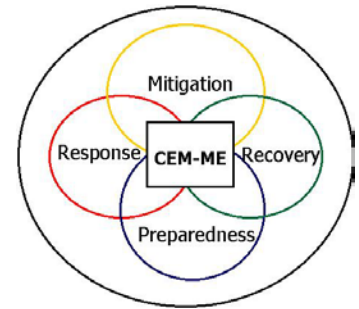


**CERTIFIED EMERGENCY MANAGER-MAINE (CEM-ME)  
APPLICATION PACKAGE  
Revised 2017**



**Welcome to the CEM-ME Program**

You have taken the first step towards joining a professional group of Maine-based emergency managers credentialed under the Maine Emergency Management County Director's Council's (MEMCDC) Certified Emergency Manager-Maine (CEM-ME) program.

This certification program seeks to ensure that emergency managers practicing in the State of Maine meet a certain level of experience, training, and education and help to contribute to the further success of the profession in the years to come.

**The CEM-ME certification process is designed to:**

- Verify the candidate's work history, experience and education.
- Review references and recommendations, as submitted by candidate.
- Verify the candidate's participation in and completion of training as required.
- Document support of and contributions to the emergency management profession.
- Verify the candidate's commitment to and comprehension of the profession.

**The Application Submittal**

All credential information must be submitted on or attached to this form. All components must be sent as one submission. A candidate can duplicate the forms as often as necessary.

Your application package is a fill-able Microsoft Word file. If you are having difficulty opening the current version of Microsoft Word, please request a Rich Text Version (RTF). You will need to review the application completely and ensure you meet the criteria outlined therein. Candidates are urged to submit only enough documentation to prove their certification. Reviewers will consider brevity favorably. To enhance your document review, submit the most current information possible.

Please insure you complete all the details requested in the application, to include certificates and course summaries, where requested. Provide letters, where requested. Missing information will only delay the processing of the application.

The applicant must sign and date the cover page of the application. The required signature must be an original copy/scan. No computer simulations of a signature will be accepted. Please scan the entire application package as a black and white Adobe Acrobat pdf file. The package needs to be under 10 MB in size to allow for emailing. Send the completed package to [emadirector@waldocountyme.gov](mailto:emadirector@waldocountyme.gov) .

(NOTE: If it is over 10 MB, you can break up document into several document to reduce the size).

If you do not have the ability to scan and e-mail, you may send a hardcopy to Waldo County EMA, 4 Public Safety Way, Belfast, ME 04915. Once the application is received, you will receive notification by e-mail.

## **What happens after you have submitted your package**

The CEM-ME Program Manager will take a quick look to see if the package is complete. If there is something that is missing, the Manager will contact you for additional documentation. The Manager will then assign three (3) CEM-ME Reviewers to assess your package and determine if it meets the CEM-ME standards. The Review Committee reviewers will have 30 days from receipt to conduct a review.

Should the Reviewers find that something does not meet the standard, they will contact the Program Manager who will in turn contact the applicant. Once the corrective documentation has been submitted, the assessment will continue. Once the application has been approved by all three reviewers, the Program Manager will work with the reviewers and the applicant to schedule a face-to-face interview, unless an exception is requested and granted. In this case, the interview will be accomplished by conference call.

The applicant will be notified within 48 Hours after the interview with the outcome of the application assessment and interview. The applicant should provide a date, time and place where the presentation of the Certification can be made. We strongly recommend a public setting for the award.

If you have any questions regarding your application, please contact Dale Rowley, CEM-ME Program Manager at [emadirector@waldocountyme.gov](mailto:emadirector@waldocountyme.gov) or phone (207) 338-3870.

It is a pleasure to have your support of this professional certification. Good Luck.

## **Typical Documents that need to be included:**

### **Work History / Experience / Education**

- Job Description
- Letter from Supervisor verifying 3 years of EM experience or date of hire or personnel records
- Letter describing involvement as an EM in a full scale exercise or an actual disaster event
- Copy of a High School Diploma, College Degree, or equivalent.

### **References and Recommendations**

- Letter of Recommendation from Supervisor, Appointing Authority or Key Official
- List indicating three (3) references; reference letters are acceptable

### **Written Communications**

- Essay describing the purpose of Emergency Management

### **Training**

- Summary of Training Hours Form for both Emergency and General Management training.
- Training Submission Forms for each training activity with appropriate documentation attached
- Training certificates, class rosters, course syllabus

### **Contributions to Profession**

- Documentation demonstrating at least four contributions to the Emergency Management profession.

