

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

**APPLICATION PACKAGE
for
RECERTIFICATION**

8/17/01

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

APPLICATION FOR RECERTIFICATION

COVER SHEET

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

Date of initial certification: _____

Date of last recertification (if applicable): _____

Years in Current Position:

Years in Emergency Management:

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
 - ✍ Enclose \$25 application fee

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(ORCEMS)**

APPLICATION FOR RECERTIFICATION

CHECKLIST

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

? **Work History**

- ✍ Submission of current position description

? **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.

? **Three 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.

- ✍ 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

? **Application Fee**

- ✍ **\$25 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
RECERTIFICATION CRITERIA.**

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

APPLICATION FOR RECERTIFICATION

I. WORK HISTORY - To satisfy this requirement:

Applicants must currently hold an emergency management related position, paid or volunteer, and must submit a copy of their **CURRENT** position description.

II. Current CEMs: Applicants with a current CEM designation only need to prove:

- ✍ Proof of CEM
- ✍ Full registration fee

III. TRAINING REQUIREMENTS

Applicants must demonstrate successful completion of 40 classroom hours of emergency management training and 15 classroom hours of general management training since the date of their certification or previous re-certification. A single topic/subject cannot account for more than 25 percent of the total number of hours required for that category of training (no more than 10 hours for emergency management training and 4 hours for general management training).

Applicants must complete a separate Summary of Training 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 candidate and the ORCEMS 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 Submissions form must be completed for each training activity. All continuing education submissions must be since the last date of either certification or re-certification. A candidate should 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

All continuing education submissions must be since the last date of either certification or re-certification

B. Course/Program Content

A syllabus, catalog description of the course, or a written description of training content must 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 course agenda, 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

<ul style="list-style-type: none"> ✍ Criminal Justice/Law Enforcement ✍ Disaster Preparedness ✍ Emergency Medical Training ✍ Emergency Operations Centers ✍ Emergency Planning and Crisis Mgt. ✍ Exercise Courses (Other than Exercise Design) ✍ Fire Technology ✍ Hazard Analysis & Capabilities Assessment ✍ HazMat Mgt. and Hazards Assessment ✍ Health, Safety and Environment Mgt. ✍ Incident Command Courses ✍ Medical Technology 	<ul style="list-style-type: none"> ✍ Physical Sciences ✍ Public Information ✍ Radiological Monitoring, Detecting, etc. ✍ Safeguards and Security ✍ Safety Technology ✍ Shelter Management ✍ Technology, Equip. and Info. Systems ✍ Training and Instruction ✍ Urban/Wilderness Search and Rescue ✍ ICS/EOC Integration ✍ Managing Search Operations ✍ Managing Emergency Operations ✍ Disaster Recovery Courses ✍ Military Courses ✍ Red Cross Courses
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General Management Training

<ul style="list-style-type: none"> ✍ Behavioral and Social Sciences ✍ Communication: Written and Oral (Other than Effective Communications) ✍ Ethics ✍ Executive and Management Development ✍ Financial Management and Budgeting ✍ Grantsmanship (Development, Evaluation and Reporting) 	<ul style="list-style-type: none"> ✍ Human Resource/Personnel Management ✍ Marketing and Public Relations and Media Management ✍ Race and Ethnic Relations; Intercultural Communications ✍ Strategic and Tactical Planning ✍ Technology, Equipment and Information Systems
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E. SUMMARY OF TRAINING HOURS FORM
Emergency Management Training

- ? **Requirement:** 40 hours of training, not more than 25% (10 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.

B. SUMMARY OF TRAINING HOURS FORM

General Management Training

- ? **Requirement:** 15 hours of training, not more than 25% (4 hours) 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.

E. 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 40 classroom hours training required in Emergency Management, and the 15 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. Submission of at least three (3) of the listed categories is mandatory in order 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**.
 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. 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 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 (examples include OEMA, NCCEM, ASPEP, NEMA, NENA, DPSST).
 - 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 the responsibilities of your position.
- 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.
- 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 request and approval of Certification Committee members.

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 ORCEMS process: