



LOUISIANA EMERGENCY MANAGER BASIC CREDENTIALS®

LEM Basic

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



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

The Louisiana Emergency Manger Basic (LEM-B) credential was designed by LEPA in an effort to create an entry level emergency management course for EM personnel with less than two years of experience in the field, or as refresher course for experienced emergency managers. LEPA has partnered with the Louisiana Governors' Office of Homeland Security and Emergency Preparedness (GOHSEP) in presenting this course and validating the credential. The curriculum is designed to train emergency management (ESF-5) personnel on the fundamentals of EM while focusing on Louisiana specific tasks required in coordinating federal, state and local governments during declared states of emergency. The course usually spans a 90 day time frame at pre-selected locations throughout the state. GOHSEP, LEPA and contract instructors are employed to present the program of instruction.

Membership in LEPA is not required to obtain the LEM-B credential; however, the professional benefits of membership are valuable. The packet attached to this booklet must be submitted to the LEPA LEM Committee for enrollment. Once the LEM-B is awarded LEPA authorizes the awardees to use the title of LEM-B on all correspondence and business cards. The names and qualifications of awardees will be placed on the LEPA website under ESF 5 for access by LEPA members and emergency managers throughout the State of Louisiana. Additionally, there is a **five year \$50** recertification requirement for this credential.

Please take this opportunity to review the requirements to enroll in an LEM-B course. If you qualify and choose to enroll simply follow the instructions on the next page. The LEPA board of directors looks forward to working with you and wish to thank you in advance for your time and consideration.

LEM Basic Credentials Submittal Instructions:

1. Complete and sign the LEM-B application sheet (See attached).
2. Complete and sign the LEM code of ethics form (See attached).
3. Complete the work history form (See attached).
4. Attach a copy of education credentials (GED, High School Diploma, or College Transcripts).
5. Submit all documentation and fees to LEPA.
6. Fees: Make checks payable to the Louisiana Emergency Preparedness Association or use Pay Pal on the LEPA Website:
 - a. LEPA members: \$100.
 - b. Non-LEPA members: \$175.
7. Complete all online training course requirements from the Emergency Management Institute (EMI) in Emmetsburg, MD (See attached Academic Checklist). All online course work from EMI must be completed prior to taking the final LEM-B written examination. Provide a copy of the LEM – B packet, course certificates and/or transcripts to the LEPA office prior to the final LEM-B exam.

Louisiana Emergency Management Association
8550 United Plaza BLVD
Baton Rouge Louisiana 70809

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 : _____
8. Type of LEM (Check one): LEM-T LEM Basic LEM Pro

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:** _____

CANDIDATE REFERENCE REQUIREMENT

Each LEM Technical 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. LEM Committee members, 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

1). REFERENCE NAME/TITLE:

ORGANIZATION:

ADDRESS:

CITY/ST/ZIP:

PHONE/FAX/EMAIL:

2). REFERENCE NAME/TITLE:

ORGANIZATION:

ADDRESS:

CITY/ST/ZIP:

PHONE/FAX/EMAIL:

3). REFERENCE NAME/TITLE:

ORGANIZATION:

ADDRESS:

CITY/ST/ZIP:

PHONE/FAX/EMAIL:

**Louisiana Emergency
Manager Basic Credentials
Academic Checklist**

LAST NAME: _____		FIRST NAME: _____		MI: _____	
CELL PHONE: _____		EMAIL: _____			
ORGANIZATION: _____					
EM Finance, Grants and Administration			Planning & Intelligence		
<i>Course Title</i>	<i>Date Complete</i>	<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 1a Intro To ESF's		IS 800b: National Response Framework			
IS 230.D Fundamentals of Emergency Management					
IS 801-804 Intro To ESF's					
IS 806-813 Intro To ESF's					
<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>	<i>Course Title</i>	<i>Date Complete</i>
IS 1: EM: An Orientation to the Position		IS 200: ICS 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.