**Application Packet for**

**Certified Texas Emergency Manager**

**TEM©**

Sponsored by:

**The Emergency Management**

**Association of Texas**

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**Preface**

This document describes the requirements and standards of the Texas Emergency Manager (TEM©) certification program and serves as the basis for your application packet. The Emergency Management Association of Texas (EMAT) sponsors this certification program and administers it. You do have to be a member of the organization to become certified.

EMAT is dedicated to promoting the goals of saving lives and protecting property through application of the five phases of emergency management. One method shown to increase professionalism and recognize the individual who possesses the knowledge, skills, abilities and experience to manage effectively a comprehensive emergency management program is through a rigorous certification program. The TEM© is just such a program. EMAT reviewed the certification programs of numerous states and associations and decided to base the TEM© on the International Association of Emergency Manager’s Certified Emergency Manager (CEM®) program. The board chose the CEM® program for three reasons:

* It is a comprehensive evaluation of an emergency manager’s knowledge, skills and abilities through an internationally recognized certification program.
* The CEM® program was developed with assistance and input from practicing emergency managers throughout the United States, academia, and FEMA.
* The State of Texas considers an individual designated as a CEM® who has completed the Basic Emergency Management Workshop (G-610) to meet the training requirements at the Advanced Preparedness Level (*TDEM 100, June 2011, page 2-5*).

The TEM© certification program modifies the CEM® requirements by adding Texas-unique requirements, such as experience and exercise/disaster event participation. A second difference is that the TEM© does not require a college degree for certification. EMAT recognizes that many emergency managers never had the opportunity to attend college, yet possess the knowledge, skills and abilities to manage effectively a comprehensive emergency management program. The TEM© addresses that situation. As the experienced emergency managers retire and the new crop of college-educated emergency managers take over, this requirement will change.

Certification is an indicator of experience, hard work, continuing education, dedication to integrity, and creativity. It is also an assurance that the individual has passed at least a minimum screening of competence. Obtaining certification as a TEM© proves that you can effectively accomplish the goals and objectives of comprehensive emergency management in Texas.

\*\*The application process includes completing and successfully having your application approved and passing a comprehensive test.  If you take the test first, you will have one year from the date of the notice that you have successful passed the test to complete your application.  If you complete the application first, you have one year from the date the application was reviewed and approved to take your test.\*\*

**Cover Sheet**

Name:

Address:

Job Title:

Work Phone:

Cell Phone:

E-Mail:

**EMAT Code of Professional Conduct**

The EMAT Executive Board enforces 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 TEM© certification.

The Code of Professional Conduct

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

* Accept and dutifully carry out all associated responsibilities incumbent upon his or her 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 his or her work product with other TEMs© in order to expand the collective capability of the profession.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_\_support the Code of Professional Conduct and will abide by its precepts. (Date)

TEM© Certification Checklist

*Use this checklist to ensure your submission is complete.*

*Initial each section*

**A. Completed Application Cover Sheet with Code of Conduct Pledge:**

*\_\_\_\_\_\_\_\_\_\_Requires Signature.*

**B. Completed Credentials Packet:**

**\_\_\_\_\_\_\_\_\_\_**Membership in EMAT for the duration of the certification. If you do not renew your membership during the time you qualify as a TEM©, you will not be able to use the TEM© designation after your name.

\_\_\_\_\_\_\_\_\_\_Work History

*Four (4) years in emergency management with required 2 years of experience and participation in a full-scale exercise or actual disaster experience in Texas and copies of your position descriptions or supervisor statements.*

\_\_\_\_\_\_\_\_\_\_References

*Requires names and current Texas contact information.*

*\_\_\_\_\_\_\_\_\_\_*Training

 100 hours of Emergency Management training taken within the last 10 years from the date of the application.

 100 hours of General Management training taken within the last 10 years from the date of the application.

\_\_\_\_\_\_\_\_\_\_Contributions to the Profession

*Requires documentation or contact information where requested for six contributions made in Texas.*

**C. Miscellaneous:**

\_\_\_\_\_\_\_\_\_\_\_\_Type All Materials (unless otherwise specified, such as a signature and copies of supporting documentation.)

\_\_\_\_\_\_\_\_\_\_\_\_Fees Payment Enclosed

*Application packet will be scanned as a PDF file and uploaded into the EMAT website at:*

[**https://www.emat-tx.org**](https://www.emat-tx.org)

*Payment will also be processed at the same time on the secured web portal.*

*The cost of the application is $150.00. You must be a member of EMAT to apply for* TEM©*and to continue to use the designation, you must remain a member of EMAT.*

I wish to receive notices at my: \_\_\_\_\_Office \_\_\_\_\_Home

I understand my electronic application will be purged/deleted from the EMAT system following the Annual Awards Ceremony.

[ ]  Yes, I understand the application disposition policy.

If awarded certification, I will allow EMAT to post my picture on its web site: [ ]  Yes [ ]  No

The recertification deadline date is November 1st of the fourth (4th) year as it appears on my certificate.

