

# EXAM PREPARATION GUIDE

for the

## CERTIFIED FLOODPLAIN MANAGER PROGRAM

(CFM<sup>®</sup> Program)

Administered by the

ASSOCIATION OF STATE FLOODPLAIN MANAGERS, Inc.



**FEMA publications are available from:**

FEMA Map Information eXchange: (877) 336-2627 (877-FEMA-MAP)

FEMA Publication Warehouse: (800) 480-2520

FEMA Online: [www.fema.gov](http://www.fema.gov)

NFIP: (800) 427-4661

NFIP Online: <http://www.fema.gov/national-flood-insurance-program>

NFIP: [www.FloodSmart.gov](http://www.FloodSmart.gov) or call (888) 379-9531

This exam preparation guide was prepared by the ASFPM Certification Board of Regents (CBOR) and is not intended to be a complete listing of Floodplain Management documents. Documents designated as “ \* most important” are considered to be excellent references for preparation for the Certified Floodplain Manager exam and should aid in your understanding of floodplain management.

# FLOODPLAIN MANAGER CERTIFICATION PROGRAM

## CFM® EXAM PREPARATION GUIDE

### \* Items of most importance

1. \* **FEMA National Flood Insurance Program (NFIP) Regulations 44 CFR**

Recommended Sections:

- 9 Floodplain Management and Protection of Wetlands, Executive Order 11988 and 11990
- 59 General Provisions and Definitions
- 61 Insurance Coverage, Rates and Increased Cost of Compliance
- 60.3 Floodplain Management Criteria
- 65 Identification and Mapping
- 67 Appeals from proposed Base Flood Elevations
- 70 Map Corrections
- 73 Section 1316 Denial of Flood Insurance
- 206 Federal Disaster Assistance for Disasters Declared on or after 11/23/1988

NFIP Regulations available at: [www.floods.org/ace-files/certification/f775\\_reg\\_0609.pdf](http://www.floods.org/ace-files/certification/f775_reg_0609.pdf)

2. \* **Flood Insurance Study, Flood Insurance Rate Maps and Flood Boundary Floodway Maps for your Community** [Available from the FEMA Map Information eXchange webpage [www.msc.fema.gov](http://www.msc.fema.gov) or call the FEMA Map Information eXchange at (877) 336-2627 (877-FEMA-MAP)].
3. \* **Flood Damage Prevention Ordinance for your Community** [Example ordinances are available from the NFIP State Floodplain Manager in your state, contact information is available at [www.floods.org/index.asp?menuID=274](http://www.floods.org/index.asp?menuID=274) ].
4. \* **FEMA 480**, (2/05 or later publication), “National Flood Insurance Program (NFIP) Floodplain Management Requirements, A Study Guide and Desk Reference for Local Officials” [Available from the ASPFM webpage at [www.floods.org/index.asp?menuID=388](http://www.floods.org/index.asp?menuID=388) or by mail from the FEMA Publication Warehouse (800) 480-2520].
5. \* **Flood County, USA (FIRM, DFIRM, Index, FIS)**, [Available from the FEMA Publications Warehouse by calling (800) 480-2520 and referencing Pub# A-0022 or available electronically at ASFPM web page [www.floods.org/index.asp?menuid=389](http://www.floods.org/index.asp?menuid=389) ].
6. **State NFIP Coordinating Agency publications** [that address national NFIP standards] - such as RG-330/ev “Floodplain Management 101” (TNRCC, Aug 2001); RG-12 - “State of Texas Floodplain Administrators Manual,” 6/94, or “Guidebook for Local Floodplain Ordinance Administrators,” Oklahoma Water Resources Board, 01/99, (or a similar State Floodplain publication) [Available from the NFIP State Floodplain Manager in your state, contact information is available at [www.floods.org/index.asp?menuID=274](http://www.floods.org/index.asp?menuID=274) ].
7. \* **FEMA F-084** (03/11 or later printing) - “Answers to Questions about the NFIP” [Available from the FEMA webpage at <http://www.fema.gov/library/viewRecord.do?id=1404> or ordered from the FEMA Publication Warehouse (800) 480-2520].
8. \* **FEMA MT-1 Application Forms and Instructions**, for revisions to National Flood Insurance Program Maps [Available from the FEMA webpage <http://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/mt-1-application-forms-instructions> or ordered from the FEMA Publication Warehouse (800) 480-2520].
9. **FEMA MT-2, FEMA Pub# 81-89** (Expires 2/28/2014) – “Application Forms and Instructions for Conditional Letters for Map Revision and Letters of Map Revision” [Available from the FEMA webpage <http://www.fema.gov/library/viewRecord.do?id=1493> or ordered from the FEMA Publication Warehouse (800) 480-2520].
10. **FEMA 467-1** Floodplain Management Bulletin, Elevation Certificate, May 2004 (or later printing) [can be downloaded from the FEMA Web Page <http://www.fema.gov/library/viewRecord.do?id=1727> or ordered from the FEMA Publication Warehouse (800) 480-2520]