**\$25.00 Application Package Fee Received by Maine EM County Directors Council (MEMCDC)**

<b>Name/Current Position/Title</b>	
<b>Jurisdiction (in which you are serving in an EM role)</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Phone/Fax</b>	
<b>Email Address</b>	
<b>Years in Current Position</b>	
<b>Years in Emergency Management</b>	

*I understand that certification is subject to Certification Committee approval, and if granted, is current for a five year period. I will execute the necessary documents 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.*

Candidate's Signature: \_\_\_\_\_

Date \_\_\_\_\_

## WORK HISTORY

- Provide a job description for your current position and any other positions used to demonstrate the three years of emergency management or closely related field.
- Include a letter from your Emergency Management supervisor(s) verifying the three years of emergency management experience. You may also use copies of date-of-hire letters, computerized employment records, newspaper article announcing your hiring, etc.

This is an Emergency Management Certification with a requirement for a minimum of three (3) years of experience in the Emergency Management career field or a related field. Military service and fire service activities may have portions of experience that comply. **Not all military or fire service activities equate to emergency management experience.** Emergency Management will involve the four phases of Emergency Management - Preparedness, Response, Recovery and Mitigation.

## EXPERIENCE

- Provide documentation demonstrating your involvement, **as an Emergency Manager**, in either a real world disaster event or a major functional / full scale exercise. You should describe your role in the event or exercise and how it relates to emergency management. This should be letter describing your involvement. You may include sections of Exercise Plans or After Action Reports if they can be used as supporting evidence of your EM experience.
  - Exercise: (1) planning and conducting or coordinating, and/or (2) having a major emergency management role during the exercise, OR
  - Disaster: experience in the response, recovery and mitigation phases of an actual disaster.

A letter from your appointing authority or supervisor shall indicate your Emergency Management related position and verify involvement in a real time event or in a full scale exercise.

## EDUCATION

- Provide a copy of your high school diploma, college degree, college transcripts or equivalent.

## REFERENCES AND RECOMMENDATIONS

- Provide the Name, Phone Number, and E-mail address for three references. (Note: references should not be current co-workers, supervisors or direct family members). Your references should be individuals who can verify your position, activities and involvement in Emergency Management and provide a character reference for you.
- Submit a letter of recommendation from your supervisor(s) of the emergency management-related position. The letter should describe your performance as an emergency manager.

## WRITTEN COMMUNICATIONS

- Submit a 300-500 word essay giving an objective description of your thoughts on the purpose of Emergency Management. Make at least 2-3 main points and provide supporting information to back up your points.

## TRAINING

Training is broken down into two specific categories. The first is emergency management (EM) specific courses in which you need 72 hours of EM training. The second is General management (GM) training also requires 24 hours. GM training may include human resource training, professional development training, administrative skills, OSHA training or military and fire service management training. You may only apply 16 hours for anyone one subject. Complete all required information for each course.

- Complete the Summary of Training Hours Form for both Emergency and General Management Specific Training. (See example topics below)
- Complete a Training Submissions Form for each course.
- Provide training certificates demonstrating 72 hours of training for Emergency Management courses.
- Provide training certificates demonstrating 24 hours of training for General Management courses.
- If the course is not a DHS, FEMA, or MEMA-supported training course, please provide a syllabus or detailed course description.
- If the training certificate does not list contact hours, please provide documentation showing length of class. This may be a letter or a course announcement.
- One college credit hour equals 15 hours of training.
- One continuing education unit (CEU) equals 10 hours of training.
- Training is defined as any course, workshop, seminar, etc., within or outside of a degree-granting program which addresses a specific knowledge area.

### Example Course Topics under each Category

<b>Emergency Management</b>	<b>General Management</b>
Capabilities Assessment Continuity Of Operations/Government Damage & Rapid Needs Assessment Disaster Preparedness Disaster Recovery Emergency Management Principles Emergency Operations Centers Emergency Planning Emergency Support Functions Exercise Development, Evaluation & Control Hazard Analysis & Vulnerability Assessment Hazard Mitigation Hazardous Materials/WMD Homeland Security Incident Command System Incident/Emergency Communications Public Assistance/Individual Assistance Public Information, Warning and Alerting Radiological Monitoring, Detecting, etc. Shelter Management and Mass Care Situational Awareness Technology, Equip. & Info. Systems for EM Weather Hazards	Behavioral and Social Sciences Business Continuity Management Communication: Written and Oral Computer Software Applications Decision-making and Problem-solving Environmental and Historical Preservation Ethics Executive and Management Development Financial Management and Budgeting Grant Management Health, Safety and Environment Mgt. Human Resource/Personnel Management Instructor Fundamentals Leadership and Influence Legal Issues Marketing OSHA courses Race and Ethnic Relations Risk Analysis Strategic Planning Technology, Equipment and Info Systems Volunteer Management

**SUMMARY OF TRAINING HOURS FORM  
EMERGENCY MANAGEMENT SPECIFIC TRAINING**

Requirement: 72 hours of training, not more than 16 hours in one subject.  
(Note: general fire tactics courses do not meet emergency management specific training)

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

Note: Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented.