**Credential Submission:**

As of September 1, 2017, all applications must be submitted through the online system. No hard copy submissions will be accepted.

**Deadline Dates:**

* The published deadline date is for first-time TEM©.
* Recertification candidate’s deadline is December 31 of the year in which they are due to recertify (e.g., every five years from the original certification year). Payments made online are posted on the next business day.
* Resubmission candidates are reminded that their deadline date is 90 days from the date of the incomplete letter and their supplemental submission must be completed through the online system.
* Submissions must be received at the EMAT website before 11:59 p.m. Central Standard Time.

**TEM Commission Credential Review Dates:**

2017

* Online applications received by Oct.31, 2017, will be reviewed in November/December 2017. Candidates will be notified of the results during the third week of December 2017.

2018

* Online applications received by Dec. 31, 2017 and thereafter (e.g., 12/31/2018/ 12/31/2019), will be reviewed in January/February 2018 and thereafter (e.g., January/February 2019, 2020, 2021, etc.). Candidates will be notified of the results during the third week of February 2018 and thereafter (e.g., February 2019, 2020, 2021, etc.).

Please note, communication between the applicant and TEM Commission members will only occur if additional documentation is requested to complete the review.

**Initial Certification:**

There are two types of initial certifications offered: an entry level certification, Texas Emergency Manager (TEM)-Basic (B) and the Texas Emergency Manager (TEM©). This application is for the TEM©.

* TEM-B: TEM-Basic credential is designed by EMAT in an effort to create an entry level emergency management track for emergency management personnel with at least two (2) years of experience in the emergency management or similar field. The application process is online. Please refer to the TEM-Basic application packet for more details on this credential. You must be a member of EMAT to apply and to continue using the TEM-B designation. If you do not renew your members while a TEM-B, you will not be able to use the TEM-B designation after your name.
* TEM©: The TEM© credential is designed for the experienced emergency manager with at least four (4) years in emergency management or similar field with two (2) years in Texas. You must be a member of EMAT to apply and to continue using the TEM designation. If you do not renew your members while a TEM©, you will not be able to use the TEM© designation after your name.

**Incomplete Applications:**

* Candidates whose maintenance applications are found to be incomplete will be allowed one chance to correct and resubmit required materials to the Commission.
* Candidates who fail to make required corrections or fail to resubmit prior to the deadline established by the commission will be denied certification.
* All fees accompanying applications denied by the commission are forfeited.
* Candidates who wish to reinitiate the application process after denial and do not meet the deadline for resubmission must again pay the required certification application fee, complete a new TEM application packet, and retake and pass the exam.

**Helpful Tips:**

* Letters of Reference:

TEM candidates must submit three letters of reference with their application submission. One of the reference letters should be from the candidate’s current supervisor, and the other reference letters can be from previous supervisors or managers. The letters should attest to the candidate's character, and explain why he/she is deserving of the TEM© designation. The letters may outline individual accomplishments, work ethic, leadership skills/roles job responsibilities, years of work experience, and initiatives taken in job/field. All letters should be signed and on official letterhead.

* Course Work. The TEM© application outlines that course work completed to earn the baccalaureate degree in emergency management or similar field may count twenty-five (25) hours towards disaster/emergency management training and/or twenty-five (25) hours general management training. If the degree is not associated with emergency management or similar fields, only twenty-five (25) hours of acceptable general management training courses may be counted toward general management training.

**Acceptable General Management Training** courses that qualify are: principles of management, finance, business administration, organizational behavior, budgeting, community development, human resources/relations, public relations, volunteer development, grants management, computer systems, business communications, public speaking, marketing etc. If additional advanced degrees are held, however, associated coursework can be applied to training. (A copy of the transcript must be attached to support use of the waived requirements.)

* No double dipping of professional contributions and exercise participation in Texas is allowed. You may list the contribution or exercise in either category if appropriate but not the same in each category.

**Maintaining Certification:**

Certification is maintained in in five-year cycles.

Cover Sheet with Code of Conduct Pledge:

* I understand that certification is subject to EMAT Executive Board approval, and if granted, is current for five-year period. I will execute the necessary documents and supply any additional information as determined by EMAT.

**Check List: Update**

* Completed Application Cover Sheet with Code of Conduct Pledge:
	1. Include a definition of all hazard emergency management and or the position.
* Completed Credential Packet: TEM
	1. Work History-Must include four (4) years full-time equivalent (2,000 hours per year or more) experience in a comprehensive emergency management position with at least two (2) years served in Texas.
		1. For each job listed a full job description is required and the period covered. Letter from your supervisor or Human Resources.
		2. For those using military experience an MOS showing job description
		3. For those using intern, volunteer, or contracting experience, hours worked must be verified by billable hours, pay sheets showing hours worked, or contact hours worked, etc.
* Completed Credential Packet: TEM
	1. Meaningful role in the development and/or participation in a full-scale exercise in Texas OR an actual disaster and recovery management experience in Texas that necessitated activation of local emergency plans.
		1. Name and describe the exercise or activity,
		2. Describe your specific role and responsibility(ies),
		3. Describe what you learned, and
		4. What mitigation activates were identified.
		5. Must include documentation to support your participation (e.g., organizational chart, Incident Action Plan showing your activity, exercise documentation-EXPlan, Controller/Evaluator Handbook, agenda from a planning meeting showing your participation, exercise participate form, sign-in sheets of the event, etc.)