11. **FEMA/NFIP Elevation Certificate and Instructions**, FEMA Form 086-0-33, OMB No. 1660-0008, (Expires 7/31/2015) [Elevation Certificate can be downloaded from the FEMA Web Page <http://www.fema.gov/library/viewRecord.do?id=1383> or ordered from the FEMA Publication Warehouse (800) 480-2520]
12. **FEMA 213**, (5/91 or later printing) “Answers to Questions about Substantially Damaged Buildings” [Available from the FEMA webpage <http://www.fema.gov/library/viewRecord.do?id=1636> or ordered from the FEMA Publication Warehouse (800) 480-2520].
13. **FEMA 345**, Hazard Mitigation Grant Program Desk Reference (10/99 or later printing) [Available from the FEMA webpage <http://www.fema.gov/library/viewRecord.do?id=1472> or ordered from Publication Warehouse (800) 480-2520].
14. **FEMA FY 2014 Hazard Mitigation Assistance (HMA) Unified Guidance** (07/2013 or later printing) [Available from the FEMA webpage <http://www.fema.gov/hazard-mitigation-assistance> or ordered from Publication Warehouse (800) 480-2520].
15. **FEMA Technical Bulletins TB-1 through TB-11**, and “NFIP Fact Sheets” (Various dates – watch for future publications and updates) [Available from the FEMA webpage [www.fema.gov/plan/prevent/floodplain/techbul.shtm](http://www.fema.gov/plan/prevent/floodplain/techbul.shtm) or ordered from Publication Warehouse (800) 480-2520].
16. **FEMA 301** (9/03 or later printing) “Increased Cost of Compliance (ICC) Coverage – Guidance for State and Local Officials”, [Available from the FEMA webpage <http://www.fema.gov/library/viewRecord.do?id=1532> (and additional ICC information at <http://www.fema.gov/plan/prevent/floodplain/ICC.shtm> or ordered from the FEMA Publication Warehouse (800) 480-2520].
17. **FEMA 268** (6/96 or latest printing) “Protecting Floodplain Resources- A Guidebook for Communities” [Available from the FEMA webpage <http://www.fema.gov/library/viewRecord.do?id=1419> or ordered from Publication Warehouse (800) 480-2520].
18. **National Flood Insurance Program (NFIP) Community Rating System (CRS) Coordinator’s Manual**, FEMA Pub# FIA-15 (2013 or later printing) [Available from the FEMA webpage <http://www.fema.gov/library/viewRecord.do?id=2434> or ordered from Publication Warehouse (800) 480-2520].
19. **FEMA 386-1**, (2002 or later printing) “State and Local Mitigation Planning – How-to Series”, [Available from the FEMA webpage <http://www.fema.gov/media-library/assets/documents/4195?id=1867> or ordered from Publication Warehouse (800) 480-2520].
20. **State Floodplain Management Quick Guides**, AK, AL, CO, IL, MI, MO, MS, NM, SC, TX, UT; and other states [Available from the NFIP State Floodplain Manager in your state, contact information is available at [www.floods.org/index.asp?menuID=274](http://www.floods.org/index.asp?menuID=274)].
21. **FEMA F-083** – “Mandatory Purchase of Flood Insurance Guidelines”, has been rescinded due to program revisions resulting from Biggert Waters Flood Insurance Act of 2012 (BW12). A replacement reference document will be published.
22. **FEMA 248** – “A Unified National Program for Floodplain Management” (1994 or later printing) [Available from the FEMA webpage <http://www.fema.gov/media-library/assets/documents/18472?id=4150> or ordered from Publication Warehouse (800) 480-2520].
23. **FEMA 322** - “Public Assistance Policy and Guide” (FEMA 321, 322, 323, 325, 327, 329) [Available from the FEMA webpage <http://www.fema.gov/public-assistance-policy-and-guidance> or ordered from Publication Warehouse (800) 480-2520].
24. **NFIP Flood Insurance Manual** (Oct 2013 or later) [Available from the FEMA webpage <http://www.fema.gov/business/nfip/manual.shtm> or ordered from Publication Warehouse (800) 480-2520].

