

# **Tips for the Certified Texas Emergency Manager® Application**

## **GENERAL**

You are applying for a professional certification. Ensure your application packet is well organized, presents a neat and clean appearance and is complete. If the reviewers cannot read your packet it will not be approved.

One suggestion is to use a simple binder with sections tabbed for each requirement. Use separate tabs for Experience, Training, Contributions, etc. and attach your documentary evidence to the form to which it applies. Don't make the reviewers hunt for your documentation.

## **REFERENCES**

Cite references that served in a *supervisory capacity* over you. Do not include family, friends, or acquaintances.

Let your references know that you have listed them in your application and that they will be called to verify your work experience.

## **WORK HISTORY AND EXPERIENCE**

Ensure reviewers can verify your experience is applicable to emergency management and that you served the required time in Texas. If your job title does not reflect emergency management duties include a job description that highlights your emergency management duties and responsibilities. Don't make the reviewers guess.

Document your exercise or disaster experience in Texas. Attach a copy of a newspaper article citing your participation, an after action report with your name on it, a letter from an organization outside of your control, or a statement from the Regional Liaison Officer, etc.

## **EDUCATION**

Include a copy of your high school diploma or GED certificate.

A copy of your college transcript or a letter from the high school/school district is an acceptable substitute to prove high school graduation.

## **TRAINING**

Document your training. Include a properly completed training form for each course along with a training certificate, receipt, or class roster demonstrating attendance and indicating the number of contact hours received.

You need 100 hours each in emergency management and general management training. Use the training summary sheet to estimate the total number of hours approved for FEMA and Texas courses if the hours were not listed on your certificate.

Remember you can receive no more than 25 hours credit per course even if the course certificate indicates more than 25 contact hours. Therefore, as a minimum you must have four training forms and documentation for both emergency management and general management to meet the training requirements.

## **CONTRIBUTIONS TO THE PROFESSION**

Ensure you submit six *different* categories to meet the Contributions to the Profession requirement, not six contributions in the same category.

You only need to submit one item per category unless you are unsure whether credit will be given for a particular contribution.

The contributions must be *above and beyond* your normal duties and not part of your regular job assignment.

An assignment on your Local Emergency Planning Committee (LEPC) won't count as a Special Assignment on a Committee or Task Force *if* the assignment is part of your regular duties. Provide a copy of your job description or a letter from your supervisor to prove the LEPC assignment was not part of your regular duties.

A publication will not count unless it has an independent editorial review and is published in a document beyond the applicant's control. For example, staff documents and internal reports do not qualify and neither do FAQs, brochures, and items placed on your emergency management web site. However, FAQs, brochures, and other publications you authored that are placed on other web sites may be approved if they had independent editorial review.

To get credit for speaking the applicant must have been the presenter and not someone who researched and wrote the presentation.

## ***MANAGEMENT ESSAY***

Be sure to answer the question. Be direct and concise. Type your narrative, double-spaced, and run the spell checker. Then check for additional errors and omissions.

Make sure your essay covers all six required sections: problem, objective, actions, outcome, human resources and material and financial resources.

Cover as many knowledge, skills and abilities (KSAs) criteria as applicable.

Put your essay away for a few days. Then review the essay scenario, requirements and KSAs. Re-read your essay to ensure it is readable, understandable, and says what you mean.

1,000 to 1,500 words can adequately cover the essay requirements. You don't have to write a book.

Don't forget to sign the verification statement.

The management essay is not required if you chose to take the exam instead.