

**Oregon Emergency Management Association
By-Laws**

Attachment (A)

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

**Procedures for ORCEMS
Certification and Recertification**

Revised 11/2/17

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 ORCEMS Certification/Recertification program will be administered by OEMA through the Association's ORCEMS Committee.

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 Oregon Emergency Management (OEM), and the Oregon Emergency Management Association (OEMA). The ORCEMS program requires extensive documentation of an Applicant's qualifications, experience and training. Final program packages submitted by an applicant will be reviewed and approved by three members of the ORCEMS subcommittee.

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 is administered by OEMA. Administration of the program is the responsibility of the Association's ORCEMS Committee.

Process

The ORCEMS application process for initial certification and re-certification will be done on an annual basis. All applications must be received no later than December 1, to be included in that year's approval process. All applications for Recertification must be reviewed and approved by 12/31 in order for the applicants Certification to remain in effect. All initial applications will be reviewed and notice of successful completion will be provided in March.

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. (Example - If the certification was awarded on May 15, 2007, recertification needs to be completed and approved before December 31, 2012).

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 Committee

Purpose

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

The Committee 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 Committee 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 must have their ORCEMS certification or other current Emergency Management Certification¹. All members serve equally with one committee vote. The Committee is to be composed of no more than eight (9, including the Committee Chairperson) and no fewer than five (5) members. Geographic distribution and demographic diversity should be considered in appointment. Committee positions will include:

- ◆ Committee Chair
- ◆ OEMA Vice President (exempt from ORCEMS requirement)
- ◆ State Exercise Training Officer (ETO) [OEM Representative]
- ◆ General OEMA members

¹ See International Association of Emergency Managers (IAEM): <http://www.iaem.com/page.cfm?p=certification/history-of-cem>

The Executive Board shall appoint members to the Committee, as needed, during the Association's Annual Meeting 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 ensure 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 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 appointed by OEMA's Executive Board.

Committee Management

The ORCEMS Committee will be managed by a Chair appointed by OEMA's Executive Board. 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 Committee 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.
- ◆ Ensure that information maintained by the Committee (Applicant Packages, Committee Procedures) are kept current and available to people requesting copies.
- ◆ Ensure 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 applicant's qualifications, experience, and training is an integral part of the ORCEMS program. Each prospective applicant will download the ORCEMS Application Package from the [OEMA website](#) and submit their application as outlined in the form.

Application Fee

There is a \$75 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 the [FEMA Professional Development Series](#), 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
- Training Component summary sheets for 50 hours of emergency management training. No more than 25% (13 hours) in one subject/topic.
 - Training Component summary sheets for 50 hours of general management training. No more than 25% (13 hours) in one subject/topic.
 - Individual Training Submission Forms for each training activity with appropriate documentation attached. No more than 25% (13 hours) in one subject/topic.
 - All continuing education submissions must be since the last date of either certification or re-certification.

3. Contributions to the Emergency Management Profession (At least 4 different categories are required). All submissions must contribute to and support the field of Disaster/Emergency Management (this does not include contributions to other public safety professions like LE, EMS, and Fire), and be beyond the scope of your normal job responsibilities. All assignments which are included on a candidate's job description do not qualify.

- Membership (*): Member in good standing for three years in a disaster/emergency management-related organization.
 - Membership in the organization must not be, or have been, a requirement of your position. (Example: If your position requires you to be a member of OEMA, you cannot use that membership to fulfill this contribution).

- Professional Conference (*): Participation in a disaster/emergency management related conference for at least a cumulative total of 40 contact hours.
 - Attendance must not be or have been a requirement of your position. (Example: If your position requires you to attend the annual National Citizen Corps conference, you cannot use it to fulfill this contribution).

- Service Role (*): Voluntarily serve on a board of directors, committee, task force or special project for a professional, or jurisdictional organization contributing to or supporting emergency management (examples include Citizen Corps Council, Oregon State Search and Rescue Advisory Council, Oregon Emergency Management Association) LEPC service does not qualify.
 - Participation must not be or have been a requirement of your positions. (Example: If serving on the Citizen Corps Council is part of your job requirement, then you cannot use that to fulfill this contribution.)

- Leadership Role (*): Voluntarily serve as an elected officer or in leadership position on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting disaster/emergency management LEPC service does not qualify.
 - The Leadership Role must not be or have been a requirement of your positions. (Example: If your position also requires you to be the Chair of the LEPC, then you cannot use that to fulfill this contribution.)

