

**ALABAMA  
ASSOCIATION  
of  
EMERGENCY  
MANAGERS**



**PROFESSIONAL  
CERTIFICATION  
PROGRAM**

**A. A. E. M. CERTIFICATION PROGRAM  
2017 RULES AND REGULATIONS**

1. THERE WILL BE *FOUR* LEVELS OF CERTIFICATION. BASIC, INTERMEDIATE, ADVANCED AND MASTERS.

2. BASIC LEVEL CERTIFICATION WILL REQUIRE 200 HOURS OF TRAINING THAT INCLUDES 9 REQUIRED CLASSES FROM THE CORE CURRICULUM AND 100 HOURS OF OPTIONAL TRAINING. (300 TOTAL)

CLASSES REQUIRED FOR BASIC CERTIFICATION:

*IS-3 RADIOLOGICAL EMERGENCY MANAGEMENT*  
*IS-5.a AN INTRODUCTION TO HAZARDOUS MATERIALS*  
IS-15 SPECIAL EVENTS CONTINGENCY PLANNING FOR PUBLIC SAFETY AGENCIES  
IS-42 SOCIAL MEDIA IN EMERGENCY MANGEMENT  
IS-100 INTRODUCTION TO INCIDENT COMMAND  
IS-120 AN ORIENTATION TO COMMUNITY DISASTER EXERCISES  
IS-200 ICS FOR SINGLE AND INITIAL ACTION INCIDENTS  
IS-230.d FUNDAMENTALS OF EMERGENCY MANAGEMENT  
Q-890 EMERGENCY RESPONSE TO TERRORISM

3. INTERMEDIATE LEVEL CERTIFICATION WILL REQUIRE 250 HOURS OF ADDITIONAL TRAINING THAT INCLUDES 9 REQUIRED CLASSES FROM THE CORE CURRICULUM AND 100 HOURS OF OPTIONAL TRAINING. (TOTAL 450 CORE AND 200 OPTIONAL) (650 TOTAL)

REQUIRED CLASSES FOR INTERMEDIATE CERTIFICATION:

IS-130 EXERCISE EVALUATION & IMPROVEMENT PLANNING  
IS-235 EMERGENCY PLANNING  
IS-240 LEADERSHIP & INFLUENCE  
IS-288 THE ROLE OF VOLUNTEER AGENCIES IN EMERGENCY MANAGEMENT  
IS-362 MULTI-HAZARD EMERGENCY PLANNING FOR SCHOOLS  
IS-403 INTRODUCTION TO INDIVIDUAL ASSISTANCE  
IS-559 LOCAL DAMAGE ASSESSMENT  
IS-700 NIMS RESOURCE MANAGEMENT  
IS-800 NATIONAL INFRASTRUCTURE PROTECTION PLAN (NIPP)

4. ADVANCED LEVEL CERTIFICATION WILL REQUIRE THE COMPLETION OF 250 HOURS OF ADDITIONAL TRAINING THAT INCLUDES 9 REQUIRED CLASSES FROM THE CORE CURRICULUM AND 100 HOURS OF OPTIONAL TRAINING. (TOTAL 700 CORE AND 300 OPTIONAL) (1000 TOTAL).

REQUIRED CLASSES FOR ADVANCED CERTIFICATION:

IS-241 DECISION MAKING AND PROBLEM SOLVING  
IS-242 EFFECTIVE COMMUNICATION  
IS-244 DEVELOPING AND MANAGING VOLUNTEERS  
IS-271 ANTICIPATING HAZARDOUS WEATHER & COMMUNITY RISK  
IS-393 INTRODUCTION TO MITIGATION  
IS-634 INTRODUCTION TO FEMA'S PUBLIC ASSISTANCE PROGRAM  
*IS-775 EOC MANAGEMENT AND OPERATIONS*  
ICS-300 INTERMEDIATE ICS FOR EXPANDING INCIDENTS - (G300)  
ICS-400 ADVANCED ICS COMMAND & GENERAL STAFF - (G400)

5. *MASTERS LEVEL CERTIFICATION WILL REQUIRE:*

*MEMBERSHIP - MAINTAIN MEMBERSHIP IN THE ALABAMA ASSOCIATION OF EMERGENCY MANAGERS  
(FOR THE PREVIOUS FIVE YEAR PERIOD)*

*EXPERENCE - 5 YEARS WORKING FOR A GOVERNMENT EMERGENCY MANAGEMENT OFFICE (MUST  
WORK AN AVERAGE OF 30 HRS. PER WEEK). MUST DOCUMENT AT LEAST 10 YEARS WORKING  
IN THE EMERGENCY RESPONSE OR EMERGENCY COORDINATION FIELD.*

TRAINING - COMPLETION OF 350 HRS. OF EMERGENCY MANAGEMENT/RESPONSE TRAINING. CERTIFICATION COMMITTEE WILL REVIEW PREVIOUS 5 YEAR PERIOD, GIVING CREDIT ONLY FOR TRAINING COMPLETED IN THE PRIOR 5 YEARS; INCLUDING TRAINING DOCUMENTED IN ADVANCED RECERTIFICATION PACKAGE, IF APPLICABLE.

