

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

**APPLICATION PACKAGE
for
INITIAL CERTIFICATION**

8/17/01

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

APPLICATION FOR CERTIFICATION

COVER SHEET

Name:	Current Position/Title:
Jurisdiction:	Phone:
Address:	Fax:
	E-mail:
City:	
State: Zip:	

Years in Current Position:

Years in Emergency Management
or Emergency Services:

I understand that my certification is subject to ORCEMS Subcommittee approval, and if granted, is current for a five-year period. I will execute the necessary documents and supply further information as requested by the Subcommittee. I understand that failure to supply the requested documentation and/or corrections within 90 days of the date on the request letter, will result in my application being denied and returned. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation.

I give permission for verification of any information contained in this package.

Applicant's Signature: _____
(Date)

Note: For current CEMs?

- ? Individuals that currently hold the CEM[?] designation need to:
 - ✍ Provide proof of current CEM[?] status
 - ✍ Provide proof of being in current position for at least one year
 - ✍ Enclose \$75 application fee
 - ✍ Copy of PDS Certificate
 - ✍ Letter of recommendation from supervisor

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APPLICATION FOR CERTIFICATION

CHECKLIST

All materials must be typed, unless otherwise specified, such as a signature.

? **Work History**

- ✍ Two years continuing experience with the most recent year of service in Oregon*
- ✍ Submission of a position description*

? **Experience**

- ✍ Participation in a full-scale exercise, or actual disaster experience*

? **Recommendation and Two References and**

- ✍ Letter of recommendation for ORCEMS Certification from supervisor attached*
- ✍ Names and phone numbers of two references are listed*

? **Training**

- ✍ Training Component summary sheets for 50 hours of emergency management training*
- ✍ Training Component summary sheets for 50 hours of general management training,*
- ✍ Individual Training Submission Forms for each training activity with appropriate documentation attached.*

? **Four Contributions to Profession**

Includes documentation or contact information where requested.

- ✍ Volunteer Service*
- ✍ Officer Role*
- ✍ Special Assignment*
- ✍ Speaking*
- ✍ Teaching or Instructing*
- ✍ Publication*
- ✍ Audio-visual and interactive products*
- ✍ Awards or special recognition*
- ✍ Congressional Contact*
- ✍ Other (as approved by Certification Committee members)*

? **Management Essay**

- ✍ *The applicant must provide an essay based on one of the four questions in the application package.*
- ✍ *The essay must include the statement "I certify that I have independently completed the management essay" followed by the applicants signature and date.*
- ✍ *You can request, in advance of submitting their packet, the opportunity to write an essay addressing a question different from the four in the package. The Committee Chair and/or the State Training Officer, will have the discretion to approve the request or not.*

? **Applicant Biography**

? **Application Fee**

- ✍ **\$75 Enclosed, Payable to "Oregon Emergency Management Association"**
Check, money order, or purchase orders accepted -- DO NOT SEND CASH.
THIS FEE IS 50% REFUNDABLE IF APPLICANT DOES NOT MEET ORCEMS CRITERIA.

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

APPLICATION FOR CERTIFICATION

I. WORK HISTORY - To satisfy this requirement:

- A. Applicant must demonstrate two years continuing experience in an emergency services position **AND**
- B. Applicant must currently hold an emergency management related position, paid or volunteer, and must submit a copy of their **CURRENT** position description.

II. EXPERIENCE -- NOTE: complete either IIA. OR IIB.

To satisfy this requirement applicants must:

- A. Demonstrate participation in a full scale exercise by (1) planning, (2) conducting or coordinating, and/or (3) having a major emergency management role during the exercise, **OR**
- B. Experience in the response, recovery, and mitigation phases of an actual disaster.

IIA. Experience - Exercise Participation (*NOTE: complete either IIA. OR IIB.*)

Date of exercise:

Describe the exercise (be specific and include objective/purpose):

Describe your role (be specific about planning, coordinating, and emergency management role):

Describe what you learned through your participation in this exercise [include comments about (1) mitigation, (2) preparedness, (3) response, and (4) recovery in addition to other learning points]:

II.B. Experience - Actual Emergency Management Participation in Disaster or Emergency, as applicable (*NOTE: complete either IIA. OR IIB.*)

Describe activity (be specific including date, type and area affected, loss of property and lives, and other significant factors):

Describe your role (be specific about your role in emergency management activities, including response and recovery, during the disaster or emergency):

Describe your recommendations for future mitigation activities that should be undertaken, as they relate to preparedness, response, and recovery, as a result of lessons learned from the disaster or emergency (Use additional sheets as necessary):

III. APPLICANT RECOMMENDATION AND REFERENCE REQUIREMENT

Applicant must submit a letter of recommendation for re-certification from their supervisor.

