

Arkansas Certified Emergency Management Application



**APPLICATION FOR ACEM**

**NAME:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PERSONAL CONTACT PHONE:** \_\_\_\_\_

All required documentation and fees should be submitted to:

AEMA  
C/O Robert McGowen  
215 E Central  
Bentonville, AR 72715  
Arkansas Certified  
Emergency  
Management  
Application

**Three letters of recommendation on the letter head of the official providing the recommendation. One letter must be from your immediate supervisor.**

Arkansas Certified Emergency Management Application 2014

**EMERGENCY MANAGEMENT EMPLOYMENT HISTORY**

<b>Dates</b>	<b>Agency</b>	<b>Position</b>	<b>Supervisor</b>	<b>Contact Info.</b>

**Include 24 hour contact information for supervisor or former supervisor to include phone numbers and email. You must provide the adequate number of years experience i.e.—with or without a degree in Emergency Management.**

Must have a minimum of 3 years experience in an emergency management/response/support role. One year of experience may be waived if the individual holds the minimum of a Bachelor Degree in emergency management. (NOTE) Experience must be in an emergency management, response or support field. Fringe employment such as security guard, night watchman, auxiliary police officer etc. will not be considered as EM experience. Military experience will not meet the requirement unless the

individual served directly in a field that relates to emergency management. Decisions as to whether employment meets this requirement will be made by the ACEM Commission.

## EMERGENCY MANAGEMENT TRAINING AND EDUCATION

Emergency management training and education improves knowledge, skills and abilities specific to the emergency management function. Examples include, but are not limited to: incident command, mitigation planning, radiological monitoring and detecting, search and rescue, emergency operations centers, fire technology, and criminal justice and law enforcement. Training submissions must be within the last five years of the candidate's last date of certification or re-certification. If the training certificate does not include hours, then it is the candidate's responsibility to provide independent verification (i.e. copy of training catalogue or a letter from the organization teaching the course) of training hours for the courses they are seeking credit. Otherwise, one full day of training will equal 6-hours of credit. FEMA independent study courses which list a range (i.e. 10-12 hours) the Commission will take the minimum amount of hours as a maximum amount allowed unless the certificate states a different number of hours.

Candidates must complete the Summary of Training forms (separate forms for disaster/Emergency Management Training and for General Management Training) that reflect the total training courses submitted for qualification. These forms show Title and Total Classroom Hours (limit of 25) and must be grouped under topic or subject areas. These will help the candidate and the Commission to summarize his/her training and ensure that the training does not exceed 25 classroom hours for each of the areas.

**See Sample Training Allocation Chart for acceptable training and their allocations. Note: a course syllabus or curriculum outline is required as part of the training documentation for courses not listed on Sample Training Allocation Chart.**

**Emergency Management/Response courses are indicated with an E on the training allocation chart.**



— **REPRODUCE THIS FORM AS OFTEN AS NECESSARY** —

## GENERAL MANAGEMENT TRAINING AND EDUCATION

General management training and education contributes to and compliments emergency management tasks, and/or improves an individual's ability to function as an effective emergency manager. Courses are usually designed for a broader audience than emergency management or its allied professions. Examples are principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth.

Training submissions must be within the last five years of the candidate's last date of certification or re-certification. If the training certificate does not include hours then it is the candidates' responsibility to provide independent verification (i.e. copy of training catalogue or a letter from the organization teaching the course) of training hours for the courses they are seeking credit. Otherwise, one full day of training will equal 6-hours of credit. FEMA independent study courses which list a range (i.e. 10-12 hours), the Commission will take the minimum amount of hours as a maximum amount allowed unless the certificate states a different number of hours.

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**See Sample Training Allocation Chart for acceptable training and their allocations. Note: a course syllabus or curriculum outline is required as part of the training documentation for courses not listed on Sample Training Allocation Chart.**

**Management Courses are indicated with a G on the training allocation chart.**





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**If claiming the Emergency Management Degree experience waiver provide a copy of degree or college transcript indicating a degree was inferred.**

Must have a minimum of 3 years' experience in an emergency management/response/support role. One year of experience may be waived if the individual holds the minimum of a Bachelor Degree in emergency management. (NOTE) Experience must be in an emergency management, response or support field. Fringe employment such as security guard, night watchman, auxiliary police officer etc. will not be considered as EM experience. Military experience will not meet the requirement unless the individual served directly in a field that relates to emergency management. Decisions as to whether employment meets this requirement will be made by the ACEM Commission.

## **CONTRIBUTIONS TO EMERGENCY MANAGEMENT**

The concept of professionalism is ultimately defined as one's contributions to the profession. Candidates can list any and all activities giving special consideration to the most current activities. Specific verification documenting activity is required such as a letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Commission's discretion.

All information must be submitted on the appropriate forms, contribute to and support the field of Disaster/Emergency Management, have occurred during the last five years since original certification date and/or last re-certification date, and can be part of the scope of your normal job responsibilities EXCEPT for C.

Service Role and D. Leadership Role which must be beyond the scope of your normal job responsibilities.

A. **MEMBERSHIP**: Member for three years in a disaster/emergency management related organization.

B. **PROFESSIONAL CONFERENCE**: Participation in a disaster/emergency management related workshop or conference for at least a cumulative total of 40 contact hours.

C. **SERVICE ROLE**: Voluntarily serve on a board of directors, committee, task force or special project for a professional, or jurisdictional organization contributing to or supporting emergency management (must not be part of the applicant's required job duties). LEPC service may not qualify.

