



# **NORTH CAROLINA EMERGENCY MANAGEMENT CERTIFICATION PROGRAM**

**Spring 2025**



**STATE OF NORTH CAROLINA**  
**EMERGENCY MANAGEMENT**  
**TRAINING AND STANDARDS ADVISORY BOARD**



## Table of Contents

<b>Program Overview and Administration</b>	3
Certification Process	3
Responsibilities	3
Secretary of the North Carolina Department of Public Safety	3
North Carolina Training and Standards Advisory Board (NC TASAB)	3
North Carolina Emergency Management	3
Application Package Guidance	3
Application Deadlines	3
Approval of Application Packages	4
Appeals	4
Certification Designations	4
Expiration	4
<b>Associate Emergency Manager Certification</b>	4
Experience Requirement	4
Education Requirement	4
Training Requirement	4
Contributions to the Profession Requirement	5
Candidate Reference Requirement	5
Exam Requirement	5
<b>Executive Emergency Manager Certification</b>	5
Experience Requirement	5
Education Requirement	6
Training Requirement	6
Contributions to the Profession Requirement	6
Candidate Reference Requirement	6
Exam Requirement	7
<b>Experience Requirement Guidance</b>	7
<b>Training Requirement Guidance</b>	7
<b>Contributions to the Profession Requirement Guidance</b>	8
<b>Exam Requirement Guidance</b>	9
<b>IAEM Certification Reciprocity</b>	9
<b>Recertification Requirements</b>	10



**STATE OF NORTH CAROLINA  
EMERGENCY MANAGEMENT  
TRAINING AND STANDARDS ADVISORY BOARD**



## **Program Overview and Administration**

North Carolina General Statute 166A, Article 5 authorizes North Carolina Emergency Management (NCEM), in the Department of Public Safety, to create a voluntary certification program for the profession of Emergency Management in the State of North Carolina. The certification program's purpose is to "strengthen and enhance the professional competencies of emergency management personnel in state and local emergency management agencies."

### **Certification Process**

Those interested in obtaining North Carolina Emergency Management certification should follow the guidance listed in this document to become either an "Associate Emergency Manager" or "Executive Emergency Manager" in the state of North Carolina. This document outlines the program responsibilities, certification criteria, and application processes for the North Carolina Emergency Management Certification Program.

### **Responsibilities**

#### **Secretary of the North Carolina Department of Public Safety**

The Secretary of the North Carolina Department of Public Safety shall establish and appoint the membership of Emergency Management Training and Standards Advisory Board (NC TASAB). The board will consist of representatives from North Carolina Emergency Management, local emergency management agencies, and emergency management elements from within the private sector and higher education.

#### **North Carolina Training and Standards Advisory Board (NC TASAB)**

The North Carolina Training and Standards Advisory Board (NC TASAB) shall provide oversight of the North Carolina Emergency Management Certification Program, provide a process for the review of certification applications, and issue certifications semiannually. The NC TASAB is responsible for the maintenance of this document and providing administrative and technical guidance on its implementation. Additional roles and responsibilities can be found in the NC TASAB Charter.

#### **North Carolina Emergency Management**

NCEM will provide administrative support to maintain the certification program.

### **Application Package Guidance**

Anyone in the State of North Carolina who meets the requirements listed within the document is encouraged to apply for certification. To apply, the application can be downloaded from the North Carolina Training, Exercise, and Response Management System (TERMS) Document Library or the North Carolina Emergency Management Association (NCEMA) website. Once complete, applications should be emailed to [NCCEMCertification@ncdps.gov](mailto:NCCEMCertification@ncdps.gov). All applications and supporting documentation should be submitted electronically.

### **Application Deadlines**

Application deadlines will coincide with NCEMA conferences. Applications must be received by the conclusion of a conference to be awarded at the following conference. In the event of a conference schedule change, the TASAB reserves the right to adjust the deadlines as needed. All changes will be announced via multiple channels.



**STATE OF NORTH CAROLINA  
EMERGENCY MANAGEMENT  
TRAINING AND STANDARDS ADVISORY BOARD**



## Approval of Application Packages

The TASAB will review applications based on the requirements described below. Applicants who submit sufficient documentation to validate their past education, experience, training, and other requirements will be recommended for certification to the NC TASAB. If an application package is incomplete, the Certification Committee will notify the applicant with a short description of what the application is missing. The applicant will have a specified amount of time (usually 30 days) to submit the missing documentation.

## Appeals

If an applicant's application is not approved, the applicant may appeal in writing to [NCEMCertification@ncdps.gov](mailto:NCEMCertification@ncdps.gov).

## Certification Designations

Individuals awarded the Associate Emergency Manager or Executive Emergency Manager through the North Carolina certification program may use the following certification designations while their certification remains active.