Additionally, Applicants must submit the names of two references, and information on their reference sources as requested below. **NOTE: Applicants are encouraged to inform references that they have been listed. Certification Committee members, at their discretion, may call references to verify information.**

A. Reference sources that qualify are:

- ? A past supervisor (within 7 years)
- ? Local, state or federal government officials or department heads
- ? Emergency service organization officials (e.g., public, private, military, tribal, etc.)
- ? Local, regional or national emergency management association officials
- ? Others (by request to and approval of Certification Commission)

B. Reference sources that do not qualify are:

- ? A subordinate
- ? Friends, relatives or neighbors
- ? A former student
- ? Supervisor writing letter of recommendation

1. Reference

Name:	Position/Title:
Organization:	Phone:
Address:	Fax:
	email:
City: State: Zip:	

2. Reference

Name:	Position/Title:
Organization:	Phone:
Address:	Fax:
	email:
City: State: Zip:	

IV. TRAINING REQUIREMENTS

Applicants must demonstrate successful completion of 50 classroom hours of emergency management training and 50 classroom hours of general management training. A single topic/subject **cannot** account for more than 25 percent (13 hours) of the total number of hours required for that category of training.

Applicants must complete the Summary of Training forms (separate forms for Emergency Management Training and for General Management Training) that reflect the total training courses submitted for qualification. These forms show Title, Total Classroom Hours, and Allowable Classroom Hours (limit of 25% in one subject area) and must be grouped under topic or subject areas. These will help the Applicant and the Certification Committee members to summarize his/her training and ensure that the training does not exceed 25% in each of the areas.

In addition to the Summary of Training forms, a detailed Training Submission form must be completed for each training activity. While there is no time restriction on training submissions, Applicants should select the most current training possible. A Applicant should not reflect his/her entire training history, but simply provide ample training listings in the event the review panel might find a submission questionable.

A. Workshop, Seminar and/or Course Source Requirements

Training sources which may qualify for submission are:

- ✍ Federal Agencies (FEMA, NFA, EMI, EPA, DOT, DOE, Military, etc.)
- ✍ State and Local Agencies
- ✍ Regionally Accredited Four-Year Institutions
- ✍ Regionally Accredited Two-Year Institutions
- ✍ Vendor-Sponsored Courses
- ✍ Military Programs
- ✍ Private Organizations
- ✍ Professional Societies/Organizations/Associations
- ✍ Other

The following Professional Development Series (PDS) courses are **NOT** eligible for submission since they are part of a separate requirement:

- ✍ Introduction to Emergency Management/ Principles of Emergency Management
- ✍ Basic Skills 1: Leadership and Influence
- ✍ Basic Skills 2: Decision Making and Problem Solving/ Decision Making in a Crisis
- ✍ Basic Skills 3: Effective Communications
- ✍ Basic Skills 5: Developing Volunteer Resources
- ✍ Emergency Planning Course

✍ Exercise Design Course

B. Course/Program Content

A syllabus, catalog description of the course, or a written description of training content must also accompany each Training Submission Form. The National Emergency Training Center (NETC) in Emmitsburg, Maryland provides course descriptions and classroom hours in NETC, EMI or NFA course catalogs; they also include hourly equivalencies for Home Study or Distance Learning Courses. Both EMI and Oregon Emergency Management can provide student transcripts, upon request, for courses attended within their jurisdiction.

C. Training Hours

Each Training Submission Form must be accompanied by a college or FEMA (Region, State, EMI or NFA) transcript or certificate of completion; or other acceptable documentation from an Institution that conducted the training. Documents used for verification must show date of completion, title of training and number of classroom hours earned.

If the training certificate provided as proof of completion, does not include **hours** then it is the Applicants 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.

