

KEMA – CKEM Review CHECKLIST

Initial Certification

Recertification

Reciprocity

Candidate Name: _____

Reviewer Name:	Date Reviewed:	Status:	Comments:
		<input type="checkbox"/> Recommend approval <input type="checkbox"/> Incomplete – Need more information <input type="checkbox"/> Reject	

Section 2: Payment

Requirement:	Verified:	Approved?	Comments:
Payment of Fee	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 3: KCEM Certification Requirements – Initial, Recertification and Reciprocity

Requirement:	Verified:	Approved?	Comments:
Current KEMA Member	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
HS Diploma or Equivalent	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Currently Occupies an EM Position in KY	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Description Included	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Letter from Supervisor Included	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signed CKEM Code of Professional Conduct Form	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 4: CKEM Initial Requirements

Requirement:	Verified:	Approved?	Comments:
4 years of EM Experience Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Significant Exercise Role Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
FEMA PDS Certificate Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
FEMA APS Certificate	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 4: CKEM Initial Requirements (continued)

Requirement:	Verified:	Approved?	Comments:
Six Contributions Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<input type="checkbox"/> 1 – Membership <input type="checkbox"/> 2 – Course Development <input type="checkbox"/> 3 – Professional Conference <input type="checkbox"/> 4 – Publications <input type="checkbox"/> 5 – Service Role <input type="checkbox"/> 6 – Leadership Role <input type="checkbox"/> 7 – Audio Visual/Interactive Product		<input type="checkbox"/> 8 – Special Assignment <input type="checkbox"/> 9 – Awards or Special Recognition <input type="checkbox"/> 10 – Speaking <input type="checkbox"/> 11 – Teaching <input type="checkbox"/> 12 – Leadership Role <input type="checkbox"/> 13 – Emergency Management Certification <input type="checkbox"/> 14 – Other		
150 Points Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Category:	Eligible Points Per Item:	Points:	Verified:	Comments:
Experience (beyond 4 years)	5 per year		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Letters of Reference	5 per letter		<input type="checkbox"/> Yes <input type="checkbox"/> No	
FEMA/EMI/DHS/ Consortium Courses	1 per hour		<input type="checkbox"/> Yes <input type="checkbox"/> No	
FEMA IS Courses	2 per IS Course		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exercise Submission (additional)	20 per		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College Degree	Associate's 10 points Bachelor's 20 points Master's 30 points		<input type="checkbox"/> Yes <input type="checkbox"/> No	
TOTAL POINTS VERIFIED:				

Section 5: CKEM Recertification Requirements

Requirement:	Verified:	Approved?	Comments:
4 years of EM Experience Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Significant Exercise Role Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Six Contributions Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> 1 – Membership <input type="checkbox"/> 2 – Course Development <input type="checkbox"/> 3 – Professional Conference <input type="checkbox"/> 4 – Publications <input type="checkbox"/> 5 – Service Role <input type="checkbox"/> 6 – Leadership Role <input type="checkbox"/> 7 – Audio Visual/Interactive Product		<input type="checkbox"/> 8 – Special Assignment <input type="checkbox"/> 9 – Awards or Special Recognition <input type="checkbox"/> 10 – Speaking <input type="checkbox"/> 11 – Teaching <input type="checkbox"/> 12 – Leadership Role <input type="checkbox"/> 13 – Emergency Management Certification <input type="checkbox"/> 14 – Other	

Section 5: CKEM Recertification Requirements (continued)

Requirement:	Verified:	Approved?	Comments:	
150 Points Documented	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Category:	Eligible Points Per Item:	Points:	Verified:	Comments:
Experience (beyond 4 years)	5 per year		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Letters of Reference	5 per letter		<input type="checkbox"/> Yes <input type="checkbox"/> No	
FEMA/EMI/DHS/ Consortium Courses	1 per hour		<input type="checkbox"/> Yes <input type="checkbox"/> No	
FEMA IS Courses	2 per IS Course		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exercise Submission (additional)	20 per		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College Degree	Associate's 10 points Bachelor's 20 points Master's 30 points		<input type="checkbox"/> Yes <input type="checkbox"/> No	
TOTAL POINTS VERIFIED:				

Section 5: CKEM Reciprocity Requirements

Requirement:	Verified:	Approved?	Comments:	
Copy of Emergency Management Certification	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Letter requesting reciprocity	<input type="checkbox"/> Documentation found <input type="checkbox"/> Incomplete Documentation <input type="checkbox"/> No Documentation Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No		