



CFM® EXAM PREPARATION GUIDE

ASFPM CERTIFIED FLOODPLAIN MANAGER (CFM®) EXAM

Registration & Sitting for the Exam

Advanced registration and fee payment is required prior to sitting for the exam; on-site and same day registration is not permitted. CFM exam takers must provide photo ID upon arrival to sit for the exam. Exam takers are asked to arrive a few minutes prior to the exam for check-in and instructions. Please arrive on time. Late exam takers will be held to the scheduled completion time regardless of when they began the exam. The exam is pass/fail, and exam results are held in strict confidence. Results are sent by U.S. mail to exam takers within 2 weeks of exams returned to ASFPM; under no circumstances will exam results be released by phone or by email.

Follow Directions

The Exam Proctor will provide exam materials and instructions prior to the exam. Please read through and follow the exam directions carefully. Your exam packet will contain general directions for the exam and specific directions for groups of questions. If you do not understand something about the directions, please ask your Exam Proctor.

Pace Yourself

Exam takers have three hours to complete the exam, and you will be required to return all exam materials at the end of the session. Pace is important. Exam takers are urged to review all the materials in the exam packet before beginning. This will allow you to anticipate which questions you may need more time to complete. You may use all the resources provided in your exam packet to answer questions.

About the CFM® Exam

The CFM exam is a three-hour, 120 multiple-choice question, closed book exam, held in a proctored classroom environment. The CFM exam measures a person's knowledge of a community's responsibilities under the National Flood Insurance Program (NFIP) and related floodplain management topics.

NOTE: the CFM Exam is a national exam-- questions are based on the *minimum* NFIP regulatory standards; some states (and communities) may have higher regulatory standards. Keep in mind that CFM Exam questions must be answered according to the minimum NFIP regulatory standards.

Approximately 20 questions require obtaining information from a Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS). Another 5 to 10 questions focus on the FEMA Elevation Certificate. [Click here for a list of CFM Topics](#) and how many questions each topic represents on the exam.

Preparing for the Exam

The single best way to prepare for the CFM exam is to review the list of materials on the [CFM Exam Technical References](#). A primary reference for preparing for the exam is [FEMA Publication 480](#), "National Flood Insurance Program (NFIP) Floodplain Management Requirements, A Study Guide and Desk Reference for Local Officials". FEMA Publication 480 is available for download at www.floods.org/index.asp?menuid=389 or can also be ordered from the FEMA Publication Warehouse by calling 800-480-2520.

Training for the Exam

Please note there is **not** a CFM Exam preparation class. Any class advertised as preparation for the exam is not owned or endorsed by ASFPM. Attendees should not assume attending will guarantee they will pass the exam. The Certification Board of Regents (CBOR) recommends that CFM exam takers first complete a minimum of two years of floodplain management experience or one year of experience combined with completion of FEMA's four day 273 class, "Managing Floodplain Development through the National Flood Insurance Program." FEMA's 273 course, while not an exam prep class, the course is designed to provide training for local officials responsible for administering their local floodplain management ordinance. The 273 course focuses on the NFIP and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance. If you have already studied the [CFM Exam Technical References](#) and would like additional review, refer to the How to Find Training and Continuing Education on pg. 3.

CFM® Exam Topics

The exam covers the following seven categories in the proportions shown. Under each category are examples of the topics that are tested.

<u>Topic with Examples</u>	<u>Percentage of Total Questions</u>
Overall Context of Floodplain Management -Unified National Program -Community Sanctions -History and Background of the NFIP -Other Federal Programs	5-10%
Floodplain Mapping -Base flood concept -Discharges, profiles, floodways -Coastal flooding -Reading/using maps -Revising FEMA maps -Future Conditions	20-25%
NFIP Regulatory Standards -"Development," requirements for a permit -Encroachment rules -V Zone rules -Building protection standards -Substantial improvement/damage -Floodproofing and Retrofitting	20-25%
Regulatory Administrative Procedures -Permit Process and Inspections -Elevation records -NFIP Regulations -Enforcement -Variance rules	15-20%
Flood Insurance -Coverage -Rating -Mandatory Purchase Requirements -NFIP grandfather Rules -ICC -CRS -Section 1316	10-15%
Flood Hazard Mitigation -Disaster assistance procedures -Mitigation Planning (DMA2000) -Funding sources -Erosion and other flood related hazards	10-15%
Natural and Beneficial Functions -Wetlands -Multi-objective management -NAI -Stream Corridor Restoration -Water Quality (NEPA, NPDES, MS4s) -Endangered Species Act	10-15%

How to Find Training & Continuing Education

If you have already studied the [CFM Exam Technical References](#) and would like additional review, FEMA's four day 273 class, "Managing Floodplain Development through the National Flood Insurance Program" is one of two courses that would complement your preparation for the exam; the other course is ASFPM's "Floodplain Management 101" (1-2 days). Details on how to locate upcoming schedules for these courses are below.

- **FEMA's Emergency Mgmt. Institute (EMI) Courses** - [EMI courses](#) are **FREE** to local, state, and tribal government employees to attend (other employees should contact EMI Admissions to ask about attending: 301-447-1035). EMI is located in Emmitsburg, MD and all EMI courses found on the ASFPM [Event Calendar](#) include a course number preceded by the letter "E". EMI courses are listed by the course number rather than location. These courses are also offered in the states with the same titles and course numbers but are preceded by the letter "L" or "G". If you take the course at EMI, FEMA reimburses travel expenses and provides on campus housing for state, local, and tribal government employees. You or your employer pay for the campus meal ticket (about \$110 per week). The best way to search on our [Event Calendar](#) for these courses is to search for the course number- for example, search for "273" to pull all postings for 273 courses. You can find the EMI Course Schedule and application materials on the [EMI website](#). Generally, you need to apply for a course at least six weeks prior to the start of class.
- **ASFPM [Event Calendar](#)** - You can search courses offered in your state by going to the ASFPM online [Event Calendar](#), clicking on the magnifying glass icon above the calendar, typing the two-letter state abbreviation in parenthesis (for example "(WI)" for courses in Wisconsin), and this will bring up all events that are being held in your state.
- **[ASFPM State/Regional Chapters](#)** are a good source for training, professional networking, industry news, and upcoming events in your state. ASFPM Chapters also hold conferences and training throughout the year.
- **State Floodplain Manager** - each state has a State Floodplain Manager who is responsible for assisting communities with their requirements under the National Flood Insurance Program (NFIP). They are your first point of contact for any questions, issues, or concerns you have about the program and state floodplain laws (which may be more restrictive than the NFIP minimum standards). The State Floodplain Manager also provides floodplain management training and receives copies of ASFPM's training courses. Contact your [State Floodplain Manager](#) for assistance or to inquire about upcoming training in your area.