## **EXAMS FOR ASFPM CFM**

The ASFPM CFM exam shall be approved by the ASFPM Certification Board of Regents (CBOR). The exam will be "closed book" and will be held in a proctored classroom environment. All exams will be pass/fail and the results will be held in strict confidence. ASFPM CFM exams will be given at each ASFPM annual conference and other locations as approved and specified by the CBOR.

The ASFPM certification exam measures a person's knowledge of a community's responsibilities under the National Flood Insurance Program (NFIP) and related floodplain management topics. The ASFPM CFM Program has established a policy in which the National Exam is approximately 120 multiple choice and true/false questions. Approximately 20 questions require obtaining information from a Flood Insurance Rate Map, Flood Boundary and Floodway Map and Flood Insurance Study. Another 5 to 10 questions focus on the FEMA Elevation Certificate.

The exam requires approximately 2 to 3 hours to complete. It covers the following seven categories in the proportions shown. Under each category are examples of the topics that are tested.

<b>Topic with Examples</b>	<b>Percentage of Total Questions</b>
<b>Overall Context of Floodplain Management</b> <ul style="list-style-type: none"><li>- Unified National Program</li><li>- Community Sanctions</li><li>- History and Background of the NFIP</li><li>- Other Federal Programs</li></ul>	<b>5-10%</b>
<b>Floodplain Mapping</b> <ul style="list-style-type: none"><li>- Base flood concept</li><li>- Discharges, profiles, floodways</li><li>- Coastal flooding</li><li>- Reading / using maps</li><li>- Revising FEMA maps</li></ul>	<b>20-25%</b>
<b>NFIP Regulatory and Non-Regulatory Standards</b> <ul style="list-style-type: none"><li>- "Development," requirements for a permit</li><li>- Encroachment rules</li><li>- V Zone rules</li><li>- Building protection standards</li><li>- Substantial improvement / damage</li><li>- Floodproofing and Retrofitting</li></ul>	<b>20-25%</b>
<b>Regulatory Administrative Procedures</b> <ul style="list-style-type: none"><li>- Permit process and inspections</li><li>- Elevation records</li><li>- NFIP Regulations</li><li>- Enforcement</li><li>- Variance rules</li></ul>	<b>15-20%</b>
<b>Flood Insurance</b> <ul style="list-style-type: none"><li>- Coverage</li><li>- Rating</li><li>- Mandatory purchase requirements</li><li>- NFIP Grandfather Rules</li><li>- ICC</li><li>- CRS</li><li>- Section 1316</li></ul>	<b>10-15%</b>
<b>Flood Hazard Mitigation</b> <ul style="list-style-type: none"><li>- Disaster assistance procedures</li><li>- Mitigation Planning (DMA 2000)</li><li>- Funding sources</li><li>- Wind, earthquake, fire, erosion and other hazards</li><li>- Risk assessment and identification</li><li>- HAZUS-MH</li></ul>	<b>10-15%</b>
<b>Natural and Beneficial Functions</b> <ul style="list-style-type: none"><li>- Wetlands</li><li>- Multi-objective management</li><li>- NAI</li><li>- Stream Corridor Restoration</li><li>- Water quality (NEPA, NPDES,MS4s)</li></ul>	<b>10-15%</b>