Iowa Emergency Management Association Multi-Tiered Certified Emergency Manager Program

# Background

IEMA and HSEMD advance emergency management as a profession in Iowa. State code provides minimum standards for the hiring and continued education of county emergency management coordinators. IEMA has developed the Iowa Certified Emergency Manager Program (IACEM), further enhancing the credibility of the profession.

In an evolving field, it is vital that emergency managers keep abreast of changes. Therefore a system that encourages continued development must be provided.

The Tiered Iowa Certified Emergency Manager Program is progressive, and recognizes individual experience, knowledge and skills. It focuses on the development of highly competent emergency management coordinators and programs for all of Iowa.

# Program Process

The program consists of three levels of certification:

* Iowa Certified Emergency Manager – IACEM (required)
* Iowa Certified Emergency Manager Advanced – IACEM Advanced (optional)
* Iowa Certified Emergency Manager Executive – IACEM Executive (optional)

Minimum required criteria for the program:

* The candidate must be an emergency management professional working in an emergency management position for a minimum of two years.
* At the inception of this program, current Iowa Certified Emergency Managers will retain their current certification.
* International certification shall not supersede Iowa certification.
* There will be a fee system for the Advanced and Executive levels.
* To maintain certification at each level, all state code requirements must be met annually
* Failure to maintain state code requirements will result in revocation.

The details of each of the three categories of certification are as follows:

## Iowa Certified Emergency Manager (required)

* Must have two (2) years minimum experience in emergency management field.
* Complete baseline requirements for EM Coordinators in accordance with Iowa Code and the Iowa Emergency Management Association including Planning, Training, and Exercise experience.
* There will be no fee for this level of certification.

**Iowa Certified Emergency Manager** **Advanced** (optional)

* Must have five (5) years minimum emergency management experience.
* Must complete required elements and electives as outlined below.
* There will be a fee as determined by the IEMA Executive Committee for this certification.

**Iowa Certified Emergency Manager Executive** (optional)

* Must have seven (7) years minimum emergency management experience.
* Must complete required elements and electives as outlined below.
* Participate in a Board Review comprised of a comprehensive, two-part written/oral component demonstrative of skills and experience. Grading criteria will be pass/fail. The review board will include peers, other executive-level members and someone from the respective county/commission.
* There will be a fee as determined by the IEMA Executive Committee for this certification.

# IACEM Advanced and Executive Certification Level Requirements

Each level of certification includes a requirement to complete professional and program enhancement required elements and electives from each category. These categories are planning, training, exercise and professional contribution. An elective can be used only once. Once completed and awarded a certificate, the recipient must continue to meet annual state code requirements to maintain certification level status.

**Required Elements**

**IACEM Advanced**

* Documented whole community planning initiative (care facility, school, faith based, etc.)
* Develop and/or sustain Standard Operating Guidelines/Procedures (SOG’s, SOP’s)
* Development and/or maintenance of an Agency Strategic Plan (5 year, 10 year)
* Development and/or maintenance of a local multi-year PTE plan
* Completion of the FEMA Advanced Professional Series (APS). HSEEP shall be required
* Iowa HSEMD exercise requirements plus documented participation in an exercise as either a facilitator, controller, evaluator, design team member (TTX and higher). Activity must have a formal AAR and IP
* Participation in a community engagement/outreach activity (e.g. emergency management presentation to community organization)
* Documented participation in a local incident or event (not an exercise, may be outside your County)
* Two Electives from each of the Planning, Training, and Professional Contribution categories

**IACEM Executive**

* Completion and implementation of either the EMAP Assessment tool or the NFPA 1600 Assessment tool for the agency
* Completion of a FEMA approved Multi-jurisdictional Hazard Mitigation Plan
* Completion of a County COOP/COG
* Completion of an All Hazards Position Specific (AHPS) course
* Completion of a FEMA Academy
* Iowa HSEMD exercise requirements plus documented experience writing and conducting a TTX up to a FSX, and must include a formal AAR and IP
* Participation in a State or National level speaking engagement
* Documented active participation in EOC functions during a State or Federal declared disaster (may be outside your County)
* Three Electives from each of the Planning, Training, and Professional Contribution categories
* Participate in a Board Review comprised of a comprehensive, two-part written/oral component demonstrative of skills and experience. Grading criteria will be pass/fail. The review board will include peers, other executive-level members and someone from the respective county/commission

## Electives

## Planning Electives

Allowable supporting documentation shall include agendas, sign-in sheets, minutes, completed plans or certifications.

1. Participation in a LEPC
2. Participation in a Healthcare Coalition
3. Complete or sustain a Community Storm Ready Program (3 year certification)
4. Completion of a published essay
5. Participation in a special project/advancement in the field
6. Utilize and sustain a social media platform
7. Development of an EM software tool
8. Serve as a project manager for the development of an educational product (EM-related topic)
9. Development/enhancement of a specialty team
10. Develop/enhancement of a CERT/Citizens Corps team’
11. Development/enhancement/active participant in a VOAD, COAD or LTRC

## **T**raining Electives

1. Business/leadership/management training for a certificate
2. Completion of instructional skills course
3. Skills-based training for a certificate (must be unique skill for each level, must include justification, not accepted at Executive level.
4. Serve as an instructor
5. Completion of a college course (pass/fail credit?) pertinent to the profession
6. Completion of a college degree pertinent to the profession (Associates or Bachelors)
7. Completion of training related to other disciplines associated with EM (with justification)
8. Certificate for a suite of attended courses with a specific-focus and progressive learning approach (cyber, infrastructure, terrorism, leadership, management, WMD, etc.)
9. Completion of the Naval Post-graduate Executive Leaders Program
10. Completion of a FEMA master course, applied experience
11. Completion of the FEMA Integrated Emergency Management Course
12. Completion of an Advanced degree (Naval Post-graduate Degree, Public Administration, Community Planning, etc.)
13. Locally approved training

## Exercise Requirement

The exercise Electives for all three levels of certification shall be to adhere to annual state requirements.

## Professional Contribution Electives

1. Participation in a mentor program
2. Participation in program specific speaking engagements for professionals
3. Receive an award/ recognition in the field of emergency management
4. Participation in a special assignment/specialty team member
5. Collaborate with legislature on matters related to emergency management
6. Serve on an IEMA Committee or project working group
7. Serve at the district or state level on a board as an active member
8. Participation in research/publication in peer-reviewed journal
9. Participation in national or international speaking engagements
10. Serve as an adjunct faculty at a college/university instructing an EM course
11. Write or revise a local ordinance (each ordinance gets credit once)
12. Participation in an EMAC deployment/Specialty team deployment in a leadership role
13. Manage a major project (new building, mitigation, communications, etc.)