CERTIFICATION - MUST HAVE THE ADVANCED CERTIFICATION LEVEL FOR 5 YEARS.

SERVICE - MUST COMPLETE 6 OF 11 AREAS OF SERVICE

- (A) **CONFERENCES:** ATTEND AN AVERAGE OF 1 PROFESSIONAL CONFERENCE PER YEAR (OVER THE LATEST 5 YEAR PERIOD)
- (B) **COMMUNITY LEADERSHIP:** PERFORM A LEADERSHIP ROLE IN AN EMERGENCY RESPONSE ORGANIZATION I.E.: VOLUNTEER FIRE DEPARTMENT, RESCUE SQUAD, EMA, PROFESSIONAL ORGANIZATION, COUNTY/STATE FIRE ASSN., LEPC, MUTUAL AID ORGANIZATION, 911, COMMUNITY WATCH
- (C) **DISASTER ASSISTANCE CREDIT:** OBTAIN TWO DISASTER ASSIGNMENT CREDITS (see #10., page 3) IN PRIOR FIVE YEARS
- (D) **EXERCISE CREDIT:** MUST DOCUMENT A MAJOR ROLE IN 3 COMMUNITY DISASTER DRILLS OR COMMUNITY EXERCISES (THIS INVOLVEMENT MAY INCLUDE PLANNING, COORDINATING, EVALUATING OR MANAGEMENT ROLE IN THE DRILL)
- (E) **PROFESSIONAL INSTRUCTION:**
  - a. TEACH 3 (SEPERATE) CLASSES OR CONFERENCE SESSIONS OR
  - b. DEVELOP A TRAINING SESSION (GREATER THAN 4 HRS,) OR
  - c. BE A LEAD INSTRUCTOR IN A TRAINING SESSION (4 HRS. MINIMUM)
- (F) **PROFESSIONAL ASSIGNMENT:** MANAGE OR PARTICIPATE IN AN EMERGENCY MANAGEMENT SPECIAL PROJECT OR WORKING GROUP. (MUST BE GREATER THAN 6 MO. DURATION AND HAVE A RECOGNIZABLE RESULT OR PRODUCT AT THE END OF THE PROJECT)
- (G) **PUBLISH AN ARTICLE:** PUBLISH AN ARTICLE IN A NEWSPAPER, NEWS LETTER, OR PROFESSIONAL JOURNAL ABOUT AN EMERGENCY MANAGEMENT TOPIC. (MUST BE AT LEAST 500 WORDS)
- (H) **LEGISLATIVE CONTACT:** DOCUMENT A LEGISLATIVE CONTACT ON THE STATE OR NATIONAL LEVEL ABOUT AN EMERGENCY MANAGEMENT ISSUE
- (I) **CLEM CERTIFICATION:** RECEIVE AND MAINTAIN THE CERTIFIED LOCAL EMERGENCY MANAGER OR CLEM ELEGIBLE DESIGNATION FROM THE ALABAMA EMERGENCY MANAGEMENT AGENCY
- (J) **COMMUNITY INVOLVMENT:** PARTICIPATE IN OR VOLUNTEER WITH COMMUNITY DISASTER RESPONSE/RECOVERY ORGANIZATIONS SUCH AS AMERICAN RED CROSS, HAM RADIO ARES/RACES, CERT, SALVATION ARMY, OR ANY RESPONSE/RECOVERY CAPACITY WITH A FAITH-BASED ORGANIZATION
- (K) **PROFESSIONAL CERTIFICATION-** COMPLETION OF ONE (OF THE FOUR) EMI CERTIFICATION PROGRAMS LISTED BELOW:
  - a. Advanced Professional Series (APS)
  - b. Master Exercise Practitioner Program (MEPP)
  - c. Continuity of Operations (COOP)
  - d. Master Trainer Program (MTP)REFER TO <http://training.fema.gov/Programs/featured.asp> FOR REQUIREMENTS.