D. Samples of Workshop, Seminar and/or course subject matter acceptable for submission:

Emergency Management Training

<input checked="" type="checkbox"/> Criminal Justice/Law Enforcement	<input checked="" type="checkbox"/> Physical Sciences
<input checked="" type="checkbox"/> Disaster Preparedness	<input checked="" type="checkbox"/> Public Information
<input checked="" type="checkbox"/> Emergency Medical Training	<input checked="" type="checkbox"/> Radiological Monitoring, Detecting, etc.
<input checked="" type="checkbox"/> Emergency Operations Centers	<input checked="" type="checkbox"/> Safeguards and Security
<input checked="" type="checkbox"/> Emergency Planning and Crisis Mgt.	<input checked="" type="checkbox"/> Safety Technology
<input checked="" type="checkbox"/> Exercise Courses (Other than Exercise Design)	<input checked="" type="checkbox"/> Shelter Management
<input checked="" type="checkbox"/> Fire Technology	<input checked="" type="checkbox"/> Technology, Equip. and Info. Systems
<input checked="" type="checkbox"/> Hazard Analysis & Capabilities Assessment	<input checked="" type="checkbox"/> Training and Instruction
<input checked="" type="checkbox"/> HazMat Mgt. and Hazards Assessment	<input checked="" type="checkbox"/> Urban/Wilderness Search and Rescue
<input checked="" type="checkbox"/> Health, Safety and Environment Mgt.	<input checked="" type="checkbox"/> ICS/EOC Integration
<input checked="" type="checkbox"/> Incident Command Courses	<input checked="" type="checkbox"/> Managing Search Operations
<input checked="" type="checkbox"/> Medical Technology	<input checked="" type="checkbox"/> Managing Emergency Operations
	<input checked="" type="checkbox"/> Disaster Recovery Courses
	<input checked="" type="checkbox"/> Military Courses
	<input checked="" type="checkbox"/> Red Cross Courses

General Management Training

<input checked="" type="checkbox"/> Behavioral and Social Sciences	<input checked="" type="checkbox"/> Human Resource/Personnel Management
<input checked="" type="checkbox"/> Communication: Written and Oral (Other than Effective Communications)	<input checked="" type="checkbox"/> Marketing and Public Relations and Media Management
<input checked="" type="checkbox"/> Ethics	<input checked="" type="checkbox"/> Race and Ethnic Relations; Intercultural Communications
<input checked="" type="checkbox"/> Executive and Management Development	<input checked="" type="checkbox"/> Strategic and Tactical Planning
<input checked="" type="checkbox"/> Financial Management and Budgeting	<input checked="" type="checkbox"/> Technology, Equipment and Information Systems
<input checked="" type="checkbox"/> Grantsmanship (Development, Evaluation and Reporting)	

E. SUMMARY OF TRAINING HOURS FORM
Emergency Management Training

- ? **Requirement:** 50 hours of training, not more than 25% (13 hours) in one subject area.
- ? Examples of emergency management training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, and so forth. Please see application brochure for more information. This list is NOT inclusive; other training may meet the emergency management training requirement. Note: One college credit equals 12 hours; one continuing education unit (CEU) equals 10 hours.
- ? Complete a Training Submission Form for each item on this sheet. Remember each entry requires proof of attendance.

	TITLE OF TRAINING COURSE	TOTAL HOURS	ALLOWABLE HOURS
SUBJECT 1			
SUBJECT 2			
SUBJECT 3			
SUBJECT 4			
SUBJECT 5			
SUBJECT 6			
SUBJECT 7			
TOTALS:			

- ? Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented.
- ? You may duplicate this form if necessary.

F. SUMMARY OF TRAINING HOURS FORM***General Management Training***

- ? **Requirement:** 50 hours of training, not more than 25% (13hours) in one subject area.
- ? Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth. This list is NOT inclusive; other training may meet the general management training requirement. Note: One college credit equals 12 hours; one continuing education unit (CEU) equals 10 hours.
- ? Complete a Training Submission Form for each item on this sheet. Remember each entry requires proof of attendance.

	TITLE OF TRAINING COURSE	TOTAL HOURS	ALLOWABLE HOURS
SUBJECT 1			
SUBJECT 2			
SUBJECT 3			
SUBJECT 4			
SUBJECT 5			
SUBJECT 6			
SUBJECT 7			
TOTALS:			

- ? Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented.
- ? You may duplicate this form if necessary.