Associate Emergency Manager = NCEM-A  
Executive Emergency Manager = NCEM-E

## Expiration

Both Associate and Executive EM Certifications remain active for five years unless recertified following the process established at the end of this document.

# Associate Emergency Manager Certification

## Experience Requirement

Two years of experience (including documented experience in all four phases of emergency management, and either a declared disaster response or full-scale exercise). A minimum of one year of experience should be in North Carolina. Additional guidance is established later in this document.

## Education Requirement

High school diploma or general education certificate (GED). Higher education degrees can be submitted as proof of a high school diploma or GED.

## Training Requirement

140 hours of training

- 100 hours of emergency management training
- 40 hours of general management training
- No more than 25 hours are allowed in any given topic or specialty
- FEMA Independent Study classes may account for 10% of total hours in training sessions
  - Emergency management max of 10 hours
  - General management training max of 4 hours
- Additional details are listed on page 7

### Recommended Courses

- Emergency Management Institute
  - E-101 National Emergency Management Basic Academy Foundations of Emergency Management Course (88 hours = 68.5 hours EM Training and 19.5



# STATE OF NORTH CAROLINA EMERGENCY MANAGEMENT TRAINING AND STANDARDS ADVISORY BOARD



## General Management)

- National Incident Management System (NIMS)
  - IS-100 Introduction to the Incident Command System
  - IS-200 ICS for Single Sources and Initial Action Incidents
  - IS-700 National Incident Management System (NIMS), an Introduction
  - IS-800 National Response Framework (NRF), an Introduction
  - IS-703 NIMS Resource Management
  - IS-706 NIMS An Introduction to Intrastate Mutual Aid
  - ICS-300 Intermediate Incident Command for Expanding Incidents
  - NC-999.3 Damage Assessment

## Pre-Approved Training Substitutions

- Applied Associate of Science Degree in Emergency Management, Emergency Preparedness, or similar concentration:
  - Completed within 0 - 3 years – earn 50 hours toward requirements
  - Completed within 4 - 10 years – earn 20 hours toward requirements
- Bachelor of Science / Arts in Emergency Management, Emergency Preparedness, or similar concentration:
  - Completed within 0 - 2 years – earn 100 hours toward requirements
  - Completed within 3 years – earn 80 hours toward requirements
  - Completed within 4 years – earn 60 hours toward requirements
  - Completed within 5 - 10 years – earn 40 hours toward requirements
- Master of Science or Arts in Emergency Management, Preparedness, or similar concentration:
  - Completed within 0 - 4 years – earn 100 hours toward requirements
  - Completed within 5 - 10 years – earn 50 hours toward requirements

## Contributions to the Profession Requirement

Three contributions to the profession, two of which are required to be completed in North Carolina. Additional guidance is established later in this document.

## Candidate Reference Requirement

Three candidate references, one of which must be the applicant's current supervisor. Additional reference sources that qualify are:

- Past supervisors (within five years)
- Local, state, or federal government officials
- Emergency service organization officials
- Local, regional, or national emergency management association officials.

## Exam Requirement

Candidates must take a 50-question examination and answer 75% of questions correctly to receive the Associate Emergency Manager designation. The examination will be offered by NCEM at least twice a year.

# Executive Emergency Manager Certification

## Experience Requirement

Three years of experience including documented experience in all four phases of emergency management, and either a declared disaster response or full-scale exercise. A minimum of two years of experience shall be in North Carolina. Additional guidance is established later in this document.



# STATE OF NORTH CAROLINA

## EMERGENCY MANAGEMENT

### TRAINING AND STANDARDS ADVISORY BOARD



## Education Requirement

Associate's degree in the Emergency Services field OR a bachelor's degree in any subject. An additional two years of emergency management experience (a total of 5) may be substituted for this requirement.

## Training Requirement

160 hours of training

- 100 hours of emergency management training
- 60 hours of general management training
- No more than 25 hours are allowed in any given topic or specialty
- FEMA Independent Study classes may account for 10% of total hours in training sessions
  - Emergency Management max of 10 hours
  - General management training max of 6 hours
- Additional details are listed on page 7

Recommended Courses

- National Incident Management System (NIMS)
  - IS-230 Fundamentals of Emergency Management
  - IS-240 Leadership and Influence
  - IS-241 Decision Making and Problem Solving
  - IS-242 Effective Communication
  - IS-244 Developing and Managing Volunteers
  - ICS-400 Advanced Incident Command System
- NC-305.11 Liability Issues in Emergency Management
- G-393 Mitigation for Emergency Managers
- Homeland Security Exercise and Evaluation Program (HSEEP)

