



SOUTH DAKOTA CERTIFIED EMERGENCY MANAGER PROGRAM GUIDELINES

The Certified Emergency Manager Program is a professional certification open to all individuals serving in an emergency management position. This program is administered by the South Dakota Emergency Management Association.

September 2006

SOUTH DAKOTA EMERGENCY MANAGEMENT ASSOCIATION CERTIFIED EMERGENCY MANAGER PROGRAM GUIDELINES

BACKGROUND

There has been a growing movement nationwide to provide for methods of professional certification of emergency managers (CEM). The impetus for such certification stems from the increased visibility and scope of emergency manager's positions and the commensurate requirement to ensure that some mechanism is in place to evaluate persons who occupy these positions. As of 1993, South Dakota did not have a certification program for emergency management professionals.

To address this potential need in South Dakota, the Executive Committee of the South Dakota Emergency Management Association (SDEMA), during a meeting held on May 12, 1993 in Pierre, South Dakota, decided to pursue formulating guidelines for emergency manager certification. During the annual SDEMA meeting held on September 14 and 15, 1993 in Yankton, South Dakota, the SDEMA President-Elect was charged with heading a committee to present a proposed emergency manager certification program to the SDEMA membership at its winter meeting in December, 1993. (NOTE: The CEM Program was first adopted at the 1993 Winter SDEMA Meeting). CEM certification is currently not a FEMA, State, or local requirement. Participation in the SDEMA CEM Program is voluntary and one does not need to be a SDEMA member to participate.

GLOSSARY

EMS --	Emergency Medical Services
EMI --	Emergency Management Institute of FEMA located in Emmitsburg, Maryland.
EMI-Sponsored Training --	Any training course which is or was, at the time taken, listed in the EMI Catalog of Activities.
EOP --	Emergency Operations Plan
EM --	Emergency Management, the term in general use in South Dakota which describes the overall emergency management function. For purposes of guidance, it is synonymous with, and serves as a substitute for, other terms currently in use such as "civil defense," "emergency and disaster services," etc.

EM Professional --	The purpose of these guidelines is to establish certification for those emergency management personnel, a majority of whose duties involve direction, management, coordination, planning, or policy making (Coordinators/Directors and Assistant Coordinators/ Assistant Directors, etc.) as opposed to mainly technical or clerical positions. For those jurisdictions receiving EMA funding, such designation is already made as a part of the EMA Staffing Pattern. For non-EMA jurisdictions, a copy of the applicant's current job description or the local resolution which establishes the EM organization shall be used to verify the "professional" classification of the position.
FEMA --	Federal Emergency Management Agency
Functional/ Full-Scale Exercise --	An exercise or actual event certified by FEMA as meeting the requirements for such designation.
HazMat --	Hazardous Materials
Local --	Any level of government below the State (County, City, Town).
NIMS -	National Incident Management System
OEM --	South Dakota Office of Emergency Management
RADEF --	Radiological Defense
Radiological Curriculum --	All courses which are/were listed under the "Radiological Curriculum" section of the EMI Catalog of Activities.
SLA --	State & Local Assistance Program of the Federal Government through the Federal Emergency Management Agency (Department of Homeland Security) which provides grants to state and local emergency management agencies that meet qualification requirements.
SDEMA --	South Dakota Emergency Management Association