- Special Assignment (*): Involvement in a special assignment for a jurisdictional or governmental committee or task force addressing disaster/emergency management issue. The resulting product or decisions must make a significant contribution to or impact on the disaster/emergency management profession.
 - The Assignment must not be or have been a requirement of your position and must be part of a group, not individual, effort.

- Speaking (*): Develop and participate in two presentations or panels of a minimum of 15 minutes each (including radio, television, educational, video, etc.) related to disaster/emergency management. The audience may be community or a professional group. Candidate must be the presenter and not just the author of the presentation.
 - The presentations or panels must not be or have been a requirement of your position. (Example: If you are required to give preparedness presentations in your community, these cannot be used to meet this requirement.)

Teaching or Instructing (*): Any teaching or instructing commitment relating to emergency management of at least 90 minutes in duration. Special consideration can be requested for multiple presentations to be cumulative, if given during the same event.

- The Teaching or Instructing must not be or have been a requirement of your position. (Example: If you are required to teach ICS to City/County staff, these cannot be used to meet this requirement.)
- Course Development: Complete a significant role as a full partner in the development or extensive revision of a course in disaster/emergency management of at least 90 minutes in length that is offered at a regional, state, national or international level.
- Publication (*): Primary author/co-author of an emergency management article 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.)
 - The Publication must not be or have been a requirement of your position. (Example: If you are required to provide preparedness articles to the local newspaper, they cannot be used to meet this requirement.)
- Audio-Visual and Interactive Products: Personally develop content for a distributed 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 Review Committee.
- Awards or Special Recognition:
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.
 - The award, honor or special recognition must be personalized (i.e., addressed, inscribed, etc.) and refer directly to the candidate.
 - Recognition from a source external to your own organization is more within keeping with the intent of professional contribution.
- Legislative Contact:
Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy the reply from the elected official.
- Conducting Research
Play a significant role in the development and execution of an emergency management research project.
 - “Playing a significant role” for this contribution is defined as the primary researcher and author or secondary researcher and author.
 - It does not mean the research subject, interviewee, supervisor, college professor, photographer, typist, or similar supporting role.

- Other:
By advanced request and approval of the ORCEMS Committee, other activities can be submitted for consideration as contributions to the profession.

All information must be submitted on the appropriate form; candidate may duplicate forms and utilize additional pages as necessary. Since this segment reflects contributions of and support to the field of disaster/emergency management, these submissions reflect activities OVER AND ABOVE basic job performance.

4. Management Essay - based on one of three (3) questions.

A. Essays will be graded on the following format elements:

1. Essay must be a well-organized, well-developed and well-written narrative with a distinct beginning, middle, and end.
2. Demonstrate the ability to develop solutions for problems using lessons learned, training, or other applicable skills.
3. Demonstrate knowledge of at least one of the phases of disaster/emergency management activities (preparedness, mitigation, response or recovery).
4. To properly format the essay, it must be prepared using a word processing program, with 12-point type, one inch margins, and double-spaced.
5. Essay should be between 500-1,500 words.
6. At the end of the essay, include the following verification statement: ***“I CERTIFY THAT I HAVE INDEPENDENTLY COMPLETED THIS MANAGEMENT ESSAY”*** (Your Name) (Your Signature) (Date)

B. Answer one of the following questions:

1. Explain how lessons learned in disaster exercises or real events have been incorporated into plans and procedures within your jurisdiction. Be specific.
2. Explain how to develop, implement and utilize an Emergency Management Advisory Council/Group/Committee (or other similar name) to support the emergency management program you work with. Discuss the benefits and drawbacks to this type of council/group/committee.

3. You are the new emergency manager for an organization. You have been advised that there are significant gaps in three main areas: training/exercise, resource management and continuity of operations. After reviewing these areas, your first task is to develop and present a written prioritized plan to address all of these.

Acceptable?

YES NO

Management Essay Grading Matrix (used only by evaluators) (Must earn 23 out of 30 possible points.)