**Candidate Reference Requirement:**

* Candidate must submit the names of three references, and information on their references sources, as requested below. (Note-let your references sources know they are being listed, and that the Commission will make verification calls to check the information provided.)
* Reference sources that qualify are
	+ Current supervisor
	+ Past supervisors of those listed in work history.
* Reference letter
	+ Candidates must submit three letters of reference with their application submission.
	+ One of the reference letters should be from the candidate’s current supervisor, and
	+ Other reference letters can be from previous supervisors or managers.
	+ The letters should attest to the candidate's character, and explain why he/she is deserving of the TEM©.
	+ The letters may outline individual accomplishments, work ethic, leadership skills/roles job responsibilities, years of work experience, and initiatives taken in job/field.
	+ All letters should be signed, complete contact information provided, and on official letterhead.

**Education Requirement:**

* Required: copy of a high school diploma showing year graduated or
* GED or document to support that a GED was awarded
* Letter from the school attended, or transcripts showing completion date

**Training Hours:**

Submit documentation which demonstrates education and confirms contributions to the emergency management profession.

* Verification must be attached in the form of a certificate or transcript reflecting the course. Verification must reflect the number of classroom hours earned.
* If hours are not included on the certificate and it is a FEMA course, you will receive only the minimum recommended hours. Please refer to the Sample CEM Training Course Allocation Table found at the following website: <https://www.iaem.com/page.cfm?p=trainingallocationtables>
* One Continuing Education Unit (C.E.U.) =10 classroom hours.
* If the training certificate does not include hours, then it is the candidate's responsibility to provide independent verification (e.g., copy of training catalogue or a letter from the organization teaching the course) of training hours for the courses they are seeking credit. Otherwise, one full day of training will equal 6-hours of credit.
* A course syllabus or curriculum outline is required as part of the training documentation for courses not listed on the Sample Training Allocation Chart (STAC).
* Non-FEMA courses will receive up to six (6) hours credit per day unless additional hours can be independently verified (course syllabus, agenda, course catalog, etc.)
* Training title, association or agency who provided the course, a complete course number, identification of the course training as either emergency management or a general management (E or G), and the number of C.E.U.s for the course are the elements that must be provided in the table (e.g., Emergency Manager: An Orientation to the Position, FEMA, IS-1a, E, 6).
* If any of the above elements are missing, e.g., C.E.U.s, identify the STAC as to the number of hours listed, and provide support documentation by highlighting the course and hours on the sheet and attaching it to your application.
* After the table is filled out for either emergency management or general training, place the certificate in the order they are listed in the table.
* Training courses will only be counted if they have been taken in the last 10 years of the certification application date.
* TEM-Each candidate must demonstrate successful completion of 100 classroom hours in emergency management, **AND** successful completion of 100 classroom hours in general management.
* In emergency management or general management courses only 25 hours in any one subtopic / or subject area will be allowed, however candidates should list actual classroom hours even though they may total over 25 for a particular course.

**Professional Contributions to and Support of the Field of Emergency Management:**

Each category does require specific verification documentation for each activity and will be checked by the Certification Commission.

* 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 required such as a letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Commission’s discretion.
* All information must be submitted on the appropriate forms, contribute to and support the field of Disaster/Emergency Management, have occurred during the last ten years since the application date of the packet, and can be part of the scope of your normal job responsibilities **EXCEPT** for C. Service Role and D. Leadership Role which must be beyond the scope of your normal job responsibilities.
* A valid and verifiable submission in at least six (6) categories is necessary to meet this requirement.

**A. Membership:**

* + An active paid membership in a disaster/emergency management related professional organization for at least three years for a TEM with a requirement that one of the years be in EMAT. An example that does not meet the requirement: LEPC, taskforce, COG meetings, etc. Documentation is required (e.g., paid invoice or membership card). Once a TEM© is designated, the candidate must continue his/her membership in EMAT to retain the designation use after their name.

**B. Professional Conference:**

* + Participation in a disaster/emergency management-related workshop or conference for at least a cumulative total of 40 contact hours. (Must have verifiable document(s) for proof of registration and attendance, e.g., successful completion certification, program, agendas, name badge, etc. The dates of the conference must be included).

**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 may not qualify. Documentation to support this role would be minutes of the meeting where you are identify, agenda, sign in sheets, etc. Highlight your recognition and or involvement.

**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 may not qualify. Documentation to support this role would be a letter from the board or committee chair or task force leader of your involvement or an agenda showing your position. Explain your contribution in this position.

**E. Special Assignment:**

* Involvement in a special assignment for a committee, task force, or work group addressing a substantive disaster/emergency management issue.
* The resulting product or decisions must make a significant contribution to or impact on the disaster and comprehensive emergency management profession.
* A supporting document for this assignment would be a letter from your supervisor stating that the project was above and beyond your job requirements and provide proof of the contribution (e.g., the document produced, the policy created, results of the committee/ task force or working group efforts.)

**F. Speaking:**

* + **Develop** (create) and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the past ten years from the certification date related to disaster/emergency management.
	+ The audience may be a community or a professional group. Candidate must be the presenter and not just the author of the presentation.
	+ Verification documentation for this activity could be a letter from the sponsoring agency to verify your participation, thank you note, certificate, PowerPoint presentation, agenda showing you listed as a speaker/presenter, etc.

**G. Teaching:**

* + Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction.
	+ Documentation of this activity may be agendas, letter from the sponsoring agency, or course manager’s report with roster.

**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.
	+ Documentation of this activity may be a letter from the sponsoring agency, course manager, agenda or email showing your role and responsibility for the development or revision.

**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 (e.g., staff documents and internal reports do not qualify).
	+ Candidate must validate primary or secondary authorship. If the publication does not site the author, the candidate must submit written validation of authorship (e.g., letter from the publisher or supervisor).
	+ 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.
	+ If other published documents are included in your submission, highlight your publication’s title.

**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 personal participation and a significant development role in a distributed emergency management audio-visual tool.
	+ A PowerPoint presentation will not qualify.
	+ Verification documentation could be the website where the product resides where it can be seen or reviewed.

**K. Awards**

* + Receive an award for disaster/emergency management related activities.
	+ Verification would be a copy of the award if paper. A picture of the award.
	+ A certificate of appreciation is not an award.

**L. Certification Related to Emergency Management**

* + Earned certification or registration as an emergency manager or related to emergency management through a government agency, or state/province association; that is emergency management related, contains a continuing education unit (CEU) requirement and a term of expiration.
	+ Example of verification documentation would be a business continuity planner-CBCP through DRII and including your certification in the application.

**M. Legislative Contact:**

* + Testify before a legislative body
	+ Verification documentation would be an agenda, letter, or email sent showing dates, times, and responses would be appropriate.

**OR**

* + Contact an elected representative at the national, regional, tribal, or local government 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. Automatic replies will not be accepted.

# TEM© CERTIFICATION CRITERIA

Checklist is ***required*** to be completed when applying for certification consideration.

***Pease be sure to fill out the TEM Certification.*** Must have occurred within the last ten (10) years.

|  |  |
| --- | --- |
| **Criteria** | **Emergency Management Association of Texas****TEM**  |
| ***Fee Paid*** | [ ]  $150 |
| ***EMAT Membership***  | [ ]   |
| ***Code of Professional Conduct Sheet*** | [ ]  |
| ***References*** | [ ]  Three (3) |
| ***\*Work History/ Experience*** | **TEM**[ ]  Four years with at least Two (2) years of disaster related and/or emergency management experience attained in Texas. Support documentation is required from agency benefitting from this service;**AND**[ ]  One experience either in a Texas Full-scale exercise development or significant role in the last 10 years.**Or**[ ]  Actual disaster/emergency management participation in a disaster in Texas in the last 10 years. |
| ***Education*** | [ ]  High School diploma or GED. |
| ***Training******Hours*** | **TEM**[ ]  **100 Hours** in Emergency Management**.** ***All EM training must have been completed within the last ten (10) years.***[ ]  **100 Hours** in General Management**.** ***All training must have been completed within the last ten (10) years.*** |
| ***Contributions to Emergency Management*** | **TEM**[ ]  **Six (6)** attained in Texas |

**Notes:**

1. **Requirement: Checklist must be completed and included in certification application.**
2. The applicant applying for a TEM, must submit a complete TEM application.
3. The ten (10) year period is as of the date of signature on this application.
4. Names and phone numbers provided for individuals that can verify information will only be used for minor clarifications. They will not be used as the sole source for verification. **The documentation must stand on its own**.

**WORK HISTORY / EXPERIENCE SECTION INSTRUCTIONS**

|  |  |
| --- | --- |
| **Criteria** | **Certification for TEM** |
| ***Work History/ Experience*** | Four (4) years with at least two (2) years of disaster related and/or emergency management experience in Texas. Support documentation required from agency benefitting from this service;**AND**[ ]  One experience either a Texas Full-scale exercise development or significant role in the last ten (10) years.**Or**[ ]  Actual disaster/emergency management participation in a disaster in Texas in the last ten (10) years. |

**Work History / Experience TEM**

I. Work Experience must be Emergency Management related. It must demonstrate participation in two (2) of the five (5) mission area of Emergency Management: mitigation, prevention, protection, response, and recovery. **Proof of Emergency Management related work and experience must be documented with a position description and signed documentation from the Emergency Management Director for the jurisdiction which the service occurred identifying dates of direct emergency management service.**

**Work History/Experience #1**

Period Covered:

Jurisdiction/Company/Organization:

Job Title:

Address:

City/State/Zip:

Point of Contact/Title:

Office Phone/E-mail:

**Work History/Experience #2**

Period Covered:

Jurisdiction/Company/Organization:

Job Title:

Address:

City/State/Zip:

Point of Contact/Title:

Office Phone/E-mail:

**Work History/Experience #3**

Period Covered:

Jurisdiction/Company/Organization:

Job Title:

Address:

City/State/Zip:

Point of Contact/Title:

Office Phone/E-mail:

**Work History/Experience #4**

Period Covered:

Jurisdiction/Company/Organization:

Job Title:

Address:

City/State/Zip:

Point of Contact/Title:

Office Phone/E-mail:

**Disaster / Exercise Experience**

1. **For Disaster/Significant Event Experience credit,** the incidentmust have occurred within the **last ten (10) years**.TheApplicant must document **at least** forty eight (**48) hours of *active* involvement** in a **Declared Disaster (local, state, or federal).**

Qualifying *events or incidents involve impacts or threats to life safety and property and requires activation of multiple Command and General Staff positions, as well as, supervisor and unit leader level positions. The incident extends into multiple operational periods and requires multiple agency coordination, as well as, management of a significant number of resources and produces reports (SITREPS, IAPs, etc.).*

1. **TEM-For Exercise Experience credit,** the exercise must have occurred within the **last ten (10) years.** The applicant must document extensive participation in:
	1. One (1) full-scale exercise

All experience must have occurred inTexas or as part of a Texas supported deployment to be eligible for consideration.Attach documented proof of participation and ensure it clearly shows involvement for the required number of hours. Documentation can include: ICS forms and reports, sign in rosters, a letter from the emergency management director, a certificate with applicant’s name on it, a newspaper article identifying your participation, or other documentation showing your direct participation in the exercise, incident or event.

Exercises and Disaster Experiences used here cannot be used in Professional Contributions.

**DISASTER / EXERCISE EXPERIENCE**

Please indicate one of the following:[ ]  Disaster Experience [ ]  Exercise Experience

Duplicate the information below as needed.

**See Instruction sheet for this section on page 7-8 before completing.**

Texas Location:

Date/duration of event:

Describe the experience **(be specific)**:

Describe your role **(be specific)**:

Describe what you have learned through your participation **(be specific)**:

Name and phone number who can verify exercise or disaster experience:

**REFERENCE SECTION INSTRUCTIONS**

|  |  |
| --- | --- |
| **Criteria** | **Emergency Management Association of Texas TEM** |
| **References** | **Three (3)** |

Each applicant must submit letters from the following individuals, on official stationary of the organization they represent, their contact information, their relationship to you, and information about you that supports receiving a certification as a volunteer in emergency management.

I. The first reference must be your current supervisor. This will be the person responsible for initiating your annual performance, 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.

II. Other reference sources who qualify are:

* A past supervisor (within 10 years)
* Local, state, or federal government officials or department heads;
* Emergency service organization officials (e.g., public, private, military, tribal)
* State or national emergency management association officers
* Others (by request to and approval of the Certification Commission)

III. Reference sources who **do not** qualify are:

* A subordinate
* A former student
* Friends, neighbors, or relatives

**NOTE:** Candidates are encouraged to inform references that they have been listed. Certification Commissioners, at their discretion, may call references to verify information.

**EDUCATION SECTION INSTRUCTIONS**

|  |  |
| --- | --- |
| **Criteria** | **Emergency Management Association TEM** |
| **Education** | High School Diploma or GED. |

1. All candidates are required to have a minimum of a High School Diploma or GED.
2. **Candidates must provide a copy of their high school diploma, GED, or college diploma in order to satisfy this requirement.** If unavailable, the applicant must provide documented proof that graduation was obtained.
3. If the applicant’s name has changed due to change in marital status or other reason, a brief explanation should be attached.

**NOTE:** Applicants with a college degree may be eligible to waive and/or reduce certain training requirements. Please refer to Training Section instructions for more details.

**EDUCATION**

**REMINDER:** A copy of the diploma or other proof of graduation must be attached.

A college diploma can be provided in absence of High School Diploma or GED.

**See Instruction sheet for this section on page 9 before completing.**

**HIGH SCHOOL DIPLOMA or GED**

Institution:

Address:

City/State/Zip:

Office Phone:

**COLLEGE DIPLOMA**

Institution:

Type of Degree:

Major/Minor:

Address:

City/State/Zip:

Office Phone:

**TRAINING SECTION INSTRUCTIONS**

|  |  |
| --- | --- |
| **Criteria** | **TEM** |
| **Requirements: Training Hours** | **100 Hours in Emergency Management.** ***All EM training must have been completed within the last ten (10) years.******100 Hours in General Management. All GM training must have been completed within the last ten (10) years.*** *All applications are required to have* ***completed IS-100, IS-200, IS-700 and IS-800*** *series. Training certificates must be included in the training section.* |

**General Management** training and education contributes to and compliments emergency management tasks and/or improves an individual’s ability to function as an effective emergency manager.

**Emergency Management** training and education improves knowledge, skills, and abilities specific to the emergency management function.