CRITERIA FOR CEM CERTIFICATION

A. INITIAL CEM CERTIFICATION

1. Formal Education: At least a high school diploma or equivalent.
2. Experience:

- a. General: Applicants must have at least three (3) years of emergency management experience (can be a combination of EM, Fire, EMS, Law Enforcement, RADEF, Military Disaster Preparedness, etc.) which at least 18 months must have been as an emergency management professional member in South Dakota.
- b. Specific: Within the experience outlined above, the following specific experience is required:
 - (1) Any applicant applying for a certified emergency manager credential must be fully NIMS-compliant at the time of application.
 - (2) Planning -- Applicants must have been responsible for, or a major participant in, the creation or update of an emergency plan, e.g. EOP, mitigation plan, pandemic flu plan, or similar major plan.
 - (3) Exercises -- Applicants must have been responsible for, or a major participant (planner, evaluator, controller) in, at least one functional or full-scale exercise.
 - (4) Actual Occurrence -- If substituting an actual occurrence for an exercise, the applicant must have been a major participant in that actual occurrence and received OEM/FEMA exercise credit.
- 3. Professional Education/Training: Applicants must have completed, within the eight (8) years immediately preceding application, at least 80 hours of EMI-sponsored, independent study (four hours per course), or classroom training. Not more than 20 hours of the required 80 hours may come from the EMI radiological curriculum. Additionally, at the CEM Certification Committee's discretion, up to 16 hours of non-EMI emergency training (SARA Title III training, etc.) may be substituted for the above requirement, provided that the combined non-EMI and radiological course total shall not exceed 24 hours.
- 4. Other: Applicants must currently hold an emergency management professional position within the State of South Dakota. This position may be paid or volunteer, EMA or non-EMA funded, and be either full or part-time.

B. FIVE-YEAR CEM RECERTIFICATION

- 1. Applicants applying for CEM recertification must have completed at least 36 hours of EMI-sponsored and/or emergency management related classroom training during the 60 months immediately preceding the anniversary date of initial certification.

2. Applicants applying for CEM recertification must have 1) been responsible for or a major participant in the update of an emergency plan (see paragraph 2b(2) above) since initial CEM certification and 2) continued to conduct or be a major participant in a functional or full-scale exercise each year since initial CEM certification. Or, be a major participant in an actual occurrence that received OEM/FEMA exercise credit.
3. Any previously certified applicant who has failed to renew his/her certification for one or more consecutive periods or requested an extension, will be required to apply for and obtain initial certification.
4. Continue to meet the requirements of paragraph A4 above.

PROCEDURES

A. CEM CERTIFICATION COMMITTEE

1. The CEM Certification Committee shall be the Executive Committee of the SDEMA. It shall be the responsibility of the CEM Certification Committee to receive, review, and approve all applications for certification, using this document and, where appropriate, their professional judgment. Additionally, the CEM Certification Committee shall, with the advice and consent of the SDEMA Board of Directors, make such changes to these guidelines as may be necessary.
2. The CEM Certification Committee shall meet at the call of the SDEMA President, as necessary, to process applications for certification. Telephonic meetings will be the norm with at least one face-to-face meeting annually, usually in conjunction with the annual SDEMA Conference. Three members of the CEM Certification Committee shall constitute a quorum for conducting business; however, decisions shall require a majority vote of the full CEM Certification Committee (four votes).

B. APPLICATIONS

1. Applications for certification shall be sent to the SDEMA Secretary using the format specified in these Guidelines. The CEM Certification Committee shall review and make a decision on an application within 60 days of receipt by the SDEMA Secretary. The applicant shall be notified by mail of the CEM Certification Committee's decision.
2. Applications for recertification shall be sent to the SDEMA Secretary using the format specified in these Guidelines. The CEM Certification Committee shall follow the same procedures for recertification as outlined for initial certification.

3. A non-refundable fee of \$25.00 for certifications shall accompany each application. There is no fee for a CEM recertification.
4. Successful applicants shall receive a CEM patch, CEM Certificate, CEM designation wallet card, and a "Letter of Congratulations."
5. The supervisor of all successful applicants will be notified in writing of the CEM designation.
6. Unsuccessful applicants shall receive a letter explaining what they need to do to qualify for the CEM designation.

SOUTH DAKOTA EMERGENCY MANAGEMENT ASSOCIATION CEM APPLICATION

INITIAL

RECERTIFICATION (complete ** items only)

** DATE _____

APPLICANT INFORMATION

** NAME _____

** MAILING ADDRESS _____

** TELEPHONE NUMBER _____

FORMAL EDUCATION

HIGH SCHOOL/COLLEGE _____

YEAR GRADUATED _____

EMERGENCY MANAGEMENT EXPERIENCE

** CURRENT EM POSITION _____

** CURRENT JURISDICTION _____

NUMBER OF YEARS/MONTHS IN CURRENT POSITION _____

PREVIOUS EMERGENCY EXPERIENCE

POSITION	ORGANIZATION	DATES
_____	_____	_____
_____	_____	_____

**** APPLICATION FEE** Enclosed find \$25.00 initial application fee.

APPLICANT SIGNATURE _____