



Certification Program Manual

UPDATED: March 2023





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1 INTRODUCTION

1.1 INTRODUCTION

The California Emergency Services Association (CESA) is a non-profit professional organization dedicated to the promotion of mutual support and cooperation across emergency management disciplines. We work to support our members in preparing for natural and human caused disasters and public emergencies.

Our dynamic organization includes academic institutions, representatives from government agencies, utilities, and businesses of all types, nonprofits, and faith-based organizations, as well as media, and elected officials. Together we share common goals as the leaders and practitioners in Preparedness, Response, Recovery, Mitigation, and Protection in California. Our Association includes seasoned professionals, total novices, and world class experts, as well as volunteers and part-time and full-time staff.

1.2 PURPOSE

The purpose of CESA is to support members and communities in California prepare for disasters and emergencies through education, resources, and networking. CESA has established the Certification Program as a service to emergency management professionals working in the State of California to recognize their experience, knowledge, skills, and abilities in the field. Furthermore, the Certification Program establishes professional benchmarks and standards to document qualifications as a California Emergency Management professional.

Certification Program will be used collectively to refer to all elements of the CA-PEM and CA-EM program managed by the California Emergency Services Association.

1.3 OBJECTIVES

The Certification Program will have the following objectives:

- Ensure the certification process recognizes the professional benchmarks and documents qualifications of California Emergency Management Professionals
- Ensure the certification process is objective, fair, unbiased, and promotes Emergency Management professionals
- Ensure the certification process and actions are in alignment with applicable standards
- Establish a governance structure for the Certification Committee
- Ensure the certification process promotes the goals and objectives for the California Emergency Services Association



2 CERTIFICATION ROLES

2.1 CERTIFICATION COMMITTEE

The Certification Committee will be comprised of a cross section of Emergency Management professionals and practitioners from throughout the association, known as Certification Examiners. The Certification Committee will develop standard operating procedures and policies directly related to the Certification Program. See Certification Organization Chart for further details. The Certification Committee will consist of Certification Examiners and Committee Members.

2.2 CERTIFICATION COMMITTEE CHAIR & EXECUTIVE COMMITTEE

The Certification Chair and Executive Committee will provide oversight and leadership for the Certification Committee. Responsibilities include assigning applications to qualified examiners, communicating results to applicants, facilitating the review and appeals process, facilitating applicant questions/concerns, and reporting status to the State Board of Directors. See Certification Organization Chart for further details.

2.3 CERTIFICATION EXAMINERS

Individuals reviewing applications for certification will be known as Certification Examiners. Certification Examiners will be responsible for reviewing applications, proposing policy and procedure changes, and serving as members on the Certification Committee. Certification Examiners will apply during the call for examiners process and must meet all qualifications outlined in Section 3.3.2. Certification Examiners will be appointed from a cross section of Emergency Management professionals throughout the association. Examiners will have voting rights on the Certification Committee.

2.4 CESA STATE BOARD OF DIRECTORS

The CESA State Board of Directors has final authority and oversight of the Certification Committee, policies, and overall requirements. The Board of Directors will confirm Certification Examiners, approve committee budget, and approve policies and requirements for the Certification Program. The CESA State Board of Directors will continue to monitor the Certification Program to ensure the objectives of the program are in alignment with CESA's strategic objectives.

3 CERTIFICATION ROLE RESPONSIBILITIES

3.1 CERTIFICATION COMMITTEE RESPONSIBILITIES

The Certification Committee ensures that the Certification Program is performed in a consistent objective manner, observing the goals and objectives of the California Emergency Services Association. The Certification Committee will ensure an open, fair, and unbiased process to certify individuals that meet the minimum requirements outlined in the Certification Program.



3.1.1 Responsibilities of the Certification Committee:

- Develop Procedures and Policies directly related to the Certification Program
- Review and process certification applications in accordance with CESA Standard Operating Procedures
- Provide support to applicants and certification recipients
- Process appeals and facilitate appeals review
- Facilitate conflict resolution and/or gaps in policies/procedures with the Executive Committee

3.2 CERTIFICATION COMMITTEE STRUCTURE

The Certification Committee will be comprised of a cross section of Emergency Management professionals and practitioners from throughout the association, known as Certification Examiners. Certification Examiners must meet minimum eligibility requirements to serve on the committee. The Certification Committee will be comprised of 7-11 examiners with representatives serving at a minimum from each CESA Chapter and Emergency Management Discipline outlined in Section 3.2.1.

The Certification Committee represents the spectrum of Emergency Management professionals from different regions within the State of California and the sub-section of Emergency Management disciplines. This ensures that candidates are evaluated by Certification Examiners who are peers in their respective discipline. Additional CESA Members who wish to serve on the Certification Committee may do so, but do not serve as examiners and are non-voting members of the committee.

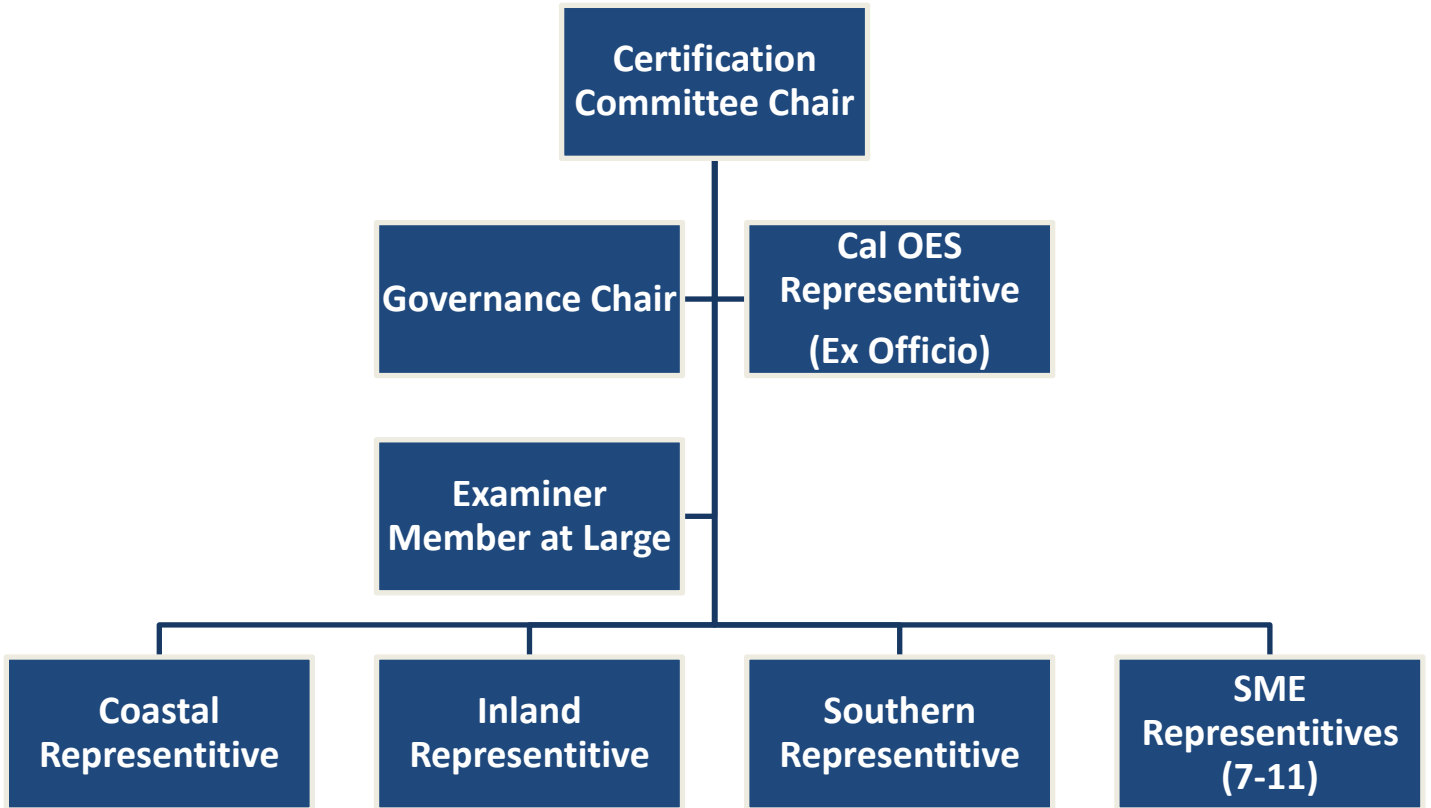
3.2.1 Certification Examiner Representation

Area of Representation	Description
Coastal Chapter Representative	A representative of CESA within the Coastal Chapter, also serving in one of the emergency management disciplines.
Inland Chapter Representative	A representative of CESA within the Inland Chapter, also serving in one of the emergency management disciplines.
Southern Chapter Representative	A representative of CESA within the Southern Chapter, also serving in one of the emergency management disciplines.
Governmental Representative	Emergency Management professionals serving in the public sector or government at the Federal, State, Operational Area (OA), or Local level, including Tribal Government.
Private Sector Representative	Emergency Management professionals working in business, industry, or for-profit organizations
Non-Profit/VOAD Representative	Emergency Management professionals working or volunteering for non-profit, faith-based, or other philanthropic organizations (e.g. Salvation Army, Red Cross, etc.).



Academia/Health Care/Utilities/Other Representative	Emergency Management Professionals working in academia, health care organizations, utilities, special districts, military, or other facets of Emergency Management.
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3.2.2 Certification Examiner Representation



3.3 CERTIFICATION EXAMINER SELECTION

CESA will establish an Examiner Selection process for the Certification Committee that is accessible, fair, and objective.

3.3.1 Certification Nomination Committee

The CESA State Board will establish a Certification Nominations Committee to select examiners. The CESA President, with ratification by the State Board, will appoint a nomination committee which will consist of the Certification Chair, one (1) State Board Member, and at least one (1) Certification Committee Member, and between three (3) to seven (7) additional representatives.

The Certification Nomination Committee will be responsible for the following:



- Ensuring Examiner selection is fair, unbiased, and open to all eligible candidates
- Reviewing applications and selecting candidates that will provide cross-section representation on the Certification Committee
- Vetting candidate's work experience, certifications, and service history to CESA
- Validating candidate's membership status with CESA
- Developing a slate of candidates for the CESA State Board of Directors for appointment approval

3.3.2 Examiner Qualifications

Candidates wishing to serve as Certification Examiners must possess the following qualifications:

- Candidates must be members in good standing of CESA and have provided at least 18 months of service to the association either on a committee, chapter board, or other area of service
- Candidates must have an interest in service, personal commitment, and dedication of time to serve on the Committee
- Current certification in Emergency Management; either CESA's CA-PEM or IAEM CEM® (until CESA's certification program is established)
- Candidates must have at least 10 years of full time, comprehensive Emergency Management experience in a desired area of expertise (Public Sector, Private Sector, etc.)
- Candidates must be willing to adhere to the standards set forth by CESA and maintain the highest standards of ethics

3.3.3 Examiner Application Procedure

Candidates wishing to serve as Certification Examiners will be required to submit an official application to CESA. The application will consist of the following elements:

- Application
- Description of service to CESA
- Experience in Emergency Management
- Resume
- Letter of Recommendation, preferably from a certified individual

3.3.4 Examiner Selection Process

The following process will be established to select Examiners:

- Once per year, CESA will distribute a "Call for Examiners" to all members of the association soliciting applications to serve on the Committee
- Applications will be collected and presented to the Nominations Committee for review
- The Nominations Committee will review and vet applications for completeness, minimum qualifications, and desired subject matter expertise
- The Nominations Committee will present a slate of appropriate candidates to the CESA State Board
- The CESA State Board will review and approve/appoint candidates to serve as Certification Examiners, or request further review/action from the Nominations Committee
- After appointment, candidates will receive notification of results and begin service the following term



3.3.5 Examiner Service Term

A Certification Examiner's term shall be two (2) calendar years, beginning January 1st of following calendar year after approval and confirmation by the Board. If a successor is not appointed upon the expiration of the Examiner's term, the Examiner's term shall continue until a successor is appointed.

Certification Examiners may serve for two consecutive terms and then must rotate off the Certification Committee. Examiners meeting term limits must wait one calendar year prior to submitting an application to serve again.

The Board will appoint half of the Certification Examiners each year. This will ensure consistency and institutional continuity of the certification process.

3.3.6 Examiner Training

Prior to serving as a Certification Examiner, the candidate must complete training on the examination process. The Certification Chair or Governance Chair will provide training prior to Certification Examiners reviewing applications. Only new Certification Examiners must complete training. This training will include the following elements:

- CESA Policies and Procedures
- Roles and responsibilities
- Application review process
- Assessment process
- Candidate evaluation forms
- Processing assessment findings
- Review of ethical, confidentiality, and other professional standards as an Examiner

3.3.7 Examiner Vacancies

A vacancy exists when an Examiner resigns, is removed, or can no longer perform their functions on the Certification Committee. In the event of a vacancy, the Certification Executive Committee shall nominate a replacement, which is subject to appointment by the CESA State Board. The replacement must meet all Examiner qualifications and agree to fulfill the vacated term. A replacement Examiner serving one (1) year or less can apply for two additional terms.

3.3.8 Examiner Removal

Examiners may be removed by the Board of Directors of CESA at its discretion.

3.3.9 Committee Member Removal

Committee Members who are not serving as Certification Examiners may be removed by the Board of Directors of CESA at its discretion.



4 EXECUTIVE COMMITTEE

4.1 EXECUTIVE COMMITTEE RESPONSIBILITIES

The Certification Executive Committee will provide leadership for the Certification Committee. The Executive Committee will consist of the Certification Chair, Governance Chair, and 1 Examiner/Member at Large. The Certification Committee ensures that the program remains unbiased, fair, impartial, retains integrity, and stays closely aligned to the mission, values, and principles of comprehensive emergency management. The Executive Committee consists of Certification Examiners appointed by the State Board of Directors and elected by the Certification Committee.

The Certification Executive Committee is responsible for the following:

- Recommend and develop Certification Committee Policies
- Disseminate and implement Certification Committee Policies
- Assist Examiners with policy interpretation and procedure and process implementation
- Assist Examiners with procedure and process revisions
- Provide guidance, training, and other requested support to the Certification Committee
- Provide quality assurance (QA) oversight for the Certification Committee
- Provide regular updates to the CESA State Board of Directors

4.1.1 Certification Committee Chair Responsibilities

The Certification Committee Chair will be responsible for the following:

- Providing overall leadership and guidance to the Certification Committee
- Schedule and conduct Certification Committee meetings and Executive Committee meetings
- Authorize excused absences from meetings
- Ensure that Committee actions are properly recorded and communicated to the Certification Committee and the CESA State Board of Directors
- Processes appeals, complaints, and Examiner disciplinary actions

4.1.2 Governance Chair Responsibilities

The Certification Governance Chair will be responsible for the following:

- Fulfilling roles and responsibilities of the Chair when they are not available
- Complete duties as assigned by the Chair
- Assigns applications to Examiners
- Assigns third Examiner reviews of applications and appeals reviews

4.1.3 Examiner at Large Responsibilities

The Examiner at Large will be responsible for the following:

- Complete duties as assigned by the Chair



4.2 ELECTION AND SERVICE TERMS

All Executive Committee Members will be elected by a majority vote of the Certification Examiners from among the members of the Certification Committee. Executive Committee Members will serve in their role for two (2) year terms beginning on January 1 of the year immediately following their election. Executive Committee Members can serve a maximum of two (2) consecutive terms in any Executive Committee position. All Executive Committee members shall be confirmed by the CESA State Board of Directors. Executive Committee member terms shall not extend the term of any director of the Certification Committee.

4.2.1 Vacancies

Any vacancy in the Certification Committee shall be filled by appointment by the CESA State Board of Directors.

5 OPERATIONS OF THE CERTIFICATION COMMITTEE

5.1 BUSINESS MEETINGS

The Certification Chair will schedule regular business meetings of the Certification Committee. These meetings will include program updates, policy reviews/development, and overall program status. Meetings will follow Robert's Rule of Order and a quorum is required to conduct business. Meeting minutes will be prepared and documented.

5.1.1 Quorum

Quorum will be defined as 51% or more of voting Certification Committee Members under Section 5.3.

5.2 POLICY ADOPTION

Proposed policies of the Committee will be distributed ahead of business meetings for review. Committee Members will present and discuss policy proposals at business meetings. All policies/procedures adopted by a majority vote of the Committee.

5.3 VOTING PRIVILEGES

All Certification Examiners may cast one (1) vote on matters requiring voting. A quorum must be present and each Certification Examiners can cast one (1) vote. Ex Officio members and committee members who are not Certification Examiners may not vote.

5.4 SUB-COMMITTEES

The Certification Committee Chair can form sub-committees to focus on tasks or functions to support the certification committee and/or process.



6 PROGRAM FINANCES AND APPLICATION FEES

6.1 PROGRAM FINANCES

The Certification Committee Chair will develop a program budget to be submitted and approved by the CESA State Board of Directors. The budget should reflect anticipated operational costs and projected revenue. The Certification Committee Chair will be responsible for tracking the budget and approving any necessary costs to maintain the program. The Certification Committee Chair will regularly report program finances to the CESA State Board of Directors.

6.2 APPLICATION FEES

CESA will collect application fees to maintain the infrastructure and support required to administer the Certification Program. Application fees will be paid prior to an individual taking the Certification Written Examination or completing the Certification Application. Application fees include costs to cover the Certification Application and up to one (1) resubmission if it is found to be incomplete, the written examination, and up to two (2) additional attempts at the written examination if the candidate fails. All application fees are non-refundable. CA-EM application fees also include the upgrade application to CA-PEM if all minimum requirements are met and the candidate has a valid CA-EM certification.

The following application fees have been established:

- CA-EM and CA-PEM Initial Certification – Member: \$250
- CA-EM and CA-PEM Initial Certification – Non-Member: \$450
- CA-EM upgrade to CA-PEM Certification – Member and Non-Member: Free
- IAEM AEM® or CEM® to CA-EM or CA-PEM Certification - Member: \$250
- IAEM AEM® or CEM® to CA-EM or CA-PEM Certification – Non-Member: \$450
- CA-EM and CA-PEM Recertification - Member: \$250
- CA-EM and CA-PEM Recertification – Non-Member: \$450

7 CERTIFICATION APPLICATION PROCESS

7.1 CERTIFICATION APPLICATION PROCESS

Candidates applying for CA-EM or CA-PEM will complete the following steps as part of the application process:

- Candidates will register in the Certimy Application
 - Candidates will pay the certification fee prior to taking the written test or completing the application
 - Candidates will sit for a written test. The test can be taken before or after the application is completed
 - Candidates will complete the certification application
 - If the written exam and application are acceptable, the candidate will be certified
-



- If the candidate fails the written exam or the application, an opportunity to retake the exam or re-submit the application will be offered
- Candidates have one (1) year from registration in the Certimy system to complete the exam and application or forfeit their application and fees

7.2 ACCOMMODATIONS

Any candidate requiring accommodations to complete the application should contact the CESA Executive Director who will work with the Certification Committee Chair to make all reasonable accommodations so the candidate can complete the application.

8 CA-EM CALIFORNIA EMERGENCY MANAGER CERTIFICATION REQUIREMENTS

8.1 EMERGENCY MANAGEMENT WORK EXPERIENCE

Option 1: Candidates must have at least one (1) year of full-time equivalent work experience if they possess an Associates of Arts/Associates of Science degree (or higher) in a comprehensive Emergency Management position.

-OR-

Option 2: Candidates must have at least two (2) years (or more) of full-time equivalent work experience in a comprehensive Emergency Management position if they do not possess a degree

8.1.1 Definitions

Full-time Work Equivalent: One (1) year of full-time work equivalent will be defined as 2,080 hours worked in a role/ 4,160 for two (2) years. In the event a candidate works part time or works a percentage of their role in Emergency Management, a calculation must be made to ensure that at least one (1) or two (2) year's experience is met. For example, if a candidate works 30 hours a week in an Emergency Management role, the candidate will have to submit documentation indicating that they have worked at least 70 weeks or approx. 1 year, 4 months to meet the 2,080 hours in the role.

Comprehensive Emergency Management Role: A comprehensive role is defined as a position that fulfills all facets of emergency management (Mitigation, Prevention, Preparedness, Response, and Recovery).

Associates of Arts/Associates of Science Degree: Candidates are required to provide proof of an Associate's Degree or higher (Bachelors/Masters/PhD) from an accredited college or university. A formal degree must be conferred to the candidate. Certificate programs and unit equivalents in lieu of a degree will not be accepted.

8.1.2 Evidence

Work Experience: To satisfy this requirement, include documentation that can demonstrate the candidate's role in a comprehensive Emergency Management position, responsibilities and tasks the candidate conducts in the role, and



the length of time the candidate has been/was in the role. Examples of appropriate documentation includes one of the following:

- A position description outlining position title, description, roles and responsibilities (with additional documentation confirming employment dates/time in role)
- Performance evaluation with title, roles/responsibilities, and/or time served in role
- Letter from Human Resources, Supervisor, or Department Head outlining position title, description, roles/responsibilities, and time served role
- Employment verification with title and employment (with additional documentation providing position description)
- If self-employed, letter describing roles/responsibilities and any previous experience that may be applicable (previous employment documentation may be required)

AA/AS Degree (or higher): To satisfy this requirement, include documentation that an AA/AS Degree has been conferred to the candidate. Documentation must include the candidates name and date degree was conferred. The college/university issuing the degree shall be an accredited school. Examples of appropriate documentation include one of the following:

- A copy of the diploma with candidate's name and date conferred
- Official or Un-Official Transcripts with candidate's name, degree conferred, and date degree was conferred
- Letter from college/university indicating candidate has been conferred a degree and the date the degree was conferred

8.2 EXERCISE/ACTIVATION

Option 1: Candidate must have played a significant role in the design, development, implementation, or participation in two (2) Functional Exercises.

-OR-

Option 2: Candidate must have played a significant role in the design, development, implementation, or participation in one (1) Full-Scale Exercise.

-OR-

Option 3: Candidate must have played a significant role in a Real-World Activation/Response to an incident.

8.2.1 Definitions

Significant Role in Exercises: A significant role in an exercise will be defined as a position such as Exercise Director, Lead Planer, Lead SimCell, etc.. Exercise participation roles such as EOC Director, EOC Manager, Section Coordinators, Crisis Management Lead, Business Continuity Lead, and other active roles in the exercise are acceptable. Roles such as observer, evaluator, scribe, etc., are not significant roles.



Significant Role in Activation: A significant role in an activation will be defined as EOC Director, EOC Manager, Section Coordinators, other EOC roles, Crisis Management Lead, Business Continuity Lead; In some instances, roles at an Incident Command Post will be considered such as Incident Commander, Planning Section Chief, etc.

8.2.2 Evidence

Functional/Full Scale Exercise: To satisfy this requirement, include documentation that can demonstrate the candidate participated in a significant role during/planning for the exercise. Documentation should include type of exercise, date(s) of exercise, scenario, and role candidate played. Examples can include:

- Exercise Plan/Controller Evaluator Guide documenting the candidate's role in design, development, or implementation
- Situation Reports, ICS Forms, or other documentation created during the exercise demonstrating the candidate's role if a participant
- After Action Report including role the candidate played in the exercise and/or designing/delivering the exercise
- Letter from the Exercise Director, Sponsoring Agency, or Supervisor outlining the exercise details and candidate's role in the exercise

Activation: To satisfy this requirement, include documentation that can demonstrate the candidate served in a role during an activation. Documentation should include type of incident, date(s) of incident, overview of the event, and role candidate played. Examples can include:

- Situation Reports, ICS Forms, or other documentation created during the event demonstrating the candidate's role during the activation
- After Action Report including role the candidate played during the event
- Letter from the Agency or Supervisor outlining the event details and candidate's role during the activation

8.3 LETTER OF RECOMMENDATION

Candidate must provide a letter of recommendation from a manager, executive, colleague, etc. that outlines the candidate's role in emergency management, experience, work ethic, and other qualities that would validate their pursuit of certification.

8.3.1 Evidence

Letter of Recommendation: To satisfy this requirement, a letter of recommendation should include the following:

- Letter must be written on official letter head and contain a wet-ink or electronic signature (emails are not acceptable)
- Author of the letter should be an executive, manager, colleague, or other similar role. Personal references or letters from subordinates will not be accepted
- Letter should outline at a minimum:
 - Candidate's role and/or work experience in emergency management
 - If validating the candidates work experience as required in section 8.1, include documentation requirements including position title, time in role, and roles/responsibilities



- Character reference for the candidate to include their work ethic, service in emergency management, or other similar attributes
- Author's support of candidate's pursuit of certification

8.4 TRAINING REQUIREMENTS

Baseline Training: Candidate must complete the following base course work:

- CSTI G606: SEMS Introduction
- FEMA NIMS Series (IS-100, IS-200, IS-700, IS-800)
- FEMA IS – 2200
- FEMA Professional Development Series (PDS) – IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, IS-244

-AND-

Elective Training: Candidate must complete an additional one hundred (100) additional hours of training representing at least three (3) of the CESA Key Competencies. The additional one hundred (100) hours may not come from the baseline training. College course work aligning with CESA Competency Framework can be utilized towards elective training if taken within the past 5 years.

-OR-

Credit for College Degree: Candidates who have completed a degree in the previous 5 years can utilize course work towards Elective Training. Course work must be relevant to the CESA Core Competencies outlined in Section 8.4.1.

8.4.1 Definitions

Training Aligned with CESA Key Competencies: The CESA Competency Framework is an outline of professional attributes and skills Emergency Management professionals should pursue to further develop their career. The framework contains eight (8) attributes in which Elective Training should be aligned with. Elective Training for the CA-EM should align with three (3) of the following categories. These framework attributes are as follows:

- **Leadership:** Leadership is the ability to empower, influence others, and drive change. Training such as leadership training, employee development, leadership styles, organizational management, etc., all fall within this category
- **Relationship Management:** Relationships with key individuals, partner organizations and communities are established. Training such as public/private partnerships, relationship building, etc.
- **Information Management:** Information management is about understanding the information required to support an activity, locating required information, evaluating and applying it. Training can include resource management, information collection and dissemination, intrapersonal information management, etc.
- **Risk Management:** Risk management addresses the risks associated with all hazards and requires identification and characterization of threats: analysis of the likelihood and consequences of the associated risks; evaluation of those risks to establish priorities; and development of risk treatment options. Risk management processes involve the collection and analysis of information. Training can include risk assessment training, hazard mitigation, prevention courses, etc.



- **Planning:** The process of comprehensive and integrated planning - development, maintenance, evaluation and review. Training can include organizational planning, emergency management planning, project management, plan development etc.
- **Implementation:** Implementation relies on the effectiveness of operational plans and the allocation of appropriate resources (human, physical and financial). Training can include strategy level courses, Incident Action Plan courses, project management, etc.
- **Communication:** Communication is the act of transmitting and receiving information, ideas and attitudes in order to be understood. Communication occurs face to face, over the telephone or radio, and in a range of written forms. Training can include crisis communications, Public Information Officer (PIO) courses, social media intrapersonal communications, Mass Notification, etc.
- **Capability Development:** Capability includes having and demonstrating the right attitude, displaying a willingness to learn or share learning, and being motivated to continually improve. Training can include professional development, team management, influence, performance management, etc.

8.4.2 Evidence

CESA/CSTI/FEMA Training Documentation: To satisfy this requirement, include documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training. Please note: 1 hour of training will be credited for every 0.1 CEUs awarded to the candidate. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other organization official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

Other Organization Training Documentation: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training 5) course description/syllabus. Please note: if training hours are not included on the certificate and unable to be determined by the course description/syllabus, the training may be rejected. 1 hour of training will be credited for every 0.1 CEUs awarded to the candidate. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other agency official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

College Coursework to Satisfy Elective Training: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) semester or quarter units, 5) course description/syllabus. Please note: Twenty-five hours credit will be credited for courses of 3 semester units or 4 quarter units. Examples should include documentation requirements and can include:



- Transcript from organization – AND- Course syllabus/description
- Letter from registrar or other college official outlining candidates name, name of course, date(s), units conferred – AND- Course syllabus/description

8.5 PROFESSIONAL & PERSONAL DEVELOPMENT ACTIVITIES (PPDA)

General Guidance: Candidate seeking the CA-EM certification must fulfill three (3) Professional and Personal Development Activities (PPDA's). Three (3) separate and distinct categories must be fulfilled, and a single project/task cannot be used to fulfill multiple PPDA's. At least one (1) PPDA must be related or associated with California Emergency Management activities.

