** — Involvement in a special assignment for a organizational or governmental committee or task force addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession.

To satisfy this requirement, a candidate must describe special assignment service on a jurisdictional or governmental committee or task force addressing a specific disaster/emergency management issue. The candidate must demonstrate that the resulting product or decisions make a significant contribution or impact.

Verification of assignment must be attached.

There needs to be documentation that this assignment is more of 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 doesn't necessarily disqualify, but it probably does 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 candidate on this special assignment. The applicant should provide documentation that this assignment fits under this category rather than under the categories "service role or in some cases leadership role".

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify your service on the special assignment:

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: Title:

Signature: _____

Date: _____

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F. **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.

Remember: You must attach verification of presentation.

Date	Location	Description	Sponsor

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: Title:

Signature: _____

Date: _____

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- G. **Teaching** — Complete a teaching or instructional commitment relating to disaster/emergency management which equals or exceeds 3 hours of actual platform instruction. The emphasis of this area is teaching the concept of Disaster/Emergency Management. Providing training technical skills (HAZMAT, Fire, Law Enforcement or EMS) to technical or professional people is not teaching professional disaster or emergency management. Example of teaching under this category include teaching at a course on emergency management at a college or university, teaching professional development course of 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, not technical skills. Teaching ICS or All Hazards Planning would be examples of this. Teaching how to wear PPE or decontaminate people would be examples training people in technical skills.

You must attach verification of presentation.

Location and date of activity:

Sponsoring organization:

Contact phone number/name (list name and telephone number of individual who can verify service):

Description and length of engagement:

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H. **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.

To satisfy this requirement, a candidate should attach a copy of the lesson plan and other documents that demonstrate his/her role in developing the course and/or provide other means of verification.

Title/Length of course:

Host organization:

Audience:

Date:

Description of course content (if lesson plan not attached): See attached schedule and slide presentation.

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- I. **Publications** — Publish a substantive 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 candidate’s control. The candidate must validate primary or secondary authorship. Announcements, flyers and documents written as work projects will not be considered under this category. Publication in online periodicals qualifies for this category (peer review publication 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.

To satisfy this requirement, a candidate must provide the following information. Additionally, the candidate must provide verification such as a copy of the article, the title page, and an abstract or other short copy, which briefly describes the article.

Title:

Publication Source:

Publication Date:

Check one

Primary Authorship - **OR** - Secondary Authorship

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: _____

Title: _____

Signature: _____

Date: _____

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J. Audio-Visual and Interactive Products — Personally develop content for distributed emergency management video, computer software product or other audio-visual tool. PowerPoint presentations are not applicable. Candidate must validate participation and role. *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 Audio-Visual and Interactive Products 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.)

Validation of participation and role must be provided at time of submission. It is recommended that a copy of your job description be included in order to verify the contribution is not construed as part of your job responsibilities.

Title:

Date of production:

Sponsoring organization:

Description of product: (insert URL if a web site):

Description of its significant contribution(s) to the emergency management field (include reference to product audience):

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: Cedric Grant

Title: Ascension Parish Government, CAO

Signature: _____

Date: _____

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K. **Awards or Special Recognitions** — Receive an award for disaster/emergency management related activities.

To satisfy this requirement, a candidate may submit any award, honor, or special recognition received within the disaster/emergency management community or in conjunction with emergency preparedness activity. The award, honor or special recognition must be personalized (i.e. addressed, inscribed or whatever) 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 is more notable than from within.

An award from the City/County Administrator or Board, state or federal agencies for disaster/emergency management related activities to the individual are an example of the type of recognition envisioned. Awards for longevity (25 years of service) or routine performance awards are normally not adequate for inclusion under this category. Routine, mass mailed thank you letters or certification of participation may not be acceptable. The applicant may describe why the award is unique or special.

Any proof documenting award and date is suitable to verify.

Date of award/honor:

Sponsoring organization:

Describe the Award/Honor and your role and contribution which led to your selection as the recipient (be specific):

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- L. Federal, State or Local Emergency Management Certification or Registration** — Earned certification or registration as an emergency manager through a government agency, or state association. Receiving the R Prefix and Special Experience Identifier for the Air Force Contingency Planners is acceptable.