* + - 1. Applicants should pay close attention to the time requirements in the Training Section.
			2. Training course documentation (certificates, training submission forms, etc.) should beput into the **same order as listed on the Training Summary Form**.If an applicant presents training in an unorganized manner, the commissioners will disqualify the Training Section of the application. This would cause the entire application to be denied and returned to the applicant.
			3. Leave PDS and ICS pre-populated titles as printed. List additional training courses in alphanumeric order on the Summary of Training Hours Form and present in the order listed.
			4. **Acceptable General Management Training** includes training courses that are general management training that qualify: principles of management, finance, business administration, organizational behavior, budgeting, community development, human resources/relations, public relations, volunteer development, grants management, computer systems, business communications, public speaking, marketing etc. Persons documenting a four (4) year Bachelor’s degree from an **accredited institution** in the Education Section of the application have one hundred (100) hours of their General Training requirements waived. Persons documenting a two (2) year Associate’s degree from an accredited institution in the Education Section of the application have fifty (50) hours of their General Training waived. Please refer to page 24 for further information.
			5. **Acceptable Emergency Management Training** includes any local, state, or federal sponsored emergency management training course or other emergency management related training course.
			6. The EMAT Certification Commission will recognize the lesser of hours published on the course completion certificate or those on the CEM /AEM Training Course Allocation Table.
			7. **Applicants are required to fill out and include a Training Submission Form** for courses that are **NOT** listed on the CEM/AEM Training Course Allocation Table document. Failure to submit a Training Submission Form for unlisted courses will result in disqualification of the training course. A course description, agenda, syllabus, or curriculum outline is required as part of the training documentation for courses not listed.
			8. If the training certificate does not include hours then it is the candidates’ responsibility to provide independent verification of training hours for courses which they are seeking credit (e.g., copy of training catalogue or a letter from the organization teaching the course). Otherwise, one full day of training will equal six (6) hours of credit.
			9. A **maximum of twenty-five (25) hours** will be accepted for any one documented training course.
			10. Emergency Management conferences, seminars, or workshops must have attained contact hours to be eligible for consideration. **Maximum credit of ten (10) hours.** If a conference is used in the Training Section, it cannot be duplicated in the Professional Contribution Section.
			11. Regionally accredited college or university classroom or independent study courses one semester hour = 1.5 quarter hours = fifteen (15) hours toward certification; one continuing education unit (CEU) = ten (10) hours toward recertification. A Training Submission Form must be filled out for both of these types of courses.
			12. It is suggested that the applicant submit documentation for slightly more than the minimum required hours. This could potentially avoid the denial of the application if a training submission is found to not qualify as valid.
			13. Required PDS certificate and ICS training certificates must be included in the training section.
			14. Required PDS and ICS courses can be included as part of required training hours if issued within the last ten years.
			15. ***For Applicants with an Emergency Management Degree*:** The following chart shows how many emergency management hours are required based on the time since the degree was awarded:

|  |
| --- |
| **MASTER’S OR BACHELOR’S DEGREE IN EMERGENCY MANAGEMENT** |
| Time Since Degree Earned | **0 - 2 years** | **2 – 4 years** | **4 + years** |
| Total EM Training Hours Needed | 100 | 100 | 100 |
| Total GM Training Hours Needed | 0 | 50 | 100 |

|  |
| --- |
| **ASSOCIATE’S DEGREE IN EMERGENCY MANAGEMENT** |
| Time Since Degree Earned | **0 - 2 years** | **2 + years** |
| Total EM Training Hours Needed | 100 | 100 |
| Total GM Training Hours Needed | 50 | 100 |

**SUMMARY OF EMERGENCY MANAGEMENT TRAINING HOURS for TEM-B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EM** **or** **GM** | **Title of Training Course** **(Include Course # if applicable)** | **Course Date**  | **Total Course Hours** | **Allowable Hours**  |
|  | IS 100 |  |  |  |
|  | IS 200 |  |  |  |
|  | IS 700 |  |  |  |
|  | IS 800 |  |  |  |
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|  | **TOTALS** |  |  |  |

Insert certificates and Training Submission Forms in the order they are reported on this form, with documentation behind each Training Submission Form as they are presented. If you are using a second college degree (different from the one which fulfills the Education Requirement), attach a transcript. Supporting documentation must be attached.

**REPRODUCE THIS FORM AS OFTEN AS NECESSARY**

**TRAINING SUBMISSIONS FORM**

Please Indicate Type of Training: [ ]  General Management

 [ ]  Emergency Management

This form is to be used for courses not listed on the CEM/AEM Training Course Allocation Table

Training Title:

Course Number (as applicable):

Training Source:

Training Length (in hours): **Applicable Mission Area**:

Course Description (copy of course description, agenda, syllabus or curriculum outline is acceptable)

Training Content Summary (You may instead attach a copy of the catalog or other printed description of the course or a syllabus):

**REMEMBER:**

* + Attach to this form a college or FEMA transcript, certificate of completion, **or** final class roster with your name or other acceptable documentation from the institution that conducted the training.
	+ A **maximum of twenty five (25) hours** will be accepted for any one documented training course.
	+ Supporting documentation should be attached and must show the number of classroom hours (or college credits for a college course).

