



PO Box 1147
Warrensburg, MO 64093

Missouri Certified Emergency Manager Program

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Program Overview

This document describes the requirements and standards of the Missouri Certified Emergency Manager (MoCEM) program; it also serves as the basis for your application packet. This certification program is sponsored and administered by the Missouri Emergency Management Association (MOEMA) with cooperation and support of the State Emergency Management Agency (SEMA).

You do not have to be a member of MOEMA in order to be certified.

The MoCEM certification is an indicator of experience, hard work, education, and dedication to integrity and creativity. It is also an assurance that an individual is dedicated to the field of emergency management. Obtaining certification as a MoCEM proves you can effectively achieve goals and objectives of comprehensive emergency management in Missouri. Once an individual has been awarded the privilege of using the MoCEM designation, they may do so for a 3-year period.

The Director's Advisory Council, formed under the direction and request of the State of Missouri's Emergency Management Director developed the certification program. This program is open to all emergency managers within the State of Missouri wishing to further their professionalism in the emergency management field.

MOEMA is dedicated to promoting the goals of saving lives and protecting property through the applicable phases of emergency management. One way to increase professionalism and recognize the individual who possesses the knowledge, skills and experience to effectively manage a comprehensive emergency management program is through a certification program. The certification for MoCEM is just such a program.

The MoCEM certification program is a modification of the International Association of Emergency Manager's Certified Emergency Manager (CEM) program, Louisiana Emergency Manager (LEM) Program, Kansas (KCEM) and Texas Emergency Manager (TEM) Programs. It does vary from the CEM program because the MoCEM has unique and specific requirements and does not require a college degree. The MoCEM Certification Committee recognizes that many emergency managers never had the opportunity to attend college, yet possess the knowledge, experience and abilities to effectively manage a comprehensive emergency management program. The MoCEM does not limit someone's certification on the basis of a college degree.

It has also been recognized that the State of Missouri has multiple exposures to unique situations; therefore Missouri's Certification Program is divided into two levels of certification.

CRITERIA FOR CERTIFICATION

A. INITIAL CERTIFICATION:

Level 1 Missouri Associate Emergency Manager: To be issued to Emergency Managers upon completion of the following requirements:

1. Formal Education: High School Diploma or equivalent.
2. FEMA Courses:
 - Principals of Emergency Management (IS-230)
 - Exercise Design Course (IS-139).
3. Minimum of 100 Certification Points, with no more than 50 percent of points in any one category listed later in this document.
4. Letter from department head / agency head / chief elected official stating job description, position, and responsibilities. (Letter must not be from the applicant; as no self-documentation is allowed.)
5. Signed “MoCEM Code of Professional Conduct” Form.

Level 2 Missouri Emergency Manager Certification (Documented):

To be issued to Emergency Managers upon completion of the Level 1 requirements **and** the following requirements:

1. Minimum of three (3) years emergency service experience with one (1) year being served and documented in the state of Missouri.
 - A. This can be a combination of local or state agencies such as Emergency Management, Fire Service, Emergency Medical Service or Law Enforcement. These positions can be either paid or volunteer.
 - OR
 - B. This can be a governmental position, private or non-profit, either paid or voluntary such as: military or civilian planning/disaster preparedness etc.
2. Accumulation of at least 250 points, with no more than 50 percent of points in any one category; see *Initial Certification Points* on page 8 of this document.
3. At least six (6) contributions to the profession, no more than two (2) in any one category, and of which three (3) must have been completed in the state of Missouri. See *Professional Contributions in the Field of Emergency Management Initial Certification* on page 10 of this document for categories of consideration.

4. Exercise Requirement: Written Exercise Plan, in the HSEEP format. This may be a plan for an upcoming exercise or an AAR for an exercise completed in the last 3 years that you have participated in.
5. Employment Requirement: Applicant must currently occupy an emergency management agency staff/volunteer position within the state of Missouri. This position may be a governmental position or private, private non-profit, either paid or volunteer. This position must be actively involved in all phases of emergency management. A letter from department head / agency head / chief elected official stating job description, position, and responsibilities must be included. (Letter must not be from the applicant; as no self-documentation is allowed.)
6. Provide documentation that whatever planning responsibility the applicant has that meets or exceeds the applicable regulation or requirement. This can be accomplished if the applicant is responsible for a county or city plan by providing audit results of (from) an Area Coordinator's plan review.
7. Signed "MoCEM Code of Professional Conduct" Form.