Pre-Approved Training Substitutions

- Applied Associate of Science Degree in Emergency Management, Emergency Preparedness, or similar concentration:
  - Completed within 0 - 3 years – earn 50 hours toward requirements
  - Completed within 4 - 10 years – earn 20 hours toward requirements
- Bachelor of Science / Arts in Emergency Management, Emergency Preparedness, or similar concentration:
  - Completed within 0 - 2 years – earn 100 hours toward requirements
  - Completed within 3 years – earn 80 hours toward requirements
  - Completed within 4 years – earn 60 hours toward requirements
  - Completed within 5 - 10 years – earn 40 hours toward requirements
- Master of Science or Arts in Emergency Management, Preparedness, or similar concentration:
  - Completed within 0 - 4 years – earn 100 hours toward requirements
  - Completed within 5 - 10 years – earn 50 hours toward requirements

## Contributions to the Profession Requirement

Six contributions to the profession, three of which are required to be completed in North Carolina. Additional guidance is established later in this document.

## Candidate Reference Requirement

Three candidate references, one of which must be the applicant's current supervisor. Additional reference sources that qualify are:

- Past supervisors (within five years)
- Local, state, or federal government officials
- Emergency service organization officials
- Local, regional, or national emergency management association officials.



**STATE OF NORTH CAROLINA  
EMERGENCY MANAGEMENT  
TRAINING AND STANDARDS ADVISORY BOARD**



## **Exam Requirement**

Candidate must pass 75% or better of the questions on a 100-question examination to receive the Executive Emergency Manager designation. The examination will be offered North Carolina Emergency Management at least twice a year.

## **Experience Requirement Guidance**

The candidate should submit a copy of their current position description or previous position descriptions which document their experience. Additionally, a narrative signed by the candidate's current supervisor or county emergency manager verifying the following areas of experience should be included.

- Preparedness / Planning Experience
- Response Experience
- Recovery Experience
- Mitigation / Prevention Experience
- Disaster Experience
  - Disaster date and event details
  - The candidate's role
  - Provide a description of your lessons learned from the event
- Major Role in a Full-Scale Exercise (in lieu of disaster experience)
  - Describe the exercise
  - The candidate's role
  - Provide a description of your lessons learned from the exercise

## **Training Requirement Guidance**

- Training courses for initial certification must have been taken within the last ten years. Training courses for recertification must have been taken from the date of the last certification/recertification.
- Training courses used for the Associate Emergency Manager may not be used for the Executive Emergency Manager application.
- Degrees substituted for training hours for the Associate Emergency Manager application may not be used for the Executive Emergency Manager application.
- Emergency management training is considered courses specific to the profession of emergency management and examples of these courses are designated with an "E" in the Training Course Allocation Table found by visiting the IAEM website.
- General management training includes course content that can be applied beyond emergency management operations and is designated with "G" in the Training Course Allocation Table found by visiting the IAEM website. It should be noted that several courses offered by the Emergency Management Institute, North Carolina Emergency Management, or other training consortium partners are considered "general management" classes. Courses not found on the IAEM list can still be used, but documentation will need to accompany the certificate to show course objectives. The candidate should add the training to either Emergency Management Training or General Management training as defined above.
- The certification program will adopt the IAEM Training Course Allocation Table with NC accepted courses to





**STATE OF NORTH CAROLINA  
EMERGENCY MANAGEMENT  
TRAINING AND STANDARDS ADVISORY BOARD**



determine number of hours for each course and accepted allocation for certification. Courses not identified in the CEM Training Course Allocation Table will be considered on a case-by-case basis by the TASAB.

- Independent study courses can only count toward 10% of the total required hours in each category.
- Forums and conferences may not be used to document training hours for initial certification as they are listed as contributions to the profession. Forum and conference hours may be used for the recertification requirement for training hours.
- Time documented during exercises does not count towards training hours for initial certification or recertification.
- One full Continuing Education Unit (CEU) equals 10 hours of training (example: a FEMA course equaling .2 CEU equals 2 hours).
- One semester college course hour is equal to 15 training hours (example: three college credit hours is equal to 45 training hours).
- Credit hours in a degree awarding program counts the same if on-line or in residence as outlined above.
- No more than 25 hours are allowed in any given topic or specialty. As an example, an applicant may have 100 hours of Incident Command System (ICS) classes, however no more than 25 hours of ICS courses can be used for their application for certification.
  - Sample topic areas could include:
    - Incident Command
    - Recovery
    - Planning
    - Preparedness
    - Mitigation
    - Communications
    - Organizational Development
    - Response (Emergency Management Focus)
    - Prevention
    - Management
    - Budget / Financial Management
    - Leadership

## **Contributions to the Profession Requirement Guidance**

Candidates may only use each category below one time on their application for certification.