8.5.1 PPDA Categories & Definitions

1. **Membership:** Membership in a disaster/emergency management related professional organization for at least two (2) years. Organizations such as the California Emergency Services Association (CESA), International Association of Emergency Managers (IAEM) or other similar professional organizations would satisfy this requirement. The primary mission of the association must be to promote disaster/emergency management and not as an ancillary function.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name and 2) years the candidate was a member. A website or mission statement should be provided if it is unclear the association has a primary mission of disaster/emergency management

2. **Professional Conference:** Attend a disaster/emergency management related workshop or conference with a cumulative total of forty (40) hours. It is acceptable to submit multiple workshops/conferences to meet the forty (40) hour minimum. The conference/workshop must be primarily focused on disaster/emergency management. Please note: credit cannot be claimed in both training AND workshops/conferences.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) conference date(s), 3) training hours. Candidate must demonstrate they attended the conference and an invoice or registration confirmation will not be accepted. If no training hours are included on a completion certificate, a maximum of 6 hours per date of conference will be credited. Examples of appropriate documentation include:

- Attendance certificate with name, date(s), training hours
- Letter or email from event organizer confirming candidate attended the conference with date(s) and training hours
- If it is unclear that the workshop/conference is disaster/emergency management focused, an agenda and/or course descriptions should be included to aid Examiners in determining eligibility

3. **Service Role:** Serve on a board of directors, committee, task force, or special project for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary



positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities
- or-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities

4. **Leadership Role:** Serve in a leadership position such as an officer on a board of directors, committee chair, task force lead, or special project lead for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities
- or-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities

5. **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/comprehensive emergency management profession.



Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of the special assignment and relation to emergency management.

Examples can include:

- Letter from organization official outlining assignment role, description of service, description of special assignment's mission supporting disaster/emergency management
- Thank you letter or certificate of appreciation for the role the candidate played as part of the special assignment

6. **Speaking:** Develop and participate in three (3) presentations or panels (including radio, television, educational, video, etc.) related to disaster/emergency management.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of speaking engagement/audience, 3) speaking engagement's relation to emergency management.

Please note: candidate must submit three (3) separate submissions. Examples can include:

- Letter from organization official outlining speaking engagement, audience, and relation to emergency management
- Thank you letter from organization official confirming candidate conducted speaking engagement
- Certificate of appreciation or commendation confirming speaking engagement
- Copy of agenda or program with candidate's name and description of speaking topic
- Please note: copies of PowerPoint deck, media, or speaking content is not required and cannot be used as proof of submission

7. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three (3) hours of platform instruction. Courses must be disaster/emergency management in nature. Courses such as first aid/CPR, EMT, or other technical level courses will not be accepted.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate completed the teaching engagement. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Course roster or registration information with candidate listed as instructor
-OR-
- Letter from organization official indicating candidate delivered training

8. **Course Development:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.



Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate developed/revised course. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description or curriculum including topics covered and length of training
-AND-
- Letter from organization official indicating candidate developed/revised course

9. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Publication in online periodicals qualifies. Publication must be peer reviewed and/or outside the editorial control of the candidate. Please note: blogs, self-published work, and other similar formats will not be accepted. Candidate must be a major contributing author

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name as author, 2) article content. Examples can include:

- Article copy or link to article
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

10. **Audio-Visual and Interactive Products:** Personally develop content, video, computer software, or other audio-visual tool. The candidate must be the primary developer. Blogs, PowerPoint presentation, and podcasts will not receive credit in this category.

Evidence: To satisfy this requirement, attach documentation that includes 1) a description of the audio-visual tool and pictures/screenshots 2) independent verification the candidate developed the tool. Examples can include:

- Description of tool with pictures/screenshots
-AND-
- Letter from an agency official, supervisor, or other independent individual attesting that the candidate was the primary developer of the audio-visual product

11. **Awards or Special Recognition:** Receive an award for disaster/emergency management related activities. Please note the award must be addressed to the candidate and not a group, department, or organization.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the award, certificate, or commendation 2) award, certificate, or commendation must be addressed to the candidate. Examples can include:

- Picture or copy of the award



- Copy of letter or award notification
- Additional supporting documentation, if it is not clear from the award, the circumstances and/or background for the award

12. **Certification Related to Emergency Management:** Earn a certification or recertification as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. Please note: certification must have a renewal cycle and ongoing continuing education requirements. Examples include IAEM's CEM/AEM certification or DRII's CBCP/MBCP. FEMA's Professional Development Series, Advanced/Basic Academies, Master Exercise Practitioner or CSTI's Emergency Management Specialist Certificate do not count as certification.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the certification, certificate, or letter designating certification, 2) documentation must indicate the candidate has received certification designation, 3) the certification must have an expiration date and ongoing maintenance. Examples can include:

- Picture or copy of the certification and/or certificate
- Copy of letter or certification notification
- Additional supporting documentation, if it is not clear from the certification, the requirements, maintenance and/or relation to emergency management for the certification

13. **Legislative Contact:** Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the original correspondence to the elected official 2) a copy of the reply from the elected officials. Examples can include:

- Copy of letter, email, or online submittal to the elected official
-AND-
- Copy of the response letter, email or other correspondence from the elected official's office

14. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. Examples can include research papers for the FEMA Advanced Academy, peer reviewed research articles, Masters Degree's thesis papers, or other similar documents.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the research paper 2) candidates name must be indicated as author. Examples can include:

- Copy of journal, research paper, or link to paper
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable



15. **Other:** Other PPDAs may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction.

Evidence: To satisfy this requirement, attach documentation that would help the examiners understand the activities the candidate completed and evidence to support the claims.

9 CA-EM CALIFORNIA EMERGENCY MANAGER RECERTIFICATION REQUIREMENTS

9.1 CERTIFICATION RENEWAL

The certified individual will be required to submit a recertification application on or before their expiration date.

9.2 TRAINING REQUIREMENTS

Elective Training: Candidate must complete eighty (80) hours of training representing at least three (3) of the CESA Key Competencies. Training must have been completed within the previous five (5) years of the application date. College course work aligning with CESA Competency Framework can be utilized towards elective training if taken within the past 5 years.

-OR-

Credit for College Degree: Candidates who have completed a degree in the previous 5 years can utilize course work towards Elective Training. Course work must be relevant to the CESA Core Competencies outlined in Section 13.2.1.

9.2.1 Definitions

Training Aligned with CESA Key Competencies: The CESA Competency Framework is an outline of professional attributes and skills Emergency Management professionals should pursue to further develop their career. The framework contains eight (8) attributes in which Elective Training should be aligned with. Elective Training for the CA-EM should align with three (3) of the following categories. These framework attributes are as follows:

- **Leadership:** Leadership is the ability to empower, influence others, and drive change. Training such as leadership training, employee development, leadership styles, organizational management, etc., all fall within this category
- **Relationship Management:** Relationships with key individuals, partner organizations and communities are established. Training such as public/private partnerships, relationship building, etc.
- **Information Management:** Information management is about understanding the information required to support an activity, locating required information, evaluating and applying it. Training can include resource management, information collection and dissemination, intrapersonal information management, etc.
- **Risk Management:** Risk management addresses the risks associated with all hazards and requires identification and characterization of threats: analysis of the likelihood and consequences of the associated risks; evaluation of those risks to establish priorities; and development of risk treatment options. Risk



management processes involve the collection and analysis of information. Training can include risk assessment training, hazard mitigation, prevention courses, etc.

- **Planning:** The process of comprehensive and integrated planning - development, maintenance, evaluation and review. Training can include organizational planning, emergency management planning, project management, plan development etc.
- **Implementation:** Implementation relies on the effectiveness of operational plans and the allocation of appropriate resources (human, physical and financial). Training can include strategy level courses, Incident Action Plan courses, project management, etc.
- **Communication:** Communication is the act of transmitting and receiving information, ideas and attitudes in order to be understood. Communication occurs face to face, over the telephone or radio, and in a range of written forms. Training can include crisis communications, Public Information Officer (PIO) courses, social media intrapersonal communications, Mass Notification, etc.
- **Capability Development:** Capability includes having and demonstrating the right attitude, displaying a willingness to learn or share learning, and being motivated to continually improve. Training can include professional development, team management, influence, performance management, etc.

9.2.2 Evidence

CESA/CSTI/FEMA Training Documentation: To satisfy this requirement, include documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training. Examples should include documentation requirements and can include one of the following:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other organization official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

Other Organization Training Documentation: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training 5) course description/syllabus. Please note: if training hours are not included on the certificate and unable to be determined by the course description/syllabus, the training may be rejected. Examples should include documentation requirements and can include one of the following:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other organization official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

College Coursework to Satisfy Elective Training: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) semester or quarter units, 5) course



description/syllabus. Please note: Twenty-five hours credit will be credited for college courses of 3 semester units or 4 quarter units. Examples should include documentation requirements and can include:

- Transcript from organization – AND- Course syllabus/description
- Letter from registrar or other college official outlining candidates name, name of course, date(s), units conferred – AND- Course syllabus/description

9.3 PROFESSIONAL & PERSONAL DEVELOPMENT ACTIVITIES (PPDA)

General Guidance: Candidate seeking the CA-EM recertification must fulfill three (3) Professional and Personal Development Activities (PPDA's). Three (3) separate and distinct categories must be fulfilled, and a single project/task cannot be used to fulfill multiple PPDA's. At least one (1) PPDA must be related or associated with California Emergency Management activities.

9.3.1 PPDA Categories & Definitions

1. **Membership:** Membership in a disaster/emergency management related professional organization for at least two (2) years. Organizations such as the California Emergency Services Association (CESA), International Association of Emergency Managers (IAEM) or other similar professional organizations would satisfy this requirement. The primary mission of the association must be to promote disaster/emergency management and not as an ancillary function.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name and 2) years the candidate was a member. A website or mission statement should be provided if it is unclear the association has a primary mission of disaster/emergency management

2. **Professional Conference:** Attend a disaster/emergency management related workshop or conference with a cumulative total of forty (40) hours. It is acceptable to submit multiple workshops/conferences to meet the forty (40) hour minimum. The conference/workshop must be primarily focused on disaster/emergency management. Please note: credit cannot be claimed in both training AND workshops/conferences.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) conference date(s), 3) training hours. Candidate must demonstrate they attended the conference and an invoice or registration confirmation will not be accepted. If no training hours are included on a completion certificate, a maximum of 6 hours per date of conference will be credited. Examples of appropriate documentation include:

- Attendance certificate with name, date(s), training hours
- Letter or email from event organizer confirming candidate attended the conference with date(s) and training hours
- If it is unclear that the workshop/conference is disaster/emergency management focused, an agenda and/or course descriptions should be included to aid Examiners in determining eligibility



3. **Service Role:** Serve on a board of directors, committee, task force, or special project for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidate's paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidate's paid job responsibilities
- or-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidate's paid job responsibilities

4. **Leadership Role:** Serve in a leadership position such as an officer on a board of directors, committee chair, task force lead, or special project lead for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e., Red Cross). The service role should not be part of the candidate's paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

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- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidate's paid job responsibilities
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5. **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/comprehensive emergency management profession.



Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of the special assignment and relation to emergency management.

Examples can include:

- Letter from organization official outlining assignment role, description of service, description of special assignment's mission supporting disaster/emergency management
- Thank you letter or certificate of appreciation for the role the candidate played as part of the special assignment

6. **Speaking:** Develop and participate in three (3) presentation or panels (including radio, television, educational, video, etc.) related to disaster/emergency management.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of speaking engagement/audience, 3) speaking engagement's relation to emergency management.

Please note: candidate must submit three (3) separate submissions. Examples can include one of the following:

- Letter from organization official outlining speaking engagement, audience, and relation to emergency management
- Thank you letter from organization official confirming candidate conducted speaking engagement
- Certificate of appreciation or commendation confirming speaking engagement
- Copy of agenda or program with candidate's name and description of speaking topic
- Please note: copies of PowerPoint deck, media, or speaking content is not required and cannot be used as proof of submission

7. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three (3) hours of platform instruction. Courses must be disaster/emergency management in nature. Courses such as first aid/CPR, EMT, or other technical level courses will not be accepted.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate completed the teaching engagement. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Course roster or registration information with candidate listed as instructor
-OR-
- Letter from organization official indicating candidate delivered training

8. **Course Development:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.



Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate developed/revised course. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Letter from organization official indicating candidate developed/revised course

9. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Publication in online periodicals qualifies. Publication must be peer reviewed and/or outside the control of the candidate. Please note: blogs, self-published work, and other similar formats will not be accepted. Candidate must be a major contributing author

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name as author, 2) article content. Examples can include:

- Article copy or link to article
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

10. **Audio-Visual and Interactive Products:** Personally develop content, video, computer software, or other audio-visual tool. The candidate must be the primary developer. Blogs, PowerPoint presentation, and podcasts will not receive credit in this category.

Evidence: To satisfy this requirement, attach documentation that includes 1) a description of the audio-visual tool and pictures/screenshots 2) independent verification the candidate developed the tool. Examples can include:

- Description of tool with pictures/screenshots
-AND-
- Letter from an agency official, supervisor, or other independent individual attesting that the candidate was the primary developer of the audio-visual product

11. **Awards or Special Recognition:** Receive an award for disaster/emergency management related activities. Please note the award must be addressed to the candidate and not a group, department, organization.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the award, certificate, or commendation 2) award, certificate, or commendation must be addressed to the candidate. Examples can include:

- Picture or copy of the award



- Copy of letter or award notification
- Additional supporting documentation, if it is not clear from the award, the circumstances and/or background for the award

12. **Certification Related to Emergency Management:** Earn a certification or recertification as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. Please note: certification must have a renewal cycle an ongoing continuing education requirements. Examples include IAEM's CEM/AEM certification or DRII's CBCP/MBCP. FEMA's Professional Development Series, Advanced/Basic Academies, Master Exercise Practitioner or CSTI's Emergency Management Specialist Certificate do not count as certification.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the certification, certificate, or letter designating certification, 2) documentation must indicate the candidate has received certification designation, 3) the certification must have an expiration date and ongoing maintenance. Examples can include:

- Picture or copy of the certification and/or certificate
- Copy of letter or certification notification
- Additional supporting documentation if it is not clear from the certification, the requirements, maintenance and/or relation to emergency management for the certification

13. **Legislative Contact:** Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the original correspondence to the elected official 2) a copy of the reply from the elected officials. Examples can include:

- Copy of letter, email, or online submittal to the elected official
-AND-
- Copy of the response letter, email, or other correspondence from the elected official's office

14. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. Examples can include research papers for the FEMA Advanced Academy, peer reviewed research articles, Master's Degree thesis papers, or other similar documents.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the research paper 2) candidates name must be indicated as author. Examples can include:

- Copy of journal, research paper, or link to paper
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable



15. **Other:** Other PPDAs may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction.

Evidence: To satisfy this requirement, attach documentation that would help the examiners understand the activities the candidate completed and evidence to support the claims.

10 CA-EM CALIFORNIA EMERGENCY MANAGER UPGRADE TO CA-PEM CALIFORNIA PROFESSIONAL EMERGENCY MANAGER

Individuals possessing CA-EM certification may upgrade to a CE-PEM if they have met minimum requirements for the CA-PEM certification. The CA-EM can be upgraded at any time during the certification term. Upgrading a certification will not extend the certification term and the expiration date initially issued with the CA-EM will extend to the upgraded CA-PEM certification. The following documentation will be required to upgrade to a CA-PEM certification:

10.1 EMERGENCY MANAGEMENT WORK EXPERIENCE

Option 1: Candidates must have at least four (4) years of full-time equivalent work experience if they possess a Bachelor of Arts/Bachelor of Science degree (or higher) in a comprehensive Emergency Management position.