**PROFESSIONAL CONTRIBUTIONS SECTION INSTRUCTIONS**

|  |  |
| --- | --- |
| **Criteria** | **TEM** |
| **Contributions to Emergency Management** | **Six (6)** attained in Texas |

The concept of professionalism is ultimately defined as one’s contributions to the profession. Candidates can list any or 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 Commission’s discretion.

All submissions must contribute to and support the field of Emergency Management. Contributions must have occurred during the last ten (10) years. **Contributions must clearly demonstrate a commitment to the emergency management profession.**

Each candidate must satisfy the requirement of professional contributions to the emergency management community.

1. Contributions submitted for credit must include the date(s) and be supported by adequate documentation.
2. All Professional Contributions **must have occurred within the last ten (10) years.**
3. All Professional Contributions must be obtained in Texas or obtained as part of a Texas Supported Deployment.
4. Each category is limited to one (1) contribution credit.
5. Do not duplicate any activities already included in the application (e.g., Disaster Experience or Exercise).
6. It is suggested to submit more than the minimum contributions (e.g., if you are required to submit six (6) contributions, submit an extra one (1) or two (2) to make sure that the requirements are fulfilled).
7. Pay close attention to **NOTES** that may be at the top of the Contribution Submittal Form. This will indicate what is being focused on by the reviewing Certification Commissioners.
8. **Documentation must be submitted to clearly support your claim of the activity.** Commissioners do not contact the provided reference unless there is a question on the activity or documentation submitted.
9. **Each applicant is required to fill out the Professional Contributions checklist to indicate which Contributions the applicant has submitted documentation**.

**10. A Disaster/Significant is defined as:** E*vents or incidents that involve impacts or threats to life safety and property and requires activation of multiple Command and General Staff positions, as well as, supervisor and unit leader level positions. The incident extends into multiple operational periods and requires multiple agency coordination, as well as, management of a significant number of resources and produces reports (SITREPS, IAPs, etc.).*

**PROFESSIONAL CONTRIBUTIONS TO EMERGENCY MANAGEMENT**

**CHECKLIST**

**Checklist must be completed and included in the certification application.**

**Supporting documentation for each professional contribution to emergency management must show proof of your claim for consideration.**

|  |  |  |
| --- | --- | --- |
| **Contribution Number** | **Contribution Name** | **Description** |
| **A** [ ]  | **Membership** | **Active membership for three (3) years** in an emergency management related professional organization. The basis of qualification for this contribution is the organization’s mission, which should be concerned about one or more mission areas of emergency management and consistent with the protection of life and property from disaster. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization’s website). The scope of the organization should be state, national, or international. Examples include professional organizations such as IAEM, EMAT, NEMA, and Association of Contingency Planners.Submit a copy of the current membership card or membership directory for each year of membership. One (1) single membership organization for the required number of years or any combination of organizations over the required period. While multiple organizations may be used, documentation of different years must be provided. You must maintain membership in EMAT to continue to use the designation of TEM© after your name.An example that does not meet the requirement: LEPC, taskforce, COG meetings, etc. Documentation is required (e.g. paid invoice or membership card). |
| **B** [ ]  | **Professional Conference** | Participation in a disaster/emergency management-related workshop or conference for at least a cumulative total of 40 contact hours. (Must have verifiable document(s) for proof of registration and attendance, e.g., successful completion certification, program, agendas, name badge, etc. The dates of the conference must be included). Attendance at a national or state conference or annual meeting relevant to emergency management. Acceptable conferences may be hosted by national, state, regional, or local agencies with an emergency management role. 1. **Training (how to) workshops do not fulfill this requirement.** A one or two day meeting on a single topic is considered a workshop.
2. **Applicants cannot duplicate a conference here when they have sought the ten (10) hour training credit in the Training Section.**
3. **Applicant must submit a verification of attendance (e.g., acknowledgment letter, certification of attendance, etc.).**
 |
| **C** [ ]  | **Service Role** | Service project is a contribution to the local community of the applicant as it directly relates to enhance emergency management activities. Serving 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).This service should not be one of the core duties of employment. For example, being a member of a Local Emergency Planning Committee (LEPC) is sometimes a requirement of employment. Serving on a multijurisdictional committee/task force where the individual is asked to serve because of their emergency management knowledge is acceptable.Documentation substantiating the service role, such as a letter of appointment or meeting minutes showing the candidate’s attendance and participation, etc. must be provided. Highlight your recognition and or involvement. |
| **D** [ ]  | **Leadership Role** | This is state, regional or local committee work resulting in a significant positive impact on the emergency management community. Serving as an elected officer or in a 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 emergency management **(must not be part of the applicant’s required job duties)**.Contributions must clearly demonstrate a commitment to the emergency management profession above and beyond what is normally expected from completion of an individual’s job responsibilities. Any assignment indicated in the applicant’s job description does not meet the criteria for a leadership role contribution (e.g., a contribution that does not meet the criteria is a leadership or service role on a task force or committee that is identified in your job description or part of the mission of your organization.)1. **Applicant must demonstrate being an actual officer or board member, utilizing one single service role.**
2. **Minimum of one (1) year participation in the leadership role.**
3. **Documentation must be provided (e.g., Documentation may be a list of the board/officer members with their assignment, copy of meeting minutes listing your leadership position, etc.).**
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| **E** [ ]  | **Special Assignment** | The involvement in a special assignment for a committee task force or working group addressing disaster/emergency management issues. The resulting product or decisions must make a significant contribution to or impact on the emergency management community.There needs to be documentation that this assignment is 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 does not necessarily disqualify but will 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 applicant. 1. Verification of assignment must be attached. Supporting document for this assignment would be a letter from your supervisor stating that the project was above and beyond your job requirements and provide proof of the contribution (e.g., the document produced, the policy created, results of the committee/ task force or working group efforts.)
 |
| **F** [ ]  | **Speaking** | Develop and participate in a minimum of three (3) presentation or panel for a **minimum of twenty (20) minutes** each (including radio, television, educational, video, etc.) related to an emergency management issue. 1. The audience may be a community or professional group.
2. Applicant must be the presenter.
3. Applicant must attach verification of presentation.

