CALIFORNIA EMERGENCY SERVICES ASSOCIATION
EMERGENCY MANAGEMENT CERTIFICATION PROGRAM OVERVIEW

This document provides an at-a-glance overview of the CESA Emergency Management Certification Program. There are two levels of certification, California Emergency Manager (CA-EM) and California Professional Emergency Manager (CA-PEM).

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.

For more information about the application process and requirements for the Program, refer to the CESA Certification Program Manual.

EXPERIENCE / EDUCATION

EMERGENCY MANAGER (CA-EM)
- **Emergency Management Work Experience (WE)**
  - 1 Year (2,080 hours)
  - 2 Years (4,160 hours)
- **Education**
  - 1 Year WE - Any AA/AS Degree
  - 2 Years WE - No Degree Required

PROFESSIONAL EMERGENCY MANAGER (CA-PEM)
- **Emergency Management Work Experience (WE)**
  - 4 Years (8,320 hours)
  - 6 Years (12,480 hours)
- **Education**
  - 4 Years WE - Any BA/BS Degree
  - 6 Years WE - No Degree Required

EXERCISE / ACTIVATION

EMERGENCY MANAGER (CA-EM) & PROFESSIONAL EMERGENCY MANAGER (CA-PEM)
- Two (2) Functional EX **OR** One (1) Full-Scale EX **OR** One (1) Real-World Activation/Response

LETTER OF RECOMMENDATION

EMERGENCY MANAGER (CA-EM) & PROFESSIONAL EMERGENCY MANAGER (CA-PEM)
- 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.

TRAINING

EMERGENCY MANAGER (CA-EM) & PROFESSIONAL EMERGENCY MANAGER (CA-PEM)

- **Baseline Training** (Any date or version of:)
  - CSTI G606: SEMS Introduction
  - FEMA NIMS Series
    - IS-100, IS-200, IS-700, IS-800
  - FEMA IS-2200
  - FEMA Professional Development Series (PDS)

- **CA-EM:** Must include course work representing at least three (3) of the <u>CESA Key Competencies*</u>

- **CA-PEM:** Must include course work representing at least six (6) of the <u>CESA Key Competencies*</u>

- **Additional or Elective Training**
  - 100 hours additional training not already claimed
  - Credit for College Coursework
    - Relevant course hours can count towards the 100 Additional/Elective Training Requirement
    - Documentation required to show equivalence to <u>CESA Key Competencies*</u>

*See Training Allocation or the Certification Program Manual for more information.

PROFESSIONAL & PERSONAL DEVELOPMENT ACTIVITIES (PPDA)

EMERGENCY MANAGER (CA-EM)
- Must fulfill three (3) PPDAs
- At least one (1) PPDA must be related or associated with California EM activities
- Single project/task cannot be used to fulfill multiple PPDAs

PROFESSIONAL EMERGENCY MANAGER (CA-PEM)
- Must fulfill six (6) PPDAs
- At least one (2) PPDAs must be related or associated with California EM activities
- Single project/task cannot be used to fulfill multiple PPDAs

PPDA Categories
1. ***Membership***
   - Membership in a disaster/emergency management related professional organization for at least two (2) years.

2. ***Professional Conference***
   - Attend a disaster/emergency management related workshop or conference with a cumulative total of forty (40) hours.

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.

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.

5. ***Special Assignment***
   o 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 and comprehensive emergency management profession.

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

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

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

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

10. ***Audio-Visual and Interactive Products***
    o Personally develop content, video, computer software, or other audio-visual tool. The candidate must be the primary developer.

11. ***Awards or Special Recognition***
    o Receive an award for disaster/emergency management-related activities.

12. ***Certification Related to Emergency Management***
    o 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.

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

14. ***Conducting Research***
    o Play a significant role in the development and execution of an emergency management research project.

15. ***Other***
    o 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.

WRITTEN EXAMINATION

EMERGENCY MANAGER (CA-EM) & PROFESSIONAL EMERGENCY MANAGER (CA-PEM)

- 100 question, multiple choice test
- A minimum score of 70% is required to pass
- May re-test two (2) times in a 12-month period
- Testing will be administered in-person

APPLICATION FEES

EMERGENCY MANAGER (CA-EM) & PROFESSIONAL EMERGENCY MANAGER (CA-PEM)

- 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

CERTIFICATION RENEWAL

CA-EM and CA-PEM certification is valid for 5 years. The certified individual will be required to submit a recertification application on or before their expiration date.

EMERGENCY MANAGER (CA-EM)

- **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.

- **PPDA**
  - Must fulfill three (3) PPDAs
  - At least one (1) PPDA must be related or associated with California EM activities
  - Single project/task cannot be used to fulfill multiple PPDAs

PROFESSIONAL EMERGENCY MANAGER (CA-PEM)

- **TRAINING**
  - Candidate must complete eighty (80) 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.

- **PPDA**
  - Must fulfill six (6) PPDAs
  - At least two (2) PPDAs must be related or associated with California EM activities
  - Single project/task cannot be used to fulfill multiple PPDAs

*See Training Allocation or the Certification Program Manual for more information.

IAEM AEM® / CEM® RECIPROCITY

IAEM AEM® to CESA CA-EM

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

- **Emergency Management Work Experience (WE)**
  - 1 Year (2,080 hours)
  - 2 Years (4,160 hours)

- **Education**
  - 1 Year WE - Any AA/AS Degree
  - 2 Years WE - No Degree Required

- **Exercise / Activation**
  - Two (2) Functional EX **OR** One (1) Full-Scale EX **OR** One (1) Real-World Activation/Response

- **Baseline Training**
  - CSTI G606: SEMS Introduction

- **PPDA**
  - Must fulfill three (3) PPDAs
  - At least one (1) PPDA must be related or associated with California EM activities
  - Single project/task cannot be used to fulfill multiple PPDAs

IAEM CEM® to CESA CA-PEM

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

- **Emergency Management Work Experience (WE)**
  - 4 Years (8,320 hours)
  - 6 Years (12,480 hours)

- **Education**
  - 4 Years WE - Any BA/BS Degree
  - 6 Years WE - No Degree Required

- **Exercise / Activation**
  - Two (2) Functional EX **OR** One (1) Full-Scale EX **OR** One (1) Real-World Activation/Response

- **Baseline Training**
  - CSTI G606: SEMS Introduction

- **PPDA**
  - Must fulfill two (2) PPDAs
  - The two (2) PPDAs must be related or associated with California EM activities
  - Single project/task cannot be used to fulfill multiple PPDAs