-OR-

Option 2: Candidates must have at least six (6) years of full-time equivalent work experience in a comprehensive Emergency Management position if they do not possess a bachelor's degree or higher

10.1.1 Definitions

Full-time Work Equivalent: Four (4) years of full-time work equivalent will be defined as 8,320 hours worked in a role/ 12,480 for six (6) years. In the event a candidate works part time or works a percentage of their role in Emergency Management, a calculation must be made to ensure that at least four (4) or six (6) year's experience is met. For example, if a candidate works 30 hours a week in an Emergency Management role, the candidate will have to submit documentation indicating that they have worked at least 278 weeks or approx. 5 years, 4 months to meet the 8,320 hours in the role.

Comprehensive Emergency Management Role: A comprehensive role is defined as a position that fulfills all facets of emergency management (Mitigation, Prevention, Preparedness, Response, and Recovery).

Bachelor of Arts/Bachelor of Science Degree: Candidates are required to provide proof of an Bachelor's Degree or higher (Masters/PhD) from an accredited college or university. A formal degree must be conferred to the candidate. Certificate programs and unit equivalents in lieu of a degree will not be accepted.

10.1.2 Evidence

Work Experience: To satisfy this requirement, include documentation that can demonstrate the candidate's role in a comprehensive Emergency Management position, responsibilities and tasks the candidate conducts in the role, and



the length of time the candidate has been/was in the role. Examples of appropriate documentation include one of the following:

- A position description outlining position title, description, roles and responsibilities (with additional documentation confirming employment dates/time in role)
- Performance evaluation with title, roles/responsibilities, and/or time served in role
- Letter from Human Resources, Supervisor, or Department Head outlining position title, description, roles/responsibilities, and time served role
- Employment verification with title and employment (with additional documentation providing position description)
- If self-employed, letter describing roles/responsibilities and any previous experience that may be applicable (previous employment documentation may be required)

BA/BS Degree (or higher): To satisfy this requirement, include documentation that a BA/BS Degree has been conferred to the candidate. Documentation must include the candidates name and date degree was conferred. The college/university issuing the degree shall be an accredited school. Examples of appropriate documentation include one of the following:

- A copy of the diploma with candidate's name and date conferred
- Official or Un-Official Transcripts with candidate's name, degree conferred, and date degree was conferred
- Letter from college/university indicating candidate has been conferred a degree and the date the degree was conferred

10.2 PROFESSIONAL & PERSONAL DEVELOPMENT ACTIVITIES (PPDA)

General Guidance: Candidate seeking the CA-PEM certification upgrade must fulfill three (3) Professional and Personal Development Activities (PPDA's). Three (3) separate and distinct categories must be fulfilled, and a single project/task cannot be used to fulfill multiple PPDA's. At least one (1) PPDA must be related or associated with California Emergency Management activities. Please note: PPDA's submitted in the upgrade application must be new PPDA's. Previously submitted PPDA's are not acceptable and will be denied.

10.2.1 PPDA Categories & Definitions

1. **Membership:** Membership in a disaster/emergency management related professional organization for at least two (2) years. Organizations such as the California Emergency Services Association (CESA), International Association of Emergency Managers (IAEM) or other similar professional organizations would satisfy this requirement. The primary mission of the association must be to promote disaster/emergency management and not as an ancillary function.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name and 2) years the candidate was a member. A website or mission statement should be provided if it is unclear the association has a primary mission of disaster/emergency management



2. **Professional Conference:** Attend a disaster/emergency management related workshop or conference with a cumulative total of forty (40) hours. It is acceptable to submit multiple workshops/conferences to meet the forty (40) hour minimum. The conference/workshop must be primarily focused on disaster/emergency management. Please note: credit cannot be claimed in both training AND workshops/conferences.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) conference date(s), 3) training hours. Candidate must demonstrate they attended the conference and an invoice or registration confirmation will not be accepted. If no training hours are included on a completion certificate, a maximum of 6 hours per date of conference will be credited. Examples of appropriate documentation include:

- Attendance certificate with name, date(s), training hours
- Letter or email from event organizer confirming candidate attended the conference with date(s) and training hours
- If it is unclear that the workshop/conference is disaster/emergency management focused, an agenda and/or course descriptions should be included to aid Examiners in determining eligibility

3. **Service Role:** Serve on a board of directors, committee, task force, or special project for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities
- or-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities

4. **Leadership Role:** Serve in a leadership position such as an officer on a board of directors, committee chair, task force lead, or special project lead for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities



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- or-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidate's paid job responsibilities

5. **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/comprehensive emergency management profession.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of the special assignment and relation to emergency management. Examples can include:

- Letter from organization official outlining assignment role, description of service, description of special assignment's mission supporting disaster/emergency management
- Thank you letter or certificate of appreciation for the role the candidate played as part of the special assignment

6. **Speaking:** Develop and participate in three (3) presentation or panels (including radio, television, educational, video, etc.) related to disaster/emergency management.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of speaking engagement/audience, 3) speaking engagement's relation to emergency management. Please note: candidate must submit three (3) separate submissions. Examples can include one of the following:

- Letter from organization official outlining speaking engagement, audience, and relation to emergency management
- Thank you letter from organization official confirming candidate conducted speaking engagement
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- Copy of agenda or program with candidate's name and description of speaking topic
- Please note: copies of PowerPoint deck, media, or speaking content is not required and cannot be used as proof of submission

7. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three (3) hours of platform instruction. Courses must be disaster/emergency



management in nature. Courses such as first aid/CPR, EMT, or other technical level courses will not be accepted.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate completed the teaching engagement. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Course roster or registration information with candidate listed as instructor
-OR-
- Letter from organization official indicating candidate delivered training

8. **Course Development:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate developed/revised course. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Letter from organization official indicating candidate developed/revised course

9. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Publication in online periodicals qualifies. Publication must be peer reviewed and/or outside the control of the candidate. Please note: blogs, self-published work, and other similar formats will not be accepted. Candidate must be a major contributing author

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name as author, 2) article content. Examples can include:

- Article copy or link to article
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

10. **Audio-Visual and Interactive Products:** Personally develop content, video, computer software, or other audio-visual tool. The candidate must be the primary developer. Blogs, PowerPoint presentation, and podcasts will not receive credit in this category.



Evidence: To satisfy this requirement, attach documentation that includes 1) a description of the audio-visual tool and pictures/screenshots 2) independent verification the candidate developed the tool. Examples can include:

- Description of tool with pictures/screenshots
-AND-
- Letter from an agency official, supervisor, or other independent individual attesting that the candidate was the primary developer of the audio-visual product

11. **Awards or Special Recognition:** Receive an award for disaster/emergency management related activities. Please note the award must be addressed to the candidate and not a group, department, or organization.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the award, certificate, or commendation 2) award, certificate, or commendation must be addressed to the candidate. Examples can include:

- Picture or copy of the award
- Copy of letter or award notification
- Additional supporting documentation, if it is not clear from the award, the circumstances and/or background for the award

12. **Certification Related to Emergency Management:** Earn a certification or recertification as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. Please note: certification must have a renewal cycle an ongoing continuing education requirements. Examples include IAEM's CEM/AEM certification or DRII's CBCP/MBCP. FEMA's Professional Development Series, Advanced/Basic Academies, Master Exercise Practitioner or CSTI's Emergency Management Specialist Certificate do not count as certification.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the certification, certificate, or letter designating certification, 2) documentation must indicate the candidate has received certification designation, 3) the certification must have an expiration date and ongoing maintenance. Examples can include:

- Picture or copy of the certification and/or certificate
- Copy of letter or certification notification
- Additional supporting documentation, if it is not clear from the certification, the requirements, maintenance and/or relation to emergency management for the certification

13. **Legislative Contact:** Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the original correspondence to the elected official 2) a copy of the reply from the elected officials. Examples can include:



- Copy of letter, email, or online submittal to the elected official
-AND-
- Copy of the response letter, email or other correspondence from the elected official's office

14. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. Examples can include research papers for the FEMA Advanced Academy, peer reviewed research articles, Master's Degree's thesis papers, or other similar documents.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the research paper 2) candidates name must be indicated as author. Examples can include:

- Copy of journal, research paper, or link to paper
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

15. **Other:** Other PPDA's may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction.

Evidence: To satisfy this requirement, attach documentation that would help the examiners understand the activities the candidate completed and evidence to support the claims.

11 IAEM AEM® APPLICATION FOR CA-EM CALIFORNIA EMERGENCY MANAGER CERTIFICATION

Individuals possessing AEM® certification issued by the International Association of Emergency Managers (IAEM) may apply using a simplified application. The AEM® certification contains similar requirements and CESA's CA-EM certification has established a reciprocity application. The following requirements will be required for certification:

11.1 AEM® CERTIFICATION

Candidates must provide evidence they are currently certified as Associate Emergency Manager (AEM®) issued by the International Association of Emergency Managers (IAEM).

11.1.1 Evidence

AEM® Certification: To satisfy this requirement, include documentation that can demonstrate the candidate is currently certified as an AEM® by IAEM. Examples of appropriate documentation includes one of the following:

- Copy of AEM® Certification Certificate with expiration sticker
- Copy of AEM® Certification Plaque with expiration sticker
- Current list of certified AEM® professionals from the IAEM website ([IAEM > Certification > Current AEM/CEM](#))
- Letter or email from IAEM validating candidate is currently certified as an AEM®



11.2 EMERGENCY MANAGEMENT WORK EXPERIENCE

Option 1: Candidates must have at least one (1) year of full-time equivalent work experience if they possess an Associates of Arts/Associates of Science degree (or higher) in a comprehensive Emergency Management position.

-OR-

Option 2: Candidates must have at least two (2) years of full-time equivalent work experience in a comprehensive Emergency Management position if they do not possess a degree

11.2.1 Definitions

Full-time Work Equivalent: One (1) year of full-time work equivalent will be defined as 2,080 hours worked in a role/ 4,160 for two (2) years. In the event a candidate works part time or works a percentage of their role in Emergency Management, a calculation must be made to ensure that at least one (1) or two (2) year's experience is met. For example, if a candidate works 30 hours a week in an Emergency Management role, the candidate will have to submit documentation indicating that they have worked at least 70 weeks or approx. 1 year, 4 months to meet the 2,080 hours in the role.

Comprehensive Emergency Management Role: A comprehensive role is defined as a position that fulfills all facets of emergency management (Mitigation, Prevention, Preparedness, Response, and Recovery).

Associates of Arts/Associates of Science Degree: Candidates are required to provide proof of an Associate's Degree or higher (Bachelors/Masters/PhD) from an accredited college or university. A formal degree must be conferred to the candidate. Certificate programs and unit equivalents in lieu of a degree will not be accepted.

11.2.2 Evidence

Work Experience: To satisfy this requirement, include documentation that can demonstrate the candidate's role in a comprehensive Emergency Management position, responsibilities and tasks the candidate conducts in the role, and the length of time the candidate has been/was in the role. Examples of appropriate documentation includes one of the following:

- A position description outlining position title, description, roles and responsibilities (with additional documentation confirming employment dates/time in role)
- Performance evaluation with title, roles/responsibilities, and/or time served in role
- Letter from Human Resources, Supervisor, or Department Head outlining position title, description, roles/responsibilities, and time served role
- Employment verification with title and employment (with additional documentation providing position description)
- If self-employed, letter describing roles/responsibilities and any previous experience that may be applicable (previous employment documentation may be required)

AA/AS Degree (or higher): To satisfy this requirement, include documentation that an AA/AS Degree has been conferred to the candidate. Documentation must include the candidates name and date degree was conferred. The college/university issuing the degree shall be an accredited school. Examples of appropriate documentation include one of the following:



- A copy of the diploma with candidate's name and date conferred
- Official or Un-Official Transcripts with candidate's name, degree conferred, and date degree was conferred
- Letter from college/university indicating candidate has been conferred a degree and the date the degree was conferred

11.3 EXERCISE/ACTIVATION

Option 1: Candidate must have played a significant role in the design, development, implementation, or participation in two (2) Functional Exercises.

-OR-

Option 2: Candidate must have played a significant role in the design, development, implementation, or participation in one (1) Full-Scale Exercise.

-OR-

Option 3: Candidate must have played a significant role in a Real-World Activation/Response to an incident.

11.3.1 Definitions

Significant Role in Exercises: A significant role in an exercise will be defined as a position such as Exercise Director, Lead Planer, Lead SimCell, etc.. Exercise participation roles such as EOC Director, EOC Manager, Section Coordinators, Crisis Management Lead, Business Continuity Lead, and other active roles in the exercise are acceptable. Roles such as observer, evaluator, scribe, etc., are not significant roles.

Significant Role in Activation: A significant role in an activation will be defined as EOC Director, EOC Manager, Section Coordinators, other EOC roles, Crisis Management Lead, Business Continuity Lead; In some instances, roles at an Incident Command Post will be considered such as Incident Commander, Planning Section Chief, etc.

11.3.2 Evidence

Functional/Full Scale Exercise: To satisfy this requirement, include documentation that can demonstrate the candidate participated in a significant role during/planning for the exercise. Documentation should include type of exercise, date(s) of exercise, scenario, and role candidate played. Examples can include:

- Exercise Plan/Controller Evaluator Guide documenting the candidate's role in design, development, or implementation
- Situation Reports, ICS Forms, or other documentation created during the exercise demonstrating the candidate's role if a participant
- After Action Report including role the candidate played in the exercise and/or designing/delivering the exercise
- Letter from the Exercise Director, Sponsoring Agency, or Supervisor outlining the exercise details and candidate's role in the exercise

Activation: To satisfy this requirement, include documentation that can demonstrate the candidate served in a role during an activation. Documentation should include type of incident, date(s) of incident, overview of the event, and role candidate played. Examples can include:



- Situation Reports, ICS Forms, or other documentation created during the event demonstrating the candidate's role during the activation
- After Action Report including role the candidate played during the event
- Letter from the Agency or Supervisor outlining the event details and candidate's role during the activation

11.4 TRAINING REQUIREMENTS

Baseline Training: Candidate must complete the following base course work:

- CSTI G606: SEMS Introduction

11.4.1 Evidence

CESA/CSTI Training Documentation: To satisfy this requirement, include documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other organization official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

Other Organization Training Documentation: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training 5) course description/syllabus. Please note: if training hours are not included on the certificate and unable to be determined by the course description/syllabus, the training may be rejected. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other agency official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

11.5 PROFESSIONAL & PERSONAL DEVELOPMENT ACTIVITIES (PPDA)

General Guidance: AEM® Candidate seeking the CA-EM certification must fulfill three (3) Professional and Personal Development Activities (PPDA's). Three (3) separate and distinct categories must be fulfilled, and a single project/task cannot be used to fulfill multiple PPDA's. At least one (1) PPDA must be related or associated with California Emergency Management activities.



