

Kentucky Emergency Management Association, Incorporated

450 Prestonsburg St.
West Liberty, KY 41472



<http://www.kyema.org>

CREDENTIAL FOR PROFESSIONALISM

The Certified Kentucky Emergency Manager Program

PROGRAM OVERVIEW

This document describes the requirements and standards of the Certified Kentucky Emergency Manager (CKEM) program; it also serves as the basis for your Application Packet. This program is sponsored and administered by the Kentucky Emergency Management Association (KEMA).

**You must be a member of KEMA in order to be certified.
Your CKEM credential is valid for a period of four (4) years.**

The CKEM credential is an indicator of experience, hard work, training, and dedication to integrity and creativity. It is also an assurance that an individual is dedicated to the field of emergency management. Obtaining your credentials as a CKEM proves you can effectively achieve goals and objectives of comprehensive emergency management in Kentucky. The President's Certification Advisory Committee, formed under the direction and request of the Kentucky Emergency Management Association, developed the credentialing program. This program is open to all emergency managers within the Commonwealth of Kentucky wishing to further their professionalism in the emergency management field.

**The CKEM candidate must be employed in an emergency management position.
Experience will include comprehensive emergency management.**

KEMA is dedicated to promoting the goals of saving lives and protecting property through the applicable phases of emergency management. One way to increase professionalism and recognize the individual who possesses the knowledge, skills, abilities and experience to effectively manage a comprehensive emergency management program is through a credentialing program. The Certified Kentucky Emergency Manager is just such a program.

Not all emergency managers will qualify as a CKEM; only those who take that extra effort in professionalism will make it.

The KEMA President's Certification Advisory Committee reviewed various certification programs from the International Association of Emergency Managers, Louisiana, Kansas, Missouri, Texas and others. The Committee recognizes that IAEM's CEM® is unique and has a specific requirement which requires a college degree. The Committee recognizes that many

emergency managers never had the opportunity to attend college, yet possess the knowledge, experience and abilities to effectively manage a comprehensive emergency management program. Thus the CKEM addresses that situation.

CERTIFICATION REQUIREMENTS

Initial Certified Kentucky Emergency Manager requirements:

1. Current KEMA membership.
2. Formal Education: High School Diploma or equivalent.
3. Employment Requirement: Candidate must currently occupy an emergency management agency position in the Commonwealth of Kentucky. This position may be in governmental, the private sector, or private non-profit. This position must be actively involved in all four phases of emergency management.
4. Provide a copy of candidate's job description outlining responsibility for comprehensive emergency management and the four phases of emergency management.
5. Document a minimum of four (4) years emergency management experience with one (1) year being served in the Commonwealth of Kentucky.
6. Letter from supervisor supporting the candidate and verifying job description with duties and responsibilities demonstrating the four phases of emergency management.
7. Exercise: Significant role in the design and development of a disaster exercise either full scale, functional, or tabletop. This documentation must demonstrate active involvement in the design and development of an exercise, as well as describe the lessons learned as a result of the simulation confirming candidate's role.
8. Must have completed both the FEMA Professional Development Series (PDS) and the FEMA Advanced Professional Series (APS).
9. Document at least six (6) contributions to the profession; three (3) of which must have been completed in the Commonwealth of Kentucky.
10. Signed CKEM Code of Professional Conduct.
11. Accumulation of at least 150 points, with no more than 50 points in any one category.

Recertification Certified Kentucky Emergency Manager requirements:

Recertification is required every 4 years. Documentation is similar to the initial certification. Note that the requirements must be met during the 4 years between the date of initial certification and the date of expiration. The candidate must:

1. Maintain KEMA membership.
2. Submit their recertification packet up to 6 months prior to their current expiration date.
3. Copy of most recent CKEM Certification.
4. Employment Requirement: Candidate must currently occupy an emergency management agency position in the Commonwealth of Kentucky. This position may be in governmental, the private sector, or private non-profit. This position must be actively involved in all four phases of emergency management.
5. Provide a copy of candidate's job description outlining responsibility for comprehensive emergency management and the four phases of emergency management.
6. Document a minimum of four (4) years emergency management experience with one (1) year being served in the state of Kentucky.
7. Letter from supervisor supporting the candidate and verifying job description with duties and responsibilities demonstrating the four phases of emergency management.