D. **LEADERSHIP ROLE**: Voluntarily serve as an elected officer or in leadership position on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting disaster **CONTRIBUTIONS TO THE EMERGENCY MANAGEMENT PROFESSION** /emergency management (must not be part of the applicant's required job duties). LEPC service may not qualify.

E. **SPECIAL ASSIGNMENT**: Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession.

F. **SPEAKING**: Develop and participate in three presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) during the past five years since last certification date related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.

- G. TEACHING: Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction.**
- H. COURSE DEVELOPMENT: Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.**
- I. PUBLICATIONS: Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the candidate's control (i.e. staff documents and internal reports do not qualify). Candidate must validate primary or secondary authorship. Publication in online periodicals qualifies (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.**
- J. AUDIO-VISUAL AND INTERACTIVE PRODUCTS: Personally develop content for distributed emergency management video, computer software product or other audio-visual tool. Candidate must validate participation and significant development role.**
- K. AWARDS OR SPECIAL RECOGNITION: Receive an award for disaster/emergency management related activities.**
- L. MULTI-JURISDICTIONAL EXERCISE: Participate in a multi-jurisdictional full scale exercise with a minimum of 6 hour duration. Only one contribution is allowed in this area per recertification period.**
- M. LEGISLATIVE CONTACT: Contact an elected representative at the national or state level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy the reply from the elected official.**
- N. CONDUCTING RESEARCH: Play a significant role in the development and execution of an emergency management research project. For example: producing professor-supervised graduate-level research for graduate thesis or dissertation, developing a project under the Natural Hazards Centers' Quick Response program, publishing research that updates previous research projects with new data, producing independent analysis for government or non-government interest groups (ex. Congressional Research Service, IAEM, Rand Corporation), or research related to expert testimony before relevant government bodies with subpoena authority (state legislatures, some city councils). Producing after action reviews, local hazards analyses, and regular school reports and papers do not qualify under this contribution. Being an interview subject for a research project does not qualify either. Candidate must validate role and provide a copy of final research.**

O. **MENTORING/PROCTORING EXAMS**: Mentoring involves guiding the applicant through the process. Proctoring the exam involves receiving the exam, administering it and returning it to the ACEM Commission. Both require prior approval from the ACEM Commission before being conducted. You must include a copy of the authorization with your submission.

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

**ESSAY**

Scenario: Your city has just been approved by the governor to have its own Emergency Management agency under ACT 511. Prior to this time your city has been working with the county Office of Emergency Management.

There has been no job description developed at this time you were hired to manage the office based on your emergency management/response capabilities and training.

In 1000 words (no less than 900 and no more than 1100 double spaced) address the following issues and what problems you might face and the solutions for each. They do not have to be addressed in this order. A minimum of six (6) topics must be addressed.

1. Role of elected and appointed officials at the local level.
2. Role and working relationship with local emergency responders.
3. Responsibilities of local government to emergency management.
4. Required authorities of the local emergency manager.
5. Developing and implementing Emergency Operations Plans.
6. Developing and implementing Direction and Control plans and capabilities.
7. Developing and implementing Alerting and Warning capabilities.
8. Develop and implement Emergency Continuity of Government plans.
9. Developing and implementing Public Information plans and protocols.
10. Develop and implement Disaster Related Training and Exercise programs
11. Develop and implement Resource Management Capabilities and plans.

The following must be included at the end of your essay. (Failing to do so will be cause for rejection)

I \_\_\_\_\_ certify all parts of the development and completion of this essay was performed by me:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DISCLAIMER:**

The AEMA Certified Emergency Manager (ACEM) certifications are not in any manner intended to serve as a warranty, representation, guarantee, or promise with respect to the quality

Arkansas Certified Emergency Management Application 2014

of performance of or procedures utilized by Arkansas Certified Emergency Managers in the performance of their duties. The program is intended only to establish education, training and experience criteria relevant to emergency management, and to certify that the AEMA Arkansas Certified Emergency Manager has met the established criteria. AEMA specifically disclaims any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses or injuries or damages to persons or property arising out of or resulting from the services performed by or any errors or omissions on the part of any AEMA Arkansas Certified Emergency Manager.

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Signature of applicant

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Witness

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Date

**Application Labels**  
**Avery 5167**

Arkansas Certified Emergency Management Application 2014

APPLICATION	PROFSSNL	CONTRBTN
SIGNATURE COPY	MEMBERSHIP	
CANDIDATE SIGNATURE	CONFERENCE	
APPLICANT WARRANTY	SERVICE	
DISTR TRNG COVER	LEADERSHIP	
DISTR TRNG SUBJECT 1	SPECIAL	ASSIGNMENT
DISTR TRNG SUBJECT 2	SPEAKING	
DISTR TRNG SUBJECT 3	TEACHING	
DISTR TRNG SUBJECT 4	COURSE	DEVELOPMNT
DISTR TRNG SUBJECT 5	PUBLICATIONS	
DISTR TRNG SUBJECT 6	AUDIO VISUAL	
MGNT TRNG COVER	AWARDS	
MGNT TRNG SUBJECT 1	EMERG MGMT	CERTIFICATN
MGNT TRNG SUBJECT 2	LEGISLATIVE	CONTACT
MGNT TRNG SUBJECT 3	RESEARCH	
MGNT TRNG SUBJECT 4	MENTOR/	PROCTOR
MGNT TRNG SUBJECT 5	OTHER	





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