11.5.1 PPDA Categories & Definitions

1. **Membership:** Membership in a disaster/emergency management related professional organization for at least two (2) years. Organizations such as the California Emergency Services Association (CESA), International Association of Emergency Managers (IAEM) or other similar professional organizations would satisfy this requirement. The primary mission of the association must be to promote disaster/emergency management and not as an ancillary function.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name and 2) years the candidate was a member. A website or mission statement should be provided if it is unclear the association has a primary mission of disaster/emergency management

2. **Professional Conference:** Attend a disaster/emergency management related workshop or conference with a cumulative total of forty (40) hours. It is acceptable to submit multiple workshops/conferences to meet the forty (40) hour minimum. The conference/workshop must be primarily focused on disaster/emergency management. Please note: credit cannot be claimed in both training AND workshops/conferences.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) conference date(s), 3) training hours. Candidate must demonstrate they attended the conference and an invoice or registration confirmation will not be accepted. If no training hours are included on a completion certificate, a maximum of 6 hours per date of conference will be credited. Examples of appropriate documentation include:

- Attendance certificate with name, date(s), training hours
- Letter or email from event organizer confirming candidate attended the conference with date(s) and training hours
- If it is unclear that the workshop/conference is disaster/emergency management focused, an agenda and/or course descriptions should be included to aid Examiners in determining eligibility

3. **Service Role:** Serve on a board of directors, committee, task force, or special project for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities



-or-

- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities

4. **Leadership Role:** Serve in a leadership position such as an officer on a board of directors, committee chair, task force lead, or special project lead for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities
- or-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities

5. **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/comprehensive emergency management profession.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of the special assignment and relation to emergency management. Examples can include:

- Letter from organization official outlining assignment role, description of service, description of special assignment's mission supporting disaster/emergency management
- Thank you letter or certificate of appreciation for the role the candidate played as part of the special assignment

6. **Speaking:** Develop and participate in three (3) presentations or panels (including radio, television, educational, video, etc.) related to disaster/emergency management.



Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of speaking engagement/audience, 3) speaking engagement's relation to emergency management. Please note: candidate must submit three (3) separate submissions. Examples can include:

- Letter from organization official outlining speaking engagement, audience, and relation to emergency management
- Thank you letter from organization official confirming candidate conducted speaking engagement
- Certificate of appreciation or commendation confirming speaking engagement
- Copy of agenda or program with candidate's name and description of speaking topic
- Please note: copies of PowerPoint deck, media, or speaking content is not required and cannot be used as proof of submission

7. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three (3) hours of platform instruction. Courses must be disaster/emergency management in nature. Courses such as first aid/CPR, EMT, or other technical level courses will not be accepted.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate completed the teaching engagement. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Course roster or registration information with candidate listed as instructor
-OR-
- Letter from organization official indicating candidate delivered training

8. **Course Development:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate developed/revised course. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description or curriculum including topics covered and length of training
-AND-
- Letter from organization official indicating candidate developed/revised course

9. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Publication in online periodicals qualifies. Publication



must be peer reviewed and/or outside the editorial control of the candidate. Please note: blogs, self-published work, and other similar formats will not be accepted. Candidate must be a major contributing author

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name as author, 2) article content. Examples can include:

- Article copy or link to article
- AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

10. **Audio-Visual and Interactive Products:** Personally develop content, video, computer software, or other audio-visual tool. The candidate must be the primary developer. Blogs, PowerPoint presentation, and podcasts will not receive credit in this category.

Evidence: To satisfy this requirement, attach documentation that includes 1) a description of the audio-visual tool and pictures/screenshots 2) independent verification the candidate developed the tool. Examples can include:

- Description of tool with pictures/screenshots
- AND-
- Letter from an agency official, supervisor, or other independent individual attesting that the candidate was the primary developer of the audio-visual product

11. **Awards or Special Recognition:** Receive an award for disaster/emergency management related activities. Please note the award must be addressed to the candidate and not a group, department, or organization.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the award, certificate, or commendation 2) award, certificate, or commendation must be addressed to the candidate. Examples can include:

- Picture or copy of the award
- Copy of letter or award notification
- Additional supporting documentation, if it is not clear from the award, the circumstances and/or background for the award

12. **Certification Related to Emergency Management:** Earn a certification or recertification as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. Please note: certification must have a renewal cycle and ongoing continuing education requirements. Examples include DRII's CBCP/MBCP or other state Emergency Management certifications. FEMA's Professional Development Series, Advanced/Basic Academies, Master Exercise Practitioner or CSTI's Emergency Management Specialist Certificate do not count as certification. **Please note: You may not use your IAEM AEM®/CEM® as credit for certification as part of the cross over certification.**



Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the certification, certificate, or letter designating certification, 2) documentation must indicate the candidate has received certification designation, 3) the certification must have an expiration date and ongoing maintenance. Examples can include:

- Picture or copy of the certification and/or certificate
- Copy of letter or certification notification
- Additional supporting documentation, if it is not clear from the certification, the requirements, maintenance and/or relation to emergency management for the certification

13. **Legislative Contact:** Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the original correspondence to the elected official 2) a copy of the reply from the elected officials. Examples can include:

- Copy of letter, email, or online submittal to the elected official
-AND-
- Copy of the response letter, email or other correspondence from the elected official's office

14. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. Examples can include research papers for the FEMA Advanced Academy, peer reviewed research articles, Masters Degree's thesis papers, or other similar documents.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the research paper 2) candidates name must be indicated as author. Examples can include:

- Copy of journal, research paper, or link to paper
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

15. **Other:** Other PPDAs may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction.

Evidence: To satisfy this requirement, attach documentation that would help the examiners understand the activities the candidate completed and evidence to support the claims.



12 CA-PEM CALIFORNIA PROFESSIONAL EMERGENCY MANAGER CERTIFICATION REQUIREMENTS

12.1 EMERGENCY MANAGEMENT WORK EXPERIENCE

Option 1: Candidates must have at least four (4) years of full-time equivalent work experience if they possess a Bachelor of Arts/Bachelor of Science degree (or higher) in a comprehensive Emergency Management position.

-OR-

Option 2: Candidates must have at least six (6) years of full-time equivalent work experience in a comprehensive Emergency Management position if they do not possess a bachelor's degree or higher

12.1.1 Definitions

Full-time Work Equivalent: Four (4) years of full-time work equivalent will be defined as 8,320 hours worked in a role/ 12,480 for six (6) years. In the event a candidate works part time or works a percentage of their role in Emergency Management, a calculation must be made to ensure that at least four (4) or six (6) year's experience is met. For example, if a candidate works 30 hours a week in an Emergency Management role, the candidate will have to submit documentation indicating that they have worked at least 278 weeks or approx. 5 years, 4 months to meet the 8,320 hours in the role.

Comprehensive Emergency Management Role: A comprehensive role is defined as a position that fulfills all facets of emergency management (Mitigation, Prevention, Preparedness, Response, and Recovery).

Bachelor of Arts/Bachelor of Science Degree: Candidates are required to provide proof of a Bachelor's Degree or higher (Masters/PhD) from an accredited college or university. A formal degree must be conferred to the candidate. Certificate programs and unit equivalents in lieu of a degree will not be accepted.

12.1.2 Evidence

Work Experience: To satisfy this requirement, include documentation that can demonstrate the candidate's role in a comprehensive Emergency Management position, responsibilities and tasks the candidate conducts in the role, and the length of time the candidate has been/was in the role. Examples of appropriate documentation include one of the following:

- A position description outlining position title, description, roles and responsibilities (with additional documentation confirming employment dates/time in role)
- Performance evaluation with title, roles/responsibilities, and/or time served in role
- Letter from Human Resources, Supervisor, or Department Head outlining position title, description, roles/responsibilities, and time served role
- Employment verification with title and employment (with additional documentation providing position description)
- If self-employed, letter describing roles/responsibilities and any previous experience that may be applicable (previous employment documentation may be required)



BA/BS Degree (or higher): To satisfy this requirement, include documentation that a BA/BS Degree has been conferred to the candidate. Documentation must include the candidates name and date degree was conferred. The college/university issuing the degree shall be an accredited school. Examples of appropriate documentation include one of the following:

- A copy of the diploma with candidate's name and date conferred
- Official or Un-Official Transcripts with candidate's name, degree conferred, and date degree was conferred
- Letter from college/university indicating candidate has been conferred a degree and the date the degree was conferred

12.2 EXERCISE/ACTIVATION

Option 1: Candidate must have played a significant role in the design, development, implementation, or participation in two (2) Functional Exercises.

-OR-

Option 2: Candidate must have played a significant role in the design, development, implementation, or participation in one (1) Full-Scale Exercise.

-OR-

Option 3: Candidate must have played a significant role in a Real-World Activation/Response to an incident.

12.2.1 Definitions

Significant Role in Exercises: A significant role in an exercise will be defined as a position such as Exercise Director, Lead Planer, Lead SimCell, etc., are appropriate. Exercise participation roles such as EOC Director, EOC Manager, Section Coordinators, Crisis Management Lead, Business Continuity Lead, and other active roles in the exercise are acceptable. Roles such as observer, evaluator, scribe, etc., are not significant roles.

Significant Role in Activation: A significant role in an activation will be defined as EOC Director, EOC Manager, Section Coordinators, other EOC roles, Crisis Management Lead, Business Continuity Lead; In some instances, roles at an Incident Command Post will be considered such as Incident Commander, Planning Section Chief, etc.

12.2.2 Evidence

Functional/Full Scale Exercise: To satisfy this requirement, include documentation that can demonstrate the candidate participated in a significant role during/planning for the exercise. Documentation should include type of exercise, date(s) of exercise, scenario, and role candidate played. Examples can include:

- Exercise Plan/Controller Evaluator Guide documenting the candidate's role in design, development, or implementation
- Situation Reports, ICS Forms, or other documentation created during the exercise demonstrating the candidate's role if a participant
- After Action Report including role the candidate played in the exercise and/or designing/delivering the exercise



- Letter from the Exercise Director, Sponsoring Agency, or Supervisor outlining the exercise details and candidate's role in the exercise

Activation: To satisfy this requirement, include documentation that can demonstrate the candidate served in a role during an activation. Documentation should include type of incident, date(s) of incident, overview of the event, and role candidate played. Examples can include:

- Situation Reports, ICS Forms, or other documentation created during the event demonstrating the candidate's role during the activation
- After Action Report including role the candidate played during the event
- Letter from the Agency or Supervisor outlining the event details and candidate's role during the activation

12.3 LETTER OF RECOMMENDATION

Candidate must provide a letter of recommendation from a manager, executive, colleague, etc. that outlines the candidate's role in emergency management, experience, work ethic, and other qualities that would validate their pursuit of certification.

12.3.1 Evidence

Letter of Recommendation: To satisfy this requirement, a letter of recommendation should include the following:

- Letter must be written on official letter head and contain a wet-ink or electronic signature (emails are not acceptable)
- Author of the letter should be an executive, manager, colleague, or other similar role. Personal references or letters from subordinates will not be accepted
- Letter should outline at a minimum:
 - Candidate's role and/or work experience in emergency management
 - If validating the candidates work experience as required in section 8.1, include documentation requirements including position title, time in role, and roles/responsibilities
 - Character reference for the candidate to include their work ethic, service in emergency management, or other similar attributes
 - Author's support of candidate's pursuit of certification

12.4 TRAINING REQUIREMENTS

Baseline Training: Candidate must complete the following base course work:

- CSTI G606: SEMS Introduction
- FEMA NIMS Series (IS-100, IS-200, IS-700, IS-800)
- FEMA IS – 2200
- FEMA Professional Development Series (PDS) – IS-120, IS-230, IS-235, IS-240, IS-241, IS-242, IS-244

-AND-



Elective Training: Candidate must complete an additional one hundred (100) additional hours of training representing at least six (6) of the CESA Key Competencies. The additional one hundred (100) hours may not come from the baseline training. College course work aligning with CESA Competency Framework can be utilized towards elective training if taken within the past 5 years.

-OR-

Credit for College Degree: Candidates who have completed a degree in the previous 5 years can utilize course work towards Elective Training. Course work must be relevant to the CESA Core Competencies outlined in Section 9.4.1.

12.4.1 Definitions

Training Aligned with CESA Key Competencies: The CESA Competency Framework is an outline of professional attributes and skills Emergency Management professionals should pursue to further develop their career. The framework contains eight (8) attributes in which Elective Training should be aligned with. Elective Training for the CA-PEM should align with six (6) of the following categories. These framework attributes are as follows:

- **Leadership:** Leadership is the ability to empower, influence others, and drive change. Training such as leadership training, employee development, leadership styles, organizational management, etc., all fall within this category
- **Relationship Management:** Relationships with key individuals, partner organizations and communities are established. Training such as public/private partnerships, relationship building, etc.
- **Information Management:** Information management is about understanding the information required to support an activity, locating required information, evaluating, and applying it. Training can include resource management, information collection and dissemination, intrapersonal information management, etc.
- **Risk Management:** Risk management addresses the risks associated with all hazards and requires identification and characterization of threats: analysis of the likelihood and consequences of the associated risks; evaluation of those risks to establish priorities; and development of risk treatment options. Risk management processes involve the collection and analysis of information. Training can include risk assessment training, hazard mitigation, prevention courses, etc.
- **Planning:** The process of comprehensive and integrated planning - development, maintenance, evaluation and review. Training can include organizational planning, emergency management planning, project management, plan development etc.
- **Implementation:** Implementation relies on the effectiveness of operational plans and the allocation of appropriate resources (human, physical and financial). Training can include strategy level courses, Incident Action Plan courses, project management, etc.
- **Communication:** Communication is the act of transmitting and receiving information, ideas, and attitudes in order to be understood. Communication occurs face to face, over the telephone or radio, and in a range of written forms. Training can include crisis communications, Public Information Officer (PIO) courses, social media intrapersonal communications, Mass Notification, etc.
- **Capability Development:** Capability includes having and demonstrating the right attitude, displaying a willingness to learn or share learning, and being motivated to continually improve. Training can include professional development, team management, influence, performance management, etc.