8. Exercise: Significant role in the design and development of a disaster exercise either full scale, functional, or tabletop. This documentation must demonstrate active involvement in the design and development of an exercise, as well as describe the lessons learned as a result of the simulation confirming candidate's role.
9. Document at least six (6) contributions to the profession; three (3) of which must have been completed in the Commonwealth of Kentucky.
10. Signed CKEM Code of Professional Conduct.
11. Minimum of 100 Certification Points, with no more than 50 points in any one category and points must be accumulated since the last certification date.
12. Failure to submit CKEM recertification application packet within 12 months of the renewal date will forfeit the CKEM credential and will be required to re-apply and meet the requirements of initial certification and associated fees.

Reciprocity Certified Kentucky Emergency Manager requirements:

A person holding a similar certification from another State, National, or International Association may submit to the Committee requesting CKEM Certification by way of reciprocity. The Committee shall review all requests for reciprocity and make the final determination. The candidate must document:

1. Current KEMA membership.
2. Employment Requirement: Candidate must currently occupy an emergency management agency position in the Commonwealth of Kentucky. This position may be in governmental, the private sector, or private non-profit. This position must be actively involved in all four phases of emergency management.
3. Provide a copy of candidate's job description outlining responsibility for comprehensive emergency management and the four phases of emergency management.
4. Letter from supervisor supporting the candidate and verifying job description with duties and responsibilities demonstrating the four phases of emergency management.
5. Copy of current certification.
6. Submit a written letter requesting reciprocity along with an application.

APPLICATION PROCESS

Candidate Application Packets shall be sent to:

KEMA Treasurer at: CKEM Application, 450 Prestonsburg St., West Liberty, KY 41472

1. The fee (\$200 for initial/reciprocity, \$75 for recertification) shall be made payable to the Kentucky Emergency Management Association and sent to the KEMA Treasurer. Checks returned for insufficient funds and any fees charged to KEMA by a financial institution must be paid in full prior to review of any candidate's application packet for the CKEM.
2. No refunds of any fees upon submission of application. Payments may be submitted via check, money order, or credit/debit card through the KEMA Website, located at. When submitting payment via the website; include a copy of your receipt with your application packet.
3. Candidate's application packets shall be submitted in a 3 ring binder, not to exceed 2" in thickness. Tabs shall be used to separate the different sections of the application packet. Documents in the "Portrait" format shall be punched on the left side of the document.
4. Documents in the "Landscape" format shall be punched on the top of the document.

5. Application packets shall include copies of certificates, signed letters, and necessary support documentation as stated in the application instructions. Note that proper documentation includes second party verification of a candidate's work; self-documentation is limited to copies of certificates or transcripts.
6. Application Packets submitted by the following dates:
 - a. January 1st will be reviewed at the 1st quarter meeting
 - b. April 1st will be reviewed at the 2nd quarter meeting
 - c. July 1st will be reviewed at the 3rd quarter meeting
 - d. October 1st will be reviewed at the 4th quarter meeting

CERTIFICATION POINT SYSTEM

The process to certify as a Certified Kentucky Emergency Manager is based on a points system. There is a maximum of 50 points in any one category. Points are earned beyond the *REQUIREMENTS* identified for Initial and Recertification.

1. Training courses and independent study courses taken for PDS or APS may not be counted for points.
2. Exercises used to meet the requirement for initial certification and recertification will not be counted for points.
3. The candidate is awarded points based upon meeting and documenting the requirements of the program and earning additional points based on the following:

CATEGORY	POINTS	DOCUMENTATION REQUIREMENTS
Experience after 4 years	5 per year	Letter from Supervisor(s)
Reference Letters from Public Officials	5 per letter	Copy of Letters
FEMA Independent Study Courses (not used in PDS/APS)	2 per IS Course	Copy of Certificate or transcript verifying completion
FEMA/EMI/DHS Recognized Consortium Classroom Courses (not used in PDS/APS)	1 per hour, max of 50	Copy of Certificate or transcript verifying participation and hours
Exercise Submission (other than required)	20 per	Same as Initial Certification requirement
College Degree	Associate's 10 points Bachelor's 20 points Master's 30 points	Copy of Diploma or transcript

