

**Oregon Emergency Management Association
By-Laws**

Attachment (A)

**OREGON CERTIFIED
EMERGENCY MANAGEMENT SPECIALIST
(ORCEMS)**

**Certification and Recertification
Program and Procedures**

8/17/01

OREGON CERTIFIED EMERGENCY MANAGEMENT PROGRAM CERTIFICATION PROGRAM

Section 1. PROGRAM

Purpose

The Oregon Certified Emergency Management Program (ORCEMS) was created to raise and maintain professional standards in emergency management and to certify achievement of that standard within the profession within Oregon.

The program requirements were established with the intent that on achieving the ORCEMS designation, applicants will have also met at least 50% of the International Association of Emergency Manager's (IAEM) Certified Emergency Manager? application and recertification requirements.

Administration

The program was developed in a cooperative effort between the Department of State Police, Office of Emergency Management (OEM), and the Oregon Emergency Management Association (OEMA).

The ORCEMS program requires extensive documentation of the applicants qualifications, experience and training. Final program packages submitted by an applicant will be reviewed and approved by a joint committee representing OEMA and OEM.

Any emergency services professional within the State of Oregon, whether paid, volunteer, military or from business and industry, who meets the program requirements is welcome to participate.

The ORCEMS Certification/Recertification program will be administered by OEMA. Administration of the program will be the responsibility of the Association's ORCEMS Subcommittee, of the Training Committee.

Period of Certification

The initial ORCEMS Certification is good for 5 years from the last day of the Year (12/31) that it was originally awarded.

Recertification

Each certified emergency management specialist will need to submit an ORCEMS Recertification package and have it approved, before the last day of the fifth year to maintain their ORCEMS designation. Recertification will occur every 5 years.

Section 2. ORCEMS Subcommittee

Purpose

The ORCEMS Subcommittee is part of the Training Committee and is appointed by the OEMA Executive Board to provide oversight to, and administration of, the ORCEMS certification/recertification program.

The Subcommittee assures that the program remains open, fair and impartial; retains integrity; and maintains its “value” by certifying that successful applicants have met or exceeded the minimum standards established.

The ORCEMS Subcommittee is referred to as “Committee” in the remainder of this document.

Responsibilities

A major function of the Committee is to conduct a peer review of submitted credentials and recommend award of the ORCEMS designation to applicants who successfully meet the requirements of the program. In addition, the Committee is charged to:

- ? Establish and maintain program procedures;
- ? Maintain and distribute application packages;
- ? Develop and maintain information on the purpose/benefits of the certification
- ? Report to the Executive Board on status of program and recommended changes.

Committee Membership

All ORCEMS Committee members are volunteers and serve equally with one committee vote. The Committee is to be composed of no more than eight (8) and no fewer than five (5) members. Geographic distribution and demographic diversity should be considered in appointment. Committee positions will include:

- ? Committee Chair
- ? OEMA President Elect
- ? State Exercise Training Officer (ETO) [OEM Representative]
- ? General members

The Executive Board shall appoint members to the Committee, as needed, during the Association’s Annual Workshop each year.

- ? The Committee Chair and all general members appointed to the Committee must have the ORCEMS designation.
- ? Qualities required for appointment as a Committee member include:
 - ✍ Demonstrated knowledge of emergency management;
 - ✍ Interest in participating;
 - ✍ Personal or employer commitment for the time required in participating;
 - ✍ Commitment to the ORCEMS program; and
 - ✍ Capability to work in an unbiased and confidential manner.

Application for Appointment

The President Elect is charged with formulating and presenting a slate of potential committee members to the Executive Board for approval. In order to be considered for the committee, applicants provide the President Elect with notice of their desire to participate on the committee.

As vacancies on the committee occur, the President Elect will provide the Executive Board, for their approval, a list of the prospective appointees that meet the requirements

Vacancies

A vacancy occurs when an appointed Committee Member cannot continue to actively participate on the committee. Any member who misses two meetings without prior notification to the Chair is automatically relieved of the position on the Committee and a replacement may be appointed.

To the degree possible, committee members newly appointed to a vacated position will be of the same affiliation as the vacating member.

Training

The Committee's Chair will insure that all committee members will go through an orientation session before assuming the duties. Orientation topics may include, but are not limited to:

- ? Rules and responsibilities of the committee
- ? Introduction to applicant assessment theory and process
- ? Explanation of the controlled review process utilized by the Committee
- ? Group review of at least one complete sample application package
- ? Orientation regarding use of the Applicant Evaluation Form

Committee Meetings

The ORCEMS Committee will meet at least once annually. All meetings will be announced at least 30 days in advance. And in some cases, Committee business may be conducted by mail, e-mail or telephone to address items requiring prompt or immediate action.

