

Fall,
2017

RECERTIFICATION APPLICATION

NC Emergency Management Certification Program

All submissions must be received in appropriate packaging, typed and properly tabbed. If not, your submission will be returned by the North Carolina Emergency Management Certification Committee. Applications may be sent via email to NCEMCertification@ncdps.gov or mailed to North Carolina Emergency Management (EOC) ATTN: NCEM Certification Program 4236 Mail Service Center Raleigh, NC 27699-4236.

North Carolina Emergency Management
Training and Certification Advisory Board
Fall, 2017



Recertification Cover Sheet

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____ Email: _____

Certification Type for Renewal

- ☐ Associate Emergency Manager
- ☐ Executive Emergency Manager
- ☐ CEM / AEM Renewal Documentation (Include IAEM Certification Letter)

Date of Previous Certification

Date: _____

Contents Checklist

- ☐ **All Materials Are Typed** (unless otherwise specified, such as a signature and supporting materials included such as TERMS transcript, certificate copies, etc.)
- ☐ **Candidate Signature Page**
- ☐ **Continuing Education**
100 hours of continuing education to include 75 hours in emergency management related topics and 25 hours of general management related topics.
- ☐ **Return of Application**
Your original credential package will not be returned. Please retain a copy for your records.

Candidate Signature

I understand that certification is subject to Certification Committee approval, and if granted, is current for a five year period. 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 hereby voluntarily and knowingly consent and grant permission to NCEM or its authorized agent(s) to conduct a verification of the accuracy and authenticity of any information or documentation I submit in connection with or support of this Application Package.

I certify that I have followed all directions outlined in the application and submit my packet in the proper order and format. I understand that my packet may be returned without review if instructions are not followed.

I pledge to abide by the Code of Ethics and Professional Conduct published by NCEM. I understand violation is grounds for Executive / Associate Emergency Manager revocation.

Further, I have read and acknowledge the Disclaimer, Indemnification Information, NCEM Administrative Guidelines for Executive Emergency Manager Certification Examination Testing and Review, Application Warranty and Acknowledgement as published by NCEM.

Candidate's Signature: _____ Date: _____

Training Requirement

Each candidate must demonstrate successful completion of 100 hours of training in the 5 years after their date of certification which includes 75 hours of emergency management / disaster training and 25 hours of general management training.

On the following pages, please document the training hours that you are using for recertification. Please attach a single copy of your TERMS Transcript as documentation and denote on the training submission form if that course is listed on your TERM transcript.

If you are using a class not included in your TERMS Transcript, please attach a copy of the certification which documents course hours. If you are utilizing “teaching” hours for the recertification requirement, please attach documentation validating your teaching assignment.

Training Hour Requirements

1. No more than 25 hours are allowed in any given topic or specialty. As an example, an applicant may have 100 hours’ worth 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 be:
 - a. Incident Command
 - b. Recovery
 - c. Planning
 - d. Preparedness
 - e. Mitigation
 - f. Communications
 - g. Organizational Development
 - h. Response (Emergency Management Focus)
 - i. Prevention
 - j. Management
 - k. Budget / Financial Management
 - l. Leadership
2. Emergency Management / Disaster Management classes do not include discipline specific courses (EMS, Fire, LE, etc)
3. Teaching emergency management courses may be substituted for attending courses to achieve 50 % of continuing education credits.
4. Time documented during exercises does not count towards training hours for initial certification or recertification.
5. NCEM Forum and conference hours may be used for the recertification requirement for training hours.
6. 1 full Continuing Education Unit (CEU) equals 10 hours of training. (A FEMA course equaling .2 CEU equals 2 hours). FEMA independent study courses provide a certificate of completion that is in CEUs.
7. One semester college course hour is equal to 15 training hours. (Example - 3 college credit hours is equal to 45 training hours)
8. For FEMA independent study courses may account for ten percent of total hours in training sessions. That is, a max of 10 hours for disaster/emergency management training, and a max of 6 hours for general management training.

Summary of Training Hours Form

Disaster/Emergency Management Training

Training Hours Received: 75 hours of training, not more than 25 hours in one subject area. Examples of disaster/emergency management training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, and so forth.

| Subject Area | Title of Training Course | TERMS Transcript | FEMA IS Course? | Claimed Hours |
|--------------|--------------------------|--------------------------|--------------------------|---------------|
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| Total: | | | | |

Teaching Hours Claimed: 50% of hours claimed in the Emergency Management area may be through teaching. Please include any courses you have taught below and add appropriate documentation to your application packet.

| Title of Training Course | Documentation Included | Claimed Hours |
|--------------------------|--------------------------|---------------|
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |
| | <input type="checkbox"/> | |
| Total: | | |

Summary of Training Hours Form

General Management Training

Training Hours Received: 25 hours of training, no more than 25 hours in one subject area. Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, public speaking, and so forth.

| Subject Area | Title of Training Course | TERMS Transcript | FEMA IS Course? | Claimed Hours |
|--------------|--------------------------|--------------------------|--------------------------|---------------|
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| Total: | | | | |

Teaching Hours Claimed: 50% of hours claimed in the Emergency Management area may be through teaching. Please include any courses you have taught below and add appropriate documentation to your application packet.

| Title of Training Course | Documentation Included | Claimed Hours |
|--------------------------|--------------------------|---------------|
| | <input type="checkbox"/> | |
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| Total: | | |