Verification documentation for this activity could be a letter from the sponsoring agency to verify your participation, thank you note, certificate, PowerPoint presentation, agendas showing you listed as a speaker/presenter, etc.). |
| **G** [ ]  | **Teaching** | Complete a formal teaching or instructing commitment relating to an emergency management related course, which **equals or exceeds three (3) hours** of actual platform instruction **where a certificate or credits are issued**. The emphasis of this area is teaching an aspect of emergency management. Example of teaching under this category include teaching a course on emergency management at a college or university, teaching professional development course of two (2) 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. For example, ICS or All Hazards Planning courses would be acceptable. 1. Providing technical skills training (HAZMAT, Fire, Law Enforcement, or EMS) to technical or professional people is not teaching professional emergency management.
2. **Applicant** **must attach verification of teaching or instructing.**
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| **H** [ ]  | **Course Development** | Play a significant role in the development o or extensive revision of an educational emergency management course of at least three hours in length. Documentation of this activity may be a letter from the sponsoring agency, course manager, agenda or email showing your role and responsibility for the development or revision.  |
| **I** [ ]  | **Publication** | This refers to a publication of an 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 applicant’s control (e.g., staff documents and internal reports do not qualify). Applicant must validate primary or secondary authorship. Publications in online periodicals qualify (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. Applicants must have served as author, co-author, or contributor on publication. Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length. (Must **not** be part of the applicant’s *required* job duties).1. Applicant must validate primary or secondary authorship.
2. A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc. Highlight your publication’s title if within a published document.
3. **Announcements, flyers, and documents written as work projects will not be considered.**
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| **J** [ ]  | **Audio-Visual and Interactive Products** | Personally develop content for distributed emergency management video, computer software application, web site or other audiovisual tool in the field of emergency management. 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 Audiovisual and Interactive Product contribution (e.g., 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). 1. Applicant must validate participation and significant development role at time of submission.
2. Applicant must show proof of involvement in the development.
3. **PowerPoint type presentations are not applicable.**
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| **K** [ ]  | **Awards** | Received an award achieved through a nomination process in the field of emergency management, or special recognition in conjunction with an emergency management activity.To satisfy this requirement, applicant may submit any award, honor, or special recognition received within the emergency management community or in conjunction with emergency preparedness activity. The award, honor, or special recognition must be personalized (e.g., addressed or inscribed) 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.1. An award from the city/county administrator or board, state or federal agencies for emergency management related activities to the individual are an example of the type of recognition envisioned.
2. Awards for longevity (25 years of service) or routine performance awards are not adequate for inclusion under this category. Routine mass mailed thank you letters or certificate of participation are not acceptable.
3. **The Professional Development Series (PDS) or Advanced Professional Series (APS) do not qualify.**
4. **Applicant must submit proof documenting receiving award or special recognition and date is suitable to verify.**
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| **L** [ ]  | **Certification Related to Emergency Management** | Earned certification or registration as an emergency manager or related to emergency management through a government agency, or state/province association; that is emergency management related, contains a continuing education unit (CEU) requirement and a term of expiration.Example of verification documentation would be a business continuity planner-CBCP through DRI and including your certification in the application. |
| **M** [ ]  | **Legislative Contact**  | Significant contact with an elected representative or independent governmental regulatory commission created by legislative act at the national, state or local level regarding an emergency management issue. The applicant must show that they have had an ongoing dialogue with the representative. Applicant must submit a verification of the resulting legislative activity (e.g., original correspondence detailing the issue; agency legislative contact form or memorandum to file documenting contact and discussion details; acknowledgment letter on letterhead responding with technical specifics of issue; whitepapers, constituent surveys or data reports; certificate of appreciation, etc.).**OR**Contact an elected representative at the national, regional, tribal, or local government 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. Automatic replies will not be accepted. |