- Active membership in an emergency management or related professional organization for at least three years.
- Attend a state, regional or national educational session meeting or emergency management related conference.
- Serve as an active member on a board, a committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization.
- Serve for at least one term as an officer or in a leadership position on a board, a committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization.
- Complete a special assignment or project for a jurisdictional or governmental committee or task force addressing emergency management issues. An example would be a special assignment or project for the





**STATE OF NORTH CAROLINA  
EMERGENCY MANAGEMENT  
TRAINING AND STANDARDS ADVISORY BOARD**



county, LEPC, FEMA, EMI, etc. The resulting product or decisions must make a significant contribution to or impact on the emergency management profession.

- Develop and participate in an educational or informational speaking engagement on an emergency management issue at a professional conference or public forum (including conferences, workshops, radio, television, educational video, etc.).
- Complete a teaching or instructing commitment on an emergency management related topic for a minimum of three actual platform hours.
- Serve as a Developer, Evaluator or Controller for either a full-scale, functional, or a tabletop exercise or complete a disaster assignment outside the candidate's jurisdiction. Demonstrate a significant role in the exercise or assignment and describe the lessons learned through participation.
- Write and have published (in print or on the Internet) an emergency management article, research project, brochure, or instructional pamphlet.
- Develop and distribute a completed audio, video, audio-visual or computer software project directly related to emergency management.
- Receive an award or special recognition in the field of emergency management by an outside agency, organization or association.
- Complete a significant role as a full partner in the development or extensive revision of a course in emergency management offered at the state, national, or international level.
- Testify before a legislative/regulatory body or contact an elected representative at the national or state level on any issue related to emergency management. The candidate must receive a written reply because of the contact.
- Other contributions must be approved in advance by the TASAB.

## **Exam Requirement Guidance**

- The exam will consist of multiple-choice questions from the learning objectives of the Recommended Classes for the specific certification level.
- Exams will be given at least twice each year and be proctored by North Carolina Emergency Management. Applicants who do not achieve a 75% passing grade must wait until the next exam offering for subsequent attempts. These offerings will generally coincide with NCEMA conferences and NCEM Branch Training Weeks. Additional opportunities may be requested through NCEM Training or your Area Coordinator.
- North Carolina Emergency Management will be responsible for maintaining exams and any available study materials.
- Applicants should take and pass the exam prior to submitting their application packet. Once a passing score has been achieved, applicants have two submission cycles (approximately one year) to submit their full application for approval.

## **IAEM Certification Reciprocity**

Current certification holders of the International Emergency Management Association (IAEM) Certified Emergency Manager or Associate Emergency Manager (CEM, AEM) credentials may apply for reciprocity to the North Carolina Emergency Management Training and Standards Advisory Board.



**STATE OF NORTH CAROLINA  
EMERGENCY MANAGEMENT  
TRAINING AND STANDARDS ADVISORY BOARD**



Applicants will be required to submit documentation proving a current (non-expired) IAEM credential, as well as documentation showing North Carolina experience and contributions to the profession. The table below outlines the reciprocity path and required documentation.

IAEM Credential	NC Years of Experience Documentation	NC Contributions to the Profession Documentation	NCEM Credential
CEM	2 Years of Emergency Management Experience in NC	3 Contributions to the Profession in NC	Executive Emergency Manager
AEM	1 Year of Emergency Management Experience in NC	2 Contributions to the Profession in NC	Associate Emergency Manager

Applicants wishing to apply for IAEM Reciprocity should use the Application Template for Reciprocity to ensure all appropriate documentation is provided. Applications will be reviewed on the same timeline as regular applications.

## Recertification Requirements

Recertification is required for both the Associate Emergency Manager and Executive Emergency Manager certifications every five years.

- NCEM will make notifications of expiring credentials one year prior to their expiration date through TERMS.
- Recertification applications must be submitted with documentation which demonstrates the completion of 100 hours of continuing education (75 hours in emergency management courses and 25 hours of general management courses).
- No more than 25 hours are allowed in any given topic or specialty. As an example, an applicant may have 100 hours of Incident Command System (ICS) classes; however, no more than 25 hours of ICS courses can be used for their application for certification.
- Teaching emergency management courses may substitute for a maximum of 50 continuing education hours; however, no more than 25 hours are allowed in any given topic or specialty.
- If an individual holds a CEM certification through the International Association of Emergency Managers, the CEM recertification documentation may be submitted in lieu of the NC recertification process.

Recertification applications will be accepted up to 30 days after expiration without additional requirements. Recertification applications received from 30-90 days after expiration will require the applicant to repeat the exam. Recertification applications will not be accepted beyond 90 days of the expiration date in TERMS. To achieve certification status after a lapse of 90+ days, the applicant must complete and submit the entire initial application packet.