6. ANY FEMA, STATE EMA, DOJ, ODP TRAINING COURSE, WILL COUNT TOWARD CORE CREDIT. (THE AEMA TRAINING DIVISION MAY ASSIST WITH EMA TRANSCRIPTS)

7. FROM TIME TO TIME FEMA WILL SUSPEND OR CHANGE THE INDEPENDENT STUDY CONTENT, SHOULD ANY OF THE REQUIRED (CORE) CLASSES BE SUSPENDED OR CANCELLED CONTACT THE CERTIFICATION ADMINISTRATOR FOR ALTERNATE COURSES.

8. OPTIONAL COURSE CREDIT CAN BE TAKEN FROM ANY COLLEGE, MILITARY OR OTHER PROFESSIONAL TRAINING. ANY COURSE OTHER THAN AN EMERGENCY MANAGEMENT RELATED COURSE WILL BE GIVEN CASE-BY-CASE CONSIDERATION. TO BE CONSIDERED FOR CREDIT THE COURSE MUST CONTRIBUTE TO EMERGENCY MANAGEMENT PROFESSIONALISM. IT WILL BE THE RESPONSIBILITY OF THE APPLICANT TO FURNISH ANY TRAINING TRANSCRIPT THAT SUPPORTS TRAINING HISTORY. (THE FIREFIGHTER I CLASSES, EMT CLASSES OR LAW ENFORCEMENT MINIMUM STANDARDS CLASSES ARE EXAMPLES OF OPTIONAL CREDIT COURSES)

9. FOR APPROVED TRAINING (**OTHER THAN THOSE FROM THE CORE CURRICULUM**) CREDIT WILL BE AWARDED AT 100% FOR THE PREVIOUS FIVE-YEAR PERIOD. 50% CREDIT WILL BE AWARDED FOR TRAINING FIVE TO TEN YEARS. 25% CREDIT WILL BE AWARDED FOR TRAINING OVER 10 YEARS OLD.

10. UP TO 80 HOURS OPTIONAL TRAINING CREDIT CAN BE AWARDED FOR WORK DURING EACH PRESIDENTIAL DECLARED DISASTER WITHIN YOUR JURISDICTION. UP TO 30 HOURS CREDIT CAN BE AWARDED FOR WORK ON EACH PRESIDENTIAL DECLARED DISASTER OUT SIDE OF YOUR JURISDICTION. APPLICANTS HAVE THE OPTION TO RECEIVE "CORE" OR "OPTIONAL" CREDIT FOR THE DISASTER ASSIGNMENTS. VERIFICATION BY COMPETENT AUTHORITY OF ASSISTANCE RENDERED WILL NEED TO BE SUPPLIED FOR CREDIT. (*ONLY ONE DISASTER ASSIGNMENT CREDIT ALLOWED PER CERTIFICATION LEVEL. A MAXIMUM OF THREE DISASTER ASSIGNMENTS CAN BE CLAIMED FOR CERTIFICATION MAINTENANCE.*)

11. CREDIT FOR TRAINING RECEIVED AT E.M.A. CONFERENCES WILL BE ALLOWED. VERIFICATION OF ATTENDANCE BY THE CONFERENCE COMMITTEE WILL BE REQUIRED.

12. CERTIFICATION WILL BE GOOD FOR THE FIVE-YEAR PERIOD AFTER CERTIFICATION IS AWARDED.

13. FOR RE-CERTIFICATION A MINIMUM OF 50 HOURS AVERAGE PER YEAR OR 250 HOURS TOTAL FOR FIVE YEARS CONTINUING EDUCATION MUST BE COMPLETED. THIS TRAINING MUST BE COMPLETED AFTER THE DATE THAT CERTIFICATION WAS AWARDED. COMPLETION OF ANY "REQUIRED CORE" CLASSES THAT MAY HAVE BEEN ADDED AFTER THE ORIGINAL AWARDED OF THE ADVANCED CERTIFICATION MUST BE COMPLETED.

14. A CERTIFICATION FEE WILL BE ASSESSED FOR EVALUATION OF TRAINING PORTFOLIO. THE FEE WILL BE GOOD FOR ANY 12-MONTH PERIOD.

16. THE A. A. E. M. EXECUTIVE BOARD OR THEIR APPOINTED REPRESENTATIVES WILL BE THE EVALUATION COMMITTEE FOR CERTIFICATION. EACH YEAR THE EXECUTIVE BOARD WILL RE-EVALUATE AND DETERMINE THE CERTIFICATION REQUIREMENTS.

17. THE COMPLETED APPLICATION SHOULD BE MAILED TO: AAEM CERTIFICATION COMMITTEE, C/O MORGAN CO. EMA, P.O. BOX 668, DECATUR, AL 35602

REVISED ~~1/1/06~~ ~~1/1/2010~~ ~~1/1/2014~~ 1/1/2017