G. TRAINING SUBMISSION FORM*(please check one)* Emergency Management General Management

Subject # _____

- A) Training title and number (number where applicable):
- B) Training source:
- C) Training date:
- D) Training length (in hours):
- E) Training content summary (You may instead attach a copy of the catalog or other printed description of the course or a syllabus):
- F) Describe practical applications of training opportunities as you have utilized those learning principles (continue on blank paper if necessary):

REMEMBER:

- ✍ Attach to this form a college or FEMA transcript or certificate of completion OR other acceptable documentation from the institution that conducted the training.
- ✍ Documentation must show the number of classroom hours (or college credits for a college course).
- ✍ Candidate should duplicate this form as often as necessary to fulfill the 50 classroom hours training required in Emergency Management, and the 50 hours required in General Management.

-- REPRODUCE THIS FORM AS OFTEN AS NECESSARY --

V. APPLICANT'S PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

A. The concept of professionalism is ultimately defined as one's contributions to the profession.

1. Applicants can list any and all activities giving special consideration to the most current activities.
2. Specific verification documenting activity is requested for most items such as a letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the discretion of the Certification Committee members.

B. Submissions of at least four (4) of the listed categories is required to meet this requirement.

1. All submissions must contribute to and support the field of Emergency Management, and **must be beyond the scope of your normal job responsibilities.** (i.e., If you are a local Emergency Manager and are responsible for conducting Emergency Management training in your county/ city, that training cannot be used as a contribution to the profession. If you teach a regional or state level course that is open to people outside your county/ city that is an appropriate contribution to the profession.)
2. Applicants are encouraged to submit multiple examples where possible. All information must be submitted on the appropriate form; candidate may duplicate forms for multiple submissions and utilize additional pages as necessary.
3. Since this segment reflects contributions to, and support of, the field of emergency management, these submissions should reflect activities over and above basic job performance.
4. The acceptable categories for submissions are:
 - a. Volunteer Service: Serve voluntarily on the Board of Directors, on a board, committee, task force, or a special project for a professional, emergency management or a jurisdictional organization supporting emergency management (examples include LEPC, OSSA SAR Advisory Council, OEMA).
 - b. Officer role: Chairmanship or leadership position on the Board of Directors, on a board, committee, task force, or a special project for a professional, emergency management or a jurisdictional organization

contributing to or supporting emergency management (examples include OEMA, NCCEM, ASPEP, NEMA, NENA, BPSST).

- c. Special Assignment: Special assignment on an emergency management committee or task force.
- d. Speaking: Any presentation or panel participation relating to emergency management of at least one hour in duration. Special consideration can be requested for multiple presentations to be cumulative, if given during the same event.
- e. Teaching or Instructing: Any teaching or instructing commitment relating to emergency management of at least one hour in duration. Special consideration can be requested for multiple presentations to be cumulative, if given during the same event.
- f. Course Development: Complete a significant role as a full partner in the development or extensive revision of a course in disaster/emergency management offered at regional, state, national or international level.
- g. Publication: Primary author/co-author of an emergency management article, research project, or instructional pamphlet, that had distribution and use beyond that responsibilities of your position (i.e., used by another jurisdiction or the publication had distribution outside jurisdiction/organizational boundaries.)
- h. Audio-visual and interactive products: Production and distribution of an emergency management video, computer software product, or other audio-visual tool.
- i. Awards or special recognitions: Receipt of awards or special recognition within the emergency management community, or in conjunction with an emergency preparedness activity. (Local, regional, state, and national awards from organizations, government agencies, and associations.)
- j. Congressional Contact: Contact with a Representative, Senator or State Legislator about an emergency management issue. The contact must either receive a written reply, or be documentable in other ways (examples include meeting minutes listing participants, working on emergency management related legislation).
- k. Other: By advance request and approval of ORCEMS Committee members, other activities can be submitted for consideration as contributions to the profession.

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

A. Service Role -- Service on a Board of Directors, on a board, committee, task force, or a special project for a professional, emergency management, or a jurisdictional organization contributing to or supporting emergency management.

To satisfy this requirement, a candidate may utilize one single service role or any combination of roles. **Documentation must be provided.**

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify service (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

B. Leadership Role -- Officer role or leadership position on a Board of Directors, on a Board Committee, on a task force, or a special project for a professional emergency management or a jurisdictional organization contributing to or supporting emergency management.

To satisfy this requirement, a candidate must demonstrate being an actual Officer or Board member, utilizing one single service role or any combination of roles.

Documentation must be provided.