Quorum

A quorum for the Committee is a simple majority of committee members present.

Voting

In order for any action or resolution to pass, a vote of a simple majority of those members present is required.

Organizational Structure and Authority

The ORCEMS Committee reports to the Training Committee Chair who in turn reports to the Executive Board. The Executive Board serves as the final oversight body for the ORCEMS program and bears ultimate responsibility. The Committee is represented by a Chair elected by the Committee membership.

Committee Management

The ORCEMS Committee shall be managed by a Chair elected by the members of the Committee. If the Chair is unable to fulfill the duties, the President Elect (Executive Board Liaison) will serve temporarily until a new Chair can be elected at the next scheduled meeting.

Duties of Subcommittee Chair

- ? Prepare the agenda for Committee meetings.
- ? Call and preside at Committee meetings or request the Vice Chair to serve in case of absence.
- ? Serve as a Committee member with full rights to discuss and vote.
- ? Insure that information maintained by the Committee (Applicant Packages, Committee Procedures) are kept current and available to people requesting copies.
- ? Insure that Committee actions are properly recorded and communicated to applicants, the Executive Board and all Committee members.
- ? Serve as the liaison between the Committee and the Executive Board.
- ? Oversee the work of any established subcommittees.

Duties of the President Elect

- ? Serve as the Committee's Liaison with the Executive Board.
- ? Serve as Committee Chair when the Chair is absent.

Duties of the committee members

- ? Attend committee meetings
- ? Conduct reviews of applicant packages
- ? Help review/update/maintain program materials

Section 3. ORCEMS APPLICATION

Application

Extensive documentation of the applicants qualifications, experience, and training is an integral part of the ORCEMS program. Each prospective applicant will request from OEM or OEMA an ORCEMS Application Package and submit their application in the format outlined in there.

Application Fee

There is an application fee required for each submission. The fee is established annually by the Executive Board.

CEMs

To receive ORCEMS designation, applicants with a CEM designation need to provide proof of award of CEM, completion of PDS, and proof of one year in current position in Oregon. CEMs are also required to pay the full ORCEMS registration fee.

Application Packet

The ORCEMS Application Packet requires completion of four (4) components:

1. Credentials
 - ✍ Work History
 - ✍ Experience
 - ✍ References and Recommendation
 - ✍ Education
2. Training
 - ✍ Emergency Management Training
 - ✍ General Management Training
3. Contributions to the Profession, in at least four (4) of the following ten (10) categories:
 - ✍ Service Role
 - ✍ Leadership Role
 - ✍ Special Assignment
 - ✍ Speaking
 - ✍ Teaching and Instructing
 - ✍ Course Development
 - ✍ Publication
 - ✍ Audio-Visual and Interactive Products
 - ✍ Awards or Special Recognition
 - ✍ Legislative Contact
 - ✍ Other items may be accepted by request and approval of the ORCEMS Committee
4. Management Essay - based on one of four (4) questions.

Section 4. ORCEMS RECERTIFICATION

Application

Extensive documentation of the applicants qualifications, experience, and training is an integral part of the ORCEMS program. Each person requesting recertification will request from OEM or OEMA an ORCEMS Recertification Package and submit their packet in the format outlined there in. All professional contribution and continuing education submissions must be since the last date of either certification or re-certification.

Application Fee

There is an application fee required for each submission. The fee is established annually by the Executive Board.

CEMs

To maintain their ORCEMS designation, applicants that already have their CEM designation need to provide proof of the current status of their CEM and pay the full ORCEMS recertification fee.

Recertification Packet

The ORCEMS Recertification Packet requires completion of three (3) components:

1. Work History

- ✍ Submission of current position description

2. Training

- ✍ Training Component summary sheets for 40 hours of emergency management training.
- ✍ Training Component summary sheets for 15 hours of general management training.
- ✍ Individual Training Submission Forms for each training activity with appropriate documentation attached.
- ✍ All continuing education submissions must be since the last date of either certification or re-certification.

3. Contributions to Profession

- ✍ Includes documentation or contact information where requested.
- ✍ All professional contribution submissions must be since the last date of either certification or re-certification.
- ✍ Submissions must be provided in at least three (3) of the ten (10) categories
 - ✍ Service Role
 - ✍ Leadership Role

Oregon Certified Emergency Management Specialist (ORCEMS)
Certification Program

- ✍ Special Assignment
- ✍ Speaking
- ✍ Teaching and Instructing
- ✍ Course Development
- ✍ Publication
- ✍ Audio-Visual and Interactive Products
- ✍ Awards or Special Recognition
- ✍ Legislative Contact
- ✍ Other items may be accepted by request and approval of the ORCEMS
Committee

Section 5. APPLICATION PROCESS

Submission of Application

Application packages can be submitted at any time. Packages should be submitted to the ORCEMS Committee Chair or a member of the Executive Board

On receipt of a ORCEMS package, a preliminary screening will be conducted to assure completeness.

Preliminary Screening

Preliminary screening of applicants' packages will include:

- ? Verification that all forms have been properly completed.
- ? Documentation is included.
- ? The minimum requirements appear to have been met.
- ? Response to the management essay is included and it follows one of the four scenarios provided in the application packet.

If it is determined that a package is obviously not complete, a letter will be sent to the applicant advising them that their package is incomplete.

- ? The letter can be used to advise the applicant of specific corrective actions that need to be taken and to request specific or additional documentation.
- ? Additional documentation may be requested, or an applicant's package may be returned, as many times as necessary prior to being forwarded for the official review.
- ? The applicant has 90 days, from the date of the notification letter, to provide the documents and/or corrections. If the information is not provided within 90 days the application will be denied and returned with a 50% refund of the application fee. An extension of the time period can be requested for extenuating circumstances.

Formal Review

For the official review of application packages, the Committee Chair will identify three committee members to review each applicant package received. One of the three will be designated as the lead.

- ? If upon the initial review, the three members agree that the applicant meets the requirements of the program, recommendation for award of the ORCEMS certification is made to the Committee Chair and Executive Board.
- ? If upon the initial review, the three members agree that the applicant does not meet the requirements of the program the lead will consolidate their list of discrepancies and send a letter to the applicant. The letter will notify the applicant that their package was incomplete. It will advise them of specific corrective actions that need to be taken and may request specific or additional documentation. At this point in the process only one letter, requesting corrective actions and/or additional documentation will be sent to the

applicant.

- ✍ If the applicant does not provide the documentation and/or corrections requested by the reviewers, the application will be denied and returned.
 - ✍ The applicant has 90 days, from the date of the notification letter, to provide the documents and/or corrections. If the information is not provided within 90 days the application will be denied and returned with a 50% refund of the application fee. An extension of the time period can be requested for extenuating circumstances.
 - ✍ If the requested information is provided and the application meets program requirements, recommendation for award of the ORCEMS certification is made to the Committee Chair and the Executive Board.
- ? If the reviewers' judgments differ, they will discuss their reviews and try to come to a consensus.
- ✍ If they come to consensus, the appropriate action will be taken based on if the packet meets or does not meet the requirements.
 - ✍ If they are unable to come to a consensus, the packet, evaluation forms, and any applicable notes and comments will be forwarded to the Committee Chair. The Committee Chair and the President Elect will review the notes and comments and will make the determination if the packet meets or does not meet the standards. If the Committee Chair and President Elect are unable to come to an agreement, the packet will be taken before the Executive Board for their recommendation.
- ? Reviewers should decline review of a packet if they are personally acquainted with the applicant, or if they feel they cannot make an objective judgment regarding the applicant or the submission.

Review Considerations

Applicants for OREMS must be able to demonstrate involvement in the emergency management profession. The following list of characteristics is offered for consideration during the qualitative evaluation of the submission as a whole.

Directness of Evidence

The applicant must be able to demonstrate a direct involvement in the evidence provided. This can include actual life experience or classroom, seminar, and/or workshop activities.

Example: An individual who claims to have technical writing experience should submit an example of personally developed technical writing products rather than simply a reference to this skill in a job description or other document.

Scope of Experience

Contribution to the profession must be activities that are beyond the scope of the applicant's normal job responsibilities.

Example: If public education is part of an applicant's job description, development of a course

or a publication for public education would not be acceptable, unless the materials were also provided to and used by another agency or jurisdiction for their public education.

Breadth of Experience

The applicant must be able to demonstrate skills and experiences in a wide array of emergency management activities to be valid. The more broad this scope of experience, the more valid the submission.