Level 2 Missouri Emergency Manager Certification (Grandfathered): To be issued to Emergency Managers upon completion of the Level 1 requirements and the following requirements:

1. Experience (Grandfather) to achieve MoCEM.
 - A. Provide written evidence of more than 25 years of service to Emergency Management. At least 5 years of that experience within the State of Missouri. (NOTE: Generalized Emergency Services service does not count towards this requirement. Service must be specialized to Emergency Management Discipline.)
 - B. Accumulation of a minimum of 150 points, with no more than 50 percent of points in any one category listed later in this document
2. Signed "MoCEM Professional Code of Conduct" Form.

Reciprocity: To be issued to Emergency Managers who hold a similar certification from another State (e.g. KCEM), National, or International Association (e.g. IAEM) upon following these requirements:

1. Submit a request, in writing to the MoCEM Committee requesting MoCEM Certification by way of reciprocity. The MoCEM Committee shall review all requests for reciprocity and make the final determination.
2. Reciprocity may only be used for initial certification. MoCEM re-certification requires following the steps listed in *Section C. Re-certification* on page 4 of this document.

B. PROCEDURES

Certification Committee:

1. The State Emergency Management Agency's Director or Deputy Director and the President of the Missouri Emergency Preparedness Association shall recognize and appoint a standing Committee on Standards and Practices (herein referred to as "the Committee") composed of 6 MOEMA members, minimum 3 of whom are MOEMA Board Members, in good membership standing.
2. Those members shall meet the criteria for the Level 2 MoCEM professional certification as contained in these guidelines. It shall be the responsibility of the Committee to receive, review and approve all application for certification, using this document and, where appropriate, their professional judgment. Additionally, the committee shall, with majority vote make such changes to these guidelines as may be necessary.
3. The Committee shall hold quarterly meetings and one will be held in conjunction with the Annual Conference.
4. Any Committee Member who provides reference material for a candidate's application, or is affiliated with the candidate's agency shall abstain from review of that candidate's application packet; to remove any conflict of interest.

NOTE: Items that are claimed for points or professional contributions in any portion of a certification packet (Level 1, Level 2, re-certification) may not be claimed a second time (i.e.: no double-dipping) for additional credit.

C. RE-CERTIFICATION:

A candidate for re-certification may submit their re-certification packet up to 6 months prior to their current expiration date for review for re-certification. Any documentation (training certificates, letters, etc.) used for re-certification must have been earned or received since the most recent MoCEM certification was awarded (example: Person earns MoCEM Level II certification on May 1, 2012 and seeks re-certification in 3 years – May 1, 2015. Any documentation submitted in their application packet has to be dated between May 1, 2012 and May 1, 2015).

Level 1 Missouri Associate Emergency Manager Re-certification:

1. Copy of most recent MoCEM Certification.
2. Applicant must have completed at least thirty-six (36) hours of professional training during the thirty-six (36) months immediately preceding the anniversary date of initial certification or previous re-certification. No more than eighteen (18) hours of non-EMI/FEMA/DHS training will be accepted for re-certification. Duplicate classes during this thirty-six (36) month period will be unacceptable.

Note: Training documentation shall show hours of completion (1.0 CEUs equals 10 hours). If CEUs or hours are not shown on the documentation, 6 hours of training shall be used for calculation purposes.

3. Applicant shall continue to conduct or be a major participant in a tabletop, functional or full-scale exercise each year since initial certification/previous re-certification. Official documentation must be provided (completed HSEEP-compliant report, newspaper article, etc.) showing applicant's role
4. Letter from department head / agency head / chief elected official stating job description, position, and responsibilities. (Letter must not be from the applicant; as no self-documentation is allowed.)
5. Signed "MoCEM Code of Professional Conduct" Form.

Level 2 Missouri Emergency Manager Re-certification:

1. Copy of most recent MoCEM Certification.
2. Applicant must have completed at least seventy-two (72) hours of professional training during the thirty-six (36) months immediately preceding the anniversary date of initial certification or previous re-certification. No more than thirty-six (36) hours of non-EMI/FEMA/DHS training will be accepted for re-certification. Duplicate classes during this thirty-six (36) month period will be unacceptable.

Note: Training documentation shall show hours of completion (1.0 CEUs equals 10 hours). If CEUs or hours are not shown on the documentation, 6 hours of training shall be used for calculation purposes.