	Design Elements	3 Good	1 Fair	0 Poor
1	Identification of the problem. <i>Not just a re-statement of the scenario.</i>			
2	Identification of the objective. <i>Specific points or desired outcomes.</i>			
3	Description of necessary actions. <i>Tasks or steps necessary to meet the objective(s).</i>			
4	Description of intended outcome. <i>What will be reached, not a re-statement of the objective(s).</i>			
5	Description of resources. <i>What resources are necessary to meet the objective(s), who or what groups, what technical guidance is used, what things must be used.</i>			
Total points (15 max)				

KSA	Knowledge and Abilities of disaster/emergency management and written communication Skills	3 Good	1 Fair	0 Poor
1	Demonstrated ability to develop a solution for the stated problem.			
2	Demonstrated knowledge of a phase of disaster/emergency management and activities.			
3	Demonstrated knowledge of the organization and the environment in which it operates.			
4	Demonstrated knowledge of codes, legislation, regulations, plans, policies, or procedures which impact the disaster/emergency management function.			
5	Demonstrated skill in written communication as evidenced by the essay that demonstrated your ability to present information in a logical, clear manner.			
Total points (15 max)				

Scale: 0 – Poor, 1 – Fair, 3- Good

CATEGORY	GOOD – met expectations	FAIR – below expectations	POOR –missing
Design Elements	The essay clearly contains/meets the specific design element. <i>(3 points)</i>	The essay has some information relative to the specific design element. <i>(1 point)</i>	The essay does not provide information addressing the specific design element. <i>(0 points)</i>
KSA	Essay demonstrates a <u>good</u> understanding of <i>the KSAs</i> . Essay includes specific details that clearly show an understanding of the KSA. <i>(3 points)</i>	Essay demonstrates <u>some</u> understanding of <i>the KSAs</i> . Essay includes some details that show a general understanding of the KSA. <i>(1 point)</i>	Essay does not demonstrate an understanding of the KSAs. Essay provides no information relative to the KSA. <i>(0 points)</i>

Acceptable?

YES NO

Signed Independent Work Statement

Acceptable?

YES NO

Properly Formatted? (Based on format elements above)

RECOMMENDED LANGUAGE FOR INCOMPLETE ESSAYS

- List the Design Elements not covered
- List Knowledge and Abilities of disaster/emergency management and written communication Skills that are not scored

Section 4. ORCEMS RECERTIFICATION

Application

Extensive documentation of the applicant's qualifications, experience, and training is an integral part of the ORCEMS program. Each person requesting recertification will download the ORCEMS Recertification Package from the [OEMA website](#) and submit their packet in the required format. *All professional contribution and continuing education submissions must be since the last date of either certification or re-certification.*

Application Fee

There is a \$25 application fee required for each submission. The fee is established annually by the Executive Board.

CEMs

To maintain their ORCEMS designation, applicants who 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.
- No more than 25% of the required hours can be from one topic/subject.

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
 - ◆ Membership
 - ◆ Professional Conference
 - ◆ Service Role
 - ◆ Leadership Role
 - ◆ Special Assignment
 - ◆ Speaking
 - ◆ Teaching or Instructing
 - ◆ Course Development
 - ◆ Publication
 - ◆ Audio-Visual and Interactive Products
 - ◆ Awards or Special Recognition
 - ◆ Legislative Contact
 - ◆ Conduction Research
 - ◆ 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.

On receipt of an ORCEMS package, a preliminary screening will be conducted to ensure 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 three 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. The ORCEMS Chair will coordinate the review and all evaluators will provide their evaluation forms to the Chair.

◆ 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 Chair will consolidate their list of discrepancies and send a letter outlining the deficiencies 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 attempt to reach consensus.
 - If the group reaches consensus, the appropriate action will be taken based on the reviewers' as to whether the packet does/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 Vice President. The Committee Chair and the Vice President 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 Vice President are unable to come to an agreement, the packet will be taken before the Executive Board for their review and 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 ORCEMS must be able to demonstrate involvement in the disaster/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 disaster/emergency management activities to be valid. The more broad the 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. The experience should be of value in areas of disaster/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 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 ICS 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 the Committee will use the listed CEUs for determining the allowable number of hours (ICEU = 10 hours).

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 as long in duration as required in the application. 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 OEMA Annual Awards Banquet held during the Annual Conference. Newly designated ORCEMS' unable to attend the ceremony will receive their certificate in the mail following the Annual Conference.

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 reviewing the applicant's packet will be responsible for providing justification to the Committee Chair for inclusion in the 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, the denial letter should clearly state reasons for rejection and will make obvious the reasons for denial, such as needing more experience or training to meet the requirements. The full application fee will be paid.

Section 6. APPEALS PROCEDURE

Appeal Definition

An appeal is an ORCEMS Applicant's request for review of a decision to grant or deny initial or re-certification by the Committee. An Applicant's 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 or OEMA members disagree with evaluation and files an appeal.

Procedure for Initiating an Appeal

If an Applicant or OEMA member 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 to grant/deny the ORCEMS certification. 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.