12.4.2 Evidence

CESA/CSTI/FEMA Training Documentation: To satisfy this requirement, include documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other organization official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

Other Organization Training Documentation: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training 5) course description/syllabus. Please note: if training hours are not included on the certificate and unable to be determined by the course description/syllabus, the training may be rejected. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other agency official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

College Coursework to Satisfy Elective Training: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) semester or quarter units, 5) course description/syllabus. Please note: Twenty-five hours credit will be credited for college courses of 3 semester units or 4 quarter units. Examples should include documentation requirements and can include one of the following:

- Transcript from organization – AND- Course syllabus/description
- Letter from registrar or other college official outlining candidates name, name of course, date(s), units conferred – AND- Course syllabus/description

12.5 PROFESSIONAL & PERSONAL DEVELOPMENT ACTIVITIES (PPDA)

General Guidance: Candidate seeking the CA-PEM certification must fulfill six (6) Professional and Personal Development Activities (PPDA's). Six (6) separate and distinct categories must be fulfilled, and a single project/task cannot be used to fulfill multiple PPDA's. At least two (2) PPDA must be related or associated with California Emergency Management activities.

12.5.1 PPDA Categories & Definitions

1. **Membership:** Membership in a disaster/emergency management related professional organization for at least two (2) years. Organizations such as the California Emergency Services Association (CESA), International



Association of Emergency Managers (IAEM) or other similar professional organizations would satisfy this requirement. The primary mission of the association must be to promote disaster/emergency management and not as an ancillary function.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name and 2) years the candidate was a member. A website or mission statement should be provided if it is unclear the association has a primary mission of disaster/emergency management

2. **Professional Conference:** Attend a disaster/emergency management related workshop or conference with a cumulative total of forty (40) hours. It is acceptable to submit multiple workshops/conferences to meet the forty (40) hour minimum. The conference/workshop must be primarily focused on disaster/emergency management. Please note: credit cannot be claimed in both training AND workshops/conferences.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) conference date(s), 3) training hours. Candidate must demonstrate they attended the conference and an invoice or registration confirmation will not be accepted. If no training hours are included on a completion certificate, a maximum of 6 hours per date of conference will be credited. Examples of appropriate documentation include:

- Attendance certificate with name, date(s), training hours
- Letter or email from event organizer confirming candidate attended the conference with date(s) and training hours
- If it is unclear that the workshop/conference is disaster/emergency management focused, an agenda and/or course descriptions should be included to aid Examiners in determining eligibility

3. **Service Role:** Serve on a board of directors, committee, task force, or special project for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities
 - or-
 - Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities
-



4. **Leadership Role:** Serve in a leadership position such as an officer on a board of directors, committee chair, task force lead, or special project lead for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidate's paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidate's paid job responsibilities
- or-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidate's paid job responsibilities

5. **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/comprehensive emergency management profession.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of the special assignment and relation to emergency management. Examples can include:

- Letter from organization official outlining assignment role, description of service, description of special assignment's mission supporting disaster/emergency management
- Thank you letter or certificate of appreciation for the role the candidate played as part of the special assignment

6. **Speaking:** Develop and participate in three (3) presentation or panels (including radio, television, educational, video, etc.) related to disaster/emergency management.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of speaking engagement/audience, 3) speaking engagement's relation to emergency management. Please note: candidate must submit three (3) separate submissions. Examples can include one of the following:

- Letter from organization official outlining speaking engagement, audience, and relation to emergency management



- Thank you letter from organization official confirming candidate conducted speaking engagement
- Certificate of appreciation or commendation confirming speaking engagement
- Copy of agenda or program with candidate's name and description of speaking topic
- Please note: copies of PowerPoint deck, media, or speaking content is not required and cannot be used as proof of submission

7. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three (3) hours of platform instruction. Courses must be disaster/emergency management in nature. Courses such as first aid/CPR, EMT, or other technical level courses will not be accepted.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate completed the teaching engagement. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Course roster or registration information with candidate listed as instructor
-OR-
- Letter from organization official indicating candidate delivered training

8. **Course Development:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate developed/revised course. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Letter from organization official indicating candidate developed/revised course

9. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Publication in online periodicals qualifies. Publication must be peer reviewed and/or outside the control of the candidate. Please note: blogs, self-published work, and other similar formats will not be accepted. Candidate must be a major contributing author

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name as author, 2) article content. Examples can include:

- Article copy or link to article



-AND-

- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

10. **Audio-Visual and Interactive Products:** Personally develop content, video, computer software, or other audio-visual tool. The candidate must be the primary developer. Blogs, PowerPoint presentation, and podcasts will not receive credit in this category.

Evidence: To satisfy this requirement, attach documentation that includes 1) a description of the audio-visual tool and pictures/screenshots 2) independent verification the candidate developed the tool. Examples can include:

- Description of tool with pictures/screenshots
- AND-
- Letter from an agency official, supervisor, or other independent individual attesting that the candidate was the primary developer of the audio-visual product

11. **Awards or Special Recognition:** Receive an award for disaster/emergency management related activities. Please note the award must be addressed to the candidate and not a group, department, or organization.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the award, certificate, or commendation 2) award, certificate, or commendation must be addressed to the candidate. Examples can include:

- Picture or copy of the award
- Copy of letter or award notification
- Additional supporting documentation, if it is not clear from the award, the circumstances and/or background for the award

12. **Certification Related to Emergency Management:** Earn a certification or recertification as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. Please note: certification must have a renewal cycle an ongoing continuing education requirements. Examples include IAEM's CEM/AEM certification or DRII's CBCP/MBCP. FEMA's Professional Development Series, Advanced/Basic Academies, Master Exercise Practitioner or CSTI's Emergency Management Specialist Certificate do not count as certification.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the certification, certificate, or letter designating certification, 2) documentation must indicate the candidate has received certification designation, 3) the certification must have an expiration date and ongoing maintenance. Examples can include:

- Picture or copy of the certification and/or certificate
- Copy of letter or certification notification



- Additional supporting documentation, if it is not clear from the certification, the requirements, maintenance and/or relation to emergency management for the certification

13. **Legislative Contact:** Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the original correspondence to the elected official 2) a copy of the reply from the elected officials. Examples can include:

- Copy of letter, email, or online submittal to the elected official
-AND-
- Copy of the response letter, email or other correspondence from the elected official's office

14. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. Examples can include research papers for the FEMA Advanced Academy, peer reviewed research articles, Master's Degree's thesis papers, or other similar documents.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the research paper 2) candidates name must be indicated as author. Examples can include:

- Copy of journal, research paper, or link to paper
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

15. **Other:** Other PPDAs may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction.

Evidence: To satisfy this requirement, attach documentation that would help the examiners understand the activities the candidate completed and evidence to support the claims.



13 CA-PEM CALIFORNIA PROFESSIONAL EMERGENCY MANAGER RENEWAL REQUIREMENTS

13.1 CERTIFICATION RENEWAL

The certified individual will be required to submit a recertification application on or before their expiration date.

13.2 TRAINING REQUIREMENTS

Elective Training: Candidate must complete eighty (80) additional hours of training representing at least six (6) of the CESA Key Competencies. Training must have been completed within the previous five (5) years of the application date. College course work aligning with CESA Competency Framework can be utilized towards elective training if taken within the past 5 years.

-OR-

Credit for College Degree: Candidates who have completed a degree in the previous 5 years can utilize course work towards Elective Training. Course work must be relevant to the CESA Core Competencies outlined in Section 9.4.1.

13.2.1 Definitions

Training Aligned with CESA Key Competencies: The CESA Competency Framework is an outline of professional attributes and skills Emergency Management professionals should pursue to further develop their career. The framework contains eight (8) attributes in which Elective Training should be aligned with. Elective Training for the CA-PEM should align with six (6) of the following categories. These framework attributes are as follows:

- **Leadership:** Leadership is the ability to empower, influence others, and drive change. Training such as leadership training, employee development, leadership styles, organizational management, etc., all fall within this category
- **Relationship Management:** Relationships with key individuals, partner organizations and communities are established. Training such as public/private partnerships, relationship building, etc.
- **Information Management:** Information management is about understanding the information required to support an activity, locating required information, evaluating, and applying it. Training can include resource management, information collection and dissemination, intrapersonal information management, etc.
- **Risk Management:** Risk management addresses the risks associated with all hazards and requires identification and characterization of threats: analysis of the likelihood and consequences of the associated risks; evaluation of those risks to establish priorities; and development of risk treatment options. Risk management processes involve the collection and analysis of information. Training can include risk assessment training, hazard mitigation, prevention courses, etc.
- **Planning:** The process of comprehensive and integrated planning - development, maintenance, evaluation, and review. Training can include organizational planning, emergency management planning, project management, plan development etc.



- **Implementation:** Implementation relies on the effectiveness of operational plans and the allocation of appropriate resources (human, physical and financial). Training can include strategy level courses, Incident Action Plan courses, project management, etc.
- **Communication:** Communication is the act of transmitting and receiving information, ideas, and attitudes in order to be understood. Communication occurs face to face, over the telephone or radio, and in a range of written forms. Training can include crisis communications, Public Information Officer (PIO) courses, social media intrapersonal communications, Mass Notification, etc.
- **Capability Development:** Capability includes having and demonstrating the right attitude, displaying a willingness to learn or share learning, and being motivated to continually improve. Training can include professional development, team management, influence, performance management, etc.

13.2.2 Evidence

CESA/CSTI/FEMA Training Documentation: To satisfy this requirement, include documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other organization official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

Other Organization Training Documentation: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training 5) course description/syllabus. Please note: if training hours are not included on the certificate and unable to be determined by the course description/syllabus, the training may be rejected. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other organization official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

College Coursework to Satisfy Elective Training: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) semester or quarter units, 5) course description/syllabus. Please note: Twenty-five hours credit will be credited for college courses of 3 semester units or 4 quarter units. Examples should include documentation requirements and can include:

- Transcript from organization – AND- Course syllabus/description
- Letter from registrar or other college official outlining candidates name, name of course, date(s), units conferred – AND- Course syllabus/description



13.3 PROFESSIONAL & PERSONAL DEVELOPMENT ACTIVITIES (PPDA)

General Guidance: Candidate seeking the CA-PEM recertification must fulfill six (6) Professional and Personal Development Activities (PPDA's). Six (6) separate and distinct categories must be fulfilled, and a single project/task cannot be used to fulfill multiple PPDA's. At least two (2) PPDA must be related or associated with California Emergency Management activities.

13.3.1 PPDA Categories & Definitions

1. **Membership:** Membership in a disaster/emergency management related professional organization for at least two (2) years. Organizations such as the California Emergency Services Association (CESA), International Association of Emergency Managers (IAEM) or other similar professional organizations would satisfy this requirement. The primary mission of the association must be to promote disaster/emergency management and not as an ancillary function.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name and 2) years the candidate was a member. A website or mission statement should be provided if it is unclear the association has a primary mission of disaster/emergency management

2. **Professional Conference:** Attend a disaster/emergency management related workshop or conference with a cumulative total of forty (40) hours. It is acceptable to submit multiple workshops/conferences to meet the forty (40) hour minimum. The conference/workshop must be primarily focused on disaster/emergency management. Please note: credit cannot be claimed in both training AND workshops/conferences.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) conference date(s), 3) training hours. Candidate must demonstrate they attended the conference and an invoice or registration confirmation will not be accepted. If no training hours are included on a completion certificate, a maximum of 6 hours per date of conference will be credited. Examples of appropriate documentation include one of the following:

- Attendance certificate with name, date(s), training hours
- Letter or email from event organizer confirming candidate attended the conference with date(s) and training hours
- If it is unclear that the workshop/conference is disaster/emergency management focused, an agenda and/or course descriptions should be included to aid Examiners in determining eligibility

3. **Service Role:** Serve on a board of directors, committee, task force, or special project for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidate's paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities



Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities
-OR-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities

4. **Leadership Role:** Serve in a leadership position such as an officer on a board of directors, committee chair, task force lead, or special project lead for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities
-OR-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities

5. **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/comprehensive emergency management profession.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of the special assignment and relation to emergency management. Examples can include:

- Letter from organization official outlining assignment role, description of service, description of special assignment's mission supporting disaster/emergency management



- Thank you letter or certificate of appreciation for the role the candidate played as part of the special assignment

6. **Speaking:** Develop and participate in three (3) presentation or panels (including radio, television, educational, video, etc.) related to disaster/emergency management.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of speaking engagement/audience, 3) speaking engagement's relation to emergency management. Please note: candidate must submit three (3) separate submissions. Examples can include:

- Letter from organization official outlining speaking engagement, audience, and relation to emergency management
- Thank you letter from organization official confirming candidate conducted speaking engagement
- Certificate of appreciation or commendation confirming speaking engagement
- Copy of agenda or program with candidate's name and description of speaking topic
- Please note: copies of PowerPoint deck, media, or speaking content is not required and cannot be used as proof of submission

7. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three (3) hours of platform instruction. Courses must be disaster/emergency management in nature. Courses such as first aid/CPR, EMT, or other technical level courses will not be accepted.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate completed the teaching engagement. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
- AND-
- Course roster or registration information with candidate listed as instructor
- OR-
- Letter from organization official indicating candidate delivered training

8. **Course Development:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate developed/revised course. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training



-AND-

- Letter from organization official indicating candidate developed/revised course

9. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Publication in online periodicals qualifies. Publication must be peer reviewed and/or outside the control of the candidate. Please note: blogs, self-published work, and other similar formats will not be accepted. Candidate must be a major contributing author

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name as author, 2) article content. Examples can include:

- Article copy or link to article
- AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

10. **Audio-Visual and Interactive Products:** Personally develop content, video, computer software, or other audio-visual tool. The candidate must be the primary developer. Blogs, PowerPoint presentation, and podcasts will not receive credit in this category.

Evidence: To satisfy this requirement, attach documentation that includes 1) a description of the audio-visual tool and pictures/screenshots 2) independent verification the candidate developed the tool. Examples can include:

- Description of tool with pictures/screenshots
- AND-
- Letter from an agency official, supervisor, or other independent individual attesting that the candidate was the primary developer of the audio-visual product

11. **Awards or Special Recognition:** Receive an award for disaster/emergency management related activities. Please note the award must be addressed to the candidate and not a group, department, organization.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the award, certificate, or commendation 2) award, certificate, or commendation must be addressed to the candidate. Examples can include:

- Picture or copy of the award
- Copy of letter or award notification
- Additional supporting documentation, if it is not clear from the award, the circumstances and/or background for the award

12. **Certification Related to Emergency Management:** Earn a certification or recertification as an emergency manager through a government agency, state/province/tribal association or professional association that is



emergency management related. Please note: certification must have a renewal cycle an ongoing continuing education requirements. Examples include IAEM's CEM/AEM certification or DRII's CBCP/MBCP. FEMA's Professional Development Series, Advanced/Basic Academies, Master Exercise Practitioner or CSTI's Emergency Management Specialist Certificate do not count as certification.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the certification, certificate, or letter designating certification, 2) documentation must indicate the candidate has received certification designation, 3) the certification must have an expiration date and ongoing maintenance. Examples can include:

- Picture or copy of the certification and/or certificate
- Copy of letter or certification notification
- Additional supporting documentation, if it is not clear from the certification, the requirements, maintenance and/or relation to emergency management for the certification

13. **Legislative Contact:** Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the original correspondence to the elected official 2) a copy of the reply from the elected officials. Examples can include:

- Copy of letter, email, or online submittal to the elected official
-AND-
- Copy of the response letter, email or other correspondence from the elected official's office

14. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. Examples can include research papers for the FEMA Advanced Academy, peer reviewed research articles, Master's Degree's thesis papers, or other similar documents.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the research paper 2) candidates name must be indicated as author. Examples can include:

- Copy of journal, research paper, or link to paper
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

15. **Other:** Other PPDAs may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction.