**SUMMARY OF TRAINING HOURS FORM**  
**General Management Specific Training**

Requirement: 24 hours of training, not more than 16 in one subject.  
 Emergency Management courses are not applicable. Some FEMA Independent courses do apply to General Management. See example course list.

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

Note: Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented.

(REPRODUCE THESE FORMS AS OFTEN AS NECESSARY)

TRAINING SUBMISSIONS FORM (Check One)

\_\_\_\_\_ Emergency Management

\_\_\_\_\_ General Management

A) Course title and number (number where applicable):

B) Training source:

C) Training date:

D) Training length (in hours):

E) Training content summary (You may instead attach a copy of the catalog or other printed description of the course or a syllabus. You may leave blank for FEMA/MEMA courses).

F) Describe practical applications of training opportunities as you have utilized those learning principles:

**REMEMBER:**

- Attach to this form, a college or FEMA transcript or certificate of completion OR final class roster with your name OR other acceptable documentation from the institution that conducted the training.
- Documentation must show the number of classroom hours (or college credits for a college course).
- Candidate should duplicate this form as often as necessary to fulfill the ~~50~~-classroom hours training required in Emergency/General Management, specific subjects.



## CONTRIBUTIONS TO THE PROFESSION OF EMERGENCY MANAGEMENT

The concept of professionalism is ultimately defined as one's contributions to the profession. Contributions to the profession are a major part of the CEM-ME certification. All submissions must contribute to and support the field of Emergency Management, and must be beyond the scope of your normal job responsibilities.

Emergency Managers who are recertifying their active CEM-ME credential can list any and all activities completed in the last five years.

The CEM-ME Applicant shall provide documentation for at least four (4) professional contributions from a list of eight (8) contribution categories described below.

Please provide verification documentation of each contribution, such as a letter, certificate, or other proof of activity.

The following activities qualify for submission.

A. **Active Membership** in a professional Emergency Management organization/association for at least 3 of the last 5 years. Examples include: MEMCDC, MALEM, IAEM, and LEPC (County EMA Director may not use LEPC membership). Verification methods include membership certificates/cards, invoices, letters from the Association Chair/President, or appointment letters.

B. **Attendance** at a professional Emergency Management conference with at least 24 contact hours in the last five years. Examples include the Maine Partners in Emergency Preparedness conference, IAEM Region 1 conference, IAEM conferences, and FEMA/DHS conferences. Verification methods include attendance certificates, sign in rosters and letters from the conference organizer.

C. **Elected or appointed leadership** for an Emergency Management organization or committee. Examples include: Chair or MEMA special projects/workshops, Red Cross, MEMCDC or MALEM committee chairs or members of executive boards, IAEM committee chairs, and LEPC leadership. (County EMA Director may not use LEPC membership). Verification methods include appointment letters, minutes describing the election or appointment, and letters from the Organization/Association Chair/President/Director.

D. **Speaking**: Any presentation or panel participation relating to emergency management. Must be at least 30 minutes in length. Examples include presenting at the Maine Partners in Emergency Preparedness conference, IAEM Region 1 conference, or IAEM conferences. Speaking about emergency management to a local community organization would also apply. Verification methods include conference schedule, letters or e-mails describing the presentation or thanking the presenter from the Organization/Association Chair/President/Director. Remember, the documentation needs to show that the presentation was at least 30 minutes.

E. **Instructing**: Any teaching or instructing commitment relating to emergency management. Examples would include teaching FEMA courses in Emergency management topics. Class should be at least 4 hours in length. Verification methods include a letter or e-mail from a Supervisor, Course Manager, County EMA Director or a MEMA Emergency Manager.

F. **Publication** of an emergency management news article (newsletter, newspaper, or journal), research paper, or instructional pamphlet. Verification methods include providing a copy of the publication or article.

G. **Awards** or special recognition within the emergency management community or in conjunction with an emergency preparedness activity. Examples include EM awards from FEMA, IAEM, NSEC, MEMCDC

or MALEM. The FEMA Professional Development Series (PDS) and Advanced Development Series (ADS) do not apply. Verification methods include providing a copy of the award.

H. **Legislative Contact:** Have an informational interaction or correspondence with a State or Federal legislative representative about an emergency management issue. Examples include testifying before a Legislative Committee or writing to and receiving a letter or e-mail from a legislator. Verification methods include minutes of the Committee meeting or a letter or e-mail from the legislator responding to your letter or e-mail. Please include both the letter that you sent and the letter that you received.