Example: An emergency manager with 12-years experience (40 pts.), who has completed ICS 300 and 400 – 32 hours (32 pts.), IS/ICS 100 & 200, (4 pts.) and completed 15 additional FEMA Independent Study Courses (30 pts.), documents three exercises (50 pts.), and 3 letters of reference from public officials (15 pts.) would have accumulated the 171 points (21 beyond the required 150) for his Certified Kentucky Emergency Manager Certification.

PROFESSIONAL CONTRIBUTIONS IN THE FIELD OF EMERGENCY MANAGEMENT

The concept of professionalism is ultimately defined as one's contributions to the profession. Submissions for at least six contributions are required; three are required to be completed in Kentucky. Candidates can list any and all activities giving special considerations to the most current activities. Specific verification documenting activity is requested such as letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Committee's discretion. All submissions must contribute to and support the field of Disaster/Emergency Management, must not be used in a previous CKEM certification or recertification packet, and must be beyond the scope of your normal job responsibilities. Any assignments which are included in the candidate's job description do not qualify.

NOTE: Items that are claimed for points or professional contributions in any portion of a certification packet may not be claimed a second time (i.e. no double-dipping) for additional credit.

1. Membership: 4 years in disaster/emergency management related organization (other than KEMA). Example: IAEM
2. Course Development: Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.
3. Professional Conference: Participate in a disaster/emergency management related workshop/conference. Conference shall provide a minimum of 12 hours of training. Candidates must provide proof of attending at least one emergency management conference per year for the previous four year period.
4. Publications: Publish a disaster/emergency management article relating to the emergency management field. Must have an independent editorial review and be published in document beyond the candidate's control. Candidate must validate primary or secondary authorship. Publication in online periodicals qualifies (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.
5. 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 (must not be part of the Candidate's required job duties).
6. Leadership Role: Voluntarily serve as an elected officer or in leadership position on a Board of Directors, Board Committee, Task Force, or special project for a professional emergency management or jurisdictional organization contributing to or supporting disaster/emergency manager (must not be part of the Candidate's required job duties).
7. Audio Visual and Interactive Products: Personally develop content for distributed emergency management video, computer software product, or other audio visual tool. Candidate must validate participation and significant development role.
8. 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 impacts on the disaster/emergency management profession.
9. Awards or Special Recognition: Receive an award for disaster/emergency management-related activities.

10. Speaking: Develop and participate in 3 presentations or panels of a minimum of 20 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.
11. Teaching: Complete a formal teaching or instructing commitment relating to disaster or emergency management that equals or exceeds 3 hours of actual platform instruction.
12. Emergency Management Certification: Earned certification as an emergency manager through IAEM, a government agency, or state association (receiving a FEMA PDS or APS Certification does not qualify under this category).
13. Legislative Contact: Contact an elected representative at the national or state level regarding emergency management issues. The candidate must submit a copy of his/her original correspondence and a copy of the reply from the elected official.
14. Other: Other contributions may be recognized by request to and approval of the Certification Commission. An example is volunteering to go on a disaster assignment not in your jurisdiction. Example: Deployment on IMT and/or EMAC.

THE REVIEW PROCESS

1. The President of the Kentucky Emergency Management Association shall appoint a standing Committee on Standards and Practices (herein referred to as the Committee) composed of 7 KEMA members, one member from each KEMA Region, in good membership standing.
2. The KEMA Board has adopted a CKEM Committee Member Manual that contains details for the review of the candidate's application packets and details the Appeals Procedures.
3. It shall be the responsibility of the Committee to receive, review and approve or deny all application packets requesting certification.
4. The Committee shall hold quarterly meetings to review application packets and the business of the Committee.
5. Committee members who provide reference material for a candidate's application packet, or is affiliated with the candidate's agency shall abstain from review of that candidate's application packet to remove any conflict of interest.
6. Any candidate's packet denied certification will be given written notice and the procedures for an appeal process.