Evidence: To satisfy this requirement, attach documentation that would help the examiners understand the activities the candidate completed and evidence to support the claims.



14 IAEM CEM® APPLICATION FOR CA-PEM CALIFORNIA PROFESSIONAL EMERGENCY MANAGER

Individuals possessing CEM® certification issued by the International Association of Emergency Managers (IAEM) may apply using a simplified application. The CEM® certification contains similar requirements and CESA's CA-EM certification has established a reciprocity application. The following requirements will be required for certification:

14.1 CEM® CERTIFICATION

Candidates must provide evidence they are currently certified as Certified Emergency Manager (CEM®) issued by the International Association of Emergency Managers (IAEM).

14.1.1 Evidence

CEM® Certification: To satisfy this requirement, include documentation that can demonstrate the candidate is currently certified as an AEM® by IAEM. Examples of appropriate documentation includes one of the following:

- Copy of CEM® Certification Certificate with expiration sticker
- Copy of CEM® Certification Plaque with expiration sticker
- Current list of certified CEM® professionals from the IAEM website ([IAEM > Certification > Current AEM/CEM](#))
- Letter or email from IAEM validating candidate is currently certified as an CEM®

14.2 EMERGENCY MANAGEMENT WORK EXPERIENCE

Option 1: Candidates must have four (4) years of full-time equivalent work experience if they possess a Bachelor of Arts/Bachelor of Science degree (or higher) in a comprehensive Emergency Management position.

-OR-

Option 2: Candidates must have six (6) years of full-time equivalent work experience in a comprehensive Emergency Management position if they do not possess a bachelor's degree or higher

14.2.1 Definitions

Full-time Work Equivalent: Four (4) years of full-time work equivalent will be defined as 8,320 hours worked in a role/ 12,480 for six (6) years. In the event a candidate works part time or works a percentage of their role in Emergency Management, a calculation must be made to ensure that at least four (4) or six (6) year's experience is met. For example, if a candidate works 30 hours a week in an Emergency Management role, the candidate will have to submit documentation indicating that they have worked at least 278 weeks or approx. 5 years, 4 months to meet the 8,320 hours in the role.

Comprehensive Emergency Management Role: A comprehensive role is defined as a position that fulfills all facets of emergency management (Mitigation, Prevention, Preparedness, Response, and Recovery).



Bachelor of Arts/Bachelor of Science Degree: Candidates are required to provide proof of an Bachelor's Degree or higher (Masters/PhD) from an accredited college or university. A formal degree must be conferred to the candidate. Certificate programs and unit equivalents in lieu of a degree will not be accepted.

14.2.2 Evidence

Work Experience: To satisfy this requirement, include documentation that can demonstrate the candidate's role in a comprehensive Emergency Management position, responsibilities and tasks the candidate conducts in the role, and the length of time the candidate has been/was in the role. Examples of appropriate documentation include one of the following:

- A position description outlining position title, description, roles and responsibilities (with additional documentation confirming employment dates/time in role)
- Performance evaluation with title, roles/responsibilities, and/or time served in role
- Letter from Human Resources, Supervisor, or Department Head outlining position title, description, roles/responsibilities, and time served role
- Employment verification with title and employment (with additional documentation providing position description)
- If self-employed, letter describing roles/responsibilities and any previous experience that may be applicable (previous employment documentation may be required)

BA/BS Degree (or higher): To satisfy this requirement, include documentation that a BA/BS Degree has been conferred to the candidate. Documentation must include the candidates name and date degree was conferred. The college/university issuing the degree shall be an accredited school. Examples of appropriate documentation include one of the following:

- A copy of the diploma with candidate's name and date conferred
- Official or Un-Official Transcripts with candidate's name, degree conferred, and date degree was conferred
- Letter from college/university indicating candidate has been conferred a degree and the date the degree was conferred

14.3 EXERCISE/ACTIVATION

Option 1: Candidate must have played a significant role in the design, development, implementation, or participation in two (2) Functional Exercises.

-OR-

Option 2: Candidate must have played a significant role in the design, development, implementation, or participation in one (1) Full-Scale Exercise.

-OR-

Option 3: Candidate must have played a significant role in a Real-World Activation/Response to an incident.



14.3.1 Definitions

Significant Role in Exercises: A significant role in an exercise will be defined as a position such as Exercise Director, Lead Planer, Lead SimCell, etc., are appropriate. Exercise participation roles such as EOC Director, EOC Manager, Section Coordinators, Crisis Management Lead, Business Continuity Lead, and other active roles in the exercise are acceptable. Roles such as observer, evaluator, scribe, etc., are not significant roles.

Significant Role in Activation: A significant role in an activation will be defined as EOC Director, EOC Manager, Section Coordinators, other EOC roles, Crisis Management Lead, Business Continuity Lead; In some instances, roles at an Incident Command Post will be considered such as Incident Commander, Planning Section Chief, etc.

14.3.2 Evidence

Functional/Full Scale Exercise: To satisfy this requirement, include documentation that can demonstrate the candidate participated in a significant role during/planning for the exercise. Documentation should include type of exercise, date(s) of exercise, scenario, and role candidate played. Examples can include:

- Exercise Plan/Controller Evaluator Guide documenting the candidate's role in design, development, or implementation
- Situation Reports, ICS Forms, or other documentation created during the exercise demonstrating the candidate's role if a participant
- After Action Report including role the candidate played in the exercise and/or designing/delivering the exercise
- Letter from the Exercise Director, Sponsoring Agency, or Supervisor outlining the exercise details and candidate's role in the exercise

Activation: To satisfy this requirement, include documentation that can demonstrate the candidate served in a role during an activation. Documentation should include type of incident, date(s) of incident, overview of the event, and role candidate played. Examples can include:

- Situation Reports, ICS Forms, or other documentation created during the event demonstrating the candidate's role during the activation
- After Action Report including role the candidate played during the event
- Letter from the Agency or Supervisor outlining the event details and candidate's role during the activation

14.4 TRAINING REQUIREMENTS

Baseline Training: Candidate must complete the following base course work:

- CSTI G606: SEMS Introduction

14.4.1 Evidence

CESA/CSTI Training Documentation: To satisfy this requirement, include documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training. Examples should include documentation requirements and can include:

- Completion Certificate



- Transcript from Organization
- Letter from registrar or other organization official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

Other Organization Training Documentation: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) the name of the course, 3) the date(s) course was taken, 4) hours of training 5) course description/syllabus. Please note: if training hours are not included on the certificate and unable to be determined by the course description/syllabus, the training may be rejected. Examples should include documentation requirements and can include:

- Completion Certificate
- Transcript from Organization
- Letter from registrar or other agency official
- Syllabus, course description, or agenda if hours are not included on completion certificate
- Other similar documentation

14.5 PROFESSIONAL & PERSONAL DEVELOPMENT ACTIVITIES (PPDA)

General Guidance: CEM® Candidate seeking the CA-PEM certification must fulfill two (2) Professional and Personal Development Activities (PPDA's). Two (2) separate and distinct categories must be fulfilled, and a single project/task cannot be used to fulfill multiple PPDA's. The two (2) PPDA's must be related or associated with California Emergency Management activities.

14.5.1 PPDA Categories & Definitions

1. **Membership:** Membership in a disaster/emergency management related professional organization for at least two (2) years. Organizations such as the California Emergency Services Association (CESA), International Association of Emergency Managers (IAEM) or other similar professional organizations would satisfy this requirement. The primary mission of the association must be to promote disaster/emergency management and not as an ancillary function.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name and 2) years the candidate was a member. A website or mission statement should be provided if it is unclear the association has a primary mission of disaster/emergency management

2. **Professional Conference:** Attend a disaster/emergency management related workshop or conference with a cumulative total of forty (40) hours. It is acceptable to submit multiple workshops/conferences to meet the forty (40) hour minimum. The conference/workshop must be primarily focused on disaster/emergency management. Please note: credit cannot be claimed in both training AND workshops/conferences.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) conference date(s), 3) training hours. Candidate must demonstrate they attended the conference and an



invoice or registration confirmation will not be accepted. If no training hours are included on a completion certificate, a maximum of 6 hours per date of conference will be credited. Examples of appropriate documentation include:

- Attendance certificate with name, date(s), training hours
- Letter or email from event organizer confirming candidate attended the conference with date(s) and training hours
- If it is unclear that the workshop/conference is disaster/emergency management focused, an agenda and/or course descriptions should be included to aid Examiners in determining eligibility

3. **Service Role:** Serve on a board of directors, committee, task force, or special project for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities
- or-
- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidates paid job responsibilities

4. **Leadership Role:** Serve in a leadership position such as an officer on a board of directors, committee chair, task force lead, or special project lead for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The service role should not be part of the candidates paid position and documentation must contain confirmation that activities are outside of the candidate's normal job responsibilities

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, 4) independent verification that the role is outside of the candidate's normal job responsibilities. Examples can include:

- Letter from organization official outlining service role, description of service, organization's mission, AND verification the service was outside of the candidates paid job responsibilities



-or-

- Letter from organization official outlining service role, description of service, organization's mission, AND verification from the candidate's supervisor the service role was outside of the candidate's paid job responsibilities

5. **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/comprehensive emergency management profession.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of the special assignment and relation to emergency management.

Examples can include:

- Letter from organization official outlining assignment role, description of service, description of special assignment's mission supporting disaster/emergency management
- Thank you letter or certificate of appreciation for the role the candidate played as part of the special assignment

6. **Speaking:** Develop and participate in three (3) presentation or panels (including radio, television, educational, video, etc.) related to disaster/emergency management.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of speaking engagement/audience, 3) speaking engagement's relation to emergency management.

Please note: candidate must submit three (3) separate submissions. Examples can include one of the following:

- Letter from organization official outlining speaking engagement, audience, and relation to emergency management
- Thank you letter from organization official confirming candidate conducted speaking engagement
- Certificate of appreciation or commendation confirming speaking engagement
- Copy of agenda or program with candidate's name and description of speaking topic
- Please note: copies of PowerPoint deck, media, or speaking content is not required and cannot be used as proof of submission

7. **Teaching:** Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three (3) hours of platform instruction. Courses must be disaster/emergency management in nature. Courses such as first aid/CPR, EMT, or other technical level courses will not be accepted.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate completed the teaching engagement. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:



- Course syllabus/course description including topics covered and length of training
-AND-
- Course roster or registration information with candidate listed as instructor
-OR-
- Letter from organization official indicating candidate delivered training

8. **Course Development:** Play a significant role in the development or extensive revision of an educational emergency management course of at least three (3) hours in length.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate developed/revised course. Please note: course must be at least three (3) hours in length. A combination of courses reaching three (3) hours will not be accepted. Examples can include:

- Course syllabus/course description including topics covered and length of training
-AND-
- Letter from organization official indicating candidate developed/revised course

9. **Publications:** Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Publication in online periodicals qualifies. Publication must be peer reviewed and/or outside the control of the candidate. Please note: blogs, self-published work, and other similar formats will not be accepted. Candidate must be a major contributing author

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name as author, 2) article content. Examples can include:

- Article copy or link to article
-AND-
- Candidate's name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

10. **Audio-Visual and Interactive Products:** Personally develop content, video, computer software, or other audio-visual tool. The candidate must be the primary developer. Blogs, PowerPoint presentation, and podcasts will not receive credit in this category.

Evidence: To satisfy this requirement, attach documentation that includes 1) a description of the audio-visual tool and pictures/screenshots 2) independent verification the candidate developed the tool. Examples can include:

- Description of tool with pictures/screenshots
-AND-
- Letter from an agency official, supervisor, or other independent individual attesting that the candidate was the primary developer of the audio-visual product



11. **Awards or Special Recognition:** Receive an award for disaster/emergency management related activities. Please note the award must be addressed to the candidate and not a group, department, or organization.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the award, certificate, or commendation 2) award, certificate, or commendation must be addressed to the candidate.

Examples can include:

- Picture or copy of the award
- Copy of letter or award notification
- Additional supporting documentation, if it is not clear from the award, the circumstances and/or background for the award

12. **Certification Related to Emergency Management:** Earn a certification or recertification as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. Please note: certification must have a renewal cycle and ongoing continuing education requirements. Examples include DRII's CBCP/MBCP or other state Emergency Management certifications. FEMA's Professional Development Series, Advanced/Basic Academies, Master Exercise Practitioner or CSTI's Emergency Management Specialist Certificate do not count as certification. **Please note: You may not use your IAEM AEM®/CEM® as credit for certification as part of the cross over certification.**

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the certification, certificate, or letter designating certification, 2) documentation must indicate the candidate has received certification designation, 3) the certification must have an expiration date and ongoing maintenance.

Examples can include:

- Picture or copy of the certification and/or certificate
- Copy of letter or certification notification
- Additional supporting documentation, if it is not clear from the certification, the requirements, maintenance and/or relation to emergency management for the certification

13. **Legislative Contact:** Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the original correspondence to the elected official 2) a copy of the reply from the elected officials. Examples can include:

- Copy of letter, email, or online submittal to the elected official
-AND-
- Copy of the response letter, email or other correspondence from the elected official's office



14. **Conducting Research:** Play a significant role in the development and execution of an emergency management research project. Examples can include research papers for the FEMA Advanced Academy, peer reviewed research articles, Master’s Degree’s thesis papers, or other similar documents.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the research paper 2) candidates name must be indicated as author. Examples can include:

- Copy of journal, research paper, or link to paper
-AND-
- Candidate’s name listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate wrote the material is acceptable

15. **Other:** Other PPDAs may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction.

Evidence: To satisfy this requirement, attach documentation that would help the examiners understand the activities the candidate completed and evidence to support the claims.

15 APPLICATION ASSESSMENT PROCESS

15.1 APPLICATION ASSIGNMENT

Once an application is received by the organization, the Certification Governance Chair will assign the application to two (2) Examiners. At least one (1) Examiner will be from the candidate’s Emergency Management discipline (Public Sector, Private Sector, Academia, etc.). The second Examiner will be assigned from either the candidate’s emergency management discipline or the candidate’s region (Coastal, Southern, Inland).