3. Applicant shall continue to conduct or be a major participant in a tabletop, functional or full-scale exercise each year since initial certification/previous re-certification. Official documentation must be provided (completed HSEEP-compliant report, newspaper article, etc.) showing applicant's role.
4. Signed "MoCEM Code of Professional Conduct" Form.

Any previously certified applicant who has failed to renew his/her certification within 12 months of the renewal date will be required to resubmit their application for the requirements of initial certification and any applicable fees.

D. APPLICATIONS:

Application for certification or re-certification and fees shall be sent to:

MOEMA Treasurer at: MOEMA; PO Box 1147, Warrensburg, MO 64093.

1. Application packets for initial certification or re-certification shall be submitted, on the proper form, in a 3-ring binder, not to exceed 1.5” in depth. Electronic submittals are not allowed; all submissions must be in paper form. Tabs, including section names, shall be used to separate the different sections of the application packet. Documents in the “Portrait” format shall be punched on the left side of the document. Documents in the “Landscape” format shall be punched on the top of the document.
2. Application packets are to include copies of diplomas (High School, College, etc.), certificates, signed letters, and other “hard copy documentation”. If the applicant has a question about a document’s inclusion, err on the side of caution and include it. Requests for phone calls or other contact to third parties information verification will not be considered.
3. When an application is received, the Chairman of the MoCEM Committee (POC) will send an email to the applicant to let them know their application was received. The POC will present all completed applications to the Committee at their next quarterly meeting for review. The Committee will review each application for completeness and render a decision on approving, denying or requesting more information. The applicant will be notified by email of the decision of the Committee within 5 days and successful applicants shall be sent a certification card and certificate. Certificates shall be mailed to the applicant, with a cover letter mailed to the chief elected/executive officer of the applicant’s jurisdiction with an explanation of the MoCEM Program. Any rejected applications will include the reason(s) for rejection and must follow the process shown in *Section E. Appeals* on page 7.
4. A fee of \$150 for initial certification or \$75.00 for re-certification shall accompany each application. **NO** refunds of any fees received with submission of an application will be given. Payments may be submitted via check, money order, or credit/debit card through the MOEMA Website, located at www.mo-ema.org. If submitting payment via the website; include a copy of your receipt with your application packet.
5. The fee shall be made payable to the Missouri Emergency Preparedness Association. The Point of Contact (POC) for the MoCEM Committee will be the Chairman. Any checks returned for insufficient funds or stop payment will need to be taken care of, including any assessed fees charged by the organization’s financial institution. Payment shall be re-submitted to MOEMA to recoup any costs incurred by MOEMA.

6. Applications must be submitted by the following dates:
 - a. January 1st of each year for 1st quarter review
 - b. April 1st of each year for 2nd quarter review
 - c. July 1st of each year for 3rd quarter review
 - d. October 1st of each year for 4th quarter review

E. APPEALS:

1. An applicant who is not approved for certification or re-certification has the option to appeal that decision to the MoCEM Board. The appeal must be in writing and be submitted within 45 days of notification.
2. Such appeal should be sent to the MOEMA Board President. The appeal will then be placed on the agenda at the next scheduled MOEMA Board meeting.
3. A majority of the Board members will determine the outcome of the appeal and the applicant will be informed of the decision, in writing, within 10 days after the Board Meeting review.

F. AUTOMATIC LOSS OR DENIAL OF MoCEM CERTIFICATION:

Upon review of all applications and re-certifications for the MoCEM Program, denial of initial certification or loss of MoCEM will occur if any of the following criteria are found:

1. Proof of felony conviction
2. Mis-representation or falsification of documentation

Initial Certification Points

| Area | Points |
|--|--|
| Emergency Management Experience | 5 for every 3 years |
| FEMA Professional Development Series (PDS), Advanced Professional Series (APS) | 10 per class |
| FEMA Independent Study courses | 10 per class |
| NIMS courses | 10 per class |
| FEMA/EMI/DHS/NFA or other Recognized Consortium courses | 10 per class |
| Letter of Reference from County or City elected official | 5 |
| Professional Contributions in the Field of Emergency Management | 10 per entry |
| Exercise Submission | 20 per entry |
| College Degree from an accredited institution of higher learning | Associate = 10 Bachelor = 20 Master = 30 |

Example 1: An emergency manager applies for MoCEM Level II initial certification:

The applicant has 6 years emergency management experience and has completed 4 ICS courses (100, 200, 300, and 400), 2 NIMS courses (700 and 800), 2 FEMA IS courses and the 7 PDS courses. In addition, the applicant has documented 6 professional contributions in the field of emergency management, submitted one AAR from a recent exercise, and provided 2 letters of reference from their elected officials. The applicant has submitted the required documentation for the 250 points requirement and no area accounts for more than 50% of the total. The applicant has met the 250 point requirement for their Missouri Certified Emergency Manager Level II Initial Certification.

| Area | Points |
|---|--------|
| Emergency Management Experience | 10 |
| FEMA/EMI/DHS/NFA or other Recognized Consortium courses | 40 |
| NIMS courses | 20 |
| FEMA Independent Study(IS) courses | 20 |
| FEMA Professional Development Series (PDS) | 70 |
| Professional Contributions in the Field of Emergency Management | 60 |
| Exercise Submission | 20 |
| Letter of Reference from County or City elected official | 10 |

Example 2: A deputy emergency manager has applied for MoCEM Level I initial certification:

The applicant has 3 years' experience and has completed 2 ICS courses (100 and 200), 2 NIMS courses (700 and 800), 2 FEMA IS courses and 3 PDS courses. In addition, the applicant has documented 1 profession contribution in the field of emergency management. The applicant has submitted the required documentation for the 100 points requirement and no area accounts for more than 50% of the total. The applicant has met the 100 point requirement for their Missouri Certified Emergency Manager Level I Initial Certification.

| Area | Points |
|---|--------|
| Emergency Management Experience | 5 |
| FEMA/EMI/DHS/NFA or other Recognized Consortium courses | 20 |
| NIMS courses | 20 |
| FEMA Independent Study(IS) courses | 20 |
| FEMA Professional Development Series (PDS) | 30 |
| Professional Contributions in the Field of Emergency Management | 10 |

Professional Contributions in the Field of Emergency Management Initial Certification

Applicants may list any and all activities giving special considerations to the most current activities. Specific verification documenting activity is requested such as letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Commission's discretion.

An applicant may not submit more than two (2) contributions from any one category. All submissions must contribute to and support the field of Disaster/Emergency Management, have occurred during the 10 years preceding initial certification application.

- a. **Membership:** 3 years in disaster/emergency management related organization
- b. **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.
- c. **Professional Conference:** Participate in a disaster/ emergency management related workshop/conference.
- d. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Must have an independent editorial review and be published in document beyond the candidate's control. Candidate must validate primary or secondary authorship. 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.
- e. **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).
- f. **Leadership Role:** Voluntarily serve as an elected officer or in 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 disaster/emergency management (must not be part of the applicant's required job duties).
- g. **Audio Visual and Interactive Products:** Personally develop content for distributed emergency management video, computer software product, or other audio visual tool. Candidate must validate participation and significant development role.
- h. **Special Assignment:** Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing disaster/emergency management issue. The resulting product or decisions

must make a significant contribution to or impacts on the disaster/emergency management profession.

- i. **Awards or Special Recognition:** Receive an award for disaster/emergency management-related activities.
- j. **Speaking:** Develop and participate in 3 presentations or panels of a minimum of 20 minutes each (including radio, television, educational video, etc.) related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.
- k. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management with equals or exceeds 3 hours of actual platform instruction.
- l. **State or Province Emergency Management Certification or Registration:** Earned certification or registration as an emergency manager through a government agency, or states association (receiving a FEMA PDS or APS Certification does not qualify under this category).
- m. **Legislative Contact:** Contact an elected representative at the national or state level regarding an emergency management issues. The candidate must submit a copy of his/her original correspondence and a copy of the reply from the elected official.
- n. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. For Example: producing professor-supervised graduate-level research for graduate thesis or dissertation, developing a project under the Natural Hazard Center's Quick Response program, publishing research that updates previous research projects with new data, producing independent analysis for government or non-government interest groups (ex-Congressional Research Service, IAEM, Rand Corporation), or research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils). Producing after action reviews, local hazards analysis, and regular school reports and papers do not qualify under this contribution. Being an interview subject for a research project does not qualify either. Candidate must validate role and provide a copy of final research.
- o. **Other:** Other contributions may be recognized by request to and approval of the Certification Commission. An example is volunteering to go on a disaster assignment not in your jurisdiction.