Individuals who have attained a skill level 5 in the Disaster Preparedness/Emergency Management career field in the Air Force/Air National Guard have equivalency for State Certification.

To fulfill this requirement, documentation must include an outline of the requirements for certification and a copy of the certificate or letter from the certifying official.

Certifying organization:

Date/Period of certification:

Re-certification or maintenance requirements:

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M. **Legislative Contact** — Contact an elected representative at the national or state level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy of the reply from the elected official. The Commission cannot award credit without both pieces of documentation.

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: _____

Title: _____

Signature: _____

Date: _____

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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 Hazards Centers' Quick Response program, publishing research that updates previous research projects with new data, producing independent analysis for government or non-government interest groups, or research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils). Producing after action reviews, local hazards analyses, 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.

Title:

Date(s) of research:

Sponsoring organization (be specific):

Description of its significant contribution(s) to the emergency management field:

Certification by supervisor or other appropriate person that this activity was not part of the candidate's routine job requirements:

Name: _____

Title: _____

Signature: _____

Date: _____

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- 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. 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 other contribution.

For military candidates receiving an official military identification in contingency planning during the time periods for certification and re certification is acceptable.

Candidates are encouraged to be creative in submissions with this category; Verification must be attached. Submitted documentation can be a set of orders listing you as someone deployed to a disaster site outside of your jurisdiction, etc.

Describe activity or program specifically providing dates, name of association or program sponsor, program audience and any other pertinent description:

Describe your role or involvement:

Identify why this activity makes a contribution to the field of emergency management and is therefore applicable to this portion of the LEM process:

ESSAY

This portion of the certification process is qualitative in nature and designed to assess the candidate's knowledge, skills and abilities through a series of practical problem-solving analyses. The scenario response is a synthesis of all the knowledge, skills, experience and other credentials demonstrated in the Credentials section. Candidates should equate this section to an "interview," if the complete certification process is a job search.

Scenario

You have been given the responsibility to design and implement a disaster/emergency management program for an organization. Provide a detailed description of how you would design, develop, and implement the program, paying close attention to implementation challenges (for example, local resistance, lack of funding, etc.) and identifying some potential solutions. If you address a subsystem of emergency management (such as shelter program development), then you must demonstrate how this component fits into the overall emergency management program.

At the end of your response, you must type the following statement, and sign your submission:

"I verify that I have independently completed this essay."

(Your Name)

(Your Signature)

Most successful essays are about 500 words and should be typed, doubled-spaced. To increase your chance for success for this portion of the LEM application.

To satisfy this requirement, the candidate must submit a written narrative response to scenario, demonstrating as many knowledge, skills and abilities (KSAs) as applicable, and formatting the response into six sections:

- 1) Identify the **problem** to be solved;
- 2) Identify the **objective** to be achieved;
- 3) Describe the **necessary actions** to be taken in order to achieve the objective and the problem solution;
- 4) Describe the **intended outcome** (behavioral, technical, equipment and/or supplies, financial, etc.) as a result of necessary actions;
- 5) Describe the **human resources** utilized in the process; and
- 6) Describe the **material and financial resources** utilized in the process.

Knowledge, Skills and Abilities Criteria

- 1) Skill in written communication as evidenced by the essay.
- 2) Ability to present materials in a logical clear manner to meet all goals and objectives of the essay.
- 3) Knowledge of four phases of disaster/emergency management and activities which occur within the scope of each phase per the U.S. National Response Plan (Prevention, Preparedness, Response and Recovery).
- 4) Knowledge of human behavior and actions during a disaster.
- 5) Knowledge of an organization and the environment in which it operates.
- 6) Knowledge of codes, legislation, regulations, forms and documents which effect the disaster/emergency management function.
- 7) Skill in leading people based on integrated disaster/emergency management.
- 8) Skill in building and maintaining internal and external alliances.
- 9) Ability to manage an organization strategically (long range) and tactically (short range). (meet goals and objectives.)
- 10) Ability to acquire and manage human, material and financial resources.
- 11) Ability to manage multiple priorities demonstrating creative problem-solving techniques.
- 12) Ability to make and convey decisions in an organized time frame.