15.2 APPLICATION ASSESSMENT

Applications will undergo a primary and secondary Examiner verification. The primary Examiner will be from the candidate’s emergency management discipline and will assess each section of the application and approve or reject based on criteria outlined in the certification manual. The secondary Examiner may be from the candidate’s emergency management discipline or the candidate’s region (Coastal, Southern, Inland) and will also assess each section of the application to approve or reject the section based on criteria outline in the certification manual.

After both primary and secondary application review, the Governance Chair or Certification Chair will review findings. If all application sections are approved by both Examiners, the Governance Chair or Certification Chair will approve the application and notification will be sent to the candidate. If any section is rejected by the primary or secondary Examiner, the candidate is automatically notified by the Certimy system. The Examiner rejecting the application section must provide feedback and remediation actions for the candidate to review and correct. The candidate will then have ninety (90) days to complete the rejected section. After the rejected section is updated, the Examiner rejecting the section will review and accept or reject using established criteria.



Prior to a second rejection, the Examiner assessing the application should contact the Governance Chair or Committee Chair for review. At the discretion of the Governance or Certification Chair, a third Examiner may be assigned to review the application from the candidates discipline/region. The findings of the third assessment will be compared to the initial assessment findings. The three (3) Examiners will confer to reach consensus on the assessment. The third assessment will be used to determine which sections are rejected. Once a consensus is reached, the application will be processed with the examination conclusion (approved/rejected). In the event an application is rejected a second time, the candidate will have one (1) final opportunity to correct section(s) rejected by the Examiners. The candidate will have ninety (90) days to correct any rejected sections or forfeit their application and fees.

15.3 ASSESSMENT CONCLUSIONS

If all the elements of an application are found to be satisfactory by two (2) Examiners, the application will be approved by the Governance or Certification Chair, processed, and notification made to the candidate. In the event that an initial assessment (or third examiner review) rejects the application, the application section will be marked as rejected and the candidate will be notified to resubmit the affected sections. The rejected notification to the candidate will include a clear outline of which section(s) and evidence that was found to be incomplete or insufficient, including remediation information.

In addition to the system generated emails by Certimy, the Governance Chair or Committee Chair will also follow-up with standardized emails from a CESA email address. This will include when a candidate has been fully certified or if an application is fully rejected (with information regarding appeals).

15.4 APPLICATION RE-SUBMISSION

If an application is rejected, the candidate will have ninety (90) days to correct and remediate any application deficiencies and resubmit the application section(s). The resubmitted application section(s) will follow the same process as the initial assessment, however; only those section(s) that were rejected will be assessed by the rejecting Examiner. If incomplete sections are found to be satisfactory in the re-submission, the application will be approved, processed, and the candidate notified. If the application still contains incomplete or insufficient evidence, the application will be rejected, and the candidate will be notified. If an application has had two (2) rejections, a final opportunity will be provided to the candidate to complete rejected section(s). If the final attempt at resubmission is rejected, the candidate will forfeit their application or fees. Candidates may reapply again, however; a new application and fees will be required. There is no “lock out” or “waiting” period after an application rejection, however; it should be clear in the denial letter the items that were found to be insufficient (i.e. lack of work experience, lack of evidence, etc.).

15.5 APPEALS PROCESS

If a candidate disagrees with the findings of the Certification Committee, the candidate has the right to request an appeal. Information about the appeals process will be included in the denial letter.



15.5.1 Request for Appeal

The candidate will have thirty (30) days after receipt of the denial to request an appeal. The candidate will notify the CESA office in writing or via email that an appeal is requested on their application. The request for appeal must include the following:

- A request for appeal by the Certification Committee Chair
- An outline of the area(s) within the application that were denied or found to be insufficient
- Reasoning for why the candidate disagrees with the assessment

15.5.2 Processing Appeal

The following steps will be taken when an appeals process is received:

- The CESA Office will acknowledge the receipt of the appeals request within thirty (30) days to the candidate and copy the Certification Committee Chair
- The Certification Committee Chair will select three (3) Examiners who were not part of the initial assessment/resubmission to review the appeal. The Certification Committee Chair will send a copy of the appeals letter/email and any other supporting documentation to the three Examiners. The appeals Examiners will have thirty (30) days to review and report on their findings
- The Examiners selected to assess the appeal will independently review the candidate's application and supporting documentation. Only the areas under contention outlined in the appeals notification the candidate provided will be reviewed. Each Examiner will review the areas under contention to determine if 1) an error has been made by the previous Examiners; 2) Policies/Procedures were not followed in the assessment of an application; 3) Other extenuating circumstances that may be considered (an error made by the candidate or insufficient/inadequate documentation is not an extenuating circumstance). Each Examiner will prepare a written report to be sent directly to the Certification Committee Chair (with no other individuals copied)
- Once the Certification Committee Chair has received all three reports, the Chair will hold a conference call/virtual meeting with the Examiners to review the findings. All three (3) Examiners must reach a decisive conclusion on the appeal and whether to uphold the denial or process an approval. The Certification Committee Chair will not participate or influence the decision of the appeals Examiners. The final decision made by the appeals Examiners will be final and binding. After the final decision by the appeals Examiners, the Certification Committee Chair will notify the candidate within fourteen (14) days after a final decision is made

15.5.3 Appeals Cost

There is no cost to process an application appeals request, however; in the unlikely event there are any costs incurred by the appeals Examiners and/or the appeals process (in person meetings, travel, etc.), the candidate will be responsible for all costs. The Certification Committee Chair will notify the candidate if there are any anticipated costs expected to be incurred as a result of the appeal.

15.6 COMPLAINT PROCESS

In the event a candidate or potential candidate has a complaint or other concern regarding the Certification Process, the complainant can be directed via written correspondence to the Certification Chair. In the event the complaint is



regarding the Certification Chair, the complaint should be submitted in writing to the CESA Executive Director, who will forward the correspondence to the CESA State Board President for review. The complaint recipient will investigate the complaint and determine an appropriate course of action. Results of the complaint process will be returned to the complainant within sixty (60) days of receipt of the complaint.

15.7 MANAGEMENT OF IMPARTIALITY

The Certification Committee will conduct its actions and processes to remain as impartially as feasible and those actions are undertaken with impartiality. The Certification Committee will act objectively and impartially in relation to applicants, potential applications, and certified individuals. Certification will not be restricted based on undue financial constraints or mandatory/limiting factors (i.e. membership, undue process, etc.). Examiners who have an association with candidates or certified individuals and/or may not be able to examine an application in an impartial manner are required to recuse themselves from the review process.

16 WRITTEN EXAMINATION PROCESS

16.1 CERTIFICATION EXAMINATION

The CA-PEM and CA-EM requires the successful passing of a written examination. The examination will consist of 100 questions focusing on general and California specific emergency management topics. A minimum score of 70% is required to pass the written examination. The examination may be taken before or after the certification application is completed. When the examination is taken first, a completed certification application must be taken with 12 months. When a certification application is completed first, the candidate has 12 months to successfully pass the examination.

16.2 EXAM ADMINISTRATION

The written examination will be administered in-person and must be proctored by a member of the Certification Committee or an individual that is pre-approved by the Certification Committee Chair. Candidates must complete the examination on their own. The examination is closed book and there are no notes, books, or electronic devices allowed to be referenced during the examination. The candidate will be notified via email of their test results. The cost of the examination process is included in the certification application fee.

16.2.1 Proctor Procedures

Testing held at CESA events will have a Certification Examiner or other proctor approved by the certification chair. In the event an individual is unable to attend a CESA event, a test can be administered by a pre-approved proctor. The application will be required to contact the Certification Chair and nominate a proctor. The proctor will be reviewed and approved/denied by the Certification Chair.

Pre-Approved Proctors Include:

- Current Certification Examiner Committee Member
- Current member of the CESA Executive Board
- Current State or Chapter Elected Board Member with a CESA or IAEM certification



- CESA Office Staff – Group Concepts

Potential other proctors with approval from the Certification Chair may include:

- A proctor from a local high school, college/university, or testing center
- Education office personnel at uniformed services installations may conduct the exam for uniformed services and Department of Defense personnel

Note: Proctoring fees are the responsibility of the applicant.

Proctors meeting the following criteria will not be eligible to proctor tests:

- A candidate's subordinate or manager
- Someone with whom the candidate works with on a regular basis
- Related to or having a personal relationship with the candidate

Ahead of the examination, the proctor will be provided with the appropriate number of tests and specific handling instructions. All tests are closed book and no electronic or written resources are allowed. Individuals will have up to 2 hours to complete the written exam. Proctors will be responsible for monitoring time for the test, issuing/collecting tests, and monitoring for any unethical behavior. No copies of the exam, including photographs, are allowed.

In the event a candidate requires an accommodation of any kind, the candidate will contact the Certification Chair and all reasonable efforts to meet the accommodation will be made.

16.2.2 Post Examination Procedures

Proctors will return the exam to the Certification Committee for grading. A certification committee member will grade the test, enter the test results in the candidate's Certimy account, and post a scanned copy of the exam in the candidate's Certimy account, with view only access to Examiners.

16.3 RE-TESTING

In the event a candidate fails the written examination, they can attempt to re-take the examination an additional two (2) times within twelve (12) months. In the event the candidate fails the examination a total of three (3) times (initial exam and two (2) make-up examinations), they will not be eligible to continue in the certification process and must re-apply and pay appropriate application fees.

16.4 WRITTEN EXAMINATION QUESTIONS

A pool of questions will be generated consisting of general and California specific emergency management topics. Questions will be randomly assigned to potential candidates when they are taking the written examination. Questions will be developed from reputable and legitimate resources and a record of citations will be made. Questions will be multiple choice in format.



16.5 ACCOMMODATIONS

Any candidate requiring accommodations to take the exam should contact the CESA Executive Director who will work with the Certification Committee Chair to make all reasonable accommodations so the candidate can complete the exam.

17 DESIGNATION OF CERTIFICATION

17.1 CERTIFICATION DESIGNATION

Once a candidate's application has been approved by the Certification Committee the candidate will officially be designated a CA-EM or CA-PEM by the organization. The candidate will receive notice of the certification designation and must agree to the terms and conditions of the certification. All recipients who receive certification are expected to maintain the highest level of professional ethics and integrity.

17.2 CERTIFICATION TERM

Certification is valid for five (5) years and will expire five (5) years after the initial certification approval. Certified individuals must submit a recertification application prior to the expiration date in order to prevent a lapse of certification. In the event of a certification lapse, certified individuals have ninety (90) days from the date of expiration to submit an application/gain recertification or must forfeit their certification. CA-EM candidates that upgrade certification during their certification term will have their upgraded CA-PEM certification expire at the date of their initial 5-year term.

17.3 CERTIFICATION USE

Candidates that have been certified can use the CA-EM or CA-PEM designation after their name on documents, credentials, publications, business cards, and other similar documentation.

17.4 TERMS/CONDITIONS

Candidate's and individuals who have been designated certification by the California Emergency Services Association must acknowledge and agree to the following terms/conditions:

- Only authorized individuals may use the California Emergency Services Association certification (CA-EM or CA-PEM) in a manner consistent with the terms/conditions
- Candidates and certified individuals must maintain the highest levels of professional ethics and integrity. Candidates and certified individuals are prohibited from in unethical conduct such as cheating, plagiarism, copying, misrepresentation of facts or documents, forgery, or other similar unethical actions
- Candidates and certified individuals may not use certification in such a manner as to bring the California Emergency Services Association or the Certification Committee into disrepute



- Candidates and certified individuals may not make any statement regarding the certification or misuse the certification which the California Emergency Services Association or the Certification Committee considers misleading, deceptive, or inappropriate
- Candidates and certified individuals must acknowledge and agree to the disclaimer and indemnification contained in the certification application

17.5 VIOLATION OF TERMS AND CONDITIONS

In the event the California Emergency Services Association or Certification Committee becomes aware of actions or potential actions which may violate the terms and conditions of certification or the application/recertification process, the association will take action to investigate and remediate the concern.

17.5.1 Violation Definitions

Violations will include infringement of the Terms/Conditions outlined in Section 17.4.

17.5.2 Investigation

Potential violations of certification and/or the application process will be directed to the Certification Chair. The following actions will be taken to investigate the potential violation:

- The Committee shall engage a third-party investigator or create an internal investigation team
- The investigation team will determine the source of violation and assemble additional evidence which may include documentation, interviews, independent verification, and/or other supporting documentation
- After satisfactory evidence is examined and the investigation is completed, the investigation team will confer and recommend an appropriate course of action
- The investigation and recommended course of action will be documented in writing and submitted to the CESA State Board for approval

17.5.3 Corrective Action

If a violation of the certification terms and conditions are found, disciplinary action may be taken to include, but not limited to:

- Rejection of the certification application /re-certification
- Lock out of future certification applications/re-certification
- Revocation of certification
- Legal action



18 CERTIMY MANAGEMENT SYSTEM

18.1 MANAGEMENT SYSTEM

CESA is utilizing the Certimy application to process certification applications and collection of fees. Applicants will self-register in the system and complete all application steps, including evidence submission through the Certimy application. All documentation uploaded in an application will be retained within the system.

18.2 MANAGEMENT SYSTEM DOCUMENTATION

The Certimy application has Administration User Guides published by the application developer. CESA will maintain documentation or videos to assist Examiners, Administrators, and Candidates.

18.3 SYSTEM TRAINING

Prior to accessing the Certimy Application, CESA and/or Certimy will provide training on the basic functionality of the system. CESA will also provide additional training to Examiners related to application verification as required in Section 3.3.6.

19 PROGRAM AUDIT & REVIEW

19.1 ANNUAL PROGRAM REVIEW

The Certification Committee Chair will designate a group of Examiners to conduct an annual review of the overall program to include review of procedures, documentation, and electronic resources to ensure the program is in alignment with established policies and best practices.

19.2 EXAMINER AUDIT

On an annual basis, the Certification Committee Chair will designate a committee to conduct audits of certification applications that have been completed. A selected sample size and assessment procedures Examiner will be established by the committee. Each Examiner shall be included in the audit. The committee will review applications for alignment with procedures and quality of Examiner assessment findings. The committee will generate a report to be delivered to the Certification Committee Chair and outline the audit process, any findings, and recommendations for improvement.



20 REVISION CONTROL

20.1 REVISION CONTROL

Date	Nature of Revisions	Author
12/23/21	Created new Certification Manual	Governance Chair
8/30/22	Updates based on program requirements	Governance Chair
9/21/22	Updates based on Certimy program	Governance Chair
12/28/22	Updates based on legal review and updates to CA-EM nomenclature changes	Governance Chair
3/1/23	Updates to IAEM AEM® and CEM® applications	Governance Chair