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify your leadership role (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

C. Special assignment on emergency management committee or task force.

To satisfy this requirement, a candidate must describe special assignment service on a jurisdictional or governmental committee or task force addressing a specific emergency management issue. The candidate must demonstrate that the resulting product or decisions make a significant contribution or impact. **Verification of assignment must be attached.**

Time frame/length of service:

Committee/task force title:

Sponsoring organization (be specific):

Individual who can verify your service on the special assignment (list name and telephone number):

Description of charge/assignment:

Description of your role/contribution:

Description of product/contribution to field:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

D. Speaking -- Any presentation or panel participation (including radio, television, educational video, etc.) relating to emergency management, of at least one hour in duration. Special consideration can be requested for multiple presentations to be cumulative, if given for the same event.

Remember: You must attach verification of presentation.

Location and date of activity:

Sponsoring organization:

Contact phone number/name (list name and telephone number of individual who can verify service):

Description and length of engagement:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

E. Teaching or Instructing -- Any teaching or instructing commitment relating to emergency management, of at least one hour in duration. Special consideration can be requested for multiple presentations to be cumulative, if given for the same event.

You must attach verification.

Location and date of activity:

Sponsoring organization:

Contact phone number/name (list name and telephone number of individual who can verify service):

Description and length of engagement:

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

F. Course Development: Complete a significant role as a full partner in the development or extensive revision of a course in disaster/emergency management offered at regional, state, national or international level.

You must attach verification.

Course Title:

Level that the course is offered at:

Contact phone number/name (list name and telephone number of individual who can verify service):

Description and length of course:

Check one ?

Primary Authorship - OR - Secondary Authorship

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

G. Publication -- Publication of an emergency management article, research project, or instructional pamphlet.

To satisfy this requirement, a candidate may submit the name/title of a publication for which he/she had primary or secondary authorship. **Remember: You must attach verification. Attach a copy of the article if possible.**

Title:

Publication Source:

Publication Date:

Check one ?

Primary Authorship - OR - Secondary Authorship

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

H. Audio-Visual and Interactive Products Production and distribution of an emergency management video, computer software product or other audio-visual tool. NOTE: The description of the product will suffice. Please do **not** submit the actual product, unless specifically requested to do so by the Certification Commission.

Title:

Date of production:

Sponsoring organization (be specific):

Description of product:

Description of its significant contribution(s) to the emergency management field (include reference to product audience):

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

- I. Awards or Special Recognitions** Within the emergency management community or in conjunction with an emergency preparedness activity.

To satisfy this requirement, a candidate may submit any award, honor, or special recognition received within the emergency management community or in conjunction with an emergency preparedness activity. Any proof documenting award and date is suitable to verify.

Date of award/honor:

Sponsoring organization:

Describe the Award/Honor and your role and contribution which led to your selection as the recipient (be specific):

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

- J. Congressional Contact** -- Contact with a Representative, Senator, or State Legislator about an emergency management issue; the contact must receive a written acknowledgment.

Please submit a copy of the letter and the reply. The Commission cannot award credit without this documentation.

V. CANDIDATE PROFESSIONAL CONTRIBUTIONS TO AND SUPPORT OF THE FIELD OF EMERGENCY MANAGEMENT

K. Other -- By request and approval of Certification Commission.

Applicants are encouraged to be creative in submissions within this category; **verification must be attached.**

Describe activity or program specifically providing dates, name of association or program sponsor, program audience and any other pertinent description:

Describe your role or involvement:

Identify why this activity makes a contribution to the field of emergency preparedness and it is therefore applicable to this portion of the CEM process:

VI. MANAGEMENT ESSAY

Answer one of the following questions.

- A. Explain how the Professional Development Series (PDS) Courses have contributed to your professional development and been integrated into your emergency management program.
- B. Explain how lessons learned in disaster exercises have been incorporated into the response and/or recovery of an actual occurrence within your jurisdiction.
- C. Explain how the four phases of emergency management (mitigation, preparedness, response and recovery) have been implemented in your jurisdiction.
- D. Explain how to develop, implement and utilize an Emergency Management Advisory Council/Group (or other similar name) to support your emergency management program.

Your essay should end with the following statement ***“I CERTIFY THAT I HAVE INDEPENDENTLY COMPLETED THIS MANAGEMENT ESSAY”*** followed by the applicants signature and date.

VI. BIO

Even though it's not part of the certification requirements, we would appreciate it if you would provide a brief bio on yourself.