Quality of Experience

The applicant must be able to demonstrate an acceptable level of involvement and/or a high understanding of the experience noted to be valid. The experience should be of value in areas of emergency management other than just that directly emphasized.

Authenticity of Evidence

An applicant must be able to reasonably prove that the submissions reflect personal work.

Example: An individual who claims to have authored an article despite the fact that his/her name is not reflected must be able to submit some verifying documentation.

Breadth of Training

An applicant must be able to demonstrate ongoing professional development through attending emergency management and general management training. The applicant must submit course content, length of training and proof of attendance. No more than 25% of the training requirement can be accomplished in one subject area.

Example: An individual who has attended Intro to ICS, ICS Logistics, ICS Finance, ICS Safety, ICS Command should be credited with no more than 13 hours of Emergency Management related training.

Training Hours

If the training certificate provided as proof of completion, 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 courses which they are seeking credit. For FEMA independent study courses that list a range (i.e. 10-12 hours), the Committee will take the minimum amount of hours as a maximum amount allowed.

Speaking, Teaching and Instructing Hours

To receive credit for "Contributions to the Profession," submissions for speaking, teaching or instructing activities must include proof that the activities submitted were at least one hour in duration. Special consideration can be given for multiple presentations to be cumulative if given for the same event (i.e., eight 30-minute presentations provided at a grade school preparedness day event).

Award of Certification

Successful applicants will be advised by letter of their acceptance as an Oregon Certified

Emergency Management Specialist (ORCEMS). Certificates will be issued at a formal ceremony held at the following OEMA Annual Workshop. Newly designated ORCEMS unable to attend the ceremony will receive their certificate in the mail following the Workshop.

Denial of Certification

Applicants whose applications do not meet the requirements will be denied the certification designation and their packets will be returned with a 50% refund of the application fee. The Committee members who reviewed the applicant's packet will be responsible for drafting a letter that will be included with the returned packet, notifying the unsuccessful applicants of the Committee action.

Re-Application by Denied Applicants

Applicants can re-apply for certification at any time (there is no "waiting period," once rejected). However, reasons for rejection as stated in the denial letter, should make obvious some limitations such as more experience or training required. The full application fee will be paid.

Section 6. APPEALS PROCEDURE

Appeal Definition

An appeal is a request for review of a decision to grant or deny certification by the Committee.

An appeal may be made on the grounds that the decision was in conflict with approval procedures or on other grounds to include, but not limited to:

- ? Substantial errors were made in processing the material;
- ? ORCEMS Committee's guidelines were not followed;
- ? Applicant disagrees with evaluation and files an appeal.

Procedure for Initiating an Appeal

If an applicant wishes to appeal the decision of the Committee, the applicant must request an appeal in writing to the Executive Board within 60 calendar days of being notified of the Committee's decision. The following materials are to be enclosed with the letter requesting an appeal:

1. A copy of the Committee's decision and any other pertinent documentation; and
2. A statement clearly identifying the reasons for the appeal.

Procedure for Reviewing an Appeal

Upon receipt of a request for an appeal, the following actions will be taken:

1. Executive Board will acknowledge receipt of the materials and indicate if additional materials are needed from the appellant. Such acknowledgment will occur within 60 days of the date of postmark of the appeal request.
2. Executive Board will notify the ORCEMS Committee Chair of the request for an appeal.
3. The President Elect will facilitate the appeals process, but will not vote on the appeal.
4. The Executive Board, along with the ORCEMS Committee Chair, will be the Appeals Panel. The Panel will make its decision based on a review of the materials provided, and has the option of requesting an interview with the appellant. This may be done by teleconference or in person; all expenses involved in facilitating such an interview will be borne by the appellant prior to considering the appeal.
5. After the Panel reviews the materials and completes any interviews, it shall render a decision to uphold or deny the appeal.
 - ? In the event the appeal is upheld, the preceding Committee action is reversed.
 - ? If the appeal is denied, the preceding Committee action stands.
6. The Appeals Panel will prepare a summary report of its findings. All members of the Appeals Panel will sign the report.
7. Within 10 days following the rendering of the decision, the appellant will be so notified.
8. The decision of the Appeals Panel is binding. The final decision will be reported to the entire Committee.

Cost of Appeal

The Committee will bear no costs incurred for an appeal. Appeal Panel members' expenses will not need to be paid if the Panel can be convened in conjunction with a regularly scheduled meeting. If a special meeting is demanded by the appellant, the appellant must pay all costs.

Appellants will bear all their own costs and expenses associated with their appeal of a Committee decision.